

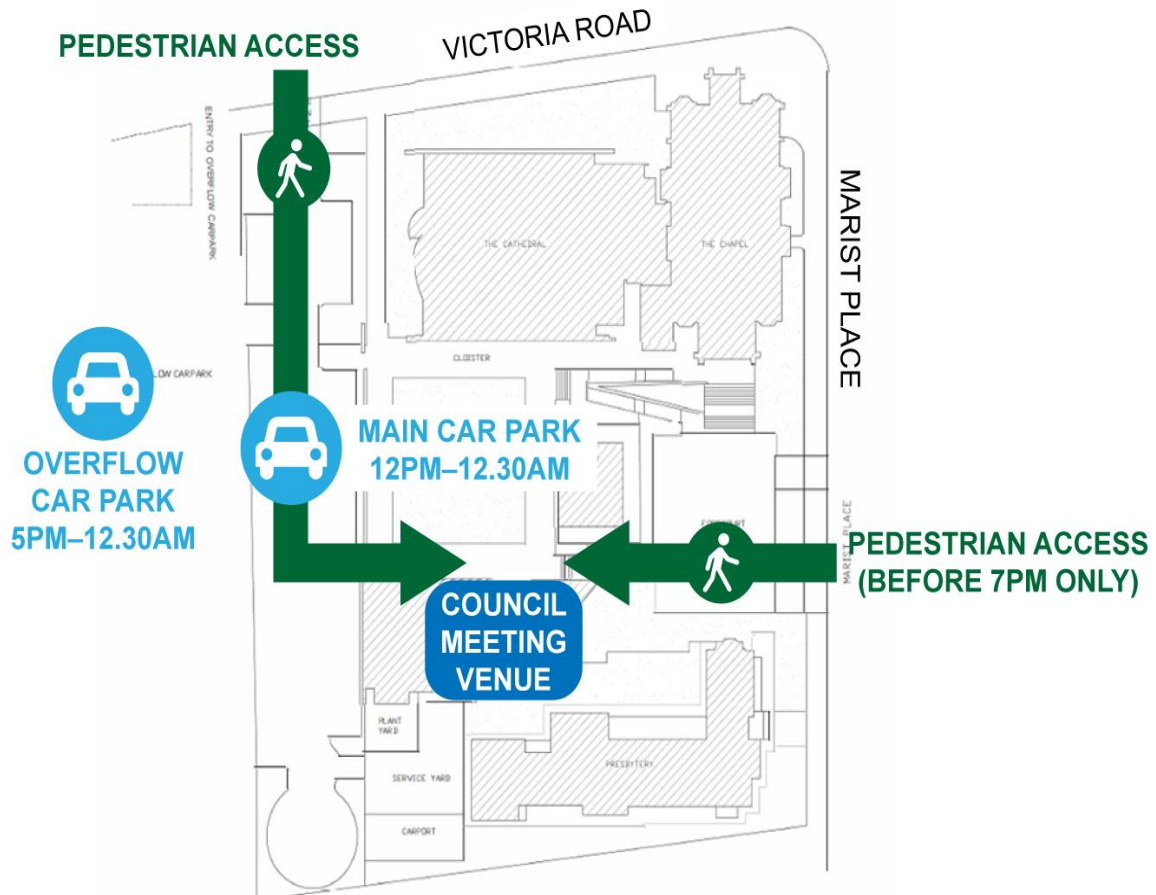
NOTICE OF COUNCIL MEETING

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 Monday, 23 May 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

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

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> <ul style="list-style-type: none"> a) At any time during which the matter is being considered or discussed, or b) At any time during which the Council is voting on any question in relation to the matter.
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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	<i>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.</i>	

- 16.2 Shop 4/4-14 - Just For Him - Request For New Lease Agreement

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, 9 MAY 2022 AT 6:30PM

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, Dr Patricia Prociv, Dan Siviero, Georgina Valjak, Donna Wang and Lorraine Wearne.

1. OPENING MEETING

The Lord Mayor, Councillor Donna Davis, opened the meeting at 6:30pm.

2. ACKNOWLEDGEMENT TO 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 26 April 2022

3760 RESOLVED (Prociv/Esber)

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

6. APOLOGIES/REQUESTS FOR LEAVE OF ABSENCE

3761 RESOLVED (Humphries/Darley)

That the request to attend the Ordinary Council Meeting dated 9 May 2022 via remote means submitted by Councillor Wearne due to personal reasons be accepted.

7. DECLARATIONS OF INTEREST

Councillor Bradley declared a non-pecuniary and less than significant interest in the Matter of Urgency for the placement of Election Material on Council or State Government assets, being that he is a candidate in the upcoming Federal Election. He retired from the meeting prior to debate and voting on the matter.

Councillor Esber declared a non-pecuniary but significant interest in Item 13.2 - Planning Proposals for sites at WSU Parramatta North Campus and at 1-21 Hope Street, 27-43 Oak Street and 126-130 James Ruse Drive, Rosehill, being that a family member is an employee of the organisation. He retired from the meeting prior to debate and voting on the matter.

Councillor Green declared a pecuniary interest in Item 13.4 - Draft Disability Inclusion Action Plan (DIAP) 2022-2026, being that he has tenants in the building that he owns that support disability services. He retired from the meeting prior to debate and voting on the matter.

Councillor Humphries declared a pecuniary interest in the Matter of Urgency for the placement of Election Material on Council or State Government Assets, being that she is an employee of a political party referred to in the motion. She retired from the meeting prior to debate and voting on the matter.

8. MINUTES OF THE LORD MAYOR

8.1 SUBJECT HMAS Parramatta Freedom of Entry Request

REFERENCE F2021/02779 - D08517892

REPORT OF Lord Mayor, Councillor Donna Davis

3762 RESOLVED (Davis/Pandey)

(a) **That** Council note the formal request received from the Commanding Officer of the *HMAS Parramatta IV* for the ships company to exercise their right to conduct a Freedom of Entry Parade on Friday, 9 September 2022.

(b) **Further, that** a staff report be prepared for Council's consideration of this request, and that this report include resourcing and budget implications should Freedom of Entry be granted.

8.2 SUBJECT National Volunteer Week - 16 - 22 May 2022

REFERENCE F2021/02779 - D08517896

REPORT OF Lord Mayor, Councillor Donna Davis

- 3763 RESOLVED (Davis/Bradley)
- (a) **That** Council note National Volunteer Week is taking place from 16 – 22 May 2022, with the theme ‘Better Together’.
- (b) **Further, that** Council thanks all those who volunteer in the City of Parramatta for their tremendous efforts and selfless service, making our City a better place.

8.3 SUBJECT Expression of Interest in Transport for NSW E-scooter Trial

REFERENCE F2021/02779 - D08517897

REPORT OF Lord Mayor, Councillor Donna Davis

- 3764 RESOLVED (Davis/Prociv)
- (a) **That** Council note that the NSW State Government has announced a planned trial of shared electric scooters and has invited councils to express interest in participating in a trial.
- (b) **That** Council note that an expression of interest in the trial only commits Council consider its participation in the trial.
- (c) **Further, that** Council writes to the Deputy Secretary, Cities and Active Transport at Transport for NSW expressing its interest in the trial and nominate Jennifer Concato, Executive Director City Planning & Design and/or their delegate as Council’s representatives to attend a briefing offered on 13 May 2022.

8.4 SUBJECT Peninsula Park, Wentworth Point

REFERENCE F2021/02779 - D08518157

REPORT OF Lord Mayor, Councillor Donna Davis

- 3765 RESOLVED (Davis/Noack)
- (a) **That** Council note the existing resolutions of Council regarding advocacy for the delivery of Peninsula Park, Wentworth Point.
- (b) **Further, that** Council write to the NSW Minister for Transport, NSW Minister for Planning and local State Member of Parliament, seeking an urgent meeting to discuss the delivery of Peninsula Park, Wentworth Point, including provision of the timeline for delivery by the NSW Government.

8.5 SUBJECT The Salvation Army's Western Sydney Red Shield Appeal 2022

REFERENCE F2021/02779 - D08518484

REPORT OF Lord Mayor, Councillor Donna Davis

3766 RESOLVED (Davis/Wang)

- (a) **That** Council note the official launch of The Salvation Army's 2022 Western Sydney Red Shield Appeal took place on Friday, 6 May 2022.
- (b) **Further, that** Council donate \$1,000 to the 2022 Western Sydney Red Shield Appeal.

9. PUBLIC FORUM

There were no public forums submitted to the meeting.

10. PETITIONS

There were no petitions tabled at the meeting.

11. RESCISSION MOTIONS

Nil

12. FOR NOTATION

12.1 SUBJECT CBD Revitalisation Grant Program (Deferred Item)

REFERENCE F2022/00105 - D08461662

REPORT OF Events & Festivals Manager

3767 RESOLVED (Pandey/Noack)

That the report be received and noted.

13. FOR COUNCIL DECISION

13.1 SUBJECT Draft Community Strategic Plan 2018-38 (Amended) for Public Exhibition

REFERENCE F2022/00105 - D08470255

REPORT OF Corporate Strategy Manager

MOTION (Esber/Green)

That Council endorse the draft updated Community Strategic Plan 2038 for placing on public exhibition for 28 days from 10 May 2022 to 7 June 2022 inclusive.

AMENDMENT (Bradley/Esber)

That Council endorse the draft updated Community Strategic Plan 2038 for placing on public exhibition for 28 days from 10 May 2022 to 7 June 2022 inclusive, with an amendment upgrading the low emissions reduction target (page 57 outcome G.3) to the NSW Government policy of 50% emissions reduction by 2030 and changing the target shown from 60% to 70% emissions reduction by 2038.

Councillor Esber as mover of the original motion accepted the amendment. The amendment then became the motion.

Councillor Green as seconder of the original motion, withdrew his second to the amended motion. Councillor Darley then seconded the amended motion.

The motion on being put was declared CARRIED.

3768 RESOLVED (Esber/Darley)

That Council endorse the draft updated Community Strategic Plan 2038 for placing on public exhibition for 28 days from 10 May 2022 to 7 June 2022 inclusive, with an amendment upgrading the low emissions reduction target (page 57 outcome G.3) to the NSW Government policy of 50% emissions reduction by 2030 and changing the target shown from 60% to 70% emissions reduction by 2038.

Note: Councillor Esber declared a non-pecuniary but significant interest in Item 13.2 and left the Chamber at 7:22pm prior to consideration of the matter.

13.2 SUBJECT Planning Proposals for sites at WSU Parramatta North Campus and at 1-21 Hope Street, 27-43 Oak Street and 126-130 James Ruse Drive, Rosehill

REFERENCE F2022/00105 - D08452384

APPLICANT/S Refer to report

OWNERS Refer to report

REPORT OF Project Officer

3769 RESOLVED (Noack/Prociv)

(a) **That** Council note the applicant has withdrawn the Planning Proposal for the WSU Parramatta North Campus at 70 Pemberton Street, 260 and 260A Victoria Road, 178-184 & 190-200 James Ruse Drive, and 15-19 Colet Parade, Parramatta and note that no further action is required.

(b) **That** Council not proceed with the Planning Proposal at 1–21 Hope Street, 27–43 Oak Street and 126–130 James Ruse Drive, Rosehill for the following reasons:

i. The applicant has not met the Council's preferred density and scale requirements.

- ii. Inconsistency with the Local Strategic Planning Statement and Local Housing Strategy as the site is not within an identified Growth Precinct and the proposed development is not required to meet Council's adopted housing and employment targets.
- iii. The proposed density and heights would result in overdevelopment of the site, are inconsistent with the density and heights of nearby high-rise development and are overbearing of nearby lower scale development (particularly to the west and southwest).
- iv. The proposed urban design outcome lacks a suitable transition to nearby lower-scale development and a cohesive arrangement of buildings and spaces.
- v. Failure to address flood affectation issues.
- vi. Inadequate protection of the Historic View Corridor No. 12 (Elizabeth Farm).
- vii. Failure to demonstrate that the proposal can satisfactorily address traffic flow, parking and access impacts arising from the proposed development.

(c) **Further, that** the applicants be advised of Council's decision.

A division is called and results being unanimous.

DIVISION A division was called, the result being:-

AYES: Councillors Bradley, Darley, Davis, Garrard, Green, Humphries, Maclean, Noack, Pandey, Prociv, Siviero, Valjak, Wang and Wearne

NOES: Nil

Note: Councillor Esber returned to the Chamber at 7:25pm.

13.3 SUBJECT Process for naming Parramatta's new aquatic facility

REFERENCE F2022/00105 - D08429607

REPORT OF Group Manager Social and Community Services

3770 RESOLVED (Esber/Darley)

That Council defer consideration of this matter until the actions arising out of the Councillor Workshop are completed.

Note: Councillor Green declared a pecuniary interest in Item 13.4 and left the Chamber at 7:27pm prior to consideration of the matter.

13.4 SUBJECT Draft Disability Inclusion Action Plan (DIAP) 2022-2026

REFERENCE F2022/00105 - D08451789

REPORT OF Group Manager Social & Community Services

3771 RESOLVED (Pandey/Maclean)

- (a) **That** Council approve the draft Disability Inclusion Action Plan (Attachment 1) to be placed on public exhibition for a period of four (4) weeks.
- (b) **Further, that** a consultation process be undertaken to engage with the community, and other key stakeholders, on the draft Disability Inclusion Action Plan and that, upon completion of the public exhibition period, all feedback and submissions are reported back to Council, together with a revised Disability Inclusion Action Plan, for consideration.

Note: Councillor Garrard left the Chamber at 7:27pm and was not present for the vote on Item 13.4.

Note: Councillor Green returned to the Chamber at 7:30pm.

13.5 SUBJECT Sportsground Strategy and Action Plan (Deferred Item)

REFERENCE F2022/00105 - D08478808

REPORT OF Recreation Planner

3772 RESOLVED (Pandey/Valjak)

- (a) **That** Council approve the Sportsground Strategy and Action Plan (SSAP) at Attachment 1, noting that it sets out the strategy for Council's pursuit, on its own or in partnership with others, of the following over the next 20 years:
 - 1. Increase the practical capacity of Council's sportsground network by 51 sporting fields through:
 - i. improving maintenance and upgrade existing sportsground facilities to increase capacity;
 - ii. considering the role of natural turf, hybrid and synthetic surface technology to increase field carrying capacity;
 - iii. delivering new sportsground facilities;
 - iv. increasing community access to sporting fields not owned by Council; and
 - v. implementing efficient management processes to support and maximise the use of sportsground facilities.
 - 2. Incorporating projects identified in the SSAP into the delivery of the contributions plan and subsequent updates.
 - 3. Applying the recommendations of the SSAP in preparing operational and capital works budgets for the short, medium, and long-term.
 - 4. Applying the recommendations of the SSAP in seeking grant and funding opportunities for sportsground facilities, and in negotiations of future voluntary planning agreements that include sportsground facilities.

- (b) **That** Council note that any site specific assessment and business case process recommending the use of synthetics and/or hybrid sporting surfaces will be reported to Council for consideration and approval.
- (c) **That** all those who provided submissions during the public exhibition period be advised of Council's decision and thanked for their contribution to the development of the SSAP.
- (d) **That** the Allocation Policy to compliment this strategy be developed within the next 12 months.
- (e) **Further, that** a briefing note be presented to Councillors annually regarding the progress and status of the Strategy.

Note: Councillor Garrard returned to the Chamber at 7:32pm during consideration of Item 13.5.

14. NOTICES OF MOTION

14.1 SUBJECT Events Budget (Deferred Item)

REFERENCE F2022/00105 - D08461645

FROM Councillor Garrard

The Notice of Motion was WITHDRAWN.

14.2 SUBJECT CBD Lighting Project (Deferred Item)

REFERENCE F2022/00105 - D08461654

FROM Councillor Garrard

The Notice of Motion was WITHDRAWN.

14.3 SUBJECT CBD Planning Proposal

REFERENCE F2022/00105 - D08504984

FROM Councillor Wearne

The Notice of Motion was WITHDRAWN.

15. QUESTIONS WITH NOTICE

15.1 SUBJECT Questions Taken on Notice from Council Meeting - 26 April 2022

REFERENCE F2022/00105 - D08504743

FROM Business Governance Officer

QUESTIONS TAKEN ON NOTICE FROM THE COUNCIL MEETING OF 26 APRIL 2022

Item 12.2 – Returns for Designated Persons

Question from Councillor Bradley

During discussion on the motion moved by Councillor Esber, Councillor Bradley asked the following question:

1. *Why have we redacted more than what the IPC guidelines say we should be redacting?*

Chief Financial and Information Officer Response

1. The IPC Guideline 1 for Local Councils on the disclosure of information contained in the returns disclosing the interests of Councillors and designated persons developed under the Government Information (Public Access) Act 2009 (NSW) (GIPA Act), released in September 2019 outlines requirements of Councils to mandatorily release disclosures of interest in written returns with relation to the GIPA Act and corresponding regulation.

The Guideline reinforces the status of disclosures in written returns as available for mandatory proactive release, or “open access information” under the Government Information (Public Access) Regulation 2018 (NSW).

The Guideline also acknowledges the disclosures in written returns may contain personal information about each Councillor and designated person.

The Guideline suggests the written returns are to be disclosed on the website of a Council, unless to do so would impose unreasonable costs to the Council or if the Council has determined there is an overriding public interest against disclosing the information. Determination of an overriding public interest against disclosure requires the conduct of a public interest test weighing up the public interest considerations in favour of and against disclosure of the information. It should be noted that s6(4) of the GIPA Act requires agencies to “facilitate public access to open access information contained in a record by deleting matter from a copy of the record to be made publicly available, if inclusion of the matter would otherwise result in there being an overriding public interest against disclosure of the record, and it is practicable to delete the matter”.

The Guideline supplies the following framework for the provision of disclosures in written returns as open access information:

- a. The returns should be made publicly available on the Council's website free of charge unless there is an overriding public interest against disclosure or to do so would impose unreasonable additional costs on the Council
- b. The fact that a return of interests is open access information is a factor in favour of disclosure in balancing the public interest
- c. In the circumstances where Council decides that there is an overriding public interest against disclosure of the return, consideration should then be given to whether it is practicable to release an edited copy of the return (for example redacting the individual's signature or residential address) in accordance with section 6(4) of the GIPA Act
- d. If it is practicable to do so, then the information should be deleted from a copy of the return and the remainder of the return made available on the Council's website
- e. Where information is deleted from a return, Council should keep a record indicating, in general terms, the nature of the information redacted in accordance with section 6(5) of the GIPA Act
- f. Copies of publicly available information about returns may be made in accordance with clause 5(1)(b) of the GIPA Regulation. Releasing the information contained in the returns of Councillors and designated persons in this manner facilitates the legitimate public interest in having access to the information, while protecting the individual's right to privacy and safety.

It should be noted although the IPC provides the above advice and makes suggestions on what information Councils may redact (an individual's signature or residential address), the Guideline is clear that Council is responsible for determining what information should be made publicly available by conducting a public interest test. Namely, point 3.11 in the Guideline states, with relation to applying s6(4) of the GIPA Act, "the type of matter which might be deleted from a return in these circumstances will vary depending on the public interest considerations applied. However, examples might include the signatures or residential address of the individual making the return".

Therefore, in undertaking its redactions, the officer's recommendation is to take a conservative view of "residential addresses" to include principal places of residences (PPORs) and investment properties which are of a residential nature. It should be noted these redactions apply only to the street number and street name, with the suburb and state remaining unredacted.

This approach has been selected after consideration and evaluation of the Privacy and Personal Information Protection

Act 1998 (PIIP Act), as the release of all residential addresses of an individual carries the potential to impinge on an individual's privacy rights. Simultaneously, unfettered release of an individuals' information online removes Council's control of this information, and its corresponding dissemination, making it accessible to all individuals, including those who may have unconscionable intentions, such as threatening the safety of staff, or conducting fraud. Access to the unredacted returns are available via submission of a form to Council, which will be assessed on a case-by-case basis, with a public interest test undertaken for each application. It should also be noted, in late 2020 to early 2021, the IPC conducted a desktop audit of local Councils. A report titled: Local Government Sector – GIPA Compliance Report was released in July 2021. A key assessment criteria of this audit was whether disclosures are publicly available, whereby the IPC states "to fully comply with the requirement, it was essential that the disclosure of interests for both Councillors and designated persons are published and publicly available and easily located on Council's website". No reference is made to the status of the returns as published and publicly available and discretionary redactions applied by Councils. Therefore it is the officer's view that the current approach ensures Council is protecting the privacy of Councillors and staff whilst also satisfying the public interest factors in favour of release of the returns to promote and enhance openness, transparency and accountability in local government by enabling members of the public to apply to view the returns in their original form.

Item 13.1 – Quarterly Budget Review – December 2021 (Deferred Item)

Question from Councillor Bradley

During discussion on the motion moved by Councillor Maclean, Councillor Bradley asked the following question:

1. *Why has the income of the City Strategy Unit decreased from \$4000 to \$2000 and is there opportunity to recover some of that income?*

Chief Financial and Information Officer Response

1. The \$2m movement in City Strategy revenue occurred in the September quarter reforecast and relates to Local Roads and Community Infrastructure (LRCI) grants. There is not an actual shortfall, rather \$2m of the grant money, which was budgeted to occur in FY22, was received earlier in the FY21 financial year. The FY22 budget was amended in the September reforecast and there were no further material variances in the December quarter reforecast.

Item 13.5 – Minutes of the Traffic Engineering Advisory Group meeting held on 23 March 2022

Question from Councillor Noack

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

1. *Can we be provided with an update on meetings Council staff have had with developers for the planned round about and street crossing on the corner of Hill Road and Burroway Road?*
2. *Can we be provided with an update on the traffic lights on Bennelong and Hill Road?*

Executive Director City Planning & Design Response

1. As Council will ultimately become the owner of the roundabout it must ensure it is built to Council's standards and discussions on the design requirements are still being pursued. The design must be agreed before construction can commence. This discussion is occurring via correspondence, the most recent being a Council email on 3 May 2022. This email was sent requesting the applicant address concerns Council staff had with the last set of draft Plans provided by the applicant. The most recent meeting with the developer was held last year.

Council staff will contact the developer to obtain an update on progress on this matter and this information will be included in the regular PTC/TEAG report on Hill Road that is included in the agenda for each meeting. The agenda reports for the next meeting are to be distributed to Councillors on 18 May 2022.

2. The outcome of the funding application made by Council to the Federal Government Stimulus Program for this project has not yet been determined. Minor changes are being made to the Review of Environmental Factors, traffic signals design, and street lighting design in consultation with various authorities in order to obtain final approvals. The civil design is essentially complete. It is anticipated that the documents will be finalised in late June 2022.

Item 16.1 – Legal Status Report

Question from Councillor Prociv

1. During discussion on the motion moved by Councillor Prociv, Councillor Prociv asked a question. As the question related to a confidential matter under section 10A(2)(g) of the Local

Government Act, the question and staff response is provided in a confidential **Attachment 1**.

Chief Financial and Information Officer Response

1. As the response contains confidential information under section 10A(2)(g) of the Local Government Act 1993, the response is contained in the confidential attachment.

Questions from Lord Mayor, Councillor Davis

1. During discussion on the motion moved by Councillor Prociv, Councillor Davis asked a question. As the question related to a confidential matter under section 10A(2)(g) of the Local Government Act, the question and staff response is provided in a confidential **Attachment 1**.

Chief Financial and Information Officer Response

1. As the response contains confidential information under section 10A(2)(g) of the Local Government Act 1993, the response is contained in the confidential attachment.

Item 16.3 – Approval of Supplier for works associated with CBD Outdoor Dining

Question from Councillor Garrard

1. During discussion on the motion moved by Councillor Garrard, Councillor Garrard asked a question. As the question related to a confidential matter under section 10A(2)(d) of the Local Government Act, the question and staff response is provided in a confidential **Attachment 1**.

Executive Director Property & Place Response

1. As the response contains confidential information under section 10A(2)(d) of the Local Government Act 1993, the response is contained in the confidential attachment.

MATTER OF URGENCY

3773 RESOLVED (Esber/Garrard)

That a procedural motion be granted to allow consideration of a matter of urgency in relation to the placement of Federal Election campaign material on Council or State Government assets.

The Lord Mayor ruled the matter urgent.

Note:

1. **Councillor Bradley declared a non-pecuniary and less than significant interest in the Matter of Urgency and left the Chamber at 7:46pm prior to consideration of the matter.**
2. **Councillor Humphries declared a pecuniary interest in the Matter of Urgency and left the Chamber at 7:46pm prior to consideration of the matter.**

3774 RESOLVED (Esber/Garrard)

- (a) **That** Council authorise the CEO or his delegate to remove any Federal Election campaign material on Council or State Government assets and consider where appropriate the issuing of Penalty Infringement Notices.
- (b) **Further, that** the CEO notify the relevant Party units of the decision of the Council in this matter.

Note: Councillors Bradley and Humphries returned to the Chamber at 7:50pm.

MATTER OF URGENCY

MOTION (Humphries/Prociv)

That a procedural motion be granted to allow consideration of a matter of urgency in relation to the recent celebration of Ramadan and Eid.

The Lord Mayor ruled the matter not urgent.

MATTER OF URGENCY

3775 RESOLVED (Humphries/Prociv)

RESOLVED (Humphries/Pandey)

That a procedural motion be granted to allow consideration of a matter of urgency in relation to the status of the flood retention grate located at Darling Mills Creek.

The Lord Mayor ruled the matter urgent.

3776 RESOLVED (Humphries/Prociv)

That Council investigate the service requests submitted on the flood retention grate located at Darling Mills Creek and provide a status to all Councillors by this Friday, 13 May 2022.

PROCEDURAL MOTION

3777 RESOLVED (Esber/Darley)

That the meeting be adjourned for a short recess.

Note: The meeting was adjourned at 8:04pm for a short recess.

The meeting resumed at 8:16pm with the following Councillors 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 (Deputy Lord Mayor), Dr Patricia Prociv, Dan Siviero, Georgina Valjak, Donna Wang and Lorraine Wearne.

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

3778 RESOLVED (Noack/Darley)

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:-

- 16.1 Shop 6/4-14 Hunter Street, Parramatta - City of Parramatta Arts Society - New Lease Request. (D08435991) - *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.*
- 16.2 Tender 04/2021 Disposal of Waste and Recyclable Materials. (D08398853) - *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 Riverside Theatres Redevelopment Project. (D08492105) - *This report is confidential in accordance with section 10A (2) (c) 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.*

16.1 SUBJECT Shop 6/4-14 Hunter Street, Parramatta - City of Parramatta Arts Society - New Lease Request

REFERENCE F2022/00105 - D08435991

REPORT OF Space Management Officer

3779 RESOLVED (Garrard/Bradley)

(a) **That** Council approve Option 1 without CPI rent review, as outlined in paragraph 11 of this report to lease Shop 6, 4-14 Hunter Street, Parramatta.

(b) **Further, that** Council delegate authority to the Chief Executive Officer to sign all documents in connection with this matter.

16.2 SUBJECT Tender 04/2021 Disposal of Waste and Recyclable Materials

REFERENCE F2022/00105 - D08398853

REPORT OF Civil Works Manager

3780 RESOLVED (Bradley/Pandey)

(a) **That** Council approve the appointment of the four (4) preferred proponents for the establishment of a panel (six (6) categories) under the Disposal of Waste and Recyclable Materials tender as outlined in paragraph 23 of this report.

(b) **That** all unsuccessful tenderers be advised of Councils decision in this matter.

(c) **Further, that** Council delegate authority to the Chief Executive Officer to finalise and execute all necessary documents.

16.3 SUBJECT Riverside Theatres Redevelopment Project

REFERENCE F2022/00105 - D08492105

REPORT OF Director - Riverside Theatres

3781 RESOLVED (Pandey/Valjak)

(a) **That** Council endorse the Concept Proposal validation work for the Project, summarised in this report and the 30 March 2022 Workshop presentation (Attachment 1), including the Concept Reference Design and Functional Aspirations.

(b) **That** Council note the Project has a preliminary cost estimate of \$175.4M.

(c) **That** Council approve the allocation of \$136M for the Project, made up of \$36M held in the Cultural Fund and \$100M from the sale proceeds of the Powerhouse Parramatta site held within Council's Property Reserve, until 30 June 2023.

(d) **That** Council note officers will develop a strategy to address the \$39.5M funding shortfall for the Project (including options such as

available Section 7.11 Developer Contributions funds, Federal and State/Westinvest funding and potential corporate and philanthropic funding support).

- (e) **Further that** Council approve the next stage of the Project, including:
1. Preparation of a detailed Business Case, Project Plan and Budget;
 2. The business case be prepared within 3-4 months and the business case together with a progress report be returned to Council within 6 months for the Council to endorse continuation of the project.
 3. Commencement of the Design Competition;
 4. A Budget of up to \$1M for the costs associated with this stage of the Project;
 5. Funding of the \$1M budget for this stage of the Project from the Property Reserve;
 6. A report back to Council in Q1 FY 22/23 on Project progress.

Note: Councillor Darley left the Chamber at 8:41pm and returned at 8:43pm during consideration of Item 16.3.

PROCEDURAL MOTION

3782 RESOLVED (Esber/Noack)

That Council resume into Open Session.

Note: Councillors Garrard and Valjak left the Chamber at 9:06pm and returned at 9:06pm during consideration of the procedural motion to resume into Open Session.

17. REPORTS OF RESOLUTIONS PASSED IN CLOSED SESSION

The Chief Executive Officer read out the resolutions for Items 16.1 to 16.3.

18. CONCLUSION OF MEETING

The meeting terminated at 9:07 pm.

THIS PAGE AND THE PRECEDING 16 PAGES ARE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY, 9 MAY 2022 AND CONFIRMED ON MONDAY, 23 MAY 2022.

Chairperson

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FOR NOTATION

23 MAY 2022

12.1	Investment Report for April 2022.....	26
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FOR NOTATION

ITEM NUMBER 12.1
SUBJECT Investment Report for April 2022
REFERENCE F2022/00105 - D08516601
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 April 2022.

RECOMMENDATION

That Council receive and note the Investment Report for April 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 30 April 2022 was \$547.3m. The average portfolio holdings held throughout the month was \$497.6m.
4. The majority of Council's investment portfolio is in term deposits (75%). The portfolio also includes liquid floating rate notes (FRNs), cash, and the TCorp Long Term Growth Fund (LTGF).
5. Approximately 7.5% 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 30 April 2022.

Table 1: Summary of investment portfolio

Investment Product	000's	% Held	Monthly Return	Annualised Return
Term Deposits	410,150	0.75	0.11	1.36
Floating Rate Notes	17,419	0.03	0.09	1.08
Bonds	34,532	0.06	0.09	1.10
Cash at Call	35,078	0.06	0.03	0.38
31 Day Notice Funds	7,128	0.01	0.05	0.55
CFS Global Managed Funds (CFS)	14,046	0.03	-0.97	-11.23
TCorp Long Term Growth Fund (LTGF)	28,982	0.05	-0.88	-10.24
Total Investment Funds	547,336	1.00	0.02	0.18
Ausbond Bank Bill Index Benchmark				-0.19
(Underperformance) / Outperformance				0.37

7. **Investment performance for the month.** The investment portfolio reported a monthly- annualised return of 0.18% for April 2022, outperforming the Ausbond bank bill index by 37 basis points. The monthly return was once again, negatively affected by Councils managed credit funds (-0.97%) and long -Term growth assets LTGF (-0.88%).

The LTGF is a longer duration fund of 5-7 years, and will suffer volatility over the short term. The fund has returned Council 9.2% 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	0.50	0.73	1.46	1.69
Ausbond Bank Bill Index Benchmark	0.01	0.02	0.04	0.40
Outperformance	0.49	0.71	1.42	1.29

9. **Investment income:** The forecast interest income for FY2021-2022 is proposed to be adjusted from \$7m to \$4m during the March 2022 quarterly reforecast. Based on an average total investment portfolio size of around \$500m that equates to a budgeted yield of around 0.80% for the financial year.

As at the end of April 2022, the cumulative actual interest earned was below the revised budgeted income by around \$447k, largely driven by the significant sell-off in shares since the start of 2022. The first half of the financial year was tracking well but performance reversed due to the significant selloff in financial markets (e.g. equities, credit assets), escalated by the war in Ukraine and the aggressive rate hikes undertaken by global central banks.

The TCorp Long-Term Growth Fund alone has fallen by \$1.874m in 2022, being the biggest detractor to Council budgeted income this financial year.

Table 3: Cumulative Interest table

Month-End	Cumulative Budget	Cumulative Interest	Difference (\$)
Jul 2021	\$333,333	\$1,016,808	\$683,475
Aug 2021	\$666,667	\$2,030,123	\$1,363,456
Sep 2021	\$1,000,000	\$1,819,096	\$819,096
Oct 2021	\$1,333,333	\$2,032,410	\$699,077
Nov 2021	\$1,666,667	\$2,832,022	\$1,165,355
Dec 2021	\$2,000,000	\$3,665,308	\$1,665,308
Jan 2022	\$2,333,333	\$3,412,974	\$1,079,641
Feb 2022	\$2,666,667	\$2,615,086	-\$51,581
Mar 2022	\$3,000,000	\$2,810,591	-\$189,409
Apr 2022	\$3,333,333	\$2,885,936	-\$447,397
May 2022	\$3,666,667		
Jun 2022	\$4,000,000		

10. During the month, Councils received part proceeds of \$111m for sale/compulsory acquisition of the Horwood Place car park. These funds were invested in term deposits, at the highest available market rates, which comply with council's investment policy.

Institution	Rating	Amount	Duration	Rate
CBA	AA-	\$15M	6 months	1.62%
CBA	AA-	\$35M	1 year	2.41%
ICBC	A	\$25M	2 years	3.34%
CBA	AA-	\$21M	2 years	3.26%
ICBC	A	\$15M	3 years	3.68%

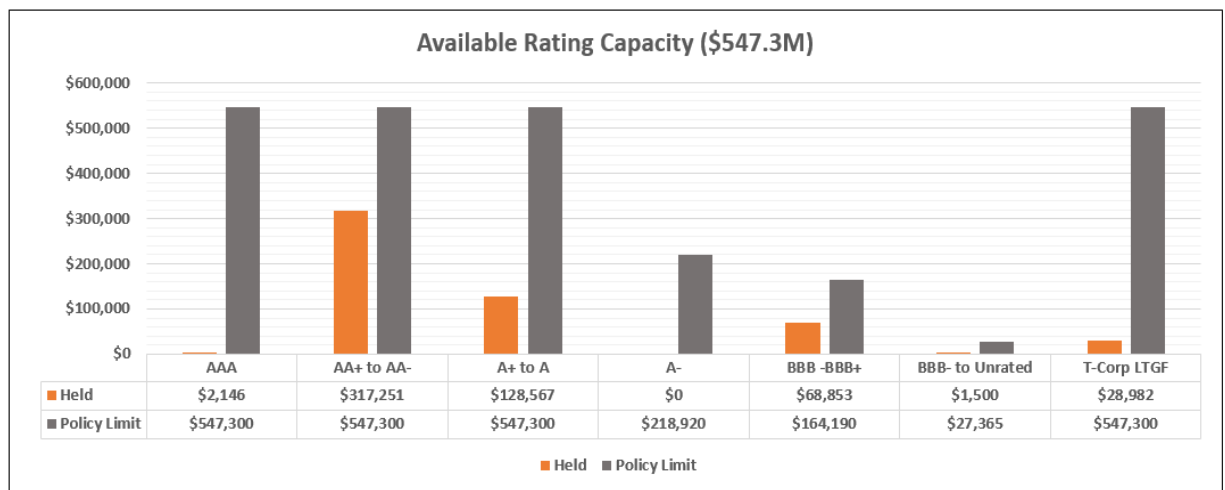
11. **Maturities:** Overall, the portfolio remains well diversified from a maturity perspective, with around 31% of assets directed to medium term (2-5 years). There is still capacity to invest in this horizon, and this is where Councils advisors believe the most attractive yields are along the curve.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

Table 4: Maturity profile

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 365 days	\$200,206,259	36.60%	20%	100%	\$346,883,901
✓	1 – 2 years	\$144,900,000	26.49%	0%	70%	\$238,063,112
✓	2 – 5 years	\$173,001,506	31.62%	0%	50%	\$100,543,574
✓	5 – 10 years	\$28,982,395	5.30%	0%	25%	\$107,790,145
		\$547,090,160	100.00%			

12. The portfolio complies with Council's Investment Policy rating limits, with ample investment opportunity still available in A-rated institutions, and approx. \$121m capacity in BBB+/unrated institutions.

Graph 1: Investment Policy rating capacity



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

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

Table 5: Exceptions to counterparty limits

Institution	Policy Limit (\$'000)	Held (\$'000)	Overweight (\$'000)	Reason	Compliance Date
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No
Exceptions

14. 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
15. Detailed investment performance commentary in relation to each investment product /type can be found in the Imperium comprehensive report attached.

Certification of Investments

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

John Angilley, Chief Finance and Information Officer

CONSULTATION & TIMINGStakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
30 April 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 30 April 2022	John Angilley Chief Financial and Information Officer Bruce MacFarlane Treasury & Tax Accountant

Councillor Consultation

18. 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

19. Not Applicable

FINANCIAL IMPLICATIONS FOR COUNCIL







20. Investment interest forecast is proposed to be reduced from \$7.01m to \$4m as part of the March 22 quarterly reforecast. As at the 30 April 30 the actual interest is below the revised year to date forecast by approximately \$447k, but is expected to improve due to market conditions.

Bruce MacFarlane
Tax and Treasury Accountant

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:

- | | | | | |
|---|---|---|--|----------|
| 1 |  |  | List of Council Investments by maturity April 2022.pdf | 7 Pages |
| 2 |  |  | Imperium Comprehensive Investment Report - April 22 .pdf | 35 Pages |
| 3 |  |  | Investment and Loans Performance Graph April 2022.pdf | 1 Page |

REFERENCE MATERIAL



Investment Report

01/04/2022 to 30/04/2022



Portfolio Valuation as at 30/04/2022

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
MyState Bank	BBB	TD	GENERAL	At Maturity	05/11/2021	05/05/2022	0.4500	4,000,000.00	8,728.77	1,479.45
MyState Bank	BBB	TD	GENERAL	At Maturity	05/11/2021	12/05/2022	0.4500	4,000,000.00	8,728.77	1,479.45
RACQ Bank	BBB+	FRN	GENERAL	Quarterly	23/05/2019	23/05/2022	1.1250	1,000,270.00	2,065.07	924.66
BOQ	BBB+	TD	GENERAL	Annual	29/05/2019	02/06/2022	2.4000	5,000,000.00	110,136.99	9,863.01
Westpac	AA-	FRTD	GENERAL	Quarterly	02/06/2017	02/06/2022	1.1850	2,000,000.00	3,895.89	1,947.95
BOQ	BBB+	TD	GENERAL	Annual	30/05/2018	02/06/2022	3.5000	3,000,000.00	96,369.86	8,630.14
Westpac	AA-	FRTD	GENERAL	Quarterly	16/06/2017	16/06/2022	1.2039	2,000,000.00	3,034.49	1,979.01
Westpac	AA-	TD	MAAS	Quarterly	25/06/2020	30/06/2022	0.9700	25,000,000.00	24,582.19	19,931.51
Community First	Unrated	TD	GENERAL	At Maturity	14/12/2021	14/07/2022	0.9000	250,000.00	850.68	184.93
Westpac	AA-	FRTD	GENERAL	Quarterly	14/07/2017	14/07/2022	1.3792	1,000,000.00	642.37	642.37
Westpac	AA-	FRTD	GENERAL	Quarterly	17/08/2017	17/08/2022	1.1300	3,000,000.00	6,780.00	2,786.30
Westpac	AA-	FRTD	GENERAL	Quarterly	07/09/2017	07/09/2022	1.1350	6,000,000.00	10,261.64	5,597.26
MyState Bank	BBB	TD	GENERAL	At Maturity	16/09/2021	15/09/2022	0.5000	3,000,000.00	9,328.77	1,232.88
Macquarie Bank	A+	TD	GENERAL	At Maturity	23/09/2021	23/09/2022	0.4200	1,000,000.00	2,531.51	345.21
BOQ	BBB+	TD	GENERAL	At Maturity	23/09/2021	23/09/2022	0.4200	3,000,000.00	7,594.52	1,035.62
JUDO BANK	BBB-	TD	GENERAL	Annual	25/09/2019	26/09/2022	2.1000	1,000,000.00	12,427.40	1,726.03
AMP Bank	BBB	TD	GENERAL	At Maturity	01/10/2021	29/09/2022	0.8000	3,000,000.00	13,939.73	1,972.60
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	22/04/2022	27/10/2022	1.6200	15,000,000.00	5,991.78	5,991.78



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
P&N Bank	BBB	TD	GENERAL	Annual	03/12/2018	02/12/2022	3.2500	2,500,000.00	33,167.81	6,678.08
Westpac	AA-	FRTD	GENERAL	Quarterly	05/12/2017	05/12/2022	1.0850	3,000,000.00	4,904.79	2,675.34
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/12/2019	08/12/2022	1.6000	4,000,000.00	25,073.97	5,260.27
BOQ	BBB+	TD	GENERAL	Annual	08/12/2021	08/12/2022	0.7000	1,000,000.00	2,761.64	575.34
Bank of Sydney	Unrated	TD	GENERAL	At Maturity	16/12/2021	15/12/2022	0.8000	250,000.00	745.21	164.38
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	10/09/2020	15/12/2022	0.9000	2,000,000.00	6,756.16	1,479.45
AMP Bank	BBB	TD	GENERAL	At Maturity	17/02/2022	17/02/2023	1.0000	2,000,000.00	4,000.00	1,643.84
AMP Bank	BBB	TD	GENERAL	At Maturity	17/02/2022	17/02/2023	1.0000	2,000,000.00	4,000.00	1,643.84
ING Direct	A	TD	GENERAL	At Maturity	31/03/2022	30/03/2023	1.6800	3,000,000.00	4,280.55	4,142.47
NAB	AA-	TD	GENERAL	Annual	30/03/2021	30/03/2023	0.5500	5,000,000.00	2,410.96	2,260.27
AMP Bank	BBB	TD	GENERAL	Annual	05/04/2019	05/04/2023	2.8000	3,000,000.00	5,983.56	5,983.56
NAB	AA-	TD	GENERAL	Annual	30/03/2021	06/04/2023	0.5500	5,000,000.00	2,410.96	2,260.27
ING Direct	A	TD	GENERAL	At Maturity	14/04/2022	14/04/2023	1.8800	4,000,000.00	3,502.47	3,502.47
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	21/04/2022	20/04/2023	2.2000	4,000,000.00	2,410.96	2,410.96
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	22/04/2022	27/04/2023	2.4100	35,000,000.00	20,798.63	20,798.63
BOQ	BBB+	TD	GENERAL	Annual	03/05/2019	03/05/2023	2.7000	3,500,000.00	93,982.19	7,767.12
Westpac	AA-	FRTD	GENERAL	Quarterly	30/05/2018	30/05/2023	1.0798	2,000,000.00	3,668.36	1,775.01
ICBC Sydney Branch	A	TD	GENERAL	Annual	02/06/2020	01/06/2023	1.4600	4,000,000.00	53,280.00	4,800.00
ICBC Sydney Branch	A	TD	GENERAL	Annual	01/06/2020	01/06/2023	1.4500	5,000,000.00	66,342.47	5,958.90
Westpac	AA-	TD	MAAS	Quarterly	25/06/2020	29/06/2023	1.0400	11,400,000.00	12,018.41	9,744.66



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
NAB	AA-	TD	MAAS	Annual	25/06/2020	29/06/2023	1.1500	18,600,000.00	181,668.49	17,580.82
ING Direct	A	TD	MAAS	Annual	25/06/2020	29/06/2023	1.1000	5,000,000.00	46,712.33	4,520.55
NAB	AA-	TD	GENERAL	Annual	25/06/2020	29/06/2023	1.1500	7,000,000.00	68,369.86	6,616.44
BOQ	BBB+	TD	GENERAL	Annual	03/09/2020	07/09/2023	1.0500	3,000,000.00	20,712.33	2,589.04
P&N Bank	BBB	TD	GENERAL	Annual	05/10/2018	05/10/2023	3.4500	1,500,000.00	29,490.41	4,253.42
Australian Military Bank	BBB+	TD	GENERAL	Annual	11/10/2019	10/10/2023	1.8200	3,000,000.00	30,216.99	4,487.67
P&N Bank	BBB	TD	GENERAL	Annual	19/10/2018	18/10/2023	3.4800	1,000,000.00	18,496.44	2,860.27
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/11/2021	09/11/2023	1.2200	3,000,000.00	17,347.40	3,008.22
ICBC Sydney Branch	A	TD	GENERAL	Annual	19/11/2021	23/11/2023	1.3200	4,500,000.00	26,526.58	4,882.19
NAB	AA-	TD	GENERAL	Annual	30/11/2020	30/11/2023	0.6800	12,000,000.00	33,981.37	6,706.85
NAB	AA-	TD	GENERAL	Annual	26/11/2020	30/11/2023	0.7000	4,000,000.00	11,967.12	2,301.37
ICBC Sydney Branch	A	TD	GENERAL	Annual	10/12/2021	14/12/2023	1.3900	4,000,000.00	21,630.68	4,569.86
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	30/09/2020	15/12/2023	1.0000	2,000,000.00	7,506.85	1,643.84
NAB	AA-	TD	GENERAL	At Maturity	17/12/2020	18/12/2023	0.7000	1,400,000.00	13,424.66	805.48
NAB	AA-	TD	GENERAL	Annual	21/12/2020	21/12/2023	0.7000	4,000,000.00	10,049.32	2,301.37
NAB	AA-	TD	GENERAL	Annual	17/12/2020	21/12/2023	0.7000	5,000,000.00	12,945.21	2,876.71
NAB	AA-	TD	GENERAL	Annual	20/01/2021	25/01/2024	0.7000	15,000,000.00	29,054.79	8,630.14
Westpac	AA-	FRTD	GENERAL	Quarterly	05/04/2019	05/04/2024	1.2384	12,000,000.00	10,585.78	10,585.78
Westpac	AA-	FRTD	GENERAL	Quarterly	08/04/2019	08/04/2024	1.2950	3,000,000.00	2,448.08	2,448.08
Australian Military Bank	BBB+	TD	GENERAL	Annual	13/04/2021	17/04/2024	0.7600	5,000,000.00	1,873.97	1,873.97



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
NAB	AA-	TD	GENERAL	Annual	13/04/2021	18/04/2024	0.7700	5,000,000.00	1,898.63	1,898.63
ICBC Sydney Branch	A	TD	GENERAL	Annual	22/04/2022	02/05/2024	3.3400	25,000,000.00	20,589.04	20,589.04
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	22/04/2022	02/05/2024	3.2600	21,000,000.00	16,880.55	16,880.55
BOQ	BBB+	TD	GENERAL	Annual	03/05/2019	03/05/2024	2.8000	3,500,000.00	97,463.01	8,054.79
NAB	AA-	TD	GENERAL	At Maturity	12/05/2021	16/05/2024	0.7600	3,000,000.00	22,112.88	1,873.97
Westpac	AA-	FRTD	GENERAL	Quarterly	30/05/2019	30/05/2024	1.0398	6,000,000.00	10,597.41	5,127.78
Westpac	AA-	FRTD	GENERAL	Quarterly	06/06/2019	06/06/2024	1.1250	3,500,000.00	5,933.22	3,236.30
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	17/06/2024	0.8000	3,000,000.00	21,041.10	1,972.60
Suncorp	AA-	FRN	GENERAL	Quarterly	15/08/2019	30/07/2024	1.4920	2,502,132.50	204.38	204.38
Bendigo and Adelaide	BBB+	FRN	GENERAL	Quarterly	06/09/2019	06/09/2024	1.1050	1,753,715.25	2,913.87	1,589.38
ICBC Sydney Branch	A	TD	GENERAL	Annual	21/10/2021	21/10/2024	1.3000	4,000,000.00	27,353.42	4,273.97
Great Southern Bank	BBB	FRN	GENERAL	Quarterly	24/10/2019	24/10/2024	1.6474	1,757,525.00	394.92	394.92
ICBC Sydney Branch	A	TD	GENERAL	Annual	29/10/2021	29/10/2024	1.6500	1,000,000.00	8,317.81	1,356.16
BOQ	BBB+	FRN	GENERAL	Quarterly	30/10/2019	30/10/2024	1.8120	1,003,924.00	99.29	99.29
ICBC Sydney Branch	A	TD	GENERAL	Annual	15/11/2021	14/11/2024	1.7900	3,000,000.00	24,569.59	4,413.70
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/11/2021	14/11/2024	1.6800	3,000,000.00	23,888.22	4,142.47
Citibank, N.A.	A+	FRN	GENERAL	Quarterly	15/11/2019	14/11/2024	0.9544	1,001,157.00	1,987.24	784.44
ICBC Sydney Branch	A	TD	GENERAL	Annual	19/11/2021	21/11/2024	1.7500	4,750,000.00	37,121.58	6,832.19
ICBC Sydney Branch	A	TD	GENERAL	Annual	13/12/2021	12/12/2024	1.8600	3,000,000.00	21,249.86	4,586.30
ICBC Sydney Branch	A	TD	GENERAL	Annual	10/12/2021	12/12/2024	1.8200	4,000,000.00	28,322.19	5,983.56



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	11,260.27	2,465.75
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	09/09/2021	16/12/2024	0.9000	2,500,000.00	8,445.21	1,849.32
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	24/11/2020	16/12/2024	0.9000	1,000,000.00	3,378.08	739.73
NAB	AA-	FRN	GENERAL	Quarterly	21/01/2020	21/01/2025	1.1800	2,003,650.00	646.58	646.58
ICBC Sydney Branch	A	TD	GENERAL	Annual	22/04/2022	24/04/2025	3.6800	15,000,000.00	13,610.96	13,610.96
Suncorp	AAA	FRN	GENERAL	Quarterly	27/04/2020	24/04/2025	1.6474	708,028.30	157.97	157.97
BOQ	AAA	FRN	GENERAL	Quarterly	14/05/2020	14/05/2025	1.1444	905,714.10	2,144.57	846.54
NAB	AA-	TD	GENERAL	Annual	12/05/2021	15/05/2025	1.0500	3,000,000.00	30,550.68	2,589.04
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	20/05/2021	16/06/2025	1.1000	3,500,000.00	33,753.42	3,164.38
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	16/06/2025	1.1000	3,000,000.00	28,931.51	2,712.33
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	16/02/2021	16/06/2025	0.9000	1,000,000.00	7,890.41	739.73
UBS AG	A+	FRN	MAAS	Quarterly	30/07/2020	30/07/2025	1.5820	3,247,799.75	281.73	281.73
NAB	AA-	TD	GENERAL	At Maturity	04/03/2021	05/03/2026	1.3400	3,000,000.00	46,587.95	3,304.11
NAB	AA-	TD	GENERAL	Annual	12/05/2021	14/05/2026	1.3000	3,000,000.00	37,824.66	3,205.48
NAB	AA-	TD	GENERAL	Annual	20/05/2021	21/05/2026	1.3000	3,500,000.00	43,131.51	3,739.73
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	15/06/2026	1.3000	3,000,000.00	34,191.78	3,205.48
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	16/02/2021	15/06/2026	1.0000	5,000,000.00	43,835.62	4,109.59
ING Direct	AAA	BOND	GENERAL	Semi-Annual	19/08/2021	19/08/2026	1.1000	532,495.20	1,247.67	542.47
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	09/09/2021	15/12/2026	1.4000	5,000,000.00	26,273.97	5,753.42
Commonwealth Bank	AA-	FRN	GENERAL	Quarterly	14/01/2022	14/01/2027	1.0292	1,289,237.30	623.16	623.16




Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Accrued	Accrued MTD
Macquarie Bank	A+	CASH	GENERAL	Monthly	30/04/2022	30/04/2022	0.4000	10,021,714.57	3,293.29	3,293.29
NAB	AA-	CASH	GENERAL	Monthly	30/04/2022	30/04/2022	0.2500	24,954,111.94	5,173.29	5,173.29
CFS WGCIF	A	FUND	GENERAL	Monthly	30/06/2016	05/05/2025	0.0000	14,046,127.35	-	-
NSWTC IM LTGF	Unrated	FUND	GENERAL	Annual	31/10/2017	06/05/2027	0.0000	28,982,395.29	-	-
AMP Bank	BBB	CASH	GENERAL	Monthly	30/04/2022	30/04/2022	0.5500	7,127,926.19	3,220.81	3,220.81
Commonwealth Bank	AA-	CASH	GENERAL	Monthly	30/04/2022	30/04/2022	0.0000	102,236.08	20.48	20.48
TOTALS								547,090,159.81	2,034,811.96	415,106.89



Monthly Investment Report

April 2022

 IMPERIUM MARKETS	<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: michael.chandra@imperium.markets Level 9 Suite 06, 70 Phillip 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 3rd November 2020 to 0.10%, consistent with most global central banks resetting their official rates to emergency levels. As global markets transitioned to the recovery phase, supply chain issues has resulted in surging inflationary pressures. Longer-term bond yields have risen significantly in recent months as central banks reverse their easing policy measures (i.e. quantitative easing), whilst also flagging the potential to aggressive hike official interest rates and much quicker than previously anticipated in order to control inflation. **Markets are now bracing an environment where central banks will move from their excessively loose policy measures to a rapid tightening cycle. The RBA moved on 3rd May by lifting rates by 25bp to 0.35%.**

Term Deposits

Term Deposits (fixed and floating) account for around 75% of the total investment portfolio at month-end.

Council's term deposit portfolio was yielding 1.67% p.a. at month-end, with a weighted average duration of around 512 days or ~1.40 years. The current average yield remains very attractive given the dramatic falls in the official cash rate. With an upward sloping deposit curve, investors are rewarded if they can continue to maintain a longer average duration.

As the past decade or so has highlighted (post-GFC era), we have seen too many portfolios overpay for liquidity and generally not insured themselves by diversify their funding across various tenors. Those investors that can maintain a weighted average duration of +12-18 months are likely to yield, on average, up to 1% p.a. higher than those investors who maintain a weighted average duration of less than 6-9 months.

- The highest deposit rate from any rated ADI in the market is now ~4.20% p.a. for 5 years;
- The highest deposit rates amongst the "AA-" rated ADIs (major banks) is now yielding between 2.50%-3.95% p.a. (for terms between 12m-5yrs);
- The highest deposit rates amongst the "A" rated ADIs was yielding between 2.50%-4.20% p.a. (for terms between 12m-5yrs);
- The highest deposit rates amongst the "BBB" and unrated ADIs was yielding between 2.50%-4.00% p.a. (for terms between 12m-5yrs).

With markets factoring in official rate hikes over coming months (3rd May is a live possibility), this has seen a significant shift in longer-term deposit rates. 'New' investments above 2% p.a. now appears likely if Council can place its surplus funds for terms of +9 months.



Senior FRNs

Council's senior floating rate notes (FRNs) make up around 3% of the total investment portfolio at month-end. The market valuation of Council's FRNs collectively rose around **+0.30% (actual)** during April 2022 (or **+\$51,788 in dollar terms**).

Summary	31 Mar 2022	30 Apr 2022	Net Flow (\$)	Monthly Change %
Face Value	\$17,150,000	\$17,150,000	\$0	+0.00%
Market Value	\$17,121,365	\$17,173,153	\$51,788	+0.30%

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 gain of ~\$30,103** (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 rose around **+\$3,779 in dollar terms or +0.07% (actual)** for the month:

Summary	31 Mar 2022	30 Apr 2022	Net Flow (\$)	Monthly Change %
Face Value	\$5,500,000	\$5,500,000	\$0	+0.00%
Market Value	\$5,511,656	\$5,515,434	+\$3,779	+0.07%

At month-end, Council's "BBB" rated FRNs are now marked at an **unrealised capital gain of ~\$15,434**.



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 3.22 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 ~5¼% of Council's total investment portfolio. **The Fund returned -0.88% (actual) during April.** The biggest detractor to the Fund's performance this month was the exposure to international shares and fixed bonds (valuation fell), as markets continue to be spooked by expectations of a series of aggressive rate hikes by global central banks.

Summary	31 Mar 2022	30 Apr 2022	Investment (\$)	Net Return (\$)	Net Return (%)
Market Value	\$29,240,794	\$28,982,395	\$0	-\$258,395	-0.88%

Government bond markets continued to reprice sharply, with the start of 2022 being the worst first-quarter performance for global government bonds in decades, following by another slump in April. Increasing yields were the key market focus as ongoing geopolitical developments exacerbated pressure on supply changes and prices.

The aggressive signalling from the US Federal Reserve (Fed) was a surprise to equity markets, but not in the context of increased pressures on inflation in recent months. The challenge now is for the Fed to drive inflation back towards target without inflicting too much damage on growth. While inflation is now a problem, for risk assets the path of growth through 2022 should prove critical. This second supply shock has increased the risk of recession in the 12-18 months ahead. How central banks navigate the delivery of tighter monetary policy likely holds the key to whether recession becomes a reality, or we experience a 'soft landing' for the 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 2½% of Council's total investment portfolio. **The Fund returned -0.97% (actual) in April**, as the market valuation of the fund's assets in global credit securities fell during the month.

Summary	31 Mar 2022	30 Apr 2022	Difference (\$)	Difference (%)
Market Value	\$14,184,337	\$14,046,127	-\$138,209	-0.97%

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 +2½-3% 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 8% 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 \$4.0m. Based on an average total investment portfolio size of around \$500m, that equates to a budgeted yield of around 0.80% for the financial year.

As at the end of April 2022, the cumulative actual interest earned was below the revised budgeted income by around \$447k, largely driven by the significant sell-off in shares since the start of 2022. The first half of the financial year was tracking well but was reversed due to the significant selloff in financial markets (e.g. equities, credit assets), escalated by the war in Ukraine and the aggressive rate hikes undertaken by global central banks. The TCorp Long-Term Growth Fund alone has fallen by \$1.874m in 2022, being the biggest detractor to Council's budgeted income this financial year:

Month-End	Cumulative Budget	Cumulative Interest	Difference (\$)
Jul 2021	\$333,333	\$1,016,808	\$683,475
Aug 2021	\$666,667	\$2,030,123	\$1,363,456
Sep 2021	\$1,000,000	\$1,819,096	\$819,096
Oct 2021	\$1,333,333	\$2,032,410	\$699,077
Nov 2021	\$1,666,667	\$2,832,022	\$1,165,355
Dec 2021	\$2,000,000	\$3,665,308	\$1,665,308
Jan 2022	\$2,333,333	\$3,412,974	\$1,079,641
Feb 2022	\$2,666,667	\$2,615,086	-\$51,581
Mar 2022	\$3,000,000	\$2,810,591	-\$189,409
Apr 2022	\$3,333,333	\$2,885,936	-\$447,397
May 2022	\$3,666,667		
Jun 2022	\$4,000,000		

For the remainder of the current financial year, we remain cautious given that risks remain to the downside, 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 2 years.

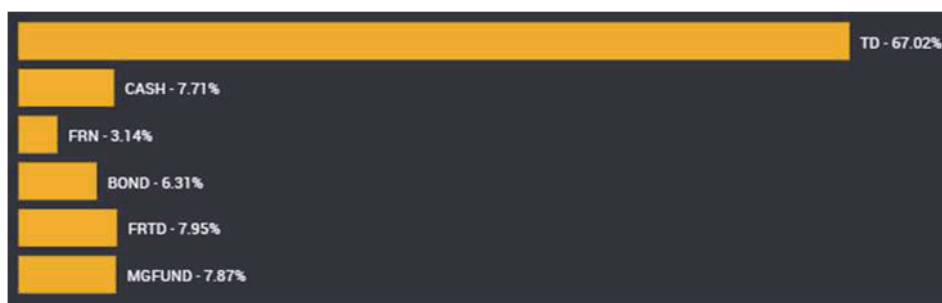


Council's Portfolio & Compliance

Asset Allocation

As at the end of April 2022, the portfolio was mainly directed to fixed and floating rate term deposits (75%). The remaining portfolio is directed to FRNs (3%), overnight cash accounts (8%), bonds (6%), and the managed funds with CFS Global Credit Income Fund and NSW T-Corp Long Term Growth Fund (8%, combined).

Senior FRNs are now becoming more attractive as spreads widened again over April – new issuances should now be considered again on a case by case scenario. In the interim, fixed deposits for 12 months to 2 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 31½% 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 1-2 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 (refer to respective sections below).

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 365 days	\$200,206,259	36.60%	20%	100%	\$346,883,901
✓	1 - 2 years	\$144,900,000	26.49%	0%	70%	\$238,063,112
✓	2 - 5 years	\$173,001,506	31.62%	0%	50%	\$100,543,574
✓	5 - 10 years	\$28,982,395	5.30%	0%	25%	\$107,790,145
		\$547,090,160	100.00%			



Counterparty

As at the end of April 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	\$905,714	0.17%	100.00%	\$546,184,446
✓	Suncorp Covered	AAA	\$532,495	0.10%	100.00%	\$546,557,665
✓	ING Covered	AAA	\$708,028	0.13%	100.00%	\$546,382,132
✓	CBA (BankWest)	AA-	\$76,391,473	13.96%	100.00%	\$470,698,686
✓	NAB	AA-	\$124,457,762	22.75%	100.00%	\$422,632,398
✓	Northern Territory	AA-	\$34,000,000	6.21%	100.00%	\$513,090,160
✓	Westpac	AA-	\$2,502,133	0.46%	100.00%	\$544,588,027
✓	Citibank NA	A+	\$79,900,000	14.60%	100.00%	\$467,190,160
✓	Macquarie	A+	\$1,001,157	0.18%	30.00%	\$163,125,891
✓	Suncorp	A+	\$11,021,715	2.01%	30.00%	\$153,105,333
✓	UBS AG	A+	\$3,247,800	0.59%	30.00%	\$160,879,248
✓	CFS Global CI	A	\$14,046,127	2.57%	30.00%	\$150,080,921
✓	ICBC	A	\$87,250,000	15.95%	30.00%	\$76,877,048
✓	ING Bank Aus.	A	\$12,000,000	2.19%	30.00%	\$152,127,048
✓	Aus. Military Bank	BBB+	\$8,000,000	1.46%	10.00%	\$46,709,016
✓	BoQ	BBB+	\$23,003,924	4.20%	10.00%	\$31,705,092
✓	Bendigo-Adelaide	BBB+	\$1,753,715	0.32%	10.00%	\$52,955,301
✓	QT Mutual Bank	BBB+	\$1,000,270	0.18%	10.00%	\$53,708,746
✓	AMP Bank	BBB	\$17,127,926	3.13%	5.00%	\$10,226,582
✓	CUA	BBB	\$1,757,525	0.32%	5.00%	\$25,596,983
✓	MyState Bank	BBB	\$11,000,000	2.01%	5.00%	\$16,354,508
✓	P&N Bank	BBB	\$5,000,000	0.91%	5.00%	\$22,354,508
✓	Judo Bank	BBB-	\$1,000,000	0.18%	0.18%	\$0
✓	Bank of Sydney	Unrated	\$250,000	0.05%	0.05%	\$0
✓	Comm. First CU	Unrated	\$250,000	0.05%	0.05%	\$0
✓	TCorpIM LTG	Unrated	\$28,982,395	5.30%	100.00%	\$518,107,765
			\$547,090,160	100.00%		

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;

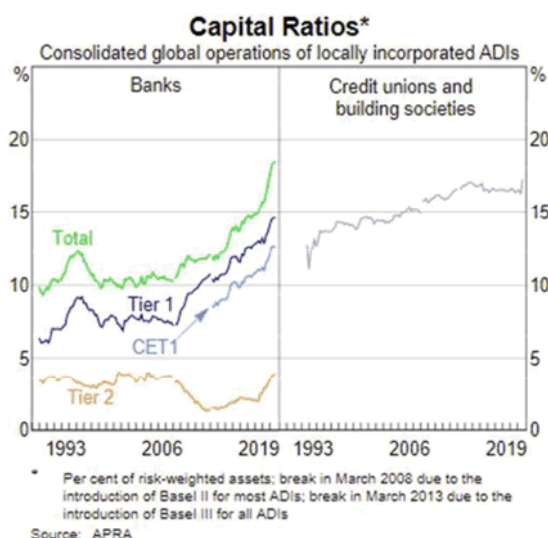


We remain supportive of the regional and unrated ADI sector (and have been even throughout the GFC period). They continue to remain solid, incorporate strong balance sheets, while exhibiting high levels of capital – typically, much higher compared to the higher rated ADIs. Some unrated ADIs have up to 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. The lower rated entities are generally deemed to be the more 'ethical' ADIs compared to the higher rated ADIs.

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".***



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	\$399,780,185	73.07%
Australia	\$399,780,185	73.07%
Branches of Foreign Bank	\$91,498,957	16.72%
China	\$87,250,000	15.95%
Switzerland	\$3,247,800	0.59%
United States	\$1,001,157	0.18%
Foreign Subsidiary Banks	\$12,782,495	2.34%
Lebanon	\$250,000	0.05%
Netherlands	\$12,532,495	2.29%
Global [^]	\$43,028,523	7.86%
International	\$43,028,523	7.86%
Total	\$547,090,160	100.00%

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

[^]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 73% of Council's total investment portfolio is placed with domestic ADIs, while the remaining 27% 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 30/04/2022 (\$547.09m), we can roughly estimate that ~77% 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
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	\$423,370,689	77%
No	\$123,719,471	23%
	\$547,090,160	100%



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	\$31,128,633	6%	100%	\$515,961,527
✓	AA Range	\$317,251,368	58%	100%	\$229,838,792
✓	A+ or A	\$128,566,799	24%	100%	\$418,523,361
✓	A-	\$0	0%	40%	\$218,836,064
✓	BBB+	\$33,757,909	6%	24%	\$95,483,688
✓	BBB	\$34,885,451	6%	10%	\$19,823,565
✓	BBB- & Unrated ADIs	\$1,500,000	0%	5%	\$25,854,508
		\$547,090,160	100.00%		

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 (%) [^]
✓	AAA, TCorp	\$31,128,633	6%	4.90	n/a	0.09
✓	AA Range	\$317,251,368	58%	1.44	5.00	1.29
✓	A+ or A	\$128,566,799	24%	1.96	5.00	2.14
✓	A-	\$0	0%	0.00	3.00	0.00
✓	BBB+	\$33,757,909	6%	1.13	3.00	1.81
✓	BBB	\$34,885,451	6%	0.52	1.00	1.25
✓	BBB- & Unrated ADIs	\$1,500,000	0%	0.41	1.00	1.68
		\$547,090,160	100.00%	1.68		1.45

[^]Assuming TCorp LTGF is yielding 0.00% and CFS Fund (A rated) is yielding 2.50%.

We note the significant pick-up in yield in the “BBB” rated categories and lower rated ADIs compared to the “AA” 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 30 April 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%	0.37%
AusBond Bank Bill Index	-0.02%	-0.01%	0.01%	0.01%	0.02%	0.04%	0.40%
PCC Internal Benchmark*	0.00%	-0.20%	-0.01%	0.06%	0.34%	1.01%	1.22%
PCC Cash Portfolio	0.03%	0.09%	0.18%	0.32%	0.41%	0.55%	0.81%
PCC T/D Portfolio	0.11%	0.31%	0.62%	1.04%	1.25%	1.46%	1.84%
PCC FRN Portfolio	0.09%	0.26%	0.79%	1.28%	1.56%	1.59%	1.79%
PCC Bond Portfolio	0.09%	0.27%	0.54%	0.90%	1.07%	-	-
PCC Credit Fund	-0.97%	-1.52%	-2.33%	-2.36%	-1.79%	2.58%	0.67%
PCC TCorp Growth Fund	-0.88%	-4.33%	-3.33%	-2.05%	1.51%	9.20%	5.66%
TCorp Benchmark	-0.93%	-3.29%	-2.54%	-1.49%	2.10%	9.45%	6.13%
PCC's Total Portfolio	0.02%	-0.08%	0.12%	0.42%	0.73%	1.46%	1.69%
Outperf. (BBI)	0.03%	-0.07%	0.11%	0.41%	0.72%	1.41%	1.29%
Outperf. (Int. Bench.)	0.02%	0.13%	0.13%	0.35%	0.39%	0.45%	0.47%

*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

For the month of April, the total investment portfolio (including cash) provided a return of +0.02% (actual) or +0.18% p.a. (annualised), outperforming the AusBond Bank Bill Index return of -0.02% (actual) or -0.19% p.a. (annualised), and Council's internal benchmark return of -0.00% (actual) or -0.05% p.a. (annualised). The CFS (-0.97% actual) and TCorp Fund (-0.88% actual) were again the biggest detractors to performance this month.

Over the past 12 months, the total portfolio (including cash) returned +0.73% p.a., outperforming bank bills by 0.72% p.a. and Council's internal benchmark by +0.39% p.a.

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 1-2 year time periods.



The annualised returns as of 30 April 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%	0.37%
AusBond Bank Bill Index	-0.19%	-0.03%	0.01%	0.01%	0.02%	0.04%	0.40%
PCC Internal Benchmark*	-0.05%	-0.83%	-0.03%	0.08%	0.34%	1.01%	1.22%
PCC Cash Portfolio	0.38%	0.37%	0.36%	0.38%	0.41%	0.55%	0.81%
PCC T/D Portfolio	1.36%	1.26%	1.25%	1.25%	1.25%	1.46%	1.84%
PCC FRN Portfolio	1.08%	1.08%	1.60%	1.54%	1.56%	1.59%	1.79%
PCC Bond Portfolio	1.10%	1.12%	1.10%	1.08%	1.07%	-	-
PCC Credit Fund	-11.23%	-6.09%	-4.65%	-2.83%	-1.79%	2.58%	0.67%
PCC TCorp Growth Fund	-10.24%	-16.59%	-6.60%	-2.45%	1.51%	9.20%	5.66%
TCorp Benchmark	-10.75%	-12.83%	-5.06%	-1.79%	2.10%	9.45%	6.13%
PCC's Total Portfolio	0.18%	-0.31%	0.23%	0.50%	0.73%	1.46%	1.69%
Outperf. (BBI)	0.38%	-0.28%	0.22%	0.49%	0.72%	1.41%	1.29%
Outperf. (Int. Bench.)	0.23%	0.52%	0.26%	0.42%	0.39%	0.45%	0.47%



Council's Term Deposit Portfolio & Recommendation

As at the end of April 2022, Council's deposit portfolio was still yielding an attractive **1.67% p.a.** (up 52bp from the previous month), with a weighted average duration of around 512 days (~1.40 years). The current average yield remains very attractive given the dramatic falls in the official cash rate. With an upward sloping deposit curve, investors are rewarded if they can continue to maintain a longer average duration.

As the past decade or so has highlighted (post-GFC era), we have seen too many portfolios overpay for liquidity and generally not insured themselves by diversify their funding across various tenors. Those investors that can maintain a weighted average duration of +12-18 months are likely to yield, on average, up to 1% p.a. higher than those investors who maintain a weighted average duration of less than 6-9 months.

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 \$1,400,000 in additional interest income compared to its peers (as per our February 2022 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 74 individual deposits Council held, 14 are still yielding higher than 2% p.a. That is, around 19% 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	3.80% p.a.
BoQ/ME Bank	BBB+	3 years	3.75% p.a.
CBA	AA-	3 years	3.68% p.a.
Westpac	AA-	3 years	3.57% p.a.
ING	A	2 years	3.45% p.a.
ICBC, Sydney	A	2 years	3.45% p.a.
CBA	AA-	2 years	3.41% p.a.
BoQ/ME Bank	BBB+	2 years	3.35% p.a.
AMP Bank	BBB	2 years	3.30% p.a.^
Westpac	AA-	2 years	3.29% p.a.
NAB	AA-	2 years	3.20% p.a.

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

The above deposits are suitable for investors looking to maintain diversification and likely to lock-in a premium compared to purely investing short-term.



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
CBA	AA-	12 months	2.71% p.a.
AMP Bank	BBB	11-12 months	2.50% p.a.^
BoQ/ME Bank	BBB+	12 months	2.50% p.a.
Westpac	AA-	12 months	2.47% p.a.
ICBC, Sydney	A	12 months	2.47% p.a.
NAB	AA-	12 months	2.40% p.a.
ING	A	12 months	2.38% p.a.
Bendigo-Adelaide	BBB+	12 months	2.35% p.a.
CBA	AA-	9 months	2.34% p.a.

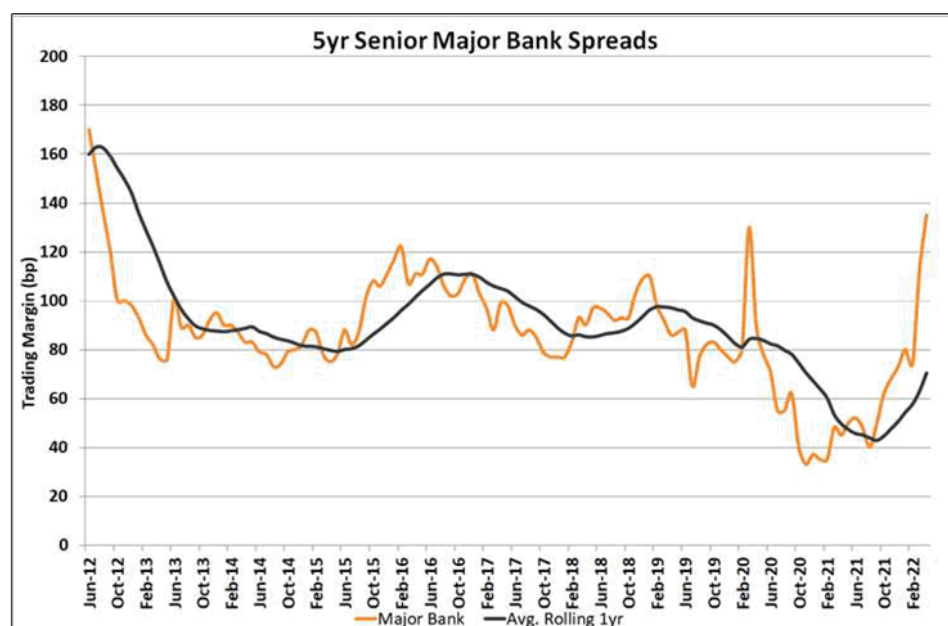
[^] AMP T/Ds – contact us to receive an additional 0.20% p.a. rebated commission on top of the rate shown above

Despite the uplift in outright rates recently, we still believe there is better value in slightly longer-dated terms of 18 months - 2 years. 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 1% p.a. higher compared to those investors that entirely invest in short-dated deposits.



Senior FRNs Review

Over April, amongst the senior major bank FRNs, physical credit securities widened by up to 30bp 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 +135bp 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:

- OCBC (AA-): 3 year senior FRN at +70bp
- Bank of Queensland (BBB+): 3½ year senior FRN / fixed bond at +110bp

Credit securities are looking much more attractive given the widening of spreads in recent months. FRNs will play a much larger role in investor's portfolios as official rates start to rise. They also provide the benefit of being liquid and the ability to roll down the curve and gross up returns over ensuing years (in a relatively stable credit environment).



Senior FRNs (ADIs)	30/04/2022	31/03/2022
"AA" rated – 5yrs	+135bp	+112bp
"AA" rated – 3yrs	+115bp	+84bp
"A" rated – 5yrs	+150bp	+120bp
"A" rated – 3yrs	+125bp	+95bp
"BBB" rated – 3yrs	+140bp	+105bp

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 6 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 should 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
Total Realised Capital Gains FY2021-2022						\$333,707



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. [^]	Remaining Term (Yrs)	Interest Paid
10/09/2020	15/12/2022	\$2,000,000	0.90%	0.63	Annually
30/09/2020	15/12/2023	\$2,000,000	1.00%	1.63	Annually
24/11/2020	16/12/2024	\$1,000,000	0.90%	2.63	Annually
16/02/2021	16/06/2025	\$1,000,000	0.90%	3.13	Annually
16/02/2021	15/06/2026	\$5,000,000	1.00%	4.13	Annually
12/05/2021	17/06/2024	\$3,000,000	0.80%	2.13	Annually
12/05/2021	16/06/2025	\$3,000,000	1.10%	3.13	Annually
12/05/2021	15/06/2026	\$3,000,000	1.30%	4.13	Annually
20/05/2021	16/06/2025	\$3,500,000	1.10%	3.13	Annually
09/09/2021	16/12/2024	\$2,500,000	0.90%	2.63	Semi-Annually
09/09/2021	15/12/2026	\$5,000,000	1.40%	4.63	Semi-Annually
Totals / Wgt. Avg.		\$31,000,000	1.07%	3.22 yrs	

[^]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%	3.97%	-\$65,759



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	2.26	1.85%	3.73%
AU3CB0265593	Macquarie	A+	Senior	07/08/2024	2.28	1.75%	3.61%
AU3CB0265718	ING	AAA	Covered	20/08/2024	2.32	1.45%	3.50%
AU3CB0266179	ANZ	AA-	Senior	29/08/2024	2.34	1.55%	3.44%
AU3CB0266377	Bendigo	BBB+	Senior	06/09/2024	2.36	1.70%	3.68%
AU3CB0268027	BoQ	BBB+	Senior	30/10/2024	2.51	2.00%	3.85%
AU3CB0269710	ANZ	AA-	Senior	16/01/2025	2.72	1.65%	3.60%
AU3CB0269892	NAB	AA-	Senior	21/01/2025	2.74	1.65%	3.67%
AU3CB0270387	Macquarie	A+	Senior	12/02/2025	2.80	1.70%	3.91%
AU3CB0287415	Westpac	AA-	Senior	17/03/2025	2.89	2.70%	3.52%
AU3CB0280030	BoQ	BBB+	Senior	06/05/2026	4.02	1.40%	4.23%
AU3CB0282358	ING	AAA	Covered	19/08/2026	4.31	1.10%	3.93%
AU3CB0286037	Westpac	AA-	Senior	25/01/2027	4.75	2.40%	4.01%



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 2nd May 2022:

Maturity Date	Rate % p.a. [^]	Interest Paid
15/06/2023	1.10%	Annually
15/06/2024	2.10%	Annually
15/06/2025	2.60%	Annually
15/06/2026	2.80%	Annually
15/06/2027	3.10%	Annually

^{^^}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	01/01/2022 – 31/05/2022
Liquidity	Weekly redemptions available, subject to the prevailing market rate and administration costs ^{^^}

^{^^} 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 April, the CFS Global Credit Income Fund returned -0.97% (actual), underperforming the AusBond Bank Bill Index return of -0.02% (actual), while outperforming the AusBond Credit Index return of -1.34% (actual).

Fixed income market performance over April was primarily driven by the significant upward move in bond yields (valuations falling), as central banks signalled a more aggressive response to the rising trend of inflation. Expectations had been that inflation would begin to fall during coming months and quarters. Instead, inflation has risen and there is uncertainty as to how its path will evolve in coming months and quarters. Central banks, aware of the medium term risks to growth but cognisant of the current economy resilience, have been pushed into a more aggressive stance on monetary policy.

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 ~+2½- 3% 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 -0.88% (actual) for the month of April. The losses this month were led by the selloff in global shares (MSCI World ex-Australia Index fell -8.49%) and fixed bonds (AusBond Composite Bond Index fell -1.49%).

Government bond markets continued to reprice sharply, with the start of 2022 being the worst first quarter performance for global government bonds in decades, following by another slump in April. Increasing yields were the key market focus as ongoing geopolitical developments exacerbated pressure on supply changes and prices.

The aggressive signalling from the US Federal Reserve (Fed) was a surprise to equity markets, but not in the context of increased pressures on inflation in recent months. The challenge now is for the Fed to drive inflation back towards target without inflicting too much damage on growth. While inflation is now a problem, for risk assets the path of growth through 2022 should prove critical. This second supply shock has increased the risk of recession in the 12-18 months ahead. How central banks navigate the delivery of tighter monetary policy likely holds the key to whether recession becomes a reality, or we experience a 'soft landing' for the economy.

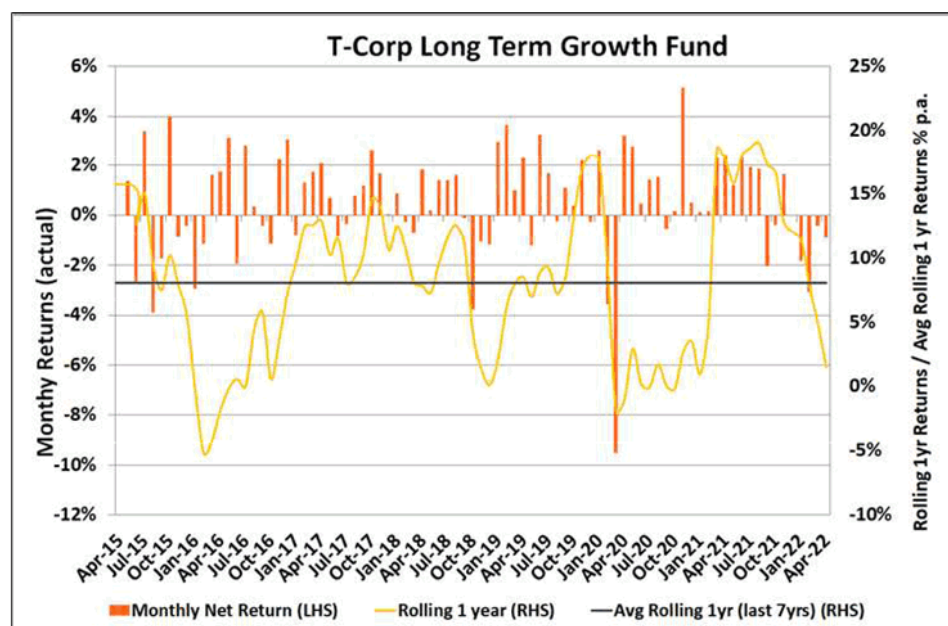
Overall, we remain cautious on the future performance of the T-Corp Growth Fund given the high volatility associated with a diversified growth fund, which generally allocates a range of 60%-80% in



domestic and international shares. Investors are bracing for central banks to raise official rates more aggressively than previously anticipated to combat inflation driven by 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	133 (~1 in 3 months)
Positive Months	261
Total Months	394 (32.9 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 sold off again in April, as markets braced for a series of aggressive rate hikes from global central banks to combat the surge in inflation. The ongoing geo-political tensions with the war in Ukraine also provided little refuge in bond markets, as yields continued to soar.

In the US, the S&P 500 Index fell -8.80%, while the NASDAQ plummeted -13.26%. Europe's main indices did not suffer as much, with losses incurred from Germany's DAX (-2.20%) and France's CAC (-1.89%). UK's FTSE bucked the trend and gained +0.38%.

US CPI headline inflation came in at +1.2% m/m for March and +8.5% y/y, against expectations for +1.2% / +8.4% respectively. Gasoline prices, up +18.3% m/m drove much of the increase. The core measure slowed to +0.3% m/m.

US Fed Chair Powell commented that in his view it is appropriate to move a little more quickly and a 50bp hike is a live possibility for the May meeting.

The US unemployment rate fell to 3.6% in March (vs 3.7% expected), just one tenth above the pre-pandemic level. The US labour force participation rose 0.1% to 62.4%.

EU inflation printed at +7.5% y/y from a revised +5.9% y/y in February and well above consensus estimate of +6.7% y/y. ECB minutes revealed "*a large number*" of members saw the case for immediate steps towards policy normalisation helped European yields higher.

UK unemployment fell 0.1% to 3.8%, matching the lows seen in 2019 prior to the pandemic.

The Bank of Canada's 50bp rate hike was fully expected, in addition to which the BoC said it would commence "*quantitative tightening* (QT)", with its bond portfolio expected to shrink around 40% over the next two years.

Canada's CPI rose +6.7% y/y in March from +5.7% y/y in February, against expectations for +6.1% y/y, resulting in the highest reading since January 1991.

New Zealand's Reserve Bank (RBNZ) raised the official cash rate by 50bp to 1.50% in a bid to contain inflationary pressures. Inflation in New Zealand hit a 32-year high, recorded at +6.9% for the year to March 2022.

The MSCI World ex-Aus Index fell -8.49% for the month:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	-8.80%	-8.50%	-1.18%	+11.94%	+11.63%	+11.45%
MSCI World ex-AUS	-8.49%	-8.96%	-4.94%	+8.73%	+8.41%	+8.21%
S&P ASX 200 Accum. Index	-0.85%	+8.24%	+10.16%	+9.42%	+8.81%	+9.90%

Source: S&P, MSCI



Domestic Market

The RBA's April meeting left policy on hold at 0.10% as widely expected, but the post-meeting statement underwent a fairly substantial rewrite, dropping any reference to being "patient" and opened the door to react to data flow "in the coming months".

The RBA minutes confirmed their pivot, flagging to the market that a rate hike was imminent, declaring "members also noted that, for some time, the Board had been communicating that it wanted to see evidence that inflation is sustainably within the 2-3% range before increasing interest rates. It had also been communicating that this was likely to require a faster rate of wages growth than had been experienced over previous years".

Headline CPI came in much stronger than expected, at +5.1% y/y (+4.6% expected) while the preferred trimmed mean core inflation measure was +1.4% higher on the quarter (+3.7% y/y). With the RBA's preferred core inflation measure now well above the top of its 2-3% inflation target range, the market has swiftly moved to bring forward RBA tightening expectations, with 15bp now priced in for the 3rd May meeting. On inflation, the International Monetary Fund (IMF) sees Australia CPI at +3.9% this year, sharply higher than its +2.1% forecast in January.

The trade surplus surprised sharply to the downside, falling \$4.3bn to \$7.5bn in February, well below the consensus for \$11.7bn.

Australia's unemployment rate remain unchanged at 4.0% in March, with the participation rate also remaining unchanged at 66.4%.

Private sector credit growth slowed to +0.4% m/m in March from +0.6% in February, missing forecasts for +0.6% m/m.

Retail deposit data from APRA showed strong deposit growth for households in March, up \$17.7bn. Household deposits are now \$272bn above their pre-pandemic level, a cash pool equivalent to over 20% of annual household consumption.

The Australian dollar fell -4.46%, finishing the month at US71.48 cents (from US74.82 cents the previous month).

Credit Market

The global credit indices widened significantly over the month as the market prepares itself for a series of aggressive rate hikes by global central banks. The indices are back to their levels experienced in mid-2020:

Index	April 2022	March 2022
CDX North American 5yr CDS	81bp	67bp
iTraxx Europe 5yr CDS	89bp	73bp
iTraxx Australia 5yr CDS	97bp	86bp

Source: Markit



Fixed Interest Review

Benchmark Index Returns

Index	April 2022	March 2022
Bloomberg AusBond Bank Bill Index (0+YR)	-0.02%	+0.00%
Bloomberg AusBond Composite Bond Index (0+YR)	-1.49%	-3.75%
Bloomberg AusBond Credit FRN Index (0+YR)	-0.05%	-0.29%
Bloomberg AusBond Credit Index (0+YR)	-1.34%	-3.05%
Bloomberg AusBond Treasury Index (0+YR)	-1.51%	-4.03%
Bloomberg AusBond Inflation Gov't Index (0+YR)	-1.60%	-4.27%

Source: Bloomberg

Other Key Rates

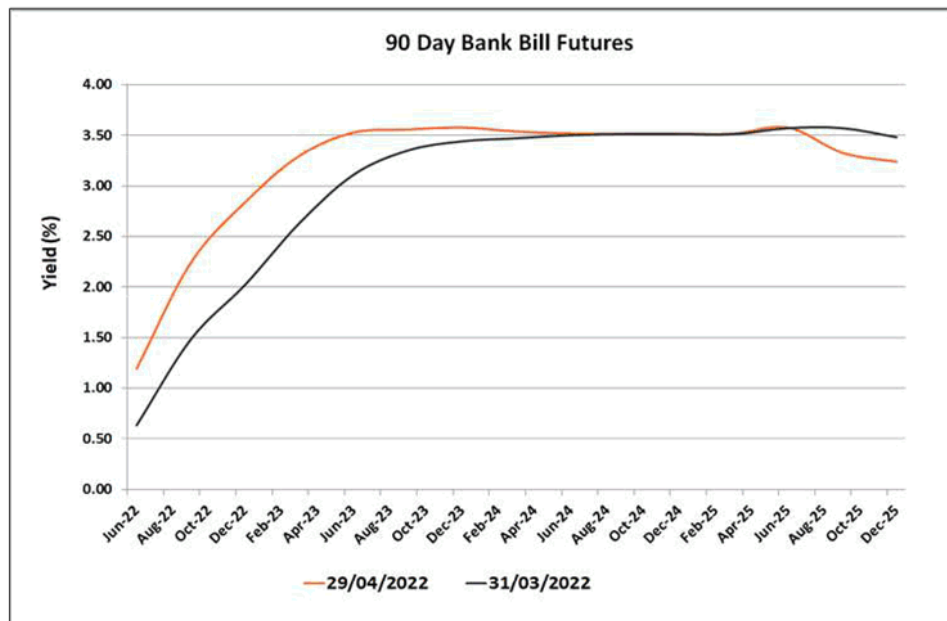
Index	April 2022	March 2022
RBA Official Cash Rate	0.10%	0.10%
90 Day (3 month) BBSW Rate	0.71%	0.23%
3yr Australian Government Bonds	2.71%	2.31%
10yr Australian Government Bonds	3.12%	2.84%
US Fed Funds Rate	0.25%-0.50%	0.25%-0.50%
10yr US Treasury Bonds	2.89%	2.32%

Source: RBA, AFMA, US Department of Treasury



90 Day Bill Futures

Over April, bill futures rose sharply at the short-end of the curve as the market prepares itself for the RBA to hike rates for the first time since 2010. A significant rise remains in 2022-2023 as markets anticipate aggressive rate cuts over the next few months as inflationary pressures continue to mount:



Source: ASX



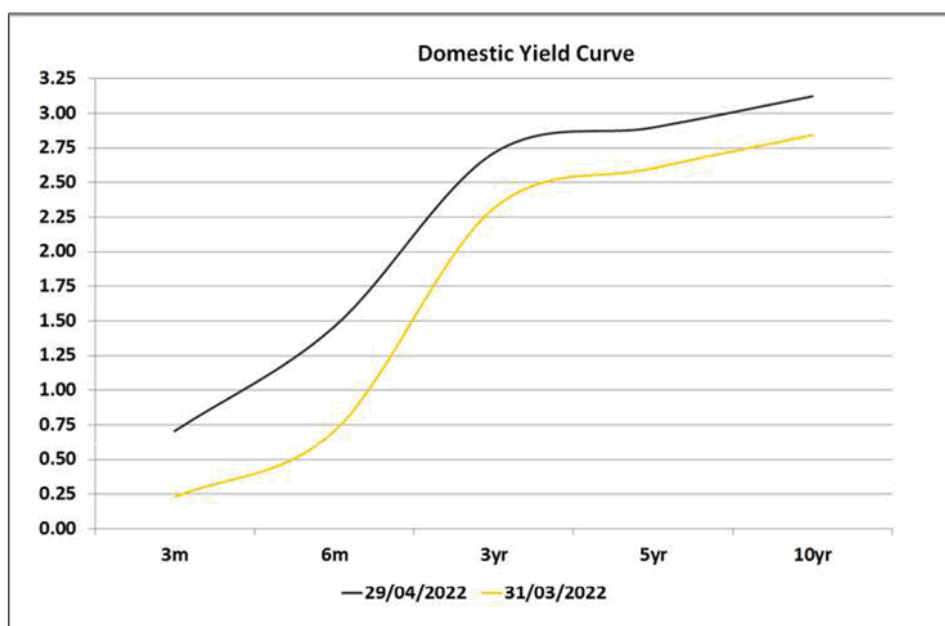
Fixed Interest Outlook

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. A 50bp rate hike for May has all been but priced into the market.

Domestically, the RBA reference to being patient as it monitors how the various factors affecting inflation in Australia evolve was withdrawn. The RBA has moved from being backward looking to more forward looking with the Board's pandemic policy settings and desire to see actual evidence of inflation sustainably at target no longer written in future tense. With the latest inflationary figures confirming underlying inflation is above the Board's preferred target, a first rate rise in over a decade has been priced into the market for their next meeting on the 3rd May.

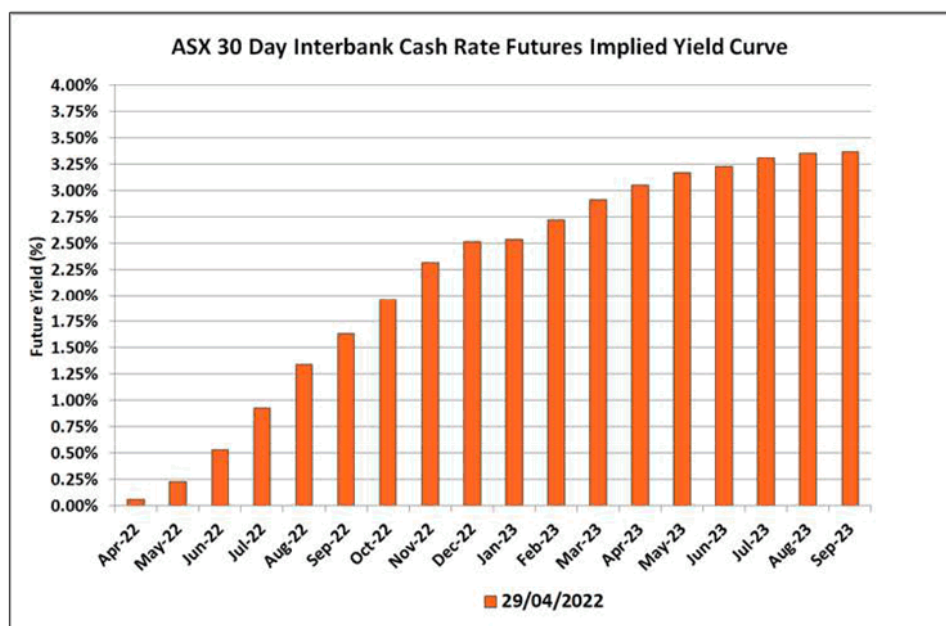
There is currently up to fourteen rate increases currently priced over the next two years in Australia, something that looks fairly excessive over this timeframe, without further upside surprises to the outlook for strong growth, tight labour markets and inflationary settings currently in evidence.

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 40bp at the long-end of the curve:



Source: AFMA, ASX, RBA

Following the RBA's admission that an official rate hike was imminent, markets have brought forward their expectations, with a 15bp hike priced in for May 2022, followed by an additional 8 hikes priced by December 2022:



Source: ASX

Disclaimer

Imperium Markets provides fixed income investment advisory services and a financial market platform through which clients and fixed income product providers may transact with each other.

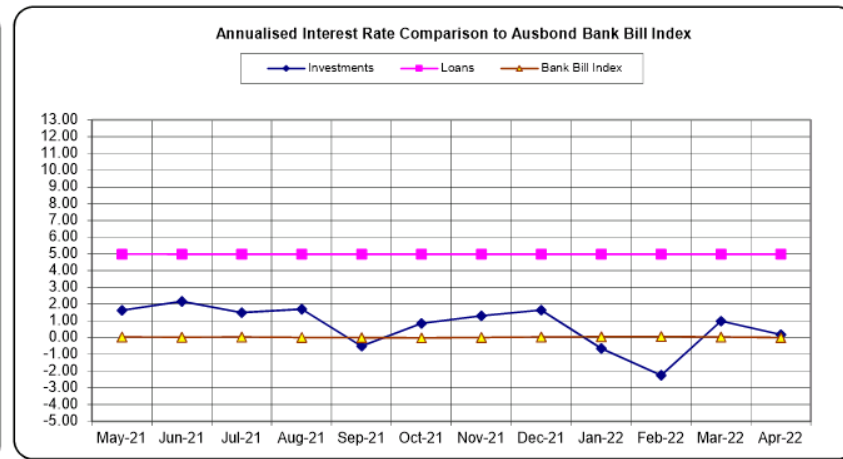
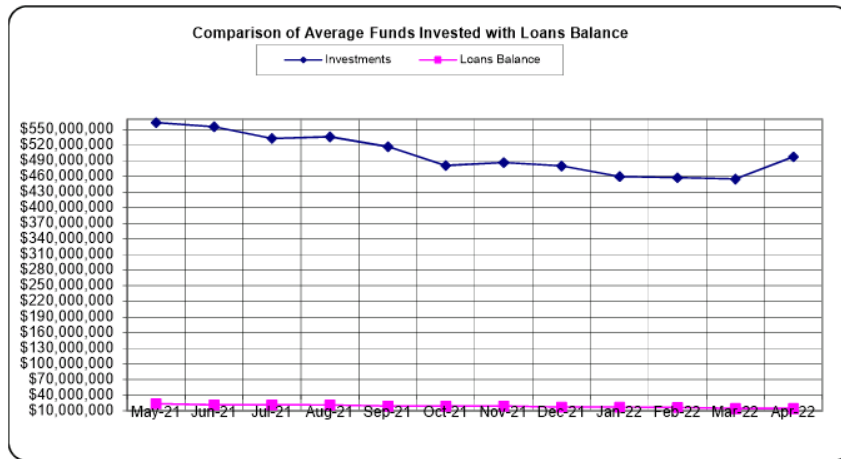
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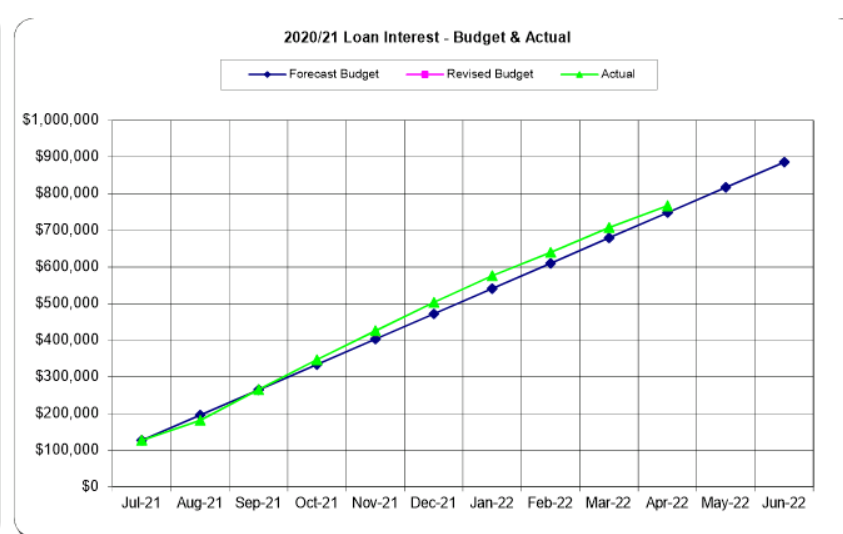
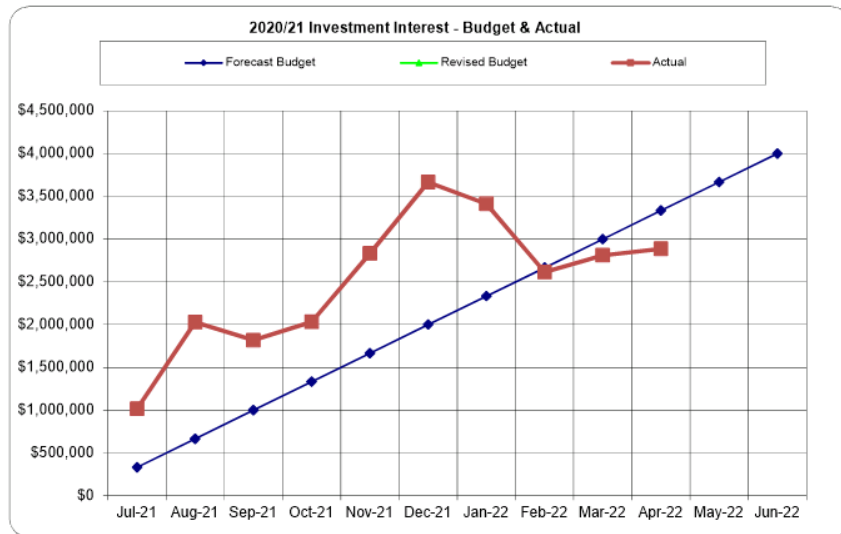
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ATTACHMENT 1

CL..... Governance & Corporate



Investments and Loans Interest - Year to Date Budget Performance



FOR COUNCIL DECISION

23 MAY 2022

13.1	Draft Delivery Program 2022-26, Operational Plan and Budget 2022/23 for Public Exhibition	76
13.2	Advisory Committees of Council - Terms of Reference (Deferred Item)	253
13.3	Naming Proposal for Unnamed Winston Hills Service Laneway	459
13.4	Post-exhibition report for Planning Proposal and draft Planning Agreement for 22 Noller Parade, Parramatta	482

FOR COUNCIL DECISION

ITEM NUMBER	13.1
SUBJECT	Draft Delivery Program 2022-26, Operational Plan and Budget 2022/23 for Public Exhibition
REFERENCE	F2022/00105 - D08470251
REPORT OF	Corporate Strategy Manager

CSP THEME: FAIR

WORKSHOP/BRIEFING DATE: 13 April 2022

PURPOSE:

To request that the draft Delivery Program 2022-26 (inclusive of Operational Plan & Budget 2022/23) and Long Term Financial Plan 2022-32, be approved for the purpose of public exhibition.

RECOMMENDATION

- (a) **That** Council approve the draft Delivery Program 2022-26 and Operational Plan 2022/23 – including the draft Annual Budget 2022/23 and Schedule of Fees and Charges 2022/23 – to place on public exhibition for 28 days from 24 May 2022 to 21 June 2022 inclusive.
- (b) **That** Council approve the draft Long Term Financial Plan 2022-32 to place on public exhibition for the same period.
- (c) **That** Council approve the suspension of the current transfer of \$2.4m of General Reserve funds to the CBD Infrastructure Reserve.
- (d) **That** Council approve the remaining annual existing loan repayments (totalling \$6.4m) established for Local Infrastructure and General activities to be made from the Property Reserve, rather than the General Reserve.
- (e) **Further, that** Council approves the recommencement of normal revenue collection activities and procedures for rates and sundry debtors, as the impact of the Covid-19 pandemic lessens. Council will continue to offer the provisions of the Hardship Policy as well as managerial discretion around specific customer circumstances as appropriate.

BACKGROUND

- 1. In accordance with the Integrated Planning and Reporting (IP&R) requirements in the Local Government Act, Council has developed a draft four year Delivery Program 2022-26, Operational Plan & Budget 2022/23, and Long-Term Financial Plan (LTFP) 2022-32, for public exhibition.
- 2. Council is required to establish a Delivery Program for a four year period commencing on 1 July following each ordinary election of Councillors (Act s404[2]). The Delivery Program specifies Council's principal activities in response to the high level goals and strategies in the Community Strategic Plan

(CSP), including the services to be delivered, projects, and methods to measure success.

3. The draft Delivery Program 2022-26 is inclusive of an Operational Plan & Budget for 2022/23. The Operational Plan component outlines the projects, programs and budget for Year One (2022/23). It also includes a schedule of fees and charges and a proposed rates structure for 2022/23.
4. To guide the Delivery Program, Operational Plan and Budget, Council is also required to prepare a Long-Term Financial Plan (LTFP) for a minimum ten year period as part of its Resourcing Strategy. The full Resourcing Strategy will be presented to Council for endorsement in June 2022 in line with requirements under the Act.

ISSUES/OPTIONS/CONSEQUENCES

5. In accordance with the IP&R requirements set out in the Local Government Act, the draft Delivery Program and Operational Plan (DPOP) and Long-Term Financial Plan (LTFP) must be placed on public exhibition for a period of at least 28 days. These drafts are now presented to Council for endorsement to be placed on public exhibition for 28 days from 24 May to 21 June 2022.
6. The DPOP and LTFP must be adopted by Council by 30 June 2022, to begin implementation on 1 July 2022.
7. Any proposed revisions to the draft DPOP and LTFP arising from the exhibition process will be discussed at a Councillor Workshop, prior to seeking formal adoption at a Council meeting on 27 June 2022.
8. The draft DPOP comprises four parts;
 - a. Part One: Provides a context and overview of City of Parramatta, the DPOP and how it was developed;
 - b. Part Two: Details Council's principal activities (services) to deliver on the Community Strategic Plan over the next four years.
 - c. Part Three: Provides details of Council's services and projects as resourced in 2022/23, including key performance indicators and targets.
 - d. Part Four: Details the draft Budget, including our Revenue Policy and Rating and Charges Structure for 2022/23.
 - e. Part Five: Details the schedule of fees and charges for 2022/23, inclusive of an explanation of Council's pricing policy and any proposed changes from the current 2021/22 financial year.
9. The development of the draft DPOP was undertaken with the following objectives:
 - a. A comprehensive review of the DPOP 2018-22 including the status of projects and services;
 - b. Identification of Council's principal activities (Council's Services) and projects to be delivered in 2022/23 and through the life of the new DPOP;
 - c. Review of all key performance measures for the relevant Services;
 - d. Further alignment of all budgets to their relevant Services.

CONSULTATION & TIMINGStakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
November 2021	Community Survey	Five key themes identified in feedback (see Engagement Outcomes Report attached.)	Feedback incorporated into drafts.	City Strategy
October 2021 – April 2022	Executive Directors; Group Managers	Involvement in draft DPOP, draft budget development.	Drafts compiled.	Finance; Corporate Strategy

Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
17 February	Councillor Induction Session	Introduction to requirements; summary of process; draft plans & budgets.	Guidance incorporated into draft plans.	Finance / City Strategy
4 March	Councillor Workshop	Discussion of Q2 2021/22 DPOP & Quarterly Budget Review reports and opportunities.	Guidance incorporated into draft plans.	Finance / City Strategy
7 March	Councillor Workshop	Discussion on draft plans.	Guidance incorporated into draft plans.	City Strategy
1 April	Councillor Strategy Day	Detailed discussion on draft plans & budgets.	Guidance incorporated into draft plans.	Finance / City Strategy
13 April	Councillor Workshop	Detailed discussion on draft plans & budgets.	Guidance incorporated into draft plans.	Finance / City Strategy

20 April	Finance Committee Meeting	Detailed discussion on draft budgets & ASV proposal	Guidance incorporated into draft plans.	Finance
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LEGAL IMPLICATIONS FOR COUNCIL

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

FINANCIAL IMPLICATIONS FOR COUNCIL

13. Parts four and five of the Plan (see Attachments “Draft Part 4 Financial Information – Operational Plan” and “Draft Part 5 Fees & Charges 2022/23”) provide details about the draft budget, rating, and fees and charges structures for 2022/23.
14. In 2022/23, Council is budgeting for a breakeven Statutory Net Operating Result from continuing operations (before capital grants and contributions), with key highlights as below:
- Improvements in revenue as the impact of Covid-19 reduces and economic activity improves, annual rate peg increase in Rates, improved Domestic Waste Annual Charges, User Fees and Parking fines, offset by;
 - Increased expenses from the soon to be operational 5 Parramatta Sq i.e. PHIVE and the new aquatic and wellness facility in Parramatta.
 - The budget includes improvement to the operating result totaling \$2.2m from Service Reviews which are to be delivered in FY22/23
 - IPART rate pegging has been assumed at 0.7%, giving an overall uplift of \$1.1m to the budgeted revenue and unrestricted funds. No revenue improvement has been included for an Additional Special Variation (ASV) or Special Rate Variation (SRV).
15. In 2022/23, Council is budgeting for an Unrestricted Net Operating Result deficit of (\$5.9m), while the Unrestricted Cash position is budgeted for a surplus of \$5.2m, significantly supported by:
- discontinuation of the Transfer to CBD Infrastructure Reserve Funds of \$2.4m
 - movement of outstanding loan payments of \$3.6m from General Reserve to Property Reserve.
16. In 2022/23, Council is budgeting to spend \$208.3m on capital works, including:
- \$30.5m on the new aquatic and wellness facility in Parramatta.
17. The Long Term Financial Plan has been constructed with the ongoing operational benefits of the endorsed Service Review Initiatives. Five separate scenarios have been prepared with different assumptions and are available in the attachment “Draft Long Term Financial Plan 2022-32.” General inflation has been assumed at 2.5% in all scenarios throughout the period.
- Scenario 1a): includes a plan for an FY2022/23 breakeven Statutory Net Operating Result from continuing operations (before capital grants and contributions) but does not include any incremental revenue from either an ASV or SRV adjustment to the IPART approved rate peg. The Net Operating Results remain in deficit until FY2030-31.

- b. Scenario 1b): includes the assumptions of Scenario 1a) above, in addition to an incremental \$2.8m of rates revenue from an IPART approved permanent 1.8% ASV adjustment to the rate peg from FY2022/23. The Net Operating Results remain in surplus across the FY2022-32 period.
 - c. Scenario 1c): includes the assumptions of Scenario 1b) above in addition to an incremental \$4.1m of revenue from an IPART approved permanent SRV adjustment to rate peg of 2.5% from FY2023/24. The Net Operating Results remain in a stronger surplus across the FY2022-32 period.
 - d. Scenario 2): includes a plan for an FY2022/23 breakeven Statutory Net Operating Result from continuing operations (before capital grants and contributions) in addition to an incremental \$8.2m of rates revenue in FY2023/24, from an IPART approved permanent 5.0% SRV adjustment to the rate peg. Funding is allocated to maintain Council's current level of service into the future, while also maintaining the current asset portfolio at conditions 2 and 3 over the 10 year period. The Net Operating Result return to deficit in FY2024/25 and remain in deficit through to FY2031-32.
 - e. Scenario 3): includes the assumptions of Scenario 2) above, however funding is allocated to meet the desired levels of service and asset portfolio conditions as agreed with community. The Net Operating Results remain in deficit across the FY2023-32 period.
18. Part five of the plan provides details about the draft fees & charges for 2022/23. The draft fees & charges for 2022/23 provide for a general increase of 5%. Select fees have varied from the standard increase after considering delivery costs and community benefits. Statutory fees are as per determination. Council's fees and charges have been classified into 12 categories. The attachment "Draft Fees and Charges – Key Changes" includes a list of fees and charges that are new, removed or have either increased/decreased by more than 5%.
19. Council is proposing new or updated fees and charges to prepare for the opening of the new aquatic and wellness facility in Parramatta. These can be viewed in Attachment "Draft Fees and Charges - Key Changes".
20. Public exhibition of the Delivery Program, Operational Plan and Budget 2022/23 will incur approximately \$3,000 in costs for advertising, social media promotion, and translation services for exhibition materials. These costs are fully funded from the Corporate Strategy operating budget.

Dayne Glinkowski
Corporate Strategy Manager











Nicole Carnegie
Group Manager, City Strategy

Amit Sharma
Financial Planning and Analysis Manager

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:

- | | | | | |
|---|---|---|--|----------|
| 1 |  |  | Draft Delivery Program and Operational Plan (Parts 1, 2 and 3) | 50 Pages |
| 2 |  |  | Draft Part 4 Financial Information - Operational Plan | 20 Pages |
| 3 |  |  | Draft Part 5 Fees & Charges | 46 Pages |
| 4 |  |  | Draft Fees & Charges - Key Changes | 37 Pages |
| 5 |  |  | Draft Long Term Financial Plan 2022-32 | 18 Pages |

REFERENCE MATERIAL

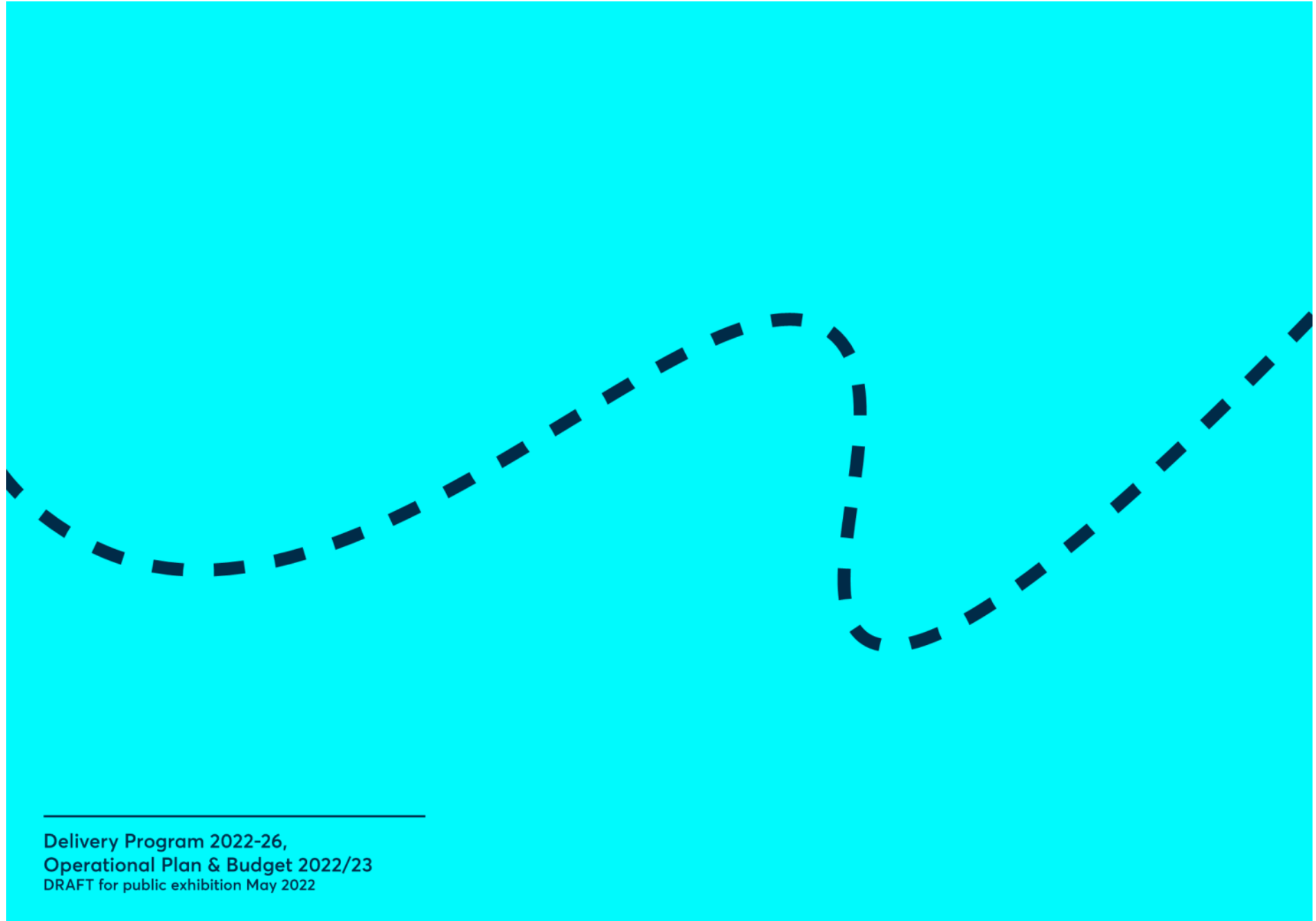


Draft Delivery Program 2022-26



**CITY OF
PARRAMATTA**

Operational Plan
& Budget 2022-23



We respectfully acknowledge the Traditional Owners and custodians of the land and waters of Parramatta, the Dharug peoples.

*Nunanglanungdyu baramada gulbanga
mawa naa Baramadagal dharug ngurrawa
badura baramada dharug yura*



Recognition of the Dharug peoples

City of Parramatta recognises the Dharug peoples as First Australians, peoples of the oldest continuous living culture in the world.

For more than 60,000 years, Parramatta has been home to the Dharug peoples, the traditional custodians of the land we call the City of Parramatta today. The Dharug peoples have cared for and nurtured the habitat, land, and waters for thousands of generations, and maintain an ongoing connection to Parramatta and its surrounding areas. A modern society and global city can learn from the resilience and community spirit of First Nations to ensure a sustainable City for all.

Parramatta has always been an important meeting place for First Nations, particularly the Parramatta River, which has provided life and vitality since the beginning of time (The Dreaming). The name Parramatta is a derivation of the word Burramatta or "place where the eels lie down" (breeding location for eels within the Parramatta River).

Parramatta Square has also always been a meeting place for Dharug clans, for other First Nations peoples and for the waves of migrants who have come to call Parramatta home.

City of Parramatta recognises the significance of this area for all First Nations peoples as a site of early contact between Indigenous Australians and European Colonists, and Parramatta remains an important meeting place for Indigenous Australians.

First Nations peoples continue to play a vital role in the ecological, economic, and social and cultural life of Parramatta, while maintaining a distinct culture built on the principles of Caring for Country, the primacy of family, and the dignity and governance of Elders.

At City of Parramatta, we imagine a future where the cultures, histories and rights of all First Nations are understood, recognised, and respected by all Australians. The City of Parramatta is committed to playing an active role in making this future a reality.

Since the implementation of Council's Stretch Reconciliation Action Plan (RAP) we have continued our support of the Dharug and broader First Nations community. Over 2020/21 Council has continued its development and progression of major outcomes from the RAP including cultural infrastructure, public art, and interpretation in Parramatta Square and in the public domain throughout

the LGA. This has also included usage of Dharug language with permission and protocol, in a major signage project that incorporates Dharug and First Nations perspectives in sustainable place-making.

Council also provided vital support to First Nations community during the global pandemic which enabled the continuation of important language programs and had important social connection outcomes.

We have also established a partnership with the Western Sydney Wanderers Football Club Foundation to increase First Nations children and young people's participation in sport and commenced meaningful dialogue with our First Nations community on the strategic direction of Council including in key documents and long-term processes such as the Community Strategic Plan.

City of Parramatta is proud to acknowledge the ongoing stewardship of Country by Dharug and is committed to the healing process of Reconciliation and to ensuring Parramatta remains a place of choice to live, work and play for First Nation peoples.

Message from the Lord Mayor

To be included once endorsed.

Message from the CEO

To be included once endorsed.

Your Councillors



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Parramatta Ward



Draft Delivery Program 2022-26,
Operational Plan & Budget 2022/23

08



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Welcome

Welcome to the City of Parramatta Council's Draft Delivery Program 2022-26 and Operational Plan & Budget 2022/23. This document provides an overview of the core services, activities and projects Council will deliver in order to meet the needs of a changing and growing community.

This document has been developed in response to the Community Strategic Plan 2018-2038. The Community Strategic Plan is the highest level of plan that Council prepares on behalf of the community. It sits above and informs all other Council plans and policies. The purpose of the Community Strategic Plan is to outline our community's shared vision and aspirations for the future, and set out clear strategies to achieve this vision.

"The Community Strategic Plan looks at a 20-year horizon, but more detailed planning is needed in the short term. Council's Delivery Program/Operational Plan and Resourcing Strategy will translate the overarching vision of the Community Strategic Plan into specific actions, while identifying the resources required to achieve this vision." (Community Strategic Plan 2038)

This draft Delivery Program and Operational Plan has been informed by the priorities of the elected Council of the City and feedback received from the community via engagement over the past four years. It has also been informed by Council's Resourcing Strategy, a working document developed to support Council's decision making around resource allocation.

The Delivery Program and Operational Plan also provides the community with transparency around Council's four-year budget, our capital and maintenance programs, and the proposed rates, fees and charges for the financial year.

THE DOCUMENT IS SET OUT IN FOUR PARTS:

- PART 1 Introduction
- PART 2 Delivering Our Community Strategic Plan
- PART 3 Our Services and Projects 2022-26
- PART 4 Attachment 1 Budget 2022/23
- PART 5 Attachment 2 Fees and Charges 2022/23

DELIVERING ON THE VISION

Community, government and business must work together to contribute to the long-term objectives established by the Community Strategic Plan.

Many issues facing Council are complex and often beyond its direct control, such as public transport, health, schools, housing, regional planning and employment.

In these areas, to deliver the community's vision, Council works with various stakeholders and partners including other levels of government and their affiliated agencies, local businesses and industry, educational institutions, community groups, and other service providers.

Council's role, depending on the activity being undertaken, is to Deliver, Partner, and/or Advocate. By building strong partnerships, taking a strong leadership role, and delivering on its own commitments, Council plays a pivotal role in shaping places and supporting local people to lead fulfilling lives.

Through the Resourcing Strategy and Delivery Program and Operational Plan, Council has identified the principal activities to be carried out over the next four years and the assets, budget and people required to make these happen.

It is important to note that these documents are updated each year, with robust reviews occurring every four years to align with the local government election cycle. This helps to ensure that Council's response remains flexible and responsive to evolving needs – be these social, economic, civic or environmental.

PLANNING FOR PARRAMATTA'S FUTURE

"The City of Parramatta is changing. Unprecedented public and private investment, population growth and new infrastructure are transforming Parramatta into Sydney's Central City." (Community Strategic Plan 2018-2038)

While the Community Strategic Plan puts the strategies in place to best manage this growth and improve quality of life for all, the Delivery Program and Operational Plan translates these strategic goals into clear, measurable actions that Council is committed to deliver. Part Two of this document provides details of the proposed principal activities and key focus areas that will drive Council's service delivery over the next four years.

INTRODUCTION

1.01 — Council's Role	➞
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1.06 — Reporting on our Progress	➞

01

1.01

Council's Role

A place of shared ancient and living histories

Council is not wholly responsible for delivering all elements of the Community Strategic Plan. This Delivery Program focuses on those activities where Council has a certain level of control over the outcome. Council's role is to:

D

Deliver

Council delivers a wide range of programs and services including waste collection, libraries, childcare, maintenance of local roads and public spaces, recreation facilities and programs, community care, special events and regulatory functions.

P

Partner

Council builds strategic partnerships with Federal and State Government agencies, the private sector and a range of other stakeholders whose work will contribute to delivering the long-term goals outlined in this Community Strategic Plan.

A

Advocate

When not in direct control or partnership, Council gives voice to the needs and aspirations of the community by advocating for changes in policy and action at relevant levels of government and industry to bring about the best outcomes for our community.



1.02

Our City in Numbers

🚶 Our people

Topic	Key Figures
POPULATION	260,296 estimated in 2020 (3,108 people per km2) 487,731 forecasted for 2041 (5,806 people per km2) Median age = 34 years (NSW = 38 years) 81% feel welcome living in our city
DWELLINGS	85,631 dwellings in 2016 193,962 dwellings forecasted for 2041 55.3% of residents lived in medium or high-density dwellings
DIVERSITY	50% of residents were born overseas 52% speak a language other than English at home 11% Mandarin 7% Cantonese 5% Korean
EDUCATION AND EMPLOYMENT	37% of residents hold a bachelor's degree or higher 94.5% employment rate 27% of residents also work within the LGA Median household income = \$1,755 per week (NSW = \$1,481)
VULNERABLE COMMUNITIES	19% of households are 'low income', earning less than \$750 per week 13% of households are in housing stress 4% of people require assistance with daily living activities 10% of residents do not speak English well or at all

Our City in Numbers

📍 Our place

Topic	Key Figures
LOCATION	The City of Parramatta covers 84km² at the centre of metropolitan Sydney, 24km west of Sydney CBD
CONNECTION	Home to the Dharug peoples for more than 60,000 years Australia's oldest inland European settlement
HERITAGE	Parramatta Park is a World Heritage Listed site More than 750 significant archaeological sites More than 50 State significant heritage sites
ENVIRONMENT	105km of waterways including 88.2km (or 84%) of natural waterways 863ha of green and open space including 389ha bushland and 64 sporting fields 36.7% vegetation cover including 22.6% tree canopy cover 600 unique species of flora and 230 unique species of fauna More than 16 days per year over 35°C An average of over 31 evenings and days per year experience heatwave conditions
ECONOMY	2.3 million people live within a 45-minute commute to the Parramatta CBD Gross Regional Product = \$29.98 billion 196,000 people work in the City of Parramatta 31,600 jobs created in the past 5 years More than 33,000 businesses call Parramatta home 11.4% vacancy in Parramatta's A-grade premium commercial office buildings

1.03

Integrated Planning and Reporting

We've prepared our Community Strategic Plan, Delivery Program & Operational Plan during an exciting but challenging time for Parramatta.

Council plays a critical role in the planning of local services. By working with our partners, and demonstrating strong civic leadership, we best position ourselves to manage inevitable change.

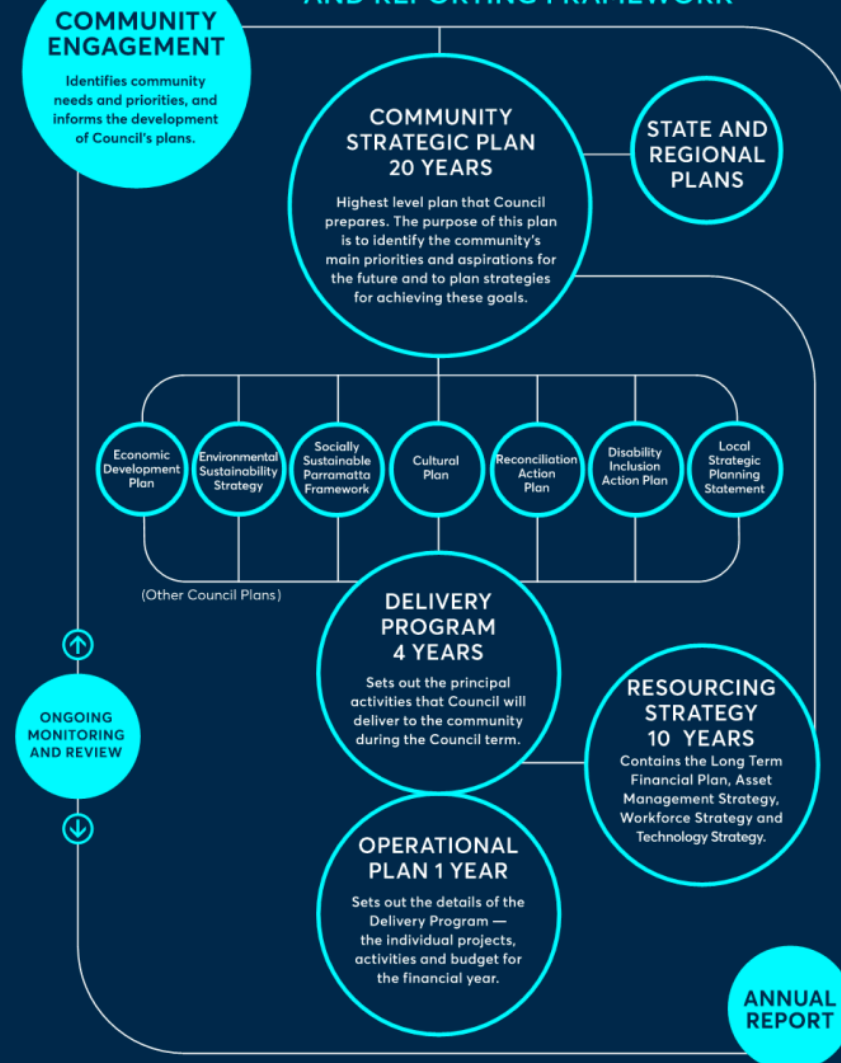
Careful forward planning means ratepayers can enjoy best possible value through the provision of efficient services, facilities and adequate infrastructure that meet current and future needs.

The Local Government Act (Planning & Reporting) 2009 (NSW), established an Integrated Planning and Reporting (IP&R) framework designed to improve long-term financial sustainability, asset management, community engagement and organisational planning in local government.

This legislation requires all councils to take a rigorous approach to strategic planning and financial management.

Using the IP&R framework, Council connects its various strategic plans. Drawing these plans and resources together supports closer collaboration between Council, the community and our partners, to achieve a shared vision and committed action

OUR INTEGRATED PLANNING AND REPORTING FRAMEWORK



1.04

How we develop the plan

The building blocks of this Delivery Program and Operational Plan are the result of a process which involved input from the following:

COMMUNITY

A Community Engagement Strategy has been, and is continuing to be, implemented to ensure diverse views are taken into account. The strategy outlines Council's approach to engagement and transparency with community and stakeholders.

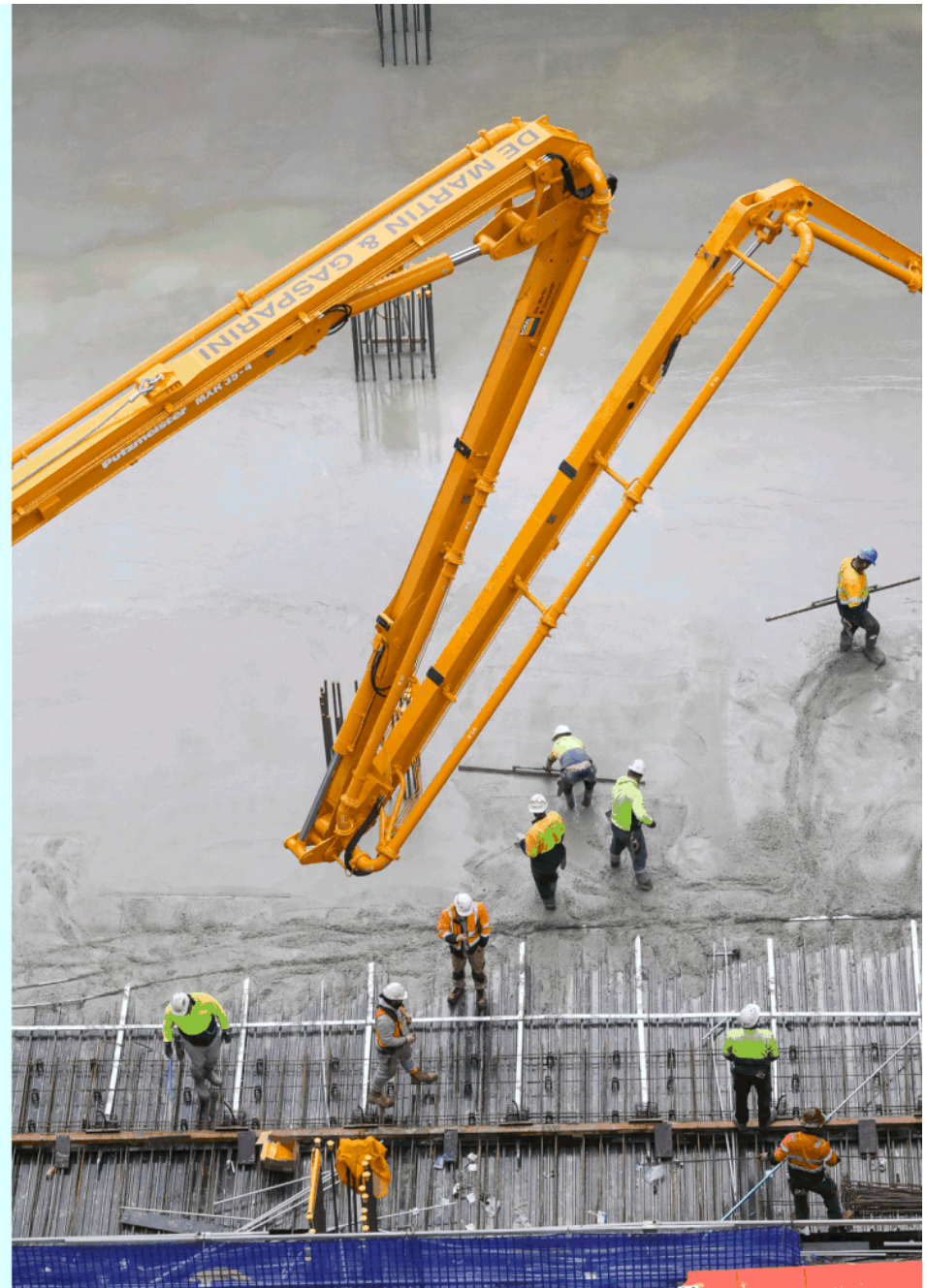
COUNCILLORS

Workshops held for Councillors over January – April 2022 set the strategic direction for the City of Parramatta and confirmed the priorities that will inform all Council's activities and resource decisions.

STAFF

A series of meetings were held in November 2021 to March 2022 to develop a four-year program and budget assumptions with the aim to prioritise and fine tune the details of the Delivery Program and Operational Plan to achieve balance and best value, while addressing each strategic objective. The executive team looked at the strategic direction, Council's statutory functions and its existing commitments to prepare an affordable and pragmatic expenditure program of operational activities, capital works and maintenance.

Through workshops and working groups, staff from each Council service area reviewed their current operations and resources to prepare a 'baseline' program that: responds to community issues; meets statutory functions and any contractual commitments; and aligns with the strategic objectives outlined in the Community Strategic Plan.



1.05

Community Engagement

Our Community Engagement Strategy guides us on how to best involve the community in decisions that will affect them.

Engagement helps Council maintain strong relationships with our community and partners. Through meaningful, timely consultation, insightful research and regular communication, Council is able to represent and balance local interests.

This draft document will be placed on public exhibition and open for all community members to provide feedback across May 2022. All feedback received during this period will be considered in a final draft to be adopted by Council in June 2022.

For more information, visit participate.cityofparramatta.nsw.gov.au

WHAT YOU'VE TOLD US SO FAR

Since the City of Parramatta was proclaimed in May 2016, we've been talking extensively with you, our community, to understand your priorities, needs and aspirations. In the variety of engagement opportunities, we have had with you a number of items continue to be confirmed especially in your passion for Parramatta and want to build on the strengths of the community to create a liveable, productive and sustainable future. As part of the development of the Community Strategic Plan and supporting Delivery Program, we asked you: Where should Council focus its activities over the four years?

In the development of the Delivery Program and Operational Plan Council engaged in a five-week consultation period to understand community aspirations, concerns and community the understanding of key community deliverables over the next for years. Council drew on 156 responses which have highlighted the following themes:

- ✓ **Investment in green initiatives** (Tree planting, EV infrastructure, renewables in community infrastructure, increases in tree canopy cover, bush care and the protection of our biodiversity).
- ✓ **Traffic and transport** (Congestion, provision, improvement on transport connections, parking, pedestrian crossings, public and active transport).
- ✓ **Community services and facilities** (Over 55's programs, libraries, public pools, education and supporting to living a healthy lifestyle).
- ✓ **Open green and recreation investment** (Programs, facilitates, parks, pedestrian friendly spaces/networks)
- ✓ **Affordable and diverse housing/accommodation**
- ✓ **Equal/fairer distribution of funding and facilities across all wards and strong governance**



1.06

Reporting on our Progress



Through continuous monitoring and open reporting to the community, Council remains accountable for the progress made with respect to the activities, services, programs and projects set out in Part Two of this Plan.

Council's reporting will comply with all legislative requirements. We will provide other informal updates through our website and neighbourhood communications.

The Integrated Planning and Reporting Framework (S.404 Local Government Act) requires Council to prepare:

- ✓ Progress reports at least every six months on the principal activities in the Delivery Program, including our Service KPIs and key projects.
- ✓ Quarterly Budget Reviews outlining Council's financial position.
- ✓ An Annual Report which includes the achievements of Council in implementing the Delivery Program, additional information required by legislation and audited Financial Statements for the financial year.
- ✓ A State of our City report detailing Council's progress in implementing the Community Strategic Plan during the Council term.

Council is also committed to additional monitoring and reporting against several strategic plans that will help steer the direction of Council. Examples include:

ENVIRONMENTAL

An Environmental Sustainability Strategy Report will be prepared for the community to report implementation and progress against goals in the strategy.

SOCIAL

Council will develop a yearly implementation plan for its Socially Sustainable Framework and a meaningful set of targets and measures to evaluate and report on the actions identified in the framework.

CULTURAL

An annual Cultural Plan Report will be prepared for the community to report implementation and progress against goals.

DISABILITY

Disability Inclusion Action Plan (DIAP) – Council will monitor implementation through its Internal DIAP Advisory Panel made up of representatives from across Council, which was established to coordinate, evaluate and report on implementation. The report will be included in Council's Annual Report.

These progress reports will also be available on Council's website, or will be provided upon request by our Customer Contact Centre.



DELIVERING OUR COMMUNITY STRATEGIC PLAN

2.1— About this Part of the Plan	→
2.2 — Fair - Strategic Actions and Services	→
2.3 — Accessible - Strategic Actions and Services	→
2.4 — Welcoming - Strategic Actions and Services	→
2.5 — Green - Strategic Actions and Services	→
2.6 — Thriving - Strategic Actions and Services	→
2.7 — Innovative -Strategic Actions and Services	→

02

2.1

How to Read This Section

This section outlines Council's principal activities to deliver on the six Community Goals in the Community Strategic Plan 2018-2038 (CSP).

Our CSP includes six long term Goals for the City, as well as Community Outcomes and Strategic Actions to support these Goals.

Over the four year life of this Delivery Program, our services are Council's principal activities to achieve these Goals.

The following pages detail how Council's services will deliver on our CSP.

OUR COMMUNITY GOALS



We can all benefit from the opportunities our City and neighbourhoods offer.



We can all take part and get to where we want to go.



We foster belonging and celebrate culture and diversity.



We value our environment.



We are a nation-leading City, with prospering communities and industries.



We champion new ideas to create a better future.

Understanding our Goals, Strategic Actions and which Services are delivering them.

CSP Strategic Goal
Set out by the Community Strategic Plan.

CSP Community Outcome
Community Outcomes sit under a Strategic Goal, they aim to answer 'What does success look like?'.

Accessible

We can all take part and get to where we want to go.

A.1
OUR CITY IS SAFE AND ACCESSIBLE TO PEOPLE OF ALL ABILITIES, AGES AND CULTURAL BACKGROUNDS

Strategic Action	Lead Services - Delivery Program 2022-26	
A.1.1 Plan and deliver our City and services with universal design principles, so that they are accessible by all	<input checked="" type="checkbox"/> Capital Delivery	<input checked="" type="checkbox"/> Parks and Open Spaces
	<input checked="" type="checkbox"/> City Design	<input checked="" type="checkbox"/> Regulatory Services
	<input checked="" type="checkbox"/> Development and Traffic Services	

Strategic Action
Each Strategic Action is associated with a Community Outcome. It aims to answer 'How do we get there?'.

Services
Services that play a leading role in the delivery of this Strategic Action. For more information on the role of each Service, consult pages 60-113.

2.2

Fair

We can all benefit from the opportunities our City and neighbourhoods offer.

F.1

OUR SPACES AND FACILITIES MEET OUR NEEDS AND SUPPORT HEALTH AND WELLBEING

Strategic Action	Leading Services	
F.1.1 Facilitate equitable provision of quality public spaces, community infrastructure and services that enhance community health, wellbeing and resilience	✓ Capital Delivery	✓ Parks and Open Spaces
	✓ City Strategy	✓ Social and Community Services
	✓ Community Infrastructure	✓ Roads and Civil Infrastructure
	✓ Libraries	✓ PHIVE and Community Hubs
	✓ Place Services	

F.2

OUR CITY IS A DESTINATION FOR EDUCATIONAL EXCELLENCE, WHERE EVERYONE IS SUPPORTED TO REACH THEIR FULL POTENTIAL

Strategic Action	Leading Services	
F.2.1 Provide education, learning and volunteering opportunities that enable people to grow and contribute to the community	✓ Libraries	✓ PHIVE and Community Hubs
	✓ Social and Community Services	



F.3

EVERYONE HAS A PLACE TO LIVE THAT MEETS THEIR NEEDS

Strategic Action	Leading Services	
F.3.1 Plan and advocate for quality housing options, including affordable housing, that support the needs of our diverse community through all life stages	✓ City Strategy	

F.4

EVERYONE CAN HAVE A SAY AND CONTRIBUTE TO THEIR COMMUNITY

Strategic Action	Leading Services	
F.4.1 Provide opportunities for everyone to share their perspectives, be heard, and influence decision-making processes	✓ Corporate Strategy	✓ Social and Community Services
	✓ Customer Engagement and Research	
F.4.2 Deliver effective, responsible, and ethical City leadership, and responsible financial management, reflective of community needs and aspirations	✓ Audit and Risk	✓ Governance
	✓ City Strategy	✓ Legal
	✓ Corporate Strategy	✓ People and Culture
	✓ Finance	✓ Regulatory Services
	✓ Fleet and Depot Operations	

2.3

Accessible

We can all take part and get to where we want to go.

A.1

OUR CITY IS SAFE AND ACCESSIBLE TO PEOPLE OF ALL ABILITIES, AGES AND CULTURAL BACKGROUNDS

Strategic Action	Lead Services - Delivery Program 2022-26	
A.1.1 Plan and deliver our City and services with universal design principles, so that they are accessible by all	✓ Capital Delivery	✓ Parks and Open Spaces
	✓ City Design	✓ Regulatory Services
	✓ Development and Traffic Services	✓ Social and Community Services



A.2

WE ARE CONNECTED BY WELL-DESIGNED INTEGRATED TRANSPORT NETWORKS

Strategic Action	Lead Services - Delivery Program 2022-26	
A.2.1 Advocate for public transport to connect our neighbourhoods and the Greater Sydney region	✓ City Strategy	✓ Strategic Land Use Planning
	✓ Infrastructure Planning and Design	
A.2.2 Connect our City with safe, equitable, and enjoyable networks for pedestrians and people riding bikes	✓ Capital Delivery	✓ Roads and Civil Infrastructure
	✓ City Strategy	✓ Strategic Land Use Planning
A.2.3 Deliver and advocate for streets that are safe and improve transport outcomes	✓ Development and Traffic Services	✓ Roads and Civil Infrastructure
	✓ Regulatory Services	

2.4

Welcoming

We foster belonging and celebrate culture and diversity.

W.1

WE RECOGNISE THAT PARRAMATTA HAS ALWAYS BEEN A GATHERING PLACE, AND OUR DIVERSITY IS OUR STRENGTH

Strategic Action	Lead Services - Delivery Program 2022-26	
W.1.1 Acknowledge the Dharug peoples as the traditional custodians of this land, and make Parramatta a leading City of Reconciliation that fosters First Nations cultural expression	✓ Parramatta Artists' Studios and Cultural Services	✓ Social and Community Services

W.2

EVERYONE CAN PARTICIPATE, BELONG, AND FEEL CULTURALLY AND SOCIALLY CONNECTED

Strategic Action	Lead Services - Delivery Program 2022-26	
W.2.1 Encourage and celebrate community connections, culture and inclusion through initiatives, events and facilities	✓ Events and Festivals	✓ PHIVE and Community Hubs
	✓ Parramatta Artists' Studios and Cultural Services	✓ Riverside Theatres
W.2.2 Respect and protect our shared living histories, heritage and places	✓ Development and Traffic Services	
	✓ PHIVE and Community Hubs	

W.3

WE ALL FEEL SAFE AND FREE TO ENJOY OUR CITY

Strategic Action	Lead Services - Delivery Program 2022-26	
W.3.1 Create and facilitate places and programs that support real and perceived community safety	✓ Place Services	✓ Social and Community Services
	✓ Property, Security, Assets and Services	



2.5

Green

We value our environment.

G.1

WE HAVE A HEALTHY NETWORK OF GREEN SPACE AND WATERWAYS THROUGHOUT OUR CITY

Strategic Action	Lead Services - Delivery Program 2022-26	
G.1.1 Enhance the health of Parramatta River and its tributaries, and champion integrated water cycle management	✓ Capital Delivery	✓ Parks and Open Spaces
	✓ City Strategy	
G.1.2 Protect and increase the quality of our natural environment, bushland and biodiversity	✓ City Strategy	✓ Environment and Sustainability

G.2

WE CAN ALL ENJOY AND CONNECT WITH OUR ENVIRONMENT

Strategic Action	Lead Services - Delivery Program 2022-26	
G.2.1 Recognise and improve the functionality and environmental performance of our parks, sportsgrounds and recreational areas	✓ Environment and Sustainability	✓ Parks and Open Spaces

G.3

OUR CITY IS SUSTAINABLE AND KNOWN FOR ITS ENVIRONMENTAL LEADERSHIP

Strategic Action	Lead Services - Delivery Program 2022-26	
G.3.1 Transition to net zero carbon emissions solutions in the City and community	✓ Environment and Sustainability	
G.3.2 Foster the circular economy to provide innovative solutions to resource use and management	✓ City Strategy	✓ Waste Management Cleansing
	✓ Environment and Sustainability	

G.4

WE ARE A RESILIENT CITY, SUPPORTING THE FUTURE OF OUR COMMUNITY AND ENVIRONMENT

Strategic Action	Lead Services - Delivery Program 2022-26	
G.4.1 Embed city resilience and climate change adaptation, by preparing for key climate hazards such as flooding and urban heat	✓ City Strategy	✓ Environment and Sustainability



2.6

Thriving

We are a nation-leading City, with prospering communities and industries.

T.1

WE WORK TOGETHER TO DELIVER THE BEST OUTCOMES FOR OUR CITY'S RESIDENTS, WORKERS, AND VISITORS

Strategic Action	Lead Services - Delivery Program 2022-26	
T.1.1 Lead and partner with industry and government to achieve economic, social, cultural and sustainability outcomes	✓ City Strategy	
T.1.2 Foster public and private investment to deliver city-shaping infrastructure and services to support the growth of the City	✓ City Strategy	✓ Property Development
	✓ Project Delivery (Property Capital Projects)	

T.2 WE HAVE VIBRANT COMMUNITIES AND A THRIVING 24 HOUR ECONOMY

Strategic Action	Lead Services - Delivery Program 2022-26	
T.2.1 Plan and deliver vibrant and sustainable centres with thriving economies	✓ Major Projects and Precincts	
	✓ Strategic Land Use Planning	
T.2.2 Champion tourism, arts and culture to create an interesting City where people come to play, day and night	✓ City Strategy	✓ Parramatta Artists' Studios and Cultural Services
	✓ Destination Marketing	✓ Riverside Theatres

T.3

OUR CITY IS A NATIONALLY SIGNIFICANT HUB FOR INDUSTRY, BUSINESS, PRODUCTIVITY AND EMPLOYMENT

Strategic Action	Lead Services - Delivery Program 2022-26	
T.3.1 Support the development, growth and retention of business, employment centres, and industry.	✓ City Strategy	
T.3.2 Accelerate local jobs growth and create employment opportunities that benefit the community and the City	✓ City Strategy	



2.7

Innovative

We champion new ideas to create a better future.

I.1

OUR CITY IS WELL PLANNED AND BUILT FOR THE FUTURE

Strategic Action	Lead Services - Delivery Program 2022-26	
I.1.1 Implement a robust planning and development framework, harnessing the opportunities of growth to strengthen liveability and community resilience	✓ City Design	✓ Major Projects and Precincts
	✓ Development and Traffic Services	✓ Strategic Land Use Planning

I.2

WE ARE A BOLD AND SMART CITY - LEVERAGING DATA, TECHNOLOGY AND CONTINUOUS IMPROVEMENT

Strategic Action	Lead Services - Delivery Program 2022-26
I.2.1 Support opportunities for innovation and continuous improvement in Parramatta	✓ City Strategy ✓ Social and Community Services
I.2.2 Deliver Smart City initiatives that support data driven decision-making and improve people's lived experience of Parramatta	✓ City Strategy

I.3

WE HAVE A STRONG RESEARCH, INNOVATION AND START-UP ECOSYSTEM, WITH GLOBAL IMPACT

Strategic Action	Lead Services - Delivery Program 2022-26
I.3.1 Attract and support leading research, education and start-ups to grow and thrive	✓ City Strategy



OUR SERVICES AND PROJECTS 2022-26

- 3.1 — How to Read This Section
- 3.2 — City Assets and Operations
- 3.3 — Community Services
- 3.4 — City Engagement and Experience
- 3.5 — City Planning and Design
- 3.6 — Property and Place
- 3.7 — City Strategy
- 3.8 — Supporting Corporate Services

03

3.1

How to Read This Section

Understanding our services and projects, and how we will measure success.

This section breaks down Council's key Services and Projects committed for the 2022/23 Financial Year.







It includes targets and key performance indicators (KPIs) to track success against these commitments.

Capital Delivery

SERVICE DESCRIPTION

Provide excellence in capital project delivery across a broad range of asset classes across the City of Parramatta (e.g. stormwater & drainage, pedestrian crossings, playground equipment, community buildings, local roads and footpaths).

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F.1.1 (F.4.1)
 Accessible	A.1.1; A.2.2 (A.2.3)
 Welcoming	(W.2.1)
 Green	G.1.1 (G.3.1)
 Thriving	
 Innovative	

Service name.

Our Service's core business.

Alignment to the Community Strategic Plan Goals. A coloured circle indicates that this Service delivers or supports part of this Goal. The column on the right specifies the targeted Strategic Actions and if the Service plays a **Leading** OR (*Supporting*) role.

Our Service KPIs

To monitor performance, our Services use KPIs that measure both service delivery and service satisfaction. Delivery KPIs measure outputs against set targets, while satisfaction KPIs measure the community's

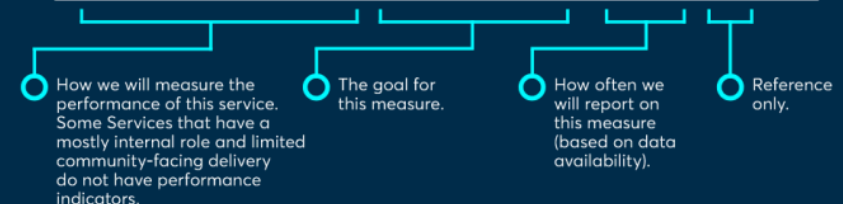
perception of service quality. Our satisfaction KPIs are informed by Council's annual Community Satisfaction Survey (a "Community satisfaction rating") or are collected directly from the users of a service (a "Customer satisfaction rating").

Our Projects

Projects in this section refer to the one off or time-bound initiatives that each Service will deliver in the next 1-4 years, in addition to the "business as usual" measured by their KPIs.

KEY PERFORMANCE INDICATORS

Service Delivery KPI	Target	Frequency	Code
Combined percentage of streets swept on a regular basis	Improve on same quarter previous year	Quarterly	1G.M1
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction rating with waste collection services	Maintain or increase on previous year	Yearly	1G.M2



PROJECTS

Project name and description	Target Date	Code	CSP Goals
Epping Town Centre Complete commercial floor space planning proposal, undertake open space review, and reclassify Epping Town Centre laneways	30/06/2024	6D.P5	     
			F A W G T I

Project name and description. Project can either be classified as Delivery or Advocacy, depending on Council's role.

When we aim to complete this project.

Reference only.

Alignment to the Community Strategic Plan Goals. A coloured circle indicates that this project addresses this Goal. Letters for reference and accessibility (e.g. F = Fair).

3.2

City Assets and Operations

SERVICES







Capital Delivery	→
Environment and Sustainability	→
Fleet and Depot Operations	→
Parks and Open Spaces	→
Regulatory Services	→
Roads and Civil Infrastructure	→
Waste Management Cleansing	→

Capital Delivery

SERVICE DESCRIPTION



Provide excellence in capital project delivery across a broad range of asset classes across the City of Parramatta (e.g. stormwater & drainage, pedestrian crossings, playground equipment, community buildings, local roads and footpaths).

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.1.1)
 Accessible	A.1.1; A.2.2 (A.2.3)
 Welcoming	(W.2.1)
 Green	G.1.1 (G.4.1)
 Thriving	
 Innovative	

Service Delivery KPI	Target	Frequency	Code
Expenditure of money delivered in the DPOP for capital delivery	100% (plus or minus 5%)	Yearly	1A.M1

PROJECTS

Project name and description	Target Date	Code	CSP Goals
Program of delivery of new, renewed or upgraded infrastructure <i>Deliver programs including: roads and footpaths, stormwater and catchment, parks and open spaces, and Council building project on time and on budget according to strategies and asset management plans.</i>	Ongoing	1A.P1	     







F A W G T I

Environment and Sustainability

SERVICE DESCRIPTION

Holistically connects people to their environment and our sustainability objectives. Combines environmental and sustainability focused areas together. Ensures all bushland priorities and catchment to be a part of environmental management.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.4.2)
 Accessible	(A.2.1; A.2.2)
 Welcoming	
 Green	G.1.2; G.2.1; G.3.1; G.3.2; G.4.1 (G.1.1)
 Thriving	
 Innovative	(I.1.1)

Service Delivery KPI	Target	Frequency	Code
Tonnes of carbon emissions generated by Council operations	Decrease on previous year	Yearly	1B.M1
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction rating with Council's efforts to increase recycling	Maintain or increase on previous year	Yearly	1B.M2

PROJECTS






Project name and description	Target Date	Code	CSP Goals
Deliver Net Zero Emissions 2022 <i>Deliver CoP net neutral carbon emissions by 2022</i>	30/09/2022	1B.P1	     
Diversion of Waste from Landfill Plan <i>Implement action plan to divert waste from landfill</i>	Ongoing	1B.P2	     
Reduce flood risk in City <i>Deliver key projects to reduce flood risk including the Parramatta Flood Study</i>	30/06/2024	1B.P3	     
			F A W G T I

Fleet and Depot Operations

SERVICE DESCRIPTION

Ensures the Rydalmere Operations Centre is functioning properly, providing direct services to operational, administrative, and other ancillary functions, with safety prioritised across all areas. Ensures robust financial management across all operations in particular Fleet Services.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F.4.2
 Accessible	
 Welcoming	
 Green	
 Thriving	
 Innovative	







Service Delivery KPI	Target	Frequency	Code
Percentage of non-compliant/safety issue rectified within recommended timeframe	100%	Quarterly	1C.M1
Percentage of Heavy & Light Plant replaced on schedule	90%	Yearly	1C.M2

Parks and Open Spaces

SERVICE DESCRIPTION

Management of all of Council's parks and opens spaces ensuring a high standard of service to the community consistent with Council's strategies and plans.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F.1.1
 Accessible	A.2.1
 Welcoming	(W.2.2)
 Green	G.1.1; G.2.1 (G.1.2; G.4.1)
 Thriving	
 Innovative	







Service Delivery KPI	Target	Frequency	Code
Percentage of Sporting Fields/ Playgrounds mowed to schedule	95%	Yearly	1D.M1
Percentage of non-compliant/safety issues identified from programmed playground inspections rectified within the recommended timeframe	95%	Quarterly	1D.M2
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction rating with the availability of parks, bushland or other green spaces	Maintain or increase on previous year	Yearly	1D.M3

Regulatory Services

SERVICE DESCRIPTION

Ensures well-regulated spaces for the community to enjoy safely and equitably as well as monitoring and reporting on public health and safety through compliance inspections of both buildings and businesses.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F.4.2
 Accessible	A.1.1; A.2.3
 Welcoming	(W.3.1)
 Green	
 Thriving	
 Innovative	







Service Delivery KPI	Target	Frequency	Code
Percentage of inspections completed within recommended timeframe for all CoP inspections programs (Registered/known food outlets, cooling towers etc.)	Maintain or increase on previous year	Yearly	1E.M1
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction rating with food inspections	Maintain or increase on previous year	Yearly	1E.M2

Roads and Civil Infrastructure

SERVICE DESCRIPTION

Provide quality and well-maintained civil infrastructure assets, including roads, footpaths, cycleways and stormwater drains.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F.1.1
 Accessible	A.2.2; A.2.3 (A.1.1)
 Welcoming	(W.3.1)
 Green	
 Thriving	
 Innovative	







Service Delivery KPI	Target	Frequency	Code
Square metres of new or renewed roads	7,882 sqm by the end of Q2	Quarterly	1F.M1
Square metres of new or renewed footpaths	1,315 sqm by the end of Q2	Quarterly	1F.M2
Percentage of potholes made safe and final repairs within 6 months	100% made safe within 48 hours/2 days of notification and 95% of final repairs made within 6 months	Quarterly	1F.M3
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction rating with provision of cycleways and facilities	Maintain or increase on previous year	Yearly	1F.M4
Community Satisfaction rating with the maintenance of footpaths	Maintain or increase on previous year	Yearly	1F.M5
Community Satisfaction rating with the condition of local suburban roads	Maintain or increase on previous year	Yearly	1F.M6

Waste Management Cleansing

SERVICE DESCRIPTION






Deliver high quality efficient and responsive waste removal services for residential households and community spaces. Provide clean and litter-free public spaces that the community is comfortable and confident to visit.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.1.1)
 Accessible	
 Welcoming	(W.3.1)
 Green	G.3.2
 Thriving	
 Innovative	

Service Delivery KPI	Target	Frequency	Code
Combined percentage of streets swept on a regular basis	Improve on same quarter previous year	Quarterly	1G.M1
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction with waste collection services	Maintain or increase on previous year	Yearly	1G.M2

PROJECTS

Project name and description	Target Date	Code	CSP Goals
Recycling Centre Deliver a new Community Recycling Facility	30/06/2024	1G.P1	     
			F A W G T I

3.3

Community Services

SERVICES







Community Infrastructure	→
Libraries	→
Parramatta Artists' Studios and Cultural Services	→
PHIVE and Community Hubs	→
Riverside Theatres	→
Social and Community Services (Inc. Children and Family Services, Recreation Facilities and Programs, Community Care, Community Capacity Building, and Aquatic and Wellness)	→

Community Infrastructure

SERVICE DESCRIPTION







Ensures Council's new and enhanced community infrastructure is fit for purpose and ready for operations to the community.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F.1.1
 Accessible	(A.1.1)
 Welcoming	(W.2.1)
 Green	
 Thriving	(T.1.1; T.1.2)
 Innovative	(I.2.2)

Service Delivery KPI	Target	Frequency	Code
Major new community facilities are opened on time and on budget	100%	Yearly	2A.M1
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction with Council's new facilities	Maintain or increase on previous year	Yearly	2A.M2

PROJECTS

Project name and description	Target Date	Code	CSP Goals
Epping Pool Redevelopment Complete design, business case, operating model and approvals to re-develop Epping Pool.	31/12/2023	2A.P1	     
			F A W G T I







Libraries

SERVICE DESCRIPTION

Provides library services to the community, including:







- Physical and online collections and resources
- Community engagement and programs
- Customer experience (branches)

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F.1.1; F.2.1
 Accessible	(A.1.1)
 Welcoming	
 Green	
 Thriving	(T.2.1; T.3.2)
 Innovative	

Service Delivery KPI	Target	Frequency	Code
Combined utilisation of all library services (sum of number of visits, website visits, and loans)	Maintain same quarter previous year	Quarterly	2B.M1
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction rating with library services	Maintain or increase on previous year	Yearly	2B.M2

PROJECTS







Project name and description	Target Date	Code	CSP Goals
Library Transformation Program Deliver an enhanced library customer experience via the Library Services Transformation Program, including organisation redesign and delivering priority recommendations of the End-to-End review.	01/01/2023	2B.P1	      F A W G T I

Parramatta Artists' Studios and Cultural Services

SERVICE DESCRIPTION







Provides an energetic home for creative production in Western Sydney, delivering artists' studios and career development, community programming and creative experiences, public art and heritage stories.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.1.1; F.2.1)
 Accessible	
 Welcoming	W.1.1; W.2.1 (W.2.2; W.3.1)
 Green	
 Thriving	T.2.2 (T.1.1; T.2.1; T.3.2)
 Innovative	(I.3.1)

Service Delivery KPI	Target	Frequency	Code
Number of art and cultural programs developed and delivered	Maintain or increase on previous year	Yearly	2C.M1
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction with Parramatta Artists' Studios Cultural Program	Maintain or increase on previous year	Yearly	2C.M2

PROJECTS







Project name and description	Target Date	Code	CSP Goals
Parramatta Artists' Studios (PAS) Relocation Complete business case, budget and approvals to secure new location for the Parramatta Artists' Studios.	01/01/2023	2C.P1	      F A W G T I

PHIVE and Community Hubs

SERVICE DESCRIPTION













Provide a network of community facilities in key locations that deliver integrated services for the community and visitors to the City of Parramatta.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F.1.1; F.2.1 (F.4.1)
 Accessible	(A.1.1)
 Welcoming	W.2.1; W.2.2 (W.1.1; W.3.1)
 Green	(G.3.1)
 Thriving	(T.1.2; T.2.1; T.2.2)
 Innovative	(I.2.2; I.3.1)

Service Delivery KPI	Target	Frequency	Code
Combined Utilisation of Community Hubs services (number of visits and participants in Community Hub programs)	Maintain or increase on same quarter previous year (Baseline TBD in 2022-23)	Quarterly	2F.M1
Service Satisfaction KPI	Target	Frequency	Code
Customer satisfaction rating with community hub services	Maintain or increase on same quarter previous year (Baseline TBD in 2022-23)	Yearly	2F.M2

PROJECTS







Project name and description	Target Date	Code	CSP Goals
Parramatta Town Hall Deliver business readiness planning, facility opening and operation	31/03/2023	2F.P1	     
PHIVE Deliver business readiness planning, facility opening and operation.	31/07/2022	2F.P2	     
			F A W G T I

Riverside Theatres

SERVICE DESCRIPTION







Provide Western Sydney's major performing arts venue, delivering inspiring performing arts programming, theatrical production and development.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.1.1; F.2.1)
 Accessible	(A.1.1)
 Welcoming	W.2.1 (W.1.1; W.2.2)
 Green	
 Thriving	T.2.2 (T.1.1; T.1.2)
 Innovative	

Service Delivery KPI	Target	Frequency	Code
Attendances at performances (events held at Riverside and elsewhere)	Maintain same quarter previous year	Quarterly	2D.M1
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction rating with Riverside Theatres	Maintain or increase on previous year	Yearly	2D.M2

PROJECTS

Project name and description	Target Date	Code	CSP Goals
Riverside Redevelopment Complete design, business case, operating model and approvals to re-develop Riverside Theatres.	31/03/2026	2D.P1	     
			F A W G T I

Social and Community Services







Including: Children and Family Services, Recreation Facilities and Programs, Community Care, Community Capacity Building, and Aquatic and Wellness

SERVICE DESCRIPTION

Provide social and community services, including:

- Quality early childhood education through five Council operated **Childcare** centres
- Venues and programs for our community to connect and achieve active, healthy lifestyles through **Recreation Facilities & Programs**
- **Community Care**, including Meals on Wheels, NDIS coordination and leisure & learning programs
- Leading change on and supporting our valuable community sector through **Community Capacity Building**.
- Aquatic fitness facilities and services for people of all ages in **Aquatics and Wellness**.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F.1.1; F.2.1; F.4.1 (F.3.1)
 Accessible	A.1.1
 Welcoming	W.1.1; W.3.1 (W.2.1)
 Green	(G1.1; G.2.1)
 Thriving	(T.1.1)
 Innovative	I.2.1 (I.1.1; I.3.1)

Service Delivery KPI	Target	Frequency	Code
Children and Family Services Annual average percentage utilisation of childcare and family support services	Equal to or greater than 93%	Yearly	2E.M1
Recreation Facilities and Programs Number of Councils' Recreation programs hours	Maintain on same quarter previous year	Quarterly	2E.M2
Community Care Number of Seniors and Disability program hours	Maintain on same quarter previous year	Quarterly	2E.M3
Community Capacity Building Percentage of Community Grants recipient projects delivering on track and reporting on time	Equal to or greater than same quarter previous year	Quarterly	2E.M4
Aquatic and Wellness Utilisation of aquatic centres (Number of visits)	Maintain or increase on previous year	Yearly	2E.M5

Service Satisfaction KPI	Target	Frequency	Code
Children and Family Services Quality ratings as determined by independent accreditation body	Achieve 'Exceeding' rating	Yearly	2E.M6
Recreation Facilities and Programs Annual satisfaction rating of users of School Holiday and Active Parramatta programs	Maintain or improve on previous year	Yearly	2E.M7
Community Care Community satisfaction rating of community care	Maintain or increase on previous year	Yearly	2E.M8
Community Capacity Building Satisfaction with community capacity building services	Maintain on previous year	Yearly	2E.M9
Aquatic and Wellness Community satisfaction of aquatic centres	Maintain on previous year	Yearly	2E.M10

DELIVERY PROJECTS

Project name and description	Target Date	Code	CSP Goals
Disability Inclusion Action Plan (DIAP) Complete a Disability Inclusion Action Plan.	31/07/2022	2E.P1	     
First Nations Strategy Complete a First Nations Strategy.	30/11/2022	2E.P2	     
Parramatta aquatic and leisure centre (ALCP) Deliver ALCP business readiness planning, facility opening and operation.	Q4 2022/23	2E.P3	     

F A W G T I

3.4

City Engagement and Experience

SERVICES







Communication and Marketing	→
Customer Engagement and Research	→
Customer Service Centre	→
Destination Marketing	→
Events and Festivals	→

Communication and Marketing

SERVICE DESCRIPTION

Provides the community, businesses, key stakeholders, and media with information relating to Council initiatives, services, events, and projects via the council websites, email, social media, printed materials, signage, and advertising.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.1.1; F.4.1)
 Accessible	
 Welcoming	(W.1.1; W.2.1; W.2.2)
 Green	
 Thriving	(T.1.1; T.1.2; T.2.2; T.3.1)
 Innovative	(I.3.1)

Service Delivery KPI	Target	Frequency	Code
Percentage of community members aware of Council initiatives and projects	Maintain or increase on previous year (Baseline TBD in 2022-23)	Yearly	5A.M1
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction rating with the provision of information	Maintain or increase on previous year	Yearly	5A.M2

PROJECTS

Project name and description	Target Date	Code	CSP Goals
Communications, Marketing & Brand Strategy Deliver the communications, marketing and brand program to enhance the reputation of Parramatta	Ongoing	5A.P1	     
Marketing & Promotions for Major Projects Deliver on the marketing, brand and promotional programs to support major projects in particular PHIVE and aquatic and leisure centre	30/03/2023	5A.P2	     







F A W G T I

Customer Engagement and Research

SERVICE DESCRIPTION

Consults with the community to gain feedback on a variety of small, medium, and high impact Council initiatives and projects. Provides the Council with community feedback including insights into the community's needs, satisfaction, and requirements.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F.4.1 (F.4.2)
 Accessible	
 Welcoming	
 Green	
 Thriving	
 Innovative	(I.1.1; I.2.1)







Service Delivery KPI	Target	Frequency	Code
Number of community members taking part in Council's community engagement and research activities (surveys, workshops, panels, etc.)	Increase on previous year	Yearly	5B.M1
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction rating with the opportunity to have your say on key issues affecting community	Maintain or increase on previous year	Yearly	5B.M2

Customer Service Centre

SERVICE DESCRIPTION

Operates the council information phone line and in-person customer service centre. Processes transactions, maintains Council's record keeping, manages GIPA requests and oversees Council's print room operations.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.4.1)
 Accessible	
 Welcoming	
 Green	
 Thriving	
 Innovative	







Service Delivery KPI	Target	Frequency	Code
Percentage of calls answered within 30 seconds	Maintain or increase on same quarter previous year	Quarterly	5C.M1
Percentage of service requests completed within the required Service Level Agreements (SLAs)	85%	Quarterly	5C.M2
Service Satisfaction KPI	Target	Frequency	Code
Community mean rating of "I am confident that Council would respond if I contacted them"	Maintain or increase on previous year	Yearly	5C.M3

Destination Marketing

SERVICE DESCRIPTION







Delivers and markets high quality tourism product offerings to enhance Parramatta as a place to live and do business in.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.1.1)
 Accessible	
 Welcoming	(W.1.1; W.2.1; W.2.2)
 Green	
 Thriving	T.2.1
 Innovative	

Service Delivery KPI	Target	Frequency	Code
Percentage of respondents who would consider visiting Parramatta	Maintain or increase on previous Perception survey	Every two years	5D.M1

PROJECTS







Project name and description	Target Date	Code	CSP Goals
Review and update the Destination Management Plan Review and develop 3 year Destination Management Plan to deliver on visitor strategy.	Ongoing	5D.P1	     
			F A W G T I

Events and Festivals

SERVICE DESCRIPTION







Implements and delivers the Major Events and Festivals Strategy, increases the importance of the Civic Program across Council, and integrates the activation of the public domain.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	
 Accessible	
 Welcoming	W.2.1 (W.2.2)
 Green	
 Thriving	(T.1.1; T.2.2)
 Innovative	

Service Delivery KPI	Target	Frequency	Code
Combined attendance at events and festivals	Increase over previous year	Yearly	5E.M1
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction rating with events and festivals delivered by Council	Maintain or increase on previous year	Yearly	5E.M2

DELIVERY PROJECTS

Project name and description	Target Date	Code	CSP Goals
Events & Festivals Strategy Deliver annual Events & Festivals program	Ongoing	5E.P1	     
			F A W G T I

3.5 City Planning and Design

SERVICES







City Design	→
Development and Traffic Services	→
Infrastructure Planning and Design	→
Major Projects and Precincts	→
Strategic Land Use Planning	→

City Design

SERVICE DESCRIPTION

Delivers City shaping strategic design policy, advice and guidelines, design review (public domain and built form) and design competitions and support DEAP.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.1.1)
 Accessible	A.1.1 (A.2.2; A.2.3)
 Welcoming	(W.2.2)
 Green	(G.1.1)
 Thriving	(T.1.1; T.2.1)
 Innovative	I.1.1







Service Delivery KPI	Target	Frequency	Code
Number of design competition completed (Time between design competition brief submitted to Council and Jury report finalised)	80% within 200 days	Yearly	6A.M1
Service Satisfaction KPI	Target	Frequency	Code
Community mean rating of "New developments are in keeping with local character"	Maintain or increase on previous year	Yearly	6A.M2

Infrastructure Planning and Design

SERVICE DESCRIPTION

























Support major State Government project interfaces (Parramatta Light Rail and Metro), provides design management services to major capital projects (e.g. River Program), and implements development contributions and planning agreements.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F1.1; F.3.1)
 Accessible	A.2.1 (A.1.1; A.2.2; A.2.3)
 Welcoming	
 Green	
 Thriving	(T.1.1; T.1.2; T.3.1)
 Innovative	(I.1.1)

Service Delivery KPI	Target	Frequency	Code
Percentage of contributions enquiries resolved within target timeframe	80% within two business days	Quarterly	6C.M1
Percentage of agreed community benefits received within nominated milestones in executed Planning Agreement	80%	Yearly	6C.M2
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction rating with infrastructure projects	Maintain or increase on previous year	Yearly	6C.M3

PROJECTS

Project name and description	Target Date	Code	CSP Goals
Civic Link Develop detailed design for Civic Link Block 3	31/12/2023	6C.P4	     
Metro CBD Station - Civic Link Advocate for interim and permanent Civic Link through Metro CBD Station	31/12/2023	6C.P1	     
Parramatta Light Rail Stage 1 Support delivery of Parramatta Light Rail Stage 1	31/12/2022	6C.P2	     
Parramatta Light Rail Stage 2 Advocate to the NSW Government to make an investment decision and progress Stage 2	31/12/2023	6C.P3	     







F A W G T I

Major Projects and Precincts

SERVICE DESCRIPTION

Prepares, manages and advocates for plans for growth precincts and assesses developer-led planning proposals.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.1.1; F.3.1)
 Accessible	(A.1.1; A.2.1; A.2.2; A.2.3)
 Welcoming	(W.2.2)
 Green	
 Thriving	T.2.1 (T.1.1; T.1.2; T.3.1; T.3.2)
 Innovative	I.1.1

Service Delivery KPI	Target	Frequency	Code
Private Planning proposals (low/medium/high complexity) determined within 12/18/24 months	80%	Quarterly	6D.M1
Service Satisfaction KPI	Target	Frequency	Code
Community mean rating of "New developments are well planned"	Maintain or increase on previous year	Yearly	6D.M2

PROJECTS

Project name and description	Target Date	Code	CSP Goals
Camellia Precinct Advocate for and comment on the Camellia- Rosehill Place Strategy	31/12/2022	6D.P1	     
Epping Town Centre Complete commercial floor space planning proposal, undertake open space review, and reclassify Epping Town Centre laneways	30/06/2024	6D.P5	     
Parramatta North & Westmead Innovation District (WID) Advocate for and comment on the Parramatta North Master Plan & Implement Place Strategy	31/12/2024	6D.P2	     
Telopea Precinct Advocate Council's position on Telopea	31/12/2023	6D.P3	     







F A W G T I

Strategic Land Use Planning

SERVICE DESCRIPTION

Prepares and manages land use and transport planning strategies and policies and manages Council-led planning proposals.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.1.1; F.3.1)
 Accessible	A.2.1; A.2.2 (A.1.1; A.2.3)
 Welcoming	(W.2.2)
 Green	(G.4.1)
 Thriving	T.2.1 (T.3.1; T.3.2)
 Innovative	I.1.1

Service Delivery KPI	Target	Frequency	Code
Site specific Planning proposals (low/medium/high complexity) determined within 12/18/24 months	80%	Quarterly	6E.M1
Service Satisfaction KPI	Target	Frequency	Code
Community mean rating of "New developments are well planned"	Maintain or increase on previous year	Yearly	6E.M2

PROJECTS

Project name and description	Target Date	Code	CSP Goals
Harmonisation of LEPs, DCPs & Contributions Plan Complete the harmonisation of LEPs, DCPs and Development Contributions Plans	31/12/2022	6E.P4	     
Parramatta CBD Access Strategy Access strategy for the Parramatta	30/06/2023	6E.P1	     
Parramatta CBD Planning Complete Parramatta CBD Planning Proposal, Development Control Plan and Development Contributions Plan	31/12/2022	6E.P5	     
Public transport network Advocate for a public transport network that is centred on Parramatta CBD	31/12/2022	6E.P2	     
Westmead Multimodal Interchange Advocate for the an integrated multimodal interchange at Westmead	30/12/2022	6E.P3	     







F A W G T I

Development and Traffic Services

SERVICE DESCRIPTION

Provide development application pre-lodgement advice, assessment of development applications, technical services, traffic services and issuing planning certificates.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.1.1; F.3.1)
 Accessible	A.1.1; A.2.3
 Welcoming	W.2.2
 Green	(G.4.1)
 Thriving	T.2.1 (T.1.2; T.3.1)
 Innovative	I.1.1

Service Delivery KPI	Target	Frequency	Code
Percentage of development applications determined within target timeframes (weighted average)	70%	Quarterly	6B.M1
Percentage of service requests and temporary road occupancy resolved within standard of service	70%	Quarterly	6B.M2
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction rating of Development Application Service	Maintain or increase on previous year	Yearly	6B.M3

3.6 Property and Place

SERVICES







Place Services	
Project Delivery (Property Capital Projects)	
Property Development	
Property, Security, Assets and Services	

Place Services

SERVICE DESCRIPTION

Provides people-centred delivery and management of high-quality, vibrant and safe public spaces in our CBD and neighbourhoods, supporting economic activation and community well-being.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F.1.1
 Accessible	(A.2.2)
 Welcoming	W.3.1 (W.1.1)
 Green	(G.1.1; G.2.1)
 Thriving	(T.2.1)
 Innovative	(I.2.1; I.2.2)







Service Delivery KPI	Target	Frequency	Code
Project delivered on time and within approved budget and scope	Within +/- 10% of budget and program	Quarterly	7A.M1
Service Satisfaction KPI	Target	Frequency	Code
Percentage of people who report enjoying a local public place in the last twelve months	Increase (up to above 85%)	Every two years	7A.M2

Project Delivery (Property Capital Projects)

SERVICE DESCRIPTION

Manages the delivery phase of Council's major strategic capital building projects. This includes the management of internal and external stakeholders, design, authority approvals, consultant and head contractor procurement, contracts management, and handover of completed asset to Council operations.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.1.1)
 Accessible	(A.1.1)
 Welcoming	(W.2.1)
 Green	(G.3.1)
 Thriving	T.1.2 (T.1.1; T.2.1; T.3.1; T.3.2)
 Innovative	(I.1.1)

Service Delivery KPI	Target	Frequency	Code
Major project developments delivered on time, within approved budget and scope	Within +/- 10% of budget and program	Quarterly	7B.M1

PROJECTS

Project name and description	Target Date	Code	CSP Goals
Aquatic and leisure centre Deliver aquatic and leisure centre on time and on budget	31/05/2023	7B.P1	     
PHIVE – 5 Parramatta Square Deliver PHIVE – 5 Parramatta Square on time and on budget	31/07/2022	7B.P2	     
Town Hall - 7 Parramatta Square Deliver 7 Parramatta Square on time and on budget	30/06/2024	7B.P3	     
3,4,6 & 8 PSQ & Public Domain 6 & 8 Parramatta Square: Deliver new public square and public domain upgrades	31/12/2023	7B.P4	     







F A W G T I

Property Development

SERVICE DESCRIPTION

Provides development management expertise for Council's future major project pipeline. Manages the preparation of the feasibilities, design and development applications for Council's major projects. Manages the major transactions in the acquisition and sale of property. Undertakes the commercial negotiations associated with Voluntary Planning Agreements.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.3.1)
 Accessible	
 Welcoming	
 Green	
 Thriving	T.1.2 (T.1.1; T.2.1; T.3.1; T.3.2)
 Innovative	(I.1.1)

PROJECTS

Project name and description	Target Date	Code	CSP Goals
Central City Parkway Pilot Project Resolve land agreement with TfNSW for Pilot Project along with funding for Stage 1	30/06/2023	7C.P1	     
Epping Pool Redevelopment Deliver new Epping Pool on time and on budget	31/12/2023	7C.P2	     
Relocate to 9 Wentworth St, a council owned property Future Council workplace	30/06/2023	7C.P3	     
Riverside Design, scope and budget the re-development of Riverside Theatres	30/06/2025	7C.P4	     
Sale of Horwood Place Complete the Horwood Place compulsory acquisition	30/08/2024	7C.P5	     







F A W G T I

Property, Security, Assets and Services

SERVICE DESCRIPTION

Manages Council's owned and leased assets to meet the needs of Council and stakeholders to ensure commercial best practice. Ensures that all Council owned and leased facilities are well managed and maintained. Manage Council's paid parking assets and contracts to ensure both off-street and on-street parking meet community needs. Supports security assets to provide a safe city for residents and visitors.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	(F.1.1)
 Accessible	(A.2.3)
 Welcoming	W.3.1
 Green	
 Thriving	(T.2.1)
 Innovative	

Service Delivery KPI	Target	Frequency	Code
Utilisation of paid parking services	Maintain or improve on same quarter previous year	Quarterly	7D.M1
Leasing of community space	90% utilisation	Quarterly	7D.M2
Service Satisfaction KPI	Target	Frequency	Code
Community satisfaction rating of Council's on-street and multi-level car parking facilities and services	Maintain or increase on previous year	Yearly	7D.M3

PROJECTS

Project name and description	Target Date	Code	CSP Goals
CBD Parking Technology upgrade of on street parking and renewal/ upgrade of all multi-decks	30/06/2025	7D.P1	     

F A W G T I

3.7 City Strategy

SERVICES

Corporate Strategy	➔
City Strategy	➔

Corporate Strategy

SERVICE DESCRIPTION

Leads Council's approach to Integrated Planning & Reporting via the Community Strategic Plan, Delivery Program, Operational Plan, business planning, and associated reporting requirements.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
<input checked="" type="radio"/> Fair	F.4.1; F.4.2
<input type="radio"/> Accessible	
<input type="radio"/> Welcoming	
<input type="radio"/> Green	
<input type="radio"/> Thriving	
<input type="radio"/> Innovative	

KEY PERFORMANCE INDICATORS







Service Delivery KPI	Target	Frequency	Code
Percentage of statutory plans & reports completed on time	100%	Quarterly	8B.M1

City Strategy

SERVICE DESCRIPTION

Lead the City's strategic direction towards prioritised outcomes in response to opportunities and challenges, advocate for the City, seek opportunities for innovation and manage key strategic partnerships.

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F1.1; F.3.1; F.4.2 (F.4.1)
 Accessible	A.2.1; A2.2 (A.1.1; A.2.3)
 Welcoming	(W1.1; W.2.1; W.2.2)
 Green	G.1.1; G.1.2; G.4.1 (G.2.1; G.3.2)
 Thriving	T.1.1; T.1.2; T.2.2; T.3.1; T.3.2 (T.2.1)
 Innovative	I.2.1; I.2.2; I.3.1 (I.1.1)

Service Delivery KPI	Target	Frequency	Code
Projects from action plans on time and on budget	85%	Quarterly	8A.M1
Service Satisfaction KPI	Target	Frequency	Code
Community mean rating of "Council is forward thinking"	Maintain or increase on previous year	Yearly	8A.M2

PROJECTS

Project name and description	Target Date	Code	CSP Goals
Action Plans for each Strategy Action Plans for Environmental Strategy, Socially Sustainable Parramatta Framework, City Economic Strategy, Smart City Strategy, and Cultural Strategy	30/06/2023	8A.P4	     
Affordable Housing Advocate for better provisions within the SEPP	30/06/2023	8A.P1	     
Alliance Program Deliver City Alliance Programs and agreed outcomes for each Alliance	Ongoing	8A.P5	     
City Economy Strategy Create a City Economy Strategy	31/03/2023	8A.P6	     
Cultural Strategy Refresh 'Culture and our City' (Cultural Plan)	31/03/2024	8A.P7	     
Environmental Strategy Refresh Environmental Sustainability Strategy	31/03/2023	8A.P8	     
Night Time Economy Development Control Plan Complete the Late-Night Trading Development Control Plan	30/08/2022	8A.P9	     
Parramatta River Plan Develop the Parramatta River Plan	31/12/2022	8A.P10	     
Roxy Theatre Advocate for renewal of Roxy as a live performance theatre owned by NSW government	30/06/2023	8A.P2	     
Smart City Strategy Create a Smart City Strategy	30/09/2022	8A.P11	     
Social Strategy Refresh the Socially Sustainable Parramatta Framework	31/03/2023	8A.P12	     
Tree Canopy Plan Develop a Tree Canopy Plan for the Parramatta LGA	31/03/2023	8A.P13	     
Westmead Innovation District (WID) Advocate for the delivery of the WID, including an updated governance structure	30/06/2023	8A.P3	     

F A W G T I

3.8

Supporting Corporate Services

SERVICES

People, Culture and Workplace

Finance and Information







People, Culture and Workplace

SERVICE DESCRIPTION

Support City of Parramatta Council's staff and operations via:

- Audit and Risk
- People and Culture
- Workplace, Health and Safety

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F.4.2 (F.1.1; F.2.1; F.4.1)
 Accessible	
 Welcoming	(W.1.1; W.2.1; W.3.1)
 Green	
 Thriving	(T.3.2)
 Innovative	(I.2.1)

Service Delivery KPI	Target	Frequency	Code
Audit and Risk Internal Audit program delivered	Agreed audit program completed	Yearly	3A.M1
People and Culture Percentage of Leadership development training completed	90% completion for current leaders at all levels by 2023	Yearly	3B.M1
Workplace, Health and Safety Lost time injury frequency rate	20% reduction year on year	Quarterly	3C.M1
Service Satisfaction KPI	Target	Frequency	Code
Audit and Risk Percentage of completed recommendations agreed by management outstanding	No more than 10%	Yearly	3A.M2
People and Culture Employee Engagement rating	3-5 percentage increase on previous year	Yearly	3B.M2
Workplace, Health and Safety Employee wellbeing - participation in wellbeing support initiatives	10% reduction in employee use of sick leave	Yearly	3C.M1







Finance and Information

SERVICE DESCRIPTION

Support City of Parramatta Council's staff and operations via:

- Information and Communications Technology (ICT)
- Governance
- Finance
- Legal

COMMUNITY STRATEGIC PLAN

Goals	Strategic Actions ¹
 Fair	F.4.2 (F.1.1)
 Accessible	
 Welcoming	
 Green	(G.3.1)
 Thriving	(T.1.1)
 Innovative	I.2.1 (I.2.2)

Service Delivery KPI	Target	Frequency	Code
ICT Availability of Community Facing Systems (Web-sites; Service Portals)	99% excluding scheduled maintenance	Quarterly	4A.M1
Governance Council Meeting agendas are published 3 days prior to a Council Meeting.	100%	Quarterly	4C.M1
Finance Percentage of statutory plans & reports completed on time (Financial and Committee)	100%	Yearly	4C.M1
Legal Provide dispute resolutions and litigation services to Council	Maintain or increase on previous year (Baseline TBD in 2022-23)	Yearly	4D.M1

Service Satisfaction KPI	Target	Frequency	Code
ICT Customer rating of the ease of use of council's systems	Maintain or increase on previous year (Baseline TBD in 2022-23)	Yearly	4A.M2
Governance Stakeholder satisfaction rating	Maintain or increase on previous year	Yearly	4C.M1
Finance Business partner support satisfaction rating	Maintain or improve on previous year	Yearly	4C.M2
Legal Internal stakeholder rating	Maintain or increase on previous year	Yearly	4D.M1

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[@cityofparramatta](https://www.facebook.com/cityofparramatta)
[@cityofparramatta](https://www.instagram.com/cityofparramatta)

Delivery Program 2022-26,
Operational Plan & Budget 2022/23
DRAFT for public exhibition May 2022

📞 For non-English speakers, phone interpretation services are available via TIS National on 131 450.

KOREAN

본 소식지와 관련해 통역 지원이 필요하신 경우, TIS (131 450)에 전화하여 Parramatta Customer Service (9806 5050)를 연결해 달라고 요청하시면 됩니다. 업무시간은 월요일에서 금요일, 오전 8시 30분부터 오후 5시까지입니다.

CHINESE

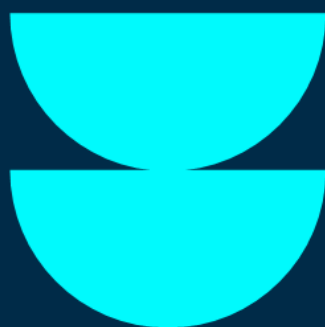
如果你需要翻译协助阅读这份新闻简报, 请联系 TIS, 电话 131 450, 要求他们代表你接通巴拉马打市议会顾客服务处, 电话 9806 5050。顾客服务处的工作时间是每星期一至星期五, 上午 8:30 至下午 5:00。

ARABIC

إذا كنت بحاجة للمساعدة في ترجمة هذه النشرة اتصل بـ TIS على الرقم 131 450 واطلب منهم الاتصال نيابة عنك بخدمة رباتن باراماتا على الرقم 9806 5050 من الإثنين إلى الجمعة بين الساعة 8:30 صباحاً و 5:00 مساءً.

HINDI

यदि आपको यह सूचना-पत्र समझने में सहायता चाहिए तो कृपया TIS को 131 450 पर फ़ोन करें और उनसे कहें कि आपकी तरफ़ से पैरामाटा कस्टमर सर्विस को 9806 5050 पर फ़ोन करें। यह सेवा सोमवार से शुक्रवार, सुबह 8.30 बजे से शाम 5.00 तक उपलब्ध है।



Delivery
Program 2022-26
Operational Plan
& Budget 2022/23



cityofparramatta.nsw.gov.au

**CITY OF PARRAMATTA
OPERATIONAL PLAN
2022/23
PART 4**

INTRODUCTION

FINANCIAL MANAGEMENT FRAMEWORK

Ensuring financial sustainability underpins Council's financial planning. Council aims to ensure its net operating position is in surplus over the medium to long term through the prudent management of Council's revenue, expenses, assets, liabilities and insurance.

In 2022/23, Council is budgeting for a breakeven Net Operating Result (before capital grants and contributions), primarily on the assumption of:

- Return to more normal levels of rates and car parking revenue activities, as the impact of the Covid-19 pandemic lessons
- Drop in developers' contribution due to change in timing of receipt from construction to occupation
- Operationalisation of new facilities PHIVE (5 Parramatta Sq) and the new Aquatic & Wellness facility in Parramatta

Council will undertake a strategic review in 2022/23 to ensure its net operating result returns to a surplus over the medium to long term.

PROCESS FOR ESTABLISHING AND UPDATING THE BUDGET FOR 2022/23

Under the Local Government Act 1993 and related regulations and guidelines, an Operational Plan is required to be released for public exhibition and subsequent adoption by Council, in order to issue annual council rates notices to ratepayers by first of August.

The budget has been based on the priorities and objectives adopted for the City of Parramatta through council's internal and external consultation processes.

BUDGET HEADLINES

Council is budgeting for Operating Revenues of \$311.2m (excluding Capital grants and contributions of \$60.6m), with \$208.4m coming from rates and annual charges. Operating expenses are budgeted at \$311.2m, resulting in a breakeven net operating result.

In 2022/23, the budget provides funding for strategic priorities identified in the operational plan including:

- a capital works program of \$208.3m
- the soon to be operational 5 Parramatta Sq i.e., PHIVE and the new aquatic and wellness facility in Parramatta
- IPART rate pegging has been assumed at the current approved level of 0.7%.

RESTRICTIONS ON REVENUE

Local Government is restricted in its capacity to raise revenue to fund Community services. The primary sources of revenue are rates and annual charges. In 2022/23, Council will derive 66.9% of total operating revenue from ordinary rates and annual charges.

Full details of rates to apply in 2022/23 are outlined under Rates and Charges.

2022/23 BUDGET BY SERVICE AREA

OPERATING REVENUE AND EXPENDITURE				
Service Area		Operating Revenue	Operating Expenditure	Net Operating
		2022/23 \$'000	2022/23 \$'000	2022/23 \$'000
Chief Finance and Information Office	Finance and Information Administration	-	(3,144)	3,144
	Business Improvement	-	460	(460)
	ICT - Information Communication & Technology	6	13,325	(13,319)
	Governance	-	1,501	(1,501)
	Legal Services	8	1,898	(1,890)
	Financial Accounting and Treasury	7,306	1,533	5,773
	Financial Planning and Analysis	4	5,322	(5,318)
	Rates	-	2,071	(2,071)
	Procurement and Payables	30	1,310	(1,280)
	Asset Strategy	-	751	(751)
Organisation Related				
	Organisational Related Revenues & Costs	175,584	7,708	167,876
People & Culture	People and Culture	-	2,635	(2,635)
	People and Culture Business Partners	-	2,069	(2,069)
	Payroll	-	570	(570)
	WHS and Wellbeing	-	1,105	(1,105)
	Workplace Relations	-	557	(557)
	Organisational Capability	-	1,796	(1,796)
	Risk And Audit	-	4,180	(4,180)
City Engagement and Experience	Customer Service Centre	22	4,836	(4,814)
	Events and Festivals	732	7,203	(6,471)
	City Experience and Engagement Admin	200	(603)	803
	Marketing and Brand	-	4,146	(4,146)
	Digital and Creative	-	1,985	(1,985)
	Corporate Affairs	-	1,585	(1,585)
		-		
	Research and Engagement	-	1,128	(1,128)
Executive Office	Executive Support Office	-	2,118	(2,118)
	General Management Support	-	1,158	(1,158)
City Strategy	City Strategy	2,488	8,518	(6,030)
Property & Place	Civic Place Precinct Redevelopment	-	185	(185)
	Property & Place Admin	-	(1,991)	1,991
	Property Development Group Projects	21,117	3,383	17,734
	Property Assets Security and Services	16,354	18,071	(1,717)
	Place	6,995	5,842	1,153
City Assets and Operations	City Services Administration	642	(6,158)	6,800
	City Operations	9,653	39,539	(29,886)
	City Assets & Environment	79,823	90,300	(10,477)
	Regulatory Services Unit	14,177	14,323	(146)
Community Services	Riverside Theatres	3,716	6,688	(2,972)
	Social and Community Services	9,897	19,411	(9,514)
	Libraries	785	9,592	(8,807)
	Community Infrastructure	-	1,471	(1,471)
	Community Services Admin	-	(2,550)	2,550
	Community Hubs	2,519	10,196	(7,677)

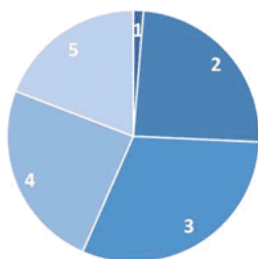
	PAS & Cultural Services	119	1,783	(1,664)
	Development & Traffic Services	7,022	12,033	(5,011)
City Planning and Design	City Design	249	2,904	(2,655)
	Strategic Land Use Planning	11	2,847	(2,836)
	City Planning and Design	-	931	(931)
	Major Projects and Precincts	162	2,524	(2,362)
	Infrastructure Planning & Design	12,162	2,113	10,049
City of Parramatta	Net Operating Result Incl. Capital Rev.	371,785	311,161	60,624
	Less: Capital Grants and Contributions	(60,624)	0	(60,624)
	Net Operating Result Excl. Capital Rev.	311,161	311,161	(0)

2022/23 CAPITAL PROGRAM \$208.3M

CAPITAL PROJECTS OVER \$1M	Capital Budget	
	2022/23 \$'000	Next 3 Years \$'000
Aquatic Centre Parramatta	30,478	-
AF1 Dence Park Pool	15,941	6,783
Upgrade of the Town Hall	15,755	-
Community Recycling Facility	14,700	-
PRUAIP - FS Garside	10,099	3,500
Pedestrian Bridge Works - Morton/Alfred	8,598	-
Commercial Buildings Capital Renewal	7,555	7,723
Newington Reserve Upgrade	7,270	-
Charles Street Square Works	6,767	-
Multi-Level Car Parking Upgrade	5,750	3,500
Alfred Street cycleway stage two	5,250	-
Roads Renewal Program	5,000	30,250
Norwest t-way shared path	4,100	-
Hunts Creek Culvert	4,000	-
TM09 17 Intersection of Hill Road and Bennelong Parkway	3,850	-
Parramatta Square Public Domain Development	3,527	-
George Street east cycleway	2,750	-
ALCP Fit Out	2,700	-
Southern Precinct Renewal Project	2,250	2,200
Phillip Street Smart St stage 2	1,872	-
Civic Link Program (Capital)	1,715	17,415
City River Program of Works	1,585	14,020
Major Council Plant & Other Equipment Replacement Program	1,500	5,143
Kerb & Gutter Renewal Program	1,500	9,075
2020/21 Active Transport Program	1,500	4,538
Max Ruddock Reserve Playground & Amenities	1,453	-
Community Buildings Capital Improvement	1,350	4,050
Barrack Lane, Parramatta	1,300	-
Roads to Recovery Program	1,286	3,891
Parramatta Square Public Art	1,284	-
Concept Plan for waterplay Arthur Phillip	1,241	-
Robin Thomas Reserve Improvements	1,221	-
Motor Vehicle Replacement Program	1,150	6,050
Library Capital Resources	1,100	3,300
Major Drainage Construction at Lyndelle Place, Carlingford	1,060	700
Boronia Park Building Amenities Upgrade	1,042	-
PLR Tree Offsets	1,031	-
Playground Replacement Program	1,020	3,086
Stormwater Drainage Renewal Program	1,000	4,840
Riverside Theatre Redevelopment	-	99,000
Total Projects over \$1m	182,551	229,063

WHERE OUR CASH COMES FROM FOR CAPITAL WORKS

HOW COUNCIL FUNDS THE CAPITAL BUDGET			
Where The Dollars Come From	(\$,000)	Key	%
Special Rate Reserves	2,679	1	1
Section 7.11 Reserves	50,896	2	24
Other Reserves	64,264	3	31
Grants and Contributions	50,539	4	24
Revenue Funds	39,887	5	19
Total	208,265		



WHERE DOES COUNCIL'S MONEY COME FROM

Rates & annual charges 58% - \$208.4m



Residential rates, business rates, special rates, domestic waste management charge, stormwater management

User charges and fees 10% - \$34.3m



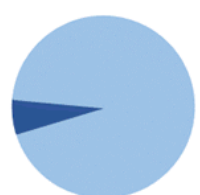
Development applications, regulatory charges, venue hire, sports field hire, parking fees, child care fees, learn to swim.

Investment interest 2% - \$8.6m



Interest earned on Council's investment portfolio. Interest on overdue rates and charges.

Other revenue 6% - \$21.2m



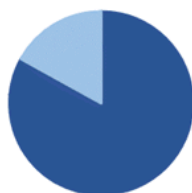
Rental income, parking fines, regulatory fines, gain in share in joint venture, etc.

Operating grants & contributions 7% - \$23.4m



Financial Assistance Grant, library subsidy, child care subsidies, other operating grants.

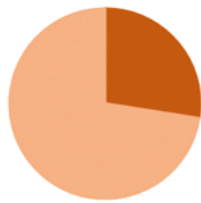
Capital grants & contributions 17% - \$60.6m



Section 94 developer contributions, roads to recovery grants, other capital works grants.

HOW DOES COUNCIL SPEND ITS MONEY

Employee costs 30% - \$136.8m



Salaries & Wages, Superannuation, Annual Leave, Long Service Leave, Training and Development, Uniforms, FBT expenses, Workers

Materials & contracts 13% - \$60.9m



Domestic garbage collection contracts, garbage disposal expenses, IT Software and Hardware maintenance, building maintenance contracts, plumbers,

Other expenses & reserves 11% - \$47.8m



Insurance premiums, Street lighting, Electricity, Water & Sewerage Charges, Bank Charges, Fire Service Levy, Council Events, Councillor Expenses, Donations, Telephone, reserve funding.

Capital expenditure 46% - \$208.3m



Property development, major and minor construction contracts for asset renewals and upgrades, planning consultants, plant and fleet purchases, library resources, ICT infrastructure.

BUDGET

2022/23 STATUTORY REPORT FORMAT

STATEMENT OF FINANCIAL PERFORMANCE

Description	(\$,000)
REVENUE FROM CONTINUING OPERATIONS	2022/23
Ordinary Rates	160,740
Annual Charges	47,663
Total Rates & Annual Charges	208,403
User Charges & Fees	34,325
Interest and Investment Revenue	8,581
Grants and Contributions Provided for Operating Purposes	23,391
Internal Revenue	15,239
Other Revenue	20,720
Joint Venture Income	500
Total Revenues from Continuing Operations	311,159
EXPENSES FROM CONTINUING OPERATIONS	
Employee Costs	136,764
Materials & Contracts	60,947
Borrowing Costs	425
Depreciation & Amortisation	49,652
Other Operating Expenses	47,357
Internal Expenses	16,014
Total Expenses from Continuing Operations	311,159
OPERATING RESULT BEFORE CAPITAL REVENUE	(0)
Capital Grants and Contributions	60,624
NET OPERATING RESULT	60,624

BUDGET

2022/23 STATUTORY REPORT FORMAT

STATEMENT OF FINANCIAL POSITION

Description	(\$,000)
ASSETS	2022/23
Current assets	
Cash and cash equivalents	50,000
Investments	164,065
Receivables	16,991
Inventories	117
Other	2,366
Total current assets	233,539
Non-current assets	
Receivables	1,189
Investments	261,524
Infrastructure Property, Plant & Equipment	3,348,914
Leased Assets	81
Investments Accounted for Using Equity Method	5,600
Total non-current assets	3,617,309
Total assets	3,850,847
LIABILITIES	2022/23
Current liabilities	
Payables	41,478
Borrowings	2,003
Lease Liability	51
Provisions	42,166
Total current liabilities	85,698
Non-current liabilities	
Payables	316
Borrowings	827
Provisions	37,939
Total non-current liabilities	39,083
Total liabilities	124,780
Net assets	3,726,067
EQUITY	
Retained earnings	3,373,373
Reserves	352,694
Total Equity	3,726,067

BUDGET

2022/23 STATUTORY REPORT FORMAT

STATEMENT OF CASH FLOWS

Description	(\$,000)
CASH FLOWS FROM OPERATING ACTIVITIES	2022/23
Receipts:	
Rates and annual charges	208,403
User charges and fees	34,325
Investment revenue and interest	8,581
Grants and contributions	84,017
Other Revenues	20,720
Payments:	(133,612)
Employee benefits and on-costs	(60,947)
Materials and contracts	(425)
Borrowing costs	
Other	(47,357)
Net cash provided (or used in) operating activities	113,706
CASH FLOWS FROM INVESTING ACTIVITIES	
Receipts:	
Sale of investments	12,076
Sale of fixed assets	98,399
Payments:	
Purchase of investments	-
Purchase of fixed assets	(210,755)
Net cash provided by (or used in) investing activities	(100,280)
CASH FLOWS FROM FINANCING ACTIVITIES	
Receipts:	
Borrowings and advances	-
Other	-
Payments:	
Borrowings and advances	(9,663)
Lease Liabilities	(3,763)
Other	-
Net cash provided by (or used in) financing activities	(13,426)
Net increase/(decrease) in cash & cash equivalents	-
Cash & cash equivalents at beginning of reporting period	50,000
Cash & cash equivalents at end of reporting period	50,000

BUDGET

2022/23 RATES & CHARGES

STATEMENT OF REVENUE POLICY - incorporating the Statement of Fees & Charges 2022-23

RATES HARMONISATION

The NSW State Government proclaimed the formation of The City of Parramatta Council on 12 May 2016. Councils were given four years to harmonise their rating structures across their new amalgamated local government areas (LGAs).

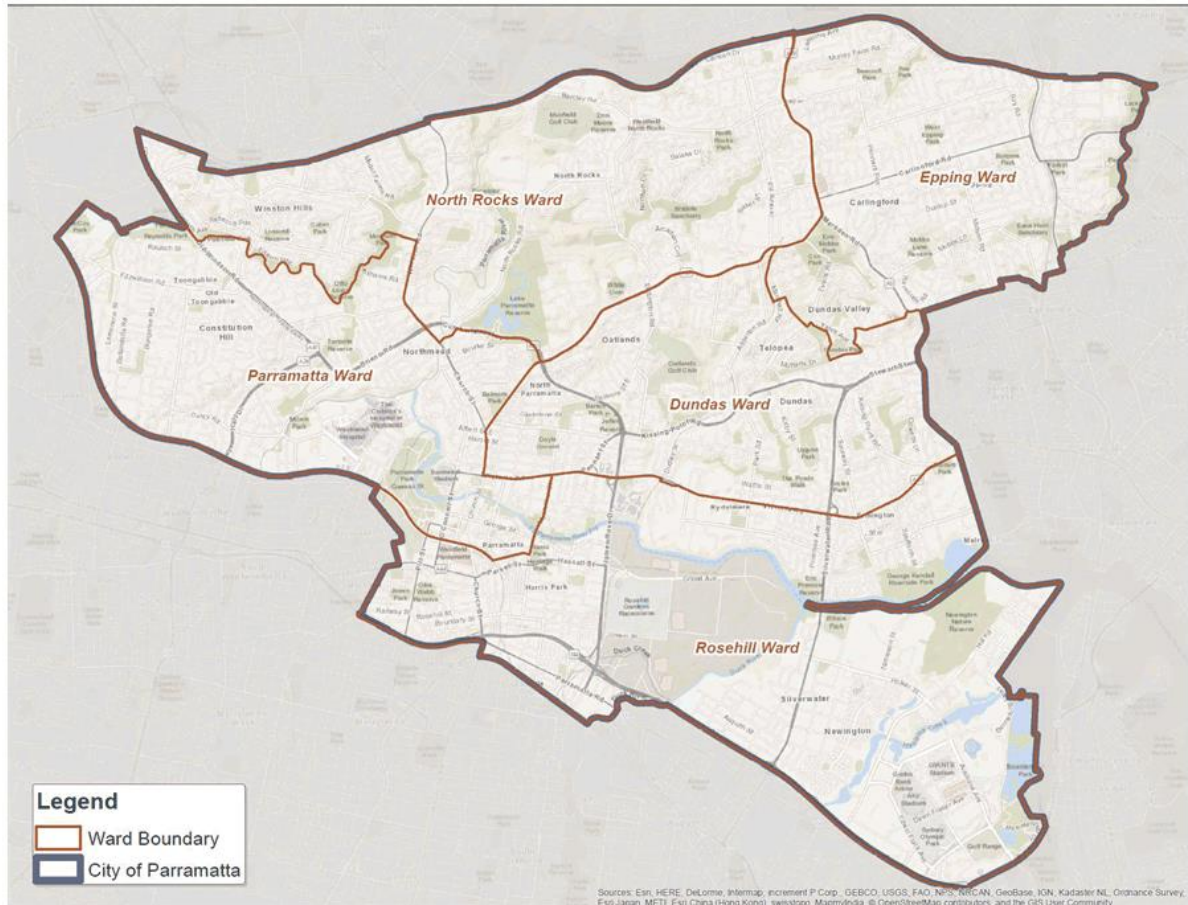
On 1 July 2021, the City of Parramatta rating system was harmonised to have a single rating structure for the entire LGA.

Council's proposed harmonised rating structure was placed on public exhibition in November 2020 and invited residents to have their say on the proposed structure. The feedback from residents was presented back to Council and on 8 March 2021 - Council adopted the proposed harmonised rating structure.

The map below depicts the City of Parramatta Local Government Area by Ward.

BUDGET

2022/23 RATES & CHARGES



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2022/23 RATES & CHARGES

RATES & CHARGES

The principle of Council rating is to levy properties within the Local Government Area in order to recover the cost of providing local government services to those properties. Rates and Charges are the Council's main source of recurrent income and are used to maintain infrastructure and deliver services and facilities for the community.

Annual rate increases are determined by the Independent Pricing and Regulatory Tribunal (IPART) each year and sets the maximum general income Council can collect from ordinary rates. General income comprises income from ordinary rates and special rates but does not include income from Waste Management charges, Water and Sewerage services, Usage charges or Stormwater Management Service Charges.

The *Local Government Act 1993* states that all rateable properties are to be categorised into one of four categories of ordinary rates:

- Residential
- Business
- Farmland (not applicable in the City of Parramatta LGA)
- Mining (not applicable in the City of Parramatta LGA)

Properties that are subject to Mixed Development Apportionment Factors (MDAF) as supplied by the Valuer-General are rated part Residential and part Business based on the MDAF percentage. Properties that are not granted a MDAF are categorised according to the dominant use of the property.

The Rates for 2022/23 will continue to be calculated on land values with a base date of 1 July 2019. This will be the final year base date 1 July 2019 will be used to calculate rates.

BUDGET

2022/23 RATES & CHARGES

RATE PEGGING

The NSW Government introduced rate pegging in 1976. Rate pegging limits the amount that Councils can increase their rate revenue from one year to the next. The percentage limit is determined by the IPART.

For the 2022/23 rating year IPART has announced the limit by which Council's general rates income may be varied as +0.7%. General income does not include income from Waste Management charges, Water and Sewerage Service charges and Stormwater Management Service charges.

IPART changed the rate peg formula to include a population factor percentage. If our LGA population growth percentage exceeded Council's percentage growth in supplementary valuations income, then Council would receive the difference in addition to the rate peg. We did not receive any addition to the rate peg percentage for the 2022/23 rating year.

But over the previous 10-year period, Council has received rate peg increases between 1.5% and 3.6%.

IPART has agreed to undertake a broader review of its rate peg methodology and in the interim IPART will accept and process an additional round of Additional Special Variations (ASV) applications from Council. It is our intention to apply for an ASV or 2.5% for 2022/23 rating year and for the additional income to be permanently added to our rating base.

LAND VALUATIONS

Rates are calculated on the land value of a property multiplied by an adopted 'rate-in-the-dollar'. If the calculated rate is below the minimum rate, the minimum rate applies. The land value is determined by the NSW Valuer General who issues a Notice of Valuation at least every three years.

Council cannot make and levy a rate in respect of a parcel of land unless the Council has been furnished with a valuation in accordance with the *Valuation of Land Act 1916*. The NSW Valuer General issues valuations in accordance with that Act.

Revaluations are undertaken every three years by the NSW Valuer General – an increase or decrease in valuation does not have an impact on the overall general rates income that Council can raise but it does determine how much you pay in rates relative to every other ratepayer.

The land value used in NSW is the Unimproved Value (UV) of the land and does not include the value of the home or other structures on the land.

BUDGET

2022/23 RATES & CHARGES

RATING STRUCTURE

The Local Government Act 1993 (the Act) sets out the methodology by which a council can collect its rates income.

According to the Act, the Council's rating structure may consist of:

- an 'ad valorem' amount – which may be subject to a minimum, or
- a base amount to which an ad valorem amount is added.

Ad Valorem

An ad valorem amount is a variable charge set as a proportion of the unimproved land value of the rateable property – that is, the value of the property without any buildings, houses or other capital investments.

Minimum amount

The decision as to whether a council will or will not use minimum rates is entirely left to the discretion of each council. If a council resolves to specify one or more minimum amounts of a rate in accordance with section 548(3)(a) of the Act, the size of any minimum amount must not exceed the relevant permissible limits provided for in the Act and Section 126 of the Local Government (General) Regulation 2021 unless special Ministerial approval for a higher amount has been granted.

SPECIAL RATES

Special rates are not levied by City of Parramatta Special rates. Special rates were levied but have since been discontinued due to rates harmonisation.

OTHER SPECIFIC RATING ISSUES

Upon registration of a new strata plan or deposited plan, Council will re-rate the property(s) from the date of the new strata plan or deposited plan registration.

Aggregation of rates in accordance with Section 548A of the Act may apply in the following situation – for all the lots categorised as Residential or Business on a minimum for rating purposes, one separately titled car space and one separately titled utility lot that is within the same building or strata plan may apply. All aggregations will apply from the commencement of the quarter following the lodgement of the application with Council. An application fee applies to all the applications for aggregation.

BUDGET

2022/23 RATES & CHARGES

POSTPONEMENT OF RATES

Where a property is used as a single dwelling but because of zoning or permitted use has a land value that reflects the potential use of the land rather than the actual use, Council will provide a postponement of rates in accordance with Section 591 of the Local Government Act 1993.

NON-RATEABILITY

Council will determine land to be non-rateable strictly in accordance with Sections 555 and 556 of the Local Government Act 1993 or the Local Government (General) Regulation 2021.

RATE REDUCTION FOR ELIGIBLE PENSIONERS

All NSW councils provide a mandatory rebate of up to \$250 to eligible pensioners. The former Parramatta City Council is one of the few Councils that granted an additional voluntary rebate of up to \$100 to eligible pensioners in addition to the mandatory rebate. This has now been extended to encompass all areas that now fall within the proclaimed City of Parramatta Council.

Council provides for rate reductions to eligible pensioners under Section 575 of the Local Government Act 1993. In accordance with Section 575(3) (a) of the Act, Council must provide a rate reduction of 50% of the amount of the rate levy, to a maximum rebate for combined general rate and domestic waste management charges of \$250.

PAYMENT OF RATES

Ratepayers may pay their rates in four instalments by 31 August, 30 November, 28 February and 31 May respectively. Council is obliged to forward reminder notices one month in advance of those due dates.

During the year an additional (supplementary) rate levy and rate notice may be issued which may affect the amount of rates and charges levied on some parcels of land. The rates and charges are apportioned over the remaining instalments due after the supplementary levy is applied.

CHARGES ON OVERDUE RATES

Interest accrues daily on rates and charges that remain unpaid after they are due and payable. Council will apply the maximum interest allowable pursuant to Section 566 of the Act which is determined by the Minister of Local Government each year. In accordance with section 566(3) of the Act the interest rate for 2022/23 will be 6% per annum and will be charged from 1 July 2022.

BUDGET

2022/23 RATES & CHARGES

GENERAL RATING INFORMATION – 2022/2023 RATES & CHARGES

At a rate peg of 0.7% for 2022/23 the following will apply:

The estimated rate income for 2022/23 totals \$160,123,799 reflective of the rate peg and other mandatory adjustments as per the following table:

Type	Category/Subcategory	Number	Ad Valorem Rate	Minimum Rate \$	Estimated Rate Income \$
Ordinary	Residential	99,310	0.00171492	712.45	99,318,505
Ordinary	Business - General	2,565	0.00403035	503.50	15,774,088
Ordinary	Business - CBD	1,618	0.01087220	730.07	24,085,601
Ordinary	Business - CBD #2	11	0.02324108	-	3,457,552
Ordinary	Business Industrial - ICA	986	0.00786059	730.07	17,488,053
					160,123,799

It is our intention to apply for an Additional Special Variation (ASV) which may see Council granted a rate peg of 2.5% for the 2022/23 rating year.

The estimated rate income for 2022/23 totals \$162,985,697 reflective of the ASV and other mandatory adjustments as per the following table:

Type	Category/Subcategory	Number	Ad Valorem Rate	Minimum Rate \$	Estimated Rate Income \$
Ordinary	Residential	99,310	0.00174558	725.18	101,093,727
Ordinary	Business - General	2,565	0.00410239	512.50	16,056,040
Ordinary	Business - CBD	1,618	0.01106654	743.12	24,516,130
Ordinary	Business - CBD #2	11	0.02365509	-	3,519,144
Ordinary	Business Industrial - ICA	986	0.00800110	743.12	17,800,656
					162,985,697

STORMWATER MANAGEMENT SERVICES ANNUAL CHARGE

In accordance with the Local Government Amendment (Stormwater) Act 2005 a Stormwater Management Service Charge (SMSC) is levied on all parcels of rateable urban land within the City of Parramatta - categorised for rating purposes as Residential or Business (including all sub-categories) - not being vacant land or land owned by the Crown or land held under lease for private purposes under the Housing Act 2001 or the Aboriginal Housing Act 1998.

Council administers a comprehensive waterways management program. As the principal authority responsible for the management of stormwater, Council:

- maintains over 400 km of stormwater discharge drainage pipes for stormwater conveyance

BUDGET

2022/23 RATES & CHARGES

- implements essential flood mitigation measures to protect life, property and infrastructure
- conserves the natural waterways of our city
- protects bushland and other natural assets from the impacts of urban run-off by implementing purpose-built pollution control traps and water retention systems.

The SMSC helps council fund these important programs. The following table provide details of the charges.

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2022/23 RATES & CHARGES

Category	Property Type	Charge	Estimated Yield \$
Residential	All parcels of rateable urban land categorised as Residential or Residential CBD excluding Strata properties	\$25.00	1,003,825
Residential	All strata properties categorised as Residential or Residential CBD	\$12.50	717,125
Total Residential			1,720,950
Business	All parcels of rateable urban land categorised as Business (all subcategories) including Business Strata properties	25.00 per 350m2. Capped at \$500	361,000
Business	All strata properties categorised as Business	25.00 per 35m2. Capped at \$500 with a minimum of \$5	16,247
Total Business			377,247
Total Estimated Yield			2,098,197

WASTE MANAGEMENT CHARGES

Domestic waste charges

Service	Service Mix	Size	Charge per Property	Estimated Income \$
Basic service	Domestic Waste Collection – 1 per Week	80 Litre Bin	436.05	
	Domestic Waste Collection – 1 per Week	140 Litre Bin	476.70	
	Domestic Waste Collection – 1 per Week	240 Litre Bin	718.75	
	Domestic Waste Collection – 1 per Week	660 Litre Bin	1,810.20	
	Domestic Waste Collection – 1 per Week	1100 Litre Bin	2,481.75	
	Alternate Week Recyclables and Garden Waste Collection included in above service charges		123.80	
Additional service	Per Waste Bin – 1 per Week	140 Litre Bin	476.70	
	Per Waste Bin – 1 per Week	240 Litre Bin	718.75	
	Recycling – 1 per Fortnight	240 Litre Bin	123.80	
	Garden Waste – 1 per Fortnight	240 Litre Bin	123.80	
Unoccupied Land	Availability Charge	Not Applicable	85.60	
Note: Estimate may differ to financial statements due to rebates given to eligible properties.				
Total Domestic Waste				44,045,804

BUDGET

2022/23 RATES & CHARGES

Commercial waste charges

Service	Service Mix	Size	Charge per Property	Estimated Income \$
Basic service	Commercial Waste Collection – 1 per Wk	80 Litre Bin	444.50	
	Commercial Waste Collection – 1 per Wk	140 Litre Bin	493.35	
	Commercial Waste Collection – 1 per Wk	240 Litre Bin	743.30	
	Commercial Waste Collection – 1 per WK	660 Litre Bin	1,861.30	
	Commercial Waste Collection – 1 per WK	1100 Litre Bin	2,611.75	
Additional service	Per Waste Bin – 1 per Week	140 Litre Bin	493.35	
	Per Waste Bin – 1 per Week	240 Litre Bin	743.30	
	Recycling – 1 per Fortnight	240 Litre Bin	130.80	
	Recycling – Paper/Cardboard - Annual	660 Litre Bin	631.05	
	Recycling – Paper/Cardboard - Annual	1100 Litre Bin	854.80	
	Garden Waste – 1 per Fortnight	240 Litre Bin	130.80	
Note: Estimate may differ to financial statements due to rebates given to eligible properties.				
Total Commercial Waste				1,468,948

SECTION 611 CHARGES

Section 611 of the Local Government Act 1993 provides that Council may make charges on persons for the time being in possession, occupation or enjoyment of a rail, pipe, wire, pole, cable, tunnel or structure laid, erected, suspended, constructed or placed on, under or over a public place.

Where applicable such charges will be made in 2022/23 and will be based on the nature and extent of the benefit enjoyed by the person(s) or entities concerned.

FEES AND OTHER CHARGES

Please see the separate fees and charges document for the fees and other charges to be charged for goods and services in 2022/23. This document also includes the pricing methodology used to determine those fees and charges.

**CITY OF
PARRAMATTA**

PART 5

Fees & Charges 2022/23

Introduction

Fees & Charges

The City of Parramatta Schedule of Fees and Charges 2022/23 applies to the revised local government area (LGA) of the City of Parramatta Council, amalgamated on 19 May 2016.

This schedule outlines fees and charges for the 2022/23 financial year. It also introduces changes to fees and charges in 2022/23, and Council's approach to determining these changes.

FEES AND CHARGES STATEMENT

Council may charge and/or recover fees for any service it provides. Fees and charges are distinct from the rates and annual levies applied to properties within the LGA. When setting fees and charges, Council considers the nature of the service and recognises any community service obligations and wider policy objectives, including its commitments to equity and social justice.

In accordance with Section 532 of the Local Government Act 1993 (NSW), a council must not make a charge until it has considered all submissions made on the Operational Plan. It is also the responsibility of Council to set the Pricing Policy for fees and charges and consider each fee and charge.

Section 403(3) of the Local Government Act requires the following for each charge:

- amount of rate per unit (e.g. kilolitre, tonne) of the charge;
- differing amounts for the charge, if relevant;
- minimum amount or amounts of the charge, if relevant; and
- estimated yield of the charge.

The NSW Government sets the rates for specific statutory fees and charges.

GOODS AND SERVICES TAX

A goods and services tax (GST) of 10% is payable on some services provided by Council. In general, GST is not payable on fees and charges regulated under the Local Government Act, unless contestable. These include planning and development fees, zoning, development application fees and dog registration fees. Unless a specific exemption applies, GST is payable on non-regulated fees. This document identifies where GST is payable or not payable.

PRICING POLICY

The pricing for all non-regulated fees has been determined in accordance with Council's adopted Pricing Policy. This Pricing Policy provides transparency so that stakeholders can clearly understand how Council has determined the fees and charges applied to a service.

Council has identified eighteen categories of pricing. These categories are outlined in Table 1 on the following page.

Category	Code	Description	Basis
Public Good	A	The service provides a broad community benefit. Inconceivable or impractical to charge for service on a user basis.	Zero cost recovery
Practical Constraint	B	The service is a minor part of the overall operation of Council, or the potential for revenue collection is so minor that it is outweighed by the cost of collection.	Zero cost recovery
Shared Benefit	C	Benefits from providing this service accrue to both individuals and the community as a whole (Community Service Obligation).	Partial cost recovery
Stimulus	D	A stimulus to the demand for the service is required. In the short term, only part of the cost of the service is to be recovered.	Partial cost recovery
Evasion	E	Charging prices to recover full cost may result in widespread evasion.	Partial cost recovery
Equity	F	The service is targeted to low income users.	Partial cost recovery
Economic Social/ Community Welfare	G	The service promotes or encourages local economic or social activity.	Partial cost recovery
Private Good	H	The service benefits individual users, contributing to their income, welfare or profits, without any broader benefits to the community.	Full cost recovery
Monopoly	I	Council has a monopoly over provision of the service and there is no community service or equity obligation.	Full cost recovery
Development	J	The fee set will enable Council to develop and maintain a service.	Full cost recovery
Contribution	K	Charges are levied to compensate the community for an increase in the demand for a service or facilities because of a development proposal.	Full cost recovery
Regulatory: Non-Fixed	L	Fee charges cover the costs incurred by legislative requirements where no community service obligation exists.	Full cost recovery
Regulatory: Fixed	M	The fee is fixed by legislation.	Regulatory
Market	N	The service provided is in competition with that provided by another council or agency (private or public) and there is pressure to set a price that will attract adequate usage of the service.	Reference pricing
In-house	O	The service is provided predominantly for Council use, but sale to external markets may defray costs.	Reference pricing
Entrepreneurial	P	The service is a profit-making activity and the price paid by users should recover an amount greater than the full cost of providing that service.	Rate of return pricing
Penalty	Q	The fees charged are greater than the cost of the service, to act as a dis-incentive.	Rate of return pricing
Utility	R	Fee charges for possession, occupation or enjoyment of Council land, public land and air space by gas, electricity, telecommunications and water utilities.	Rate of return pricing

What are the Major Changes?

CHANGES TO COUNCIL'S SERVICE FEES

KEY CHANGES 2022/23

PHIVE (5 Parramatta Square)
Establishment of a new set of fees and charges for PHIVE, Council's new flagship CBD based community facility, due to open in July 2022. PHIVE fees and charges are benchmarked against the Wentworth Point Community Centre and Library's existing community hub fees and charges and adjusted for PHIVE's Parramatta CBD location.

Parramatta's new aquatic and leisure centre
A new aquatic and leisure centre is due to open in 2023, of which the proposed pricing policy for services is listed here. Full conditions, inclusions and exclusions associated with fees are still to be determined and will be made available at least 28 days in advance of sales opening. The centre offers access to several pools, sauna, spa, steam room, gym and program rooms.

Community Care
Prices across our Community Care services have proposed increases to meet the changing costs of meal preparation and balancing the components of grant funded service, participant contribution and Council contribution. Prices continue to be subsidised based on participant's concession income to maintain them within a fair range of the food services industry.

Riverside Theatres
The fee period has been modified from Monday to Friday, to Sunday to Thursday, with separate fees on Friday and Saturday, to account for days with higher demand.

Domestic waste
Domestic waste charges will increase by 5%, to \$476.70 for a standard 140-litre bin service in line with expected cost increases to waste services over the coming 12 months.

Development Application Fees
To align Council development application fees with those prescribed in the Environmental Planning and Assessment Regulation, Fee Units have replaced fees. For the purposes of this Schedule, a fee unit is \$100.

Regulatory Services
Regulatory Service charges will increase by 5% to account for the CPI and other expected cost increases to services; the food related increase is set by the Food Authority. New animal registration fees set by Office of Local Government has been included based on the Animal Companions Act 1999.

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FEES & CHARGES 2022/23

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FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
1	CORPORATE SERVICES				
1.1	PROCESSING OF SUBPOENAS				
1.1	Lodgement	RC989	J	No	\$63.00
1.1	Processing per hour		J & N	No	\$89.30
1.2	EXPERT WITNESS FEE				
1.2	Where Council Officer is required by a party other than Council itself to attend Court in his/her capacity as a Council employee and give evidence. Council charge is equal to officer's hourly rate PLUS travelling expenses being per km one way after first km up to and including 80km plus parking fees (\$2.45 per km - GST exempt).			No	Council Officer Hourly Rate
1.3	DOCUMENT PREPARATION FOR COURT				
1.3	Coloured Photocopies (A4) per copy		N	No	\$2.63
1.3	Coloured Photocopies (A3) per Copy		N	No	\$5.25
1.3	Black and White Photocopies (A4) per copy		N	No	\$1.26
1.3	Black and White Photocopies (A3) per copy		N	No	\$2.31
1.4	COURIER FEES				
1.4	Courier fees will be charged per subpoena to recover actual costs		N	No	Full Cost Recovery
1.5	SCANNING & SAVING DOCUMENTS TO CD or USB				
1.5	Fee per USB		N	No	\$26.25
1.6	INFORMAL GIPA REQUESTS				
1.6	Request for access to information and processing			No	No Fee
1.6	Application for Adjoining Owners Details		N	No	No Fee
1.7	PHYSICAL DOCUMENTATION SUPPLIED UNDER INFORMAL GIPA				
1.7	Coloured Photocopies (A4) per copy	RC595	N	No	\$2.63
1.7	Coloured Photocopies (A3) per Copy	RC595	N	No	\$5.25
1.7	Black and White Photocopies (A4) per copy	RC595	N	No	\$1.26
1.7	Black and White Photocopies (A3) per copy	RC596	N	No	\$2.31
1.8	COURIER & REGISTERED POST FEES				
1.8	Courier fees will be charged per subpoena to recover actual costs		N	No	Full Cost Recovery
1.8	Registered Post			No	Full Cost Recovery
1.9	ACCESS TO INFORMATION (Statutory)				
1.9	Access to records by natural persons about their personal affairs				
1.9	Formal GIPA Application		M	No	\$30.00
1.9	Processing Charge - per hour (where applicable)		M	No	\$30.00
1.9	Internal Review		M	No	\$40.00
1.9	Amendment to Records				
1.9	All charges are to be estimated to the nearest hour and the hourly rate is intended to cover all costs of processing, locating the information, decision making, consultation where necessary, and any photocopying				Full Cost Recovery
1.10	LEGAL SERVICES - CHARGES PER HOUR				
1.10	Accredited Specialist Solicitor - Per Hour		O	Yes	\$527.10
1.10	Senior Solicitor (more than 10 yrs post graduate experience) - Per Hour		O	Yes	\$467.25
1.10	Solicitor (with less than 10 years post graduate experience) - Per Hour		O	Yes	\$410.55
1.10	Paralegal - Per Hour		O	Yes	\$204.75
1.10	Administrative / Secretarial services - Per Hour		O	Yes	\$117.60
1.10	Standard contract or deed		O	Yes	\$1,671.60
1.10	Standard lease or licence		O	Yes	\$1,671.60
1.10	Standard parking area agreement		O	Yes	\$980.70
1.10	Documents prepared by external lawyers				Actual Cost
1.11	RATE INFORMATION CERTIFICATION - Statutory - Section 603 LGA				
1.11	Section 603 LGA	RC1	M	No	\$85.00
1.11	Urgency Fee for Section 603 LGA- same day service per fax	RC126	H	No	\$59.10
1.11	Cancellation Fee Section 603 LGA			No	\$29.50
1.11	Copy of Sec 603 certificate - per certificate			No	\$35.40
1.12	ADMINISTRATION FEE - BOND AND DEPOSIT REFUND:				
1.12	- Administration fee on refund of deposits/bonds - % per annum of Deposit/Bond amount			Yes	1.70%
1.13	STATEMENT OF ACCOUNT				
1.13	A Statement of rates, charges, rebates, reversals or receipts issued against an account for a specific year, or the current year to date. (One statement equals one (1) rating year's transactions) - Per Statement	RC3	G	No	\$67.55
1.14	COPY OF RATE NOTICE/INSTALMENT NOTICE				
1.14	Copies of Rate Notices or Instalment Notices - each	RC142	G	No	\$21.30
1.14	Purchase of Plans (via outsourced information broker - Infotricks)			Yes	\$14.20
1.14	Purchase of Titles or Deeds (via outsourced information broker - Infotricks)			Yes	\$11.90
1.15	WRITTEN OWNERSHIP ADVICE				
1.15	A letter stating the ownership of a property - each	RC142	G	No	\$21.25
1.16	DISHONOURED CHEQUES				
1.16	Dishonoured Cheque Fee - per cheque	RC31	O	No	\$36.75
1.16	Note: Meals on Wheels are exempt, fees charged by bank or Australia Post to be added to dishonoured cheque fee (as transaction fee or Australia Post Fee)				
1.17	AGGREGATION OF LAND VALUES FOR RATING PURPOSES - Section 548A	RC3	L	No	\$258.10
1.18	PRESENTED CHEQUE SEARCH				
1.18	Search Fee to identify presenters bank account		H	Yes	\$67.20
1.18	Note: Fee charged by bank to be added to search fee			Yes	+ additional bank charges
1.19	INTEREST ON OVERDUE RATES - per annum (Subject to Ministers Approval)		H & L	No	6.0%
1.20	ANNUAL CHARGES - STORMWATER MANAGEMENT CHARGE				
1.20	Provision of stormwater management services to the City of Parramatta in accordance with the Local Government Amendment (Stormwater) Act 2005 (Annual Charge per Assessment)				
1.20	Residential Properties				
1.20	All parcels of rateable urban land categorised as Residential excluding Strata properties - Annual Stormwater Charge per Assessment - SWRES		J	No	\$25.00
1.20	All strata properties categorised as Residential		J	No	\$12.50
1.20	Business Properties				
1.20	All parcels of rateable urban land categorised as Business (all sub categories) incl. Business Strata properties - Annual Stormwater Charge per 350 sq m or part thereof (capped at \$200.00) - SWBUS		J	No	\$25.00

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FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
1.20	All parcels of rateable urban land categorised as Business (all sub categories) incl. Business Strata properties - Annual Stormwater Charge per 350 sq m or part thereof (capped at \$500.00)		J	No	\$25.00
1.20	All parcels of rateable urban land categorised as Business (all sub categories) incl. Business Strata properties - Business Strata per assessment		J	No	\$12.50
1.20	Land Area less than 1200sq m		J	No	\$25.00
1.20	Land Area equal to or greater than 1200 sq m and less than 5000 sq m		J	No	\$100.00
1.20	Land Area equal to or greater than 5000 sq m and less than 10000 sq m		J	No	\$375.00
1.20	Land Area greater than 10000 sq m		J	No	\$725.00
1.20	Business Strata Properties				
1.20	Minimum Levy		J	No	\$5.00
1.20	Land value exceeds Minimum Rateable Value and:				
1.20	Land Area less than 1200 sq m		J	No	\$25.00
1.20	Land Area equal to or greater than 1200 sq m and less than 5000sq m		J	No	\$100.00
1.20	Land Area equal to or greater than 5000 sq m and less than 10000 sq m		J	No	\$375.00
1.20	Land Area greater than 10000 sq m		J	No	\$725.00
1.21	SALE OF DOCUMENTS				
1.21	Mail outs with Rate Notices:				
1.21	Community			No	cost plus 10%
1.21	Commercial & Others			No	market + 10%
1.22	PAYMENTS / REFUNDS				
1.22	DISHONOURED Direct Debit				
1.22	Dishonoured Direct Debit or electronic funds transfer Fee (Council Administration Fee)	RC31	Q	Yes	\$37.80
1.22	Direct Debit Dishonour Fees - (Meals on Wheels exempt)				
1.22	Note: Fees charged by bank or Australia Post to be added to dishonoured cheque fee (as transaction fee or Australia Post Fee)			Yes	+ dishonour fee charge (bank or AusPost) + GST
1.22	Dishonoured Credit Card Fee			Yes	\$49.00
1.22	Cheque Stop Payment Fee			Yes	\$49.00
1.22	Stale Cheque Processing Fee - (unpresented after 6 months)			Yes	\$73.25
1.22	Cheque Special Clearance Fee			Yes	\$65.10
1.22	Returned Cheque/EFT			Yes	\$35.90
1.22	Rates and Other Refund Penalty Charge (except Pensioners)		Q - Penalty	Yes	\$40.00
1.23	SALE OF TENDER DOCUMENTS VIA TENDERLINK WEB PORTAL				
1.23	Minimum fee for projects estimated at less than \$250,000	RC693	E	No	\$63.40
1.23	For projects estimated at \$250,000 or more	RC693	E	No	\$153.00
1.24	ENVIRONMENTAL UPGRADE AGREEMENTS (EUA) - FEES AND CHARGES				
1.24	EUA Application Processing Fee			Yes	\$2,819.76
1.24	EUA Administration Fee				
1.24	1 Year Loan			Yes	\$1,339.05
1.24	2 Year Loan			Yes	\$2,472.35
1.24	3 Year Loan			Yes	\$3,605.60
1.24	4 Year Loan			Yes	\$4,738.95
1.24	5 Year Loan			Yes	\$5,872.20
1.24	6 Year Loan			Yes	\$7,005.50
1.24	7 Year Loan			Yes	\$8,138.70
1.24	8 Year Loan			Yes	\$9,272.05
1.24	9 Year Loan			Yes	\$10,405.40
1.24	10 Year Loan			Yes	\$11,538.55
1.24	11 Year Loan			Yes	\$12,671.95
1.24	12 Year Loan			Yes	\$13,805.20
1.24	13 Year Loan			Yes	\$14,938.45
1.24	14 Year Loan			Yes	\$16,071.75
1.24	15 Year Loan			Yes	\$17,205.00
1.24	EUA Amendment Fee			Yes	\$176.35
1.24	Direct Debit Dishonour Fee			Yes	\$49.45
2	CITY EVENTS & CULTURAL HERITAGE PROGRAMS				
2.1	RESEARCH SERVICES				
2.1	Photocopy Black and White A4 (self service) - per copy	CM	N	Yes	\$0.20
2.1	Photocopy Black and White A3 (self service) - per copy	CM	N	Yes	\$0.40
2.1	Printing (Black and white) eg CD ROM, Word processor, Microfilms, Scanner			Yes	\$0.20
2.1	Printing - A4	CM	N	Yes	\$0.20
2.1	Printing - A3			Yes	\$0.40
2.2	CULTURAL HERITAGE SCHOOL PROGRAMS				
2.2	Per Program	RC389	C & N	No	Various Fees Apply
2.2	PUBLIC PROGRAMS				
2.2	PUBLIC PROGRAMS - per person				
2.2	Note that it is not appropriate to determine fees for individual programs - programs provided vary constantly based on community needs, seasonal variances etc. Some programs will cross subsidise others	RC390	C & N	Yes	Various Fees Apply
2.3	PARRAMATTA ARTISTS STUDIOS				
2.3	Studio / Room Rental				
2.3	Category A - per week	CM	N	Yes	\$24.00
2.3	Category B - per week	CM	N	Yes	\$30.00
2.3	Category C - per week	CM	N	Yes	\$35.00
2.3	Category D - per week	CM	N	Yes	\$45.00
2.3	Category E - per week			Yes	\$55.00
2.3	Category F - per week			Yes	\$95.00
2.3	Category G - per week			Yes	\$170.00
2.3	Please note, casual daily rates are charged at the same as weekly rates. Further, given the varied nature of studio use, the Director Parramatta Artists' Studios and Cultural Services may determine the fee based on the specific nature and impact of the use proposed.				
2.4	EVENTS STALL CHARGES				
2.4	Food Stallholder fee	RC480			
2.4	- Fees for Hire or use of facilities				
2.4	One 3 x 3m Pagoda stall, dry waste service, health inspector fees, shared handwashing sink for Community Purpose		G	Yes	\$502.57
2.4	One 3 x 3m Pagoda stall, dry waste service, health inspector fees, shared handwashing sink for Commercial Purpose		N	Yes	\$750.34

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
2.4	One 6 x 3m Hoecker dry waste service, health inspector fees, shared handwashing sink for Community Purpose		G	Yes	\$837.56
2.4	One 6 x 3m Hoecker dry waste service, health inspector fees, shared handwashing sink for Commercial Purpose		N	Yes	\$1,215.01
2.4	One 6m (l) x 3m (w) Space, dry waste service, health inspector fees (Van or cart)		N	Yes	\$608.13
2.4	One 6 x 6m Hoecker stall, dry waste service, health inspector fees, shared handwashing sink for Community Purpose		G	Yes	\$1,459.43
2.4	One 6 x 6m Hoecker stall, dry waste service, health inspector fees, shared handwashing sink for Commercial Purpose		N	Yes	\$2,115.74
2.4	Merchandise Stallholder fee	RC480			
2.4	- Fees for Hire or use of facilities				
2.4	One 3 x 3m Pagoda stall, dry waste service for Community Purpose		G	Yes	\$409.62
2.4	One 3 x 3m Pagoda stall, dry waste service for Commercial Purpose		N	Yes	\$494.47
2.4	One 4 x 4m Marquee stall, dry waste service for Community Purpose			Yes	\$681.50
2.4	One 4 x 4m Marquee stall, dry waste service for Commercial Purpose			Yes	\$810.04
2.4	One 6 x 3m Hoecker stall, dry waste service for Community Purpose			Yes	\$674.64
2.4	One 6 x 3m Hoecker stall, dry waste service for Commercial Purpose			Yes	\$803.18
2.4	One 2.4 x 2.4m Fete stall, Merchandise for Commercial Purpose			Yes	\$1,267.84
2.4	One 6 x 6m Hoecker stall, dry waste service for Community Purpose			Yes	\$1,260.81
2.4	One 6 x 6m Hoecker stall, dry waste service for Commercial Purpose			Yes	\$1,506.48
2.4	Information Stallholder fee	RC480			
2.4	One 2.4 x 2.4m Fete stall for Community purpose		G	Yes	\$112.48
2.4	One 2.4 x 2.4m Fete stall for Commercial purpose		N	Yes	\$185.86
2.4	One 3 x 3m Pagoda stall for Community purpose		G	Yes	\$188.13
2.4	One 3 x 3m Pagoda stall for Commercial Purpose		N	Yes	\$314.34
2.4	One 6 x 3m Hoecker stall for Community Purpose			Yes	\$613.86
2.4	One 6 x 3m Hoecker stall for Commercial Purpose			Yes	\$1,019.96
2.4	One 6 x 6m Hoecker stall for Community Purpose			Yes	\$1,228.86
2.4	One 6 x 6m Hoecker stall for Commercial Purpose			Yes	\$2,040.03
2.4	All Events Extras fees	93/467/479/547/599			
2.4	- Fees for Hire or use of facilities				
2.4	Electric Power (per 10 amp or 15 amp point)		J	Yes	\$161.14
2.4	Electric Power - Extra outlet (per 10 amp or 15 amp point)		J	Yes	\$38.99
2.4	Electric Power (3 phase, 32 amp, 5 pin)		J	Yes	\$173.80
2.4	Stall lighting (per stall, includes cabling & electrician)		J	Yes	\$171.53
2.4	Table: 1.8m			Yes	\$24.50
2.4	Table: 2.4m			Yes	\$26.71
2.4	Table: Café 90cm round			Yes	\$29.80
2.4	Umbrella: for Café Table			Yes	\$36.77
2.4	Chairs: plastic/unit			Yes	\$4.48
2.4	Pro Floor: per Msq (exclusive laying and removal)			Yes	\$6.71
2.4	Cool Room: Medium			Yes	\$506.85
2.4	Note: due to the diverse range of items available it is not appropriate to identify fees for individually requested items such as Marquees, Structures, Generators, Wet Waste Services, Barricades, Fencing, Lighting Towers etc. Fees determined on an individual basis by the Manager Events and Festival in consideration of cost recovery & profit potential. Given the varied nature of events and stalls, Fees for Events' Stalls are listed as a maximum fee. The Manager Events and Festivals will determine the fee based on the specific nature of the event and stall.				
2.5	STREET ACTIVITY				
2.5	Street Entertainment				
2.5	Application fee for Centenary Square		C	Yes	\$12.60
2.5	Three month permit (any area within LGA including CBD)		C	Yes	\$16.07
2.5	Temporary Art				
2.5	Three month permit		C	Yes	\$16.07
2.5	Mobile Food Vending				
2.5	Three month permit - Commercial		N	Yes	\$1,560.38
2.5	Events and Festivals				
2.5	Centenary Square (CS)				
2.5	Commercial				
2.5	1/2 day or less event (partial use of CS)		N	Yes	\$441.68
2.5	Full day event (partial use of CS)		N	Yes	\$922.36
2.5	Full day event (Entirety of CS)		N	Yes	\$1,845.80
2.5	Not-for-profit organisation				
2.5	1/2 day or less event (partial use of CS)		C	Yes	\$221.71
2.5	Full day event (partial use of CS)		C	Yes	\$461.15
2.5	Full day event (Entirety of CS)		C	Yes	\$922.36
2.5	Low level resourced or self-funded charities				
2.5	1/2 day or less event (partial use of CS)		C	Yes	\$110.26
2.5	Full day event (partial use of CS)		C	Yes	\$233.93
2.5	Full day event (Entirety of CS)		C	Yes	\$467.86
2.5	LGA-wide (excluding Centenary Square)				
2.5	Low risk event		C	Yes	\$143.84
2.5	Medium risk event		C	Yes	\$428.87
2.5	High risk event		C	Yes	\$688.43
2.5	Given the varied nature of Street Activities, the Manager, City Animation may determine the fee based on the specific nature and impact of the activity proposed.				
2.5	Fundraising and Charity Collection				
2.5	All				
2.5	Refundable bond to ensure compliance with rules and guidelines			Yes	\$246.20
2.5	CBD				
2.5	Maximum 4 hours, professional charity		C	Yes	\$246.20
2.5	Maximum 4 hours, local charity, low level resourced charity of self-funded charity		C	Yes	\$123.67
2.5	Non-CBD				
2.5	Maximum 4 hours, professional charity		C	Yes	\$123.67
2.5	Maximum 4 hours, local charity, low level resourced charity of self-funded charity		C	Yes	\$65.37
2.5	Leaflet Distribution				

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
2.5	CBD				
2.5	Refundable bond to ensure compliance with rules and guidelines			Yes	\$123.67
2.5	Maximum 4 hours, commercial		N	Yes	\$188.23
2.5	Maximum 4 hours, not-for-profit organisation		C	Yes	\$123.67
2.5	Maximum 4 hours, low level resourced or self-funded charity		C	Yes	\$65.16
2.5	Non-CBD				
2.5	Maximum 4 hours, commercial		N	Yes	\$96.90
2.5	Maximum 4 hours, not-for-profit organisation		C	Yes	\$32.07
2.5	Maximum 4 hours, low level resourced or self-funded charity		C	Yes	\$16.07
2.5	Promotions				
2.5	Centenary Square (limited to one zone only)				
2.5	Commercial		N	Yes	\$337.53
2.5	Not-for-profit organisation		C	Yes	\$168.23
2.5	Low level resourced or self-funded charity		C	Yes	\$98.04
2.5	LGA-wide (excluding Centenary Square)				
2.5	Commercial		N	Yes	\$135.89
2.5	Not-for-profit organisation		C	Yes	\$71.11
2.5	Low level resourced or self-funded charity		C	Yes	\$36.72
2.5	Portable Advertising				
2.5	Application fee		N	Yes	\$142.60
2.5	One year permit		N	Yes	\$539.13
2.5	Retail Trading on Public Footpaths and Spaces				
2.5	Application fee		N	Yes	\$142.60
2.5	CBD permit, each m2, per annum		N	Yes	\$493.49
2.5	Non-CBD permit, each m2, per annum		N	Yes	\$135.89
2.5	Occasional Footpath Trading				
2.5	CBD				
2.5	Per hire, per occasion		N	Yes	\$324.18
2.5	Low level resourced or self-funded charity, per hire, per occasion		C	Yes	\$16.07
2.5	Non-CBD				
2.5	Per hire, per occasion		N	Yes	\$129.24
2.5	Low level resourced or self-funded charity, per hire, per occasion		C	Yes	\$16.07
2.5	Outdoor Markets				
2.5	Fees per trading day - CBD				
2.5	Standard site (3meters x 3 meters)		N	Yes	\$85.00
2.5	Double Standard site (6 meters x 6 meters)		N	Yes	\$125.00
2.5	Hot Food site (3meters x 3meters)		N	Yes	\$119.00
2.5	Fees per trading day - Non - CBD				
2.5	Standard site (3meters x 3 meters)		N	Yes	\$40.00
2.5	Double Standard site (6 meters x 6 meters)		N	Yes	\$62.00
2.5	Hot Food site (3meters x 3meters)		N	Yes	\$57.00
2.6	FILMING IN AREAS UNDER COUNCIL'S CONTROL				
	Use of Council Buildings -				
2.6	Additional charge as per Council's Schedule of Fees and Charges where applicable or to be determined by Council Officers at the time of application			Yes	Fee where applicable or to be determined by Council at time of application
	Use of Roads and Road Closures -				
2.6	Additional charge as per Council's Schedule of Fees and Charges where applicable or to be determined by Council Officers at the time of application			Yes	Fee where applicable or to be determined by Council at time of application
2.6	FEES & CHARGES FOR FILMING APPLICATIONS				
	Ultra Low - per day - as per the Local Government Filming Protocols - No more than 10 crew No disruption is caused to Council's stakeholder, retailers or motorists or other events in the vicinity of the activities				
2.6	Activities are contained to footways or public open space areas only Public safety is maintained at the locations at all times during the conduct of the activities Vehicles associated with the conduct of the activities are legally parked at all times and are not driven onto footways, parks or plaza areas		A	Yes	No Fee
	Low - per day - as per the Local Government Filming Protocols: 11 - 25 crew No more than 4 trucks / vans. No construction. Minimal equipment / lighting Small or no unit base required. Usually 1 - 2 locations	694.00	G&M	Yes	\$150.00
2.6	Medium - per day - as per the Local Government Filming Protocols: 25 - 60 crew No more than 10 trucks. Some construction. Equipment used for example dolly, trucks, medium sized cranes and jibs Unit base required. No more than 4 locations	694.00	G&M	Yes	\$300.00
2.6	High - per day - as per the Local Government Filming Protocols: 50+crew. 10+trucks Significant construction. Extensive Equipment. Large unit base required. 4+ locations	694.00	G&M	Yes	\$500.00
2.6	Note: These fees are mandated by the NSW State Government as per the Local Government Filming Protocol. Given the varied nature of filming applications, fees are listed as a maximum fee. The Manager Events and Festivals will determine the fee based on the specific nature of the application.				\$0.00
2.7	ECONOMIC DEVELOPMENT FEES				
2.7	Economic Development Program (High Cost) e.g. Small business course (specialist program); Premium business event; Investment attraction event; Specialist program			Yes	\$120.75
2.7	Economic Development Program (Medium Cost) e.g. Small business course; Printed publication; Information workshop; Visitor and cultural economy program			Yes	\$24.15
2.7	Economic Development Program (Low Cost) e.g. Small business course; Employment and skills program; Printed publication; Information workshop			Yes	\$6.30
3	RIVERSIDE THEATRES PARRAMATTA COMMERCIAL PERFORMANCE				
	RIVERSIDE THEATRES				
3.1	* All venue rental charges as listed or 10% of Net Box Office, whichever is the greater. (Net Box Office: Gross sales less Booking Fees, Credit Card Charges and Commissions)				
	*All non-performance days (bump-in, plotting, rehearsal days etc) at 50% of applicable venue hire rate for One Performance.				
3.1	Riverside Theatre				

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
3.1	One Performance Only				
3.1	Sunday to Thursday*		N	Yes	\$5,595.00
3.1	Friday to Saturday*		N	Yes	\$7,150.45
3.1	Additional Performances				
3.1	Sunday to Thursday*		N	Yes	\$4,530.00
3.1	Friday to Saturday*		N	Yes	\$5,295.00
3.1	Minimum staff required in the venue hire of Riverside Theatre: 1 Front of House Supervisor, 1 Stage Door Security, 4 Ushers, 1 Technical Lighting, 1 Technical Sound 1 Technical Stage. Total 9 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.		N	Yes	\$1,890.00
3.1	Lennox Theatre				
3.1	One Performance Only*				
3.1	Sunday to Thursday*		N	Yes	\$1,615.00
3.1	Friday to Saturday*		N	Yes	\$2,215.00
3.1	Additional Performance				
3.1	Sunday to Thursday*		N	Yes	\$1,190.00
3.1	Friday to Saturday*		N	Yes	\$1,835.00
3.1	Minimum staff required in the venue hire of Lennox Theatre: 1 Front of House Supervisor, 1 Stage Door Security, 1 Usher, 1 Technician. Total 4 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.		N	Yes	\$840.00
3.1	Rafferty's Theatre				
3.1	One Performance Only				
3.1	Sunday to Thursday*		N	Yes	\$960.00
3.1	Friday to Saturday*		N	Yes	\$1,525.00
3.1	Additional Performances				
3.1	Sunday to Thursday*		N	Yes	\$765.00
3.1	Friday to Saturday*		N	Yes	\$960.00
3.1	Minimum staff required in the venue hire of Rafferty's Theatre: 1 Front of House Supervisor, 1 Stage Door Security, 1 Usher, 1 Technician. Total 4 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.		N	Yes	\$800.00
3.1	Courtyard (full day)				
3.1	Sunday to Thursday*			Yes	\$1,155.00
3.1	Friday to Saturday*			Yes	\$1,615.00
3.1	Courtyard (half day)				
3.1	Sunday to Thursday*			Yes	\$575.00
3.1	Friday to Saturday*			Yes	\$810.00
3.1	Minimum staff required in the venue hire of Riverside Courtyard: 1 Front of House Supervisor, 1 Stage Door Security, 1 Usher, 1 Technician. Total 4 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.			Yes	\$840.00
3.1	The Theatres Technical Staff as outlined above must be employed during the Bump In or Rehearsal and are charged to the hirer at a rate of \$55 per hour (incl. GST) per staff member per hour. Penalty rates apply for periods exceeding eight (8) hours, Sundays and Public Holidays				
3.1	Charges NOT included in Hire Rates				
3.1	Piano Hire			Yes	\$300 to \$900
3.1	Booking Fees			Yes	\$1.10 to \$8.00
3.1	Staff hire rate - per hour (minimum 4 hour call applies)			Yes	\$49.50 to \$60
3.1	Staff hire penalty rate - per hour (minimum 4 hour call applies)			Yes	\$80.00
3.1	Additional equipment hire -rate on application				Various Fees Apply
3.1	Consumables - rate on application				Various Fees Apply
3.1	Deposit			No	A deposit of 50% of the total fee/charge is required, which may be forfeited if the hire does not proceed.
3.1	Fees/charges are negotiable at the discretion of the Director.				
3.1	It is essential that all hirers read the Performance Hire Guide which outlines the Theatres Policies and Procedures relating to Venue Bookings.				
RIVERSIDE THEATRES PARRAMATTA COMMUNITY PERFORMANCE					
3.2	* All venue rental charges as listed or 10% of Net Box Office, whichever is the greater. (Net Box Office: Gross sales less Booking Fees, Credit Card Charges and Commissions)				
3.2	*All non-performance days (bump-in, plotting, rehearsal days etc) at 50% of applicable venue hire rate for One Performance.				
3.2	Riverside Theatre				
3.2	One Performance Only				
3.2	Sunday to Thursday*		N	Yes	\$4,355.00
3.2	Friday to Saturday*		N	Yes	\$5,870.00
3.2	Additional Performances				
3.2	Sunday to Thursday*		N	Yes	\$3,490.00
3.2	Friday to Saturday*		N	Yes	\$4,580.00
3.2	Minimum staff required in the venue hire of Riverside Theatre: 1 Front of House Supervisor, 1 Stage Door Security, 4 Ushers, 1 Technical Lighting, 1 Technical Sound 1 Technical Stage. Total 9 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.		N	Yes	\$1,890.00
3.2	Lennox Theatre				
3.2	One Performance Only				
3.2	Sunday to Thursday*		C	Yes	\$1,295.00
3.2	Friday to Saturday*		C	Yes	\$1,645.00
3.2	Lennox Theatre				\$0.00
3.2	Additional Performances				
3.2	Sunday to Thursday*		C	Yes	\$970.00
3.2	Friday to Saturday*		C	Yes	\$1,190.00
3.2	Minimum staff required in the venue hire of Lennox Theatre: 1 Front of House Supervisor, 1 Stage Door Security, 1 Usher, 1 Technician. Total 4 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.		C	Yes	\$840.00
3.2	Rafferty's Theatre				
3.2	One Performance Only				

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
3.2	Sunday to Thursday*		C	Yes	\$890.00
3.2	Friday to Saturday*		C	Yes	\$1,260.00
3.2	Additional Performances				
3.2	Sunday to Thursday*		C	Yes	\$685.00
3.2	Friday to Saturday*		C	Yes	\$770.00
3.2	Minimum staff required in the venue hire of Rafferty's Theatre: 1 Front of House Supervisor, 1 Stage Door Security, 1 Usher, 1 Technician. Total 4 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.		C	Yes	\$840.00
3.2	Courtyard (full day)				
3.2	Sunday to Thursday*			Yes	\$920.00
3.2	Friday to Saturday*			Yes	\$1,295.00
3.2	Courtyard (half day)				
3.2	Sunday to Thursday*			Yes	\$460.00
3.2	Friday to Saturday*			Yes	\$645.00
3.2	Minimum staff required in the venue hire of Riverside Courtyard: 1 Front of House Supervisor, 1 Stage Door Security, 1 Usher, 1 Technician. Total 4 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.			Yes	\$840.00
3.2	-Bump In and Rehearsal period is free on the day of the performance for a period of up to four (4) hours only, with the exception of staff costs.				
3.2	-The Theatres Technical Staff as outlined above must be employed during the Bump In or Rehearsal and are charged to the hirer at a rate of \$55 per hour (inc. GST) per staff member per hour. Penalty rates apply for periods exceeding eight (8) hours. Sundays and Public Holidays				
3.2	Charges not included in the Hire Rates				
3.2	Piano Hire			Yes	\$300 to \$900
3.2	Booking Fees			Yes	\$1.10 to \$8.00
3.2	Staff hire rate - per hour (minimum 4 hour call applies)			Yes	\$49.50 to \$60
3.2	Staff hire penalty rate - per hour (minimum 4 hour call applies)			Yes	\$80.00
3.2	Additional equipment hire - rate on application				Various Fees Apply
3.2	Consumables - rate on application				Various Fees Apply
3.2	Deposit			No	A deposit of 50% is required, which may be forfeited if the hire does not proceed.
3.2	Fees/charges are negotiable at the discretion of the Director.				
3.2	It is essential that all hirers read the Performance Hire Guide which outlines the Theatres Policies and Procedures relating to Venue Bookings				
4	ASSET STRATEGY AND PROPERTY MANAGEMENT				
4.1	CERTIFICATE FOR CLASSIFICATION OF COUNCIL LAND				
4.1	Certificate For Classification Of Council Land - Section 54 LG Act		M	No	\$59.12
4.2	ROAD CLOSURES - Administration Fee for the processing of Road Closure Applications				
4.2	Temporary Road Closure (refer to Traffic under Temporary Road Occupancy)				Refer to Traffic under Temporary Road Occupancy
4.2	Permanent Road Closure Application		G	No	\$1,634.17
4.2	Compensation			Yes	Determined by valuation at the time of the closure
4.2	For advertising and notification of permanent road closure		H	No	\$1,229.29
4.2	Property Services:				
4.2	(b) Administration fee for allowing entries onto titles over which Council has a caveat - minor matter (eg re-financing)				
4.2	Standard - two month turnaround			Yes	\$229.53
4.2	Priority - one month turnaround			Yes	\$573.67
4.2	(c) Processing fee for Covenant, Withdrawal of Caveat - to extinguish, modify or release where Council is the authority (excluding legal fees and disbursements)			Yes	\$573.67
4.2	Road Status Report		H - Private Good	No	\$150.00
4.3	OCCUPYING COUNCIL ROADS AND FOOTWAYS				
4.3	Administrative/Application fee for structures on roads		H	No	\$818.21
4.3	Alfresco Dining & Retail Activity Application Fee		G	No	\$148.16
4.35	Alfresco Dining Fee		G		
4.35	Parramatta CBD per sq metre per annum		G	No	\$239.72
4.35	Note - Suburbs below require Development Application & Alfresco Dining & Retail Activity Application				
4.35	Epping (main shopping centre) per sq metre per annum		G	No	\$214.99
4.35	Harris Park, per sq metre per annum		G	No	\$138.55
4.35	Rydalmere & other locations not listed above		G	No	\$98.91
4.35	Outdoor Dining Bond			No	25% of Annual GST free amount
4.35	Non-Commercial Activity Approval Fee		G	No	\$122.54
4.35	(Fee may be waived for charitable organisations upon application)				
4.35	Council will waive the fees for current and new outdoor dining approvals during 2018/19 in all areas outside of the Parramatta CBD only				
4.35	Parramatta Square per sq metre per annum		G	No	\$500.00
4.4	SECTION 611 CHARGES				
4.4	S611 - Annual charge relating to pipelines or other structures under Council roads			No	No Fee
4.5	APPLICATION FEE RELATING TO EASEMENTS				
4.5	For creation or for release of easements		H	No	\$1,636.27
4.5	Compensation			Yes	Determined by valuation prior to being reported to Council
4.5	For advertising and notification of easements		H	No	\$1,229.29
4.5	Bond access and restoration of public land after easement works		H	No	\$11,473.67
4.6	TELECOMMUNICATIONS FACILITIES				
4.6	Administrative Fee		H	Yes	\$1,622.25
4.6	Land Annual Occupation Fee				
4.6	High Value Site - Naturally elevated Council land which allows equipment shelter/kiosk and monopole/tower in low/medium density developed location or CBD/high density developed location		H	Yes	\$44,557.80
4.6	Co-User fees for above facility		H	Yes	\$33,418.35
4.6	Standard Value site - Less elevated Council land which allows equipment shelter/kiosk		H	Yes	\$33,418.35

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FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
4.6	Council Building/Structure Site – Council building/structure which allows equipment/antennae to be attached; or Council land which allows equipment shelter/kiosk plus antennae attached to Council building/structure		H	Yes	\$20,000-\$30,000
4.6	Microcell Only Site – microcell attached to Council buildings or structures without equipment shelter		H	Yes	\$10,815.00
4.6	Special or significant Telecommunications buildings/installations on Council land (i.e. exchanges, hub sites etc.)				By independent valuation
4.6	Telecommunication equipment/installation on Council land where agreement on rent cannot be reached				By independent valuation
4.6	Note: 1. Low impact telecommunication installations are installations that are exempted under Telecommunications (Low-impact Facilities) Determination 1997 as amended 2. High impact sites are sites where telecommunication installations other than low impact facilities are installed 3. Fee for co-users (ie another carrier using an existing leased / licensed telecommunication site) will be charged at 50%				
4.7	REQUEST TO PURCHASE COUNCIL LAND				
4.7	Administrative Fee		H	Yes	\$1,622.25
4.75	Space Management Administration of leases, licences and other approvals for the Occupation of Council Premises (Land and or Building)				\$0.00
4.75	Initial Application Fee				\$162.23
4.75	Document Preparation Fee				At cost or per Council's Legal Fees and Charges (as applicable)
4.75	Valuation Fee				At Cost
4.75	Renewal Fee				\$216.30
4.75	Assignment Fee				At Cost
4.8	COUNCIL PROPERTY - ROCK ANCHOR PLACEMENT				
4.8	Rock Anchor Administrative Fee		H	Yes	\$2,163.00
4.8	Placement Fee - Per anchor		G	Yes	\$790.00
4.8	Disbursements		H	Yes	As incurred
4.9	ROAD & PLACE NAMING				
4.9	Administrative Fee (per road) - Precinct and Non Precinct		H	Yes	\$2,100.00
4.9	Administrative Fee (per environmental and physical place) - Precinct and Non Precinct		H	Yes	\$2,100.00
4.9	Precinct - Public consultation/exhibition, advertising and gazettal		H	Yes	\$15,750.00
4.9	Non-Precinct - Public consultation/exhibition, advertising and gazettal			Yes	\$5,250.00
4.95	DIVESTMENT OF PROPERTY INTERESTS - COUNCIL LAND				\$0.00
4.95	Administration Fee		H	Yes	\$2,163.00
4.95	Disbursements		H	Yes	As incurred
5	CITY ASSETS AND ENVIRONMENT				
5.1	TENDER FEES				
5.1	Purchase of Tender Documents				
5.1	Projects where Council's pre-tender estimate is greater than \$250,000 but less than \$1,000,000	RC481	L	No	\$294.00
5.1	Projects where Council's pre-tender estimate is greater than \$1,000,000	RC481	L	No	\$367.50
5.2	PARKING METER PARKING FEES Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				
5.2	Remove, relocate, make goods for Parking Meter				
5.2	Temporary removal per parking meter		L	Yes	\$600.00
5.2	Removal and relocation per parking meter		L	Yes	\$1,500.00
5.2	New footing installation per parking meter			Yes	\$1,000.00
5.2	Make good of location, once Parking meter has been removed per parking meter				\$1,000.00
5.3	PARKING STATIONS Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				
5.3	Reprogramming of Parking Station APS machines for - Special Event Tariffs - Per Multi-Level car parks		L	Yes	\$260.00
5.3	Filming/event usage daily rate per space in Eat Street, car park			Yes	\$60.00
5.3	Filming/event usage daily rate per space in Parramatta Station car park			Yes	\$37.00
5.3	Filming/event usage daily rate per space in Justice Precinct car park			Yes	\$37.00
5.3	Free Christmas Parking for Christmas Eve (24 December only)			Yes	\$0.00
5.4	PAY PARKING FEES - PARKING METERS Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				
5.4	On-Street Parking Meter Tariffs- Per Hour:				
5.4	Areas outside City Centre (greater than 4P time restricted)		N	Yes	\$2.20
5.4	Areas outside the City Centre (less than or equal to 4P time restricted)		N	Yes	\$3.30
5.4	Areas in the City Centre		N	Yes	\$4.30
5.4	Free Christmas Parking between 24 December to 27 December 2022 (inclusive)			Yes	\$0.00
5.4	Off-Street (At-Grade Car Parks) Parking Meter Tariffs:				
5.4	Range from \$2.00 per hour to \$16.00 per day subject to locations and restrictions (incl GST) Considering small alignment for market trend movements				Various Fees Apply
5.4	Mobile Phone Parking Fee (additional to On-Street Parking Meter Traffic Charges) per call, subject to service fee as per service providers T&C's			Yes	Various Fees Apply
5.5	PAY PARKING FEES - EAT STREET CAR PARK (ERBY PLACE) Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				
5.5	Eat Street Car Park (Hourly Rate/Fee) Considering some small alignment for market trend movements. Maximum rate shown, with option to reduce on demand				
5.5	0 - 1 Hour			Yes	\$3.20
5.5	1 - 2 hours			Yes	\$6.30
5.5	2 - 3 hours			Yes	\$10.50
5.5	3 - 4 hours			Yes	\$21.00
5.5	4 - 5 hours			Yes	\$26.30
5.5	5 - 12 hours			Yes	\$36.80
5.5	12 - 24 hours			Yes	\$47.30

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
5.5	Sunday - First 4 hours free			Yes	No Fee
5.5	Sunday - More than 4 hours a flat rate of \$10			Yes	\$10.50
5.5	Lost ticket charge			Yes	\$52.50
5.5	Monthly - Unreserved (Permanent Parkers)			Yes	\$463.00
5.5	Monthly - Push Bike Facilities			Yes	\$21.00
5.6	PAY PARKING FEES - PARRAMATTA STATION CAR PARK (WENTWORTH ST)				
5.6	Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				
5.6	Parramatta Station Car Park (Hourly Rate/Fee) Considering some small alignment for market trend movements. Maximum rate shown, with option to reduce on demand				
5.6	0 - 20 Minute			Yes	\$0.00
5.6	20 Minute - 1 Hour			Yes	\$3.20
5.6	1 - 2 Hours			Yes	\$6.30
5.6	2 - 3 Hours			Yes	\$9.50
5.6	3 - 4 Hours			Yes	\$12.60
5.6	4 - 18 Hours			Yes	\$14.70
5.6	18 - 24 Hours			Yes	\$26.30
5.6	Sunday - First 4 hours free			Yes	No Fee
5.6	Sunday - More than 4 hours a flat rate of \$10			Yes	\$10.50
5.6	Lost ticket charge			Yes	\$31.50
5.6	Monthly - Push Bike Facilities			Yes	\$26.20
5.6	Monthly - Unreserved (Permanent Parkers)			Yes	\$308.70
5.6	Early Bird rate, top level parking (only)				\$12.00
5.6	Corporate Rate 100+ daily parkers				\$11.00
5.6	Corporate Rate 200+ daily parkers				\$10.00
5.7	PAY PARKING FEES - JUSTICE PRECINCT CAR PARK (HUNTER ST)				
5.7	Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				
5.7	Justice Precinct Car Park (Hourly Rate/Fee) Considering some small alignment for market trend movements. Maximum rate shown, with option to reduce on demand				
5.7	0 - 1 Hour			Yes	\$3.20
5.7	1 - 2 Hours			Yes	\$6.30
5.7	2 - 3 Hours			Yes	\$9.50
5.7	3 - 4 Hours			Yes	\$12.60
5.7	4 - 5 Hours			Yes	\$15.80
5.7	5 - 18 Hours			Yes	\$18.90
5.7	18 - 24 Hours			Yes	\$26.30
5.7	Sunday - First 4 hours free			Yes	No Fee
5.7	Sunday - More than 4 hours a flat rate of \$10			Yes	\$10.50
5.7	Lost ticket charge			Yes	\$31.50
5.7	Monthly - Unreserved (Permanent Parkers)			Yes	\$396.90
5.7	Corporate Rate 100+ daily parkers				\$14.00
5.7	Corporate Rate 200+ daily parkers				\$12.00
5.75	Street sweeper hire (minimum hire 4 hours) - per hr charge			Yes	\$311.96
5.8	COMMERCIAL WASTE MANAGEMENT CHARGE				
5.8	One Bin removed once weekly				
5.8	80 Litre Bin Service			No	\$444.50
5.8	140 Litre Bin Service	J		No	\$493.35
5.8	240 Litre Bin Service	J		No	\$743.30
5.8	660 Litre Bin Service	J		No	\$1,861.30
5.8	1100 Litre Bin Service	J		No	\$2,611.75
5.8	Bin Replacement (for second and subsequent loss per year)				
5.8	80 Litre Bin Service			No	\$80.60
5.8	140 Litre Garbage Bin	J		No	\$80.60
5.8	240 Litre Garbage Bin	J		No	\$87.95
5.8	660 Litre Mobile Garbage Bin			No	\$375.85
5.8	1100 Litre Mobile Garbage Bin			No	\$501.05
5.8	(a) Recycling Service Charge			No	
5.8	Provision of 240 Litre bin collected weekly - Annual Charge			No	\$130.80
5.8	Provision of 660 Litre Bin co-mingled collected weekly (1 pick- up) - Annual Charge			No	\$631.05
5.8	Provision of 1100 Litre Bin co-mingled collected weekly (1 pick-up) - Annual Charge			No	\$854.80
5.8	(b) Garden Waste Service - Provision of 240 Litre bin collected fortnightly			No	\$130.80
5.9	SALES				
5.9	Purchase of copies of Plans of Management and other significant documents - per volume	C		No	\$36.05
5.10	DS1 - FOOTWAY DESIGN LEVEL SERVICE (FINISHED STREET BOUNDARY LEVEL)				
5.10	i) Single residences				
5.10	Single frontage fee	N		No	\$545.75
5.10	Two frontages fee	N		No	\$622.65
5.10	ii) Other				
5.10	Frontage fee/m (first 40m)	N		No	\$20.80
5.10	Remainder (Fee / m)	N		No	\$3.45
5.10	Minimum Fee	N		No	\$545.85
5.11	DS2 - GPS DRAINAGE SEARCH & PLAN SERVICE				
5.11	Plan search fee - Cost/ half-hour and part thereof	N		No	\$111.05
5.11	Plan copy fee	N		No	\$44.90
5.12	DS3 - WRITTEN FLOOD LEVELS				
5.12	Residential				
5.12	Flood levels and stormwater system/data search	N		No	\$236.35
5.12	Development - Duplex +				
5.12	Flood levels and stormwater system/data search	N		No	\$325.00
5.12	Commercials				
5.12	Flood levels and stormwater system/data search	N		No	\$569.65
5.13	DS4 - ENGINEERING/LANDSCAPING/TRAFFIC DESIGN CHECKING, APPROVAL				

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
5.13	Fees with respect to roads and drainage related works in the public way associated with development				
5.13	i) Estimated value of works up to \$50,000.00		N	No	3% of the value of works with Min. of \$556.00 + GST
5.13	ii) Estimated value of works above \$50,001.00		N	No	1.5% of the value of works with Min. of \$1,947 + GST
5.14	DS6 - SURVEY PLANS AND SEARCH				
5.14	Fixed price after the agreement or min. charge per hour (crew of two)		N	No	\$359.45
5.15	DS12 - VEHICULAR CROSSING DESIGN SERVICE				
5.15	Residential (standard)				
5.15	Single crossing fee (Survey, design, specification - 2 site inspections)		N	No	\$562.20
5.15	Each additional crossing		N	No	\$134.45
5.15	Additional site inspection (each)		N	No	\$106.85
5.15	Flats/Commercial/Industrial (heavy duty)				
5.15	Single crossing fee (Survey, design, specification - 3 site inspections)		N	No	\$1,076.90
5.15	Each additional crossing		N	No	\$269.30
5.15	Each additional site inspection (each)		N	No	\$106.85
5.16	STANDARD ENGINEERING SPECIFICATIONS				
5.16	D13				
5.16	AUS-SPEC #1 Development design		N	Yes	\$235.15
5.16	AUS-SPEC # Development construction		N	Yes	\$235.15
5.16	AUS-SPEC #2 Road works		N	Yes	\$357.10
5.16	D14				
5.16	CoP standard drawings and specs - A4 and A3 prints - each				
5.16	-Regulatory		N	No	\$8.60
5.16	-Non Regulatory		N	Yes	\$9.65
5.16	CoP standard drawings and specs - A4 booklet of all standards				
5.16	-Regulatory		N	No	\$79.10
5.16	-Non Regulatory		N	Yes	\$86.90
5.16	CoP Design Guidelines - A4 booklet				
5.16	-Regulatory		N	No	\$79.10
5.16	-Non Regulatory		N	Yes	\$86.90
5.16	CoP Design Guidelines and Standard Drawings - PDF format burnt on a CD				
5.16	-Regulatory		N	No	\$47.50
5.16	-Non Regulatory		N	Yes	\$52.30
5.17	PRIVATE PIPELINE RENTALS IN PUBLIC ROADS - per 25mm Diameter for 25m Length, per annum		R	No	\$58.85
5.17	PRIVATE PIPELINE LICENCE FEE IN PUBLIC RESERVES - per 25mm Diameter from 25m		R	No	\$235.30
5.17	All of Council's legal and survey costs associated with the creation and registration of the licence agreement in the first instances, plus any legal/survey costs associated with licence agreement renewal - (one off charge)				
5.18	CONTRIBUTION TO WORKS UNDER SECTION 217 OF THE ROADS ACT, 1993				
5.18	The below approved unit rates represent the contribution payable being 50% of Council's costs of construction:-				
5.18	(a) Kerb & Gutter Construction: (all properties)				
5.18	(i) Along Frontage - per mtr.		C	No	\$189.95
5.18	(ii) Side Boundary - per mtr.		C	No	\$94.95
5.18	(b) Footpath Construction: - (for property rate exempt under Section 555 of the Act)				
5.18	(i) Concrete Footpath - per mtr.		C	No	\$142.50
5.19	RESTORATION OF ROADS AND FOOTPATHS				
5.19	Establishment fee will be applied to each restoration job site unless multiple jobs of the same type are located in the same street.				
5.19	(i) Road Pavement				
5.19	Asphalt Concrete on Cement Concrete Base (rigid pavement)				
5.19	Establishment Fee		I	No	\$173.95
5.19	plus per m ²		I	No	\$760.15
5.19	Cement concrete (rigid pavement)				
5.19	Establishment Fee		I	No	\$173.95
5.19	plus per m ²		I	No	\$760.15
5.19	Bitumen/Asphalt (Flexible Pavement)				
5.19	Establishment Fee		I	No	\$173.95
5.19	plus per m ²		I	No	\$419.95
5.19	Unsealed Shoulders/Pavement				
5.19	Establishment Fee		I	No	\$173.95
5.19	plus per m ²		I	No	\$157.15
5.19	(ii) Footpaths				
5.19	Brick Pavers (or similar)				
5.19	Establishment Fee		I	No	\$173.95
5.19	plus per m ²		I	No	\$395.85
5.19	Exposed Aggregate 300X300 Concrete Pavers				
5.19	Minimum Charge		I	No	\$2,217.00
5.19	Per m ²		I	No	\$791.75
5.19	Granite Paving 600X300 (eg Centenary Square)				
5.19	Minimum Charge		I	No	\$2,827.70
5.19	Per m ²		I	No	\$1,652.95
5.19	Secondary Footpath Treatment (Concrete with Pavers/Asphalt overlay)				
5.19	Minimum Charge		I	No	\$2,217.00
5.19	per m ²		I	No	\$665.85
5.19	Granite/Cobblestone Sets (Laneway/Footpath)				
5.19	Minimum Charge		I	No	\$2,217.00
5.19	Per m ²		I	No	\$728.90
5.19	Porous Pavement (Tree Surround Treatment)				
5.19	Minimum Charge		I	No	\$1,410.45
5.19	Per m ²		I	No	\$434.05
5.19	Concrete				

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Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
5.19	Establishment Fee		I	No	\$173.95
5.19	plus per m ²		I	No	\$314.25
5.19	Bituman/Asphalt				
5.19	Establishment Fee		I	No	\$173.95
5.19	plus per m ²		I	No	\$240.05
5.19	Bitumen/Asphalt on Concrete Base				
5.19	Establishment Fee		I	No	\$173.95
5.19	plus per metre		I	No	\$534.65
5.19	(130mm) Concrete Residential Footpath Crossing (Driveway)				
5.19	Establishment Fee		I	No	\$173.95
5.19	plus per m ²		I	No	\$380.20
5.19	(200mm) Concrete Industrial Footpath Crossing (Driveway)				
5.19	Establishment Fee		I	No	\$173.95
5.19	plus per m ²		I	No	\$601.85
5.19	Formed or Grassed Area (Nature Strip)				
5.19	Establishment Fee		I	No	\$173.95
5.19	plus per m ²		I	No	\$71.25
5.19	(iii) Kerb and Gutter				
5.19	Concrete - including Layback				
5.19	Establishment Fee		I	No	\$168.85
5.19	plus per metre		I	No	\$706.10
5.19	Kerb only				
5.19	Establishment Fee		I	No	\$168.85
5.19	plus per metre		I	No	\$375.85
5.19	Gutter only				
5.19	Establishment Fee			No	\$168.85
5.19	plus per metre			No	\$227.65
5.19	Kerb outlet - per hole each		I	No	\$381.35
5.19	Gully pit lintels each		I	No	\$3,228.70
5.19	Saw cutting (up to 100mm depth) - per mtr. (over 100mm, per individual application)		I	No	\$27.70
5.19	(iv) Kerb Ramps				
5.19	Establishment Fee		I	No	\$173.95
5.19	plus per m ²		I	No	\$415.10
5.19	(vi) Special Traffic Facilities (e.g. Wombat Crossing, Pedestrian Refuges, etc.) - Actual Cost plus Inspection/Admin. Fee		I		Full Cost Recovery
5.19	Road Opening Permit Application Fee			No	\$102.95
5.19	Discretionary Discount for Large Areas				
5.19	Discretionary Discount for Large Areas:- 21 - 40 sq. mtrs = 5%			No	\$0.05
5.19	Discretionary Discount for Large Areas:- 41 - 60 sq. mtrs = 10%			No	\$0.10
5.19	Discretionary Discount for Large Areas:- 61 - 100 sq. mtrs = 20%			No	\$0.20
5.19	Discretionary Discount for Large Areas:- > 100 sq. mtrs = 30%			No	\$0.35
5.19	Surcharge for Night/Weekend Work due to Location (CBD/State/Regional Road) or required by RMS Restrictions			No	30% of Scheduled Fee
5.19	Concrete/Asphalt Plant Opening Fee for Nightworks (For each night of opening)			No	\$3,545.40
5.19	Late Fee				
5.19	Late Fee: chargeable to the contractor where payment for the total area of excavation is not fully paid within 2 business days of the excavation being opened.		I	No	\$1,045.20
5.19	Failure to Lodge Application				
5.19	Failure to Lodge Application:- Payable by a Contractor or Utility Provider where it is necessary for Council to investigate damage to Council's assets where no Restoration Application was submitted. This fee is in addition to other fees relating to Road Opening Permits and restoration of Council assets - each			No	\$590.90
5.19	Administration Fee-access to public land				
5.19	Administration/processing fees including assessment and release of bonds			No	\$236.35
5.19	Administration/processing fees - Security Bond			No	\$1,772.70
5.19	Restorations				
5.19	Road Pavements Restorations Fee				30% of the fee applicable had Council carried out the restoration
5.19	Restorations:- Where restorations are approved to be carried out by a utility or contractor then a fee shall apply in recognition of Council's administrative costs and long term degradation of Council's assets.				
5.19	Footpath Areas Restoration Fee				10% of the fee applicable had Council carried out the restoration
5.19	Restorations:- Where restorations are approved to be carried out by a utility or contractor then a fee shall apply in recognition of Council's administrative costs and long term degradation of Council's assets.				
5.19	Administration Fee - Searching for Restoration Orders not submitted and determination of responsible Utility/Authority (Based on 3 hours of staff time)		I	Yes	\$158.10
5.19	Determination of Responsible Utility/Authority by Trial Hole and recording of data (Based on 3 hrs. labour & plant + total admin charge of 4.5 hours)		I	No	\$616.10
5.19	Note: (1) The above charges are to be paid by various public Authorities, plumbers or other parties which excavate/damage pavements or footpaths (2) Restoration works carried out by Council because of the 'urgency' or 'public safety' aspects, will be charged at 'Actual Cost' plus Inspection/Administration Fee to the relevant authorities (3) Measurement of restored areas will be taken to the nearest full slab or concrete kerb unit (4) Note that restorations for paving bricks can result in greater area of paver restoration than the area of base restored. (5) Council reserves the right to rectify any unsatisfactory road pavement/ temporary restoration works carried out by the utilities, and such works will be charged at 'Actual Cost', plus inspection/Administration Fee to the utilities.				
5.20	FEES FOR CONSTRUCTION OF SPECIAL VEHICULAR FOOTPATH CROSSINGS AND ASSOCIATED WORKS BY COUNCIL				
5.20	Residential				
5.20	Layback ONLY (3.00m long or 4.20m, including wings)		I	Yes	\$2,548.45
5.20	Additional layback length - per metre		I	Yes	\$418.00
5.20	Footpath Crossing slab (125mm) - per metre		I	Yes	\$343.10
5.20	Footpath Crossing strips 800mm wide x 125mm thick for footpath widths over 5m - per m2		I	Yes	\$418.00
5.20	Heavy Duty/Industrial				
5.20	Layback ONLY (3.00m long or 4.20m, including wings)		I	Yes	\$3,196.25

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5.20	Additional layback - per mtr.		I	Yes	\$452.95
5.20	Footpath Crossing Slab (200mm R/F - F82) - per m ²		I	Yes	\$522.50
5.20	Works Associated with the above:				
5.20	150mm kerb and gutter - per mtr		I	Yes	\$418.00
5.20	Footpath slab 70mm - per m ²		I	Yes	\$313.55
5.20	Fees and bonds for Construction of Special Vehicular Footpath Crossings and Associated Works by owner's contractor.				
5.20	(a) Inspection Fee - One (1) Crossing		I	No	\$237.50
5.20	(b) More than one (1) Crossing per Property - rate for each additional crossing inspected concurrently. The fee includes levels, issue of instructions and specifications and two (2) inspections		I	No	\$63.45
5.20	Further inspections, if necessary, to be charged at the rate of: Per Inspection		I	No	\$102.95
5.21	FEES FOR PREPARATION OF DILAPIDATION REPORT FOR WORKS TO BE CARRIED OUT ON COUNCIL ASSETS				
5.21	Site inspection and assessment per hour		I	No	\$139.75
5.21	Preparation of report per hour			No	\$74.60
5.21	Fees for Tree Offset Planting			Yes	\$390.00
5.21	Tree planted on public land to offset loss on private land (including 6 months maintenance).				
5.21	High Significance Tree 5:1			Yes	\$1,949.95
5.21	Medium Significance Tree 3:1		I	Yes	\$1,169.95
5.21	Low Significance Tree 1:1			Yes	\$390.00
5.22	Reconnection of Stormwater Drain 100mm			No	
5.22	Establishment Fee		I	No	\$173.95
5.22	Per metre		I	No	\$41.15
5.22	Opening kerb for drain pipe (maximum length 0.5m)		I	No	No Fee
5.22	Adjustments to 100mm diameter stormwater pipes - min charge/metre		I	Yes	No Fee
5.22	Junction Pit-New Stormwater Pit size 900mm square and 1.2m depth with heavy duty gatic cover				\$3,690.50
5.22	Inlet Pit- New Stormwater Pit size 600mm square and 1.2m depth with Grate only (Bicycle Safe Grate and Frame)				\$4,631.80
5.22	Road Grated Kerb Inlet Pit- New Stormwater Pit size 600mm X 1200mm and 1.2m depth with Grate (Bicycle Safe Grate and Frame) and Extended Kerb Inlet Lintel 3.7m long (external)				\$7,129.25
5.22	Pipe 375mm Diameter Ipe-Reinforced Concrete Rubber Ring Spigot and Socket Jointed Class 3- 1.2m deep				\$1,388.00
5.23	Independent professional engineering services relating to private development				\$0.00
5.23	Minimum charge			Yes	\$2,200.00
5.23	Per Hour			Yes	\$330.00
6	SOCIAL AND COMMUNITY SERVICES				
6.1	CHILD CARE				
6.1	Dundas Child Care Centre				
6.1	Mon & Fri - per day (Pre-School & Baby/Toddler Room)		N	No	\$113.00
6.1	Tue, Wed, Thur - per day (Pre-School & Baby/Toddler Room)		N	No	\$115.00
6.1	Possum Patch Child Care Centre				
6.1	Mon & Fri - per day (Pre-School & Baby/Toddler Room)		N	No	\$113.00
6.1	Tue, Wed, Thur - per day (Pre-School & Baby/Toddler Room)		N	No	\$115.00
6.1	Northmead/Redbank Children's Centre				
6.1	Mon & Fri - per day (Pre-School & Baby/Toddler Room)		N	No	\$113.00
6.1	Tue, Wed, Thur - per day (Pre-School & Baby/Toddler Room)		N	No	\$115.00
6.1	Jubilee Park Child Care Centre				
6.1	Mon & Fri - per day (Pre-School & Baby/Toddler Room)		N	No	\$113.00
6.1	Tue, Wed, Thur - per day (Pre-School & Baby/Toddler Room)		N	No	\$115.00
6.1	North Rocks Child Care Centre				
6.1	Child Care Fees			No	\$119.00
6.1	Possum and Wombat Room			No	\$113.00
6.1	Fees charged per Day				
6.1	Child Care Fees			No	\$113.00
6.1	Koala Room			No	\$113.00
6.1	Fees charged per Day				
6.1	Child Care - Direct Debit Surcharge (Customers who choose to pay child care fees via credit card will incur Financial Institution surcharges)			No	As per Financial Institution Surcharge
6.1	Fees charged per Transaction				
6.1	Late Pickup Fee for Child Care Centres - per every 5 minutes			No	\$10.00
6.1	Long Day Care Registration				
6.1	Long Day Care Bond (refundable when 2 weeks' notice is provided) per child			No	2 Weeks Fee
6.1	ALL CHILD CARE CENTRES - ADMINISTRATION				
6.1	Birthday Cakes - Cake for Centre child's birthday - each		N	Yes	\$10.00
6.2	COMMUNITY CARE				
6.2	The Australian Government and City of Parramatta Council subsidises a range of aged care services to keep fees reasonable and affordable. If you are eligible, you are expected to contribute to the cost of your services if you can afford to. You do not need an income assessment to access Commonwealth Home Support Program services and your age pension will not be affected by your contributions to the cost of your services. You will be assessed in terms of Pension and Commonwealth Seniors Health Care Card/Low Income Health Care Card status to determine your fee rate. A hardship provision is available for all services except for Home Care packages and Over 55's Leisure and Learning.				
6.2	Individual - Full and part Pensioner Discounted Fee				
6.2	Standard meal Package (home delivered) - per meal pack includes main meal, soup or standard dessert and juice		F - Equity	No	\$8.70
6.2	Extra Frozen main Meal		F - Equity	No	\$6.60
6.2	Extra Chilled/Frozen Dessert		F - Equity	No	\$2.10
6.2	Extra Soup		F - Equity	No	\$2.10
6.2	Extra Juice		F - Equity	No	\$0.65
6.2	Let's Dine Out Voucher - Not Refundable		F - Equity	No	\$8.70
6.2	Individual - Commonwealth Seniors and Low Income Health Card Holders Discounted Fee				
6.2	Standard meal Package (home delivered) - per meal pack includes main meal, soup or standard dessert and juice		F - Equity	No	\$11.40
6.2	Extra Frozen main Meal		F - Equity	No	\$9.10
6.2	Extra Chilled/Frozen Dessert		F - Equity	No	\$2.95
6.2	Extra Soup		F - Equity	No	\$2.95
6.2	Extra Juice		F - Equity	No	\$0.90

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Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
6.2	Let's Dine Out Voucher - Not Refundable		F - Equity	No	\$11.95
6.2	Individual - Full Fee Rate				
6.2	Standard Meal Package (home delivered) - per meal pack includes main meal, soup or standard dessert and juice		F - Equity	No	\$15.20
6.2	Extra Frozen Main Meal		F - Equity	No	\$11.60
6.2	Extra Chilled/Frozen Dessert		F - Equity	No	\$3.70
6.2	Extra Soup		F - Equity	No	\$3.70
6.2	Extra Juice		F - Equity	No	\$1.20
6.2	Let's Dine Out Voucher - Non-refundable		F - Equity	No	\$15.20
6.2	Individual - Full and Part Pensioner Discounted Fee				
6.2	Bus Trip / Pick up drop off - This is a minimum cost and will increase depending on destination and activities - Non-refundable (Full-Cost Recovery)		J - Development	Yes	\$14.20
6.2	Over 55's Leisure and Learning per term (1 hour class) - Non refundable		F - Equity	Yes	\$45.15
6.2	Over 55's Leisure and Learning per term (1.5 to 2 hours class) - Non refundable		F - Equity	Yes	\$67.20
6.2	Over 55's Leisure and Learning per term (10 x 1 hour online class) - Non refundable		F - Equity	Yes	Varied
6.2	Over 55's Leisure and Learning per term (10 x 1.5 to 2 hour online class) - Non refundable		F - Equity	Yes	Varied
6.2	Over 55's Leisure and Learning per term Early Bird (1 hour class) - Non-refundable		F - Equity	Yes	\$35.15
6.2	Over 55's Leisure and Learning per term Early Bird (1.5 to 2 hour class) - Non-refundable		F - Equity	Yes	\$57.20
6.2	Individual - Discounted Fee for Commonwealth Senior Health Card Holders				
6.2	Bus Trip / Pick up drop off - This is a minimum cost and will increase depending on destination and activities - Non-refundable (Full-Cost Recovery)		J - Development	Yes	\$19.53
6.2	Over 55's Leisure and Learning per term (1 hour class) - Non refundable		3 - Economic/Social/Comm	Yes	\$61.74
6.2	Over 55's Leisure and Learning per term (1.5 to 2 hours class) - Non refundable		3 - Economic/Social/Comm	Yes	\$92.66
6.2	Over 55's Leisure and Learning per term (10 x 1 hour online class) - Non refundable		3 - Economic/Social/Community Welfare	Yes	Varied
6.2	Over 55's Leisure and Learning per term (10 x 1.5 to 2 hour online class) - Non refundable		3 - Economic/Social/Community Welfare	Yes	Varied
6.2	Over 55's Leisure and Learning per term Early Bird (1 hour class) - Non-refundable		3 - Economic/Social/Comm	Yes	\$51.74
6.2	Over 55's Leisure and Learning per term Early Bird (1.5 to 2 hour class) - Non-refundable		3 - Economic/Social/Comm	Yes	\$82.66
6.2	Individual - Full Fee				
6.2	Bus Trip / Pick up drop off - Minimum cost it will increase depends on Destination and activities - Non refundable (Full-Cost Recovery)		J - Development	Yes	\$24.85
6.2	Over 55's Leisure and Learning per term (10 x 1 hour class) - Non refundable		3 - Economic/Social/Comm	Yes	\$78.75
6.2	Over 55's Leisure and Learning per term (10 x 1.5 to 2 hours class) - Non refundable		3 - Economic/Social/Comm	Yes	\$118.15
6.2	Over 55's Leisure and Learning per term (10 x 1 hour online class) - Non refundable		3 - Economic/Social/Community Welfare	Yes	Varied
6.2	Over 55's Leisure and Learning per term (10 x 1.5 to 2 hour online class) - Non refundable		3 - Economic/Social/Community Welfare	Yes	Varied
6.2	Over 55's Leisure and Learning per term Early Bird (1 hour class) - Non-refundable		3 - Economic/Social/Comm	Yes	\$68.75
6.2	Over 55's Leisure and Learning per term Early Bird (1.5 to 2 hour class) - Non-refundable		3 - Economic/Social/Comm	Yes	\$108.13
6.2	Community Care Fees for Home Care Packages				
6.2	Social Support per hour Monday -Friday 8am to 8pm			No	\$83.05
6.2	Social Outings in a group Monday - Friday 9am -8pm			No	\$41.55
6.2	Admin Fee for Assistance with the cost of preparation and delivery of meals			No	\$9.35
6.2	Community Care Fees for National Disability Insurance Scheme				Refer to the fees and charges on https://www.ndis.gov.au/
6.3	LIBRARY CHARGES				
6.3	Photocopying and Printing				
6.3	A4 (B&W) per copy	RC106	N	Yes	\$0.20
6.3	A3 (B&W) per copy	RC106	N	Yes	\$0.40
6.3	A4 (Colour) per copy	RC106		Yes	\$1.00
6.3	A3 (Colour) per copy	RC106		Yes	\$2.00
6.3	Damaged/Lost Items except magazines - Original value of item PLUS Fee. If a book is lost or stolen from a borrower, or has been damaged while in his/her possession to an extent which renders it unusable, he/she shall pay to the Council the original value of the book. In the event of a book being part of a set or series, he/she shall pay the full value of the set or series in cases where the parts are not obtainable separately to reflect increased costs <i>*No refunds applicable for lost and PAID FOR items.</i>	RC104	E	No	\$18 + Original Cost of Item
6.3	Damaged/Lost Items magazines - Original value of item PLUS Processing Fee. If a magazine is lost or stolen from a borrower, or has been damaged while in his/her possession to an extent which renders it unusable, he/she shall pay to the Council the original value of the magazine. <i>*No refunds applicable for lost and PAID FOR items.</i>	RC104		No	\$5 + Original Cost of Item
6.3	Sale of discarded or donated items such as books, magazines etc Cost to be determined by Manager - Information & Library Services, depending on condition of items		C & N	Yes	Various Fees Apply
6.3	Inter Library Loans	RC113			
6.3	Administration cost for processing inter library loans		C	Yes	\$5.80
6.3	Additional Charges to Requestor based on levies by supplying libraries: Monographs, Photocopying(upto 50 pages) and any additional charges council incur from supplying libraries etc.			Yes	Full Cost Recovery
6.3	Lost Borrower Card - replacement		E	No	\$3.00
6.3	Temporary Card - usage fee			Yes	\$2.50
6.3	Workshops/Training Seminars	RC25			
6.3	Charge to conduct sessions, including payment of key speakers and library staff as tutors cost of venue and consumables - per applicant, per course		N	Yes	Various Fees Apply
6.3	Children & Youth Activities				
6.3	Select Activities - per participant	RC25	N	Yes	Various Fees Apply
6.3	Merchandise				
6.3	Library Merchandising (e.g. Library bags, technology resources) - Library Services - per item Minimum - (Costs to be determined by Manager Information & Library)		P	Yes	Various Fees Apply
6.3a	LIBRARY FACILITY HIRE				
6.3a	Learning Centre (Fitzwilliam Street) / per hour	RC25			
6.3a	Commercial users		N	Yes	\$98.00
6.3a	Community users		G	Yes	\$48.00
6.3a	Darug and Macquarie Room (Fitzwilliam Street) / per hour	RC25			
6.3a	Commercial users		N	Yes	\$49.00
6.3a	Community users		G	Yes	\$25.00
6.3a	Cancellation Fee and Additional Charges				

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Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
6.3a	All cancellations must be received in writing at least ten (10) working days prior to the date of hiring the room. If less than ten (10) working days notice is given 50% of the hiring fee will be charged.			Yes	50% of the hiring fee + GST
6.3a	Cost of hiring security/personnel/equipment			Yes	Full Cost Recovery
6.3a	Replacement Cost for any damage/breakages			Yes	Full Cost Recovery
6.3b	BOOK CLUB RESOURCES				
6.3b	Book Club Annual Fee				
6.3b	Annual fee to cover range of resources made available to Book Clubs in the LGA and to inter-library service to borrow resources from other libraries			Yes	Various Fees Apply
6.3b	Library Programs Materials - including replacement cost (e.g. STEAM / Science kits) to be determined by Libraries Manager				Various Fees Apply
6.4	TOILET ACCESSIBILITY				
6.4	Master Locksmith Access Key (MLAK)				
	Access to MLAK keys is restricted to people who have a disability, or who have written authority from:				
6.4	• A doctor • A disability organisation • Centre Management or the owner of a building with an MLAK-enabled facility on site				
6.4	Residents of City of Parramatta	RC706	A - Public Good	No	No Fee
6.4	Non-residents of City of Parramatta	RC706	G	Yes	\$21.85
7	DOMESTIC WASTE MANAGEMENT				
7.1	DOMESTIC WASTE MANAGEMENT CHARGE				
7.1	One Bin removed once weekly				
7.1	80 Litre Bin Service			No	\$436.05
7.1	140 Litre Bin Service		J	No	\$476.70
7.1	240 Litre Bin Service		J	No	\$718.75
7.1	660 Litre Bin Service			No	\$1,810.20
7.1	1100 Litre Bin Service			No	\$2,481.75
7.1	(a) Recycling Service Charge (Additional)		C	No	\$123.80
7.1	Provision of 240 Litre bin collected fortnightly				
7.1	(b) Garden Waste Service (Additional)		C	No	\$123.80
7.1	Provision of 240 Litre bin collected fortnightly				
7.1	(c) Extra Kerb side clean up (additional)			No	\$94.50
7.1	2 cubic metres pile in addition to the four pre-booked Council clean ups				
7.1	Service Availability Charge				
7.1	Availability Charge		D	No	\$85.60
7.1	Compost Bins				
7.1	Bin Replacement				
7.1	80 Litre Bin Service			No	\$76.75
7.1	140 Litre Garbage Bin		J	No	\$76.75
7.1	240 Litre Garbage Bin		J	No	\$83.75
7.1	660 Litre Mobile Garbage Bin			No	\$366.95
7.1	1100 Litre Mobile Garbage Bin			No	\$489.25
7.1	Universal lock box for residential flat buildings			Yes	\$500.00
8	RECREATION FACILITIES AND PROGRAMS				
8.1	Community Halls and Meeting Room Hire				
	Charges for the Reg Byrne Community Centre, Dundas Community Centre, Ermington Community Centre, George Kendall Riverside Park Meeting Room, Jones Park Hall, Don Moore Community Centre, John Curtin Meeting Room, North Rocks Senior Citizens Centre, Don Moore Reserve Meeting Room, Harry Todd Band Hall, Burnside Gardens Meeting Room, Epping Community Centre, Epping Leisure & Learning Centre, Roselea Community Centre, West Epping Community Centre, Newington Community Centre, Boronia Grove, Parkview West Epping, Fitzwilliam Street Meeting rooms, Kingsdene Reserve Meeting Room.			Yes	applicable weekend rate + a 30% surcharge (+ GST)
	*Note: For Wentworth Point Community Centre and Library fees and charges refer to section 8.8				
8.1	Where applicable bonds maybe increased for events / functions that are deemed high risk.			No	increase in Bond Charges where applicable
8.2	PUBLIC HALLS HIRE:				
	Public Halls listing:				
	Group 1: Roselea Community Centre				
	Group 2: Epping Community Centre (Main Hall), Don Moore Community Centre Hall, Ermington Community Centre Hall, Dundas Community Centre Hall, Newington Community Centre Hall, Epping Leisure & Learning Centre Function Room, Reg Byrne Main Hall, Boronia Grove Function Room				
	Group 3: Harry Todd Band Hall, Jones Park, North Rocks Seniors Citizens Centre, West Epping Community Centre, Epping Community Centre (Upper Hall), Epping Community (Lower Hall)				
8.2	Public Halls Fees - Weekday hourly rate (Mon - Fri 6pm):				
8.2	Group 1 - Public Halls - Commercial			Yes	\$86.05
8.2	Group 1 - Public Halls - Community			Yes	\$51.65
8.2	Group 1 - Public Halls - Unfunded Not-for-profit			Yes	\$25.80
8.2	Group 2 - Public Halls - Commercial			Yes	\$74.05
8.2	Group 2 - Public Halls - Community			Yes	\$44.45
8.2	Group 2 - Public Halls - Category C (50%)			Yes	
8.2	Group 2 - Public Halls - Unfunded Not-for-profit			Yes	\$22.20
8.2	Group 3 - Public Halls - Commercial			Yes	\$62.90
8.2	Group 3 - Public Halls - Community			Yes	\$37.70
8.2	Group 3 - Public Halls - Unfunded Not-for-profit			Yes	\$18.80
8.2	Public Halls Fees - Weekend hourly rate (Fri 6pm - Sun and Public Holidays):				
8.2	Group 1 - Public Halls - Commercial			Yes	\$125.30
8.2	Group 1 - Public Halls - Community			Yes	\$75.15
8.2	Group 1 - Public Halls - Unfunded Not-for-profit			Yes	\$37.55
8.2	Group 2 - Public Halls - Commercial			Yes	\$104.80
8.2	Group 2 - Public Halls - Community			Yes	\$62.90
8.2	Group 2 - Public Halls - Unfunded Not-for-profit			Yes	\$31.50
8.2	Group 3 - Public Halls - Commercial			Yes	\$83.95
8.2	Group 3 - Public Halls - Community			Yes	\$50.35
8.2	Group 3 - Public Halls - Unfunded Not-for-profit			Yes	\$25.20

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FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
8.3	MEETING ROOMS HIRE: Group 1: Reg Byrne Meeting Room, John Curtin Meeting Room, Roselea Small Hall, Burnside Gardens Community Centre, Parkview Meeting Room, Peggy Womersley Reserve Meeting Room, Boronia Grove Meeting Room 3. Group 2: Fitzwilliam Street Meeting Room A, Dundas Community Centre Craft Room, Dundas Community Centre Meeting Room 1, Ermington Community Centre Meeting Room, Lake Parramatta Meeting Room, Newington Community Centre Meeting Room, Epping Community Centre Meeting Room, Epping Community Centre Lower Meeting Room, Don Moore Community Centre Meeting Room 2, Don Moore Community Centre Meeting Room 3 and Don Moore Community Centre Gymnasium, Constitution Hill Library Meeting Room (after hours), Boronia Grove Meeting Room 1, Epping Leisure & Learning Centre Meeting Room 2&3. Group 3: Fitzwilliam Street Meeting Rooms B & C, George Kendall Meeting Room, Don Moore Reserve Meeting Room, Constitution Hill Library Meeting Room (during library operating hours), Dundas Park Meeting Room, Kingsdene Reserve Meeting Room, Epping Leisure & Learning Centre Meeting Room 1, Boronia Grove Meeting Room 2, 4&5.				
8.3	Meeting Rooms Fees - Weekday hourly rate (Mon - Fri 6pm):				
8.3	Group 1 - Meeting Rooms - Commercial			Yes	\$53.95
8.3	Group 1 - Meeting Rooms - Community			Yes	\$32.35
8.3	Group 1 - Meeting Rooms - Unfunded Not for Profit			Yes	\$16.13
8.3	Group 2 - Meeting Rooms - Commercial			Yes	\$49.15
8.3	Group 2 - Meeting Rooms - Community			Yes	\$29.45
8.3	Group 2 - Meeting Rooms - Unfunded Not for Profit			Yes	\$14.70
8.3	Group 3 - Meeting Rooms - Commercial			Yes	\$43.75
8.3	Group 3 - Meeting Rooms - Community			Yes	\$26.25
8.3	Group 3 - Meeting Rooms - Unfunded Not for Profit			Yes	\$13.15
8.3	Meeting Rooms Fees - Weekend hourly rate (Fri 6pm - Sun and Public Holidays):				
8.3	Group 1 - Meeting Rooms - Commercial			Yes	\$64.80
8.3	Group 1 - Meeting Rooms - Community			Yes	\$38.90
8.3	Group 1 - Meeting Rooms - Unfunded Not for Profit			Yes	\$19.40
8.3	Group 2 - Meeting Rooms - Commercial			Yes	\$59.20
8.3	Group 2 - Meeting Rooms - Community			Yes	\$35.50
8.3	Group 2 - Meeting Rooms - Unfunded Not for Profit			Yes	\$17.85
8.3	Group 3 - Meeting Rooms - Commercial			Yes	\$54.35
8.3	Group 3 - Meeting Rooms - Community			Yes	\$32.65
8.3	Group 3 - Meeting Rooms - Unfunded Not for Profit			Yes	\$16.30
8.3	PUBLIC HALLS / MEETING ROOMS HIRE TERMS & CONDITIONS: - Minimum of 4 hours for Public Halls (weekend only) - Minimum of 2 hours for meeting rooms (weekend only) - Weekend is from 6pm Friday to Sunday and Public Holidays - Day rate will be capped at a maximum of 10 hours per day - Bonds will be applied at the discretion of Council if deemed high risk.				
8.3	3 User Categories Commercial Category - Large Business and Corporations (Annual revenue turnover excluding GST of greater than \$2M) - Commonwealth and State Government agencies - Social Functions (Casual/ Private Hirers Non LGA residents) Community Category - Small businesses (Annual Revenue turnover (excluding GST) of less than \$2m) - Local Councils - Social Functions (Casual/ Private Hirers for LGA residents) - Not-for-profit agencies who receive government funding or primarily run revenue generating activities (eg. Licensed Clubs) Unfunded Not-for-profit Category - Other not-for-profit agencies (unfunded nor revenue generating) - Self-help groups				
8.3	Transitional Arrangements: All new hirers from 1 July 2017 will pay the relevant Category and hall/room fee as to be recommended in the fees schedule (see above) All existing hirers from 1 July 2017 will pay either a 10% increase (that includes CPI) on their existing hourly rate or the actual increase to the category benchmark if the new fee is 10% or less of their existing fee. The fee will continue to rise by 10% each year until it catches up with the category benchmark fee. All existing hirers from 1 July 2017 that have paid no fees previously will pay 10% (that includes CPI) of the category benchmark fee. The fee will continue to rise by 10% each year until it catches up with the category benchmark fee.				
8.3	Booking Variation - Minimum Variations to confirmed bookings may incur a fee at Council's discretion on a cost recovery basis.	CM	C	Yes	\$35.50
8.3	Booking Cancellation: All cancellations must be in writing.				
8.3	Cancellation Fee to apply if less than 14 days notice is given for a cancellation			Yes	50% of the Total Charge (+ GST)
8.3	Penalty Rates				
8.3	Minimum penalty for not complying with Conditions of Hire including cleaning, damage and garbage. (Maximum fee as assessed)	CM	Q	Yes	Maximum fee as assessed
8.3	Fire brigade calls outs.	CM	Q	Yes	As prescribed by Fire NSW
8.3	Breakage of Equipment or Damage to Building or Fixtures	CM	Q	Yes	Full Cost Recovery
8.4	AQUATIC FACILITIES				
8.4	Macarthur Girls High School lap swimming and Swim School only. Recreational swimming only available at Epping Aquatic Centre				
8.4	Adult Entry (ages 18 and over)	CM	C & N	Yes	\$7.15
8.4	Child Entry (ages 5 to 17 inclusive)	CM	C & N	Yes	\$5.30
8.4	Spectator Fee	CM	C & N	Yes	\$3.80
8.4	Child Entry (ages 4 and under) - Free	CM	A	No	No Fee
8.4	Family Entry (up to 2 adults and 2 children or 1 adult and 3 children) Epping Aquatic Only	CM	C & N	Yes	\$22.60

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
8.4	Family B1 (2 adults + 3 children/1 adult + 4 children) Epping Aquatic Only	CM	C & N	Yes	\$23.65
8.4	Family B2 (2 adults + 5 or 6 children) Epping Aquatic Only	CM	C & N	Yes	\$33.10
8.4	Family C (8 + people) Epping Aquatic Only	CM	C & N	Yes	\$35.50
8.4	Concession Entry (holders of a Pensioner Concession Card, Health Care Card or Commonwealth Seniors Health Card issued by Centre link or a Pensioner Concession Card issued by Department of Veterans' Affairs, Student card (school, TAFE, University or other formal educational provider)).	CM	C & N	Yes	\$5.30
8.4	Free Aquatic entry for seniors and disability card holders - Council is to dedicate one day each week for free entry for seniors who are eligible for Senior's Card under NSW Government's scheme and disability card holders and their carers to Council's aquatic centres and reside in the Parramatta LGA			No	No Fee
8.4	School Groups (subject to official booking made prior to entry - school hours only) Epping Aquatic Centre only	CM	C & N	Yes	\$4.90
8.4	Adult 20 Visit Pass	CM	C & N	Yes	\$127.65
8.4	Child/Pensioners 20 Visit Pass	CM	C & N	Yes	\$95.75
8.4	10 visit pass adult				\$64.00
8.4	10 visit pass child/student/pensioner				\$48.00
8.4	Student 20 Visit Pass	CM	C & N	Yes	\$95.75
8.4	Spectator 10 visit pass	CM	C & N	Yes	\$33.85
8.4	Aqua Pass - single entry (Aqua Aerobics)	CM	C & N	Yes	\$10.50
8.4	Aqua Aerobics:				
8.4	Casual - Adult	CM	C & N	Yes	\$14.80
8.4	Concession Casual - Student	CM	C & N	Yes	\$12.40
8.4	5 ticket - Adult	CM	C & N	Yes	\$62.10
8.4	Concession 5 ticket - Student	CM	C & N	Yes	\$56.80
8.4	20 ticket - Adult	CM	C & N	Yes	\$236.40
8.4	Concession 20 ticket - Student	CM	C & N	Yes	\$200.85
8.4	Memberships				
8.4	Child Membership - 3 months & concession 3 months	CM	C & N	Yes	\$195.75
8.4	Adult Membership - 3 months	CM	C & N	Yes	\$256.95
8.4	Child Membership - 6 months + Concession 6 month membership	CM	C & N	Yes	\$330.90
8.4	Adult Membership - 6 months	CM	C & N	Yes	\$452.65
8.4	Family Membership (up to nominated 2 adults and 2 children or 1 adult and 3 children)				
8.4	* Family 6 months membership	CM	C & N	Yes	\$508.20
8.4	(Each additional child on the 6 month family membership)	CM	C & N	Yes	\$172.55
8.4	*Family 3 months membership	CM	C & N	Yes	\$294.30
8.4	(Each additional child on the 3 month family membership)	CM	C & N	Yes	\$88.10
8.4	Swimming Carnival				
8.4	Swimming Carnival (Day) - full day (up to 6 hours) - use of the 50m pool only (Parramatta LGA) PLUS normal Pool entry. Use of additional facilities will attract normal hire rates Epping Aquatic Centre ONLY	CM	C & N	Yes	\$472.70
8.4	Swimming Carnival (Day) - full day (up to 6 hours) - use of the 50m pool only (Non-Parramatta LGA) PLUS normal Pool entry. Use of additional facilities will attract normal hire rates Epping Aquatic Centre ONLY	CM	C & N	Yes	\$567.35
8.4	Half Day (Parramatta LGA School ONLY) Epping Aquatic Centre ONLY	CM	C & N	Yes	\$236.40
8.4	Swimming Carnival - Other Charges: Epping Aquatic Centre ONLY				
8.4	Cancellation Fee	CM	C & N	Yes	\$248.50
8.4	Cleaning Fee	CM	C & N	Yes	\$118.25
8.4	Additional Supervising Staff (pp p/hr)	CM	C & N	Yes	\$59.10
8.4	Late Fee (per 15 mins or part thereof)	CM	C & N	Yes	\$59.10
8.4	Swimming Carnival (Evening) - after 6pm (Plus normal Pool entry) Epping Aquatic Centre ONLY	CM	C & N	Yes	Price provided on application + Normal Pool Entry (+ GST)
8.4	Lane Hire Epping Aquatic Centre ONLY				
	Preferred Hirers (as defined in the Terms & Conditions) Will receive:				
	- Up to 18 Hours of Lane Space per week - Free (Swimming only does not include Water Polo)				
	- Priority Booking over other external Hirers				
8.4	- Receive up to 8 passes for the Executive Committee for use during periods of official hire for preferred hirers activities.				
	- School groups (School hours only) and local not-for-profit swimming, diving, synchronised swimming, water polo clubs and other local not-for-profit organisations are subject to official booking				
8.4	1 x 50m Lane - per hour	CM	C & N	Yes	\$10.70
8.4	1 x 25m Lane - per hour	CM	C & N	Yes	\$8.40
8.4	Toddlers Pool - Thirds Only - per hour	CM	C & N	Yes	\$8.40
8.4	Plus normal pool entry				
8.4	Casual Lane Hire Epping Aquatic Centre ONLY				
8.4	- All other hirers				
8.4	1 x 50m Lane - per hour	CM	C & N	Yes	\$40.20
8.4	Toddlers Pool - Thirds Only - per hour	CM	C & N	Yes	\$34.30
8.4	Plus normal pool entry				
8.4	General Lane Hire Booking - per lane per hour	CM	C & N	Yes	\$43.80
8.4	Pool Hire - After Hours -				
8.4	The combination of pool hire and participant entry fees must allow full cost recovery Otherwise a surcharge to cover the difference will be incurred Bookings at discretion of Aquatic Operations Manager. Price on Application	CM	H	Yes	Full Cost Recovery
8.4	Pool Hire for Commercial Use Epping Aquatic Centre ONLY				
8.4	* Requests received from organisations for promotions, advertising commercial or exclusive use. This is at the discretion of the Manager Social and Community Services			Yes	Fee to be negotiated where commercial benefit is gained by hirer (or waived where there is significant benefit to Council)
8.4	School Fun Days Epping Aquatic Centre ONLY				
8.4	Entry to and use of Waterslide - School Hours Only - per entry		C & N	Yes	\$9.45
8.4	* Subject to Official Booking.				
8.4	Swim School				
8.4	Adult Cost per lesson - 1 lesson per week		C & N	No	\$18.40
8.4	Child Cost per lesson - 1 lesson per week		C & N	No	\$18.40
8.4	Cancellation Fee for School Picnic Days Epping Aquatic Centre ONLY		C & N	Yes	\$59.10

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FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
8.4	Swim School - Concession				
8.4	Adult concession rate 10 weeks - 1 lesson per week			No	\$13.65
8.4	Child concession rate 10 weeks - 1 lesson per week			No	\$13.65
8.4	Holiday Intensive Program - Concession				
8.4	Adult concession rate			No	\$13.65
8.4	Child concession rate			No	\$13.65
8.4	Holiday Intensive Program				
8.4	Adult	C & N	No		\$18.40
8.4	Child	C & N	No		\$18.40
8.4	School - Learn to Swim (Child) per Lesson (Parramatta LGA) Epping Aquatic Centre ONLY	C & N	No		\$10.70
8.4	School - Learn to Swim (Child) per Lesson (non-Parramatta LGA)	C & N	No		\$11.80
8.4	Aquatic / Life Saving Program - Price on application Epping Aquatic Centre ONLY	C & N	No		\$70.90
8.4	Private learn to swim lessons (Per Lesson)				
8.4	Learn-to-Swim LTS: 10% discount for 2 or more lessons a week per term				
8.4	- Promotional offers and marketing campaigns may be offered that vary the Swim School Charges above at the discretion of the Manager Social and Community Services & Service Manager Recreation Facilities & Programs				
8.4	Aqua/Dry Programs	C & N	Yes		Price on application
8.4a	Aquatic and Leisure Centre Parramatta (Due to open 2023)				
8.4a	Note: With the new Aquatic and Leisure Centre due to open in 2023, the proposed pricing policy for services is listed here. Full conditions, inclusions and exclusions associated with fees are still to be determined and will be made available at least 28 days in advance of sales opening. This includes full disclosure of merchant fees for credit card payments. Under Section 610E of the Local Government Act 1993 Council may reduce a fee as part of a marketing campaign or social benefit program under the pricing principle of stimulus (D) or equity (F). Such a campaign will be determined under delegation to the Executive Director Community Services. Fees established in 2022/23 are proposed to continue through 2023/24 before having standard indexation applied.				
8.4a	Adult Entry (ages 18 and over)	CM	C & N	Yes	\$8.70
8.4a	Child Entry (ages 5 to 17 inclusive)	CM	C & N	Yes	\$6.00
8.4a	Spectator Fee	CM	C & N	Yes	\$4.20
8.4a	Child Entry (ages 4 and under) - Free	CM	A	No	No Fee
8.4a	Sauna/Spa/Steam/Pool				
8.4a	Sauna/Steam/Spa/Pool (16 years +)			Yes	\$18.00
8.4a	Concession: Sauna/Steam/Spa/Pool (16 years +)			Yes	\$15.00
8.4a	Sauna/Steam/Spa/Pool (16 years +) 10 Visit Pass			Yes	\$162.00
8.4a	Concession: Sauna/Steam/Spa/Pool (16 years +) 10 Visit Pass			Yes	\$135.00
8.4a	Sauna/Steam/Spa/Pool (16 years +) 20 Visit Pass			Yes	\$324.00
8.4a	Concession: Sauna/Steam/Spa/Pool (16 years +) 20 Visit Pass			Yes	\$270.00
8.4a	Other entry Fees - Pools				
8.4a	NSW Police, Pilot and Defence Force Swim Assessment			Yes	\$10.00
8.4a	Family Entry (up to 2 adults and 2 children or 1 adult and 3 children)	CM	C & N	Yes	\$27.00
8.4a	Family B1 (2 adults + 3 children/1 adult + 4 children)	CM	C & N	Yes	\$33.00
8.4a	Family B2 (2 adults + 5 or 6 children)	CM	C & N	Yes	\$45.00
8.4a	Family C (8 + people)	CM	C & N	Yes	\$50.00
8.4a	Concession Entry (holders of a Pensioner Concession Card, Health Care Card or Commonwealth Seniors Health Card issued by Centre link or a Pensioner Concession Card issued by Department of Veterans' Affairs, Student card (school, TAFE, University or other formal educational provider)).	CM	C & N	Yes	\$5.50
8.4a	Free Aquatic entry for seniors and disability card holders - Council is to dedicate one day each week (Tuesday) for free entry for seniors who are eligible for Senior's Card under NSW Government's scheme and disability card holders and their carers to Council's aquatic centres and reside in the Parramatta LGA	F - Equity	No		100% Discount
8.4a	School Groups (subject to official booking made prior to entry - school hours only 9:00am - 3:00pm)	CM	C & N	Yes	\$4.80
8.4a	Pool Entry Visit passes				
8.4a	Adult 20 Visit Pass	CM	C & N	Yes	\$156.60
8.4a	Child/Pensioners 20 Visit Pass	CM	C & N	Yes	\$82.20
8.4a	10 visit pass adult			Yes	\$78.30
8.4a	10 visit pass child/ pensioner			Yes	\$45.00
8.4a	Student 20 Visit Pass	CM	C & N	Yes	\$88.20
8.4a	Spectator 10 visit pass	CM	C & N	Yes	\$37.80
8.4a	Fitness Casual Visit: includes classes				
8.4a	Casual - Adult per visit	CM	C & N	Yes	\$23.00
8.4a	Concession Casual - Student per visit	CM	C & N	Yes	\$19.00
8.4a	Membership: Aquatic, Health & Wellness Membership (DD 12 month agreement/weekly charge) includes initial fitness assessment and program				
8.4a	Adult Weekly Membership weekly cost	CM	C & N	Yes	\$22.00
8.4a	Concession/Student Weekly Membership weekly cost	CM	C & N	Yes	\$18.00
8.4a	Adult 20 Visit Pass	CM	C & N	Yes	\$414.00
8.4a	Concession/Student 20 Visit Pass	CM	C & N	Yes	\$342.00
8.4a	ADULT: Off-Peak Membership (10:00am - 3:00pm only) (DD 12 month agreement) weekly			Yes	\$18.00
8.4a	CONCESSION/Student: Off-Peak Membership (10:00am - 3:00pm only) (DD 12 month agreement) weekly			Yes	\$18.00
8.4a	Personal training Session - 1 hour				\$75.00
8.4a	Personal Training Session - 1 hour/5 session pack				\$350.00
8.4a	Personal Training Session - 1 hour/10 session pack				\$650.00
8.4a	Creche (Conditions to be confirmed)				
8.4a	Casual per visit (1.5 hour visit)				\$8.00
8.4a	Full Members per hour: 6 visits per week included in membership				
8.4a	Memberships: Aquatics/Pool ONLY/ No Fitness Classes (DD 12 month agreement) EXCLUDES SWIM SCHOOL PROGRAMS AND EVENTS				
8.4a	Child Membership - 3 months & concession 3 months	CM	C & N	Yes	\$198.00
8.4a	Adult Membership - 3 months	CM	C & N	Yes	\$287.10
8.4a	Child Membership - 6 months + Concession 6 month membership	CM	C & N	Yes	\$352.00
8.4a	Adult Membership - 6 months	CM	C & N	Yes	\$478.50

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
8.4a	Family Membership (up to nominated 2 adults and 2 children or 1 adult and 3 children) EXCLUDES SWIM SCHOOL PROGRAMS AND EVENTS				
8.4a	* Family 6 months membership	CM	C & N	Yes	\$595.00
8.4a	(Each additional child on the 6 month family membership)	CM	C & N	Yes	\$150.00
8.4a	*Family 3 months membership	CM	C & N	Yes	\$312.50
8.4a	(Each additional child on the 3 month family membership)	CM	C & N	Yes	\$83.90
8.4a	Creche 10 visit pass (1.5 hours per visit)			Yes	\$72.00
8.4a	Creche 20 visit pass (1.5 hours per visit)			Yes	\$144.00
8.4a	Swimming Carnival				
8.4a	Swimming Carnival (Day) - full day (up to 6 hours /9:00am - 15:00pm) - use of the 50m pool only (Parramatta LGA School ONLY) PLUS Pool entry/includes 1 lifeguard for every 100 students. Use of additional areas of the facility will attract additional hire rates. Monday - Friday ONLY	CM	C & N	Yes	\$650.00
8.4a	Swimming Carnival (Day) - full day (up to 6 hours/9:00am - 15:00pm) - use of the 50m pool only (Schools outside of Parramatta LGA) PLUS Pool entry/includes 1 lifeguard for every 100 students. Use of additional areas of the facility will attract additional hire rates. Monday - Friday ONLY	CM	C & N	Yes	\$750.00
8.4a	Swimming Carnival - Other Charges:				
8.4a	Cancellation Fee	CM	C & N	Yes	\$300.00
8.4a	Cleaning Fee	CM	C & N	Yes	\$200.00
8.4a	Additional Supervising Staff (pp p/hr)	CM	C & N	Yes	\$60.00
8.4a	Late Fee (per 15 mins or part thereof)	CM	C & N	Yes	\$60.00
8.4a	Swimming Carnival (Evening) - after 6pm (Plus normal Pool entry). Full cost recovery	CM	C & N	Yes	Price provided on application + Normal Pool Entry (+ GST)
8.4a	Waterpolo Games and Training				
8.4a	Water Polo Games	CM	C & N	Yes	\$9.50
8.4a	Waterpolo Training per person (Minimum charge of 20 players per game)	CM	C & N	Yes	\$8.50
8.4a	Water Polo Per Hour (in addition to admission fee)	CM	C & N	Yes	\$65.00
8.4a	Lane Hire Epping Aquatic Centre ONLY				
8.4a	Preferred Hirers (as defined in the Terms & Conditions) will receive: - Up to 18 Hours of Lane Space per week - Free (Swimming only does not include Water Polo) - Priority Booking over other external Hirers - Receive up to 8 passes for the Executive Committee for use during periods of official hire for preferred hirers activities.				
8.4a	- School groups (School hours only) and local not-for-profit swimming, diving, synchronised swimming, water polo clubs and other local not-for-profit organisations are subject to official booking				
8.4a	School Lane Hire (Monday - Friday Only/9:00am - 3:00pm). Plus normal entry				
8.4a	1 x 50m Lane - per hour or part thereof	CM	C & N	Yes	\$20.00
8.4a	1 x 25m Lane - per hour or part thereof	CM	C & N	Yes	\$16.00
8.4a	Leisure Pool - per hour or part thereof	CM	C & N	Yes	\$16.00
8.4a	Casual Lane Hire				
8.4a	- All other hirers				
8.4a	1 x 50m Lane - per hour or part thereof	CM	C & N	Yes	\$55.00
8.4a	1 x 25m Lane - per hour or part thereof				\$45.00
8.4a	Leisure Pool - per hour or part thereof (not exclusive use)	CM	C & N	Yes	\$55.00
8.4a	Pool Hire - After Hours - The combination of pool hire and participant entry fees must allow full cost recovery Otherwise a surcharge to cover the difference will be incurred Bookings at discretion of Aquatic Operations Manager. Price on Application	CM	H	Yes	Full Cost Recovery
8.4a	Pool Hire for Commercial Use				
8.4a	* Requests received from organisations for promotions, advertising commercial or exclusive use. This is at the discretion of the Manager Social and Community Services			Yes	Fee to be negotiated where commercial benefit is gained by hirer (or waived where there is significant benefit to Council)
8.4a	School Fun Days				
8.4a	Entry to and use of Leisure area - School Hours Only - per entry		C & N	Yes	\$12.50
8.4a	* Subject to Official Booking.				
8.4a	Swim School				
8.4a	Adult Cost per lesson - 1 lesson per week		C & N	No	\$21.00
8.4a	Child Cost per lesson - 1 lesson per week		C & N	No	\$21.00
8.4a	Swim School - Concession				
8.4a	Adult concession rate 10 weeks - 1 lesson per week			No	\$15.50
8.4a	Child concession rate 10 weeks - 1 lesson per week			No	\$15.50
8.4a	Holiday Intensive Program - Concession				
8.4a	Adult concession rate/per lesson			No	\$15.50
8.4a	Child concession rate/per lesson			No	\$15.50
8.4a	Holiday Intensive Program				
8.4a	Adult/per lesson		C & N	No	\$21.00
8.4a	Child/per lesson		C & N	No	\$21.00
8.4a	School - Learn to Swim (Child) per Lesson (Parramatta LGA) 45 minute class		C & N	No	\$12.00
8.4a	School - Learn to Swim (Child) per Lesson (non-Parramatta LGA)		C & N	No	\$13.50
8.4a	Private Swimming Lesson/30 minute class		C & N	No	\$67.50
8.4a	Private learn to swim lessons (Per Lesson)				
8.4a	Learn-to-Swim LTS: 10% discount for 2 or more lessons a week per term				
8.4a	- Promotional offers and marketing campaigns may be offered that vary the Swim School Charges above at the discretion of the Manager Social and Community Services & Service Manager Recreation Facilities & Programs				
8.4a	Aqua/Dry Programs		C & N	Yes	Price on application
8.4a	PUBLIC PROGRAMS				

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
8.4a	Public Programs - per person Note: that it is not appropriate to determine fees for individual programs - programs provided vary constantly based on community needs, seasonal variances etc. Some programs will cross subsidise others		C & N	Yes	Fee Subject to program characteristics such as duration and equipment provided
8.4a	Squad Rates				
8.4a	Term Fees (1 session per week) 10 Sessions per term (NSW Gov Sch Term)		C & N	Yes	\$160.00
8.4a	Squad Rates - Concession				
8.4a	Term Fees (1 session per week) 10 Sessions per term (NSW Gov Sch Term)		C & N	Yes	\$140.00
8.4a	Aquatic Centres may throughout the year deliver promotional activities specifically for aquatic programs these promotional activities are to be endorsed and approved by management before engagement with the community		C & N	Yes	
8.4a	Room Hire: plus pool/gym entry where applicable				
8.4a	Function Rooms listing: Group 1: Program Room 2 HW.01 (Name to be determined) Group 2: Program Room 1 HW.02 (Name to be determined), Multipurpose Room.				
8.4a	3 User Categories Commercial Category - Large Business and Corporations (Annual revenue turnover excluding GST of greater than \$2M) - Commonwealth and State Government agencies and schools - Social Functions (Casual/ Private Hirers Non LGA residents) Community Category - Small businesses (Annual Revenue turnover (excluding GST) of less than \$2m) - Local Councils - Social Functions (Casual/ Private Hirers for LGA residents) - Not-for-profit agencies who receive government funding or primarily run revenue generating activities (eg. Licensed Clubs) Unfunded Not-for-profit Category - Other not-for-profit agencies (unfunded nor revenue generating) - Self-help groups				
8.4a	Rooms Fees - Weekday hourly rate (Mon - Fri 6pm):				
8.4a	Group 1 - ALCP Rooms - Category Commercial			Yes	\$110.00
8.4a	Group 1 - ALCP Rooms - Category Community			Yes	\$66.00
8.4a	Group 1 - ALCP Rooms - Category Unfunded Not-for-profit			Yes	\$33.00
8.4a	Group 2 - ALCP Rooms - Category Commercial			Yes	\$90.00
8.4a	Group 2 - ALCP Rooms - Category Community			Yes	\$54.00
8.4a	Group 2 - ALCP Rooms - Category Unfunded Not-for-profit			Yes	\$27.00
8.4a	Meeting Rooms Fees - Weekend hourly rate (Fri 6pm - Sun and Public Holidays):				
8.4a	Group 1 - ALCP Rooms - Category Commercial			Yes	\$125.00
8.4a	Group 1 - ALCP Rooms - Category Community			Yes	\$75.00
8.4a	Group 1 - ALCP Rooms - Category Unfunded Not-for-profit			Yes	\$37.50
8.4a	Group 2 - ALCP Rooms - Category Commercial			Yes	\$110.00
8.4a	Group 2 - ALCP Rooms - Category Community			Yes	\$66.00
8.4a	Group 2 - ALCP Rooms - Category Unfunded Not-for-profit			Yes	\$33.00
8.4a	Party Room and Birthday parties				
8.4a	Party Room/ per hour/plus pool entry (Monday - Friday) minimum 2 hours			Yes	\$55.00
8.4a	Party Room/ per hour/plus pool entry (Saturday/Sunday/Public Hol) minimum 2 hours			Yes	\$65.00
8.4a	Hosted Party: minimum 20 children/per child - activities and host inclusive (no food) 2 hours duration			Yes	\$31.00
8.4a	Food packages to be determined upon leasing of the in-centre cafe.				
8.4a	Car Park (For facility users only - tickets must be validated)				
8.4a	2 Hours complimentary for validated facility users				\$0.00
8.4a	Per half hour or part thereof up to 4 hours			Yes	\$3.00
8.4a	4 hours to 6 hours			Yes	\$25.00
8.4a	Daily maximum Fee				\$36.00
8.5	PUBLIC PROGRAMS Epping Aquatic Centre ONLY				
8.5	Public Programs - per person Note: that it is not appropriate to determine fees for individual programs - programs provided vary constantly based on community needs, seasonal variances etc. Some programs will cross subsidise others		C & N	Yes	Fee Subject to program characteristics such as duration and equipment provided
8.5	Squad Rates				
8.5	Term Fees (1 session per week) 10 Sessions per term (NSW Gov Sch Term)		C & N	Yes	\$167.10
8.5	Squad Rates - Concession				
8.5	Term Fees (1 session per week) 10 Sessions per term (NSW Gov Sch Term)		C & N	Yes	\$167.10
8.5	Aquatic Centres may throughout the year deliver promotional activities specifically for aquatic programs these promotional activities are to be endorsed and approved by management before engagement with the community		C & N	Yes	
8.6	SPORTING FIELDS, PARKS & RESERVES				
8.6	Booking Variation and Cancellation Fee - Minimum - Variations to confirmed bookings may incur a fee at Council's discretion on a cost recovery basis.	CM	C	Yes	\$35.55
8.6	Cancellation Fee applicable if 14 days notice is given for a cancellation A Grade Fields - Old Saleyards			Yes	50% of the Total Charge
8.6	B Grade Fields - Barton, Belmore (Richie Benaud), Curtis/Dundas Park, Doyle, FS Garside, Ollie Webb, Rydalmere (Fields 1 and 2), Somerville				
8.6	C Grade Fields - Arthur Phillip (Redbank), Binalong, Boronia, Cox, Dan Mahoney, Eric Primrose, George Kendall, Harold West, Hazel Ryan, Homelands, John Curtin, Jones Park, Kingsdene, Max Ruddock, McCoy Park, Murray Farm, Northmead, North Rocks, PH Jeffery, Robin Thomas, Roselea, Sir Thomas Mitchell, Upjohn Park				
8.6	D Grade Fields - Carlingford HS				
8.6	(A) Seasonal Hire of Sporting Fields				
8.6	Full Day - Full Sized Field - per Field				
8.6	* A Grade	CM	C	Yes	\$2,103.05
8.6	* B Grade	CM	C	Yes	\$1,110.75
8.6	* C Grade	CM	C	Yes	\$838.95
8.6	* D Grade	CM	C	Yes	\$694.15

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Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
8.6	Half Day or Evening - Full Sized Field - per Field				
8.6	* A Grade	CM	C	Yes	\$1,047.65
8.6	* B Grade	CM	C	Yes	\$546.10
8.6	* C Grade	CM	C	Yes	\$419.55
8.6	* D Grade	CM	C	Yes	\$335.60
8.6	Full Day - Half Sized Field - per Field				
8.6	* A Grade	CM	C	Yes	\$1,047.65
8.6	* B Grade	CM	C	Yes	\$546.10
8.6	* C Grade	CM	C	Yes	\$419.50
8.6	* D Grade	CM	C	Yes	\$335.55
8.6	Half Day or Evening - Half Sized (Junior) Field - per Field				
8.6	* A Grade	CM	C	Yes	\$526.35
8.6	* B Grade	CM	C	Yes	\$271.60
8.6	* C Grade	CM	C	Yes	\$210.00
8.6	* D Grade	CM	C	Yes	\$170.90
8.6	Canteen - Full Day and Half Day - Seasonal Use Canteen				
8.6	Netball Courts - per Court	CM	C	Yes	\$84.35
8.6	Additional Usage outside Seasonal Hire Agreement			Yes	5% of Seasonal Fee
8.6	Sportsground Floodlighting			Yes	75% of Actual Cost + GST
8.6	The approval of Night Games is subject to the conditions of the DA Consent. One-off night games will be subject to Council's approval. Designated fields must meet the Australian Standards for floodlighting			Yes	Price will be supplied on application and approval
8.6	Synthetic Sportsfields:				
8.6	Season Rate per hour			Yes	\$49.65
8.6	Casual Rate per hour			Yes	\$86.85
8.6	School Rate per hour			Yes	\$17.75
8.6	Professional Rate per hour per field			Yes	\$183.60
8.6	Commercial Rate per hour per field			Yes	\$286.85
8.6	Three Quarter Size and Half Size Synthetic Fields will be charged at 75% and 50% of full size rate			Yes	\$0.00
8.6	(B) School Hire of Sporting Fields (each use)				
8.6	Locally-based Schools and school sport associations; or those serving the local community – 100% discount for the use of Council sportsgrounds during regular school hours and term dates. Use outside regular school hours and term dates – seasonal and casual hire rates apply.				100% Discount
8.6	(C) Casual Use of Parks, Reserves and Sports Fields				
8.6	There is no fee for community social bookings of 50 people or less for Parks & reserves (excludes sportsfields)	CM	A	No	No Fee
8.6	3 User Categories				
8.6	Commercial Category				
8.6	- Large Business and Corporations (Annual revenue turnover excluding GST of greater than \$2M)				
8.6	- Commonwealth and State Government agencies				
8.6	- Social Functions (Casual/ Private Hirers Non LGA residents)				
8.6	Community Category				
8.6	- Small businesses (Annual Revenue turnover (excluding GST) of less than \$2m)				\$0.00
8.6	- Local Councils				
8.6	- Social Functions (Casual/ Private Hirers for LGA residents)				
8.6	- Not-for-profit agencies who receive government funding or primarily run revenue generating activities (eg. Licensed Clubs)				
8.6	Unfunded Not-for-profit Category				
8.6	- Other not-for-profit agencies (unfunded nor revenue generating)				
8.6	- Self-help groups				
8.6	Special Event/Performance >500 in Attendance (Rate Per Hour)				\$0.00
8.6	- Category Commercial - Fee for Hire or use of facilities			Yes	\$157.50
8.6	- Category Community - Fee for Hire or use of facilities			Yes	\$94.50
8.6	- Category Unfunded Not-for-profit - Fee for Hire or use of facilities			Yes	\$47.25
8.6	- Bond			No	at the discretion of Council and will be discussed on application
8.6	Sporting Activity/Community Gathering <500 in attendance (Rate Per Hour)				\$0.00
8.6	- Category Commercial - Fee for Hire or use of facilities			Yes	\$78.75
8.6	- Category Community - Fee for Hire or use of facilities			Yes	\$47.25
8.6	- Category Unfunded Not-for-profit - Fee for Hire or use of facilities			Yes	\$23.60
8.6	- Bond			No	at the discretion of Council and will be discussed on application
8.6	Organised or commercial group fitness and personal training - per season				
8.6	1-2 participants (maximum of 12, 2-hour sessions per week)	CM	N	Yes	\$294.35
8.6	3-9 participants (maximum of 12, 2-hour sessions per week)	CM	N	Yes	\$592.45
8.6	Bond at the discretion of Council			No	minimum \$250
8.6	10-18 participants (maximum of 8, 2.5 hour sessions per week)	CM	N	Yes	\$888.60
8.6	Bond at the discretion of Council			No	minimum \$500
8.6	Use of sports fields by organised or commercial group fitness and personal trainers will incur both the Fitness Trainers permit fee and the applicable charges for the respective sports field (excludes 1 - 2 participants). For non-sports field locations fees will be charged at Category D as detailed in the above charges for the seasonal hire of sports fields				
8.6	Seasonal Hire - Other				
8.6	Formal organised groups only, no commercial use.				
8.6	Half day	CM	N	Yes	\$332.80
8.6	Full day	CM	N	Yes	\$690.40
8.6	Additional Hire Dates Sessions per full day or half day - 5% of Seasonal Fee, Plus GST				
8.6	Bond			No	at the discretion of Council and will be discussed on application
8.6	Additional Charges for Sporting Fields Parks and Reserves				
8.6	The use and erection of structures including jumping castles, petting zoos, stalls, marquees, staging, and sound amplification	CM	N	Yes	\$118.95
8.6	Bond for provision of key - per key				
8.6	Schools	121.00	N	No	\$50.00
8.6	All other park and sports field hirers	121.00	N	No	\$150.00

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
	Provision of replacement key for lost or stolen key will forfeiture bond.				
8.6	The above fees are only for the hire of the space and administrative costs. All additional Council costs relating to the booking will be recouped from the hirer, eg staffing extra bins and rubbish collections, cleaning, set up and site restoration.				
	All bonds are at Council's discretion. That is, it may be appropriate for a lower bond to be charged depending on the potential impact of the activity.				
8.6	Replacement Keys for Lost Keys/ additional requests for sportsgrounds			Yes	\$118.25
	Transitional arrangements				
8.6	The new fees for the hire of all sports fields in the City of Parramatta from 2017-18 will use a pricing approach that includes consideration of the Grade of field, half or full day hire etc. As a result of harmonising the fees, many sporting clubs will have a reduction in their hire fees in 2017-18. Where hirers of sports fields have new fees that are calculated to be more than 10% higher than their 2016/17 fee for the same fields and times (whether those fees were applied by City of Parramatta, Auburn, Holroyd, Hills and Hornsby Council), City of Parramatta will only charge an increased fee of 10% p/a until the full rate for that Grade of field and level of usage is achieved.				
8.7	COUNCIL MANAGED TENNIS COURTS (ONLINE BOOKING SYSTEM)				\$0.00
8.7	Non-council managed tennis court fees refer to Council's website www.cityofparramatta.nsw.gov.au/tennis				
8.7	Casual off-peak rate			Yes	\$10.00
8.7	Casual peak rate			Yes	\$12.00
8.7	Professional casual			Yes	\$25.00
8.7	Professional permanent			Yes	\$15.00
8.8	RECREATION & LEISURE PROGRAMS				
8.8	Note that it is not appropriate to determine fees for individual programs - programs provided vary constantly based on community needs, seasonal variances etc. Some programs will cross subsidise others	CM	C & N	Yes	Various Fees Apply
8.9	BICYCLE LOCKER HIRE				
8.9	Locker rental key deposit	RC800		Yes	\$73.22
8.9	3 calendar months hire	RC801		Yes	\$74.47
8.9	12 calendar months hire	RC802		Yes	\$294.22
9	DEVELOPMENT AND TRAFFIC SERVICES				
9.1	DEVELOPMENT SERVICES NOTE: For the purposes of this Schedule, a fee unit is \$100 in the financial years ending on 30 June 2023.				
9.1	The following DEVELOPMENT APPLICATIONS FEES are prescribed under the Environmental Planning & Assessment Regulation 2021 (EP&A Reg) Schedule 4, Clause 246A to 256B unless otherwise indicated. NOTE: If two or more fees are applicable to a single development, such as an application to subdivide land and erect a building on one of the lots created by the subdivision, the maximum fee payable for the development is the sum of those fees - EP&A Reg Cl. 254				
9.2	DEVELOPMENT INVOLVING THE ERECTION OF A BUILDING, THE CARRYING OUT OF WORK OR THE DEMOLITION OF A WORK OR A BUILDING				
	NOTE: Fees determined under items 9.2 do not apply to a development involving the erection of a dwelling-house with an estimated construction cost of \$100,000 or less - EP&A Reg Cl. Schedule 4 Part 2 item 2.3.				
9.2	NOTE: In determining the fee for a development, Council must make its determination by reference to a genuine estimate of the costs associated with the construction of a building or work, preparation of a building for the purpose it is to be used or the demolition of a building or work - EP&A Reg Cl. 232.				
	NOTE: The Department of Planning Monitoring and Review Levy applies to developments over \$50,000 and the following fees apply based on the estimated cost of the development. The above Levy includes a fee of 64 cents per \$1000 where the estimated cost of the proposed development exceeds \$50,000 - EP&A Reg Cl. 246				
9.2	Up to \$5,000 -	M	No		1.29 Fee Units
9.2	\$5,001 - \$50,000 -	M	No		1.98 Fee Units
9.2	PLUS an additional fee for each \$1,000 (or part of \$1,000) of the estimated cost	M	No		\$3.00
9.2	\$50,001 - \$250,000 -	M	No		4.12 Fee Units
9.2	PLUS an additional fee for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$50,000	M	No		\$3.64
9.2	\$250,001 - \$500,000 -	M	No		13.56 Fee Units
9.2	PLUS an additional fee for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000	M	No		\$2.34
9.2	\$500,001 - \$1,000,000 -	M	No		20.41 Fee Units
9.2	PLUS an additional fee for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000	M	No		\$1.64
9.2	\$1,000,001 - \$10,000,000 -	M	No		30.58 Fee Units
9.2	PLUS an additional fee for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000	M	No		\$1.44
9.2	More than \$10,000,000 -	M	No		185.65 Fee Units
9.2	PLUS an additional fee for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000	M	No		\$1.19
9.3	APPLICATION FOR A PERMIT TO REMOVE/PRUNE A TREE/S				\$0.00
	Administration Fee applies to development applications and/or tree preservation order applications. Single fee structure for all tree applications.				
9.3	Pensioner discount of 25% on the total application fee (holders of a Pensioner Concession Card, Commonwealth Seniors Health Card issued by Centrelink or a Pensioner Concession Card issued by Department of Veterans' Affairs)				
9.3	1 Tree	E	No		\$128.00
9.3	Each additional tree		No		\$105.00
9.4	DEVELOPMENT INVOLVING APPLICATION FOR ADVERTISEMENTS OR ADVERTISING SIGNS - EP&A Reg schedule 4 part 2 item 2.2				
9.4	Base - for one advertisement	M	No		3.33 Fee Units

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
9.4	PLUS for each advertisement in excess of one OR the fee calculated in accordance with item 9.2, whichever is the greater		M	No	\$93.00
9.4	DEVELOPMENT INVOLVING THE ERECTION OF A DWELLING-HOUSE WITH AN ESTIMATED CONSTRUCTION COST OF \$100,000 OR LESS - EP&A REG schedule 4 part 2 item 2.3		M	No	5.32 Fee Units
9.4	Heritage Minor Works Applications				\$125.00
9.5	DEVELOPMENT TO BE REFERRED TO A DESIGN EXCELLENCE ADVISORY PANEL (INITIAL DEVELOPMENT APPLICATIONS)				
9.5	Additional to any other fees payable:		L	No	
9.5	Initial consideration for developments - 3 storeys or less		L	No	\$1,897.00
9.5	- more than 3 storey		L	No	\$3,801.00
9.5	Subsequent referral for developments - 3 storeys or less		L	No	\$637.00
9.5	- more than 3 storey		L	No	\$1,270.00
9.6	DEVELOPMENT INVOLVING THE SUBDIVISION OF LAND (SUBDIVISION FEE) - EP&A Reg schedule 4 part 2 item 2.4-2.6				
9.6	Other than strata subdivision:				
9.6	Involving the opening of a public road		M	No	7.77 Fee Units
9.6	PLUS for each additional lot created		M	No	\$65.00
9.6	Not involving the opening of a public road		M	No	3.86 Fee Units
9.6	PLUS for each additional lot created		M	No	\$53.00
9.6	Strata Subdivision		M	No	3.86 Fee Units
9.6	PLUS for each additional lot created		M	No	\$53.00
9.6	Subdivision & Engineering Construction Compliance Inspections:				
9.6	DEVELOPMENT NOT INVOLVING THE ERECTION OF A BUILDING, THE CARRYING OUT OF A WORK, THE SUBDIVISION OF LAND OR THE DEMOLITION OF A BUILDING OR WORK - EP&A Reg schedule 4 part 2 item 2.7				
9.6	Land use fee (no building or demolition works)		M	No	3.33 Fee Units
9.7	DESIGNATED DEVELOPMENT - EP&A REG schedule 4 part 3 item 3.3				
9.7	Specific type of development as described in EP&A Reg Schedule 3, Part 1				
9.7	Additional to any other fees payable		M	No	10.76 Fee Units
9.8	ADVERTISING AND/OR NOTIFICATION OF A DEVELOPMENT APPLICATION - EP&A Reg schedule 4 part 3 item 3.5-3.7				
9.8	Additional fee to any other fees payable:				
9.8	(a) in the case of designated development		M	No	25.96 Fee Units
9.8	(b) in the case of nominated integrated development, threatened species development or Class 1 aquaculture development		M	No	12.92 Fee Units
9.8	(c) in the case of prohibited development		M	No	12.92 Fee Units
9.8	NOTE: The consent authority must refund so much of the fee paid under this clause as is not spent in giving the notice				
9.8	Giving of notice for other development for which a community participation plan requires notice to be given			No	12.92 Fee Units
9.9	DEVELOPMENT THAT REQUIRES CONCURRENCE UNDER THE EP&A ACT OR AN ENVIRONMENTAL PLANNING INSTRUMENT - EP&A REG schedule 4 part 3 item 3.2				
9.9	Additional processing fee payable to Council		M	No	1.64 Fee Units
9.9	PLUS: Concurrence fee payable to other concurrence authorities		M	No	3.74 Fee Units
9.9	NOTE: Concurrence fee may be a lesser amount as notified by the approval authority. The additional processing fee is not payable where concurrence may be assumed under clause 52 of the EP&A Act				
9.10	INTEGRATED DEVELOPMENT - EP&A REG schedule 4 part 3 item 3.1				
9.10	Additional processing fee payable to Council		M	No	1.64 Fee Units
9.10	PLUS: Approval fee payable to other approval authorities		M	No	3.74 Fee Units
9.11	OTHER FEES AND CHARGES				
9.11	The following OTHER FEES AND CHARGES are prescribed under the Environmental Planning & Assessment Regulation 2021 (EP&A Reg) Schedule 4 Part 7, item 7.1 to 7.7 unless otherwise indicated.				
9.11	Application to review a development determination under EP&A Act, Section 8.2- 8.5				
9.11	(a) Request with respect to a development application that does not involve the erection of a building, the carrying out of a work or the demolition of a work or a building		M	No	50% of the original DA fee
9.11	(b) Request with respect to a development application that involves the erection of a dwelling-house with an estimated cost of construction of \$100,000 or less		M	No	2.22 Fee Units
9.11	Notice of application for review of a determination under the Act, section 8.3		M	No	7.25 Fee Units
9.11	Application for review under the Act, section 8.3 that relates to a development application, for development with an estimated cost of:				
9.11	Up to \$5,000		M	No	0.64 Fee Unit
9.11	\$5,001 - \$250,000		M	No	1.00 Fee Unit
9.11	PLUS an additional fee for each \$1,000 (or part of \$1,000) of the estimated cost		M	No	\$1.50
9.11	\$250,001 - \$500,000		M	No	5.85 Fee Units
9.11	PLUS an additional fee for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000		M	No	\$0.85
9.11	\$500,001 - \$1,000,000		M	No	8.33 Fee Units
9.11	PLUS an additional fee for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000		M	No	\$0.50
9.11	\$1,000,001 - \$10,000,000		M	No	11.54 Fee Units
9.11	PLUS an additional fee for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000		M	No	\$0.40
9.11	More than \$10,000,000		M	No	55.40 Fee Units
9.11	PLUS an additional fee for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000		M	No	\$0.27
9.11	FEE FOR REVIEW OF DECISION TO REJECT A DEVELOPMENT APPLICATION- EP&A REG Schedule 4 Part 7 item 7.4				
9.11	Application fee to review a decision to reject and not determine an application for development consent under EP&A Act, Section 8.2(1)(c):		M	No	\$0.00
9.11	(a) if the estimated cost of the development is less than \$100,000,		M	No	0.64 Fee Unit
9.11	(b) if the estimated cost of the development is \$100,000 or more and less than or equal to \$1,000,000,		M	No	1.75 Fee Units
9.11	(c) if the estimated cost of the development is more than \$1,000,000.		M	No	2.92 Fee Units

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
9.11	Application for review under the Act, section 8.3 that relates to a development application, not referred to in EP&A reg Part 7 item 7.1 and 7.2 for development with an estimated cost of:				
9.11	Appeal against determination of modification application under the Act, section 8.9				50% fee that was payable for the application the subject of appeal
9.11	Submitting application for review of a determination under the Act, section 8.3 on the NSW planning portal				0.05 Fee Unit
9.11	Infrastructure and restoration administration fee.				
9.11	Estimated cost of works \$0 - \$100,000		K	No	\$147.00
9.11	Estimated cost of works \$100,001 - \$500,000		K	No	\$415.00
9.11	Estimated cost of works \$500,001 - \$1,000,000			No	\$625.00
9.11	Estimated cost of works \$1,000,001 - \$5000,000			No	\$830.00
9.11	Estimated cost of works \$5,000,001 - 10,000,000			No	\$1,035.00
9.11	Estimated cost of works \$10,000,001 and above			No	\$1,245.00
9.11	Class 1 Residential dwelling (single) alterations and additions & Class 10 Buildings 50% of above fees			No	50% of above fees
9.12	MODIFICATION OF A CONSENT - EP&A REG Schedule 4 Part 6 items 6.1-6.9				
9.12	Fees for modification of development consents—other than State significant development				
9.12	(a) Application under section 4.55(1) - error, misdescription or miscalculation		M	No	0.83 Fee Unit
9.12	under the Act, section 4.55(1A), or under the Act, section 4.56(1) that involves, in the consent authority's opinion, minimal environmental impact		M	No	7.54 Fee Units
9.12	(b) Application under section 4.55(2) or section 4.56(1) - where the consent authority is of the opinion there is not minimal environmental impact				
9.12	Additional fee for development application that is referred to design review panel for advice				35.08 Fee Units
9.12	Modification application under the Act, section 4.55(2) or 4.56(1) that does not, in the consent authority's opinion, involve minimal environmental impact, if the fee for the original development application was—				
9.12	(a) less than 1 fee unit, or		M	No	50% of the original DA fee
9.12	(b) 1 fee unit or more and the original development application did not involve the erection of a building, the carrying out of a work or the demolition of a work or building				
9.12	II - Modification application under the Act, section 4.55(2) or 4.56(1) that does not, in the consent authority's opinion, involve minimal environmental impact, if—				
9.12	(a) the fee for the original development application was 1 fee unit or more, and		M	No	2.22 Fee Units
9.12	(b) the original development application involved the erection of a dwelling house with an estimated cost of \$100,000 or less				
9.12	Modification application under the Act, section 4.55(2) or 4.56(1) that does not, in the consent authority's opinion, involve minimal environmental impact, if the fee for the original application was 1 fee unit or more and the application relates to an original development application, other than an original development application specified in item 6.3 or 6.4, with an estimated cost of development of—		M	No	
9.12	Up to \$5,000		M	No	0.64 Fee Unit
9.12	\$5,001 to \$250,000		M	No	0.99 Fee Unit
9.12	PLUS an additional fee for each \$1,000 (or part of \$1,000) of the estimated cost		M	No	\$1.50
9.12	\$250,001 - \$500,000		M	No	5.85 Fee Units
9.12	PLUS an additional fee for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000		M	No	\$0.85
9.12	\$500,001 - \$1,000,000		M	No	8.33 Fee Units
9.12	PLUS an additional fee for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000		M	No	\$0.50
9.12	\$1,000,001 - \$10,000,000		M	No	11.54 Fee Units
9.12	PLUS an additional fee for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000		M	No	\$0.40
9.12	More than \$10,000,000		M	No	55.40 Fee Units
9.12	PLUS an additional fee for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$10,000,000		M	No	\$0.27
9.12	Modification: Additional fee for modification application if notice of application is required to be given under the Act, section 4.55(2) or 4.56(1)				7.78 Fee Units
9.12	Additional fee for modification application that is accompanied by statement of qualified designer				8.89 Fee Units
9.12	Submitting modification application under the Act, section 4.55(1A) or (2) on the NSW planning portal -				0.40 Fee Units
9.12	DEVELOPMENT TO BE REFERRED TO A DESIGN EXCELLENCE ADVISORY PANEL (\$4.55 MODIFICATION APPLICATIONS)				
9.12	Fee quoted below PLUS further additional fee for application that EP&A Reg 115 (1A) applies relating to a residential flat development required to be accompanied by a design verification from a qualified designer that the development achieves the principals under State Environmental Planning Policy No. 65 - Design Quality of Residential Flat Development				
9.12	Additional to any other fees payable:				
9.12	Initial consideration for developments - 3 storeys or less		L	No	\$1,825.00
9.12	- more than 3 storey		L	No	\$3,652.00
9.12	Subsequent referral for developments - 3 storeys or less		L	No	\$605.00
9.12	- more than 3 storey		L	No	\$1,212.00
9.13	PLANNING CERTIFICATE - EP&A REG Schedule 4 Part 9 9.7-9.8				
9.13	Section 10.7 (1) EP&A Act	RC203	M	No	0.62 Fee Unit
9.13	Section 10.7 (5) EP&A Act - Additional Advice	RC203	M	No	0.94 Fee Unit
9.13	Section 10.7 (1) & 10.7 (5) EP&A Act - Combined Advice	RC203	M	No	\$156.00
9.13	Urgency Fee for Planning Certificate - LG Act Section 608 (2)	RC213	I	No	\$120.00
9.13	Certificate issued within 1 working day of receipt of application				
9.14	ALTERNATE ASSESSMENT PATH				
9.14	Where an Alternate Assessment path is agreed by Council and Applicant (all statutory fees must be paid to council)		H	No	Full Cost Recovery
9.15	BUILDING CERTIFICATES - EP&A REG CL 260				

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
9.15	(1) For the purposes of section 149B (2) of the Act, the fee for an application for a building certificate in relation to a building is:				
9.15	(a) in the case of a class 1 building (together with any class 10 buildings on the site) or a class 10 building, \$250 for each dwelling contained in the building or in any other building on the allotment, or			No	\$250 for each dwelling contained in the building or in any other building on the allotment,
9.15	(b) in the case of any other class of building, as set out in the Table to this clause, or			No	Set out on Table as per section 149B (2) of the Act
9.15	(c) in any case where the application relates to a part of a building and that part consists of an external wall only or does not otherwise have a floor area, \$250.			No	\$250.00
9.15	(2) If it is reasonably necessary to carry out more than one inspection of the building before issuing a building certificate, the council may require the payment of an additional fee (not exceeding \$90) for the issue of the certificate.			No	\$95.00
9.15	(3A) An additional fee determined in accordance with subclause (3B) may be charged for an application for a building certificate in relation to a building where the applicant for the certificate, or the person on whose behalf the application is made, is the person who erected the building or on whose behalf the building was erected and any of the following circumstances apply:				
9.15	(a) where a development consent, complying development certificate or construction certificate was required for the erection of the building and no such consent or certificate was obtained,			No	Additional Fee as determined in accordance with subclause (3B)
9.15	(b) where a penalty notice has been issued for an offence under section 76A (1) of the Act in relation to the erection of the building and the person to whom it was issued has paid the penalty required by the penalty notice in respect of the alleged offence (or if the person has not paid the penalty and has not elected to have the matter dealt with by a court, enforcement action has been taken against the person under Division 4 of Part 4 of the Fines Act 1996),			No	Additional Fee as determined in accordance with subclause (3B)
9.15	(c) where order No 2, 12, 13, 15, 18 or 19 in the Table to section 121B (1) of the Act has been given in relation to the building unless the order has been revoked on appeal,			No	Additional Fee as determined in accordance with subclause (3B)
9.15	(d) where a person has been found guilty of an offence under the Act in relation to the erection of the building,			No	Additional Fee as determined in accordance with subclause (3B)
9.15	(e) where the court has made a finding that the building was erected in contravention of a provision of the Act.			No	Additional Fee as determined in accordance with subclause (3B)
9.15	(3B) The additional fee payable under subclause (3A) is the total of the following amounts:				
9.15	(a) the amount of the maximum fee that would be payable if the application were an application for development consent, or a complying development certificate (if appropriate), authorising the erection or alteration of any part of the building to which the application relates that has been the date of the application,			No	Additional Fee as determined in accordance with subclause (3A)
9.15	(b) the amount of the maximum fee that would be payable if the application were an application to the council for a construction certificate relating to the erection or alteration of any part of the building to which the application relates that has been erected or altered in contravention of the Act in the period of 24 months immediately preceding the date of the application.			No	Additional Fee as determined in accordance with subclause (3A)
9.15	(3C) If an application for a building certificate is made in relation to part only of a building, a reference in subclause (3A) to a building is taken to be a reference to the part of a building that is the subject of the application.				
9.15	(4) In this clause, a reference to a class 1 building includes a reference to a class 2 building that comprises 2 dwellings only.				
9.15	Floor area of building or part				
9.15	UP TO 200 square metres			No	\$344.40
9.15	200 square metres but not exceeding 2,000 square metres			No	\$250 + an additional \$0.50 per square metre over 200
9.15	Exceeding 2,000 square metres - \$1165, plus additional \$0.075 cents per square metre over 2,000			No	\$1,165 + additional \$0.075 per square metre over 2,000
9.15	Building Certificate Urgency Fee			No	\$228.90
9.15	Building Certifications - Hourly Rate				
9.15	You might need a service that we don't cover in this price sheet. If you do, we will charge you an hourly rate for the service.			No	\$205.00
9.15	COPY OF BUILDING CERTIFICATE - EP&A REG CL. 261		M		\$15.00
9.15	CERTIFIED COPY OF DOCUMENT, MAP OR PLAN - EP&A REG CL. 262		M		\$60.00
9.16	REGISTRATION OF PRIVATELY ISSUED CERTIFICATES - EP&A REG CL. 263 (2)		M		
9.16	Fee per certificate for the lodgement of a Complying Development Certificate, Construction Certificate, Occupation Certificate or Subdivision Certificates			No	\$40.00
9.17	NON REGULATED FEES FOR DEVELOPMENT SERVICES				
9.17	COMPLYING DEVELOPMENT CERTIFICATE				
9.17	For the purposes of Part 4, Division 3 and Part 4A of EP&A Act the following fees apply: Packages: When Council has been elected to both issue the Complying Development Certificate and act as the Principal Certifying Authority (PCA), then the package dimensions include a Complying Development Certificate, building inspections up to the maximum number for the structure under assessment and a single Occupation Certificate Complying development certificates submitted under affordable SEPP				
9.17	Granny Flats:				
9.17	Package (includes mandatory building inspections)			Yes	\$2,145.00
9.17	Complying Development Certificate only			Yes	\$975.00
9.17	Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)			Yes	\$1,930.00
9.17	Complying Development Certificates submitted under State Environmental Planning Policy (Exempt and Complying Codes) 2008				
9.17	1. General Housing Code				
9.17	New Single dwelling houses				
9.17	Package (includes mandatory building inspections)			Yes	\$2,710.00
9.17	Complying Development Certificate only			Yes	\$990.00
9.17	Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)			Yes	\$1,670.00
9.17	New two storey dwelling houses				

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Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
9.17	Package (includes mandatory building inspections)			Yes	\$3,610.00
9.17	Complying Development Certificate only			Yes	\$1,885.00
9.17	Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)			Yes	\$2,570.00
9.17	Alterations and additions to existing single storey and two storey dwelling houses (includes internal alterations)				
9.17	Package (includes mandatory building inspections)			Yes	\$2,142.00
9.17	Complying Development Certificate only			Yes	\$975.00
9.17	Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)			Yes	\$1,930.00
9.17	Ancillary development				
9.17	1. Demolition or removal of dwelling houses or ancillary development (class 10 structures excluding swimming pools)				
9.17	Package (includes mandatory building inspections)			Yes	\$900.00
9.17	Complying Development Certificate only			Yes	\$635.00
9.17	Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)			Yes	\$545.00
9.17	2. Swimming pools				
9.17	Package (includes mandatory building inspections)			Yes	\$1,795.00
9.17	Complying Development Certificate only			Yes	\$800.00
9.17	Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)			Yes	\$1,700.00
9.17	Swimming Pool Inspection Fee (including Compliance Certificate and re-inspection fee of \$100 which will be refunded if re-inspection does not occur).			No	No Fee
9.17	3. Sheds & Garages				
9.17	Package (includes mandatory building inspections)			Yes	No Fee
9.17	Complying Development Certificate only			Yes	No Fee
9.17	Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)			Yes	No Fee
9.17	4. Minor Structures (decks, carports, retaining walls)				
9.17	Package (includes mandatory building inspections)			Yes	No Fee
9.17	Complying Development Certificate only			Yes	No Fee
9.17	Principal Certifying Authority only (when CoP has been elected as PCA and the Complying Development Certificate has been issued by another authority)			Yes	No Fee
9.17	2. General Commercial & Industrial Code				
9.17	1. Building Alterations (Internal, per floor of works)				
9.17	(a) Package (includes mandatory building inspections)			Yes	\$1,860.00
9.17	(b) Complying Development Certificate only			Yes	\$930.00
9.17	(c) Principal Certifying Authority only (when Council has been elected as PCA and the Complying Development Certificate has been issued by another authority)			Yes	\$1,240.00
9.17	2. Change of use of premises				
9.17	(a) Package (includes mandatory building inspections)			Yes	\$1,555.00
9.17	(b) Complying Development Certificate only			Yes	\$930.00
9.17	(c) Principal Certifying Authority only (when Council has been elected as PCA and the Complying Development Certificate has been issued by another authority)			Yes	\$1,240.00
9.17	3. Mechanical ventilation systems				
9.17	(a) Package (includes mandatory building inspections)			Yes	\$1,555.00
9.17	(b) Complying Development Certificate only			Yes	\$930.00
9.17	(c) Principal Certifying Authority only (when Council has been elected as PCA and the Complying Development Certificate has been issued by another authority)			Yes	\$1,240.00
9.17	4. Shop front and awning alterations				
9.17	(a) Package (includes mandatory building inspections)			Yes	\$1,555.00
9.17	(b) Complying Development Certificate only			Yes	\$930.00
9.17	(c) Principal Certifying Authority only (when Council has been appointed as PCA and the Complying Development Certificate has been issued by another authority)			Yes	\$1,190.00
9.17	5. Skylights and roof windows				
9.17	(a) Package (includes mandatory building inspections)			Yes	\$1,555.00
9.17	(b) Complying Development Certificate only			Yes	\$930.00
9.17	(c) Principal Certifying Authority only (when Council has been elected as PCA and the Complying Development Certificate has been issued by another authority)			Yes	\$1,240.00
9.17	Commercial & Industrial Code			Yes	No Fee
9.17	3. Modification of Complying Development Application				
9.17	For the purpose of Section 87 of EP&A Act: Application Fee		L & N	Yes	50% of the original fee for Comp Dev Cert
9.17	NOTE: Minimum Fee		L & N	Yes	\$260.00
9.18	COMPLIANCE CERTIFICATE				
9.18	For the purposes of Section 109C (1) (a) of EP&A Act the following fees apply:				
9.18	- Building work certificate				
9.18	(i) Specified building work or subdivision work completed as specified in the certificate and complies with specified plans and specifications		N	Yes	\$890.00
9.18	(ii) A condition with respect to specified building work or subdivision work, being a condition attached to a development consent or complying development certificate, has been duly complied with		N	Yes	\$890.00
9.18	(iii) A specified building or proposed building has a specified classification identified in accordance with the Building Code of Australia		N	Yes	\$890.00
9.18	(iv) Any specified aspect of development complies with the requirements of any other provisions prescribed by the regulations		N	Yes	\$890.00
9.18	(v) Any specified aspect of development, including design of development, complies with standards or requirements specified in the certificate with respect to the development		N	Yes	\$890.00
9.18	- Subdivision certificate				
9.18	(i) Specified building work or subdivision work completed as specified in the certificate and complies with specified plans and specifications		N	No	\$805.00
9.18	(ii) A condition with respect to specified building work or subdivision work, being a condition attached to a development consent or complying development certificate, has been duly complied with		N	No	\$805.00
9.18	(iii) A specified building or proposed building has a specified classification identified in accordance with the Building Code of Australia		N	No	\$805.00
9.18	(iv) Any specified aspect of development complies with the requirements of any other provisions prescribed by the regulations		N	No	\$805.00

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Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
9.18	(v) Any specified aspect of development, including design of development, complies with standards or requirements specified in the certificate with respect to the development		N	No	\$805.00
9.19	CONSTRUCTION CERTIFICATE				
	Building Class 1 & 10 Structures - Building Code of Australia:				
9.19	Packages: When Council has been elected to both issue the Construction Certificate and act as the Principal Certifying Authority (PCA), then the package dimensions include a Construction Certificate, building inspections up to the maximum for the structure under assessment and a single Occupation Certificate. Awnings, Pergolas, Open Structures and other class 10 structures including retaining and civil works				
9.19	(a) Package (includes mandatory building inspections) - minimum ONE inspection		N	Yes	\$1,035.00
9.19	(b) Construction Certificate only		N	Yes	\$425.00
9.19	(c) Principal Certifying Authority only				
9.19	(when Council has been elected as PCA and the Construction Certificate has been issued by another authority)		N	Yes	\$855.00
9.19	PLUS Charges for external BCA consultant			Yes	Full Cost Recovery
	A Construction Certificate requires payment of the construction certificate fee and inspection fee. Other charges as levied by the State Government and/or Development Consent are required to be paid prior to determination.				
9.19	The Construction Certificate application shall be accompanied by working drawings, building specifications and engineering plans (where relevant) A discount of 10% will be given on the Construction Certificate fee but only if lodged at the same time as the development application and Council is elected the PCA. (Discount does not include inspection fees)				
9.19	Swimming Pools and Garages				
9.19	(a) Package (includes mandatory building inspections)		N	Yes	\$1,440.00
9.19	(b) Construction Certificate only		N	Yes	\$445.00
9.19	(c) Principal Certifying Authority only (when Council has been elected as PCA and the Construction Certificate has been issued by another authority)		N	Yes	\$1,350.00
9.19	Additions and Alterations				
9.19	(a) Package (includes mandatory building inspections) - Minimum 4 Inspections		N	Yes	\$2,205.00
9.19	(b) Construction Certificate only		N	Yes	\$890.00
9.19	(c) Principal Certifying Authority only (when Council has been elected as PCA and the Construction Certificate has been issued by another authority)		N	Yes	\$1,790.00
9.19	Construction Certificate where combined with a Development Application - Cancellation/withdrawal of Construction Certificate during assessment - After completion of assessment				
9.19	Single Storey New Dwellings				
9.19	(a) Package (includes mandatory building inspections)		N	Yes	\$2,735.00
9.19	(b) Construction Certificate only		N	Yes	\$950.00
9.19	(c) Principal Certifying Authority only (when Council has been elected as PCA and the Construction Certificate has been issued by another authority)		N	Yes	\$1,840.00
9.19	(d) Mandatory Building Inspection only		N	Yes	No Fee
9.19	Two Storey New Dwellings				
9.19	(a) Package (includes mandatory building inspections)		N	Yes	\$3,375.00
9.19	(b) Construction Certificate only		N	Yes	\$1,595.00
9.19	(c) Principal Certifying Authority only (when Council has been elected as PCA and the Construction Certificate has been issued by another authority)		N	Yes	\$2,480.00
9.19	New Dwellings - Multi dwelling development				
9.19	Town houses / Villas		N	Yes	\$4,110.00
9.19	More than two units - cost per unit		N	Yes	\$660.00
9.19	Dual Occupation				
9.19	(a) Package (includes mandatory building inspections)		N	Yes	\$4,365.00
9.19	(b) Construction Certificate only		N	Yes	\$2,310.00
9.19	(c) Principal Certifying Authority only (when Council has been elected as PCA and the Construction Certificate has been issued by another authority)		N	Yes	\$2,855.00
9.19	NOTE: If an inspection is deemed unsatisfactory then a re-inspection is required. Re-inspections of unsatisfactory work will be subject to an additional inspection fee and charged as follows:				
9.19	Additional Inspection fee as follows:				
9.19	Major Re-Inspections		N	Yes	\$385.00
9.19	Minor Re-Inspections		N	Yes	\$275.00
9.19	Demolition Inspections			Yes	\$385.00
9.19	NOTE: If the applicant requests an Interim Occupation Certificate as part of the package then an additional Final Occupation Certificate is required at an additional charge		L & N	Yes	\$355.00
9.19	Building Class 2 to 9 Structures - Building Code of Australia:				
9.19	NOTE: The following Package fees (include all mandatory Building Inspections) for structures under building classes under building classes ranging from 2 to 9 are based on the estimated cost of construction				
9.19	Where estimated cost of construction is:				
9.19	\$1 to \$50,000		L&N	Yes	\$1,355.00
9.19	\$50,000 to 100,000			Yes	\$2,120.00
9.19	Greater than \$100,000 and less than or equal to \$500,000		L & N	Yes	\$5,215.00
9.19	Greater than \$500,000 and less than or equal to \$1,000,000			Yes	\$9,605.00
9.19	Greater than \$1,000,000 and less than or equal to 2,500,000.00		L & N	Yes	\$9,985.00
9.19	Greater than 2,500,000.00 and less than or equal to \$5000000			Yes	\$10,975.00
9.19	Construction Certificate Only		L & N	Yes	50% of the package fee
9.19	Where Council has been elected as Principal Certifying Authority and the Construction Certificate has been issued by another authority		L & N	Yes	75% of the package fee
9.19	Modification of Construction Certificate				
9.19	For the purposes of Section 96 of EP&A Act				
9.19	Class 1 or 10 buildings		N	Yes	50% of the original fee for Const. Cert.
9.19	Class 2 to 9 buildings greater than 25% change to development		N	Yes	50% of the package fee
9.19	Class 2 to 9 buildings less than 25% change to development		N	Yes	25% of the package fee
9.19	NOTE: Minimum Fee - applicable to all building classes		N	Yes	\$215.00
9.19	Application fee to provide Developer Contributions Quotes from Developers / Private Certifiers			Yes	\$300.00
9.20	OCCUPATION CERTIFICATE - INTERIM OR FINAL		N	Yes	\$355.00

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Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
9.2	For the purposes of Section 109C (1) (c) of EP&A Act being a certificate that authorises: (i) The occupation and use of a new building (ii) A change of building use for an existing building				
9.21	SUBDIVISION CERTIFICATE - LINEN PLAN RELEASE				
9.21	Land (Torrens) Subdivision / Strata Subdivision				
9.21	Minimum Fee			No	\$740.00
9.21	Plus \$55 for each lot which includes GST			Yes	+ \$55 per lot
9.21	Strata Subdivision with Stratum component				
9.21	Minimum Fee			No	\$740.00
9.21	Plus \$110 for each lot which includes GST			Yes	+ \$110 per lot
9.22	CONVEYANCING ACT CERTIFICATES				
9.22	Processing and release of requests under the Conveyancing Act not being part of a subdivision or consolidation application				
9.22	Section 88B - Creation and release of easements		N	No	\$405.00
9.22	Section 88E - Regulation of use of land		N	No	\$405.00
9.22	Section 88G - Certificate of amount payable due to failure to comply with a public positive covenant on land		M	No	0.10 Fee Unit
9.22	- Conveyancing (General) Reg Cl. 29		M	No	0.35 Fee Unit
9.23	OTHER APPROVALS - LG ACT SECTION 68, PART A - INSTALL A MANUFACTURED HOME MOVEABLE DWELLING OR ASSOCIATED STRUCTURE OF LAND				
9.23	- LG Act Section 608 (2) - Concurrently as part of development approval		L	No	\$145.00
9.23	- LG Act Section 608 (2) - Where separate approval is sought		L	No	\$1,460.00
9.23	Fee - Install a manufactured home, moveable dwelling or associated structure on land			No	\$104.00 and DA Fee
9.24	FOOTPATH HOARDINGS - ROADS ACT SECTION 138 AND EP&A ACT SECTION 91				
9.24	Tower Crane Application fee			No	\$345.00
9.24	Tower Crane Monthly Fee - Slewing over Council property WITH Work Zone			No	\$925.00
9.24	Tower Crane Monthly Fee - Slewing over Council property WITHOUT Work Zone			No	\$4,555.00
9.24	Application Fee - LG Act Section 608 (2)				\$0.00
9.24	Type A - Fence type		L	No	\$340.00
9.24	Type B and Overhead type		L	No	\$690.00
9.24	Occupancy Fee - LG Act Section 608 (2)				
9.24	Type A without traffic barrier				
9.24	High Risk - Linear metre / p.a (pro rata)		R	No	\$680.00
9.24	Low Risk - Linear metre / p.a (pro rata)		R	No	\$510.00
9.24	Type B without site sheds				
9.24	High Risk - Linear metre / p.a (pro rata)		R	No	\$935.00
9.24	Low Risk - Linear metre / p.a (pro rata)		R	No	\$675.00
9.24	Type B with single storey site sheds				
9.24	High Risk - Linear metre / p.a (pro rata)		R	No	\$1,691.00
9.24	Low Risk - Linear metre / p.a (pro rata)		R	No	\$905.00
9.24	Type B with double storey site sheds				
9.24	High Risk - Linear metre / p.a (pro rata)		R	No	\$2,320.00
9.24	Low Risk - Linear metre / p.a (pro rata)		R	No	\$1,790.00
9.25	STAMPING ADDITIONAL PLANS & SPECIFICATIONS - LG ACT SECTION 608 (2) PER SET		H & I	No	\$27.00
9.26	SUBMISSION OF AMENDED PLANS - PRIOR TO DETERMINATION OF DA				
9.26	Estimated values of works \$100k - \$1m			No	\$183.00
9.26	Estimated values of works > \$1m to \$5m			No	\$305.00
9.26	Estimated values of works > \$5m to \$10m			No	\$611.00
9.26	Estimated values of works > \$10m			No	\$1,214.05
9.27	SUPPLY OF INFORMATION - LG ACT SECTION 608 (2)				
9.27	Information in relation to Development Applications and Consents and Construction Certificates - EP&A Reg Cl. 268				
9.27	Lists of approvals - per month	RC210	I	No	\$50.00
9.27	Lists of approvals - yearly subscription	RC210	I	No	\$450.00
9.28	SALE OF ENVIRONMENTAL IMPACT STATEMENTS	RC143	M	No	\$25.00
9.29	DEVELOPMENT APPLICATION PRE-LODGE CONSULTATION				
9.29	Dwelling house, alterations and additions to domestic dwelling and change of use for retail, commercial and industrial		J	Yes	\$362.00
9.29	Dual occupancy		J	Yes	\$895.00
9.29	Multi-unit dwellings, commercial (outside Parramatta CBD) and child care centre		J	Yes	\$1,802.00
9.29	Residential flat building, industrial and commercial (within Parramatta CBD)		J	Yes	\$4,044.00
9.29	Additional meeting - 25% of original fee paid			Yes	25% of original fee paid (+ GST)
9.30a	WORK ZONES	RC487	R		
9.30a	Application Fee (non-refundable; processing time: 6-8 weeks)		R	No	\$1,578.00
9.30a	Urgency fee for Works Zone approval within 3 weeks (in addition to application fee)		R	No	\$789.00
9.30a	Weekly kerbside charge per metre length of 'Works Zone' or temporary 'No Parking' & 'No Stopping' associated with construction on narrow roads				
9.30a	* CBD		R	No	\$72.00
9.30a	* North Parramatta, South Parramatta & Epping		R	No	\$47.00
9.30a	* All other areas		R	No	\$15.00
9.30a	Amendment of existing work zone fee		R	No	\$678.00
9.31	ROAD/FOOTPATH OCCUPANCY	RC486	R		
9.31a	Application Fee (non-refundable; processing time: generally 2 days)		R	No	\$79.80
9.31b	Urgency fee for Road Occupancy approval within 24 hours (in addition to application fee)		R	No	\$79.80
9.31	Daily fee per metre length of road / footpath / car park within metered parking area affected by occupancy for full footpath and /or full / partial kerbside lane occupancy (in addition to application fee)				
9.31c	* CBD		R	No	\$11.00
9.31d	* North Parramatta, South Parramatta & Epping		R	No	\$7.00
9.31e	*All other areas				\$5.00
9.31f	Full Road Closure Fee outside metered parking area (in addition to application fee)		R	No	\$317.00
9.31	CRANE OPERATIONS (Over 30 Tonnes) - Involving temporary partial road occupancy per travel lane per day (in addition to application fee and daily usage fee)	RC486	R		
9.31g	Within metered parking area		R	No	\$788.00
9.31h	Outside metered parking area		R	No	\$393.00

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
9.31	Concrete Boom pumps - involving temporary partial road occupancy per travel lane per day (in addition to application fee and daily usage fee)	RC486	R		
9.31	Within metered parking area			No	\$317.00
9.31	Outside metered parking area			No	\$78.00
9.32	BUILDING WASTE CONTAINERS	RC486			
9.32	Under 10m3 per container				
9.32	* Application fee (includes one day or part thereof usage fee)		R	No	\$38.00
9.32	* Additional fee for each additional day or part thereof		R	No	\$38.00
9.32	Over 10m3 per container per day or part thereof				
9.32	* Application fee (includes one day or part thereof usage fee)		R	No	\$68.00
9.32	* Additional fee for each additional day or part thereof		R	No	\$68.00
9.32	Urgency fee for Waste Container approval within 24 hours (in addition to the above fee)		R	No	\$39.00
9.33	RESIDENT PARKING PERMIT				
9.33	Purchase and renewal fee - ordinary		H	No	\$15.00
9.33	Purchase and renewal fee - full pensioners, full time students, and unemployed		F	No	\$8.00
9.33	Replacement Parking Permit - ordinary		H	No	\$8.00
9.33	Replacement Parking Permit - full pensioners, full time students, and unemployed		F	No	\$4.00
9.34	TRANSFERRABLE RESIDENT VISITORS PARKING PERMIT				
9.34	Purchase and renewal fee - ordinary		H	No	\$15.00
9.34	Purchase and renewal fee - full pensioners, full time students, and unemployed		F	No	\$8.00
9.34	Replacement Parking Permit - ordinary		H	No	\$8.00
9.34	Replacement Parking Permit - full pensioners, full time students, and unemployed		F	No	\$4.00
9.35	BUSINESS PARKING PERMIT				
9.35	Purchase and renewal fee		H	No	\$44.00
9.35	Replacement Parking Permit		H	No	\$44.00
9.36	ON-STREET AND OFF-STREET CAR SHARE SPACES IN THE PARRAMATTA CBD CORE				
9.36	Initial Application Fee*			No	\$4,428.00
9.36	Annual (Renewal) Application Fee*			No	\$4,428.00
9.36	Replacement Parking Permit Application Fee			No	\$84.00
9.36	On-street and off-street car share spaces outside the Parramatta CBD Core**			No	
9.36	Initial Application Fee*			No	\$429.00
9.36	Annual (Renewal) Fee*		H	No	\$171.00
9.36	Replacement Parking Permit Application Fee			No	\$84.00
9.36	*plus Annual usage fee per car share space where it replaces a metered parking car space			No	\$2,583.00
9.36	** The Parramatta CBD core is defined as the area bounded by Victoria Road, Wilde Avenue, Parramatta River, Macarthur Street, Harris Street, Parkes Street, Great Western Highway, Pitt Street, Macquarie Street and O'Connell Street.			No	
9.37	PARKING SIGNS (INCLUDING TEMPORARY BUS ZONES)				
9.37	Installation - per sign		H	Yes	\$73.00
9.37	Installation - per sign and post		H	Yes	\$273.00
9.37	Maintenance or removal - per sign		H	Yes	\$73.00
9.37	Maintenance or removal - per sign and post		H	Yes	\$273.00
9.37	Relocation - per sign and post		H	Yes	\$273.00
9.38	OVERSIZE VEHICLE ACCESS ON LOCAL ROAD				
9.38	Permit Fee as set by National Heavy Vehicle Regulator	RC621	M	No	\$76.00
9.39	LINEMARKING OF DRIVEWAYS				
9.39	Installation per driveway (for first driveway)		H	Yes	\$311.00
9.39	Installation per driveway (for second or more driveways)		H	Yes	\$216.00
9.40	DIRECTIONAL/COMMUNITY SIGNS				
9.40	Installation - sign only		I	Yes	\$489.00
9.40	Installation - sign and post		I	Yes	\$735.00
9.40	Purchase of Signage:- Confined space		I	Yes	\$40.00
9.40	Purchase of Signage:- OSD identification		I	Yes	\$20.00
9.40	Purchase of Signage:- Flood Warning Sign		I	Yes	\$75.00
9.40	Banner Poles - Hire - Per Week/Per Pair			No	\$135.00
9.40	Banner Poles - Install & Remove Banner - Per banner			No	\$268.00
9.41	HOARDINGS BONDS AND BANK GUARANTEES				
9.41	Footpath damage deposit per street frontage				
9.41	Class "A " Hoardings bonds				
9.41	Non CBD Area per street frontage			No	\$3,015.00
9.41	Parramatta CBD area per street frontage			No	\$6,025.00
9.41	Class "B " Hoardings bonds				
9.41	Non CBD Area per street frontage			No	\$6,025.00
9.41	Parramatta CBD area per street frontage			No	\$12,050.00
9.42	STREET TREE AND FURNITURE BONDS				
9.42	Street tree bond (per street tree) - For all works valued over \$250,000. This bond is not applicable to fit-outs.			No	\$2,294.72
9.42	Street furniture per item - For all works valued over \$250,000. This bond is not applicable to fit-outs.			No	\$2,294.72
9.43	DEVELOPMENT SITES BONDS AND BANK GUARANTEES				
9.43	Class 1 and Class 10 structures for works valued \$25,000 to \$1,000,000			No	\$2,575.00
9.43	Works valued over \$1,000,000			No	\$5,150.00
9.43	Residential Commercial Class 2 to 9 for works valued \$25,000 to \$250,000			No	\$5,150.00
9.43	Works valued over \$250,000 to \$1,000,000			No	\$10,300.00
9.43	Works valued over \$1,000,000			No	\$25,750.00
9.43	Note: A fee under clause 136M of the regulation to inspect the site for any damage will be deducted from the bond			No	\$232.05
9.44	DEVELOPMENT APPLICATIONS & PLANNING PROPOSALS 3D CAD MODELLING FEES				
9.44	Initial data extraction			No	\$709.00
9.44	Lodgement Fee			No	\$470.00
9.44	Resubmission of a 3D file - Amendment Fee			No	\$470.00
9.44	Access to City Model for Commercial Photography - Fee Per Hour			No	\$119.00
9.44	1. 3D data extraction fee is paid once only. This is to cover data extraction time and supply of a specified section of the model and any file translation necessary.				
9.44	2. Lodgement fee is paid once only. This is to cover manipulation of the proposed file within the model and presentation of the contextual model, overlaying of DCP requirements etc.				
9.44	3. The amendment fee is paid every time significant changes are made to the building envelope, which require resubmission of a 3D file.				

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
9.45	CITY SIGNIFICANT DEVELOPMENT				
9.45	Fee for appointment of external consultants for City Significant development applications			No	Full Cost Recovery
9.46	OTHER EXTERNAL CONSULTANCY FEES				\$0.00
9.46	Fee for appointment of external consultants for Environmentally Sustainable Design - commercial				\$5,250.00
9.46	Fee for appointment of external consultants for Environmentally Sustainable Design - residential				\$7,875.00
9.46	Fee for appointment of external consultants relating to quantity survey reports where the cost of works is greater than \$25,000,000			No	\$1,050.00
9.46	Fee for appointment of external consultants relating to wind testing reports				\$2,887.50
9.47	Application for site compatibility certificate (affordable rental housing) under State Environmental Planning Policy (Affordable Rental Housing) 2009—				
9.47	(a) base fee, plus				3.10 Fee Units \$42.00
9.47	(b) for each dwelling				The maximum fee payable is 6.26 fee units, including the base fee and additional fee
9.47	Application for site compatibility certificate (infrastructure) under State Environmental Planning Policy (Infrastructure) 2007 or site compatibility certificate (schools or TAFE establishments) under State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017				
9.47	(a) base fee, plus				3.10 Fee Units \$265
9.47	(b) for each hectare, or part hectare, of area of land				The maximum fee payable is 6.26 fee units, including the base fee and additional fee
9.47	Application for site compatibility certificate (seniors housing) under State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004—				
9.47	Application for site compatibility certificate (seniors housing) under State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004—				
9.47	(a) for development for the purposes of a residential care facility—				
9.47	(i) for each dwelling				
9.47	(i) base fee, plus				3.28 Fee Units \$45
9.47	(ii) for each bed in proposed facility				The maximum fee payable is 6.26 fee units, including the base fee and additional fee
9.47	(b) for other development—				
9.47	(i) base fee, plus				3.28 Fee Units \$45
9.47	(ii) for each dwelling				The maximum fee payable is 6.26 fee units, including the base fee and additional fee
9.47	Application for site verification certificate under State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007, Part 4AA				43.75 Fee Units
9.47	Lodging application for site compatibility certificate on the NSW planning portal				0.40 Fee Unit
10	City Planning				
10.1	AMENDMENT OF AN ENVIRONMENTAL PLANNING INSTRUMENT				
10.1a	Preliminary or Minor Planning Proposals (includes notification fee) Note: The category of planning proposal would be determined by the Executive Director City Planning & Design			No	\$23,630.00
10.1c	Planning proposals involving change to zoning and / or development controls of low complexity and / or where the planning proposal is consistent with the identified strategic framework (includes notification fee)			No	\$88,520.00
10.1d	Planning proposals involving change to zoning and / or development controls of high complexity and / or planning proposal is seeking variation from the identified strategic framework (includes notification fee)			No	\$120,965.00
10.1g	Any site greater than 1 hectares involving complex proposal with change in zoning and detailed urban design and urban capability assessment (includes notification fee)			No	\$164,225.00
10.1h	Peer review and/or consultant studies commissioned by Council to assist with assessment of planning proposal				Cost recovery of consultant's fee above \$5,000
10.1i	Public Hearing (if necessary) – cost recovery to Council	RC720			Full Cost Recovery
10.1j	Review of additional studies required by Gateway Determination and prepared by applicant – 20% of category fee payable immediately plus additional costs i.e independent review may also be charged on cost recovery	RC720			20% of planning proposal fee
10.1k	Preparation of Structure Plan or Significant Site/Precinct Specific DCP prepared by Council - Cost Recovery to Council	RC720		No	Full Cost Recovery
10.1k	Lodgement of substantial amendment to planning proposals – 50% of category fee payable immediately plus additional costs i.e independent review may also be charged on cost recovery				50% of planning proposal fee
10.1m	Planning Proposal Refund - if withdrawn prior to Local Planning Panel or Council report to request a gateway determination	RC720	L	No	To be determined by Executive Director City Planning & Design upto a maximum of 50% of fee paid.

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
10.1n	Planning Proposal Refunds - if Council resolves not to proceed to request a gateway determination and Applicant chooses not to lodge a Pre-Gateway Review	RC720	L	No	To be determined by Executive Director City Planning & Design upto a maximum of 25% of fee paid.
10.1o	Planning Proposal Pre-Lodgement Consultation*				\$5,000.00
10.1p	Planning Proposal Pre-Lodgement Consultation (Second meeting only)*				\$3,000.00
10.1q	* Fee will be deducted from Planning Proposal Fee if Planning Proposal is subsequently lodged for the site				
10.2	SALE OF PLANS & POLICIES- LG Act Section 608 (2)				
10.2	All plans for sale are available for download from Council's website				
10.2	Electronic copy of of any Local Environmental Planning Instruments and Maps, Development Control Plans, Contribution Plans or any other City Strategy Plan or Policy			No	\$57.75
10.2	Hardcopy copy of of any Local Environmental Planning Instruments and Maps, Development Control Plans, Contribution Plans or any other City Strategy Plan or Policy to be charged at the following rates per page			No	
10.2	A4 Black & White			No	\$0.16
10.2	A3 Black & White			No	\$0.34
10.2	A4 Colour			No	\$1.17
10.2	A3 Colour			No	\$1.73
10.2	Any other size			No	Full Cost Recovery
10.3	DEVELOPMENT CONTROL PLAN/MASTERPLAN APPLICATIONS				
10.3	Note: Resubmission of substantial amendment to planning proposals – 50% of category fee payable immediately plus additional costs i.e independent review may also be charged on cost recovery				\$0.00
10.3	Assessment of Master Plan (includes notification fee)		L	No	\$35,500.00
10.3	Assessment of Development Control Plan (includes notification fee)		L	No	\$19,750.00
10.4	VOLUNTARY PLANNING AGREEMENTS & OTHER PUBLIC DOMAIN ASSETS				
10.4	Negotiation, preparation and execution of planning agreement, or deed of variation of planning agreement, or deed of novation including independent assessment of reports and valuations provided as part of negotiations			No	Full Cost Recovery
10.4	Participation in design process as required including meetings and design review			No	Full Cost Recovery
10.4	Approval of detailed design plans and specifications (including CC if relevant)			No	Full Cost Recovery
10.4	Inspections & Reporting (including defects)			No	Full Cost Recovery
10.4	Issue of certificate of practical completion			No	Full Cost Recovery
10.4	Issue of occupation certificate (if relevant)			No	Full Cost Recovery
10.4	Contract administration			No	Full Cost Recovery
10.4	Enforcement of planning agreement			No	Full Cost Recovery
10.4	Registration of planning agreement to title			No	Full Cost Recovery
10.4	Release and discharge of planning agreement from title			No	Full Cost Recovery
10.4	Registration and withdrawal of caveats			No	Full Cost Recovery
10.4	Registration and variation (or removal) of easement or covenants or Other instruments to land title			No	Full Cost Recovery
10.5	DESIGN COMPETITIONS	RC709	L	No	\$15,000 (ex GST) per submission (minimum of 3 submissions)
10.6	PLANNING PROPOSALS & DEVELOPMENT APPLICATIONS REQUIRING PHYSICAL MODEL				
10.6	Handling Fee			No	\$117.60
10.6	Planning or Development Enquiry:-Inquiries requiring less than 2 hours to prepare response			No	No Fee
10.6	Planning or Development Enquiry:-Where response required in excess of 2 hours response time a charge per hour will apply for every hour beyond 2 hours			No	\$59.85
11	REGULATORY SERVICES				
11.1	REGULATED PREMISES - PUBLIC HEALTH - FOOD				
11.1	1. Permanent Premises				
11.1	a Fee charged per inspection				
11.1	Category 1				
11.1	Major venues/function centres and premises with more than 6 food/beverage service areas		C	No	\$813.00
11.1	Category 2				
11.1	Supermarkets, hotels/motels/clubs, Liquor Licensed outlets with between 3 & 6 food/beverage service areas		C	No	\$603.00
11.1	Category 3				
11.1	Liquor Licensed outlets. Café/Restaurants/Nightclubs up to 3 food/beverage service areas		C	No	\$330.00
11.1	Category 4				
11.1	Cafes, Restaurants (other than liquor licensed), Takeaway outlets Bakery, Fish, Catered Canteen (including schools) food factories - small processing areas, other places of food production)		C	No	\$246.00
11.1	Category 5				
11.1	Premises where only packaged foods sold and no processing undertaken (convenience stores, service stations, fruit and vegetable stores)		C	No	\$162.00
11.1	b. Re-inspection fee - Applicable where required fee charged according to category of premises				
11.1	Category 1		C	No	\$813.00
11.1	Category 2		C	No	\$603.00
11.1	Category 3		C	No	\$330.00
11.1	Category 4		C	No	\$246.00
11.1	Category 5		C	No	\$162.00
11.1	c. Compliance Inspection fee - Applicable where required fee charged according to category of premises				
11.1	Category 1			No	\$813.00
11.1	Category 2			No	\$603.00
11.1	Category 3			No	\$330.00
11.1	Category 4			No	\$246.00
11.1	Category 5			No	\$162.00
11.1	Registered charity or non-profit community service organisation		A		No Fee
11.1	2. Mobile Food Vendors				
11.1	a). Annually renewable registration & inspection, 1 review included, charge per vehicle:				
11.1	Category (1) Ice Cream/soft serve and/or potentially hazardous ready-to-eat products		C	No	\$320.00
11.1	Category (2) Packaged food/drink products only, where no direct handling or processing of food undertaken		C	No	\$204.00

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
11.1	b. Re-inspection fee - Applicable where >1 review inspection has been conducted				
11.1	Category (1) Ice Cream/soft serve and/or heated products		C	No	\$320.00
11.1	Category (2) Packaged food/drink products only, where no direct handling or processing of food undertaken		C	No	\$199.00
11.1	3. Royal Easter Show			No	
11.1	High or Medium Risk Food Outlets/Food Van/Permanent Site/Mobile Vendor			No	\$582.00
11.1	Low Risk Food Outlets/Food Van/Permanent Site/Mobile Vendor			No	\$131.00
11.1	Food Sample Outlets			No	\$252.00
11.1	Re-Inspection as a Result of 'Non-Compliant' Premises			No	\$125.00
11.1	4. Temporary Food Stalls				
11.1	Daily inspection fee applicable for each event				
11.1	Category (1) Commercial operation		C	No	\$115.00
11.1	Category (2) Registered charity or non-profit community service organisation		A	No	No Fee
11.1	Annual (financial year) registration of temporary food stall (Inclusive of all food inspection fees)				
11.1	Category (1) Commercial operation		C	No	\$257.00
11.1	Category (2) Registered charity or non-profit community service organisation		A	No	No Fee
11.1	5. Food Premises - Annual Administration Fee - High & Medium Risk Businesses Only as Per NSW Food Authority Categories:				
11.1	(Small-sized) - 5 or less equivalent full time food handlers selling high risk food but no direct food handling required (eg. packaged only)			No	\$288.00
11.1	(Medium-sized) - 6-50 equivalent full time food handlers			No	\$687.00
11.1	(Large-sized) - 51 or more equivalent full time food handlers			No	\$2,856.00
11.1	School Canteen (run by P & C - not for profit)				No Fee
11.1	Administration fee accompanying service of improvement notice (subject to Food Act amendment)		M	No	\$330.00
11.2	REGULATED PREMISES - PUBLIC HEALTH (OTHER)				
11.2	a. Inspection fee - Legionella control (Cooling towers), Mortuaries, Barber, Hairdressing, Beauty Treatment, Body piercing & Tattoo Premises				
11.2	Cooling Towers and Warm Water Systems				
11.2	First Unit		C	No	\$336.00
11.2	Each Additional Unit		C	No	\$336.00
11.2	Warm Water Premises -			No	\$735.00
11.2	- Each re-inspection (per hour + 1/2 hour or part thereof <1 hour)			No	\$152.00
11.2	Legionella Sampling and Assessment			No	Full Cost Recovery
11.2	High risk skin penetration premises & mortuaries				
11.2	Inspection fee (Inclusive of 1 review inspection)		C	No	\$336.00
11.2	Barbers, Hairdressing activity only				
11.2	Inspection fee (Inclusive of 1 review inspection)		C	No	\$183.00
11.2	Improvement Notices and Prohibition Orders Under Public Health Regulation 2012				
11.2	Containing a regulated system (cooling tower/warm water system)			No	\$560.00
11.2	Any other premises (skin penetration, public swimming pool,)			No	\$270.00
11.2	Public and Semi-Public Swimming Pools				
11.2	- Outdoor & indoor swimming pools (First Pool)		C	No	\$309.00
11.2	- Spa Pools (First Spa)		C	No	\$309.00
11.2	- Pools/Spas (Each Additional Pool/Spa)		C	No	\$68.00
11.2	- Bacteriological assessment fee (taken if chemical parameters have failed)		C	No	Full Cost Recovery
11.2	Boarding House inspection		C	No	\$315.00
11.2	Public Health Regulation Notification Fee (regulated system/s, public pool/spa, skin penetration premises)			No	\$100.00
11.2	Reinspection Fee for Prohibition Order under the Public Health Regulation (per hour, maximum charge of 2 hours)			No	\$250.00
11.2	6. Onsite Sewage Management Applications				
11.2	Application to Install an On-site sewage management system - 1-10 Equivalent Persons (Includes 2 inspection fees & approval to operate fee)			No	\$367.00
11.2	Application to Install an On-site sewage management system - >10 Equivalent Persons (Includes 2 inspections & approval to operate)			No	\$735.00
11.2	Application to Install an On-site sewage management system - Non Residential			No	\$1,071.00
11.2	Application to amend or alter an On-site sewage management system			No	\$204.00
11.2	On-site Sewage Management System- Inspection Fee/hour (minimum 1/2 hour)			No	\$189.00
11.2	Approval to Operate an On-site Sewage Management System (includes 1 inspection)			No	\$136.00
11.2	Pre-Purchase Inspection of an On-site Sewage Management System			No	\$189.00
11.2	7. Other Event:				
11.2	Other event inspection fees each event (e.g. Tattoo Expo, temporary skin penetration stall)			No	\$115.00
11.2	Addition inspection / re-inspection fee*			No	\$115.00
11.2	8. Environmental / Protection of the Environment Operations Act:				
11.2	Clean-up Notice / Prevention Notice / Administration Fee			No	\$605.00
11.2	Cost Recovery Notice Fee			No	Total costs including staff time, contractors, resources and administrative expenses
11.2	Public Health Regulation Notification Fee (warm water and cooling tower regulated premises)				\$100.00
11.3	REGULATORY CONTROL				
11.3	Annual Fire Safety Statements - EP&A Reg Cl. 177(1)				
11.3	Registration by Council - LG Act Section 608 (2)		L	No	\$205.00
11.3	Late fee			No	\$100 for first month, \$200 for 2nd month and so on up to a maximum of 5 months
11.3	Annual Fire Safety Statement - Request to stay penalty infringement notice			No	\$441.00
11.3	Fire safety inspection				
11.3	Inspection fee for failure to comply with Order for fire audit for the 1st hour and report		C	Yes	\$378.00
11.3	Additional time billed at 15 minute intervals pro rata		C	Yes	\$200.00
11.3	Extension to approved DA working hours				
11.3	Application/Emergency notification fee (non refundable)			Yes	\$525.00
11.3	Processing /administration fee for all applications			Yes	\$2,100.00
11.3	Graffiti Removal:				
11.3	Graffiti Removal (Using Chemical) - per Sq. metre			Yes	\$48.00
11.3	Graffiti Removal (Using Paint Over) - per Sq. metre			Yes	\$33.00
11.3	Graffiti Removal Flat Hourly Rate - per hour			Yes	\$179.00

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Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
11.3	Monitoring compliance of restricted premises including Brothels Massage Parlours and other regulated or similar premises				\$0.00
11.3	Fee for Council staff to undertake monitoring - Minimum fee 1st hour				\$594.00
11.3	Then per 1/4 hour thereafter				\$151.00
11.3	Note: Subject to Council determination at its meeting on 9 August 2010.				\$0.00
11.3	Boarding House inspection				\$284.00
11.4	SWIMMING POOLS SAFETY				
11.4	Swimming Pools Act Certificates - for pool barrier requirements				
11.4	Application of Exemption - Section 22 - Swimming Pools Reg Cl. 13			No	\$72.00
11.4	Application for inspection and Certificate of Compliance - Section 22C&D - Swimming Pools Reg Cl. 18A First inspection + Reinspection (If follow-up inspection not required, \$100 will be refunded)			No	\$250.00
11.4	Swimming Pool Re-inspection Fee			No	\$100.00
11.4	Swimming School Safety - Resuscitation Posters			Yes	Full Cost Recovery
11.4	- Mandatory inspection Swimming Pool fencing Section 22B (2) (tourist accommodation and buildings with more than 2 dwellings) - Includes First Inspection + Reinspection		C	No	\$270.00
11.4	Registration of private swimming pools (Section 30B (2)(b) of the Swimming Pools Act)			Yes	\$10.00
11.5	ABANDONED VEHICLES - REMOVAL AND STORAGE				
11.5	Standard fee to be paid by the owner of an abandoned vehicle prior to the release of the vehicle		I	No	Full Cost Recovery
11.5	(a) Light Vehicles				
11.5	Fee for administration, advertising, seizure, taking charges, towing costs and release fee - maximum			No	Full Cost Recovery
11.5	Storage charges per day			No	Full Cost Recovery
11.5	(b) Heavy Vehicles				
11.5	Fee for administration, advertising, seizure, taking charges, towing costs and release fee - maximum			No	Full Cost Recovery
11.5	Storage charges per day			No	Full Cost Recovery
11.5	ABANDONED VEHICLES:				
11.5	- Daily Storage Charge			No	Full Cost Recovery
11.5	- Minimum Storage Charge			No	Full Cost Recovery
11.5	- Maximum Storage Charge			No	Full Cost Recovery
11.5	- Fee for administration of refunding proceeds of sale of impounded vehicle			No	\$60.00
11.6	RECREATION EQUIPMENT				
11.6	Impounding Fee		L	No	Full Cost Recovery
11.7	OUTSTANDING NOTICE/ORDERS - 735A LG Act and 121ZP EPA Act		L	No	\$170.00
11.7	Urgency Fee for 24 hr service		I	No	\$174.00
11.8	EP&A ACT COMPLIANCE COST NOTICE FEES				
11.8	Compliance Cost Notice under the Environmental Planning and Assessment Act - For cost and expenses relating to the preparation or service of a notice of intention to issue an order			No	\$750.00
11.8	Compliance Cost Notice under the Environmental Planning and Assessment Act - For costs and expenses relating to an investigation that leads to the issuing of an Order			No	\$750.00
11.8	Reinspection of business after Notice/Direction issued (Fees are subject to change due to legislation changes)			No	\$750.00
11.8	Compliance Cost Notice under the Environmental Planning and Assessment Act - For costs and expenses relating to an investigation that leads to the issuing of an Order - Severe Breach			No	Full Cost Recovery
11.9	ANIMAL REGISTRATION FEES - Animal Companions Act 1999				
11.9	Microchipping Service (Non Pensioners)			Yes	\$48.00
11.9	Microchipping Service (Pensioners)			Yes	\$33.60
11.9	Registration Fees payable for the registration of a companion animal:				
11.9	(a) for a de sexed animal (except owned by an eligible pensioner)		M	No	\$63.00
11.9	(b) for a de sexed animal owned by an eligible pensioner		M	No	\$27.30
11.9	(c) for an animal that is not desexed (except one kept by a recognised breeder for breeding purposes)		M	No	\$226.80
11.9	(d) for an animal that is not desexed and is kept by a recognised breeder for breeding purposes		M	No	\$63.00
11.9	(e) for an animal (whether desexed or not) kept at the premises of an accredited research establishment under the Animal Research Act 1985 for the purposes of research under that Act.		M	No	\$0.00
11.9	(f) Trained Assistance Animal (required to be microchipped)		M	No	No Fee
11.9	(g) for dog sold by eligible pound/shelter desexed at time of registration		M	No	\$30.00
11.9	(h) Dangerous Dog Enclosure Certificate of Compliance		M	No	\$205.00
11.9	Animal holding fee per animal per 24 hour period		C	No	\$19.00
11.9	(i) Annual permit required for cats that are not desexed				\$80.00
11.9	(j) Annual Dog Permit Restricted Breed				\$195.00
11.9	(k) Dog not desexed not recommended				\$60.00
11.9	(l) Working dog				No Fee
11.9	(m) Recognised Assistance Animal				No Fee
11.9	(n) Cat desexed or not desexed				\$50.00
11.9	(o) Cat desexed owned by pensioner				\$26.00
11.9	(p) Cat desexed sold by shelter				\$25.00
11.9	(q) Cat not desexed not recommended				\$50.00
11.9	(r) Cat owned by recognised breeder				\$50.00
11.9	(s) Permit for undesexed cat				\$80.00
11.11	CAT TRAP HIRE				
11.11	Hire Fee			Yes	\$19.00
11.11	Pensioner Hire Fee			Yes	\$11.00
11.11	Return Deposit			No	\$51.00
11.11	Pensioner Return Deposit			No	\$26.00
11.11	Cat Trap replacement fee			No	Full Cost Recovery
11.11	POUND FEES				
11.11	Companion Animals Impounding Fees - Preferred Vet				
11.11	Surrender Dog			No	Full Cost Recovery
11.11	Surrender Cat			No	Full Cost Recovery
11.11	Extra charge for after hours access			No	Actual cost of AH attendance
11.11a	Companion Animals Impounding Fees - (Blacktown Pound)				
11.11a	Surrender Dog			No	Actual cost
11.11a	Surrender Cat			No	Actual cost
11.11a	Extra charge for after hours access			No	Actual cost of AH attendance
11.11a	Companion Animals - Impounding & Release Fees from approved premises - Vets, etc.				
11.11a	Administration & Release Fee			No	\$17.00
11.11a	Daily Boarding Charge - Dog up to 20kg			No	\$21.00

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
11.11a	Daily Boarding Charge - Dog over 20kg			No	\$21.00
11.11a	Companion Animals - Seizure & Release Fees from Council				
11.11a	Administration & Release Fee			No	\$27.00
11.11a	Daily Boarding Charge - Dog up to 20kg			No	\$16.00
11.11a	Daily Boarding Charge - Dog over 20kg			No	\$21.00
11.11a	Daily Boarding Charge - Cat			No	\$16.00
11.11a	Pound release per night - Rydalmere Operations Centre Depot		L	No	\$26.00
11.12	IMPOUNDING CHARGE (ANIMALS)				
11.12	HORSES AND CATTLE:				
11.12	- Deterrent Fee (per head)			No	\$18.00
11.12	- Each additional animal			No	\$11.00
11.12	- Driver's allowance (per head/km)			No	Full Cost Recovery
11.12	- Release fee (per head)			No	\$26.00
11.12	- Daily Sustenance fee (per head)			No	\$20.00
11.12	SHEEP:			No	\$17.00
11.12	- Deterrent Fee (1-30 head)			No	\$11.00
11.12	- Driver's allowance (@ head/km)			No	Full Cost Recovery
11.12	- Release Fee (1-30 head)			No	\$26.00
11.12	- Daily Sustenance fee (per head)			No	\$21.00
11.13	OUTSTANDING NOTICES CERTIFICATE NOXIOUS WEEDS				
11.13	Outstanding Notices Certificate Noxious Weeds (Bio-diveristy)		L	No	\$168.00
11.14	IMPOUNDED ITEMS (OTHER THAN VEHICLES, CLOTHING BINS & SHOPPING TROLLEYS)				
11.14	Fee for Administration, Advertising, Seizure, Taking Charges, Removal Costs and Release Fee - (maximum)				
11.14	Up to 1.2m2			No	\$111.00
11.14	>=1.2m2			No	\$221.00
11.14	Storage charges per day			No	\$16.00
12	COMMUNITY HUBS				
12.1	WENTWORTH POINT COMMUNITY CENTRE AND LIBRARY				
12.1	FUNCTION ROOM HIRE				
	Function Rooms listing:				
12.1	Group 1: Group Booking (Dance Studio, Function Room 1 & Function Room 2 Combined)				
	Group 2: Group Booking (Function Room 1 & Function Room 2) Combined				
	Group 3: Function Room 1, Dance Studio, Learning Lab				
	Group 4: Function Room 2				
	3 User Categories				
	Commercial Category				
	- Large Business and Corporations (Annual revenue turnover excluding GST of greater than \$2M)				
	- Commonwealth and State Government agencies				
	- Social Functions (Casual/ Private Hirers Non LGA residents)				
	Community Category				
	- Small businesses (Annual Revenue turnover (excluding GST) of less than \$2m				
12.1	-Local Councils				
	-Social Functions (Casual/ Private Hirers for LGA residents)				
	-Not-for-profit agencies who receive government funding or primarily run revenue generating activities (eg.Licensed Clubs)				
	Unfunded Not-for-profit Category				
	- Other not-for-profit agencies (unfunded nor revenue generating)				
	- Self-help groups				
	- Full-time student (music studio only)				
12.1	Function Room Fees - Weekday hourly rate (Mon - Fri 5pm):				
12.1	Group 1 - Function Room - Commercial			Yes	\$105.00
12.1	Group 1 - Function Room- Community			Yes	\$63.00
12.1	Group 1 - Function Room - Unfunded Not-for-profit			Yes	\$31.00
12.1	Group 2 - Function Room - Commercial			Yes	\$84.00
12.1	Group 2 - Function Room - Community			Yes	\$50.00
12.1	Group 2 - Function Room - Unfunded Not-for-profit			Yes	\$25.00
12.1	Group 3 - Function Room - Commercial			Yes	\$63.00
12.1	Group 3 - Function Room - Community			Yes	\$38.00
12.1	Group 3 - Function Room - Unfunded Not-for-profit			Yes	\$19.00
12.1	Group 4 - Function Room - Commercial			Yes	\$53.00
12.1	Group 4 - Function Room - Community			Yes	\$32.00
12.1	Group 4 - Function Room - Unfunded Not-for-profit			Yes	\$16.00
12.1	Function Room Fees - Weekend rate (Friday 5pm - Sun) / Public Holiday				
	Half Day Rate				
12.1	Friday: 5pm to 11pm				
	Saturday & Sunday				
	Morning: 9.30am to 3.30pm				
	Evening: 4.30pm to 10.30pm				
	Weekday hourly rate only applicable on Fridays for Dance Studio only				
12.1	Group 1: Half Day Rate			Yes	\$570.00
12.1	Group 2: Half Day Rate			Yes	\$450.00
12.1	Group 3: Half Day Rate			Yes	\$378.00
12.2	MEETING ROOMS HIRE:				
	Meeting Rooms listing:				
12.2	Group 1: Meeting Room (Combined), Creative Studio				
	Group 2: Meeting Room 1, Meeting Room 2, Boardroom, Co-working meeting room				
12.2	Meeting Rooms Fees - Weekday hourly rate (Mon - Fri 6pm):				
12.2	Group 1 - Meeting Rooms - Commercial			Yes	\$54.00
12.2	Group 1 - Meeting Rooms - Community			Yes	\$32.00
12.2	Group 1 - Meeting Rooms - Unfunded Not-for-profit			Yes	\$16.00
12.2	Group 2 - Meeting Rooms - Commercial			Yes	\$49.00
12.2	Group 2 - Meeting Rooms - Community			Yes	\$29.00
12.2	Group 2 - Meeting Rooms - Unfunded Not-for-profit			Yes	\$15.00
12.2	Meeting Rooms Fees - Weekend hourly rate (Fri 6pm - Sun)/ Public Holiday hourly rate:				

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
12.2	Group 1 - Meeting Rooms - Commercial			Yes	\$65.00
12.2	Group 1 - Meeting Rooms - Community			Yes	\$39.00
12.2	Group 1 - Meeting Rooms - Unfunded Not-for-profit			Yes	\$19.00
12.2	Group 2 - Meeting Rooms - Commercial			Yes	\$59.00
12.2	Group 2 - Meeting Rooms - Community			Yes	\$35.00
12.2	Group 2 - Meeting Rooms - Unfunded Not-for-profit			Yes	\$18.00
12.3	MUSIC/STUDIO HIRE:				
	Music/Studio listing:				
	Group 1: Music/Studio 1 and Music/Studio 2				
	Group 2: Music/Studio 1, Music/Studio 2				
12.3	Group 3: Music/Studio 3				
	* Additional limited equipment hire available (on request). Only available for use when hiring Music/ Studio Rooms.				
	* Booking for Music/ Studio 1 and Music Studio 2 are only available during staffed hours.				
12.3	Music/Studio Fees - Weekday hourly rate (Mon - Fri 6pm):				
12.3	Group 1 - Music/Studio - Commercial			Yes	\$37.00
12.3	Group 1 - Music/Studio - Community			Yes	\$26.00
12.3	Group 1 - Music/Studio - Unfunded Not-for-profit			Yes	\$21.00
12.3	Group 2 - Music Room - Commercial			Yes	\$32.00
12.3	Group 2 - Music Room - Community			Yes	\$21.00
12.3	Group 2 - Music Room - Unfunded Not-for-profit			Yes	\$16.00
12.3	Group 3 - Music Room - Commercial			Yes	\$21.00
12.3	Group 3 - Music Room - Community			Yes	\$16.00
12.3	Group 3 - Music Room - Unfunded Not-for-profit			Yes	\$11.00
12.3	Music Studio Fees - Weekend hourly rate (Fri 6pm - Sun)/ Public Holiday hourly rate:				
12.3	Group 1 - Music/Studio - Commercial			Yes	\$42.00
12.3	Group 1 - Music/Studio - Community			Yes	\$32.00
12.3	Group 1 - Music/Studio - Unfunded Not-for-profit			Yes	\$26.00
12.3	Group 2 - Music Room - Commercial			Yes	\$37.00
12.3	Group 2 - Music Room - Community			Yes	\$26.00
12.3	Group 2 - Music Room - Unfunded Not-for-profit			Yes	\$21.00
12.3	Group 3 - Music Room - Commercial			Yes	\$26.00
12.3	Group 3 - Music Room - Community			Yes	\$21.00
12.3	Group 3 - Music Room - Unfunded Not-for-profit			Yes	\$16.00
12.4	CO-WORKING DESK HIRE:				
	Hot Desk: Casual Hire of co-working desk on a daily and weekly frequency. Includes the use/access to Kitchenette, coffee/tea, limited printing and limited office stationery. Dedicated Desk: Permanent hire of co-working desk on a monthly, 6 monthly and yearly arrangement. Includes the use/access to Kitchenette, coffee/tea, limited printing, limited office stationery and meeting room access (Monthly - Free 2 hrs use of meeting room, 6 Monthly - Free 3 x 2 hours use of meeting room, Yearly - Free 5 x 2 hours use of meeting room.)				\$0.00
12.4	2 User Categories				
	Commercial Category				
	- Large Business and Corporations (Annual revenue turnover excluding GST of greater than \$2M)				
	- Commonwealth and State Government agencies				
	- Casual/ Private Hirers Non LGA residents				
	Community, Unfunded Not-for-profit and Charity Category				
	- Small businesses (Annual Revenue turnover (excluding GST) of less than \$2m				
	- Local Councils				
	- Casual/ Private Hirers for LGA residents				
	- Not-for-profit agencies who receive government funding or primarily run revenue generating activities (eg. Licensed Clubs)				
	- Other not-for-profit agencies (unfunded nor revenue generating)				
	- Self-help groups				
	- Students				
12.4	Hot Desk:				
12.4	Commercial/ Private Users			Yes	
12.4	Day Rate Weekday			Yes	\$37.00
12.4	Weekly (7 Days/ Week Access)			Yes	\$158.00
12.4	Day Rate Weekend/ Public Holiday			Yes	\$47.00
12.4	Community/ Not for Profit/ Charity			Yes	
12.4	Day Rate Weekday			Yes	\$22.00
12.4	Weekly (7 Days/ Week Access)			Yes	\$95.00
12.4	Day Rate Weekend/ Public Holiday			Yes	\$28.00
12.4	Dedicated Desk:			Yes	
12.4	Commercial/ Private Users				
12.4	Monthly (7 Days/ Week Access)			Yes	\$533.00
12.4	6 Months (7 Days/ Week Access)			Yes	\$3,198.00
12.4	Yearly (7 Days/ Week Access)			Yes	\$6,396.00
12.4	Community/ Not for Profit/ Charity			Yes	
12.4	Monthly (7 Days/ Week Access)			Yes	\$320.00
12.4	6 Months (7 Days/ Week Access)			Yes	\$1,919.00
12.4	Yearly (7 Days/ Week Access)			Yes	\$3,838.00
	TERMS & CONDITIONS				
12.5	- Minimum of 4 hours for Function Rooms/Dance Studio (weekend only)				
	- Minimum of 1 hour for Function Room/Dance Studio (week days only)				
	- Minimum of 2 hours for meeting rooms (weekend only) - Day rate is calculated on any booking over 10 hours				
	- Bonds will be applied at the discretion of Council if deemed high risk.				
12.6	Booking Administration Fee - Minimum	CM	C	Yes	\$35.00
	Variations to confirmed bookings and late applications may incur a fee at Council's discretion on a cost recovering basis.				
12.7	Booking Cancellation: All cancellations must be in writing.				
12.7	Cancellation Fee to apply if less than 14 days notice is given for a cancellation			Yes	50% of the Total Charge (+ GST)

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
12.7	Cancellation Fee to apply if less than 7 days notice is given for a cancellation			Yes	100% of the Total Charge (+ GST)
12.7a	Penalty Rates				
12.7a	Minimum penalty for not complying with Conditions of Hire including cleaning, damage and garbage. (Maximum fee as assessed)	CM	Q	Yes	Maximum fee as assessed
12.7a	Fire brigade calls outs.	CM	Q	Yes	As prescribed by Fire NSW
12.7a	Breakage of Equipment or Damage to Building or Fixtures	CM	Q	Yes	Full Cost Recovery
12.8	Event Package (includes Tiffany Chairs, Plinths, Backdrop, Tablecloths and Frames - depends on availability)			Yes	\$150.00
12.9	Additional Venue Hire Miscellaneous Fees				
12.9	Technical Music Producer- Hourly Rate (minimum 4 hours)			Yes	\$70.00
12.9	Tables and Chairs Set Up (within the hours hired by hirer)			Yes	\$70.00
12.9	Waste Removal			Yes	\$100.00
12.10	ACTIVITIES, EVENTS, WORKSHOPS & PROGRAMS				
12.10	Charge to conduct programs, including payment of facilitators/ tutors, cost of materials - per applicant, per course				Various Fees Apply
12.10	Note that it is not appropriate to determine fees for individual programs - programs provided vary constantly based on community needs, seasonal variances etc. Some programs will cross subsidise others				Various Fees Apply
12a	PHIVE, 5 Parramatta Square				
12.1a	VENUE HIRE FEES				
	3 User Categories				
	Commercial Category				
	- Large Business and Corporations (Annual revenue turnover excluding GST of greater than \$2M)				
	- Commonwealth and State Government agencies				
	- Social Functions (Casual/ Private Hirers Non LGA residents)				
	Community Category				
	- Small businesses (Annual Revenue turnover (excluding GST) of less than \$2m)				
	- Local Councils				
12.1a	- Social Functions (Casual/ Private Hirers for LGA residents)				
	- Not-for-profit agencies who receive government funding or primarily run revenue generating activities (eg. Licensed Clubs)				
	Unfunded Not-for-profit Category				
	- Other not-for-profit agencies (unfunded nor revenue generating)				
	- Self-help groups				
	- Landmark venues exclusions: Parramatta Town Hall				
	- Fulltime Student (WPCCL Music Studio Only)				
12.1a	Weekday Rates (Hourly) (Monday - Friday 6am to 9pm)				
12.1a	Small Meeting Room - (Commercial)			Yes	\$40.00
12.1a	Small Meeting Room - (Community)			Yes	\$24.00
12.1a	Small Meeting Room - (Unfunded Not for Profit)			Yes	\$12.00
12.1a	Medium Meeting Room - (Commercial)			Yes	\$50.00
12.1a	Medium Meeting Room - (Community)			Yes	\$30.00
12.1a	Medium Meeting Room - (Unfunded Not for Profit)			Yes	\$15.00
12.1a	Large Meeting Room - (Commercial)			Yes	\$80.00
12.1a	Large Meeting Room - (Community)			Yes	\$48.00
12.1a	Large Meeting Room - (Unfunded Not for Profit)			Yes	\$24.00
12.1a	West Terrace (Level 3) - (Commercial)			Yes	\$100.00
12.1a	West Terrace - (Community)			Yes	\$60.00
12.1a	West Terrace (Level 3) - (Unfunded Not for Profit)			Yes	\$30.00
12.1a	Active Wellness Studio/Maker Space - (Commercial)			Yes	\$100.00
12.1a	Active Wellness Studio/Maker Space - (Community)			Yes	\$60.00
12.1a	Active Wellness Studio/Maker Space - (Unfunded Not for Profit)			Yes	\$30.00
12.1a	Tech Hub - (Commercial)			Yes	\$60.00
12.1a	Tech Hub - (Community)			Yes	\$36.00
12.1a	Tech Hub - (Unfunded Not for Profit)			Yes	\$18.00
12.1a	Sound Studio - (Commercial)			Yes	\$40.00
12.1a	Sound Studio - (Community)			Yes	\$24.00
12.1a	Sound Studio - (Unfunded Not for Profit)			Yes	\$12.00
12.1a	Civic Gallery - (Commercial)			Yes	\$280.00
12.1a	Civic Gallery - (Community)			Yes	\$168.00
12.1a	Civic Gallery - (Unfunded Not for Profit)			Yes	\$84.00
12.1a	Weekday (Daily Rate) (Monday - Friday 6am - 9pm)				
12.1a	West Terrace (Level 3) - (Commercial) (Half Day)			Yes	\$600.00
12.1a	West Terrace (Level 3) - (Community) (Half Day)			Yes	\$360.00
12.1a	West Terrace (Level 3) - (Unfunded Not for Profit) (Half Day)			Yes	\$180.00
12.1a	West Terrace (Level 3) - (Commercial)			Yes	\$1,000.00
12.1a	West Terrace (Level 3) - (Community)			Yes	\$600.00
12.1a	West Terrace (Level 3) - (Unfunded Not for Profit)			Yes	\$300.00
12.1a	Active Wellness Studio/Maker Space - (Commercial) (Half Day)			Yes	\$480.00
12.1a	Active Wellness Studio/Maker Space - (Community) (Half Day)			Yes	\$290.00
12.1a	Active Wellness Studio/Maker Space - (Unfunded Not for Profit) (Half Day)			Yes	\$145.00
12.1a	Active Wellness Studio/Maker Space - (Commercial)			Yes	\$800.00
12.1a	Active Wellness Studio/Maker Space - (Community)			Yes	\$480.00
12.1a	Active Wellness Studio/Maker Space - (Unfunded Not for Profit)			Yes	\$240.00
12.1a	Civic Gallery - (Commercial) (Half Day)			Yes	\$1,100.00
12.1a	Civic Gallery - (Community) (Half Day)			Yes	\$660.00
12.1a	Civic Gallery - (Unfunded Not for Profit) (Half Day)			Yes	\$330.00
12.1a	Civic Gallery - (Commercial)			Yes	\$2,000.00
12.1a	Civic Gallery - (Community)			Yes	\$1,200.00
12.1a	Civic Gallery - (Unfunded Not for Profit)			Yes	\$600.00
12.1a	Charles Byrne Heritage Room - (Commercial) (Half Day)			Yes	\$600.00
12.1a	Charles Byrne Heritage Room - (Community) (Half Day)			Yes	\$360.00
12.1a	Charles Byrne Heritage Room - (Unfunded Not for Profit) (Half Day)			Yes	\$180.00
12.1a	Charles Byrne Heritage Room - (Commercial)			Yes	\$1,200.00
12.1a	Charles Byrne Heritage Room - (Community)			Yes	\$720.00

FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
12.1a	Charles Byrne Heritage Room - (Unfunded Not for Profit)			Yes	\$300.00
12.1a	Parramatta Town Hall - (Commercial) (Half Day)			Yes	\$1,200.00
12.1a	Parramatta Town Hall - (Community) (Half Day)			Yes	\$720.00
12.1a	Parramatta Town Hall - (Commercial)			Yes	\$2,400.00
12.1a	Parramatta Town Hall - (Community)			Yes	\$1,440.00
12.1a	Weekend/Public Holiday Rates (Hourly) (6am to 9pm)				
12.1a	Small Meeting Room - (Commercial)			Yes	\$48.00
12.1a	Small Meeting Room - (Community)			Yes	\$28.00
12.1a	Small Meeting Room - (Unfunded Not for Profit)			Yes	\$14.00
12.1a	Medium Meeting Room - (Commercial)			Yes	\$60.00
12.1a	Medium Meeting Room - (Community)			Yes	\$24.00
12.1a	Medium Meeting Room - (Unfunded Not for Profit)			Yes	\$18.00
12.1a	Large Meeting Room - (Commercial)			Yes	\$96.00
12.1a	Large Meeting Room - (Community)			Yes	\$58.00
12.1a	Large Meeting Room - (Unfunded Not for Profit)			Yes	\$29.00
12.1a	West Terrace (Level 3) - (Commercial)			Yes	\$120.00
12.1a	West Terrace - (Community)			Yes	\$72.00
12.1a	West Terrace (Level 3) - (Unfunded Not for Profit)			Yes	\$36.00
12.1a	Active Wellness Studio/Maker Space - (Commercial)			Yes	\$120.00
12.1a	Active Wellness Studio/Maker Space - (Community)			Yes	\$72.00
12.1a	Active Wellness Studio/Maker Space - (Unfunded Not for Profit)			Yes	\$36.00
12.1a	Tech Hub - (Commercial)			Yes	\$72.00
12.1a	Tech Hub - (Community)			Yes	\$43.00
12.1a	Tech Hub - (Unfunded Not for Profit)			Yes	\$22.00
12.1a	Sound Studio - (Commercial)			Yes	\$48.00
12.1a	Sound Studio - (Community)			Yes	\$28.00
12.1a	Sound Studio - (Unfunded Not for Profit)			Yes	\$14.00
12.1a	Civic Gallery - (Commercial)			Yes	\$335.00
12.1a	Civic Gallery - (Community)			Yes	\$200.00
12.1a	Civic Gallery - (Unfunded Not for Profit)			Yes	\$100.00
12.1a	Weekend/Public Holiday (Daily Rate) (6am-10pm)				
12.1a	West Terrace (Level 3) - (Commercial) (Half Day)			Yes	\$750.00
12.1a	West Terrace (Level 3) - (Community) (Half Day)			Yes	\$450.00
12.1a	West Terrace (Level 3) - (Unfunded Not for Profit) (Half Day)			Yes	\$225.00
12.1a	West Terrace (Level 3) - (Commercial)			Yes	\$1,200.00
12.1a	West Terrace (Level 3) - (Community)			Yes	\$720.00
12.1a	West Terrace (Level 3) - (Unfunded Not for Profit)			Yes	\$360.00
12.1a	Active Wellness Studio/Maker Space - (Commercial) (Half Day)			Yes	\$600.00
12.1a	Active Wellness Studio/Maker Space - (Community) (Half Day)			Yes	\$360.00
12.1a	Active Wellness Studio/Maker Space - (Unfunded Not for Profit) (Half Day)			Yes	\$180.00
12.1a	Active Wellness Studio/Maker Space - (Commercial)			Yes	\$1,000.00
12.1a	Active Wellness Studio/Maker Space - (Community)			Yes	\$600.00
12.1a	Active Wellness Studio/Maker Space - (Unfunded Not for Profit)			Yes	\$300.00
12.1a	Civic Gallery - (Commercial) (Half Day)			Yes	\$1,400.00
12.1a	Civic Gallery - (Community) (Half Day)			Yes	\$840.00
12.1a	Civic Gallery - (Unfunded Not for Profit) (Half Day)			Yes	\$420.00
12.1a	Civic Gallery - (Commercial)			Yes	\$2,400.00
12.1a	Civic Gallery - (Community)			Yes	\$1,440.00
12.1a	Civic Gallery - (Unfunded Not for Profit)			Yes	\$720.00
12.1a	Charles Byrne Heritage Room - (Commercial) (Half Day)			Yes	\$720.00
12.1a	Charles Byrne Heritage Room - (Community) (Half Day)			Yes	\$430.00
12.1a	Charles Byrne Heritage Room - (Unfunded Not for Profit) (Half Day)			Yes	\$215.00
12.1a	Charles Byrne Heritage Room - (Commercial)			Yes	\$1,450.00
12.1a	Charles Byrne Heritage Room - (Community)			Yes	\$870.00
12.1a	Charles Byrne Heritage Room - (Unfunded Not for Profit)			Yes	\$435.00
12.1a	Parramatta Town Hall - (Commercial) (Half Day)			Yes	\$1,800.00
12.1a	Parramatta Town Hall - (Community) (Half Day)			Yes	\$1,080.00
12.1a	Parramatta Town Hall - (Commercial)			Yes	\$2,800.00
12.1a	Parramatta Town Hall - (Community)			Yes	\$1,680.00
12.1a	Miscellaneous Fees and Charges (per hour unless otherwise specified)				
12.1a	Audio Visual Technician (Weekdays)			Yes	\$55.00
12.1a	Audio Visual Technician (Weekends/Public Holidays)			Yes	\$80.00
12.1a	Concierge (Supervisor) (Weekdays)			Yes	\$60.00
12.1a	Concierge (Supervisor) (Weekends/Public Holidays)			Yes	\$80.00
12.1a	Concierge (Weekdays)			Yes	\$50.00
12.1a	Concierge (Weekends/Public Holidays)			Yes	\$80.00
12.1a	Security Concierge (Weekdays)			Yes	\$55.00
12.1a	Security Concierge (Weekends/Public Holidays)			Yes	\$80.00
12.1a	Cleaning Attendant (Weekdays)			Yes	\$50.00
12.1a	Cleaning Attendant (Weekends/Public Holidays)			Yes	\$80.00
12.1a	Cleaning Fee (minimum 3 hours)			Yes	\$50.00
12.1a	Waste Removal			Yes	\$130.00
12.1a	Lectern and Microphone			Yes	\$75.00
12.1a	Additional Microphone (per unit)			Yes	\$45.00
12.1a	Audio/visual video conference package			Yes	\$150.00
12.1a	Red Carpet			Yes	\$150.00
12.1a	Display Plinths/Easels (per unit)			Yes	\$25.00
12.1a	Barbeque and LPG gas (per unit)			Yes	\$150.00
12.1a	Miscellaneous Labour Fees and Charges (minimum 3 hours)				
12.1a	Audio Visual Technician (Weekdays)			Yes	\$55.00
12.1a	Audio Visual Technician (Weekends/Public Holidays)			Yes	\$80.00
12.1a	Concierge (Supervisor) (Weekdays)			Yes	\$60.00
12.1a	Concierge (Supervisor) (Weekends/Public Holidays)			Yes	\$80.00
12.1a	Concierge (Weekdays)			Yes	\$50.00
12.1a	Concierge (Weekends/Public Holidays)			Yes	\$80.00
12.1a	Security Concierge (Weekdays)			Yes	\$55.00
12.1a	Security Concierge (Weekends/Public Holidays)			Yes	\$80.00
12.1a	Cleaning Attendant (Weekdays)			Yes	\$50.00

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FEES & CHARGES 2022/23

Ref No.	Description of Service	Receipt Code	Pricing Policy Category	GST Yes/No	2022/23 Fee/Charge \$ (Incl GST)
12.1a	Cleaning Attendant (Weekends/Public Holidays)			Yes	\$80.00
12.1a	Cleaning Fee (minimum 3 hours)			Yes	\$50.00
12.1a	Miscellaneous Services Fees and Charges (minimum 3 hours)				
12.1a	Waste Removal			Yes	\$130.00
12.1a	Lectern and Microphone			Yes	\$75.00
12.1a	Additional Microphone (per unit)			Yes	\$45.00
12.1a	Audio/visual video conference package			Yes	\$150.00
12.1a	Red Carpet Package			Yes	\$150.00
12.1a	Display Plinths/Easels (per unit)			Yes	\$25.00
12.1a	Barbeque and LPG gas (per unit)			Yes	\$150.00
12.2a	Program, Workshop, Exhibitions, Tours and Event Fees				
12.2a	Charge to deliver community programs, including payment of facilitators/ tutors, cost of materials - per attendee, per program			Yes	Various Fees Apply
12.2a	Note that it is not appropriate to determine fees for individual programs - programs provided vary based on community needs and seasonality.			Yes	Various Fees Apply

CITY OF PARRAMATTA

ARABIC

إذا كنت بحاجة للمساعدة في ترجمة هذه النشرة، اتصل بـ TIS على الرقم 131 450 واطلب منهم الاتصال نيابة عنك بخدمة زبائن باراماتا على الرقم 9806 5050 من الإثنين إلى الجمعة بين الساعة 8:30 صباحاً و 5:00 مساءً.

CHINESE

如果你需要翻译协助阅读这份新闻简报，请联系 TIS，电话131 450，要求他们代表你接通巴拉玛打市议会顾客服务处，电话 9806 5050。顾客服务处的工作时间是每星期一至星期五，上午8:30至下午5:00。

KOREAN

본 소식지와 관련해 통역 지원이 필요하신 경우, TIS (131 450)에 전화하여 Parramatta Customer Service (9806 5050)를 연결해 달라고 요청하시면 됩니다. 업무시간은 월요일에서 금요일, 오전 8시 30분부터 오후 5시까지입니다.

HINDI

यदि आपको यह सूचना-पत्र समझने में सहायता चाहिए तो कृपया TIS को 131 450 पर फ़ोन करें और उनसे कहें कि आपकी तरफ़ से पैरामाटा कस्टमर सर्विस को 9806 5050 पर फ़ोन करें। यह सेवा सोमवार से शुक्रवार, सुबह 8.30 बजे से शाम 5.00 तक उपलब्ध है।

For non-English speakers, phone.

Council 2022-23 Fees and Charges - Key Changes
Additional Fees

FEES & CHARGES 2022/23

Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
4	ASSET STRATEGY AND PROPERTY MANAGEMENT					Maurice Higgins/Benjamin Ayoub
4.2	ROAD CLOSURES - Administration Fee for the processing of Road Closure Applications					Maurice Higgins/Benjamin Ayoub
4.2	Property Services:					Maurice Higgins/Benjamin Ayoub
4.2	Road Status Report		\$150.00		New charge to be placed under 4.2 Road Closures, this report forms part of the road closure submission to Crown Land.	Maurice Higgins/Benjamin Ayoub
4.9	ROAD & PLACE NAMING				Update from 'Road Naming' to 'Road and Place Naming' to reflect the enhanced services offered by Council.	Bruce Mills/Michael Northey
4.9	Administrative Fee (per environmental and physical place) - Precinct and Non Precinct		\$2,100.00		New charge to be included under 4.9 Naming. This service is to be provided in the creation of new open space assets being delivered within private development precincts, as per Council's revised Naming Policy (to be endorsed in 2022)	Bruce Mills/Michael Northey
5.2	PARKING METER PARKING FEES Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.2	Remove, relocate, make goods for Parking Meter				Corrected description	James Lister/ Jody Carter
5	Make good of location, once Parking meter has been removed per parking meter		\$1,000.00		external contractor costs have gone up , which needs to be passed on.	
5.3	PARKING STATIONS Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.30	Free Christmas Parking for Christmas Eve (24 December only)		\$0.00		Free Parking on 24 December only	James Lister/ Jody Carter
5.4	PAY PARKING FEES - PARKING METERS Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.4	Free Christmas Parking between 24 December to 27 December 2022 (inclusive)		\$0.00		Free Parking on 24 December each year only	James Lister/ Jody Carter
5.6	PAY PARKING FEES - PARRAMATTA STATION CAR PARK Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.6	Parramatta Station Car Park (Hourly Rate/Fee) Considering some small alignment for market trend movements. Maximum rate shown, with option to reduce on demand				Added: Considering small alignment for market trend movements	James Lister/ Jody Carter
5.6	Early Bird rate, top level parking (only)		\$12.00		Early Bird rate, top level parking (only)	James Lister/ Jody Carter
5.6	Corporate Rate 100+ daily parkers		\$11.00		Corporate Rate 100+ daily parkers	James Lister/ Jody Carter
5.6	Corporate Rate 200+ daily parkers		\$10.00		Corporate Rate 200+ daily parkers	James Lister/ Jody Carter

Council 2022-23 Fees and Charges - Key Changes
Additional Fees

FEES & CHARGES 2022/23

Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
5.7	PAY PARKING FEES - JUSTICE PRECINCT CAR PARK Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.7	Justice Precinct Car Park (Hourly Rate/Fee) Considering some small alignment for market trend movements. Maximum rate shown, with option to reduce on demand				Added: Considering small alignment for market trend movements	James Lister/ Jody Carter
5.7	Corporate Rate 100+ daily parkers		\$14.00		Corporate Rate 100+ daily parkers	James Lister/ Jody Carter
5.7	Corporate Rate 200+ daily parkers		\$12.00		Corporate Rate 200+ daily parkers	James Lister/ Jody Carter
6	SOCIAL AND COMMUNITY SERVICES					
6.2	COMMUNITY CARE					David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Over 55's Leisure and Learning per term Early Bird (1 hour class) - Non-refundable		\$35.15		To be consistent with Recreation and to secure more bookings for this service	David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Over 55's Leisure and Learning per term Early Bird (1.5 to 2 hour class) - Non-refundable		\$57.20		To be consistent with Recreation and to secure more bookings for this service	David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Individual - Discounted Fee for Commonwealth Senior Health Card Holders					David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Over 55's Leisure and Learning per term Early Bird (1 hour class) - Non-refundable		\$51.74		To be consistent with Recreation and to secure more bookings for this service	David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Over 55's Leisure and Learning per term Early Bird (1.5 to 2 hour class) - Non-refundable		\$82.86		To be consistent with Recreation and to secure more bookings for this service	David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Individual - Full Fee					David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Over 55's Leisure and Learning per term Early Bird (1 hour class) - Non-refundable		\$68.75		To be consistent with Recreation and to secure more bookings for this service	David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Over 55's Leisure and Learning per term Early Bird (1.5 to 2 hour class) - Non-refundable		\$108.13		To be consistent with Recreation and to secure more bookings for this service	David Moutou/Gabrielle Summerhays/Ruth Ranson
8.4a	Aquatic and Leisure Centre Parramatta (Due to open 2023)				New title within existing 8.4. David recommends starting a new section titled Aquatic Facilities and moving this section together with Epping Aquatic Centre and MGHS Pool. NO need to change owner.	David Moutou/Drew Brown
8.4a	Note: With the new Aquatic and Leisure Centre due to open in 2023, the proposed pricing policy for services is listed here. Full conditions, inclusions and exclusions associated with fees are still to be determined and will be made available at least 28 days in advance of sales opening. This includes full disclosure of merchant fees for credit card payments. Under Section 610E of the Local Government Act 1993 Council may reduce a fee as part of a marketing campaign or social benefit program under the pricing principle of stimulus (D) or equity (F). Such a campaign will be determined under delegation to the Executive Director Community Services. Fees established in 2022/23 are proposed to continue through 2023/24 before having standard indexation applied.				Need to confirm that delegation is correct.	David Moutou/Drew Brown
8.4a	Adult Entry (ages 18 and over)		\$8.70	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Child Entry (ages 5 to 17 inclusive)		\$6.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown

Council 2022-23 Fees and Charges - Key Changes
Additional Fees

FEES & CHARGES 2022/23

Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
8.4a	Spectator Fee		\$4.20	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Child Entry (ages 4 and under) - Free		No Fee		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Sauna/Spa/Steam/Pool					David Moutou/Drew Brown
8.4a	Sauna/Steam/Spa/Pool (16 years +)		\$18.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Concession: Sauna/Steam/Spa/Pool (16 years +)		\$15.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Sauna/Steam/Spa/Pool (16 years +) 10 Visit Pass		\$162.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Concession: Sauna/Steam/Spa/Pool (16 years +) 10 Visit Pass		\$135.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Sauna/Steam/Spa/Pool (16 years +) 20 Visit Pass		\$324.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Concession: Sauna/Steam/Spa/Pool (16 years +) 20 Visit Pass		\$270.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Other entry Fees - Pools					David Moutou/Drew Brown
8.4a	NSW Police, Pilot and Defence Force Swim Assessment		\$10.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Family Entry (up to 2 adults and 2 children or 1 adult and 3 children)		\$27.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Family B1 (2 adults + 3 children/1 adult + 4 children)		\$33.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Family B2 (2 adults + 5 or 6 children)		\$45.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Family C (8 + people)		\$50.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Concession Entry (holders of a Pensioner Concession Card, Health Care Card or Commonwealth Seniors Health Card issued by Centre link or a Pensioner Concession Card issued by Department of Veterans' Affairs, Student card (school, TAFE, University or other formal educational provider)).		\$5.50	0.00%		David Moutou/Drew Brown
8.4a	Free Aquatic entry for seniors and disability card holders - Council is to dedicate one day each week (Tuesday) for free entry for seniors who are eligible for Senior's Card under NSW Government's scheme and disability card holders and their carers to Council's aquatic centres and reside in the Parramatta LGA		100% Discount			David Moutou/Drew Brown
8.4a	School Groups (subject to official booking made prior to entry - school hours only 9:00am - 3:00pm)		\$4.80	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Pool Entry Visit passes					David Moutou/Drew Brown
8.4a	Adult 20 Visit Pass		\$156.60	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Child/Pensioners 20 Visit Pass		\$82.20	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	10 visit pass adult		\$78.30		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	10 visit pass child/ pensioner		\$45.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Student 20 Visit Pass		\$88.20	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Spectator 10 visit pass		\$37.80	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Fitness Casual Visit: includes classes					David Moutou/Drew Brown
8.4a	Casual - Adult per visit		\$23.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Concession Casual - Student per visit		\$19.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Membership: Aquatic, Health & Wellness Membership (DD 12 month agreement/weekly charge) includes initial fitness assessment and program					David Moutou/Drew Brown

Council 2022-23 Fees and Charges - Key Changes
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FEES & CHARGES 2022/23

Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
8.4a	Adult Weekly Membership weekly cost		\$22.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Concession/Student Weekly Membership weekly cost		\$18.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Adult 20 Visit Pass		\$414.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Concession/Student 20 Visit Pass		\$342.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	ADULT: Off-Peak Membership (10:00am - 3:00pm only) (DD 12 month agreement) weekly		\$18.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	CONCESSION/Student: Off-Peak Membership (10:00am - 3:00pm only) (DD 12 month agreement) weekly		\$18.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Personal training Session - 1 hour		\$75.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Personal Training Session - 1 hour/5 session pack		\$350.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Personal Training Session - 1 hour/10 session pack		\$650.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Creche (Conditions to be confirmed)					David Moutou/Drew Brown
8.4a	Casual per visit (1.5 hour visit)		\$8.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Full Members per hour: 6 visits per week included in membership				Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Memberships: Aquatics/Pool ONLY/ No Fitness Classes (DD 12 month agreement) EXCLUDES SWIM SCHOOL PROGRAMS AND EVENTS					David Moutou/Drew Brown
8.4a	Child Membership - 3 months & concession 3 months		\$198.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Adult Membership - 3 months		\$287.10	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Child Membership - 6 months + Concession 6 month membership		\$352.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Adult Membership - 6 months		\$478.50	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Family Membership (up to nominated 2 adults and 2 children or 1 adult and 3 children) EXCLUDES SWIM SCHOOL PROGRAMS AND EVENTS				Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	* Family 6 months membership		\$596.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	(Each additional child on the 6 month family membership)		\$150.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	*Family 3 months membership		\$312.50	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	(Each additional child on the 3 month family membership)		\$83.90	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Creche 10 visit pass (1.5 hours per visit)		\$72.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Creche 20 visit pass (1.5 hours per visit)		\$144.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Swimming Carnival					David Moutou/Drew Brown
8.4a	Swimming Carnival (Day) - full day (up to 6 hours /9:00am - 15:00pm) - use of the 50m pool only (Parramatta LGA School ONLY) PLUS Pool entry/includes 1 lifeguard for every 100 students. Use of additional areas of the facility will attract additional hire rates, Monday - Friday ONLY		\$650.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Swimming Carnival (Day) - full day (up to 6 hours/9:00am - 15:00pm) - use of the 50m pool only (Schools outside of Parramatta LGA) PLUS Pool entry/includes 1 lifeguard for every 100 students. Use of additional areas of the facility will attract additional hire rates, Monday - Friday ONLY		\$750.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Swimming Carnival - Other Charges:					David Moutou/Drew Brown
8.4a	Cancellation Fee		\$300.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown

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Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
8.4a	Cleaning Fee		\$200.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Additional Supervising Staff (pp p/hr)		\$60.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Late Fee (per 15 mins or part thereof)		\$60.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Swimming Carnival (Evening) - after 6pm (Plus normal Pool entry). Full cost recovery		Price provided on application + Normal Pool Entry (+ GST)		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Waterpolo Games and Training					David Moutou/Drew Brown
8.4a	Water Polo Games		\$9.50	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Waterpolo Training per person (Minimum charge of 20 players per game)		\$8.50	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Water Polo Per Hour (in addition to admission fee)		\$65.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Lane Hire Epping Aquatic Centre ONLY					David Moutou/Greg Radford/Suzanne Raven
	Preferred Hirers (as defined in the Terms & Conditions) will receive: - Up to 18 Hours of Lane Space per week - Free (Swimming only does not include Water Polo) - Priority Booking over other external Hirers - Receive up to 8 passes for the Executive Committee for use during periods of official hire for preferred hirers activities.					David Moutou/Greg Radford/Suzanne Raven
	- School groups (School hours only) and local not-for-profit swimming, diving, synchronised swimming, water polo clubs and other local not-for-profit organisations are subject to official booking School Lane Hire (Monday - Friday Only/9:00am - 3:00pm). Plus normal entry					
8.4a	1 x 50m Lane - per hour or part thereof		\$20.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	1 x 25m Lane - per hour or part thereof		\$16.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Leisure Pool - per hour or part thereof		\$16.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Casual Lane Hire					David Moutou/Drew Brown
8.4a	- All other hirers				Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	1 x 50m Lane - per hour or part thereof		\$55.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
	1 x 25m Lane - per hour or part thereof		\$45.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Leisure Pool - per hour or part thereof (not exclusive use)		\$55.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Pool Hire - After Hours - The combination of pool hire and participant entry fees must allow full cost recovery. Otherwise a surcharge to cover the difference will be incurred. Bookings at discretion of Aquatic Operations Manager. Price on Application		Full Cost Recovery			David Moutou/Drew Brown
8.4a	Pool Hire for Commercial Use					David Moutou/Drew Brown
8.4a	* Requests received from organisations for promotions, advertising commercial or exclusive use. This is at the discretion of the Manager Social and Community Services		Fee to be negotiated where commercial benefit is gained by hirer (or waived where there is significant benefit to Council)			David Moutou/Drew Brown
8.4a	School Fun Days					David Moutou/Drew Brown

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Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
8.4a	Entry to and use of Leisure area - School Hours Only - per entry * Subject to Official Booking.		\$12.50	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Swim School					David Moutou/Drew Brown
8.4a	Adult Cost per lesson - 1 lesson per week		\$21.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Child Cost per lesson - 1 lesson per week		\$21.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Swim School - Concession					David Moutou/Drew Brown
8.4a	Adult concession rate 10 weeks - 1 lesson per week		\$15.50	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Child concession rate 10 weeks - 1 lesson per week		\$15.50	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Holiday Intensive Program - Concession					David Moutou/Drew Brown
8.4a	Adult concession rate/per lesson		\$15.50	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Child concession rate/per lesson		\$15.50	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Holiday Intensive Program					David Moutou/Drew Brown
8.4a	Adult/per lesson		\$21.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Child/per lesson		\$21.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	School - Learn to Swim (Child) per Lesson (Parramatta LGA) 45 minute class		\$12.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	School - Learn to Swim (Child) per Lesson (non-Parramatta LGA)		\$13.50	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Private Swimming Lesson/30 minute class Private learn to swim lessons (Per Lesson)		\$67.50	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
	Learn-to-Swim LTS: 10% discount for 2 or more lessons a week per term					
8.4a	- Promotional offers and marketing campaigns may be offered that vary the Swim School Charges above at the discretion of the Manager Social and Community Services & Service Manager Recreation Facilities & Programs					David Moutou/Drew Brown
8.4a	Aqua/Dry Programs		Price on application			David Moutou/Drew Brown
8.4a	PUBLIC PROGRAMS					David Moutou/Drew Brown
8.4a	Public Programs - per person Note: that it is not appropriate to determine fees for individual programs - programs provided vary constantly based on community needs, seasonal variances etc. Some programs will cross subsidise others		Fee Subject to program characteristics such as duration and equipment provided			David Moutou/Drew Brown
8.4a	Squad Rates					David Moutou/Drew Brown
8.4a	Term Fees (1 session per week) 10 Sessions per term (NSW Gov Sch Term)		\$160.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Squad Rates - Concession					David Moutou/Drew Brown
8.4a	Term Fees (1 session per week) 10 Sessions per term (NSW Gov Sch Term)		\$140.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Aquatic Centres may throughout the year deliver promotional activities specifically for aquatic programs these promotional activities are to be endorsed and approved by management before engagement with the community					David Moutou/Drew Brown
8.4a	Room Hire: plus pool/gym entry where applicable					David Moutou/Drew Brown
8.4a	Function Rooms listing: Group 1: Program Room 2 HW.01 (Name to be determined) Group 2: Program Room 1 HW.02 (Name to be determined), Multipurpose Room.					David Moutou/Drew Brown

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Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
	3 User Categories Commercial Category - Large Business and Corporations (Annual revenue turnover excluding GST of greater than \$2M) - Commonwealth and State Government agencies and schools - Social Functions (Casual/ Private Hirers Non LGA residents) Community Category - Small businesses (Annual Revenue turnover (excluding GST) of less than \$2m) - Local Councils - Social Functions (Casual/ Private Hirers for LGA residents) - Not-for-profit agencies who receive government funding or primarily run revenue generating activities (eg. Licensed Clubs) Unfunded Not-for-profit Category - Other not-for-profit agencies (unfunded nor revenue generating) - Self-help groups					
8.4a	Rooms Fees - Weekday hourly rate (Mon - Fri 6pm):					David Moutou/Drew Brown
8.4a	Group 1 - ALCP Rooms - Category Commercial		\$110.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Group 1 - ALCP Rooms - Category Community		\$66.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Group 1 - ALCP Rooms - Category Unfunded Not-for-profit		\$33.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Group 2 - ALCP Rooms - Category Commercial		\$60.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Group 2 - ALCP Rooms - Category Community		\$54.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Group 2 - ALCP Rooms - Category Unfunded Not-for-profit		\$27.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Meeting Rooms Fees - Weekend hourly rate (Fri 6pm - Sun and Public Holidays):					David Moutou/Drew Brown
8.4a	Group 1 - ALCP Rooms - Category Commercial		\$125.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Group 1 - ALCP Rooms - Category Community		\$75.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Group 1 - ALCP Rooms - Category Unfunded Not-for-profit		\$37.50	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Group 2 - ALCP Rooms - Category Commercial		\$110.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Group 2 - ALCP Rooms - Category Community		\$66.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Group 2 - ALCP Rooms - Category Unfunded Not-for-profit		\$33.00	0.00%	Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Party Room and Birthday parties					David Moutou/Drew Brown
8.4a	Party Room/ per hour/plus pool entry (Monday - Friday) minimum 2 hours		\$55.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Party Room/ per hour/plus pool entry (Saturday/Sunday/Public Hol) minimum 2 hours		\$65.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Hosted Party: minimum 20 children/per child - activities and host inclusive (no food) 2 hours duration		\$31.00		Price will continue through to 2023/24 before reverting to standard increases in 2024/25	David Moutou/Drew Brown
8.4a	Food packages to be determined upon leasing of the in-centre cafe.					David Moutou/Drew Brown
8.4a	Car Park (For facility users only - tickets must be validated)					David Moutou/Drew Brown
8.4a	2 Hours complimentary for validated facility users		\$0.00			David Moutou/Drew Brown
8.4a	Per half hour or part thereof up to 4 hours		\$3.00			David Moutou/Drew Brown
8.4a	4 hours to 6 hours		\$25.00			David Moutou/Drew Brown
8.4a	Daily maximum Fee		\$36.00			David Moutou/Drew Brown
9	DEVELOPMENT AND TRAFFIC SERVICES					
9.40	DEVELOPMENT INVOLVING APPLICATION FOR ADVERTISEMENT S OR ADVERTISING SIGNS - EP&A Reg schedule 4 part 2 item 2.2					Mark Leotta/Kathleen Sales
9.40	Heritage Minor Works Applications		\$125.00		New fee under DTSU	Mark Leotta/Kathleen Sales

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Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
9.8	ADVERTISING AND/OR NOTIFICATION OF A DEVELOPMENT APPLICATION - EP&A Reg schedule 4 part 3 item 3.5-3.7					Mark Leotta/Kathleen Sales
9.80	Giving of notice for other development for which a community participation plan requires notice to be given		12.92 Fee Units		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.11	OTHER FEES AND CHARGES					Mark Leotta/Kathleen Sales
9.11	Appeal against determination of modification application under the Act, section 8.9		50% fee that was payable for the application the subject of appeal		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.11	Submitting application for review of a determination under the Act, section 8.3 on the NSW planning portal		0.05 Fee Unit		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.12	MODIFICATION OF A CONSENT - EP&A REG Schedule 4 Part 6 items 6.1-6.9					Mark Leotta/Kathleen Sales
9.12	Additional fee for development application that is referred to design review panel for advice		35.08 Fee Units		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.12	Modification: Additional fee for modification application if notice of application is required to be given under the Act, section 4.55(2) or 4.55(1)		7.78 Fee Units		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.12	Additional fee for modification application that is accompanied by statement of qualified designer		8.89 Fee Units		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.12	Submitting modification application under the Act, section 4.55(1A) or (2) on the NSW planning portal -		0.40 Fee Units		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.19	Modification of Construction Certificate					Paul Lyth
9.19	Application fee to provide Developer Contributions Quotes from Developers / Private Certifiers		\$300.00		New fee introduced to fund position to provide quotes, increase in requests due to changes in the Planning Portal	Paul Lyth
9.45	CITY SIGNIFICANT DEVELOPMENT					Mark Leotta/Kathleen Sales
9.47	Application for site compatibility certificate (affordable rental housing) under State Environmental Planning Policy (Affordable Rental Housing) 2009—				NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	(a) base fee, plus		3.10 Fee Units \$42.00		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	(b) for each dwelling		The maximum fee payable is 6.26 fee units, including the base fee and additional fee		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	Application for site compatibility certificate (infrastructure) under State Environmental Planning Policy (Infrastructure) 2007 or site compatibility certificate (schools or TAFE establishments) under State Environmental Planning Policy (Educational Establishments and Child Care Facilities) 2017				NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	(a) base fee, plus		3.10 Fee Units \$285		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	(b) for each hectare, or part hectare, of area of land		The maximum fee payable is 6.26 fee units, including the base fee and additional fee		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	Application for site compatibility certificate (seniors housing) under State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004—				NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	Application for site compatibility certificate (seniors housing) under State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004—				NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	(a) for development for the purposes of a residential care facility—				NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	(1) for each dwelling				NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	(i) base fee, plus		3.28 Fee Units		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales

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Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
			\$45			
9.47	(ii) for each bed in proposed facility		The maximum fee payable is 6.26 fee units, including the base fee and additional fee		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	(b) for other development—				NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	(i) base fee, plus		3.28 Fee Units		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
			\$45			
9.47	(ii) for each dwelling		The maximum fee payable is 6.26 fee units, including the base fee and additional fee		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	Application for site verification certificate under State Environmental Planning Policy (Mining, Petroleum Production and Extractive Industries) 2007, Part 4AA		43.75 Fee Units		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
9.47	Lodging application for site compatibility certificate on the NSW planning portal		0.40 Fee Unit		NEW statutory fee a/p EP&A	Mark Leotta/Kathleen Sales
11	REGULATORY SERVICES					
11.5	ABANDONED VEHICLES - REMOVAL AND STORAGE					Paul Lyth/Cherish Keepa
11.5	Fee for administration of refunding proceeds of sale of impounded vehicle		\$60.00			Paul Lyth/Cherish Keepa
12	COMMUNITY HUBS					
12.1	Group 1 - Function Room - Unfunded Not-for-profit		\$31.00	0.00%	New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 2 - Function Room - Unfunded Not-for-profit		\$25.00	0.00%	New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 3 - Function Room - Unfunded Not-for-profit		\$19.00	0.00%	New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 4 - Function Room - Unfunded Not-for-profit		\$16.00	0.00%	New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
	Half Day Rate					
	Friday: 5pm to 11pm					
	12.1 Saturday & Sunday:					Christopher Snelling/Chillet Medel
	Morning: 9.30am to 3.30pm					
	Evening: 4.30pm to 10.30pm					
	Weekday hourly rate only applicable on Fridays for Dance Studio only					
12.1	Group 1: Half Day Rate		\$570.00		Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 2: Half Day Rate		\$450.00		Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 3: Half Day Rate		\$378.00		Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.2	MEETING ROOMS HIRE:					Christopher Snelling/Chillet Medel
12.2	Group 1 - Meeting Rooms - Unfunded Not-for-profit		\$16.00		New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.2	Meeting Rooms Fees - Weekday hourly rate (Mon - Fri 6pm):					Christopher Snelling/Chillet Medel
12.2	Group 2 - Meeting Rooms - Unfunded Not-for-profit		\$15.00		New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.2	Meeting Rooms Fees - Weekend hourly rate (Fri 6pm - Sun)/ Public Holiday hourly rate:					Christopher Snelling/Chillet Medel

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Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
12.2	Group 1 - Meeting Rooms - Unfunded Not-for-profit		\$19.00		Replaced Cat D fee. New User Group - Not for Profit Groups (unfunded) in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.7	Booking Cancellation: All cancellations must be in writing.					Christopher Snelling/Chillet Medel
12.7	Cancellation Fee to apply if less than 7 days notice is given for a cancellation		100% of the Total Charge (+ GST)	100% of the Total Charge (+ GST)	Note: Added as per Terms and Conditions	Christopher Snelling/Chillet Medel
12.8	Event Package (includes Tiffany Chairs, Plinths, Backdrop, Tablecloths and Frames - depends on availability)		\$150.00		Note: New additional service provision	Christopher Snelling/Chillet Medel
12.9	Additional Venue Hire Miscellaneous Fees					Christopher Snelling/Chillet Medel
12.9	Technical Music Producer- Hourly Rate (minimum 4 hours)		\$70.00		Note: Cost recovery cost for Technical Producer.	Christopher Snelling/Chillet Medel
12.9	Tables and Chairs Set Up (within the hours hired by hirer)		\$70.00		Note: Cost recovery cost for staff time (Subject to availability) & Caretaker	Christopher Snelling/Chillet Medel
12.9	Waste Removal		\$100.00		New fee for waste removal in line with Community Hubs/5PS	Christopher Snelling/Chillet Medel
12a	PHIVE, 5 Parramatta Square				NEW VENUE	
12.1a	VENUE HIRE FEES					
	3 User Categories					
	Commercial Category					
	- Large Business and Corporations (Annual revenue turnover excluding GST of greater than \$2M)					
	- Commonwealth and State Government agencies					
	- Social Functions (Casual/ Private Hirers Non LGA residents)					
	Community Category					
	- Small businesses (Annual Revenue turnover (excluding GST) of less than \$2m					
12.1a	-Local Councils				Modified descriptions and definitions of user groups	Christopher Snelling/Chillet Medel
	-Social Functions (Casual/ Private Hirers for LGA residents)					
	-Not-for-profit agencies who receive government funding or primarily run revenue generating activities (eg.Licensed Clubs)					
	Unfunded Not-for-profit Category					
	- Other not-for-profit agencies (unfunded nor revenue generating)					
	- Self-help groups					
	- Landmark venues exclusions: Parramatta Town Hall					
	- Fulltime Student (WPCCL Music Studio Only)					
12.1a	Weekday Rates (Hourly) (Monday - Friday 6am to 9pm)				NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Small Meeting Room - (Commercial)		\$40.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Small Meeting Room - (Community)		\$24.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Small Meeting Room - (Unfunded Not for Profit)		\$12.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Medium Meeting Room - (Commercial)		\$60.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Medium Meeting Room - (Community)		\$30.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Medium Meeting Room - (Unfunded Not for Profit)		\$15.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Large Meeting Room - (Commercial)		\$80.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Large Meeting Room - (Community)		\$48.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Large Meeting Room - (Unfunded Not for Profit)		\$24.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Commercial)		\$100.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace - (Community)		\$60.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Unfunded Not for Profit)		\$30.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Commercial)		\$100.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Community)		\$60.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Unfunded Not for Profit)		\$30.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Tech Hub - (Commercial)		\$60.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Tech Hub - (Community)		\$36.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Tech Hub - (Unfunded Not for Profit)		\$18.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Sound Studio - (Commercial)		\$40.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Sound Studio - (Community)		\$24.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Sound Studio - (Unfunded Not for Profit)		\$12.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Commercial)		\$280.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Community)		\$168.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Unfunded Not for Profit)		\$84.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Weekday (Daily Rate) (Monday - Friday 6am - 9pm)				NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Commercial) (Half Day)		\$600.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Community) (Half Day)		\$360.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Unfunded Not for Profit) (Half Day)		\$180.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Commercial)		\$1,000.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel

Council 2022-23 Fees and Charges - Key Changes
Additional Fees

FEES & CHARGES 2022/23

Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
12.1a	West Terrace (Level 3) - (Community)		\$600.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Unfunded Not for Profit)		\$300.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Commercial) (Half Day)		\$480.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Community) (Half Day)		\$290.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Unfunded Not for Profit) (Half Day)		\$145.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Commercial)		\$800.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Community)		\$480.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Unfunded Not for Profit)		\$240.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Commercial) (Half Day)		\$1,100.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Community) (Half Day)		\$660.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Unfunded Not for Profit) (Half Day)		\$330.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Commercial)		\$2,000.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Community)		\$1,200.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Unfunded Not for Profit)		\$600.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Charles Byrne Heritage Room - (Commercial) (Half Day)		\$600.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Charles Byrne Heritage Room - (Community) (Half Day)		\$360.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Charles Byrne Heritage Room - (Unfunded Not for Profit) (Half Day)		\$180.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Charles Byrne Heritage Room - (Commercial)		\$1,200.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Charles Byrne Heritage Room - (Community)		\$720.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Charles Byrne Heritage Room - (Unfunded Not for Profit)		\$360.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Parramatta Town Hall - (Commercial) (Half Day)		\$1,200.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Parramatta Town Hall - (Community) (Half Day)		\$720.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Parramatta Town Hall - (Commercial)		\$2,400.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Parramatta Town Hall - (Community)		\$1,440.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Weekend/Public Holiday Rates (Hourly) (6am to 9pm)				NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Small Meeting Room - (Commercial)		\$48.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Small Meeting Room - (Community)		\$28.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Small Meeting Room - (Unfunded Not for Profit)		\$14.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Medium Meeting Room - (Commercial)		\$60.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Medium Meeting Room - (Community)		\$24.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Medium Meeting Room - (Unfunded Not for Profit)		\$18.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Large Meeting Room - (Commercial)		\$66.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Large Meeting Room - (Community)		\$58.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Large Meeting Room - (Unfunded Not for Profit)		\$29.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Commercial)		\$120.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace - (Community)		\$72.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Unfunded Not for Profit)		\$36.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Commercial)		\$120.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Community)		\$72.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Unfunded Not for Profit)		\$36.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Tech Hub - (Commercial)		\$72.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Tech Hub - (Community)		\$43.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Tech Hub - (Unfunded Not for Profit)		\$22.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Sound Studio - (Commercial)		\$48.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Sound Studio - (Community)		\$28.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Sound Studio - (Unfunded Not for Profit)		\$14.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Commercial)		\$335.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Community)		\$200.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Unfunded Not for Profit)		\$100.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Weekend/Public Holiday (Daily Rate) (6am-10pm)				NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Commercial) (Half Day)		\$750.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Community) (Half Day)		\$450.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Unfunded Not for Profit) (Half Day)		\$225.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Commercial)		\$1,200.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Community)		\$720.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	West Terrace (Level 3) - (Unfunded Not for Profit)		\$360.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Commercial) (Half Day)		\$600.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Community) (Half Day)		\$360.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Unfunded Not for Profit) (Half Day)		\$180.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Commercial)		\$1,000.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Active Wellness Studio/Maker Space - (Community)		\$600.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel

Council 2022-23 Fees and Charges - Key Changes
Additional Fees

FEES & CHARGES 2022/23

Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
12.1a	Active Wellness Studio/Maker Space - (Unfunded Not for Profit)		\$300.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Commercial) (Half Day)		\$1,400.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Community) (Half Day)		\$840.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Unfunded Not for Profit) (Half Day)		\$420.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Commercial)		\$2,400.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Community)		\$1,440.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Civic Gallery - (Unfunded Not for Profit)		\$720.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Charles Byrne Heritage Room - (Commercial) (Half Day)		\$720.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Charles Byrne Heritage Room - (Community) (Half Day)		\$430.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Charles Byrne Heritage Room - (Unfunded Not for Profit) (Half Day)		\$215.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Charles Byrne Heritage Room - (Commercial)		\$1,450.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Charles Byrne Heritage Room - (Community)		\$870.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Charles Byrne Heritage Room - (Unfunded Not for Profit)		\$435.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Parramatta Town Hall - (Commercial) (Half Day)		\$1,800.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Parramatta Town Hall - (Community) (Half Day)		\$1,080.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Parramatta Town Hall - (Commercial)		\$2,800.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Parramatta Town Hall - (Community)		\$1,680.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Miscellaneous Fees and Charges (per hour unless otherwise specified)				NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Audio Visual Technician (Weekdays)		\$55.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Audio Visual Technician (Weekends/Public Holidays)		\$80.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Concierge (Supervisor) (Weekdays)		\$60.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Concierge (Supervisor) (Weekends/Public Holidays)		\$80.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Concierge (Weekdays)		\$50.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Concierge (Weekends/Public Holidays)		\$80.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Security Concierge (Weekdays)		\$55.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Security Concierge (Weekends/Public Holidays)		\$80.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Cleaning Attendant (Weekdays)		\$50.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Cleaning Attendant (Weekends/Public Holidays)		\$80.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Cleaning Fee (minimum 3 hours)		\$50.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Waste Removal		\$130.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Lectern and Microphone		\$75.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Additional Microphone (per unit)		\$45.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Audio/visual video conference package		\$150.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Red Carpet		\$150.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Display Plinths/Easels (per unit)		\$25.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Barbeque and LPG gas (per unit)		\$150.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Miscellaneous Labour Fees and Charges (minimum 3 hours)				NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Audio Visual Technician (Weekdays)		\$55.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Audio Visual Technician (Weekends/Public Holidays)		\$80.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Concierge (Supervisor) (Weekdays)		\$60.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Concierge (Supervisor) (Weekends/Public Holidays)		\$80.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Concierge (Weekdays)		\$50.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Concierge (Weekends/Public Holidays)		\$80.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Security Concierge (Weekdays)		\$55.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Security Concierge (Weekends/Public Holidays)		\$80.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Cleaning Attendant (Weekdays)		\$50.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Cleaning Attendant (Weekends/Public Holidays)		\$80.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Cleaning Fee (minimum 3 hours)		\$50.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Miscellaneous Services Fees and Charges (minimum 3 hours)				NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Waste Removal		\$130.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Lectern and Microphone		\$75.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Additional Microphone (per unit)		\$45.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Audio/visual video conference package		\$150.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Red Carpet Package		\$150.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Display Plinths/Easels (per unit)		\$25.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.1a	Barbeque and LPG gas (per unit)		\$150.00	0.00%	NEW VENUE	Christopher Snelling/Chillet Medel
12.2a	Program, Workshop, Exhibitions, Tours and Event Fees				NEW VENUE	Christopher Snelling/Chillet Medel
12.2a	Charge to deliver community programs, including payment of facilitators/ tutors, cost of materials - per attendee, per program		Various Fees Apply		NEW VENUE	Christopher Snelling/Chillet Medel
12.2a	Note that it is not appropriate to determine fees for individual programs - programs provided vary based on community needs and seasonality.		Various Fees Apply		NEW VENUE	Christopher Snelling/Chillet Medel

FEES & CHARGES 2022/23

Council 2022-23 Fees and Charges - Key Changes
Deleted Fees

Ref No. new	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
1.0	CORPORATE SERVICES					
1.5	SCANNING & SAVING DOCUMENTS TO CD or USB					Kevin Refaghatoo
1.5	Fee per CD	\$12.00	\$12.00	0.00%		Kevin Refaghatoo
1.6	Processing Fee in excess of 20 hours - per hour exceeding first 20 hours	\$30.00	\$30.00	0.00%		Kevin Refaghatoo
1.6	Internal Review Fee - per review	\$40.00	\$40.00	0.00%		Kevin Refaghatoo
1.9	Informal GIPA Application	No Fee	No Fee			Kevin Refaghatoo
2.0	CITY EVENTS & CULTURAL HERITAGE PROGRAMS					
2.1	VISITOR INFORMATION CENTRE CHARGES e.g. postcards, books and other merchandise.				Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Note: due to the diverse range of items under this category for sale, costs vary. Costs to be determined on individual basis by Manager, Cultural Heritage and Tourism in consideration of cost recovery	Full Cost Recovery	Full Cost Recovery		Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Specialised research services per hour	\$123.81	\$123.81	0.00%	Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	VENUE HIRE				Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Heritage Meeting Room including use of Smart Screen and Internet				Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Available Mon to Friday between 9:00am and 5:00pm excluding public holidays - Not available for parties (18th, 21st, etc.)				Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Private / Commercial Rate - 100% of market rate - Social Functions - Self employed persons for the purpose of providing services to the public for a personal profit - Business - State and Federal Government				Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Half day booking from 9:30am to 12:30pm or 1:30pm to 4:30pm	\$222.48	\$222.48	0.00%	Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Full Day rate: 8 hour maximum (between 9:00am to 5:00pm only)	\$418.18	\$418.18	0.00%	Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Not for Profit Rate - 50% of market rate - Religious Programs/Church Groups - Funded Community Groups - Political Parties - Local Government - Clubs - Groups that charge a fee on a cost recovery basis				Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Half day booking from 9:30am to 12:30pm or 1:30pm to 4:30pm	\$108.09	\$108.09	0.00%	Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Full Day rate: 8 hour maximum (between 9:00am to 5:00pm only)	\$222.48	\$222.48	0.00%	Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Concession Rate - 25% of market rate - Charities, Senior Groups & Concession Card holders - Non-Funded Community Groups - Rallies/Demonstrations - Charity Functions (must prove 75% of funds raised will be given to a registered charitable organisation)				Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Half day booking from 9:30am to 12:30pm or 1:30pm to 4:30pm	\$49.44	\$49.44	0.00%	Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Full Day rate: 8 hour maximum (between 9:00am to 5:00pm only)	\$100.94	\$100.94	0.00%	Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	CATERING				Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Supply of tea & coffee provisions per person per day weekdays only	\$3.61	\$3.61	0.00%	Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Available on weekdays only				Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	PENALTY RATES				Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Breakages and damage - full cost of replacement items or repairs	Full Cost Recovery	Full Cost Recovery		Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Failure to vacate booked time - Hirer will be charged twice the normal booking fee	Twice normal booking fee	Twice normal booking fee		Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	Failure to leave rooms in a clean and tidy condition	\$109.18	\$109.18	0.00%	Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
2.1	All cancellations must be received in writing. A cancellation fee of 50% of the total charge will apply if less than 14 days notice is given for a cancellation.	50% of the total charge + GST	50% of the total charge + GST		Will be closed post 30 Jun 2022 so can be removed from F & C	Christopher Snelling/Justine Dowd/Melissa Bajugi
3.0	RIVERSIDE THEATRES PARRAMATTA COMMERCIAL PERFORMANCE					Craig McMaster/Sainesh Moss

FEES & CHARGES 2022/23

Council 2022-23 Fees and Charges - Key Changes
Deleted Fees

Ref No. new	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
RIVERSIDE THEATRES						
3.1	* All venue rental charges as listed or 10% of Net Box Office, whichever is the greater. (Net Box Office: Gross sales less Booking Fees, Credit Card Charges and Commissions)					Craig McMaster/Sainesh Moss
	*All non-performance days (bump-in, plotting, rehearsal days etc) at 50% of applicable venue hire rate for One Performance.					
3.1	Riverside Theatre					Craig McMaster/Sainesh Moss
3.1	One Performance Only					Craig McMaster/Sainesh Moss
3.1	Additional Performances					Craig McMaster/Sainesh Moss
3.1	Sunday*	\$5,040.00	\$5,292.00	5.00%		Craig McMaster/Sainesh Moss
3.1	Lennox Theatre					Craig McMaster/Sainesh Moss
3.1	One Performance Only*					Craig McMaster/Sainesh Moss
3.1	Sunday*	\$2,215.00	\$2,215.00	0.00%		Craig McMaster/Sainesh Moss
3.1	Sunday*	\$1,835.00	\$1,835.00	0.00%		Craig McMaster/Sainesh Moss
3.1	Rafferty's Theatre					Craig McMaster/Sainesh Moss
3.1	One Performance Only					Craig McMaster/Sainesh Moss
3.1	Sunday*	\$1,525.00	\$1,525.00	0.00%		Craig McMaster/Sainesh Moss
3.1	Additional Performances					Craig McMaster/Sainesh Moss
3.1	Sunday*	\$980.00	\$980.00	0.00%		Craig McMaster/Sainesh Moss
3.1	Courtyard (full day)					Craig McMaster/Sainesh Moss
3.1	Sunday*	\$1,615.00	\$1,615.00	0.00%		Craig McMaster/Sainesh Moss
3.1	Courtyard (half day)					Craig McMaster/Sainesh Moss
3.1	Sunday*	\$810.00	\$810.00	0.00%		Craig McMaster/Sainesh Moss
RIVERSIDE THEATRES PARRAMATTA COMMUNITY PERFORMANCE						
3.2	* All venue rental charges as listed or 10% of Net Box Office, whichever is the greater. (Net Box Office: Gross sales less Booking Fees, Credit Card Charges and Commissions)					Craig McMaster/Sainesh Moss
	*All non-performance days (bump-in, plotting, rehearsal days etc) at 50% of applicable venue hire rate for One Performance.					
3.2	Riverside Theatre					Craig McMaster/Sainesh Moss
3.2	One Performance Only					Craig McMaster/Sainesh Moss
3.2	Sunday*	\$5,730.00	\$6,016.50	5.00%		Craig McMaster/Sainesh Moss
3.2	Sunday*	\$4,470.00	\$4,470.00	0.00%		Craig McMaster/Sainesh Moss
3.2	Lennox Theatre					Craig McMaster/Sainesh Moss
3.2	One Performance Only					Craig McMaster/Sainesh Moss
3.2	Sunday*	\$1,645.00	\$1,645.00	0.00%		Craig McMaster/Sainesh Moss
3.2	Lennox Theatre		\$0.00			Craig McMaster/Sainesh Moss
3.2	Additional Performances					Craig McMaster/Sainesh Moss
3.2	Sunday*	\$1,190.00	\$1,190.00	0.00%		Craig McMaster/Sainesh Moss
3.2	Rafferty's Theatre					Craig McMaster/Sainesh Moss
3.2	One Performance Only					Craig McMaster/Sainesh Moss
3.2	Sunday*	\$1,260.00	\$1,260.00	0.00%		Craig McMaster/Sainesh Moss
3.2	Additional Performances					Craig McMaster/Sainesh Moss
3.2	Sunday*	\$770.00	\$770.00	0.00%		Craig McMaster/Sainesh Moss
3.2	Courtyard (full day)					Craig McMaster/Sainesh Moss
3.2	Sunday*	\$1,295.00	\$1,295.00	0.00%		Craig McMaster/Sainesh Moss
3.2	Courtyard (half day)					Craig McMaster/Sainesh Moss
3.2	Sunday*	\$645.00	\$645.00	0.00%		Craig McMaster/Sainesh Moss
4.0 ASSET STRATEGY AND PROPERTY MANAGEMENT						
4.2	ROAD CLOSURE \$ - Administration Fee for the processing of Road Closure Applications					Maurice Higgins/Benjamin Ayoub
4.2	Advertising Fee - Road Closure/Opening Gazettal Fee	Cost imposed by Crown Lands and Council to recoup/reimburse from applicant	Cost imposed by Crown Lands and Council to recoup/reimburse from applicant		No longer applicable through new road closure process.	Maurice Higgins/Benjamin Ayoub

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Ref No. new	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
5.0	CITY ASSETS AND ENVIRONMENT					
	PARKING STATIONS					
5.3	Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.3	Filming/event usage daily rate per space - under 12 hours duration (Parramatta Station, Hassall Street)	\$16.50	\$17.33	5.00%	Delete - Filing is always longer than 12 hours - Narrative change on other filming lines	James Lister/ Jody Carter
5.5	PAY PARKING FEES CITY CENTRE CAR PARK				To be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
5.5	City Centre Car Park (Hourly Rate/Fee) Considering some small alignment for market trend movements				Added: Considering some small alignment for market trend movements	James Lister/ Jody Carter
5.5	0 - 1 Hour	\$3.00	\$3.00	0.00%	to be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
5.5	1 - 2 hours	\$6.00	\$6.00	0.00%	to be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
5.5	2 - 3 hours	\$10.00	\$10.00	0.00%	to be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
5.5	3 - 4 hours	\$13.00	\$13.00	0.00%	to be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
5.5	4 - 5 hours	\$17.00	\$17.00	0.00%	to be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
5.5	5 - 12 hours	\$21.00	\$21.00	0.00%	to be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
5.5	12 - 24 hours	\$26.00	\$26.00	0.00%	to be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
5.5	Sunday - First 4 hours free	No Fee	No Fee		to be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
5.5	Sunday - More than 4 hours a flat rate of \$10	\$10.00	\$10.00	0.00%	to be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
5.5	Lost ticket charge	\$30.00	\$30.00	0.00%	to be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
5.5	Monthly - Unreserved	\$441.00	\$441.00	0.00%	to be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
5.5	Monthly - Reserved	\$551.25	\$551.25	0.00%	to be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
5.5	Monthly - Push Bike Facilities	\$20.00	\$20.00		to be deleted - Council no longer has this MLCP	James Lister/ Jody Carter
	PAY PARKING FEES - EAT STREET CAR PARK				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.5	Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.					James Lister/ Jody Carter
5.5	Eat Street Car Park (Hourly Rate/Fee) Considering some small alignment for market trend movements. Maximum rate shown, with option to reduce on demand				Added: Considering small alignment for market trend movements	James Lister/ Jody Carter
5.5	Monthly - Reserved (Permanent Parkers)	\$551.25	\$578.81	5.00%	No longer offered in this MLCP	James Lister/ Jody Carter
	PAY PARKING FEES - PARRAMATTA STATION CAR PARK				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.6	Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.					James Lister/ Jody Carter
5.6	Parramatta Station Car Park (Hourly Rate/Fee) Considering some small alignment for market trend movements. Maximum rate shown, with option to reduce on demand				Added: Considering small alignment for market trend movements	James Lister/ Jody Carter
5.6	Monthly - Reserved (Permanent Parkers)	\$367.50	\$385.88	5.00%	No longer offered in this MLCP	James Lister/ Jody Carter
	PAY PARKING FEES - JUSTICE PRECINCT CAR PARK				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.7	Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.					James Lister/ Jody Carter
5.7	Justice Precinct Car Park (Hourly Rate/Fee) Considering some small alignment for market trend movements. Maximum rate shown, with option to reduce on demand				Added: Considering small alignment for market trend movements	James Lister/ Jody Carter
5.7	Monthly - Reserved (Permanent Parkers)	\$472.50	\$498.13	5.00%	No longer offered in this MLCP	James Lister/ Jody Carter
6.0	SOCIAL AND COMMUNITY SERVICES					
6.2	COMMUNITY CARE					David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Promotional Products at Cost Price for all tiered fees structure	Full Cost Recovery	Full Cost Recovery		No longer required	David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Promotional Products at Cost Price for all tiered fees structure	Full Cost Recovery	Full Cost Recovery		No longer required	David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Promotional Products at Cost Price for all tiered fees structure	Full Cost Recovery	Full Cost Recovery		No longer required	David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Individual - Full Fee					David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Person-centered Approach Training 3.5 hrs with 2 staff plus travel time				No longer required - not offering this	David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Organisation: NFP without Government Funding Plus travel cost of \$324 per hour for 2 staff	\$1,238.00	\$1,299.90	5.00%	No longer required - not offering this	David Moutou/Gabrielle Summerhays/Ruth Ranson

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8.2	Organisation: NFP with Government Funding Plus travel cost of \$453.20 per hour for 2 staff	\$1,735.00	\$1,821.75	5.00%	No longer required - not offering this	David Moutou/Gabrielle Summerhays/Ruth Ranson
8.2	Organisation: Businesses and Government Agencies Plus travel cost of \$647.40 per hour for 2 staff	\$2,480.00	\$2,604.00	5.00%	No longer required - not offering this	David Moutou/Gabrielle Summerhays/Ruth Ranson
8.2	Individual: Person-centered Approach Training 3.5 hrs	\$120.00	\$126.00	5.00%	No longer required - not offering this	David Moutou/Gabrielle Summerhays/Ruth Ranson
6.3	LIBRARY CHARGES					Marian Morgan-Bindon/Ranjini Panicker
6.3	Facsimile				Service not available	Marian Morgan-Bindon/Ranjini Panicker
6.3	Local					Marian Morgan-Bindon/Ranjini Panicker
6.3	First Page	\$3.20	\$3.36	5.00%		Marian Morgan-Bindon/Ranjini Panicker
6.3	Additional pages to same destination - per page	\$1.10	\$1.16	5.00%		Marian Morgan-Bindon/Ranjini Panicker
6.3	STD					Marian Morgan-Bindon/Ranjini Panicker
6.3	First Page	\$5.30	\$5.57	5.00%		Marian Morgan-Bindon/Ranjini Panicker
6.3	Additional pages to same destination - per page	\$1.60	\$1.68	5.00%		Marian Morgan-Bindon/Ranjini Panicker
6.3	International					Marian Morgan-Bindon/Ranjini Panicker
6.3	First Page	\$10.60	\$11.13	5.00%		Marian Morgan-Bindon/Ranjini Panicker
6.3	Additional pages to same destination - per page	\$8.50	\$8.93	5.00%		Marian Morgan-Bindon/Ranjini Panicker
8.0	RECREATION FACILITIES AND PROGRAMS					
8.2	Public Halls Fees - Weekday hourly rate (Mon - Fri 6pm):					David Moutou/Greg Radford/Megan Ryan
8.2	Group 3 - Public Halls - Category C (50%)	\$29.90		-100.00%	Former category C deleted, to reduce the number of user groups for consistency across the organisation.	David Moutou/Greg Radford/Megan Ryan
8.2	Public Halls Fees - Weekend hourly rate (Fri 6pm - Sun and Public Holidays):					David Moutou/Greg Radford/Megan Ryan
8.2	Group 1 - Public Halls - Category C (50%)	\$59.70		-100.00%	Former category C deleted, to reduce the number of user groups for consistency across the organisation.	David Moutou/Greg Radford/Megan Ryan
8.2	Group 2 - Public Halls - Category C (50%)	\$49.90		-100.00%	Former category C deleted, to reduce the number of user groups for consistency across the organisation.	David Moutou/Greg Radford/Megan Ryan
8.2	Group 3 - Public Halls - Category C (50%)	\$39.95		-100.00%	Former category C deleted, to reduce the number of user groups for consistency across the organisation.	David Moutou/Greg Radford/Megan Ryan
8.3	MEETING ROOMS HIRE:					David Moutou/Greg Radford/Megan Ryan
8.3	Meeting Rooms Fees - Weekday hourly rate (Mon - Fri 6pm):					David Moutou/Greg Radford/Megan Ryan
8.3	Group 1 - Meeting Rooms - Category C (50%)	\$25.75		-100.00%	Former category C deleted, to reduce the number of user groups for consistency across the organisation.	David Moutou/Greg Radford/Megan Ryan
8.3	Group 2 - Meeting Rooms - Category C (50%)	\$23.40		-100.00%	Former category C deleted, to reduce the number of user groups for consistency across the organisation.	David Moutou/Greg Radford/Megan Ryan
8.3	Group 3 - Meeting Rooms - Category C (50%)	\$20.80		-100.00%	Former category C deleted, to reduce the number of user groups for consistency across the organisation.	David Moutou/Greg Radford/Megan Ryan
8.3	Meeting Rooms Fees - Weekend hourly rate (Fri 6pm - Sun and Public Holidays):					David Moutou/Greg Radford/Megan Ryan
8.3	Group 1 - Meeting Rooms - Category C (50%)	\$30.80		-100.00%	Former category C deleted, to reduce the number of user groups for consistency across the organisation.	David Moutou/Greg Radford/Megan Ryan
8.3	Group 2 - Meeting Rooms - Category C (50%)	\$28.20		-100.00%	Former category C deleted, to reduce the number of user groups for consistency across the organisation.	David Moutou/Greg Radford/Megan Ryan
8.3	Group 3 - Meeting Rooms - Category C (50%)	\$25.90		-100.00%	Former category C deleted, to reduce the number of user groups for consistency across the organisation.	David Moutou/Greg Radford/Megan Ryan
8.4	AQUATIC FACILITIES				David recommends that Aquatic facilities be moved to a whole new section, together with the new ALCP and this page get snubbed accordingly.	David Moutou/Greg Radford/Suzanne Raven
8.4	Macarthur Girls High School lap swimming and Swim School only. Recreational swimming only available at Epping Aquatic Centre					David Moutou/Greg Radford/Suzanne Raven
	Free Aquatic Centre Family Pass -					
8.4	A one-off free aquatic centre family pass is to be distributed to Parramatta LGA families. Epping Aquatic Only	No Fee	No Fee		REMOVE - has not been used for a number of years	David Moutou/Greg Radford/Suzanne Raven
8.4	Memberships					David Moutou/Greg Radford/Suzanne Raven
8.4	Inflatable - 6 rides - Epping Aquatic Centre Only	\$5.65	\$5.93	5.00%	Removed - no longer used	David Moutou/Greg Radford/Suzanne Raven
8.4	Inflatable - unlimited rides - Epping Aquatic Centre Only	\$13.55	\$14.23	5.00%	Removed - no longer used	David Moutou/Greg Radford/Suzanne Raven
8.4	Waterpolo Epping Aquatic Centre ONLY				Removed - no longer used	David Moutou/Greg Radford/Suzanne Raven
8.4	Water Polo Games	\$8.50	\$8.93	5.00%	Removed - no longer used	David Moutou/Greg Radford/Suzanne Raven
8.4	per person (Minimum charge of 20 players per game)	\$7.30	\$7.67	5.00%	Removed - no longer used	David Moutou/Greg Radford/Suzanne Raven
8.4	Water Polo Per Hour (in addition to admission fee)	\$59.10	\$62.06	5.00%	Removed - no longer used	David Moutou/Greg Radford/Suzanne Raven
8.6	SPORTING FIELDS, PARKS & RESERVES					David Moutou/Greg Radford/Megan Ryan
8.6	Synthetic Sportsfields:					David Moutou/Greg Radford/Megan Ryan
8.6	(C) Casual Use of Parks, Reserves and Sports Fields					David Moutou/Greg Radford/Megan Ryan

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8.6	- Category C- Fee for Hire or use of facilities	\$75.00			Former category C deleted, to reduce the number of user groups for consistency across the organisation.	David Moutou/Greg Radford/Megan Ryan
8.6	- Category C- Fee for Hire or use of facilities	\$37.50			Former category C deleted, to reduce the number of user groups for consistency across the organisation.	David Moutou/Greg Radford/Megan Ryan
8.8	WENTWORTH POINT COMMUNITY CENTRE AND LIBRARY		\$0.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	FUNCTION ROOM HIRE		\$0.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Function Rooms listing: Group 1: Group Booking (Dance Music/Studio, Function Room 1 & Function Room 2) Group 2: Group Booking (Function Room 1 & Function Room 2) Group 3: Function Room 1, Dance Music/Studio, Learning Lab Group 4: Function Room 2				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Category A (100% of market rate) - Large Business - Corporations - Commonwealth and State Government agencies Category B (80% of market rate) - Small businesses - Local Councils					
8.8a	- Social functions (eg weddings) Category C (50% of market rate) - Not for profit organisations that receive Commonwealth and/or NSW Government funding - Not for profit organisations that predominantly operate businesses (eg registered clubs) Category D (25% of market rate) - Not for profit organisations that do not receive Commonwealth and/or NSW Government funding - Self-help groups				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	
8.8a	Function Room Fees - Weekday hourly rate (Mon - Fri 6pm):				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 1 - Function Room - Category A (100%)	\$100.00	\$100.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 1 - Function Room - Category B (60%)	\$60.00	\$60.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 1 - Function Room - Category C (50%)	\$50.00	\$50.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 1 - Function Room - Category D (25%)	\$25.00	\$25.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 2 - Function Room - Category A (100%)	\$80.00	\$80.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 2 - Function Room - Category B (60%)	\$48.00	\$48.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 2 - Function Room - Category C (50%)	\$40.00	\$40.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 2 - Function Room - Category D (25%)	\$20.00	\$20.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 3 - Function Room - Category A (100%)	\$60.00	\$60.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 3 - Function Room - Category B (60%)	\$36.00	\$36.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 3 - Function Room - Category C (50%)	\$30.00	\$30.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 3 - Function Room - Category D (25%)	\$15.00	\$15.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 4 - Function Room - Category A (100%)	\$50.00	\$50.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 4 - Function Room - Category B (60%)	\$30.00	\$30.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 4 - Function Room - Category C (50%)	\$25.00	\$25.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel

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8.8a	Group 4 - Function Room - Category D (25%)	\$12.50	\$12.50		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Function Room Fees - Weekend hourly rate (Fri 6pm - Sun) / Public Holiday hourly rate:				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 1 - Function Room - Category A (100%)	\$120.00	\$120.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 1 - Function Room - Category B (60%)	\$72.00	\$72.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 1 - Function Room - Category C (50%)	\$60.00	\$60.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 1 - Function Room - Category D (25%)	\$30.00	\$30.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 2 - Function Room - Category A (100%)	\$100.00	\$100.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 2 - Function Room - Category B (60%)	\$60.00	\$60.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 2 - Function Room - Category C (50%)	\$50.00	\$50.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 2 - Function Room - Category D (25%)	\$25.00	\$25.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 3 - Function Room - Category A (100%)	\$80.00	\$80.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 3 - Function Room - Category B (60%)	\$48.00	\$48.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 3 - Function Room - Category C (50%)	\$40.00	\$40.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 3 - Function Room - Category D (25%)	\$20.00	\$20.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 4 - Function Room - Category A (100%)	\$65.00	\$65.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 4 - Function Room - Category B (60%)	\$39.00	\$39.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 4 - Function Room - Category C (50%)	\$35.50	\$35.50		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8a	Group 4 - Function Room - Category D (25%)	\$16.25	\$16.25		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	MEETING ROOMS HIRE:				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Meeting Rooms listing: Group 1: Meeting Room (All) Group 2: Meeting Rooms (Half), Boardroom Group 3: Meeting Room 1, Meeting Room 2, Meeting Room 3, Meeting Room 4				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Meeting Rooms Fees - Weekday hourly rate (Mon - Fri 6pm):				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 1 - Meeting Rooms - Category A (100%)	\$51.40	\$53.97	2.99%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 1 - Meeting Rooms - Category B (60%)	\$30.80	\$32.34	2.99%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 1 - Meeting Rooms - Category C (50%)	\$25.75	\$27.04	3.01%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 1 - Meeting Rooms - Category D (25%)	\$12.80	\$13.44	2.98%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 2 - Meeting Rooms - Category A (100%)	\$46.80	\$49.14	2.99%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 2 - Meeting Rooms - Category B (60%)	\$28.05	\$29.45	2.99%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 2 - Meeting Rooms - Category C (50%)	\$23.40	\$24.57	2.99%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 2 - Meeting Rooms - Category D (25%)	\$11.70	\$12.29	2.99%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 3 - Meeting Rooms - Category A (100%)	\$41.65	\$43.73	3.01%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel

FEES & CHARGES 2022/23

Council 2022-23 Fees and Charges - Key Changes
Deleted Fees

Ref No. new	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
8.8b	Group 3 - Meeting Rooms - Category B (80%)	\$25.00	\$26.25	3.01%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 3 - Meeting Rooms - Category C (50%)	\$20.80	\$21.84	3.01%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 3 - Meeting Rooms - Category D (25%)	\$10.45	\$10.98	3.05%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Meeting Rooms Fees - Weekend hourly rate (Fri 6pm - Sun)/ Public Holiday hourly rate:				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 1 - Meeting Rooms - Category A (100%)	\$61.70	\$64.78	2.99%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 1 - Meeting Rooms - Category B (80%)	\$37.05	\$38.90	3.01%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 1 - Meeting Rooms - Category C (50%)	\$30.80	\$32.34	2.99%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 1 - Meeting Rooms - Category D (25%)	\$15.40	\$16.17	3.03%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 2 - Meeting Rooms - Category A (100%)	\$56.40	\$59.22	2.99%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 2 - Meeting Rooms - Category B (80%)	\$33.80	\$35.49	3.01%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 2 - Meeting Rooms - Category C (50%)	\$28.20	\$29.61	3.01%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 2 - Meeting Rooms - Category D (25%)	\$14.15	\$14.86	3.00%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 3 - Meeting Rooms - Category A (100%)	\$51.75	\$54.34	2.99%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 3 - Meeting Rooms - Category B (80%)	\$31.10	\$32.66	3.00%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 3 - Meeting Rooms - Category C (50%)	\$25.90	\$27.20	2.99%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8b	Group 3 - Meeting Rooms - Category D (25%)	\$12.95	\$13.60	3.03%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	MUSIC/STUDIO HIRE:				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Musio/Studio listing: Group 1: Musio/Studio 1, Musio/Studio 2 Group 2: Musio/Studio 3 Group 3: Musio/Studio 1 and 2 (Recording Suite) * Additional limited equipment hire available (on request). Only available for use when hiring Musio/ Studio Rooms. * Booking for Musio/ Studio 1 and Recording Suite are only available during staffed hours.				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	3 User Categories Commercial - Large Business - Corporations - Commonwealth and State Government agencies Community - Small businesses - Local Councils - Not for profit organisations that receive Commonwealth and/or NSW Government funding - Not for profit organisations that predominantly operate businesses (eg registered clubs) - Not for profit organisations that do not receive Commonwealth and/or NSW Government funding - Self-help groups Students -Full Time Students				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Musio/Studio Fees - Weekday hourly rate (Mon - Fri 6pm):				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel

FEES & CHARGES 2022/23

Council 2022-23 Fees and Charges - Key Changes
Deleted Fees

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8.8c	Group 1 - Music Room - Commercial Rate	\$30.00	\$30.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 1 - Music Room - Community Rate	\$20.00	\$20.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 1 - Music Room - Student Rate	\$15.00	\$15.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 2 - Music Room - Commercial Rate	\$20.00	\$20.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 2 - Music Room - Community Rate	\$15.00	\$15.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 2 - Music Room - Student Rate	\$10.00	\$10.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 3 - Music/Studio - Commercial Rate	\$35.00	\$35.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 3 - Music/Studio - Community Rate	\$25.00	\$25.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 3 - Music/Studio - Student Rate	\$20.00	\$20.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Music Rooms Fees - Weekend hourly rate (Fri 6pm - Sun)/ Public Holiday hourly rate:				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 1 - Music Room - Commercial Rate	\$35.00	\$35.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 1 - Music Room - Community Rate	\$25.00	\$25.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 1 - Music Room - Student Rate	\$20.00	\$20.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 2 - Music Room - Commercial Rate	\$25.00	\$25.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 2 - Music Room - Community Rate	\$20.00	\$20.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 2 - Music Room - Student Rate	\$15.00	\$15.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 3 - Music/Studio - Commercial Rate	\$40.00	\$40.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 3 - Music/Studio - Community Rate	\$30.00	\$30.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8c	Group 3 - Music/Studio Room - Student Rate	\$25.00	\$25.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	CO-WORKING DESK HIRE:		\$0.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
	Hot Desk: Casual Hire of co-working desk on a daily and weekly frequency. Includes the use/access to Kitchenette, coffee/tea, limited printing and limited office stationery.					
8.8d	Dedicated Desk: Permanent hire of co-working desk on a monthly, 6 monthly and yearly arrangement. Includes the use/access to Kitchenette, coffee/tea, limited printing, limited office stationery and meeting room access (Monthly - Free 2 hrs use of meeting room, 6 Monthly - Free 3 x 2 hours use of meeting room, Yearly - Free 5 x 2 hours use of meeting room.)		\$0.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel

FEES & CHARGES 2022/23

Council 2022-23 Fees and Charges - Key Changes
Deleted Fees

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8.8d	2 User Categories Commercial (100% of market rate) - Large Business - Corporations - Commonwealth and State Government agencies Community/ Not for Profit/ Charity (80% of market rate) - Small businesses - Local Councils - Not for profit organisations that receive Commonwealth and/or NSW Government funding - Not for profit organisations that predominantly operate businesses (eg registered clubs) - Not for profit organisations that do not receive Commonwealth and/or NSW Government funding - Self-help groups		\$0.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Hot Desk:		\$0.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Commercial		\$0.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Day Rate Weekday Casual (9am to 10pm)	\$35.00	\$35.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Weekly (Weekdays Access from 9am to 10pm)	\$150.00	\$150.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Day Rate Weekend/Public Holiday Casual (9am to 10pm)	\$45.00	\$45.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Community/ Not for Profit/ Charity (60% of market rate)		\$0.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Day Rate Weekday Casual (9am to 10pm)	\$21.00	\$21.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Weekly (Weekdays Access 9am to 10pm)	\$90.00	\$90.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Day Rate Weekend/ Public Holiday Casual (9am to 10pm)	\$27.00	\$27.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Dedicated Desk:		\$0.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Commercial		\$0.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Monthly (7 days/week Access)	\$650.00	\$650.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	6 Months (7 days/week Access)	\$3,900.00	\$3,900.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Yearly (7 days/week Access)	\$7,800.00	\$7,800.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Community/ Not for Profit/ Charity (60% of market rate)		\$0.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Monthly (7 days/week Access)	\$390.00	\$390.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	6 Months (7 days/week Access)	\$2,340.00	\$2,340.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8d	Yearly (7 days/week Access)	\$4,680.00	\$4,680.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel

FEES & CHARGES 2022/23

Council 2022-23 Fees and Charges - Key Changes
Deleted Fees

Ref No. new	Description of Service	2021/22 Fee/Charge \$ (incl GST)	2022/23 Fee/Charge \$ (incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
TERMS & CONDITIONS						
FUNCTION/ MEETING/Music/Studio ROOMS HIRE TERMS & CONDITIONS:						
8.8e	- Minimum of 4 hours for Function Rooms/Dance Music/Studio (weekend only)				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
	- Minimum of 2 hours for Function Room (week days only)					
	- Minimum of 1 hour for Dance Studio (week days only)					
	- Minimum of 2 hours for meeting rooms (weekend only)					
	- Day rate is calculated on any booking over 7 hours					
	- Bonds will be applied at the discretion of Council if deemed high risk. If applicable, the following rates will apply:					
	Group 1: \$500.00					
	Group 2: \$350.00					
	Group 3: \$150.00					
8.8f	Booking Variation - Minimum Variations to confirmed bookings may incur a fee at Council's discretion on a cost recovery basis.	\$33.79	\$35.48	5.00%	Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8g	Booking Cancellation: All cancellations must be in writing.				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8h	Cancellation Fee to apply if less than 14 days notice is given for a cancellation	50% of the Total Charge (+ GST)	50% of the Total Charge (+ GST)		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8h	Penalty Rates				Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8h	Minimum penalty for not complying with Conditions of Hire including cleaning, damage and garbage. (Maximum fee as assessed)	Maximum fee as assessed	Maximum fee as assessed		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8h	Fire brigade calls outs.	As prescribed by Fire NSW	As prescribed by Fire NSW		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8h	Breakage of Equipment or Damage to Building or Fixtures	Full Cost Recovery	Full Cost Recovery		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8i	ACTIVITIES, EVENTS, WORKSHOPS & PROGRAMS		\$0.00		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8j	Charge to conduct programs, including payment of facilitators/ tutors, cost of materials - per applicant, per course	Various Fees Apply	Various Fees Apply		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
8.8i	Note that it is not appropriate to determine fees for individual programs - programs provided vary constantly based on community needs, seasonal variances etc. Some programs will cross subsidise others	Various Fees Apply	Various Fees Apply		Reviewed WPCCL's F&C can be found under 5PS & Community Hubs Tab	Christopher Snelling/Chillet Medel
9.0 DEVELOPMENT AND TRAFFIC SERVICES						
9.8	ADVERTISING AND/OR NOTIFICATION OF A DEVELOPMENT APPLICATION - EP&A Reg schedule 4 part 3 item 3.5-3.7					Mark Leotta/Kathleen Sales
9.8	(1) New dwelling and alterations/additions to existing dwelling	\$104.00	\$104.00	0.00%	Removed as it is not in the EP&A reg	Mark Leotta/Kathleen Sales
9.8	(2) Other residential development i.e. dual occupancy	\$260.00	\$260.00	0.00%	Removed as it is not in the EP&A reg	Mark Leotta/Kathleen Sales
9.8	(3) Non residential development	\$208.00	\$208.00	0.00%	Removed as it is not in the EP&A reg	Mark Leotta/Kathleen Sales
9.11 OTHER FEES AND CHARGES						
9.11	(c) Request with the respect to any other development application the following fees apply based on the estimated cost of construction:				Deleted wording	Mark Leotta/Kathleen Sales
9.11 Environmental Enforcement Service Charge						
9.11	Estimated cost of works \$0 - \$100,000	\$147.00		-100.00%	Rounding increase only	Paul Lyth/Cherish Keepa
9.11	Estimated cost of works \$100,001 - \$500,000	\$395.00		-100.00%	Rounding increase only	Paul Lyth/Cherish Keepa
9.11	Estimated cost of works \$500,001 - \$1,000,000	\$595.00		-100.00%	Rounding increase only	Paul Lyth/Cherish Keepa
9.11	Estimated cost of works \$1,000,001 - \$5,000,000	\$790.00		-100.00%	Rounding increase only	Paul Lyth/Cherish Keepa
9.11	Estimated cost of works \$5,000,001 - \$10,000,000	\$985.00		-100.00%	Rounding increase only	Paul Lyth/Cherish Keepa
9.11	Estimated cost of works \$10,000,001 and above	\$1,185.00		-100.00%	Rounding increase only	Paul Lyth/Cherish Keepa
9.12 MODIFICATION OF A CONSENT - EP&A REG Schedule 4 Part 6 items 6.1-6.9						
9.12	(b) Application under section 4.55(2) or section 4.56(1) - where the consent authority is of the opinion there is not minimal environmental impact					Mark Leotta/Kathleen Sales
9.12	(i) If the original application fee was less than \$100	50% of the original DA fee	50% of the original DA fee		Delete this repeat of below	Mark Leotta/Kathleen Sales
9.12	(ii) If the original application fee was \$100 or greater:				Remove this line	Mark Leotta/Kathleen Sales
10.0 City Planning						
10.1 AMENDMENT OF AN ENVIRONMENTAL PLANNING INSTRUMENT						
10.1r	Fee for notification in medium to high density zones or town centres	\$1,500.00	\$1,500.00		Delete - include in fees above	David Birds
10.1s	Fee for notification in low density zones	\$300.00	\$300.00		Delete - include in fees above	David Birds
10.3 DEVELOPMENT CONTROL PLAN/MASTERPLAN APPLICATIONS						

FEES & CHARGES 2022/23

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10.3	Fee for notification in medium to high density zones or town centres	\$1,500.00	\$1,500.00		Delete - include in fees above	David Birds
10.3	Fee for notification in low density zones	\$300.00	\$300.00		Delete - include in fees above	David Birds
10.4	VOLUNTARY PLANNING AGREEMENTS & OTHER PUBLIC DOMAIN ASSETS				The following are currently in review with legal services.	David Birds
10.4	Advertising costs relating to the exhibition of the planning agreement or deed of variation of planning agreement (Unless advertised concurrently with Development Application, Modification Application, Planning Proposal and/or DCP)	\$3,605.00	\$1,500.00	-58.39%	A/p EP&A regs advertising is no longer required	David Birds
12.0	COMMUNITY HUBS					
12.1	Group 1 - Function Room - Category C (50%)	\$50.00	\$0.00	-100.00%	Removed fee. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 1 - Function Room - Category D (25%)	\$25.00	\$0.00	-100.00%	Replaced fee. New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 2 - Function Room - Category C (50%)	\$40.00	\$0.00	-100.00%	Removed fee. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 2 - Function Room - Category D (25%)	\$20.00	\$0.00	-100.00%	Replaced fee. New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 3 - Function Room - Category C (50%)	\$30.00	\$0.00	-100.00%	Removed fee. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 3 - Function Room - Category D (25%)	\$15.00	\$0.00	-100.00%	Replaced fee. New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 4 - Function Room - Category C (50%)	\$25.00	\$0.00	-100.00%	Removed fee. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 4 - Function Room - Category D (25%)	\$12.50	\$0.00	-100.00%	Replaced fee. New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 1 - Function Room - Category A (100%)	\$120.00	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 1 - Function Room - Category B (60%)	\$72.00	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 1 - Function Room - Category C (50%)	\$60.00	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 1 - Function Room - Category D (25%)	\$30.00	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 2 - Function Room - Category A (100%)	\$100.00	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 2 - Function Room - Category B (60%)	\$60.00	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 2 - Function Room - Category C (50%)	\$50.00	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 2 - Function Room - Category D (25%)	\$25.00	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 3 - Function Room - Category A (100%)	\$80.00	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 3 - Function Room - Category B (60%)	\$48.00	\$50.00	4.17%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 3 - Function Room - Category C (50%)	\$40.00	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 3 - Function Room - Category D (25%)	\$20.00	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel

FEES & CHARGES 2022/23

Council 2022-23 Fees and Charges - Key Changes
Deleted Fees

Ref No. new	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
12.1	Group 4 - Function Room - Category A (100%)	\$65.00	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 4 - Function Room - Category B (60%)	\$39.00	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 4 - Function Room- Category C (50%)	\$35.50	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 4 - Function Room - Category D (25%)	\$16.25	\$0.00	-100.00%	Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase Community hire.	Christopher Snelling/Chillet Medel
12.2	MEETING ROOMS HIRE:					Christopher Snelling/Chillet Medel
12.2	Meeting Rooms Fees - Weekday hourly rate (Mon - Fri 6pm):					Christopher Snelling/Chillet Medel
12.2	Group 1 - Meeting Rooms - Category D (25%)	\$12.80	\$0.00		Replaced fee. New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	David Moutou/Greg Radford/Megan Ryan
12.2	Group 2 - Meeting Rooms - Category C (50%)	\$23.40	\$0.00		Removed fee. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.2	Group 2 - Meeting Rooms - Category D (25%)	\$11.70	\$0.00		Replaced fee. New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	David Moutou/Greg Radford/Megan Ryan
12.2	Group 3 - Meeting Rooms - Commercial (100%)	\$41.65	\$0.00		Note: Only available during staffed hours, dividable doors not operationally viable after hours, no access panel for single rooms, under utilised as single rooms.	Christopher Snelling/Chillet Medel
12.2	Group 3 - Meeting Rooms - Community (80%)	\$25.00	\$0.00		Note: Only available during staffed hours, dividable doors not operationally viable after hours, no access panel for single rooms, under utilised as single rooms.	Christopher Snelling/Chillet Medel
12.2	Group 3 - Meeting Rooms - Category C (50%)	\$20.80	\$0.00		Note: Only available during staffed hours, dividable doors not operationally viable after hours, no access panel for single rooms, under utilised as single rooms.	Christopher Snelling/Chillet Medel
12.2	Group 3 - Meeting Rooms - Category D (25%)	\$10.45	\$0.00		Note: Only available during staffed hours, dividable doors not operationally viable after hours, no access panel for single rooms, under utilised as single rooms.	Christopher Snelling/Chillet Medel
12.2	Meeting Rooms Fees - Weekend hourly rate (Fri 6pm - Sun)/ Public Holiday hourly rate:					Christopher Snelling/Chillet Medel
12.2	Group 1 - Meeting Rooms - Category C (50%)	\$30.80	\$0.00		Removed fee. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.2	Group 2 - Meeting Rooms - Category C (50%)	\$28.20	\$0.00		Removed fee. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.2	Group 3 - Meeting Rooms - Commercial (100%)	\$51.75	\$0.00		Note: Only available during staffed hours, dividable doors not operationally viable after hours, no access panel for single rooms, under utilised as single rooms.	Christopher Snelling/Chillet Medel
12.2	Group 3 - Meeting Rooms - Community (80%)	\$31.10	\$0.00		Note: Only available during staffed hours, dividable doors not operationally viable after hours, no access panel for single rooms, under utilised as single rooms.	Christopher Snelling/Chillet Medel
12.2	Group 3 - Meeting Rooms - Category C (50%)	\$25.90	\$0.00		Note: Only available during staffed hours, dividable doors not operationally viable after hours, no access panel for single rooms, under utilised as single rooms.	Christopher Snelling/Chillet Medel
12.2	Group 3 - Meeting Rooms - Not for Profit (30%)		\$0.00		Note: Only available during staffed hours, dividable doors not operationally viable after hours, no access panel for single rooms, under utilised as single rooms.	Christopher Snelling/Chillet Medel

Council 2022-23 Fees and Charges - Key Changes
Modified Fee Descriptions/Notes

FEES & CHARGES 2022/23

Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
new						
1.0	CORPORATE SERVICES					
1.9	ACCESS TO INFORMATION (Statutory)					Kevin Refaghatjoo
1.9	Internal Review	\$40.00	\$40.00	0.00%	"(All circumstances) - Processing Charge based on actual costs" removed	Kevin Refaghatjoo
1.2	PRESENTED CHEQUE SEARCH					Richard Sheridan/Ben Tso
1.2	INTEREST ON OVERDUE RATES - per annum (Subject to Ministers Approval)	7.5%	6.0%	-20.21%	OLG dated 16 April 2021 - Information about Ratings. Previous number of 7.5% appears to be inconsistent with OLG guidelines. Corrected this for FY22/23	Richard Sheridan/Ben Tso
2.4	Merchandise Stallholder fee					Jeff Stein
2.4	All Events Extras fees					Jeff Stein
2.4	Note: due to the diverse range of items available it is not appropriate to identify fees for individually requested items such as Marquees, Structures, Generators, Wet Waste Services, Barricades, Fencing, Lighting Towers etc. Fees determined on an individual basis by the Manager Events and Festival in consideration of cost recovery & profit potential. Given the varied nature of events and stalls, Fees for Events' Stalls are listed as a maximum fee. The Manager Events and Festivals will determine the fee based on the specific nature of the event and stall.				change title of manager to new name	Jeff Stein
3.0	RIVERSIDE THEATRES PARRAMATTA COMMERCIAL PERFORMANCE					Craig McMaster/Sainesh Moss
3.1	Riverside Theatre					Craig McMaster/Sainesh Moss
3.1	One Performance Only					Craig McMaster/Sainesh Moss
3.1	Sunday to Thursday*	\$5,325.00	\$5,595.00	5.07%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Friday to Saturday*	\$6,810.00	\$7,150.45	5.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Additional Performances					Craig McMaster/Sainesh Moss
3.1	Sunday to Thursday*	\$4,315.00	\$4,530.00	4.98%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Friday to Saturday*	\$5,040.00	\$5,295.00	5.08%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Minimum staff required in the venue hire of Riverside Theatre: 1 Front of House Supervisor, 1 Stage Door Security, 4 Ushers, 1 Technical Lighting, 1 Technical Sound 1 Technical Stage. Total 9 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.	\$1,800.00	\$1,890.00	5.00%	Increased hourly rate by \$5	Craig McMaster/Sainesh Moss
3.1	Lennox Theatre					Craig McMaster/Sainesh Moss
3.1	One Performance Only*					Craig McMaster/Sainesh Moss
3.1	Sunday to Thursday*	\$1,615.00	\$1,615.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Friday to Saturday*	\$2,215.00	\$2,215.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Additional Performance					Craig McMaster/Sainesh Moss
3.1	Sunday to Thursday*	\$1,190.00	\$1,190.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Friday to Saturday*	\$1,835.00	\$1,835.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Minimum staff required in the venue hire of Lennox Theatre: 1 Front of House Supervisor, 1 Stage Door Security, 1 Usher, 1 Technician. Total 4 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.	\$800.00	\$840.00	5.00%	Increased hourly rate by \$5	Craig McMaster/Sainesh Moss
3.1	Rafferty's Theatre					Craig McMaster/Sainesh Moss
3.1	One Performance Only					Craig McMaster/Sainesh Moss
3.1	Sunday to Thursday*	\$960.00	\$960.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Friday to Saturday*	\$1,525.00	\$1,525.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Additional Performances					Craig McMaster/Sainesh Moss
3.1	Sunday to Thursday*	\$765.00	\$765.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss

Council 2022-23 Fees and Charges - Key Changes
Modified Fee Descriptions/Notes

FEES & CHARGES 2022/23

Ref No. new	Description of Service	2021/22 Fee/Charge \$ (incl GST)	2022/23 Fee/Charge \$ (incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
3.1	Friday to Saturday*	\$960.00	\$960.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Minimum staff required in the venue hire of Rafferty's Theatre: 1 Front of House Supervisor, 1 Stage Door Security, 1 Usher, 1 Technician. Total 4 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.	\$800.00	\$800.00	0.00%	Increased hourly rate by \$5	Craig McMaster/Sainesh Moss
3.1	Courtyard (full day)					Craig McMaster/Sainesh Moss
3.1	Sunday to Thursday*	\$1,155.00	\$1,155.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Friday to Saturday*	\$1,615.00	\$1,615.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Courtyard (half day)					Craig McMaster/Sainesh Moss
3.1	Sunday to Thursday*	\$575.00	\$575.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Friday to Saturday*	\$810.00	\$810.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.1	Minimum staff required in the venue hire of Riverside Courtyard: 1 Front of House Supervisor, 1 Stage Door Security, 1 Usher, 1 Technician. Total 4 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.	\$800.00	\$840.00	5.00%	Increased hourly rate by \$5	Craig McMaster/Sainesh Moss
3.1	The Theatres Technical Staff as outlined above must be employed during the Bump in or Rehearsal and are charged to the hirer at a rate of \$55 per hour (incl. GST) per staff member per hour. Penalty rates apply for periods exceeding eight (8) hours, Sundays and Public Holidays				Increased hourly rate by \$5	Craig McMaster/Sainesh Moss
3.2	RIVERSIDE THEATRES PARRAMATTA COMMUNITY PERFORMANCE					
3.2	* All venue rental charges as listed or 10% of Net Box Office, whichever is the greater. (Net Box Office: Gross sales less Booking Fees, Credit Card Charges and Commissions)					Craig McMaster/Sainesh Moss
3.2	*All non-performance days (bump-in, plotting, rehearsal days etc) at 50% of applicable venue hire rate for One Performance.					
3.2	Riverside Theatre					Craig McMaster/Sainesh Moss
3.2	One Performance Only					Craig McMaster/Sainesh Moss
3.2	Sunday to Thursday*	\$4,250.00	\$4,355.00	2.47%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Friday to Saturday*	\$5,730.00	\$5,870.00	2.44%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Additional Performances					Craig McMaster/Sainesh Moss
3.2	Sunday to Thursday*	\$3,405.00	\$3,490.00	2.50%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Friday to Saturday*	\$4,470.00	\$4,580.00	2.46%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Minimum staff required in the venue hire of Riverside Theatre: 1 Front of House Supervisor, 1 Stage Door Security, 4 Ushers, 1 Technical Lighting, 1 Technical Sound 1 Technical Stage. Total 9 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.	\$1,800.00	\$1,890.00	5.00%	Increased hourly rate by \$5	Craig McMaster/Sainesh Moss
3.2	Lennox Theatre					Craig McMaster/Sainesh Moss
3.2	One Performance Only					Craig McMaster/Sainesh Moss
3.2	Sunday to Thursday*	\$1,295.00	\$1,295.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Friday to Saturday*	\$1,645.00	\$1,645.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Lennox Theatre					Craig McMaster/Sainesh Moss
3.2	Additional Performances					Craig McMaster/Sainesh Moss
3.2	Sunday to Thursday*	\$970.00	\$970.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Friday to Saturday*	\$1,190.00	\$1,190.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss

Council 2022-23 Fees and Charges - Key Changes
Modified Fee Descriptions/Notes

FEES & CHARGES 2022/23

Ref No. new	Description of Service	2021/22 Fee/Charge \$ (incl GST)	2022/23 Fee/Charge \$ (incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
3.2	Minimum staff required in the venue hire of Lennox Theatre: 1 Front of House Supervisor, 1 Stage Door Security, 1 Usher, 1 Technician. Total 4 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.	\$800.00	\$840.00	5.00%	Increased hourly rate by \$5	Craig McMaster/Sainesh Moss
3.2	Rafferty's Theatre					Craig McMaster/Sainesh Moss
3.2	One Performance Only					Craig McMaster/Sainesh Moss
3.2	Sunday to Thursday*	\$890.00	\$890.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Friday to Saturday*	\$1,260.00	\$1,260.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Additional Performances					Craig McMaster/Sainesh Moss
3.2	Sunday to Thursday*	\$685.00	\$685.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Friday to Saturday*	\$770.00	\$770.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Minimum staff required in the venue hire of Rafferty's Theatre: 1 Front of House Supervisor, 1 Stage Door Security, 1 Usher, 1 Technician. Total 4 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour.	\$800.00	\$840.00	5.00%	Increased hourly rate by \$5	Craig McMaster/Sainesh Moss
3.2	Courtyard (full day)					Craig McMaster/Sainesh Moss
3.2	Sunday to Thursday*	\$920.00	\$920.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Friday to Saturday*	\$1,295.00	\$1,295.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Courtyard (half day)					Craig McMaster/Sainesh Moss
3.2	Sunday to Thursday*	\$460.00	\$460.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Friday to Saturday*	\$645.00	\$645.00	0.00%	Modified the period from Monday to Friday with separate fees on Saturday and Sunday	Craig McMaster/Sainesh Moss
3.2	Minimum staff required in the venue hire of Riverside Courtyard: 1 Front of House Supervisor, 1 Stage Door Security, 1 Usher, 1 Technician. Total 4 staff cost for minimum 4 hours at an average hourly rate of \$55 per hour. -Bump In and Rehearsal period is free on the day of the performance for a period of up to four (4) hours only, with the exception of staff costs. -The Theatres Technical Staff as outlined above must be employed during the Bump In or Rehearsal and are charged to the hirer at a rate of \$55 per hour (inc. GST) per staff member per hour. Penalty rates apply for periods exceeding eight (8) hours, Sundays and Public Holidays	\$800.00	\$840.00	5.00%	Increased hourly rate by \$5	Craig McMaster/Sainesh Moss
3.2					Increased hourly rate by \$5	Craig McMaster/Sainesh Moss
4.0	ASSET STRATEGY AND PROPERTY MANAGEMENT					Maurice Higgins/Benjamin Ayoub
4.2	ROAD CLOSURES - Administration Fee for the processing of Road Closure Applications					Maurice Higgins/Benjamin Ayoub
4.2	Permanent Road Closure Application	\$1,556.35	\$1,834.17	5.00%	Added "Application"	Maurice Higgins/Benjamin Ayoub
4.2	Compensation	Determined by valuation at the time of the closure	Determined by valuation at the time of the closure		Changed GST	Maurice Higgins/Benjamin Ayoub
4.2	Standard - two month turnaround	\$218.60	\$229.53	5.00%	Modified Fee & Description - Standard turn around changed to two months and fees increased to \$1,000.00 as Council now needs to go through an external solicitor who is a certified PEXA user to lodge any changes on title	Maurice Higgins/Benjamin Ayoub
4.2	Priority - one month turnaround	\$546.35	\$573.67	5.00%	Modified Fee & Description Priority turn around changed to one month and fees increased to \$1,250.00 as Council now needs to go through an external solicitor who is a certified PEXA user to lodge any changes on title	Maurice Higgins/Benjamin Ayoub
4.3	OCCUPYING COUNCIL ROADS AND FOOTWAYS					Maurice Higgins/Benjamin Ayoub
4.3	Administrative/Application fee for structures on roads	\$779.25	\$818.21	5.00%	Added "Application"	Maurice Higgins/Benjamin Ayoub
4.5	APPLICATION FEE RELATING TO EASEMENTS					Maurice Higgins/David Vedamuthu
4.5	Bond access and restoration of public land after easement works	\$10,927.30	\$11,473.67	5.00%	Modified Fee to \$15,000 fixed rate for bond next 5 years. This is Update from 'Road Naming' to 'Road and Place Naming' to reflect the enhanced services offered by Council.	Maurice Higgins/David Vedamuthu
4.9	ROAD & PLACE NAMING					Bruce Mills/Michael Northey

Council 2022-23 Fees and Charges - Key Changes
Modified Fee Descriptions/Notes

FEES & CHARGES 2022/23

Ref No.	Description of Service	2021/22 Fee/Charge \$ (incl GST)	2022/23 Fee/Charge \$ (incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
new						
5.2	PARKING METER PARKING FEES Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.2	Remove, relocate, make goods for Parking Meter				Corrected description	James Lister/ Jody Carter
5.2	Temporary removal per parking meter	\$491.70	\$491.70	0.00%	external contractor costs have gone up , which needs to be passed on. Slight name change also	James Lister/ Jody Carter
5.3	PARKING STATIONS Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.3	Reprogramming of Parking Station APS machines for - Special Event Tariffs - Per Multi-Level car parks	\$248.00	\$260.00	4.84%	Added "per"	James Lister/ Jody Carter
5.3	Filming/event usage daily rate per space in Eat Street, car park	\$25.75	\$60.00	133.00%	Narrivate changed to reflect casual usage in this car park. Cost made up from \$10.00 over lost ticket price, to cover admin costs	James Lister/ Jody Carter
5.3	Filming/event usage daily rate per space in Parramatta Station car park	\$30.90	\$37.00	19.72%	Narrivate change, cost made up from \$10.00 over lost ticket price, to cover admin costs	James Lister/ Jody Carter
5.3	Filming/event usage daily rate per space in Justice Precinct car park	\$21.65	\$37.00	70.91%	Narrivate change, cost made up from \$10.00 over lost ticket price, to cover admin costs	James Lister/ Jody Carter
5.4	PAY PARKING FEES - PARKING METERS Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.4	Range from \$2.00 per hour to \$16.00 per day subject to locations and restrictions (incl GST) Considering small alignment for market trend movements	Various Fees Apply	Various Fees Apply	Various Fees Apply	Changed \$15.00 to \$16.00 . Added "Considering small alignment for market trend movements"	James Lister/ Jody Carter
5.4	Mobile Phone Parking Fee (additional to On-Street Parking Meter Traffic Charges) per call, subject to service fee as per service providers T&C's	Various Fees Apply	Various Fees Apply	Various Fees Apply	Added "transactions are subject to a service fee, as per service providers T&C's"	James Lister/ Jody Carter
5.5	PAY PARKING FEES - EAT STREET CAR PARK Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.5	Eat Street Car Park (Hourly Rate/Fee) Considering some small alignment for market trend movements. Maximum rate shown, with option to reduce on demand				Added: Considering small alignment for market trend movements	James Lister/ Jody Carter

FEES & CHARGES 2022/23

Council 2022-23 Fees and Charges - Key Changes
Modified Fee Descriptions/Notes

Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
new						
5.6	PAY PARKING FEES - PARRAMATTA STATION CAR PARK Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.6	Parramatta Station Car Park (Hourly Rate/Fee) Considering some small alignment for market trend movements. Maximum rate shown, with option to reduce on demand				Added: Considering small alignment for market trend movements	James Lister/ Jody Carter
5.7	PAY PARKING FEES - JUSTICE PRECINCT CAR PARK Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.				Added - Waiver of Fees : Pursuant to section 610E of the Local Government Act (NSW) 1993, the Chief Executive Officer may waive or reduce parking fees or charges as outlined in the Schedule of Fees and Charges.	James Lister/ Jody Carter
5.7	Justice Precinct Car Park (Hourly Rate/Fee) Considering some small alignment for market trend movements. Maximum rate shown, with option to reduce on demand				Added: Considering small alignment for market trend movements	James Lister/ Jody Carter
6.0	SOCIAL AND COMMUNITY SERVICES					
6.2	COMMUNITY CARE					
6.2	The Australian Government and City of Parramatta Council subsidises a range of aged care services to keep fees reasonable and affordable. If you are eligible, you are expected to contribute to the cost of your services if you can afford to. You do not need an income assessment to access Commonwealth Home Support Program services and your age pension will not be affected by your contributions to the cost of your services. You will be assessed in terms of Pension and Commonwealth Seniors Health Care Card/Low Income Health Care Card status to determine your fee rate. A hardship provision is available for all services except for Home Care packages and Over 55's Leisure and Learning.				The Australian Government and City of Parramatta Council subsidises a range of aged care services to keep fees reasonable and affordable. If you are eligible, you are expected to contribute to the cost of your services if you can afford to. You do not need an income assessment to access Commonwealth Home Support Program services and your age pension will not be affected by your contributions to the cost of your services. You will be assessed in terms of Pension and Commonwealth Seniors Health Care Card/Low Income Health Care Card status to determine your fee rate. A hardship provision is available for all services except for Home Care packages and Over 55's Leisure and Learning.	David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Individual - Full Fee Rate				Individual - Full Fee Rate	David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Individual - Full and Part Pensioner Discounted Fee					David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Bus Trip / Pick up drop off - This is a minimum cost and will increase depending on destination and activities - Non-refundable (Full-Cost Recovery)	\$13.50	\$14.20	5.15%	Bus Trip / Pick up drop off - This is a minimum cost and will increase depending on destination and activities - Non-refundable (Full-Cost Recovery)	David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Individual - Discounted Fee for Commonwealth Senior Health Card Holders					David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Bus Trip / Pick up drop off - This is a minimum cost and will increase depending on destination and activities - Non-refundable (Full-Cost Recovery)	\$18.60	\$19.53	5.00%	Bus Trip / Pick up drop off - This is a minimum cost and will increase depending on destination and activities - Non-refundable (Full-Cost Recovery)	David Moutou/Gabrielle Summerhays/Ruth Ranson

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FEES & CHARGES 2022/23

Ref No.	Description of Service	2021/22 Fee/Charge \$ (incl GST)	2022/23 Fee/Charge \$ (incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
6.2	Individual - Full Fee					David Moutou/Gabrielle Summerhays/Ruth Ranson
6.2	Bus Trip / Pick up drop off - Minimum cost it will increase depends on Destination and activities - Non refundable (Full-Cost Recovery)	\$23.65	\$24.85	5.08%	Bus Trip / Pick up drop off - Minimum cost it will increase depends on Destination and activities - Non refundable (Full-Cost Recovery)	David Moutou/Gabrielle Summerhays/Ruth Ranson
8	RECREATION FACILITIES AND PROGRAMS					
8.1	Community Halls and Meeting Room Hire					David Moutou/Greg Radford/Megan Ryan
8.1	Charges for the Reg Byrne Community Centre, Dundas Community Centre, Ermington Community Centre, George Kendall Riverside Park Meeting Room, Jones Park Hall, Don Moore Community Centre, John Curtin Meeting Room, North Rocks Senior Citizens Centre, Don Moore Reserve Meeting Room, Harry Todd Band Hall, Burnside Gardens Meeting Room, Epping Community Centre, Epping Leisure & Learning Centre, Roselea Community Centre, West Epping Community Centre, Newington Community Centre, Boronia Grove, Parkview West Epping, Fitzwilliam Street Meeting rooms, Kingsdene Reserve Meeting Room.	applicable weekend rate + a 30% surcharge (+ GST)	applicable weekend rate + a 30% surcharge (+ GST)			David Moutou/Greg Radford/Megan Ryan
	*Note: For Wentworth Point Community Centre and Library fees and charges refer to section 8.8					
	Public Halls listing:					
	Group 1: Roselea Community Centre					
8.2	Group 2: Epping Community Centre (Main Hall), Don Moore Community Centre Hall, Ermington Community Centre Hall, Dundas Community Centre Hall, Newington Community Centre Hall, Epping Leisure & Learning Centre Function Room, Reg Byrne Main Hall, Boronia Grove Function Room					David Moutou/Greg Radford/Megan Ryan
	Group 3: Harry Todd Band Hall, Jones Park, North Rocks Seniors Citizens Centre, West Epping Community Centre, Epping Community Centre (Upper Hall), Epping Community (Lower Hall)					
8.2	Public Halls Fees - Weekday hourly rate (Mon - Fri 6pm):					David Moutou/Greg Radford/Megan Ryan
8.2	Group 1 - Public Halls - Commercial	\$81.95	\$86.05	5.00%	New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.2	Group 1 - Public Halls - Community	\$49.20	\$51.85	4.98%	New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
8.2	Group 1 - Public Halls - Unfunded Not-for-profit	\$20.50	\$25.80	25.85%	New title of User Group from Category D to Unfunded Not-for-profit. Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan
8.2	Group 2 - Public Halls - Commercial	\$70.50	\$74.05	5.03%	New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.2	Group 2 - Public Halls - Community	\$42.35	\$44.45	4.95%	New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
8.2	Group 2 - Public Halls - Unfunded Not-for-profit	\$17.65	\$22.20	25.77%	New title of User Group from Category D to Unfunded Not-for-profit. Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan
8.2	Group 3 - Public Halls - Commercial	\$59.90	\$62.90	5.00%	New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.2	Group 3 - Public Halls - Community	\$35.90	\$37.70	5.00%	New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
8.2	Group 3 - Public Halls - Unfunded Not-for-profit	\$14.95	\$18.80	25.73%	New title of User Group from Category D to Unfunded Not-for-profit. Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan
8.2	Public Halls Fees - Weekend hourly rate (Fri 6pm - Sun and Public Holidays):					David Moutou/Greg Radford/Megan Ryan
8.2	Group 1 - Public Halls - Commercial	\$119.35	\$125.30	4.98%	New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.2	Group 1 - Public Halls - Community	\$71.55	\$75.15	5.03%	New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
8.2	Group 1 - Public Halls - Unfunded Not-for-profit	\$29.80	\$37.55	26.00%	New title of User Group from Category D to Unfunded Not-for-profit. Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan
8.2	Group 2 - Public Halls - Commercial	\$99.80	\$104.80	5.01%	New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.2	Group 2 - Public Halls - Community	\$59.90	\$62.90	5.00%	New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
8.2	Group 2 - Public Halls - Unfunded Not-for-profit	\$25.00	\$31.50	26.00%	New title of User Group from Category D to Unfunded Not-for-profit. Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan
8.2	Group 3 - Public Halls - Commercial	\$79.95	\$83.95	5.00%	New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.2	Group 3 - Public Halls - Community	\$47.95	\$50.35	5.00%	New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
8.2	Group 3 - Public Halls - Unfunded Not-for-profit	\$20.00	\$25.20	26.00%	New title of User Group from Category D to Unfunded Not-for-profit. Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan
8.3	MEETING ROOMS HIRE:					David Moutou/Greg Radford/Megan Ryan

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FEES & CHARGES 2022/23

Ref No. new	Description of Service	2021/22 Fee/Charge \$ (incl GST)	2022/23 Fee/Charge \$ (incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
	Group 1: Reg Byrne Meeting Room, John Curtin Meeting Room, Roselea Small Hall, Burnside Gardens Community Centre, Parkview Meeting Room, Peggy Womersley Reserve Meeting Room, Boronia Grove Meeting Room 3, Epping Leisure & Learning Centre Meeting Room 1,2,3,4 & 5.					
8.3	Group 2: Fitzwilliam Street Meeting Room A, Dundas Community Centre Craft Room, Dundas Community Centre Meeting Room 1, Ermington Community Centre Meeting Room, Lake Parramatta Meeting Room, Newington Community Centre Meeting Room, Epping Community Centre Meeting Room, Epping Community Centre Lower Meeting Room, Don Moore Community Centre Meeting Room 2, Don Moore Community Centre Meeting Room 3 and Don Moore Community Centre Gymnasium, Constitution Hill Library Meeting Room (after hours), Boronia Grove Meeting Room 1&2, Epping Leisure & Learning Centre Meeting Room 2&3.				Remove "Epping Leisure & Learning Centre Meeting Room 1,2,3,4 & 5" and "Boronia Grove Meeting Room 3,4 &5"	David Moutou/Greg Radford/Megan Ryan
	Group 3: Fitzwilliam Street Meeting Rooms B & C, George Kendall Meeting Room, Don Moore Reserve Meeting Room, Constitution Hill Library Meeting Room (during library operating hours), Boronia Grove Meeting Room 3,4 &5, Dundas Park Meeting Room, Kingsdene Reserve Meeting Room, Epping Leisure & Learning Centre Meeting Room 1, Boronia Grove Meeting Room 2, 4&5.					
8.3	Meeting Rooms Fees - Weekday hourly rate (Mon - Fri 6pm):					David Moutou/Greg Radford/Megan Ryan
8.3	Group 1 - Meeting Rooms - Commercial	\$51.40	\$53.95	4.96%	New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.3	Group 1 - Meeting Rooms - Community	\$30.80	\$32.35	5.03%	New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
8.3	Group 1 - Meeting Rooms - Unfunded Not for Profit	\$12.80	\$16.13	26.00%	New title of User Group from Category D to Unfunded Not-for-profit. Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan
8.3	Group 2 - Meeting Rooms - Commercial	\$46.80	\$49.15	5.02%	New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.3	Group 2 - Meeting Rooms - Community	\$28.05	\$29.45	5.00%	New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
8.3	Group 2 - Meeting Rooms - Unfunded Not for Profit	\$11.70	\$14.70	25.66%	New title of User Group from Category D to Unfunded Not-for-profit. Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan
8.3	Group 3 - Meeting Rooms - Commercial	\$41.65	\$43.75	5.05%	New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.3	Group 3 - Meeting Rooms - Community	\$25.00	\$26.25	5.00%	New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
8.3	Group 3 - Meeting Rooms - Unfunded Not for Profit	\$10.45	\$13.15	25.81%	New title of User Group from Category D to Unfunded Not-for-profit. Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan
8.3	Meeting Rooms Fees - Weekend hourly rate (Fri 6pm - Sun and Public Holidays):					David Moutou/Greg Radford/Megan Ryan
8.3	Group 1 - Meeting Rooms - Commercial	\$61.70	\$64.80	5.02%	New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.3	Group 1 - Meeting Rooms - Community	\$37.05	\$38.90	5.00%	New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
8.3	Group 1 - Meeting Rooms - Unfunded Not for Profit	\$15.40	\$19.40	26.00%	New title of User Group from Category D to Unfunded Not-for-profit. Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan
8.3	Group 2 - Meeting Rooms - Commercial	\$56.40	\$59.20	4.96%	New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.3	Group 2 - Meeting Rooms - Community	\$33.80	\$35.50	5.03%	New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
8.3	Group 2 - Meeting Rooms - Unfunded Not for Profit	\$14.17	\$17.85	26.00%	New title of User Group from Category D to Unfunded Not-for-profit. Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan
8.3	Group 3 - Meeting Rooms - Commercial	\$51.75	\$54.35	5.02%	New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.3	Group 3 - Meeting Rooms - Community	\$31.10	\$32.85	4.97%	New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
8.3	Group 3 - Meeting Rooms - Unfunded Not for Profit	\$12.95	\$16.30	25.85%	New title of User Group from Category D to Unfunded Not-for-profit. Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan

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Ref No.	Description of Service	2021/22 Fee/Charge \$ (incl GST)	2022/23 Fee/Charge \$ (incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
new	3 User Categories					
	Commercial Category					
	- Large Business and Corporations (Annual revenue turnover excluding GST of greater than \$2M)					
	- Commonwealth and State Government agencies					
	- Social Functions (Casual/ Private Hirers Non LGA residents)					
	Community Category					
8.3	- Small businesses (Annual Revenue turnover (excluding GST) of less than \$2m				DESCRIPTION CHANGE - Reduced number of categories	David Moutou/Greg Radford/Megan Ryan
	- Local Councils					
	- Social Functions (Casual/ Private Hirers for LGA residents)					
	- Not-for-profit agencies who receive government funding or primarily run revenue generating activities (eg.Licensed Clubs)					
	Unfunded Not-for-profit Category					
	- Other not-for-profit agencies (unfunded nor revenue generating)					
	- Self-help groups					
8.4	AQUATIC FACILITIES				David recommends that Aquatic facilities be moved to a whole new section, together with the new ALCP and this page get numbered accordingly.	David Moutou/Greg Radford/Suzanne Raven
8.4	Macarthur Girls High School lap swimming and Swim School only. Recreational swimming only available at Epping Aquatic Centre					David Moutou/Greg Radford/Suzanne Raven
8.4	10 visit pass child/student/pensioner	\$48.00	\$48.00		Added student to description	David Moutou/Greg Radford/Suzanne Raven
8.6	Synthetic Sportsfields:					David Moutou/Greg Radford/Megan Ryan
8.6	(C) Casual Use of Parks, Reserves and Sports Fields					David Moutou/Greg Radford/Megan Ryan
	3 User Categories					
	Commercial Category					
	- Large Business and Corporations (Annual revenue turnover excluding GST of greater than \$2M)					
	- Commonwealth and State Government agencies					
	- Social Functions (Casual/ Private Hirers Non LGA residents)					
	Community Category					
8.6	- Small businesses (Annual Revenue turnover (excluding GST) of less than \$2m		\$0.00		Changed title of User Groups	David Moutou/Greg Radford/Megan Ryan
	- Local Councils					
	- Social Functions (Casual/ Private Hirers for LGA residents)					
	- Not-for-profit agencies who receive government funding or primarily run revenue generating activities (eg.Licensed Clubs)					
	Unfunded Not-for-profit Category					
	- Other not-for-profit agencies (unfunded nor revenue generating)					
	- Self-help groups					
8.6	- Category Commercial - Fee for Hire or use of facilities	\$150.00	\$157.50		New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.6	- Category Community- Fee for Hire or use of facilities	\$90.00	\$94.50		New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
					New title of User Group from Category D to Unfunded Not-for-profit.	
8.6	- Category Unfunded Not-for-profit - Fee for Hire or use of facilities	\$37.50	\$47.25		Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan
8.6	- Category Commercial - Fee for Hire or use of facilities	\$75.00	\$78.75		New title of User Group from Category A to Commercial	David Moutou/Greg Radford/Megan Ryan
8.6	- Category Community- Fee for Hire or use of facilities	\$45.00	\$47.25		New title of User Group from Category B to Community	David Moutou/Greg Radford/Megan Ryan
					New title of User Group from Category D to Unfunded Not-for-profit.	
8.6	- Category Unfunded Not-for-profit - Fee for Hire or use of facilities	\$18.75	\$23.80		Level of subsidy has changed to be calculated at 30% of the Commercial rate.	David Moutou/Greg Radford/Megan Ryan
9.0	DEVELOPMENT AND TRAFFIC SERVICES					
	DEVELOPMENT SERVICES					
9.1	NOTE: For the purposes of this Schedule, a fee unit is \$100 in the financial years ending on 30 June 2023.				Revised clauses as per new EP&A	Mark Leotta/Kathleen Sales

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Ref No.	Description of Service	2021/22 Fee/Charge \$ (incl GST)	2022/23 Fee/Charge \$ (incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
new						
9.1	<p>The following DEVELOPMENT APPLICATIONS FEES are prescribed under the Environmental Planning & Assessment Regulation 2021 (EP&A Reg) Schedule 4, Clause 246A to 256B unless otherwise indicated.</p> <p>NOTE: If two or more fees are applicable to a single development, such as an application to subdivide land and erect a building on one of the lots created by the subdivision, the maximum fee payable for the development is the sum of those fees - EP&A Reg Cl. 254</p>				Revised clauses as per new EP&A	Mark Leotta/Kathleen Sales
9.2	<p>NOTE: Fees determined under items 9.2 do not apply to a development involving the erection of a dwelling-house with an estimated construction cost of \$100,000 or less - EP&A Reg Cl. Schedule 4 Part 2 item 2.3.</p> <p>NOTE: In determining the fee for a development, Council must make its determination by reference to a genuine estimate of the costs associated with the construction of a building or work, preparation of a building for the purpose it is to be used or the demolition of a building or work - EP&A Reg Cl. 232.</p> <p>NOTE: The Department of Planning Monitoring and Review Levy applies to developments over \$50,000 and the following fees apply based on the estimated cost of the development. The above Levy includes a fee of 64 cents per \$1000 where the estimated cost of the proposed development exceeds \$50,000 - EP&A Reg Cl. 246</p>				Revised clauses as per new EP&A	Mark Leotta/Kathleen Sales
9.4	DEVELOPMENT INVOLVING APPLICATION FOR ADVERTISEMENTS OR ADVERTISING SIGNS - EP&A Reg schedule 4 part 2 item 2.2					Mark Leotta/Kathleen Sales
9.6	DEVELOPMENT INVOLVING THE SUBDIVISION OF LAND (SUBDIVISION FEE) - EP&A Reg schedule 4 part 2 item 2.4-2.6					Mark Leotta/Kathleen Sales
9.6	DEVELOPMENT NOT INVOLVING THE ERECTION OF A BUILDING, THE CARRYING OUT OF A WORK, THE SUBDIVISION OF LAND OR THE DEMOLITION OF A BUILDING OR WORK - EP&A Reg schedule 4 part 2 item 2.7					Mark Leotta/Kathleen Sales
9.7	DESIGNATED DEVELOPMENT - EP&A REG schedule 4 part 3 item 3.3					Mark Leotta/Kathleen Sales
9.8	ADVERTISING AND/OR NOTIFICATION OF A DEVELOPMENT APPLICATION - EP&A Reg schedule 4 part 3 item 3.5-3.7					Mark Leotta/Kathleen Sales
9.9	DEVELOPMENT THAT REQUIRES CONCURRENCE UNDER THE EP&A ACT OR AN ENVIRONMENTAL PLANNING INSTRUMENT - EP&A REG schedule 4 part 3 item 3.2					Mark Leotta/Kathleen Sales
9.9	NOTE: Concurrence fee may be a lesser amount as notified by the approval authority. The additional processing fee is not payable where concurrence may be assumed under clause 52 of the EP&A Act					Mark Leotta/Kathleen Sales
9.10	INTEGRATED DEVELOPMENT - EP&A REG schedule 4 part 3 item 3.1					Mark Leotta/Kathleen Sales
9.11	The following OTHER FEES AND CHARGES are prescribed under the Environmental Planning & Assessment Regulation 2021 (EP&A Reg) Schedule 4 Part 7, item 7.1 to 7.7 unless otherwise indicated.					Mark Leotta/Kathleen Sales
9.11	FEE FOR REVIEW OF DECISION TO REJECT A DEVELOPMENT APPLICATION- EP&A REG Schedule 4 Part 7 item 7.4					Mark Leotta/Kathleen Sales
9.12	Application fee to review a decision to reject and not determine an application for development consent under EP&A Act, Section 8.2(1)(c)					Mark Leotta/Kathleen Sales
9.12	(b) Application under section 4.55(2) or section 4.56(1) - where the consent authority is of the opinion there is not minimal environmental impact					Mark Leotta/Kathleen Sales
9.12	Modification application under the Act, section 4.55(2) or 4.56(1) that does not, in the consent authority's opinion, involve minimal environmental impact, if the fee for the original development application was—					Mark Leotta/Kathleen Sales
9.12	(a) less than 1 fee unit, or (b) 1 fee unit or more and the original development application did not involve the erection of a building, the carrying out of a work or the demolition of a work or building	50% of the original DA fee	50% of the original DA fee		Revised description	Mark Leotta/Kathleen Sales

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FEES & CHARGES 2022/23

Ref No.	Description of Service	2021/22 Fee/Charge \$ (incl GST)	2022/23 Fee/Charge \$ (incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
new						
	ii - Modification application under the Act, section 4.55(2) or 4.56(1) that does not, in the consent authority's opinion, involve minimal environmental impact, if—					
9.12	(a) the fee for the original development application was 1 fee unit or more, and (b) the original development application involved the erection of a dwelling house with an estimated cost of \$100,000 or less	\$190.00	2.22 Fee Units		Statutory fees - New fees a/p draft EP&A & revised description	Mark Leotta/Kathleen Sales
9.13	PLANNING CERTIFICATE - EP&A REG Schedule 4 Part 9 9.7-9.8					Mark Leotta/Kathleen Sales
9.13	Section 10.7 (1) EP&A Act	\$53.00	0.62 Fee Unit			Mark Leotta/Kathleen Sales
9.13	Section 10.7 (5) EP&A Act - Additional Advice	\$80.00	0.94 Fee Unit			Mark Leotta/Kathleen Sales
9.13	Section 10.7 (1) & 10.7 (5) EP&A Act - Combined Advice	\$133.00	\$156.00	17.29%		Mark Leotta/Kathleen Sales
9.22	CONVEYANCING ACT CERTIFICATES					Mark Leotta/Kathleen Sales
9.22	Section 88G - Certificate of amount payable due to failure to comply with a public positive covenant on land - Conveyancing (General) Reg Cl. 29	\$10.00	0.10 Fee Unit		Statutory	Mark Leotta/Kathleen Sales
9.22	Reg Cl. 29 - Issue of certificate requiring inspection of land - Conveyancing (General)	\$35.00	0.35 Fee Unit		Statutory	Mark Leotta/Kathleen Sales
9.27	SUPPLY OF INFORMATION - LG ACT SECTION 608 (2)					Mark Leotta/Kathleen Sales
9.28	SALE OF ENVIRONMENTAL IMPACT STATEMENTS	\$25.00	\$25.00	0.00%		Mark Leotta/Kathleen Sales
9.31	ROAD/FOOTPATH OCCUPANCY					Richard Searle/Saniya Sharmeen
9.31	Daily fee per metre length of road / footpath / car park within metered parking area affected by occupancy for full footpath and /or full / partial kerbside lane occupancy (in addition to application fee)				CHANGE TO: Daily usage fee per metre length of road / footpath / car park affected by occupancy for full footpath and /or full / partial kerbside lane occupancy (in addition to application fee) REASON: This fee applies to all areas. The text on this title is confusing.	Richard Searle/Saniya Sharmeen
9.31f	Full Road Closure Fee outside metered parking area (in addition to application fee)	\$302.00	\$317.00	4.97%	CHANGE TO: Full Road Closure Fee (in addition to application fee) REASON: Currently this fee applies to all areas except metered parking area. Any road closure in this area would significantly disrupt vehicle access to Parramatta. To discourage full road closure in Parramatta, this fee is now proposed to be introduced within the the metered parking area.	Richard Searle/Saniya Sharmeen
9.3	CRANE OPERATIONS (Over 30 Tonnes) - Involving temporary partial road occupancy per travel lane per day (in addition to application fee and daily usage fee)				CHANGE TO: CRANE OPERATIONS (Over 30 Tonnes) - Involving temporary partial road occupancy per travel lane per day (in addition to application fee and daily usage fee) REASON: Reference to 9.27 and 9.28 is not correct. Accordingly, textual description is provided.	Richard Searle/Saniya Sharmeen
9.3	Concrete Boom pumps - involving temporary partial road occupancy per travel lane per day (in addition to application fee and daily usage fee)				CHANGE TO: Concrete Boom pumps - involving temporary partial road occupancy per travel lane per day (in addition to application fee and daily usage fee) REASON: Reference to 9.27 and 9.28 is not correct. Accordingly, textual description is provided.	Richard Searle/Saniya Sharmeen
12.0	COMMUNITY HUBS					
12.1	WENTWORTH POINT COMMUNITY CENTRE AND LIBRARY					Christopher Snelling/Chillet Medel
12.1	FUNCTION ROOM HIRE					Christopher Snelling/Chillet Medel

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Modified Fee Descriptions/Notes

FEES & CHARGES 2022/23

Ref No.	Description of Service	2021/22 Fee/Charge \$ (incl GST)	2022/23 Fee/Charge \$ (incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
new						
	3 User Categories					
	Commercial Category					
	- Large Business and Corporations (Annual revenue turnover excluding GST of greater than \$2M)					
	- Commonwealth and State Government agencies					
	- Social Functions (Casual/ Private Hirers Non LGA residents)					
	Community Category					
	- Small businesses (Annual Revenue turnover (excluding GST) of less than \$2m)					
12.1	-Local Councils				Modified descriptions and definitions of user groups	Christopher Snelling/Chillet Medel
	-Social Functions (Casual/ Private Hirers for LGA residents)					
	-Not-for-profit agencies who receive government funding or primarily run revenue generating activities (eg.Licensed Clubs)					
	Unfunded Not-for-profit Category					
	- Other not-for-profit agencies (unfunded nor revenue generating)					
	- Self-help groups					
	- Full-time student (Music studio only)					
12.1 Function Room Fees - Weekday hourly rate (Mon - Fri 5pm):						Christopher Snelling/Chillet Medel
12.1	Group 1 - Function Room - Commercial	\$100.00	\$105.00	5.00%	Modified description.	Christopher Snelling/Chillet Medel
12.1	Group 1 - Function Room- Community	\$80.00	\$83.00	5.00%	Modified description. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 1 - Function Room - Unfunded Not-for-profit		\$31.00	0.00%	New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 2 - Function Room - Commercial	\$80.00	\$84.00	5.00%	Modified description.	Christopher Snelling/Chillet Medel
12.1	Group 2 - Function Room - Community	\$48.00	\$50.00	4.17%	Modified description. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 2 - Function Room - Unfunded Not-for-profit		\$25.00	0.00%	New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 3 - Function Room - Commercial	\$80.00	\$83.00	5.00%	Modified description.	Christopher Snelling/Chillet Medel
12.1	Group 3 - Function Room - Community	\$38.00	\$38.00	5.56%	Modified description. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 3 - Function Room - Unfunded Not-for-profit		\$18.00	0.00%	New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 4 - Function Room - Commercial	\$50.00	\$53.00	6.00%	Modified description.	Christopher Snelling/Chillet Medel
12.1	Group 4 - Function Room - Community	\$30.00	\$32.00	6.67%	Modified description. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1	Group 4 - Function Room - Unfunded Not-for-profit		\$18.00	0.00%	New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.1 Function Room Fees - Weekend rate (Friday 5pm - Sun) / Public Holiday						Christopher Snelling/Chillet Medel
	Half Day Rate					
	Friday: 5pm to 11pm					
12.1	Saturday & Sunday: Morning: 9.30am to 3.30pm Evening: 4.30pm to 10.30pm Weekday hourly rate only applicable on Fridays for Dance Studio only					Christopher Snelling/Chillet Medel
12.1	Group 1: Half Day Rate		\$570.00		Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase in Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 2: Half Day Rate		\$450.00		Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase in Community hire.	Christopher Snelling/Chillet Medel
12.1	Group 3: Half Day Rate		\$378.00		Introduced half day rate based on Community usage and demand. Consistent with local community venues. Allows for an increase in Community hire.	Christopher Snelling/Chillet Medel
12.2 MEETING ROOMS HIRE:						Christopher Snelling/Chillet Medel
	Meeting Rooms listing:					
12.2	Group 1: Meeting Room (Combined), Creative Studio					Christopher Snelling/Chillet Medel
	Group 2: Meeting Room 1, Meeting Room 2, Boardroom, Co-working meeting room					

Council 2022-23 Fees and Charges - Key Changes

Modified Fee Descriptions/Notes

FEES & CHARGES 2022/23

Ref No.	Description of Service	2021/22 Fee/Charge \$ (Incl GST)	2022/23 Fee/Charge \$ (Incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
new						
12.2	Meeting Rooms Fees - Weekday hourly rate (Mon - Fri 6pm):					Christopher Snelling/Chillet Medel
12.2	Group 1 - Meeting Rooms - Commercial	\$51.40	\$54.00		Modified description.	Christopher Snelling/Chillet Medel
12.2	Group 1 - Meeting Rooms - Community	\$30.80	\$32.00		Modified description. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.2	Group 1 - Meeting Rooms - Unfunded Not-for-profit		\$16.00		New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.2	Group 2 - Meeting Rooms - Commercial	\$46.80	\$49.00		Modified description.	Christopher Snelling/Chillet Medel
12.2	Group 2 - Meeting Rooms - Community	\$28.05	\$29.00		Modified description. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.2	Group 2 - Meeting Rooms - Unfunded Not-for-profit		\$15.00		New User Group - Unfunded Not for Profit Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.2	Meeting Rooms Fees - Weekend hourly rate (Fri 6pm - Sun)/ Public Holiday hourly rate:					Christopher Snelling/Chillet Medel
12.2	Group 1 - Meeting Rooms - Commercial	\$61.70	\$65.00		Modified description.	Christopher Snelling/Chillet Medel
12.2	Group 1 - Meeting Rooms - Community	\$37.05	\$39.00		Modified description. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.2	Group 1 - Meeting Rooms - Unfunded Not-for-profit		\$19.00		Replaced Cat D fee. New User Group - Not for Profit Groups (unfunded) in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.2	Group 2 - Meeting Rooms - Commercial	\$56.40	\$59.00		Modified description.	Christopher Snelling/Chillet Medel
12.2	Group 2 - Meeting Rooms - Community	\$33.80	\$35.00		Modified description. Combined Cat B and C to reduce number of User Groups as Community Groups in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.2	Group 2 - Meeting Rooms - Unfunded Not-for-profit		\$18.00		Replaced Cat D fee. New User Group - Not for Profit Groups (unfunded) in alignment with Community Hubs	Christopher Snelling/Chillet Medel
12.3	MUSIC/STUDIO HIRE:					Christopher Snelling/Chillet Medel
	Music/Studio listing:					
	Group 1: Music/Studio 1 and Music/Studio 2					
	Group 2: Music/Studio 1, Music/Studio 2					
	Group 3: Music/Studio 3					
12.3	* Additional limited equipment hire available (on request). Only available for use when hiring Music/ Studio Rooms. * Booking for Music/ Studio 1 and Music Studio 2 are only available during staffed hours.				Consolidated Description	Christopher Snelling/Chillet Medel
12.3	Music/Studio Fees - Weekday hourly rate (Mon - Fri 6pm):					Christopher Snelling/Chillet Medel
12.3	Group 1 - Music/Studio - Commercial	\$35.00	\$37.00		Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Group 1 - Music/Studio - Community	\$25.00	\$26.00		Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Group 1 - Music/Studio - Unfunded Not-for-profit	\$20.00	\$21.00		Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Group 2 - Music Room - Commercial	\$30.00	\$32.00		Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Group 2 - Music Room - Community	\$20.00	\$21.00		Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Group 2 - Music Room - Unfunded Not-for-profit	\$15.00	\$16.00	6.67%	Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Group 3 - Music Room - Commercial	\$20.00	\$21.00	5.00%	Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Group 3 - Music Room - Community	\$15.00	\$16.00	6.67%	Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Group 3 - Music Room - Unfunded Not-for-profit	\$10.00	\$11.00	10.00%	Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Music Studio Fees - Weekend hourly rate (Fri 6pm - Sun)/ Public Holiday hourly rate:					Christopher Snelling/Chillet Medel
12.3	Group 1 - Music/Studio - Commercial	\$40.00	\$42.00	5.00%	NOTE: Not available after hours due to access to library	Christopher Snelling/Chillet Medel
12.3	Group 1 - Music/Studio - Community	\$30.00	\$32.00	6.67%	NOTE: Not available after hours due to access to library	Christopher Snelling/Chillet Medel
12.3	Group 1 - Music/Studio - Unfunded Not-for-profit	\$25.00	\$26.00	4.00%	NOTE: Not available after hours due to access to library	Christopher Snelling/Chillet Medel
12.3	Group 2 - Music Room - Commercial	\$35.00	\$37.00	5.71%	Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Group 2 - Music Room - Community	\$25.00	\$26.00	4.00%	Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Group 2 - Music Room - Unfunded Not-for-profit	\$20.00	\$21.00	5.00%	Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Group 3 - Music Room - Commercial	\$25.00	\$26.00	4.00%	Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Group 3 - Music Room - Community	\$20.00	\$21.00	5.00%	Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.3	Group 3 - Music Room - Unfunded Not-for-profit	\$15.00	\$16.00	6.67%	Note: Corrected Group Numbers	Christopher Snelling/Chillet Medel
12.4	CO-WORKING DESK HIRE:					Christopher Snelling/Chillet Medel

FEES & CHARGES 2022/23

Council 2022-23 Fees and Charges - Key Changes
Modified Fee Descriptions/Notes

Ref No.	Description of Service	2021/22 Fee/Charge \$ (incl GST)	2022/23 Fee/Charge \$ (incl GST)	Proposed Percentage Change	2022/2023 Comments	Owner
new	2 User Categories					
	Commercial Category					
	- Large Business and Corporations (Annual revenue turnover excluding GST of greater than \$2M)					
	- Commonwealth and State Government agencies					
	- Casual/ Private Hirers Non LGA residents					
12.4	Community, Unfunded Not-for-profit and Charity Category					Christopher Snelling/Chillet Medel
	- Small businesses (Annual Revenue turnover (excluding GST) of less than \$2m)					
	- Local Councils					
	- Casual/ Private Hirers for LGA residents					
	- Not-for-profit agencies who receive government funding or primarily run revenue generating activities (eg Licenced Clubs)					
	- Other not-for-profit agencies (unfunded nor revenue generating)					
	- Self-help groups					
12.4	Commercial/ Private Users					Christopher Snelling/Chillet Medel
12.4	Day Rate Weekday	\$35.00	\$37.00	5.71%		Christopher Snelling/Chillet Medel
12.4	Weekly (7 Days/ Week Access)	\$150.00	\$158.00	5.33%		Christopher Snelling/Chillet Medel
12.4	Day Rate Weekend/ Public Holiday	\$45.00	\$47.00	4.44%		Christopher Snelling/Chillet Medel
12.4	Community/ Not for Profit/ Charity		Note			Christopher Snelling/Chillet Medel
12.4	Day Rate Weekday	\$21.00	\$22.00	4.76%		Christopher Snelling/Chillet Medel
12.4	Weekly (7 Days/ Week Access)	\$90.00	\$95.00	5.56%		Christopher Snelling/Chillet Medel
12.4	Day Rate Weekend/ Public Holiday	\$27.00	\$28.00	3.70%		Christopher Snelling/Chillet Medel
12.4	Dedicated Desk:					Christopher Snelling/Chillet Medel
12.4	Community/ Not for Profit/ Charity					Christopher Snelling/Chillet Medel
	TERMS & CONDITIONS					
	- Minimum of 4 hours for Function Rooms/Dance Studio (weekend only)					
12.5	- Minimum of 1 hour for Function Room/Dance Studio (week days only)					Christopher Snelling/Chillet Medel
	- Minimum of 2 hours for meeting rooms (weekend only) - Day rate is calculated on any booking over 10 hours					
	- Bonds will be applied at the discretion of Council if deemed high risk.					
12.6	Booking Administration Fee - Minimum					
	Variations to confirmed bookings and late applications may incur a fee at Council's discretion on a cost recovering basis.	\$33.79	\$35.00	3.58%	Note: Revised Variation Fee to Administration Fee to include multiple administration requirements.	Christopher Snelling/Chillet Medel

LONG TERM FINANCIAL PLAN FY2022/23-FY2031/32

Objective

The objective of the Long Term Financial Plan (LTFP) is to express in financial terms the activities Council proposes to undertake over the short, medium, and long term, provide a sound basis for strategic decision making and a framework that guides the future strategies and actions of Council.

Specific objectives of the plan are to:

- Reflect the financial position based on the current service levels
- Provide a financial plan that can predict cost and predict future outcomes
- Reflect the impact of current service levels on our financial sustainability
- Provide some scenario analysis and their impact on our financial sustainability
- Guide our future operational plan and Council ability to invest in new services

This LTFP aligns with the policy of Council to remain financially sustainable and to renew infrastructure based on Council's Asset Management Plan. Council renewal will be planned based on overall condition, asset characteristics and service criticality.

The LTFP addresses funding issues, increased maintenance costs, increased depreciation from fair value revaluations, contributions to new assets along with developer contributions and any major upgrades of facilities.

1. Financial Sustainability

This section will cover areas that impact Council's financial sustainability.

Financial Sustainability is a key challenge facing local government due to several contributing factors including increased demand for services beyond those traditionally provided, cost shifting from other levels of government, ageing infrastructure and constraints on revenue growth.

The LTFP is a forecast for future years based on the information available at the time. This plan may be updated as an internal document as information changes occur.

This document is important in forecasting the net working funds (unrestricted cash) to ensure it remains positive and has a buffer sufficient to fund a large organisation and manage unforeseen risks and events. Also, to predict if Council needs to increase Rates above IPART rate peg to sustain all services.

2. Growth

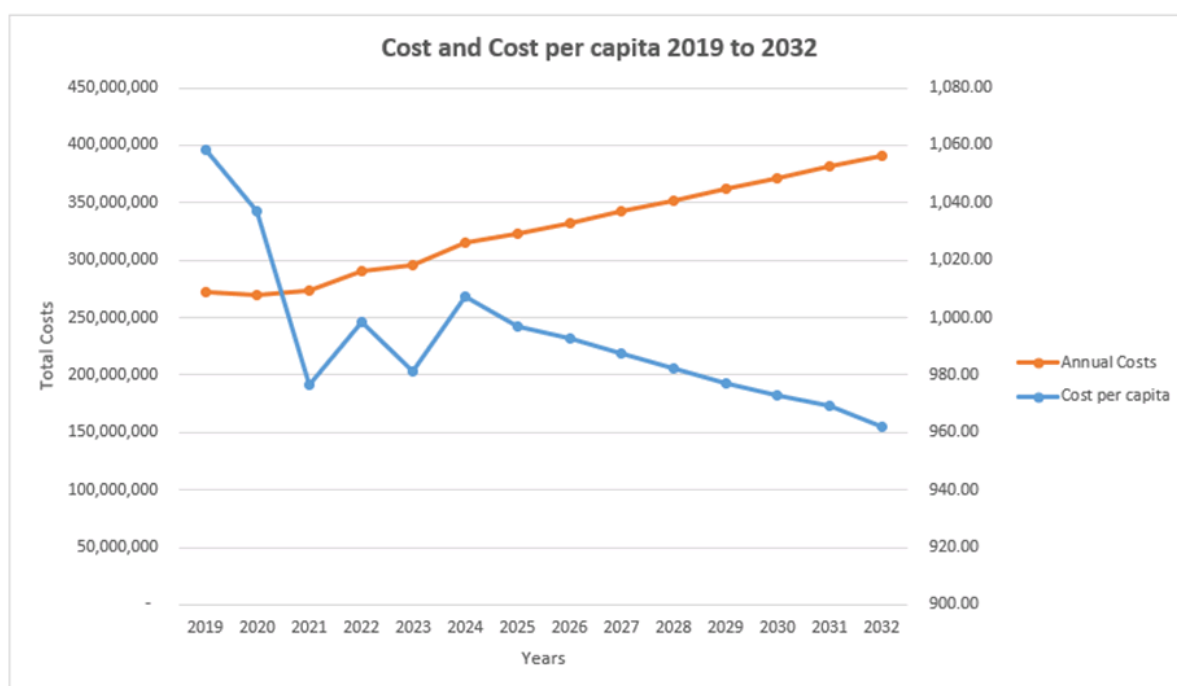
Over the 10 years plan the population is predicted to increase from 279,000 to 394,868 being an average increase of 3.66% per annum. The impact of population expansion is that Council will be affected due to increase demand for additional services and extension to the existing services such as:

- Cleaning and waste removal
- Footpath, Roads, Stormwater assets construction and renewal
- Recreational Facilities

- Community Centres
- Open space and Sporting complexes
- Aquatic Centres
- Public Domain Upgrades
- Art and Culture Facilities
- Libraries
- Events and Festivals

The provision of the new services often requires initial significant capital spending. The capital needs are mainly being met by developers contributions and grants, but the operational costs to service these facilities will need to be funded from council operating revenues.

Addressing these factors, the council costs trends are below in the graph. As such we are maintaining a cost trend line that is decreasing in real terms per capita. There is a fluctuating in the first three years of budget and LTFP, this is mostly due to change in costs due to service reviews, opening of new facilities and other operating one-off projects. The Total Costs include all operating expenses from the continuing operations, such as employee costs, materials, and services, borrowing costs, depreciation, amortisation, and other expenses.



3. Infrastructure Renewals, Backlog and Asset Optimisation

The issue of the condition of Infrastructure in local government has been identified as a major priority.

A measure of condition is the amount of infrastructure backlog which occurs due to a shortfall in infrastructure renewal as assets depreciate.

Council approach to asset conditions management is as follows:

- Asset management plans prioritise renewal based on condition and are linked to the LTFP.
- Council seeks to have a fully funded capital program, where the source of funding is identified and secured for both capital renewal and new capital works.
- Council aims to maintain its asset base, by renewing ageing infrastructure and by ensuring working capital is set aside for those works.

4. Financial Assumptions

4.1 Economic Indicators.

Below is information on macro-economic factors informing assumptions in the LTFP.

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031	2031-2032
	Forecast ID								
CPI	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Dwelling Growth	118,772	123,602	128,433	133,404	138,376	143,347	148,319	153,290	159,575
Dwelling Growth %	4.24%	4.07%	3.91%	3.87%	3.73%	3.59%	3.47%	3.35%	4.10%
Population Change	312,529	323,549	334,568	346,400	358,232	370,064	381,896	393,728	405,927
Population Change %	3.65%	3.53%	3.41%	3.54%	7.07%	3.30%	3.20%	3.10%	3.10%

The growth assumptions of the LGA are from forecast.ID. The Dwellings growth and population growth are key drivers to increase Rates Income and Services. The developers contributions are planned to provide new assets including Parks, Community centres, pools, and redevelopment of town centres.

This LTFP has balanced the increases in rates income will be offset by the increase in cost to service the new facilities and assets.

4.2 Revenue Assumptions

The following outlines Council assumptions for Revenue with a commentary to explain the assumptions.

4.2.1 Rates and Special Rate Income

From the financial year 2022/23 Council has applied the new IPART rate peg methodology for calculating rate increases. IPART's rate peg formula is below:

$$\text{Rate peg} = \text{change in LGCI} - \text{productivity factor} + \text{other adjustments} + \text{population factor}$$

The components of the rate peg for FY2022/23 are made up of:

- The change in the local government cost index to June 2021 of 0.9%.
- A productivity factor of 0.0% because the ABS indices used for the LGCI incorporate improvements in labour and capital productivity.
- A downward adjustment of 0.2% to remove the additional revenue that was included in the FY2021-22 rate peg to meet the costs of the 2021 local government elections.
- A population factor for each council (net of any supplementary valuations percentage or zero).

The Local Government Index for FY2022/23 for the City of Parramatta was set as 0.7% by IPART. Compared to the five-year average (2018-2022) annual cost increase of 3.4% for the City of Parramatta, the current rate peg is insufficient to cover year to year inflationary increases. Council may choose to seek rates variation approval from IPART in the future to cover operating deficits resulting from inflationary pressures.

That population growth factor is taken from forecast.ID.

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031	2031-2032
Rates	Rates								
Rate Cap	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%
Avg Growth rate	2.12%	2.03%	1.95%	1.94%	1.86%	1.80%	1.73%	1.68%	2.05%
Ordinary rates	2.82%	2.73%	2.65%	2.64%	2.56%	2.50%	2.43%	2.38%	2.75%

4.2.2 Annual Charges

The fees are mainly related to Stormwater fees and Domestic Waste Fees.

The Local Government Act 1993 (Act) requires that Domestic Waste Management Charges must reflect the actual cost of providing those services. S 504(3) of Act stipulates charges cannot exceed the reasonable costs to the council providing the service. The average annual increase in Domestic Waste Management Charges over the 10 year period of the plan is 3.6% mainly due to population growth.

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031	2031-2032
	Stormwater and Domestic Waste Fees								
Rate Cap	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%
Dwelling Growth %	3.18%	3.05%	2.93%	2.90%	2.79%	2.69%	2.60%	2.51%	3.07%
Annual Charges	3.88%	3.75%	3.63%	3.60%	3.49%	3.39%	3.30%	3.21%	3.77%

4.2.3 User Fees and Charges

The LTFP assumes that Statutory Fees and Charges will increase by CPI but will also change because of increased volume and the value of construction costs. Discretionary Fees and Charges are assumed to increase by 5% on average across the board.

	User Fee and Charges - statutory								
CPI	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
User Fees	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031	2031-2032
	User Fee and Charges - discretionary								
CPI	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Target increases in fees	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
User Fees	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%

The calculation of User Fees and Charges may be affected by the strategic review of pricing methods, particularly for the new facilities, with a goal to ensure all charges align to the cost of delivering the service and the community subsidy policy. All Fees and Charges are designed to be fair and affordable and not pass on any unnecessary burden to residents.

4.2.4 Interest and Investment

The current assumptions are based on the advice provided by independent advisers Imperium markets and set below for each type of financial investment held by the Council, which assumes the weighted average return on these investments of 2.3%.

Type	Projected rate
Cash	0.75%
CFS Global	4.00%
NSW Treasury Corporation (long-term)	8.00%
FRNs, Bonds, TDs	2.00%

4.2.5 Operating Grants and Contributions

Councils operating grants consist of the Federal Assistance Grants - 45%, RMS grants - 7%, Roads to Recovery grant - 6%, Roads restoration contributions - 5%, Library - 3% and other grants and contributions. All grants received are subject to indexation, and the Council have assumed all grants will continue.

4.2.6 Capital Grants and Contributions

Council capital grants consists of capital grants received from State and federal Government and s7.11 and s7.12 Developer Contributions. We rely upon the previous year's collection and add CPI to generate the Income. This is low risk to our financial position as this income is excluded from profit and are restricted categories within our net working capital.

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031	2031-2032
	Capital Grants and Contributions								
Historical average (5Y)	51,628	52,919	54,242	55,598	56,988	58,413	59,873	61,370	62,904
CPI	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Capital grants and contrib	52,919	54,242	55,598	56,988	58,413	59,873	61,370	62,904	64,477

4.2.7 Other Revenues

Council's Other Revenue will increase due to income normalisation from Paid Parking, 5/7 PS facility operation, Riverside theatre, Social and Cultural Services, in addition to increases from CPI.

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031	2031-2032
	Other revenue								
CPI	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Other revenue	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

4.3 Expense Assumptions

The following outlines Council assumptions for Expenses with a commentary to explain the assumptions.

4.3.1 Wages and Salary

The Local government award 2020 will run to June 2023 and the base CPI increase was applied for 2024 and onwards. In addition to CPI, the following we take into considerations:

- The industry premium is an additional allowance for local government sector above the CPI based on historic EBA increases.
- Skills steps are reward for achieving higher skills.
- Superannuation starts at 10.5% and then increases based on current Federal Budget.
- New Service growth relates to cost for increasing head count to operate 5PS and Parramatta Aquatic and Leisure Centre, as part of large-scale expansion of community assets.
- Service review savings in the first two years.

Below is a calculation of assumptions for Salaries and Wages.

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031	2031-2032
	Employee benefits and on-costs								
LG Award	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
FG bill -Super increase	0.50%	0.50%	0.50%	0.50%					
Employee benefits and on-costs	3.00%	3.00%	3.00%	3.00%	2.50%	2.50%	2.50%	2.50%	2.50%

4.3.2 Borrowing Costs

The Council's interest expense on the existing loans declines with the full repayment of loans in 2025. The interest calculated per the repayment schedule is included in the Income statement for the years from 2022/23 to 2024/25

4.3.3 Material and Contracts and Other expenses

The increase in materials and contracts and other expenses for the additional costs of opening Parramatta Aquatic and Leisure Centre are offset by the savings program undertaken by Council. The further increase is set at the CPI level with the adjustment for LG premium and population increase.

	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-2031	2031-2032
	Material and Contracts and Other expenses								
CPI	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Local Gov Cost premium	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
Population increase * 20%	0.73%	0.71%	0.68%	0.71%	1.41%	0.66%	0.64%	0.62%	0.62%
Contract Costs	3.73%	3.71%	3.68%	3.71%	4.41%	3.66%	3.64%	3.62%	3.62%

5. LTFP scenarios and relationship between LTFP and Asset Management Strategy

The LTFP responds to and informs the management of assets and other resources. City of Parramatta Council has a portfolio of infrastructure assets with a written down value of \$3 billion (\$3.66 gross carrying value). Council's current combined infrastructure backlog is estimated to be \$14.4 million or at a backlog ratio of 0.5%. The combined backlog ratio of 0.5% is considered to be below the industry benchmark of 2%. This has been revised down significantly from previous years largely due to the condition audits of Council's Stormwater assets conducted in 2019/20. In previous years, Council's stormwater assets contained a significant number of condition 5 assets.

The growth forecast highlights the need for additional infrastructure assets and for existing assets to be managed differently to accommodate the additional demand. Council will continue to work to identify stakeholder needs and expectations. In consideration of stakeholder expectations, the Integrated Planning and Reporting cycle provides an opportunity for community, stakeholder, Councillors and internal staff consultation to occur. The Asset Management Strategy discusses both the community engagement undertaken to date and what we have planned for the future.

The LTFP financial statements have been based on the three general scenarios outlined in the Asset Management Strategy. Scenario 1 includes three sub scenarios, a), b) and c), which maintain the same Asset Management Plan but include different rates income assumptions.

Scenario 1a) – Continue providing a level of service driven by existing budget allocation – the current balanced Asset Management Plan and the LTFP.

This scenario results in an overall deterioration of the average asset portfolio and results in a deficit in Net operating results starting from 2023/24, and a decrease in unrestricted cash from year to year. The Council does not meet the Operating performance ratio; the benchmark set by OLG is greater than zero per cent. With this scenario, the Operating performance ratio will remain under the OLG benchmark with the average for ten years (0.5%). The unrestricted current ratio is under OLG benchmark 1.5, with the average (0.9) for ten years. The unrestricted current ratio is specific to local government and represents Council's ability to meet its short-term obligations as they fall due.

Scenario 1b) – Continue providing a level of service driven by existing budget allocation – the current balanced Asset Management Plan and the additional income from a permanent Additional Special Variation (ASV) of 1.8% from 2023, which has been approved by Council and submitted to IPART.

This scenario results in an overall deterioration of the average asset portfolio. However, it brings the net operating results to a balanced position. The Operating performance ratio will stay within the OLG benchmark >0%, with average over ten years of 0.5%. For ten years, the unrestricted current ratio average (0.6) is closer to the OLG benchmark than scenario 1a results.

Scenario 1c) – Continue providing a level of service driven by existing budget allocation – the current balanced Asset Management Plan and the additional income from a permanent Additional Special Variation of 1.8% for 2023 and a Special Rates Variation of 2.5% from 2024. This scenario results in an overall deterioration of the average asset portfolio. However, it brings the net operating results to a balanced position and increases the Council's unrestricted reserves, which can be spent on additional maintenance of the assets. The Operating performance ratio will stay within the OLG benchmark >0%, with average over ten years of 1.6%. The unrestricted current ratio average is 0.07 for ten years; this is closer to the OLG benchmark than scenario 1a and 1b results.

Scenario 2 – Allocate funding to maintain the Council's current level of service into the future – represented by the 10-year Resourcing Strategy – while maintaining the current asset portfolio at conditions 2 and 3 over the next 10 years and additional revenue from a SRV of 5% from 2022/23.

Scenario 3 – Allocate funding to meet the desired levels of service agreed with the community and additional revenue from a SRV of 5% from 2022/23.

Scenario 3 adjusts funding levels based on risk management and levels of service (i.e. eliminating assets in poor and very poor condition and increasing the number of condition 1, 2 and 3 assets) to achieve the minimum acceptable conditions ascertained through community feedback. This scenario also forecasts the increase in maintenance and operating costs in delivering the draft Developer Contribution Plan which is currently in development. Additional revenue from a Special Rates variation of 5% is added to the model.

Summary

Adoption of scenarios 1a, 2 and 3 will lead to an operating deficit in the outer years of the LTFP. Especially for Scenarios 2 and 3, Council will need to find an additional source of revenue to maintain assets at the required condition or maintain assets delivered under the new Development plans. The deficit is substantial under Scenarios 2 and 3, and these scenarios are not financially sustainable for Council to undertake.

Scenarios 1b and 1c will provide sufficient funds to maintain the level of service driven by the existing budget and assume that an ASV and a SRV are both approved by Council and IPART.

By focusing on critical areas and setting improvement targets for each of them over the period of the Resourcing Strategy and Delivery Program, Council aims to improve the financial health of the organization to a desirable level that can be sustained in the long term.

APPENDIX 1 - Scenario 1a): Continue to provide a level of service driven by existing budget allocation - the current balanced Asset Management Plan and LTTP.

Income Statement

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTTP 2026/27 Forecast \$'000	LTTP 2027/28 Forecast \$'000	LTTP 2028/29 Forecast \$'000	LTTP 2029/30 Forecast \$'000	LTTP 2030/31 Forecast \$'000	LTTP 2031/32 Forecast \$'000
Revenue from continuing operations										
Ordinary Rates	160,740	163,376	166,040	168,734	173,180	177,619	182,053	186,485	190,915	196,166
Additional Special Variation (ASV)	0	0	0	0	0	0	0	0	0	0
Special Rates	0	0	0	0	0	0	0	0	0	0
Rates	160,740	163,376	166,040	168,734	173,180	177,619	182,053	186,485	190,915	196,166
Annual Charges	47,663	49,512	51,369	53,234	55,152	57,080	59,017	60,966	62,925	65,300
Rates and Annual Charges	208,403	212,888	217,409	221,968	228,333	234,699	241,071	247,450	253,841	261,466
User charges and fees	34,325	41,721	43,807	45,998	48,297	50,712	53,248	55,910	58,706	61,641
Interest and investment revenue	8,581	8,795	9,015	9,241	9,472	9,708	9,951	10,200	10,455	10,716
Grants and contributions provided for operating purposes	23,391	23,976	24,575	25,190	25,820	26,465	27,127	27,805	28,500	29,212
Grants and contributions provided for capital purposes	60,626	52,919	54,242	55,598	56,988	58,413	59,873	61,370	62,904	64,477
Other revenues	20,720	24,628	25,605	26,245	26,901	27,574	28,263	28,970	29,694	30,436
Gain on disposal of assets	0	0	0	0	0	0	0	0	0	0
Gain in share in joint venture	500	513	513	513	513	513	513	513	513	513
Total revenues from continuing operations	356,546	365,440	375,167	384,751	396,323	408,084	420,045	432,217	444,611	458,461
Expenses from continuing operations										
Employee benefits and on-costs	136,764	147,280	150,737	155,259	159,917	163,915	168,013	172,213	176,519	180,932
Materials and contracts	60,947	62,788	64,555	66,931	69,413	72,477	75,130	77,864	80,683	83,603
Borrowing costs	425	85	16	0	0	0	0	0	0	0
Depreciation, amortisation and impairment	49,652	53,476	54,813	56,183	57,588	59,027	60,503	62,016	63,566	65,155
Other expenses	47,357	50,451	51,643	52,934	54,257	55,613	57,004	58,429	59,890	61,389
Loss on Asset Sale	0	0	0	0	0	0	0	0	0	0
Internal expenses	777	800	824	849	875	896	919	942	965	989
Total expenses from continuing operations	295,921	314,881	322,588	332,156	342,049	351,929	361,569	371,464	381,622	390,569
Operating result from continuing operations	60,626	50,559	52,579	52,595	54,274	56,155	58,477	60,753	62,989	67,892
Net operating result for the year before grants and contributions provided for capital purposes	-1	-2,360	-1,663	-3,003	-2,714	-2,258	-1,396	-616	85	3,416
Base scenario includes the Service review Savings amounts										
	2,200	3,207	1,953							

Statement of Financial Position

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTTP 2026/27 Forecast \$'000	LTTP 2027/28 Forecast \$'000	LTTP 2028/29 Forecast \$'000	LTTP 2029/30 Forecast \$'000	LTTP 2030/31 Forecast \$'000	LTTP 2031/32 Forecast \$'000
ASSETS										
Current assets										
Cash and cash equivalents	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Investments	164,065	52,780	20,203	68,547	121,182	175,670	232,451	291,479	352,713	418,818
Receivables	16,991	17,823	18,285	18,758	19,364	19,979	20,602	21,235	21,878	22,618
Inventories	117	121	118	119	119	119	119	119	119	119
Other	2,366	2,683	2,472	2,507	2,554	2,511	2,524	2,529	2,521	2,525
Non-current assets classified as held for resale	0	0	0	0	0	0	0	0	0	0
Total current assets	233,539	123,406	91,078	139,930	193,219	248,278	305,696	365,363	427,231	494,079
Non-current assets										
Receivables	1,189	1,248	1,280	1,313	1,355	1,399	1,442	1,486	1,531	1,583
Investments	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524
Infrastructure property, plant & equipment	3,348,914	3,520,302	3,599,739	3,607,083	3,610,282	3,614,991	3,619,655	3,624,441	3,629,358	3,633,993
Right of use of Assets	81	(0)	0	0	0	0	0	0	0	0
Investments accounted for using equity method	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600
Total non-current assets	3,617,309	3,788,673	3,868,143	3,875,520	3,878,762	3,883,513	3,888,222	3,893,052	3,898,013	3,902,700
Total assets	3,850,847	3,912,080	3,959,221	4,015,450	4,071,981	4,131,791	4,193,917	4,258,414	4,325,244	4,396,780
LIABILITIES										
Current liabilities										
Payables	41,478	48,932	38,848	36,808	36,652	37,834	38,948	40,093	41,269	42,182
Contract Liabilities	2,003	827	0	0	0	0	0	0	0	0
Borrowings	51	0	0	0	0	0	0	0	0	0
Lease Liability	42,166	43,220	44,300	45,408	46,543	47,707	48,899	50,122	51,375	52,659
Provisions	85,698	92,980	83,149	82,216	83,195	85,540	87,847	90,215	92,644	94,842
Total current liabilities	85,698	92,980	83,149	82,216	83,195	85,540	87,847	90,215	92,644	94,842
Non-current liabilities										
Payables	316	316	316	316	316	316	316	316	316	316
Borrowings	827	0	0	0	0	0	0	0	0	0
Lease Liability	0	0	0	0	0	0	0	0	0	0
Provisions	37,939	42,158	46,551	51,119	52,397	53,707	55,049	56,426	57,836	59,282
Total non-current liabilities	39,083	42,474	46,867	51,435	52,713	54,023	55,365	56,742	58,152	59,598
Total liabilities	124,780	135,454	130,016	133,651	135,908	139,563	143,213	146,956	150,797	154,440
Net assets	3,726,067	3,776,626	3,829,205	3,881,800	3,936,074	3,992,228	4,050,705	4,111,458	4,174,448	4,242,340
EQUITY										
Retained earnings	3,373,373	3,423,932	3,476,511	3,529,106	3,583,380	3,639,534	3,698,011	3,758,764	3,821,754	3,889,646
Reserves	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694
Total equity	3,726,067	3,776,626	3,829,205	3,881,800	3,936,074	3,992,228	4,050,705	4,111,458	4,174,448	4,242,340

Statement of Cash Flows

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTFP 2026/27 Forecast \$'000	LTFP 2027/28 Forecast \$'000	LTFP 2028/29 Forecast \$'000	LTFP 2029/30 Forecast \$'000	LTFP 2030/31 Forecast \$'000	LTFP 2031/32 Forecast \$'000
Cash flows from operating activities										
Receipts:										
Rates and annual charges	208,403	212,888	217,409	221,968	228,333	234,699	241,071	247,450	253,841	261,466
User charges and fees	34,325	41,721	43,807	45,998	48,297	50,712	53,248	55,910	58,706	61,641
Interest and investment revenue	8,581	8,795	9,015	9,241	9,472	9,708	9,951	10,200	10,455	10,716
Grants and contributions	84,017	76,895	78,817	80,788	82,808	84,878	87,000	89,175	91,404	93,689
Bonds, deposits and retention received										
Other revenues	20,720	24,628	25,605	26,245	26,901	27,574	28,263	28,970	29,694	30,436
Payments:										
Employee benefits and on-costs	(133,612)	(144,010)	(147,399)	(151,855)	(159,917)	(163,915)	(168,013)	(172,213)	(176,519)	(180,932)
Materials and contracts	(60,947)	(62,788)	(64,555)	(66,931)	(69,413)	(72,477)	(75,130)	(77,864)	(80,683)	(83,603)
Borrowing costs	(425)	(85)	(16)	0	0	0	0	0	0	0
Bonds, deposits and retention refunded										
Other expenses	(47,357)	(50,451)	(51,643)	(52,934)	(54,257)	(55,613)	(57,004)	(58,429)	(59,890)	(59,890)
Net cash provided (or used in) operating activities	113,706	107,593	111,042	112,519	112,224	115,566	119,386	123,198	127,008	133,524
Cash flows from investing activities										
Receipts:										
Sale of investments	12,076	111,284	32,578	0	0	0	0	0	0	0
Sale of fixed assets	98,399	0	0	0	0	0	0	0	0	0
Contributions received from joint ventures and associates										
Payments:										
Purchase of investments	0	0	0	(48,345)	(52,835)	(54,488)	(56,781)	(59,028)	(61,234)	(66,106)
Purchase of fixed assets	(210,755)	(212,977)	(142,793)	(64,174)	(59,588)	(61,078)	(62,605)	(64,170)	(65,775)	(67,419)
Net cash provided by (or used in) investing activities	(100,280)	(101,692)	(110,215)	(112,519)	(112,224)	(115,566)	(119,386)	(123,198)	(127,008)	(133,524)
Cash flows from financing activities										
Receipts:										
Borrowings and advances										
Other										
Payments:										
Borrowings and advances	(9,663)	(2,003)	(827)	0	0	0	0	0	0	0
Lease liabilities	(3,763)	(3,898)	0	0	0	0	0	0	0	0
Other										
Net cash provided by (or used in) financing activities	(13,426)	(5,901)	(827)	0	0	0	0	0	0	0
Net increase/(decrease) in cash and cash equivalents	0	0	0	0	0	0	0	0	0	0
Cash and cash equivalents at beginning of reporting period	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Cash and cash equivalents at end of reporting period	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

Performance Measures

Year	BASE YEAR 2022/23 Budget	3Y PLAN 2023/24 Forecast	3Y PLAN 2024/25 Forecast	3Y PLAN 2025/26 Forecast	LTFP 2026/27 Forecast	LTFP 2027/28 Forecast	LTFP 2028/29 Forecast	LTFP 2029/30 Forecast	LTFP 2030/31 Forecast	LTFP 2031/32 Forecast	Benchmark
Operating performance ratio	-0.2%	-0.9%	-0.7%	-1.1%	-1.0%	-0.8%	-0.5%	-0.3%	-0.1%	0.7%	> 0%
Own source operating revenue ratio	72%	77%	79%	79%	79%	79%	79%	79%	79%	79%	> 60%
Unrestricted current ratio	4.8	0.7	(0.7)	(1.2)	(1.2)	(1.1)	(1.1)	(1.0)	(1.0)	(1.0)	> 1.5
Debt service cover ratio	5	24	62	N/A	N/A	N/A	N/A	N/A	N/A	N/A	> 2
Rates, annual charges, interest and extra charges outstanding percentage	8%	8%	8%	8%	8%	9%	9%	9%	9%	9%	< 5%
Cash expense cover ratio	7.46m	3.9m	2.86m	4.18m	5.45m	6.75m	8.04m	9.31m	10.57m	11.92m	> 3 m

Unrestricted Cash

	Budget 2022/23 Closing Balance	Forecast 2023/24 Closing Balance	Forecast 2024/25 Closing Balance	Forecast 2025/26 Closing Balance	LTFP 2026/27 Closing Balance	LTFP 2027/28 Closing Balance	LTFP 2028/29 Closing Balance	LTFP 2029/30 Closing Balance	LTFP 2030/31 Closing Balance	LTFP 2031/32 Closing Balance
TOTAL Cash + Investments	475,589	364,304	331,727	380,071	432,706	487,194	543,975	603,003	664,237	730,342
External Reserves										
Developer Contributions	70,394	60,574	56,233	53,993	56,799	59,182	61,649	64,199	66,831	69,545
Specific Purpose Unexpended Grants	27,960	45,363	73,682	109,903	146,988	186,642	228,211	271,761	317,359	365,059
Domestic Waste Management	38,909	49,258	59,887	70,794	82,027	94,060	106,685	119,920	133,781	148,285
Museum of Applied Arts & Sciences Agreement	32,419	33,185	-	412	-	-	-	-	-	-
Stormwater levy	1,084	880	660	412	221	83	3	36	71	107
Special rates	2,140	1,080	812	531	250	0	0	0	0	0
Total External Reserves	172,907	190,340	191,275	235,633	286,285	339,967	396,547	455,916	518,043	582,996
Internal reserves										
Property and significant assets reserve	221,976	89,797	89,366	87,008	86,185	85,363	84,527	83,671	82,790	81,875
Employees leave entitlement	6,401	6,552	6,685	6,803	6,922	7,048	7,177	7,308	7,441	7,576
Urgent ward works	257	264	269	274	278	283	289	294	299	305
Parking Meters	753	1,569	2,433	3,347	4,313	5,371	6,507	7,724	9,023	10,408
Reserve CBD Infrastructure Reserve	0	0	0	0	0	0	0	1	1	1
Restricted interest										
Total Internal Reserves	229,388	98,182	98,754	97,432	97,699	98,066	98,501	98,998	99,554	100,165
Total Restricted Cash	402,295	288,522	290,028	333,065	383,984	438,034	495,048	554,913	617,597	683,161
TOTAL Unrestricted Cash - WORKING CAPITAL	73,294	75,783	41,698	47,006	48,723	49,161	48,927	48,090	46,640	47,181

APPENDIX 2 - Scenario 1b): Continue providing a level of service driven by existing budget allocation – the current balanced Asset Management Plan, LTFP and the additional income from a permanent ASV of 1.8% from FY2022/23.

Income Statement

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTFP 2026/27 Forecast \$'000	LTFP 2027/28 Forecast \$'000	LTFP 2028/29 Forecast \$'000	LTFP 2029/30 Forecast \$'000	LTFP 2030/31 Forecast \$'000	LTFP 2031/32 Forecast \$'000
Revenue from continuing operations										
Ordinary Rates	160,740	163,376	166,040	168,734	173,180	177,619	182,053	186,485	190,915	196,166
Additional Special Variation (ASV)	2,842	2,959	3,081	3,207	3,337	3,470	3,608	3,749	3,894	4,044
Special Rates Variation (SRV)	0									
Rates	163,583	166,335	169,122	171,941	176,517	181,090	185,661	190,234	194,810	200,209
Annual Charges	47,663	49,512	51,369	53,234	55,152	57,080	59,017	60,966	62,925	65,300
Rates and Annual Charges	211,246	215,847	220,491	225,175	231,670	238,170	244,678	251,199	257,735	265,510
User charges and fees	34,325	41,721	43,807	45,998	48,297	50,712	53,248	55,910	58,706	61,641
Interest and investment revenue	8,581	8,795	9,015	9,241	9,472	9,708	9,951	10,200	10,455	10,716
Grants and contributions provided for operating purposes	23,391	23,976	24,575	25,190	25,820	26,465	27,127	27,805	28,500	29,212
Grants and contributions provided for capital purposes	60,626	52,919	54,242	55,598	56,968	58,413	59,873	61,370	62,904	64,477
Other revenues	20,720	24,628	25,605	26,245	26,901	27,574	28,263	28,970	29,694	30,436
Gain on disposal of assets	0	0	0	0	0	0	0	0	0	0
Gain in share in joint venture	500	513	513	513	513	513	513	513	513	513
Total revenues from continuing operations	359,389	368,399	378,248	387,958	399,660	411,554	423,653	435,966	448,506	462,505
Expenses from continuing operations										
Employee benefits and on-costs	136,784	147,280	150,737	155,259	159,917	163,915	168,013	172,213	176,519	180,932
Materials and contracts	60,947	62,768	64,555	66,331	69,413	72,477	75,130	77,864	80,683	83,603
Borrowing costs	425	85	16	0	0	0	0	0	0	0
Depreciation, amortisation and impairment	49,652	53,476	54,813	56,183	57,508	59,027	60,503	62,016	63,566	65,155
Other expenses	47,357	50,451	51,843	52,934	54,257	55,613	57,004	58,429	59,890	61,390
Loss on Asset Sale	0	0	0	0	0	0	0	0	0	0
Internal expenses	777	800	824	849	875	896	919	942	965	989
Total expenses from continuing operations	295,921	314,881	322,588	332,156	342,049	351,929	361,569	371,464	381,622	390,569
Operating result from continuing operations	63,468	53,518	55,660	55,802	57,611	59,625	62,084	64,502	66,883	71,936
Net operating result for the year before grants and contributions provided for capital purposes	2,842	599	1,418	204	623	1,212	2,211	3,132	3,979	7,459
Base scenario includes the Service review Savings amounts	2,200	3,207	1,953							

Statement of Financial Position

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTFP 2026/27 Forecast \$'000	LTFP 2027/28 Forecast \$'000	LTFP 2028/29 Forecast \$'000	LTFP 2029/30 Forecast \$'000	LTFP 2030/31 Forecast \$'000	LTFP 2031/32 Forecast \$'000
ASSETS										
Current assets										
Cash and cash equivalents	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Investments	166,907	61,068	31,571	83,123	139,095	197,053	257,442	320,218	385,346	455,496
Receivables	17,190	18,030	18,501	18,982	19,590	20,222	20,855	21,496	22,151	22,901
Inventories	117	121	118	119	119	119	119	119	119	119
Other	2,366	2,683	2,472	2,507	2,554	2,511	2,524	2,529	2,521	2,525
Non-current assets classified as held for resale	0	0	0	0	0	0	0	0	0	0
Total current assets	236,580	131,901	102,662	154,730	211,366	269,904	330,939	394,364	460,137	531,040
Non-current assets										
Receivables	1,203	1,262	1,295	1,329	1,372	1,416	1,460	1,505	1,551	1,603
Investments	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524
Infrastructure property, plant & equipment	3,348,986	3,517,506	3,597,307	3,604,842	3,607,831	3,612,530	3,617,184	3,621,960	3,626,865	3,631,489
Right of use of Assets	81	(0)	0	0	0	0	0	0	0	0
Investments accounted for using equity method	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600
Total non-current assets	3,617,395	3,785,892	3,865,726	3,873,095	3,876,327	3,881,069	3,885,768	3,890,588	3,895,539	3,900,216
Total assets	3,853,975	3,917,793	3,968,388	4,027,825	4,087,693	4,150,973	4,216,707	4,284,953	4,355,677	4,431,256
LIABILITIES										
Current liabilities										
Payables	41,478	48,560	38,848	36,808	36,652	37,834	38,948	40,093	41,269	42,182
Contract Liabilities										
Borrowings	2,003	827	0	0	0	0	0	0	0	0
Lease Liability	51	0	0	0	0	0	0	0	0	0
Provisions	42,166	43,220	44,300	45,408	46,543	47,707	48,899	50,122	51,375	52,659
Total current liabilities	85,698	92,607	83,149	82,216	83,195	85,540	87,847	90,215	92,644	94,842
Non-current liabilities										
Payables	316	316	316	316	316	316	316	316	316	316
Borrowings	827	0	0	0	0	0	0	0	0	0
Lease Liability	0	0	0	0	0	0	0	0	0	0
Provisions	37,939	42,158	46,551	51,119	52,397	53,707	55,049	56,426	57,836	59,282
Total non-current liabilities	39,083	42,474	46,867	51,435	52,713	54,023	55,365	56,742	58,152	59,598
Total liabilities	124,780	135,081	130,016	133,651	135,908	139,563	143,213	146,956	150,797	154,440
Net assets	3,729,195	3,782,712	3,838,373	3,894,175	3,951,785	4,011,410	4,073,494	4,137,997	4,204,880	4,276,816
EQUITY										
Retained earnings	3,376,501	3,430,018	3,485,679	3,541,481	3,599,091	3,658,716	3,720,800	3,785,303	3,852,186	3,924,122
Reserves	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694
Total equity	3,729,195	3,782,712	3,838,373	3,894,175	3,951,785	4,011,410	4,073,494	4,137,997	4,204,880	4,276,816

Statement of Cash Flows

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTFF 2026/27 Forecast \$'000	LTFF 2027/28 Forecast \$'000	LTFF 2028/29 Forecast \$'000	LTFF 2029/30 Forecast \$'000	LTFF 2030/31 Forecast \$'000	LTFF 2031/32 Forecast \$'000
Cash flows from operating activities										
<i>Receipts:</i>										
Rates and annual charges	211,246	215,847	220,491	225,175	231,670	238,170	244,678	251,199	257,735	265,510
User charges and fees	34,325	41,721	43,807	45,998	48,297	50,712	53,248	55,910	58,706	61,641
Interest and investment revenue	8,581	8,795	9,015	9,241	9,472	9,708	9,951	10,200	10,455	10,716
Grants and contributions	84,017	76,895	78,817	80,788	82,808	84,878	87,000	89,175	91,404	93,689
Bonds, deposits and retention received										
Other revenues	20,720	24,628	25,605	26,245	26,901	27,574	28,263	28,970	29,694	30,436
<i>Payments:</i>										
Employee benefits and on-costs	(133,612)	(144,010)	(147,399)	(151,855)	(159,917)	(163,915)	(168,013)	(172,213)	(176,519)	(180,932)
Materials and contracts	(60,947)	(62,788)	(64,555)	(66,931)	(69,413)	(72,477)	(75,130)	(77,864)	(80,683)	(83,603)
Borrowing costs	(425)	(85)	(16)	0	0	0	0	0	0	0
Bonds, deposits and retention refunded										
Other expenses	(47,357)	(50,451)	(51,643)	(52,934)	(54,257)	(55,613)	(57,004)	(58,429)	(59,890)	(59,890)
Net cash provided (or used in) operating activities	116,549	110,552	114,123	115,726	115,560	119,036	122,993	126,947	130,902	137,568
Cash flows from investing activities										
<i>Receipts:</i>										
Sale of investments	9,233	105,839	29,497	0	0	0	0	0	0	0
Sale of fixed assets	98,399	0	0	0	0	0	0	0	0	0
Contributions received from joint ventures and associates										
<i>Payments:</i>										
Purchase of investments	0	0	0	(51,552)	(55,972)	(57,958)	(60,388)	(62,777)	(65,128)	(70,149)
Purchase of fixed assets	(210,755)	(210,491)	(142,793)	(64,174)	(59,588)	(61,078)	(62,605)	(64,170)	(65,775)	(67,419)
Net cash provided by (or used in) investing activities	(103,123)	(104,651)	(113,296)	(115,726)	(115,560)	(119,036)	(122,993)	(126,947)	(130,902)	(137,568)
Cash flows from financing activities										
<i>Receipts:</i>										
Borrowings and advances										
Other										
<i>Payments:</i>										
Borrowings and advances	(9,663)	(2,003)	(827)	0	0	0	0	0	0	0
Lease liabilities	(3,763)	(3,898)	0	0	0	0	0	0	0	0
Other										
Net cash provided by (or used in) financing activities	(13,426)	(5,901)	(827)	0	0	0	0	0	0	0
Net increase/(decrease) in cash and cash equivalents	0	0	0	0	0	0	0	0	0	0
Cash and cash equivalents at beginning of reporting period	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Cash and cash equivalents at end of reporting period	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

Performance Measures

Year	BASE YEAR 2022/23 Budget	3Y PLAN 2023/24 Forecast	3Y PLAN 2024/25 Forecast	3Y PLAN 2025/26 Forecast	LTFF 2026/27 Forecast	LTFF 2027/28 Forecast	LTFF 2028/29 Forecast	LTFF 2029/30 Forecast	LTFF 2030/31 Forecast	LTFF 2031/32 Forecast	Benchmark
Operating performance ratio	0.8%	0.0%	0.3%	-0.1%	0.0%	0.2%	0.5%	0.7%	0.9%	1.7%	> 0%
Owm source operating revenue ratio	72%	77%	79%	79%	79%	79%	79%	79%	79%	79%	> 60%
Unrestricted current ratio	4.8	0.7	(0.6)	(1.1)	(1.0)	(0.9)	(0.8)	(0.7)	(0.7)	(0.6)	> 1.5
Debt service cover ratio	5	26	66	N/A	N/A	N/A	N/A	N/A	N/A	N/A	> 2
Rates, annual charges, interest and extra charges outstanding percentage	8%	8%	8%	8%	8%	8%	9%	9%	9%	9%	< 5%
Cash expense cover ratio	7.55m	4.15m	3.2m	4.59m	5.94m	7.32m	8.69m	10.04m	11.37m	12.8m	> 3 m

Unrestricted Cash

Year	Budget 2022/23 Closing Balance	Forecast 2023/24 Closing Balance	Forecast 2024/25 Closing Balance	Forecast 2025/26 Closing Balance	LTFF 2026/27 Closing Balance	LTFF 2027/28 Closing Balance	LTFF 2028/29 Closing Balance	LTFF 2029/30 Closing Balance	LTFF 2030/31 Closing Balance	LTFF 2031/32 Closing Balance
TOTAL Cash + Investments	478,431	372,592	343,095	394,647	450,619	508,577	568,966	631,742	696,870	767,020
External Reserves										
Developer Contributions	70,394	60,574	56,233	53,993	56,799	59,182	61,649	64,199	66,831	69,545
Specific Purpose Unexpended Grants	27,960	45,363	73,682	109,903	146,988	186,842	228,211	271,761	317,359	365,059
Domestic Waste Management	38,909	49,258	59,887	70,794	82,027	94,060	106,685	119,920	133,781	148,285
Museum of Applied Arts & Sciences Agreement	32,419	33,185	-	-	-	-	-	-	-	-
Stormwater levy	1,084	880	660	412	221	83	3	36	71	107
Special rates	2,140	1,080	812	531	250	0	-	-	-	-
Total External Reserves	172,907	190,340	191,275	235,633	286,285	339,967	396,547	455,916	518,043	582,996
Internal reserves										
Property and significant assets reserve	221,976	89,797	89,366	87,008	86,185	85,363	84,527	83,671	82,790	81,875
Employees leave entitlement	6,401	6,552	6,685	6,803	6,922	7,048	7,177	7,308	7,441	7,576
Urgent ward works	257	264	269	274	278	283	289	294	299	305
Parking Meters	753	1,569	2,433	3,347	4,313	5,371	6,507	7,724	9,023	10,408
Reserve CBD Infrastructure Reserve	0	0	0	0	0	0	0	1	1	1
Restricted interest										
Total Internal Reserves	229,388	98,182	98,754	97,432	97,699	98,066	98,501	98,998	99,554	100,165
Total Restricted Cash	402,295	288,522	290,028	333,065	383,984	438,034	495,048	554,913	617,597	683,161
TOTAL Unrestricted Cash - WORKING CAPITAL	76,137	84,070	53,067	61,582	66,636	70,544	73,917	76,829	79,274	83,858

APPENDIX 3 - Scenario 1c): Continue providing a level of service driven by existing budget allocation – the current balanced Asset Management Plan, LTFP and the additional income from a permanent ASV of 1.8% from FY2022/23 and a SRV of 2.5% from FY2023/24

Income Statement

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTFP 2026/27 Forecast \$'000	LTFP 2027/28 Forecast \$'000	LTFP 2028/29 Forecast \$'000	LTFP 2029/30 Forecast \$'000	LTFP 2030/31 Forecast \$'000	LTFP 2031/32 Forecast \$'000
Revenue from continuing operations										
Ordinary Rates	160,740	163,376	166,040	168,734	173,180	177,619	182,053	186,485	190,915	196,166
Additional Special Variation (ASV)	2,842	2,959	3,081	3,207	3,337	3,470	3,608	3,749	3,894	4,044
Special Rates Variation (SRV)	0	4,084	4,151	4,218	4,330	4,440	4,551	4,662	4,773	4,904
Rates	163,583	170,420	173,273	176,159	180,847	185,530	190,212	194,896	199,583	205,113
Annual Charges	47,663	49,512	51,369	53,234	55,152	57,080	59,017	60,966	62,925	65,300
Rates and Annual Charges	211,246	219,932	224,642	229,393	235,999	242,610	249,230	255,861	262,508	270,414
User charges and fees	34,325	41,721	43,807	45,998	48,297	50,712	53,248	55,910	58,708	61,641
Interest and investment revenue	8,581	8,795	9,015	9,241	9,472	9,708	9,951	10,200	10,455	10,716
Grants and contributions provided for operating purposes	23,391	23,976	24,575	25,190	25,820	26,465	27,127	27,805	28,500	29,212
Grants and contributions provided for capital purposes	60,626	62,919	64,242	65,598	66,988	68,413	69,873	71,370	72,904	74,477
Other revenues	20,720	24,628	25,605	26,245	26,901	27,574	28,263	28,970	29,694	30,436
Gain on disposal of assets	0	0	0	0	0	0	0	0	0	0
Gain in share in joint venture	500	513	513	513	513	513	513	513	513	513
Total revenues from continuing operations	359,389	372,483	382,399	392,177	403,989	415,995	428,204	440,628	453,279	467,409
Expenses from continuing operations										
Employee benefits and on-costs	136,764	147,280	150,737	155,259	159,917	163,915	168,013	172,213	176,519	180,932
Materials and contracts	60,947	62,788	64,555	66,931	69,413	72,477	75,130	77,864	80,683	83,603
Borrowing costs	425	85	16	0	0	0	0	0	0	0
Depreciation, amortisation and impairment	49,652	53,476	54,813	56,183	57,588	59,027	60,503	62,016	63,566	65,155
Other expenses	47,357	50,451	51,643	52,934	54,257	55,613	57,004	58,429	59,890	61,389
Loss on Asset Sale	0	0	0	0	0	0	0	0	0	0
Internal expenses	777	800	824	849	875	896	919	942	965	989
Total expenses from continuing operations	295,921	314,881	322,588	332,156	342,049	351,929	361,569	371,464	381,622	390,569
Operating result from continuing operations	63,468	57,602	59,811	60,020	61,940	64,065	66,635	69,164	71,656	76,840
Net operating result for the year before grants and contributions provided for capital purposes	2,842	4,683	5,569	4,422	4,952	5,653	6,762	7,795	8,752	12,363
Base scenario includes the Service review Savings amounts	2,200	3,207	1,953							

Statement of Financial Position

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTFP 2026/27 Forecast \$'000	LTFP 2027/28 Forecast \$'000	LTFP 2028/29 Forecast \$'000	LTFP 2029/30 Forecast \$'000	LTFP 2030/31 Forecast \$'000	LTFP 2031/32 Forecast \$'000
ASSETS										
Current assets										
Cash and cash equivalents	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Investments	166,907	62,686	37,321	93,091	153,392	215,791	280,731	348,170	418,070	493,124
Receivables	17,190	18,316	18,791	19,277	19,901	20,533	21,173	21,824	22,485	23,244
Inventories	117	121	118	119	119	119	119	119	119	119
Other	2,366	2,683	2,472	2,507	2,554	2,511	2,524	2,529	2,521	2,525
Non-current assets classified as held for resale	0	0	0	0	0	0	0	0	0	0
Total current assets	236,580	133,785	108,702	164,994	225,966	288,953	354,547	422,642	493,195	569,011
Non-current assets										
Receivables	1,203	1,282	1,315	1,349	1,393	1,437	1,482	1,528	1,574	1,627
Investments	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524
Infrastructure property, plant & equipment	3,348,986	3,520,059	3,599,482	3,606,812	3,609,993	3,614,683	3,619,329	3,624,096	3,628,993	3,633,608
Right of use of Assets	81	(0)	0	0	0	0	0	0	0	0
Investments accounted for using equity method	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600
Total non-current assets	3,617,395	3,788,465	3,867,922	3,875,285	3,878,510	3,883,244	3,887,935	3,892,748	3,897,691	3,902,359
Total assets	3,853,975	3,922,251	3,976,624	4,040,279	4,104,476	4,172,197	4,242,482	4,315,390	4,390,887	4,471,370
LIABILITIES										
Current liabilities										
Payables	41,478	48,932	38,848	36,808	36,652	37,634	38,948	40,093	41,269	42,182
Contract Liabilities										
Borrowings	2,003	827	0	0	0	0	0	0	0	0
Lease Liability	51	0	0	0	0	0	0	0	0	0
Provisions	42,166	43,220	44,300	45,408	46,543	47,707	48,899	50,122	51,375	52,659
Total current liabilities	85,698	92,980	83,149	82,216	83,195	85,540	87,847	90,215	92,644	94,842
Non-current liabilities										
Payables	316	316	316	316	316	316	316	316	316	316
Borrowings	827	0	0	0	0	0	0	0	0	0
Lease Liability	0	0	0	0	0	0	0	0	0	0
Provisions	37,939	42,158	46,551	51,119	52,397	53,707	55,049	56,426	57,836	59,282
Total non-current liabilities	39,083	42,474	46,867	51,435	52,713	54,023	55,365	56,742	58,152	59,598
Total liabilities	124,780	135,454	130,016	133,651	135,908	139,563	143,213	146,956	150,797	154,440
Net assets	3,729,195	3,786,797	3,846,608	3,906,628	3,968,569	4,032,634	4,099,269	4,168,434	4,240,090	4,316,930
EQUITY										
Retained earnings	3,376,501	3,434,103	3,493,914	3,553,934	3,615,875	3,679,940	3,746,575	3,815,740	3,887,396	3,964,236
Reserves	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694
Total equity	3,729,195	3,786,797	3,846,608	3,906,628	3,968,569	4,032,634	4,099,269	4,168,434	4,240,090	4,316,930

Statement of Cash Flows

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTFF 2026/27 Forecast \$'000	LTFF 2027/28 Forecast \$'000	LTFF 2028/29 Forecast \$'000	LTFF 2029/30 Forecast \$'000	LTFF 2030/31 Forecast \$'000	LTFF 2031/32 Forecast \$'000
Cash flows from operating activities										
<i>Receipts:</i>										
Rates and annual charges	211,246	219,932	224,642	229,393	235,999	242,610	249,230	255,861	262,508	270,414
User charges and fees	34,325	41,721	43,807	45,998	48,297	50,712	53,248	55,910	58,706	61,641
Interest and investment revenue	8,581	8,795	9,015	9,241	9,472	9,708	9,951	10,200	10,455	10,716
Grants and contributions	84,017	76,895	78,817	80,788	82,808	84,878	87,000	89,175	91,404	93,689
Bonds, deposits and retention received										
Other revenues	20,720	24,628	25,605	26,245	26,901	27,574	28,263	28,970	29,694	30,436
<i>Payments:</i>										
Employee benefits and on-costs	(133,612)	(144,010)	(147,399)	(151,855)	(159,917)	(163,915)	(168,013)	(172,213)	(176,519)	(180,932)
Materials and contracts	(60,947)	(62,788)	(64,555)	(66,931)	(69,413)	(72,477)	(75,130)	(77,864)	(80,683)	(83,603)
Borrowing costs	(425)	(85)	(16)	0	0	0	0	0	0	0
Bonds, deposits and retention refunded										
Other expenses	(47,357)	(50,451)	(51,843)	(52,934)	(54,257)	(55,613)	(57,004)	(58,429)	(59,890)	(59,890)
Net cash provided (or used in) operating activities	116,549	114,637	118,274	119,944	119,890	123,477	127,545	131,609	135,675	142,472
Cash flows from investing activities										
<i>Receipts:</i>										
Sale of investments	9,233	104,241	25,346	0	0	0	0	0	0	0
Sale of fixed assets	98,399	0	0	0	0	0	0	0	0	0
Contributions received from joint ventures and associates										
<i>Payments:</i>										
Purchase of investments	0	0	0	(55,770)	(60,302)	(62,399)	(64,940)	(67,439)	(69,901)	(75,053)
Purchase of fixed assets	(210,755)	(212,977)	(142,793)	(64,174)	(59,588)	(61,078)	(62,605)	(64,170)	(65,775)	(67,419)
Net cash provided by (or used in) investing activities	(103,123)	(108,736)	(117,447)	(119,944)	(119,890)	(123,477)	(127,545)	(131,609)	(135,675)	(142,472)
Cash flows from financing activities										
<i>Receipts:</i>										
Borrowings and advances										
Other										
<i>Payments:</i>										
Borrowings and advances	(9,663)	(2,003)	(827)	0	0	0	0	0	0	0
Lease liabilities	(3,763)	(3,898)	0	0	0	0	0	0	0	0
Other										
Net cash provided by (or used in) financing activities	(13,426)	(5,901)	(827)	0	0	0	0	0	0	0
Net increase/(decrease) in cash and cash equivalents	0	0	0	0	0	0	0	0	0	0
Cash and cash equivalents at beginning of reporting period	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Cash and cash equivalents at end of reporting period	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

Performance Measures

Year	BASE YEAR 2022/23 Budget	3Y PLAN 2023/24 Forecast	3Y PLAN 2024/25 Forecast	3Y PLAN 2025/26 Forecast	LTFF 2026/27 Forecast	LTFF 2027/28 Forecast	LTFF 2028/29 Forecast	LTFF 2029/30 Forecast	LTFF 2030/31 Forecast	LTFF 2031/32 Forecast	Benchmark
Operating performance ratio	0.8%	1.3%	1.5%	1.2%	1.3%	1.4%	1.7%	1.9%	2.1%	2.9%	> 0%
Own source operating revenue ratio	72%	77%	79%	79%	79%	79%	79%	79%	79%	80%	> 60%
Unrestricted current ratio	4.8	0.7	(0.6)	(1.0)	(0.9)	(0.7)	(0.6)	(0.5)	(0.4)	(0.3)	> 1.5
Debt service cover ratio	5	28	71	N/A	N/A	N/A	N/A	N/A	N/A	N/A	> 2
Rates, annual charges, interest and extra charges outstanding percentage	8%	8%	8%	8%	8%	8%	8%	9%	9%	9%	< 5%
Cash expense cover ratio	7.55m	4.2m	3.37m	4.88m	6.33m	7.82m	9.29m	10.75m	12.18m	13.71m	> 3 m

Unrestricted Cash

Year	Budget 2022/23 Closing Balance	Forecast 2023/24 Closing Balance	Forecast 2024/25 Closing Balance	Forecast 2025/26 Closing Balance	LTFF 2026/27 Closing Balance	LTFF 2027/28 Closing Balance	LTFF 2028/29 Closing Balance	LTFF 2029/30 Closing Balance	LTFF 2030/31 Closing Balance	LTFF 2031/32 Closing Balance
TOTAL Cash + Investments	478,431	374,190	348,845	404,615	464,916	527,315	592,255	659,694	729,594	804,648
External Reserves										
Developer Contributions	70,394	60,574	56,233	53,993	56,799	59,182	61,649	64,199	66,831	69,545
Specific Purpose Unexpended Grants	27,960	45,363	73,682	109,903	146,988	186,642	228,211	271,761	317,359	365,059
Domestic Waste Management	38,909	49,258	59,887	70,794	82,027	94,060	106,685	119,920	133,781	148,285
Museum of Applied Arts & Sciences Agreement	32,419	33,185	-	-	-	-	-	-	-	-
Stormwater levy	1,084	880	660	412	221	83	3	36	71	107
Special rates	2,140	1,080	812	531	250	0	-	-	-	-
Total External Reserves	172,907	190,340	191,275	235,633	286,285	339,967	396,547	455,916	518,043	582,996
Internal reserves										
Property and significant assets reserve	221,976	89,797	89,366	87,008	86,185	85,363	84,527	83,671	82,790	81,875
Employees leave entitlement	6,401	6,552	6,685	6,803	6,922	7,048	7,177	7,308	7,441	7,576
Urgent ward works	257	264	269	274	278	283	289	294	299	305
Parking Meters	753	1,569	2,433	3,347	4,313	5,371	6,507	7,724	9,023	10,408
Reserve CBD Infrastructure Reserve	0	0	0	0	0	0	0	1	1	1
Restricted interest										
Total Internal Reserves	229,388	98,182	98,754	97,432	97,699	98,066	98,501	98,998	99,554	100,165
Total Restricted Cash	402,295	288,522	290,028	333,065	383,984	438,034	495,048	554,913	617,597	683,161
TOTAL Unrestricted Cash - WORKING CAPITAL	76,137	85,668	58,816	71,550	80,933	89,281	97,206	104,780	111,998	121,487

Appendix 4 - Scenario 2 – Allocate funding to maintain Council's current level of service into the future – represented by the 10-year Resourcing Strategy – while maintaining the current asset portfolio at conditions 2 and 3 over the next 10 years and additional revenue from a SRV of 5% from FY2023/24.

Income Statement

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTFF 2026/27 Forecast \$'000	LTFF 2027/28 Forecast \$'000	LTFF 2028/29 Forecast \$'000	LTFF 2029/30 Forecast \$'000	LTFF 2030/31 Forecast \$'000	LTFF 2031/32 Forecast \$'000
Revenue from continuing operations										
Ordinary Rates	160,740	163,376	166,040	168,734	173,180	177,619	182,053	186,485	190,915	196,166
Special Rates	0	8,169	8,302	8,437	8,659	8,881	9,103	9,324	9,546	9,808
Rates	160,740	171,545	174,342	177,170	181,839	186,500	191,156	195,809	200,461	206,974
Annual Charges	47,663	49,512	51,369	53,234	55,152	57,080	59,017	60,966	62,925	65,300
Rates and Annual Charges	208,403	221,057	225,711	230,405	236,992	243,580	250,174	256,775	263,386	271,274
User charges and fees	34,325	41,721	43,807	45,998	48,297	50,712	53,248	55,910	58,706	61,641
Interest and investment revenue	8,581	8,795	9,015	9,241	9,472	9,708	9,951	10,200	10,455	10,716
Grants and contributions provided for operating purposes	23,391	23,976	24,575	25,190	25,820	26,465	27,127	27,805	28,500	29,212
Grants and contributions provided for capital purposes	60,626	52,919	54,242	55,598	56,988	58,413	59,873	61,370	62,904	64,477
Other revenues	20,720	24,628	25,605	26,245	26,901	27,574	28,263	28,970	29,694	30,436
Gain on disposal of assets	0	0	0	0	0	0	0	0	0	0
Gain in share in joint venture	500	513	513	513	513	513	513	513	513	513
Total revenues from continuing operations	356,546	373,609	383,469	393,188	404,982	416,965	429,148	441,541	454,157	468,269
Expenses from continuing operations										
Employee benefits and on-costs	136,764	147,280	150,737	155,259	159,917	163,915	168,013	172,213	176,519	180,932
Materials and contracts	60,947	62,788	73,271	86,046	98,659	112,245	123,166	136,177	145,949	162,441
Borrowing costs	425	85	16	0	0	0	0	0	0	0
Depreciation, amortisation and impairment	49,652	53,476	54,813	56,183	57,588	59,027	60,503	62,016	63,566	65,155
Other expenses	47,357	50,451	51,643	52,934	54,257	55,613	57,004	58,429	59,890	61,389
Loss on Asset Sale	0	0	0	0	0	0	0	0	0	0
Internal expenses	777	800	824	849	875	896	919	942	965	989
Total expenses from continuing operations	295,921	314,881	331,303	351,271	371,295	391,698	409,605	429,776	446,889	469,407
Operating result from continuing operations	60,626	58,728	52,165	41,916	33,687	25,267	19,543	11,765	7,269	(1,137)
Net operating result for the year before grants and contributions provided for capital purposes	-1	5,809	-2,077	-13,682	-23,301	-33,145	-40,330	-49,605	-55,635	-65,614
Base scenario includes the Service review Savings amounts	2,200	3,207	1,953							

Statement of Financial Position

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTFF 2026/27 Forecast \$'000	LTFF 2027/28 Forecast \$'000	LTFF 2028/29 Forecast \$'000	LTFF 2029/30 Forecast \$'000	LTFF 2030/31 Forecast \$'000	LTFF 2031/32 Forecast \$'000
ASSETS										
Current assets										
Cash and cash equivalents	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Investments	164,965	60,949	27,958	65,624	97,672	121,272	139,119	149,159	154,672	151,748
Receivables	16,991	18,394	18,868	19,348	19,970	20,600	21,240	21,888	22,546	23,304
Inventories	117	121	118	119	119	119	119	119	119	119
Other	2,366	2,683	2,472	2,507	2,554	2,511	2,524	2,529	2,521	2,525
Non-current assets classified as held for resale	0	0	0	0	0	0	0	0	0	0
Total current assets	233,539	132,147	99,414	137,597	170,315	194,502	213,001	223,696	229,859	227,696
Non-current assets										
Receivables	1,189	1,288	1,321	1,354	1,398	1,442	1,487	1,532	1,578	1,631
Investments	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524
Infrastructure property, plant & equipment	3,349,199	3,519,975	3,600,709	3,610,559	3,615,768	3,622,564	3,628,866	3,635,690	3,641,981	3,649,311
Right of use of Assets	81	(0)	0	0	0	0	0	0	0	0
Investments accounted for using equity method	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600
Total non-current assets	3,617,594	3,788,387	3,869,154	3,879,038	3,884,290	3,891,130	3,897,477	3,904,347	3,910,683	3,918,066
Total assets	3,851,132	3,920,534	3,968,568	4,016,635	4,054,605	4,085,632	4,110,478	4,128,042	4,140,542	4,145,762
LIABILITIES										
Current liabilities										
Payables	41,478	48,932	40,156	40,631	42,501	45,787	48,555	51,755	54,323	57,950
Contract Liabilities										
Borrowings	2,003	827	0	0	0	0	0	0	0	0
Lease Liability	51	0	0	0	0	0	0	0	0	0
Provisions	42,166	43,220	44,300	45,408	46,543	47,707	48,899	50,122	51,375	52,659
Total current liabilities	85,698	92,980	84,456	86,039	89,044	93,494	97,454	101,877	105,698	110,609
Non-current liabilities										
Payables	316	316	316	316	316	316	316	316	316	316
Borrowings	827	0	0	0	0	0	0	0	0	0
Lease Liability	0	0	0	0	0	0	0	0	0	0
Provisions	37,939	42,158	46,551	51,119	52,397	53,707	55,049	56,426	57,836	59,282
Total non-current liabilities	39,083	42,474	46,867	51,435	52,713	54,023	55,365	56,742	58,152	59,598
Total liabilities	124,780	135,454	131,323	137,474	141,757	147,517	152,820	158,619	163,850	170,207
Net assets	3,726,352	3,785,080	3,837,245	3,879,161	3,912,848	3,938,115	3,957,658	3,969,424	3,976,692	3,975,555
EQUITY										
Retained earnings	3,373,658	3,432,386	3,484,551	3,526,467	3,560,154	3,585,421	3,604,964	3,616,730	3,623,998	3,622,861
Reserves	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694
Total equity	3,726,352	3,785,080	3,837,245	3,879,161	3,912,848	3,938,115	3,957,658	3,969,424	3,976,692	3,975,555

Statement of Cash Flows

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTFF 2026/27 Forecast \$'000	LTFF 2027/28 Forecast \$'000	LTFF 2028/29 Forecast \$'000	LTFF 2029/30 Forecast \$'000	LTFF 2030/31 Forecast \$'000	LTFF 2031/32 Forecast \$'000
Cash flows from operating activities										
Receipts:										
Rates and annual charges	208,403	221,057	225,711	230,405	236,992	243,580	250,174	256,775	263,386	271,274
User charges and fees	34,325	41,721	43,807	45,996	48,297	50,712	53,248	55,910	58,706	61,641
Interest and investment revenue	6,581	8,795	9,015	9,241	9,472	9,708	9,951	10,200	10,455	10,716
Grants and contributions	84,017	76,895	78,817	80,788	82,808	84,878	87,000	89,175	91,404	93,689
Bonds, deposits and retention received										
Other revenues	20,720	24,628	25,605	26,245	26,901	27,574	28,263	28,970	29,694	30,436
Payments:										
Employee benefits and on-costs	(133,612)	(144,010)	(147,399)	(151,855)	(159,917)	(163,915)	(168,013)	(172,213)	(176,519)	(180,932)
Materials and contracts	(80,947)	(62,788)	(73,271)	(86,046)	(98,659)	(112,245)	(123,166)	(136,177)	(145,949)	(162,441)
Borrowing costs	(425)	(85)	(16)	0	0	0	0	0	0	0
Bonds, deposits and retention refunded										
Other expenses	(47,357)	(50,451)	(51,643)	(52,934)	(54,257)	(55,613)	(57,004)	(58,429)	(59,890)	(59,890)
Net cash provided (or used in) operating activities	113,706	115,762	110,628	101,841	91,636	84,679	80,452	74,210	71,288	64,495
Cash flows from investing activities										
Receipts:										
Sale of investments	12,076	103,115	32,992	0	0	0	0	0	0	2,924
Sale of fixed assets	98,399	0	0	0	0	0	0	0	0	0
Contributions received from joint ventures and associates										
Payments:										
Purchase of investments	0	0	0	(37,666)	(32,048)	(23,600)	(17,847)	(10,040)	(5,513)	0
Purchase of fixed assets	(210,755)	(212,977)	(142,793)	(64,174)	(59,588)	(61,078)	(62,605)	(64,170)	(65,775)	(67,419)
Net cash provided by (or used in) investing activities	(100,280)	(109,861)	(109,801)	(101,841)	(91,636)	(84,679)	(80,452)	(74,210)	(71,288)	(64,495)
Cash flows from financing activities										
Receipts:										
Borrowings and advances										
Other										
Payments:										
Borrowings and advances	(9,663)	(2,003)	(827)	0	0	0	0	0	0	0
Lease liabilities	(3,763)	(3,898)	0	0	0	0	0	0	0	0
Other										
Net cash provided by (or used in) financing activities	(13,426)	(5,901)	(827)	0	0	0	0	0	0	0
Net increase/(decrease) in cash and cash equivalents	0	0	0	0	0	0	0	0	0	0
Cash and cash equivalents at beginning of reporting period	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Cash and cash equivalents at end of reporting period	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

Performance Measures

Year	BASE YEAR 2022/23 Budget	3Y PLAN 2023/24 Forecast	3Y PLAN 2024/25 Forecast	3Y PLAN 2025/26 Forecast	LTFF 2026/27 Forecast	LTFF 2027/28 Forecast	LTFF 2028/29 Forecast	LTFF 2029/30 Forecast	LTFF 2030/31 Forecast	LTFF 2031/32 Forecast	Benchmark
Operating performance ratio	-0.2%	1.7%	-0.8%	-4.2%	-6.9%	-9.4%	-11.1%	-13.2%	-14.4%	-16.4%	> 0%
Own source operating revenue ratio	72%	77%	79%	79%	79%	79%	79%	79%	80%	80%	> 60%
Unrestricted current ratio	4.8	0.7	(0.6)	(1.1)	(1.1)	(1.3)	(1.6)	(1.9)	(2.3)	(2.7)	> 1.5
Debt service cover ratio	5	28	62	N/A	N/A	N/A	N/A	N/A	N/A	N/A	> 2
Rates, annual charges, interest and extra charges outstanding percentage	8%	8%	8%	8%	8%	8%	8%	9%	9%	9%	< 5%
Cash expense cover ratio	7.46m	4.15m	2.99m	3.82m	4.35m	4.66m	4.84m	4.81m	4.72m	4.42m	> 3 months

Unrestricted Cash

Year	Budget 2022/23 Closing Balance	Forecast 2023/24 Closing Balance	Forecast 2024/25 Closing Balance	Forecast 2025/26 Closing Balance	LTFF 2026/27 Closing Balance	LTFF 2027/28 Closing Balance	LTFF 2028/29 Closing Balance	LTFF 2029/30 Closing Balance	LTFF 2030/31 Closing Balance	LTFF 2031/32 Closing Balance
TOTAL Cash + Investments	475,589	372,473	339,482	377,148	409,196	432,796	450,643	460,683	466,196	463,272
External Reserves										
Developer Contributions	70,394	60,574	56,233	53,993	56,799	59,182	61,649	64,199	66,831	69,545
Specific Purpose Unexpended Grants	27,960	45,363	73,682	109,903	146,988	186,642	228,211	271,761	317,359	365,059
Domestic Waste Management	38,909	49,258	59,887	70,794	82,027	94,060	106,685	119,920	133,781	148,285
Museum of Applied Arts & Sciences Agreement	32,419	33,185	-	-	-	-	-	-	-	-
Stormwater levy	1,084	880	660	412	221	83	3	36	71	107
Special rates	2,140	1,080	812	531	250	0	-	-	-	-
Special rates - new		2,107	2,107	0	0	0	0	0	0	0
Total External Reserves	172,907	192,447	193,381	235,633	286,285	339,967	396,548	455,916	518,043	582,996
Internal reserves										
Property and significant assets reserve	221,976	89,797	89,366	87,008	86,185	85,363	84,527	83,671	82,790	81,875
Employees leave entitlement	6,401	6,552	6,685	6,803	6,922	7,048	7,177	7,308	7,441	7,576
Urgent ward works	257	264	269	274	278	283	289	294	299	305
Parking Meters	753	1,569	2,433	3,347	4,313	5,371	6,507	7,724	9,023	10,408
Reserve CBD Infrastructure Reserve	0	0	0	0	0	0	0	1	1	1
Restricted interest										
Total Internal Reserves	229,388	98,182	98,754	97,432	97,699	98,066	98,501	98,998	99,554	100,165
Total Restricted Cash	402,295	290,629	292,135	333,065	383,984	438,034	495,049	554,914	617,597	683,161
TOTAL Unrestricted Cash - WORKING CAPITAL	73,294	81,845	47,346	44,083	25,212	(5,238)	(44,405)	(94,230)	(151,401)	(219,889)

Appendix 5 - Scenario 3 – Allocate funding to meet the desired levels of service agreed with the community plus a permanent SRV of 5% from FY2023/24.

Income Statement

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTFP 2026/27 Forecast \$'000	LTFP 2027/28 Forecast \$'000	LTFP 2028/29 Forecast \$'000	LTFP 2029/30 Forecast \$'000	LTFP 2030/31 Forecast \$'000	LTFP 2031/32 Forecast \$'000
Revenue from continuing operations										
Ordinary Rates	160,740	163,376	166,040	168,734	173,180	177,619	182,053	186,485	190,915	196,166
Special Rates	0	8,169	8,302	8,437	8,659	8,881	9,103	9,324	9,546	9,808
Rates	160,740	171,545	174,342	177,170	181,839	186,500	191,156	195,809	200,461	205,974
Annual Charges	47,663	49,512	51,369	53,234	55,152	57,080	59,017	60,966	62,925	65,300
Rates and Annual Charges	208,403	221,057	225,711	230,405	236,992	243,580	250,174	256,775	263,386	271,274
User charges and fees	34,325	41,721	43,807	45,998	48,297	50,712	53,248	55,910	58,706	61,641
Interest and investment revenue	8,581	8,795	9,015	9,241	9,472	9,708	9,951	10,200	10,455	10,716
Grants and contributions provided for operating purposes	23,391	23,976	24,575	25,190	25,820	26,465	27,127	27,805	28,500	29,212
Grants and contributions provided for capital purposes	60,626	52,919	54,242	55,598	56,988	58,413	59,873	61,370	62,904	64,477
Other revenues	20,720	24,628	25,605	26,245	26,901	27,574	28,263	28,970	29,694	30,436
Gain on disposal of assets	0	0	0	0	0	0	0	0	0	0
Gain in share in joint venture	500	513	513	513	513	513	513	513	513	513
Total revenues from continuing operations	356,546	373,609	383,469	393,188	404,982	416,965	429,148	441,541	454,157	468,269
Expenses from continuing operations										
Employee benefits and on-costs	136,764	147,280	150,737	155,259	159,917	163,915	168,013	172,213	176,519	180,932
Materials and contracts	60,947	75,052	102,952	146,253	195,576	251,004	312,523	380,207	454,066	879,892
Borrowing costs	425	85	16	0	0	0	0	0	0	0
Depreciation, amortisation and impairment	49,652	53,476	54,813	56,183	57,588	59,027	60,503	62,016	63,566	65,155
Other expenses	47,357	50,451	51,643	52,934	54,257	55,613	57,004	58,429	59,890	59,890
Loss on Asset Sale	0	0	0	0	0	0	0	0	0	0
Internal expenses	777	800	824	849	875	896	919	942	965	989
Total expenses from continuing operations	295,921	327,145	360,985	411,478	468,213	530,456	598,962	673,807	755,006	1,186,858
Operating result from continuing operations	60,626	46,464	22,484	(18,290)	(63,231)	(113,492)	(169,814)	(232,265)	(300,849)	(718,588)
Net operating result for the year before grants and contributions provided for capital purposes	-1	-6,455	-31,758	-73,888	-120,219	-171,904	-229,687	-293,635	-363,753	-783,065
Base scenario includes the Service review Savings amounts	2,200	3,207	1,953							

Statement of Financial Position

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTFP 2026/27 Forecast \$'000	LTFP 2027/28 Forecast \$'000	LTFP 2028/29 Forecast \$'000	LTFP 2029/30 Forecast \$'000	LTFP 2030/31 Forecast \$'000	LTFP 2031/32 Forecast \$'000
ASSETS										
Current assets										
Cash and cash equivalents	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Investments	164,065	48,686	(13,987)	(36,528)	(101,397)	(216,555)	(388,065)	(622,056)	(924,660)	(1,645,035)
Receivables	16,991	18,394	18,866	19,348	19,970	20,600	21,240	21,888	22,546	23,304
Inventories	117	121	118	119	119	119	119	119	119	119
Other	2,366	2,683	2,472	2,507	2,554	2,511	2,524	2,529	2,521	2,525
Non-current assets classified as held for resale	0	0	0	0	0	0	0	0	0	0
Total current assets	233,539	119,884	57,469	35,446	(28,754)	(143,326)	(314,183)	(547,520)	(849,474)	(1,569,088)
Non-current assets										
Receivables	1,189	1,288	1,321	1,354	1,398	1,442	1,487	1,532	1,578	1,631
Investments	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524	261,524
Infrastructure property, plant & equipment	3,349,199	3,521,815	3,605,162	3,622,601	3,635,151	3,650,316	3,666,737	3,684,497	3,703,604	3,792,801
Right of use of Assets	81	(0)	0	0	0	0	0	0	0	0
Investments accounted for using equity method	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600	5,600
Total non-current assets	3,617,594	3,790,226	3,873,606	3,891,079	3,903,673	3,918,882	3,935,348	3,953,153	3,972,307	4,061,556
Total assets	3,851,132	3,910,110	3,931,075	3,926,525	3,874,920	3,775,556	3,621,165	3,405,633	3,122,833	2,492,469
LIABILITIES										
Current liabilities										
Payables	41,478	50,772	44,608	52,672	61,884	73,539	86,426	100,561	115,946	201,440
Contract Liabilities										
Borrowings	2,003	827	0	0	0	0	0	0	0	0
Lease Liability	51	0	0	0	0	0	0	0	0	0
Provisions	42,166	43,220	44,300	45,408	46,543	47,707	48,899	50,122	51,375	52,659
Total current liabilities	85,698	94,819	88,908	98,080	108,427	121,246	135,326	150,683	167,321	254,099
Non-current liabilities										
Payables	316	316	316	316	316	316	316	316	316	316
Borrowings	827	0	0	0	0	0	0	0	0	0
Lease Liability	0	0	0	0	0	0	0	0	0	0
Provisions	37,939	42,158	46,551	51,119	52,397	53,707	55,049	56,426	57,836	59,282
Total non-current liabilities	39,083	42,474	46,867	51,435	52,713	54,023	55,365	56,742	58,152	59,598
Total liabilities	124,780	137,293	135,775	149,515	161,140	175,269	190,691	207,425	225,473	313,698
Net assets	3,726,352	3,772,816	3,795,300	3,777,010	3,713,779	3,600,288	3,430,473	3,198,208	2,897,359	2,178,771
EQUITY										
Retained earnings	3,373,658	3,420,122	3,442,606	3,424,316	3,361,085	3,247,594	3,077,779	2,845,514	2,544,665	1,826,077
Reserves	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694	352,694
Total equity	3,726,352	3,772,816	3,795,300	3,777,010	3,713,779	3,600,288	3,430,473	3,198,208	2,897,359	2,178,771

Statement of Cash Flows

Year	BASE YEAR 2022/23 Budget \$'000	3Y PLAN 2023/24 Forecast \$'000	3Y PLAN 2024/25 Forecast \$'000	3Y PLAN 2025/26 Forecast \$'000	LTFP 2026/27 Forecast \$'000	LTFP 2027/28 Forecast \$'000	LTFP 2028/29 Forecast \$'000	LTFP 2029/30 Forecast \$'000	LTFP 2030/31 Forecast \$'000	LTFP 2031/32 Forecast \$'000
Cash flows from operating activities										
Receipts:										
Rates and annual charges	208,403	221,057	225,711	230,405	236,992	243,580	250,174	256,775	263,386	271,274
User charges and fees	34,325	41,721	43,807	45,998	48,297	50,712	53,248	55,910	58,706	61,641
Interest and investment revenue	8,581	8,795	9,015	9,241	9,472	9,708	9,951	10,200	10,455	10,716
Grants and contributions	84,017	76,895	78,817	80,788	82,808	84,878	87,000	89,175	91,404	93,689
Bonds, deposits and retention received										
Other revenues	20,720	24,628	25,605	26,245	26,901	27,574	28,263	28,970	29,694	30,436
Payments:										
Employee benefits and on-costs	(133,612)	(144,010)	(147,399)	(151,855)	(159,917)	(163,915)	(168,013)	(172,213)	(176,519)	(180,932)
Materials and contracts	(60,947)	(75,052)	(102,952)	(146,253)	(195,576)	(251,004)	(312,523)	(380,207)	(454,066)	(879,892)
Borrowing costs	(425)	(85)	(16)	0	0	0	0	0	0	0
Bonds, deposits and retention refunded										
Other expenses	(47,357)	(50,451)	(51,643)	(52,934)	(54,257)	(55,613)	(57,004)	(58,429)	(59,890)	(59,890)
Net cash provided (or used in) operating activities	113,706	103,498	80,947	41,634	(5,281)	(54,080)	(108,905)	(169,820)	(236,830)	(652,956)
Cash flows from investing activities										
Receipts:										
Sale of investments	12,076	115,379	62,673	22,541	64,869	115,158	171,510	233,991	302,604	720,375
Sale of fixed assets	98,399	0	0	0	0	0	0	0	0	0
Contributions received from joint ventures and associates										
Payments:										
Purchase of investments	0	0	0	0	0	0	0	0	0	0
Purchase of fixed assets	(210,755)	(212,977)	(142,793)	(64,174)	(59,588)	(61,078)	(62,605)	(64,170)	(65,775)	(67,419)
Net cash provided by (or used in) investing activities	(100,280)	(97,597)	(80,120)	(41,634)	5,281	54,080	108,905	169,820	236,830	652,956
Cash flows from financing activities										
Receipts:										
Borrowings and advances										
Other										
Payments:										
Borrowings and advances	(9,663)	(2,003)	(827)	0	0	0	0	0	0	0
Lease liabilities	(3,763)	(3,898)	0	0	0	0	0	0	0	0
Other										
Net cash provided by (or used in) financing activities	(13,426)	(5,901)	(827)	0	0	0	0	0	0	0
Net increase/(decrease) in cash and cash equivalents	0	(0)	0	0	(0)	0	0	(0)	(0)	0
Cash and cash equivalents at beginning of reporting period	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Cash and cash equivalents at end of reporting period	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

Performance Measures

Year	BASE YEAR 2022/23 Budget	3Y PLAN 2023/24 Forecast	3Y PLAN 2024/25 Forecast	3Y PLAN 2025/26 Forecast	LTFP 2026/27 Forecast	LTFP 2027/28 Forecast	LTFP 2028/29 Forecast	LTFP 2029/30 Forecast	LTFP 2030/31 Forecast	LTFP 2031/32 Forecast	Benchmark
Operating performance ratio	0%	-2%	-10%	-22%	-35%	-48%	-62%	-77%	-93%	-194%	> 0%
Own source operating revenue ratio	72%	77%	79%	79%	79%	79%	79%	79%	80%	80%	> 60%
Unrestricted current ratio	4.8	0.7	(0.8)	(1.5)	(2.0)	(2.9)	(4.0)	(5.3)	(6.7)	(8.2)	> 1.5
Debt service cover ratio	5	22	27	N/A	N/A	N/A	N/A	N/A	N/A	N/A	> 2
Rates, annual charges, interest and extra charges outstanding percentage	8%	8%	8%	8%	8%	8%	8%	9%	9%	9%	< 5%
Cash expense cover ratio	7.46m	3.61m	1.62m	0.9m	-0.47m	-2.31m	-4.51m	-8.96m	-9.58m	-10.91m	> 3 months

Unrestricted Cash

Year	Budget 2022/23 Closing Balance	Forecast 2023/24 Closing Balance	Forecast 2024/25 Closing Balance	Forecast 2025/26 Closing Balance	LTFP 2026/27 Closing Balance	LTFP 2027/28 Closing Balance	LTFP 2028/29 Closing Balance	LTFP 2029/30 Closing Balance	LTFP 2030/31 Closing Balance	LTFP 2031/32 Closing Balance
TOTAL Cash + Investments	475,589	360,210	297,537	274,996	210,127	94,969	(76,541)	(310,532)	(613,136)	(1,333,511)
External Reserves										
Developer Contributions	70,394	60,574	56,233	53,993	56,799	59,182	61,649	64,199	66,831	69,545
Specific Purpose Unexpended Grants	27,960	45,363	73,682	109,903	146,988	186,642	228,211	271,761	317,359	365,059
Domestic Waste Management	38,909	49,258	59,887	70,794	82,027	94,060	106,685	119,920	133,781	148,285
Museum of Applied Arts & Sciences Agreement	32,419	33,185	-	-	-	-	-	-	-	-
Stormwater levy	1,084	880	660	412	221	83	3	36	71	107
Special rates	2,140	1,080	812	531	250	0	-	-	-	-
Special rates - Scenario 2	-	-	-	-	-	-	-	-	-	-
Total External Reserves	175,047	191,419	192,087	236,164	286,534	339,968	396,547	465,916	518,043	582,996
Internal reserves										
Property and significant assets reserve	221,976	89,797	89,366	87,008	86,185	85,363	84,527	83,671	82,790	81,875
Employees leave entitlement	6,401	6,552	6,685	6,803	6,922	7,048	7,177	7,308	7,441	7,578
Urgent ward works	257	264	269	274	278	283	289	294	299	305
Parking Meters	753	1,569	2,433	3,347	4,313	5,371	6,507	7,724	9,023	10,408
Reserve CBD Infrastructure Reserve	0	0	0	0	0	0	0	1	1	1
Restricted interest										
Total Internal Reserves	229,388	98,182	98,754	97,432	97,699	98,066	98,501	98,998	99,554	100,165
Total Restricted Cash	404,435	289,601	290,841	333,596	384,233	438,034	495,048	554,913	617,597	683,161
TOTAL Unrestricted Cash - WORKING CAPITAL	71,154	70,608	6,696	(58,599)	(174,106)	(343,065)	(571,590)	(865,445)	(1,230,733)	(2,016,672)

FOR COUNCIL DECISION

ITEM NUMBER	13.2
SUBJECT	Advisory Committees of Council - Terms of Reference (Deferred Item)
REFERENCE	F2022/00105 - D08499642
REPORT OF	Governance Projects Officer

CSP THEME: FAIR

WORKSHOP/BRIEFING DATE: Councillor Induction Session: 10 March 2022
Policy Review Committee: 21 April 2022
Policy Review Committee: 5 May 2022

This matter was deferred from the Council Meeting of 11 April 2022 for consideration by the Policy Review Committee.

PURPOSE:

The purpose of this report is to seek Council's approval of a standard Terms of Reference template and the Terms of References for fourteen (14) advisory committees and two (2) statutory committees of Council.

RECOMMENDATION

- (a) **That** Council approve the name of the Bushland and Environment Advisory Committee be amended to Environment Advisory Committee.
- (b) **That** Council approve the name of the Parramatta Light Rail (PLR) Advisory Committee be amended to Parramatta Light Rail (PLR) Stage 2 Advisory Committee.
- (c) **That** Council approve the Terms of Reference template (as per **Attachment 1**) and the terms of reference for the following committees:
 - 1 5/7 Parramatta Square Advisory Committee (as per **Attachment 2**)
 - 2 Access Advisory Committee (as per **Attachment 3**)
 - 3 Active Transport Advisory Committee (as per **Attachment 4**)
 - 4 CEO Performance Review Committee (as per **Attachment 5**)
 - 5 Citizen of the Year Awards Committee (as per **Attachment 6**)
 - 6 Environment Advisory Committee (as per **Attachment 7**)
 - 7 Finance Committee (as per **Attachment 8**)
 - 8 First Nations Advisory Committee (as per **Attachment 9**) with the membership criteria as per the Officer's Recommendation in paragraph 7 outlined in the report
 - 9 Floodplain Risk Management Committee (as per **Attachment 10**)
 - 10 Grants Committee (as per **Attachment 11**)
 - 11 Heritage Advisory Committee (as per **Attachment 12**)
 - 12 Parramatta Light Rail (PLR) Stage 2 Advisory Committee (as per **Attachment 13**)
 - 13 Policy Review Committee (as per **Attachment 14**)
 - 14 Public Art & Heritage Interpretation Advisory Committee (as per **Attachment 15**)

- 15 Riverside Theatres Advisory Committee (as per **Attachment 16**)
- 16 Smart City Advisory Committee (as per **Attachment 17**).

- (d) **That** Council note the previously resolved PLR Stage 2 Advisory Committee membership (as per the 11 April 2022 Council Meeting) is inconsistent with the standard Terms of Reference template (**Attachment 1**), which provides for the Lord Mayor to be a member and Chair of committees, and Council may wish to consider resolving to update the membership of the PLR 2 Committee to be consistent with the Terms of Reference.
- (e) **Further that** Council note the recommendations of the Policy Review Committee as set out in paragraphs 7 through to 12 of this report, specifically noting that the recommended amendments to the First Nations Advisory Committee have not been accepted based on staff advice, as set out in paragraph 7.

BACKGROUND

1. At its meeting on 11 April 2022, Council resolved as follows:

- “(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:*

Name of Committee	Councillors	Executive Staff	Community Representatives
5/7 Parramatta Square Advisory Committee <i>Note: Recommended to be established for a fixed term</i>	Lord Mayor + 4 Councillors	Executive Director, Community Services Executive Director, Property & Place	Nil

<i>period to end 2022.</i>			
<i>Access Advisory Committee</i>	<i>Councillors as ex-officio members</i>	<i>Nil</i>	<i>Twelve (12)</i>
<i>Active Transport Advisory Committee</i>	<i>Councillors as ex-officio members</i>	<i>Nil</i>	<i>Twelve (12)</i>
<i>Citizen of the Year Awards Committee</i>	<i>Lord Mayor (or delegate), Deputy Lord Mayor (or delegate)</i>	<i>Nil</i>	<i>Parramatta Adult Citizen of the Year and two (2) citizen representatives</i>
<i>First Nations Advisory Committee</i>	<i>Councillors as ex-officio members</i>	<i>Nil</i>	<i>Thirteen (13)</i>
<i>Grants Committee</i>	<i>5 Councillors</i>	<i>Executive Director, Community Services</i>	<i>Nil</i>
<i>Heritage Advisory Committee</i>	<i>Councillors as ex-officio members</i>	<i>Nil</i>	<i>Fourteen (14)</i>
<i>Public Art & Heritage Interpretation Advisory Committee</i>	<i>3 Councillors</i>	<i>Executive Director, Community Services</i>	<i>Nil</i>
<i>Riverside Theatres Advisory Committee</i>	<i>4 Councillors</i>	<i>Chief Executive Officer (or delegate)</i>	<i>Eight (8)</i>
<i>Smart Cities Advisory Committee</i>	<i>Lord Mayor + 1 Councillor</i>	<i>Nil</i>	<i>Five (5)</i>

- (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.”
2. The Terms of Reference have been reviewed by the Policy Review Committee and are now presented to Council for approval.

ISSUES/OPTIONS/CONSEQUENCES

Standard Terms of Reference

3. A summary of the changes proposed to the Standard Terms of Reference are listed in the table below:

Terms of Reference as per 11 April 2022 Council Meeting	Amendment recommended by the PRC	Staff Comment
<u>Alternate Members</u> 3.12 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc) as an appointed member. 3.13 If an appointed member is unable to attend a meeting for any reason, the appointed member is to notify an alternate member of their absence. 3.14 Alternate members may attend meetings of the [Advisory] Committee in either capacity as an	<u>Alternate Members</u> 3.12 Alternate members may attend meetings of the [Advisory] Committee in either capacity as an appointed or alternate member. 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member should be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present. 3.14 Any member who is	Accepted and changes incorporated.

appointed or alternate member.	appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc) as an appointed member.	
<u>Member Attendance at Meetings</u> 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the [Advisory] Committee.	<u>Member Attendance at Meetings</u> 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the [Advisory] Committee.	Accepted and changes incorporated.
<u>Voting Membership</u> 5.8 For Committees with agency representation, State Government and Council representatives are “non-voting” members. All other members are “voting” members.	<u>Voting Membership</u> 5.8 For Committees with agency representation, State Government and Council officers are “non-voting” members. All other members are “voting” members.	No change. At the 21 April 2022 and 5 May 2022 meetings, the Policy Review Committee briefly discussed and noted that the standard terms of reference provide that where Council officers are members of advisory Committees, Council officers are voting members, except for Committees with State and Federal Government Department representation, where government representatives and Council officers are non-voting members. The clause was initially intended to

		<p>capture a clause present in the Floodplain Risk Advisory Committee, which did not allow for state government members to vote. This clause will remain non-mandatory, and has been inserted relevantly into the individual committees' terms of references.</p> <p>Proposed clause:</p> <p>5.8 For Committees with State and Federal Government Department representation, Government representatives and Council officers are "non-voting" members. All other members are "voting" members.</p>
<p><u>Strategic Planning and Annual Report on the conduct of the Committee</u></p> <p>5.19 At the beginning of the term of the [Advisory] Committee, and once per year, members will work with the [Advisory] Committee Convenor to plan the objectives and priorities for the upcoming year. This will involve evaluation of work over the preceding year and identification of priorities for the year ahead in the context of Council business, indicators of effectiveness, and any additional training</p>	Remove	Accepted and changes incorporated.

<p>required to enable members to carry out their duties on the [Advisory] Committee.</p> <p>5.20 An annual report on the conduct of the [Advisory] Committee, the meetings held, key issues considered and activities undertaken will be prepared by the [Advisory] Committee Convenor, in consultation with the Chairperson, and reported to Council prior to the end of the calendar year.</p>		
<p><u>Role of the Committee Convenor</u></p> <p>6.1 The [Advisory] Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:</p> <ul style="list-style-type: none"> a. set the agenda with input from members and/or Council including allocation of time for agenda items; b. attend each meeting; c. ensure meetings are run according to Council's Code of Conduct and the Terms of Reference; d. liaise between the [Advisory] Committee and other officers within Council as determined by the [Advisory] Committee's business; e. finalise [Advisory] Committee minutes; f. prepare annual reports, in consultation with the Chairperson, on the conduct of the [Advisory] Committee; g. prepare Council reports on specific actions / recommendations from the [Advisory] Committee h. act as moderator of meetings where the majority of participants attend via remote means. 	<p>Remove point f. prepare annual reports, in consultation with the Chairperson, on the conduct of the [Advisory] Committee;</p>	<p>Accepted and changes incorporated.</p>

<u>Conflict of Interest</u>	<u>Conflict of Interest</u>	
7.3 If necessary, the member concerned will be asked to leave the room while the matter is being discussed.	7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.	Accepted and changes incorporated.
<u>Community Membership Application Process</u>	<u>Community Membership Application Process</u>	
1.8 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of six (6) months following any expression of interest process undertaken to appoint members. The eligibility list will expire six (6) months from the date Council appoints its members.	1.8 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.	Accepted and changes incorporated.

4. Separate from the recommendations of the Policy Review Committee, the following clause is recommended to be included into the standard Terms of Reference template to provide clarity for members of each Committee:

Section	Proposed Clause	Staff Comment
"Duties of Appointed Members"	3.6 To participate in the discussion and to vote on outcomes of the [Advisory] Committee.	This clause is intended to provide clarity to members. Votes are taken on outcomes of the committee, and not resolutions.

5. The Policy Review Committee was supportive of the specific terms of reference for the following Committees:
- 57 Parramatta Square Advisory Committee
 - Access Advisory Committee
 - Active Transport Advisory Committee
 - Citizen of the Year Committee
 - Finance Committee
 - Flood Plain Risk Management Committee
 - Grants Committee
 - Heritage Advisory Committee
 - Policy Review Committee
 - Riverside Theatres Advisory Committee.

6. Changes were recommended to the terms of references for the remaining committees. A summary of changes as suggested by the Policy Review Committee are set out below:

Terms of Reference as per 11 April 2022 Council Meeting	Amendment suggested by the PRC	Staff Comment
First Nations Advisory Committee		
<p>Membership Criteria:</p> <p>3.22 Applications for the First Nations Advisory Committee are open to First Nations people who meet one or more of the following criteria:</p> <ol style="list-style-type: none"> Reside in the Parramatta Local Government Area; Work, study or have a specific connection to the Parramatta Local Government Area; Are members of the Dharug community <p>3.23 Applications for membership are encouraged from First Nations people from the following subcategories, with a focus on gender diversity and the diversity of the group as a whole:</p> <ol style="list-style-type: none"> Young people; Elders; Dharug. 	<p>Membership Criteria:</p> <p>3.22 Applicants must be:</p> <ol style="list-style-type: none"> First Nations people who live, work, study or have a strong commitment to the Parramatta LGA or A member of the tribal Dharug people or An individual or representative of a local community organisation with a demonstrated commitment, sensitivity to and understanding of issues relating to the local First Nations people. <p>3.23 Applications for membership are encouraged from First Nations people from the following subcategories, with a focus on gender diversity and the diversity of the group as a whole:</p> <ol style="list-style-type: none"> Young people; Elders; Dharug. <p>3.24 Total membership must consist of a majority of people who identify as First Nations.</p>	<p>Not accepted. The officer's recommendation for the membership criteria remains that the committee should consist only of First Nations people. This is a result of recommendations made by an independent consultant of the committee and its functioning during a review conducted in 2021.</p>
CEO Performance Review Committee		
<p><u>Specific Purpose of CEO Performance Review Committee</u></p> <p>1.2 The CEO Performance Review Committee is a committee required by a directive from the Office of Local Government and in the management of a CEO's</p>	<p><u>Specific Purpose of CEO Performance Review Committee</u></p> <p>1.2 The CEO Performance Review Committee is a committee required by a directive from the Office of Local Government and in the management of a CEO's</p>	<p>Accepted and changes incorporated.</p>

performance and the development of a performance agreement.	performance and the development of a performance agreement. The Committee will operate under the issued "Guidelines for the appointment and oversight of General Managers".	
<u>Specific Membership Criteria:</u> 3.19 The Committee will comprise such members as are appointed by Council from time to time, including: <ol style="list-style-type: none"> The Lord Mayor of the day; The Deputy Lord Mayor; One (1) Councillor nominated by the governing body; One (1) Councillor nominated by the CEO. 	<u>Specific Membership Criteria</u> 3.19 The Committee will comprise such members as are appointed by Council from time to time, including: <ol style="list-style-type: none"> The Lord Mayor of the day; The Deputy Lord Mayor; Two (2) One (1) Councillor nominated by the governing body; One (1) Councillor nominated by the CEO. 	Accepted and changes incorporated.
Smart City Advisory Committee		
<u>Specific Purpose of Smart City Advisory Committee</u> 1.2 To provide a trusted sounding board and independent advice to Council on the foundational principles and guiding frameworks, to guide innovation and to ensure the long-term development of the City of Parramatta as a Smart City and an innovative Council. Other contributions from the Committee will include: <ol style="list-style-type: none"> Consideration of Federal and State government's commitment and funding toward digital services, innovation and transformation, and providing advice on maximising Parramatta's benefits from this interest, Generating and assisting to refine and 	<u>Specific Purpose of Smart City Advisory Committee</u> 1.2 To provide a trusted sounding board and independent advice to Council, to guide innovation and to ensure the development of the City of Parramatta as a Smart City and an innovative Council.	Accepted and changes incorporated.

<p>prioritise proposals that will underpin Parramatta's Smart City transformation,</p> <p>c. Provide advice on industry trends and potential project risks for the program.</p> <p>d. Provide strategic, integrated advice to ensure that technology solutions benefit citizens, customers and the public of Parramatta City,</p> <p>e. Assist Council to deliver actions aligned to Council's Smart City Masterplan, Digital Transformation Strategy, and ICT Strategy.</p>		
<p><u>Specific Roles and Responsibilities of the Smart City Advisory Committee</u></p> <p>2.5 To provide a trusted sounding board and independent advice to Council on the foundational principles and guiding frameworks to ensure the long-term development of Parramatta as a Smart City and Parramatta as an innovative Council and to guide innovation. Other contributions from the Committee will include:</p> <p>a. Consideration of Federal and State government's commitment and funding toward digital services, innovation and transformation, and providing advice on maximising Parramatta's benefits from this interest,</p> <p>b. Generating and assisting to refine and</p>	<p><u>Specific Roles and Responsibilities of the Smart City Advisory Committee</u></p> <p>2.5 To provide a trusted sounding board and independent advice to Council, to guide innovation and to ensure the development of the City of Parramatta as a Smart City and an innovative Council.</p>	<p>Accepted and changes incorporated.</p>

<p>prioritise proposals that will underpin Parramatta's Smart City transformation,</p> <p>c. Provide advice on industry trends and potential project risks for the program.</p> <p>d. Provide strategic, integrated advice to ensure that technology solutions benefit citizens, customers and the public of Parramatta City,</p> <p>e. Assist Council to deliver actions aligned to Council's Smart City Masterplan, Digital Transformation Strategy, and ICT Strategy.</p>		
Public Art and Heritage Interpretation Advisory Committee		
<p><u>Frequency of Meetings</u></p> <p>5.1 The Public Art and Heritage Interpretation Advisory Committee will meet as required in line with live public art and/or heritage interpretation project key milestones, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.</p>	<p><u>Frequency of Meetings</u></p> <p>5.1 The Public Art and Heritage Interpretation Advisory Committee will meet as required in line with live public art and/or heritage interpretation project key milestones, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.</p>	<p>Accepted and changes incorporated.</p>

Environment Advisory Committee:

7. Upon the advice of technical specialists, it is proposed that the Bushland and Environment Advisory Committee be renamed to the *Environment Advisory Committee* to reflect best practice standard terminology across Local Government and keep Council consistent with the jargon of the local government sector, noting the term "environment" is broad enough to encapsulate the term bushland.
8. The Policy Review Committee requested the terms of reference for the Environment Advisory Committee to be referred to Council's Waste Team for consultation. Council's Waste Team have received the terms of reference and any feedback from the team will be provided to Councillors prior to the Council meeting.

Parramatta Light Rail (PLR) Stage 2 Advisory Committee:

9. The Policy Review Committee requested the purpose and scope of the Parramatta Light Rail (PLR) Stage 2 Advisory Committee to be reviewed with interested Councillors and relevant staff.
10. The terms of reference have now been reviewed by interested Councillors and relevant staff on 10 May 2022 and were circulated to the Policy Review Committee on 12 May 2022. As part of these discussions, it is recommended the Committee be re-named to *Parramatta Light Rail (PLR) Stage 2 Advisory Committee* to reflect the true purpose of the committee.
11. The proposed terms of reference for the PLR Stage 2 Advisory Committee are attached to this report.
12. At the 11 April 2022 Council meeting, Council resolved to appoint Councillors Noack, Pandey and Siviero to the PLR Stage 2 Advisory Committee. It should be noted, for committees where there are no community representatives, as per the provisions in the standard terms of reference (refer clauses 4.2 to 4.5), the Lord Mayor of the day is intended to be the Chairperson of the Advisory Committee. As the Lord Mayor was not appointed to the PLR Committee, there is now an inconsistency between the specific membership and the election of Chairperson/ Deputy Chairperson, which Council may resolve to remedy, for example, by appointing the Lord Mayor to the committee in addition to the existing three (3) appointed Councillors, or by re-appointing membership to the committee entirely.

CONSULTATION & TIMINGStakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
Various	Various business units across Council	Requested to provide feedback on the effectiveness of advisory committees and whether to re-establish for the new term.	Noted – presented to Councillors for consideration.	Governance
9/5/2022	Waste Services	Pending response	Consultation will occur in relation to the Environment Advisory Committee.	Governance

			Councillors will be provided any feedback prior to the meeting.	
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Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
10 March 2022	Various (Councillor Induction Session, 10 March 2022)	Generally supportive of the establishment of all advisory committees of the previous term of Council, with slight variations. Generally supportive of the establishment of two new advisory committees.	Noted. The advisory committees are contained within the report and are recommended for establishment.	Governance
21 April 2022	Policy Review Committee	Supportive of the generic Terms of Reference template. Supportive of the Terms of Reference for: <ul style="list-style-type: none"> • 57 Parramatta Square Advisory Committee • Active Transport Advisory Committee • Citizen of the Year Committee • First Nations Advisory Committee • Flood Plain Risk Management Committee 	Noted. Feedback recommended by the committee was accepted and respective changes have been made in the standard template. Feedback recommended by the committee was not accepted for the First Nations Advisory Committee, and therefore two options have been provided to Council to decide on.	Governance

		<ul style="list-style-type: none"> • Grants Committee • Heritage Advisory Committee <p>Further meeting requested to address the Terms of Reference for:</p> <ul style="list-style-type: none"> • Access Advisory Committee • CEO Performance Review Committee • Environment Advisory Committee • Finance Committee • Policy Review Committee • Smart City Advisory Committee 		
5 May 2022	Policy Review Committee	<p>Supportive of the Terms of Reference for:</p> <ul style="list-style-type: none"> • Access Advisory Committee • Finance Committee • Policy Review Committee <p>Slight amendments proposed within the Terms of Reference for:</p> <ul style="list-style-type: none"> • CEO Performance Review Committee • Environment Advisory Committee 	<p>Noted.</p> <p>Feedback recommended by the committee was accepted and respective changes have been made to the respective terms of reference.</p>	Governance

		<ul style="list-style-type: none"> Smart City Advisory Committee 		
10 May 2022	Councillor Noack	Supportive of proposed scope for the specific purpose, specific roles and responsibilities and confidentiality clauses.	Noted.	CFIO Governance

LEGAL IMPLICATIONS FOR COUNCIL

15. There are no legal implications for Council associated with the establishment of advisory committees.

FINANCIAL IMPLICATIONS FOR COUNCIL

16. There are no financial implications for Council associated with the review and consideration of the Terms of Reference for Council Committees. The resources required to consult with the Policy Review Committee is provided for within the existing adopted budget.

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


















Rebecca Srbinovska
Governance Projects Officer

Patricia Krzeminski
Governance Manager

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:

 1	Standard Terms of Reference Template	10
 2	5/7 Parramatta Square Advisory Committee Terms of Reference	Pages
 3	Access Advisory Committee Terms of Reference	10
 4	Active Transport Advisory Committee Terms of Reference	Pages
 5	CEO Performance Review Committee Terms of Reference	12
 6	Citizen of the Year Awards Committee Terms of Reference	Pages
 7	Environment Advisory Committee Terms of Reference	12
 8	Finance Committee Terms of Reference	12
 9	First Nations Advisory Committee Terms of Reference	Pages
 10	Floodplain Risk Management Committee Terms of Reference	9 Pages
 11	Grants Committee Terms of Reference	9 Pages
 12	Heritage Advisory Committee Terms of Reference	12
 13	Parramatta Light Rail (PLR) Stage 2 Advisory Committee Terms of Reference	Pages
 14	Policy Review Committee Terms of Reference	13
 15	Public Art and Heritage Interpretation Advisory Committee Terms of Reference	Pages
 16	Riverside Theatres Advisory Committee Terms of Reference	12
 17	Smart City Advisory Committee Terms of Reference	Pages

REFERENCE MATERIAL



CITY OF PARRAMATTA

[Name] [Advisory] Committee **Terms of Reference**

[Date Committee Established]

1. Purpose of [Name] [Advisory] Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of [Name] [Advisory] Committee

- 1.2 To assist Council to develop policies and strategies in relation to [xxxx].
- 1.3 To advise Council on the views, needs and interests of [xxxx].
- 1.4 To advise Council on matters relating to [xxxx].
- 1.5 To advise Council on [xxxx].
- 1.6 To provide advice, input and feedback on [xxxx].

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The [Name] [Advisory] Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The [Name] [Advisory] Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the [Name] [Advisory] Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the [Name] [Advisory] Committee are:

- a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
- b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the [Name] [Advisory] Committee

2.5 To provide advice towards and monitor the implementation of [xxxx].

2.6 To provide advice on [xxxx].

2.7 To provide specialist advice to Council relating to [xxxx].

2.8 To provide advice, input and feedback to Council on [xxxx].

2.9 To provide a forum for [xxxx] to raise and address [xxxx].

2.10 To provide support to Council on [xxxx].

2.11 To work collaboratively in developing strategies to address these needs, issues and interests that Council could include in current and future workplans.

2.12 To work with Council to develop and promote [xxxx].

2.13 To report back to individuals, organisations and networks on Council's role and responsibilities and its decisions relating to [xxxx].

2.14 To liaise with [xxxx] to identify and represent [xxxx].

2.15 To support and cooperate with [xxxx].

2.16 To support and encourage [xxxx].

2.17 To establish working parties (where appropriate) to address specific issues or projects, including [xxxx].

2.18 To advise Council on how to promote and involve the community in [xxxx].

2.19 To encourage Council to support and endorse programs and events that [xxxx].

2.20 To share information about [xxxx] events and issues in the City of Parramatta LGA.

- 2.21 To provide comment on [xxxx].
- 2.22 To assist in the allocation of [xxxx].
- 2.23 To assist Council with [xxxx].
- 2.24 To make recommendations to Council on [xxxx].]

3. Membership

Duties of Appointed Members

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the [Advisory] Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the [Advisory] Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the [Advisory] Committee.
- 3.4 To raise issues of concern within the scope and objective of the [Advisory] Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the [Advisory] Committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the [Advisory] Committee and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the [Advisory] Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate

Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the [Advisory] Committee in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member should be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the [Advisory] Committee.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the [Advisory] Committee. All applications for leave of absence must be recorded in the minutes of a [Advisory] Committee meeting.

Membership

- 3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.
- 3.20 Membership of the [Name] Committee is voluntary. Members are entitled to

reimbursement for costs associated with travel to and from [Name] Committee meetings, including public transport costs, parking fees and travel vouchers.

Specific Membership Criteria

3.21 The Advisory Committee will comprise such members as are appointed by Council from time to time, including:

- a. XX
- b. YY
- c. ZZ

Ex-Officio Members

3.22 All Councillors are ex-officio members of the [Advisory] Committee.

3.23 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.

3.24 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.

3.25 Ex-officio members are non-voting positions.

Observers

3.26 Non-members of the [Advisory] Committee are able to attend meetings with the permission of the Convenor and Chairperson of the [Advisory] Committee.

3.27 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

4.1 Duties of the Chairperson or Deputy Chairperson are to:

- a. To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
- b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
- c. To facilitate the discussion of items on the agenda in a timely manner;
- d. To facilitate the moving of recommendations and voting by Committee members;
- e. To ensure all Committee members have the opportunity to participate;

- f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
- g. To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

- 4.2 The Lord Mayor of the day is the Chairperson of the Advisory Committee.
- 4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Advisory Committee member on an annual basis, or for the term of the appointment to the Advisory Committee.
- 4.4 The Advisory Committee will vote annually to determine its Deputy Chairperson.
- 4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the Advisory Committee will nominate a Chairperson for the meeting amongst those in attendance.]
- 4.6 The [Advisory] Committee votes annually to determine its Chairperson and Deputy Chairperson, with the election taking place at the first meeting in each calendar year.
- 4.7 The Chairperson cannot be appointed as Chair for more than two (2) years.]

Absence of Chairperson/Deputy Chairperson

- 4.8 If the Chairperson and Deputy Chairperson are absent from a meeting, the [Advisory] Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.9 The [Advisory] Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.10 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.11 Sub-groups of the [Advisory] Committee have no executive powers and will be established to provide advisory services only.

- 4.12 Sub-groups are directly responsible and accountable to the [Advisory] Committee for all responsibilities.

Member Vacancies

- 4.13 Where a vacancy occurs:
- Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the [Advisory] Committee; or
 - After six (6) months from the appointment of members, and more than 12 months from the end of the [Advisory] Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.
- 4.14 Vacancies will not normally be filled within the last 12 months of a [Advisory] Committee term.

5. Meetings

Frequency of Meetings

- 5.1 The [Advisory] Committee will meet [monthly/bi-monthly/quarterly/annually], or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at [Advisory] Committee Meetings.

Urgent Business

- 5.4 The [Advisory] Committee may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the [Advisory] Committee may be called by the Chairperson following a reasonable request from a member of the [Advisory] Committee, the Chief Executive Officer, or by resolution of the Council.
- 5.6 If a meeting is unable to be called, the business may be considered via

alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the [Advisory] Committee will be initially determined by the number of members appointed to the [Advisory] Committee at the time of the formation of a new Committee, and thereafter:
- increased by any additional members appointed to the [Advisory] Committee (remaining within max membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been declared vacant.
- 5.8 For Committees with State and Federal Government Department representation, Government representatives and Council Officers are "non-voting" members. All other members are "voting" members.

Quorum

- 5.9 The quorum for [Advisory] Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.10 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the [Advisory] Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the [Advisory] Committee is held when a quorum is present.
- 5.11 Where there is no quorum, an [Advisory] Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.12 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.13 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each [Advisory] Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.

- 5.14 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.15 The minutes of [Advisory] Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.16 Minutes of [Advisory] Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.17 Where the [Advisory] Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The [Advisory] Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the [Advisory] Committee and other officers within Council as determined by the [Advisory] Committee's business;
 - finalise [Advisory] Committee minutes;
 - prepare Council reports on specific actions / recommendations from the [Advisory] Committee
 - act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the [Advisory] Committee and is responsible to:
- Set of meeting dates;
 - communicate meeting dates to members, staff and Councillors;
 - distribute the agenda to members, staff and Councillors;
 - manage RSVPs to meetings;

- e. arrange appropriate catering for the meeting;
- f. prepare draft minutes;
- g. finalise draft minutes within seven (7) days of the meeting;
- h. provide draft minutes to the [Advisory] Committee Convenor;
- i. distribute minutes to members, staff and Councillors
- j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 [Advisory] Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where [Advisory] Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of an [Advisory] Committee is able to make media or public comment on behalf of the [Advisory] Committee or Council at any time.

10. Training

- 10.1 All members of the [Advisory] Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. [Advisory] Committee Representation / Attendance at Forums

- 11.1 From time to time, the [Advisory] Committee may be approached to supply a representative to another Committee of Council. Where the [Advisory] Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the [Advisory] Committee are ratified by Council and any changes or additions to them must be approved by Council.

Ends

Community Membership Application Process

- 1.1 The term of membership coincides with the term of the Council or such other period as resolved by Council. At this time, all positions are declared vacant.
- 1.2 Following the Council election and Council determination of which [Advisory] Committees are to be formed, Council will then implement an Expression of Interest process to recruit members for the [Advisory] Committees and this will be publicised through the following channels for a minimum of two (2) weeks:
- a. Council's dedicated webpage for [Advisory] Committees (which is to include all relevant documentation, EOI forms, Council Officer contact details, etc);
 - b. Council's website homepage carousel;
 - c. Direct communications with former [Advisory] Committee members;
 - d. Advertising in any available community newspaper reaching residents of the City of Parramatta Local Government Area;
 - e. Social media advertising;
 - f. Advertising across relevant community networks relevant to each Advisory Committee;
 - g. A message through the Lord Mayor's column;
 - h. Any other channel as deemed appropriate by the [Advisory] Committee Convenor.
- 1.3 All applicants for membership must apply using the relevant Expression of Interest form that requires applicants to address the stated criteria for membership. Previous members are entitled to apply for membership using

the Expression of Interest form. Committee membership may be subject to a criminal history check.

- 1.4 The Executive Director responsible for the [Advisory] Committee will determine the Selection Panel comprising three (3) Council Officers to assess Expressions of Interest against the Terms of Reference and stated criteria of the [Advisory] Committee.
- 1.5 In addition, access and equity principles will be applied in the selection of members and the composition of the [Advisory] Committees will reflect a diversity of views and opinions, variations in length and quality of related experience, age and gender balance.]
- 1.6 The Selection Panel will prepare a report on all applicants detailing:
 - a. any previous membership of City of Parramatta [Advisory] Committee/s;
 - b. whether the applicants meet the selection criteria for the [Advisory] Committee;
 - c. any additional considerations;
 - d. panel recommendations for applicants.
- 1.7 Membership applications are to be reported to Council for approval.
- 1.8 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.

Ends



CITY OF PARRAMATTA

5/7 Parramatta Square Advisory Committee Terms of Reference

[Date Committee Established]

1. Purpose of 5/7 Parramatta Square Advisory Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of 5/7 Parramatta Square Advisory Committee

- 1.2 To guide the continued progress of the current design, construction and business readiness activities of 5 and 7 Parramatta Square.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The 5/7 Parramatta Square Advisory Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The 5/7 Parramatta Square Advisory Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the 5/7 Parramatta Square Advisory Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the 5/7 Parramatta Square Advisory Committee are:
 - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
 - b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the 5/7 Parramatta Square Advisory Committee

2.5 To:

- a. Guide the continued progress of the current design, construction, and business readiness activities, by:
- b. Provide detailed review to ensure recommendations meet the project aspirations and vision as set out in the 5 & 7 Parramatta Square Functional Brief as adopted by Council at the meeting of Council held on 10 February 2020, and;
- c. Ensure that in the finalisation of the design that Smart City initiatives are taken into account, including but not be limited to: Furniture, Material, Customer Experience, Digital Experience, and holistic approach to the Parramatta Square project. The approach reflecting the Smart City Master Plan and Parramatta Square Smart City Plan that was previously developed, with consideration of the interaction and integration of 5 & 7 Parramatta Square with the public domain elements (including signage, and art), the proposed Civic Link, and other buildings in the precinct.

3. Membership

Duties of Appointed Members

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the 5/7 Parramatta Square Advisory Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the 5/7 Parramatta Square Advisory Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the 5/7 Parramatta Square Advisory Committee.
- 3.4 To raise issues of concern within the scope and objective of the 5/7 Parramatta Square Advisory Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the 5/7 Parramatta Square Advisory Committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.

- 3.8 To action and follow up tasks established by the 5/7 Parramatta Square Advisory Committee and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the 5/7 Parramatta Square Advisory Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the 5/7 Parramatta Square Advisory Committee in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the 5/7 Parramatta Square Advisory Committee.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the 5/7 Parramatta Square Advisory Committee. All applications for leave of absence must be recorded in the minutes of a 5/7 Parramatta Square Advisory Committee meeting.

Specific Membership Criteria

- 3.19 The Advisory Committee will comprise such members as are appointed by Council from time to time, including:
- The Lord Mayor of the day;
 - Four (4) Councillors nominated by the governing body;
 - The Chief Executive Officer; and
 - The Executive Director, Property & Place.

Ex-Officio Members

- 3.20 All Councillors are ex-officio members of the 5/7 Parramatta Square Advisory Committee.
- 3.21 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.
- 3.22 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.
- 3.23 Ex-officio members are non-voting positions.

Observers

- 3.24 Non-members of the 5/7 Parramatta Square Advisory Committee are able to attend meetings with the permission of the Convenor and Chairperson of the 5/7 Parramatta Square Advisory Committee.
- 3.25 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
 - To make recommendations for Agenda items in relation to the business

- of Council and the purpose of the Committee;
- c. To facilitate the discussion of items on the agenda in a timely manner;
- d. To facilitate the moving of recommendations and voting by Committee members;
- e. To ensure all Committee members have the opportunity to participate;
- f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
- g. To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

- 4.2 The Lord Mayor of the day is the Chairperson of the Advisory Committee.
- 4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Advisory Committee member on an annual basis, or for the term of the appointment to the Advisory Committee.
- 4.4 The Advisory Committee will vote annually to determine its Deputy Chairperson.
- 4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the Advisory Committee will nominate a Chairperson for the meeting amongst those in attendance.

Absence of Chairperson/Deputy Chairperson

- 4.6 If the Chairperson and Deputy Chairperson are absent from a meeting, the 5/7 Parramatta Square Advisory Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.7 The 5/7 Parramatta Square Advisory Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.8 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.9 Sub-groups of the 5/7 Parramatta Square Advisory Committee have no executive powers and will be established to provide advisory services only.
- 4.10 Sub-groups are directly responsible and accountable to the 5/7 Parramatta

Square Advisory Committee for all responsibilities.

Member Vacancies

- 4.11 Where a vacancy occurs:
- Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the 5/7 Parramatta Square Advisory Committee; or
 - After six (6) months from the appointment of members, and more than 12 months from the end of the 5/7 Parramatta Square Advisory Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.
- 4.12 Vacancies will not normally be filled within the last 12 months of a 5/7 Parramatta Square Advisory Committee term.

5. Meetings

Frequency of Meetings

- 5.1 The 5/7 Parramatta Square Advisory Committee will meet **as needed**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at 5/7 Parramatta Square Advisory Committee Meetings.

Urgent Business

- 5.4 The 5/7 Parramatta Square Advisory Committee may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the 5/7 Parramatta Square Advisory Committee may be called by the Chairperson following a reasonable request from a member of the 5/7 Parramatta Square Advisory Committee, the Chief Executive Officer, or by resolution of the Council.
- 5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the 5/7 Parramatta Square Advisory Committee will be initially determined by the number of members appointed to the 5/7 Parramatta Square Advisory Committee at the time of the formation of a new Committee, and thereafter:
- increased by any additional members appointed to the 5/7 Parramatta Square Advisory Committee (remaining within max membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.8 The quorum for 5/7 Parramatta Square Advisory Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the 5/7 Parramatta Square Advisory Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the 5/7 Parramatta Square Advisory Committee is held when a quorum is present.
- 5.10 Where there is no quorum, an 5/7 Parramatta Square Advisory Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each 5/7 Parramatta Square Advisory Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.
- 5.13 Members may participate in meetings by audio-visual means of

communications.

Minutes of Meetings

- 5.14 The minutes of 5/7 Parramatta Square Advisory Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of 5/7 Parramatta Square Advisory Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.16 Where the 5/7 Parramatta Square Advisory Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The 5/7 Parramatta Square Advisory Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the 5/7 Parramatta Square Advisory Committee and other officers within Council as determined by the 5/7 Parramatta Square Advisory Committee's business;
 - finalise 5/7 Parramatta Square Advisory Committee minutes;
 - prepare Council reports on specific actions / recommendations from the 5/7 Parramatta Square Advisory Committee
 - act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the 5/7 Parramatta Square Advisory Committee and is responsible to:
- Set of meeting dates;
 - communicate meeting dates to members, staff and Councillors;
 - distribute the agenda to members, staff and Councillors;
 - manage RSVPs to meetings;
 - arrange appropriate catering for the meeting;

- f. prepare draft minutes;
- g. finalise draft minutes within seven (7) days of the meeting;
- h. provide draft minutes to the 5/7 Parramatta Square Advisory Committee Convenor;
- i. distribute minutes to members, staff and Councillors
- j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 5/7 Parramatta Square Advisory Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where 5/7 Parramatta Square Advisory Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of an 5/7 Parramatta Square Advisory Committee is able to make media or public comment on behalf of the 5/7 Parramatta Square Advisory Committee or Council at any time.

10. Training

- 10.1 All members of the 5/7 Parramatta Square Advisory Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. 5/7 Parramatta Square Advisory Committee Representation / Attendance at Forums

- 11.1 From time to time, the 5/7 Parramatta Square Advisory Committee may be approached to supply a representative to another Committee of Council. Where the 5/7 Parramatta Square Advisory Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the 5/7 Parramatta Square Advisory Committee are ratified by Council and any changes or additions to them must be approved by Council.

Ends



CITY OF PARRAMATTA

Access Advisory Committee Terms of Reference

[Date Committee Established]

1. Purpose of Access Advisory Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of Access Advisory Committee

- 1.2 To advise Council on the access needs of people with disability and access related issues and to provide advice, input and feedback on Council's business relating to people with disability and access related issues.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The Access Advisory Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The Access Advisory Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the Access Advisory Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the Access Advisory Committee are:
 - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
 - b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the Access Advisory Committee

- 2.5 To provide specialist advice to Council relating to access issues.
- 2.6 To provide advice, input and feedback to Council on Council's Disability Inclusion Action Plan.
- 2.7 To provide advice towards and monitor the implementation of relevant Council plans, facilities, programs and policies in relation to the Disability Discrimination Act 1992 and Australian Standards.
- 2.8 To provide a forum for community members and organisations to raise and address access issues and the needs of people with disability in relation to Council business.
- 2.9 To report back to individuals, organisations and networks on Council's role and responsibilities, and its decisions relating to the Advisory Committee and access in the local community.

3. Membership**Duties of Appointed Members**

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the Access Advisory Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the Access Advisory Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the Access Advisory Committee.
- 3.4 To raise issues of concern within the scope and objective of the Access Advisory Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the Access Advisory Committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.

- 3.8 To action and follow up tasks established by the **Access Advisory** Committee and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the **Access Advisory** Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the **Access Advisory** Committee in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the **Access Advisory** Committee.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence,

and the granting of such leave of absence is at the discretion of the Access Advisory Committee. All applications for leave of absence must be recorded in the minutes of an Access Advisory Committee meeting.

Membership

- 3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.
- 3.20 Membership of the Access Advisory Committee is voluntary. Members are entitled to reimbursement for costs associated with travel to and from Access Advisory Committee meetings, including public transport costs, parking fees and travel vouchers.

Specific Membership Criteria

- 3.21 The Advisory Committee will comprise such members as are appointed by Council from time to time, including:
- a. A minimum of seven (7) and a maximum of twelve (12) members meeting one or more of the following criteria:
 - People with a disability;
 - People employed with a specialised non-profit or social enterprise disability service in the City of Parramatta LGA supporting people with shared experience of access barriers;
 - People with a demonstrated qualification / competency / knowledge of legislative requirements such as the Disability Discrimination Act 1992 and Australian Standards.
 - Individuals must also live, work, study or have a strong commitment to the City of Parramatta LGA.
- 3.22 The Selection Panel will consider the need for representation from people with different disabilities and expertise on the Access Advisory Committee.

Ex-Officio Members

- 3.23 All Councillors are ex-officio members of the Access Advisory Committee.
- 3.24 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.
- 3.25 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.
- 3.26 Ex-officio members are non-voting positions.

Observers

3.27 Non-members of the **Access Advisory** Committee are able to attend meetings with the permission of the Convenor and Chairperson of the **Access Advisory** Committee.

3.28 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
 - To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
 - To facilitate the discussion of items on the agenda in a timely manner;
 - To facilitate the moving of recommendations and voting by Committee members;
 - To ensure all Committee members have the opportunity to participate;
 - To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
 - To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

4.2 The **Access Advisory** Committee votes annually to determine its Chairperson and Deputy Chairperson, with the election taking place at the first meeting in each calendar year.

4.3 The Chairperson cannot be appointed as Chair for more than two (2) years.

Absence of Chairperson/Deputy Chairperson

4.4 If the Chairperson and Deputy Chairperson are absent from a meeting, the **Access Advisory** Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

4.5 The **Access Advisory** Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.

4.6 Sub-groups may consist of both members and ex-officio members, and may

invite staff members or other subject matter experts to provide advice / guidance as appropriate.

- 4.7 Sub-groups of the **Access Advisory** Committee have no executive powers and will be established to provide advisory services only.
- 4.8 Sub-groups are directly responsible and accountable to the **Access Advisory** Committee for all responsibilities.

Member Vacancies

- 4.9 Where a vacancy occurs:
 - a. Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the **Access Advisory** Committee; or
 - b. After six (6) months from the appointment of members, and more than 12 months from the end of the **Access Advisory** Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.
- 4.10 Vacancies will not normally be filled within the last 12 months of a **Access Advisory** Committee term.

5. Meetings

Frequency of Meetings

- 5.1 The **Access Advisory** Committee will meet **bi-monthly**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at **Access Advisory** Committee Meetings.

Urgent Business

- 5.4 The **Access Advisory** Committee may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the **Access Advisory** Committee may be called by the Chairperson following a reasonable request from a member of the **Access Advisory** Committee, the Chief Executive Officer, or by resolution of the

Council.

- 5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the **Access Advisory** Committee will be initially determined by the number of members appointed to the **Access Advisory** Committee at the time of the formation of a new Committee, and thereafter:
- increased by any additional members appointed to the **Access Advisory** Committee (remaining within max membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.8 The quorum for **Access Advisory** Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the **Access Advisory** Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the **Access Advisory** Committee is held when a quorum is present.
- 5.10 Where there is no quorum, an **Access Advisory** Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each **Access Advisory** Committee

Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.

- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of Access Advisory Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of Access Advisory Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.16 Where the Access Advisory Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The Access Advisory Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the Access Advisory Committee and other officers within Council as determined by the Access Advisory Committee's business;
 - finalise Access Advisory Committee minutes;
 - prepare Council reports on specific actions / recommendations from the Access Advisory Committee
 - act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the Access Advisory Committee and is responsible to:
- Set of meeting dates;

- b. communicate meeting dates to members, staff and Councillors;
- c. distribute the agenda to members, staff and Councillors;
- d. manage RSVPs to meetings;
- e. arrange appropriate catering for the meeting;
- f. prepare draft minutes;
- g. finalise draft minutes within seven (7) days of the meeting;
- h. provide draft minutes to the Access Advisory Committee Convenor;
- i. distribute minutes to members, staff and Councillors
- j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 Access Advisory Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where Access Advisory Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of an Access Advisory Committee is able to make media or public comment on behalf of the Access Advisory Committee or Council at any time.

10. Training

- 10.1 All members of the Access Advisory Committee are required to attend an Induction Workshop.

- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. Access Advisory Committee Representation / Attendance at Forums

- 11.1 From time to time, the Access Advisory Committee may be approached to supply a representative to another Committee of Council. Where the Access Advisory Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the Access Advisory Committee are ratified by Council and any changes or additions to them must be approved by Council.

Community Membership Application Process

- 1.1 The term of membership coincides with the term of the Council or such other period as resolved by Council. At this time, all positions are declared vacant.
- 1.2 Following the Council election and Council determination of which **Access Advisory** Committees are to be formed, Council will then implement an Expression of Interest process to recruit members for the **Access Advisory** Committees and this will be publicised through the following channels for a minimum of two (2) weeks:
 - a. Council's dedicated webpage for **Access Advisory** Committees (which is to include all relevant documentation, EOI forms, Council Officer contact details, etc);
 - b. Council's website homepage carousel;
 - c. Direct communications with former **Access Advisory** Committee members;
 - d. Advertising in any available community newspaper reaching residents of the City of Parramatta Local Government Area;
 - e. Social media advertising;
 - f. Advertising across relevant community networks relevant to each Advisory Committee;
 - g. A message through the Lord Mayor's column;
 - h. Any other channel as deemed appropriate by the **Access Advisory** Committee Convenor.
- 1.3 All applicants for membership must apply using the relevant Expression of Interest form that requires applicants to address the stated criteria for membership. Previous members are entitled to apply for membership using the Expression of Interest form. **Optional (as required): Committee membership may be subject to a criminal history check.**
- 1.4 **The Executive Director responsible for the Access Advisory Committee will determine the Selection Panel comprising three (3) Council Officers to assess Expressions of Interest against the Terms of Reference and stated criteria of the Access Advisory Committee.**
- 1.5 **In addition, access and equity principles will be applied in the selection of members and the composition of the Access Advisory Committees will reflect a diversity of views and opinions, variations in length and quality of related experience, age and gender balance.**
- 1.6 The Selection Panel will prepare a report on all applicants detailing:
 - a. any previous membership of City of Parramatta **Access Advisory** Committee/s;
 - b. whether the applicants meet the selection criteria for the **Access**

Advisory Committee;

- c. any additional considerations;
- d. panel recommendations for applicants.

1.7 Membership applications are to be reported to Council for approval.

1.8 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.

Ends



CITY OF PARRAMATTA

Active Transport Advisory Committee Terms of Reference

[Date Committee Established]

1. Purpose of Active Transport Advisory Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of Active Transport Advisory Committee

- 1.2 To advise Council on matters related to active transport initiatives, including best practice planning and design, and behavioural change strategies.
- 1.3 To provide advice, input and feedback on Council's business relating to active transport.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The Active Transport Advisory Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The Active Transport Advisory Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the Active Transport Advisory Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the Active Transport Advisory Committee are:
 - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
 - b. To provide advice, input and feedback to Council on issues that fall

within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the Active Transport Advisory Committee

- 2.5 To provide advice to Council on matters relating to active transport initiatives, including best practice planning and design, and behavioural change strategies.
- 2.6 To provide advice, input and feedback on Council's business relating to active transport.

3. Membership

Duties of Appointed Members

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the Active Transport Advisory Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the Active Transport Advisory Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the Active Transport Advisory Committee.
- 3.4 To raise issues of concern within the scope and objective of the Active Transport Advisory Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the Active Transport Advisory Committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the Active Transport Advisory Committee and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the Active Transport Advisory Committee.

- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the **Active Transport Advisory Committee** in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the **Active Transport Advisory Committee**.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the **Active Transport Advisory Committee**. All applications for leave of absence must be recorded in the minutes of an **Active Transport Advisory Committee** meeting.

Membership

- 3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.
- 3.20 Membership of the Active Transport Advisory Committee is voluntary. Members are entitled to reimbursement for costs associated with travel to and from Active Transport Advisory Committee meetings, including public transport costs, parking fees and travel vouchers.

Specific Membership Criteria

- 3.21 The Committee will comprise such members as are appointed by Council from time to time, including:
- a. A minimum of five (5) and a maximum of twelve (12) members meeting the following criteria:
 - demonstrate skills and capacity to contribute to the Committee; and
 - live, work, study or have a strong commitment to the City of Parramatta LGA; and
 - members of a Peak Body, User Group, or Club active within the City of Parramatta LGA.
- 3.22 Applicants for the Active Transport Advisory Committee may also qualify for membership if they are a member of a Peak Body, User Group, or Club active within the City of Parramatta LGA (in lieu of living, working or studying in the City of Parramatta LGA).

Ex-Officio Members

- 3.23 All Councillors are ex-officio members of the Active Transport Advisory Committee.
- 3.24 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.
- 3.25 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.
- 3.26 Ex-officio members are non-voting positions.

Observers

- 3.27 Non-members of the Active Transport Advisory Committee are able to attend meetings with the permission of the Convenor and Chairperson of the Active Transport Advisory Committee.

3.28 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- a. To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
 - b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
 - c. To facilitate the discussion of items on the agenda in a timely manner;
 - d. To facilitate the moving of recommendations and voting by Committee members;
 - e. To ensure all Committee members have the opportunity to participate;
 - f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
 - g. To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

4.2 The Active Transport Advisory Committee votes annually to determine its Chairperson and Deputy Chairperson, with the election taking place at the first meeting in each calendar year.

4.3 The Chairperson cannot be appointed as Chair for more than two (2) years.

Absence of Chairperson/Deputy Chairperson

4.4 If the Chairperson and Deputy Chairperson are absent from a meeting, the Active Transport Advisory Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.5 The Active Transport Advisory Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.6 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.

- 4.7 Sub-groups of the **Active Transport Advisory** Committee have no executive powers and will be established to provide advisory services only.
- 4.8 Sub-groups are directly responsible and accountable to the **Active Transport Advisory** Committee for all responsibilities.

Member Vacancies

- 4.9 Where a vacancy occurs:
 - a. Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the **Active Transport Advisory** Committee; or
 - b. After six (6) months from the appointment of members, and more than 12 months from the end of the **Active Transport Advisory** Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.
- 4.10 Vacancies will not normally be filled within the last 12 months of a **Active Transport Advisory** Committee term.

5. Meetings

Frequency of Meetings

- 5.1 The **Active Transport Advisory** Committee will meet **bi-monthly**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at **Active Transport Advisory** Committee Meetings.

Urgent Business

- 5.4 The **Active Transport Advisory** Committee may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the **Active Transport Advisory** Committee may be called by the Chairperson following a reasonable request from a member of the **Active Transport Advisory** Committee, the Chief Executive Officer, or by resolution of the Council.

- 5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the **Active Transport Advisory** Committee will be initially determined by the number of members appointed to the **Active Transport Advisory** Committee at the time of the formation of a new Committee, and thereafter:
- increased by any additional members appointed to the **Active Transport Advisory** Committee (remaining within max membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.8 The quorum for **Active Transport Advisory** Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the **Active Transport Advisory** Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the **Active Transport Advisory** Committee is held when a quorum is present.
- 5.10 Where there is no quorum, an **Active Transport Advisory** Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each **Active Transport Advisory** Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.

- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of **Active Transport Advisory** Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of **Active Transport Advisory** Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.16 Where the **Active Transport Advisory** Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The **Active Transport Advisory** Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the **Active Transport Advisory** Committee and other officers within Council as determined by the **Active Transport Advisory** Committee's business;
 - finalise **Active Transport Advisory** Committee minutes;
 - prepare Council reports on specific actions / recommendations from the **Active Transport Advisory** Committee
 - act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the **Active Transport Advisory** Committee and is responsible to:
- Set of meeting dates;
 - communicate meeting dates to members, staff and Councillors;
 - distribute the agenda to members, staff and Councillors;
 - manage RSVPs to meetings;

- e. arrange appropriate catering for the meeting;
- f. prepare draft minutes;
- g. finalise draft minutes within seven (7) days of the meeting;
- h. provide draft minutes to the Active Transport Advisory Committee Convenor;
- i. distribute minutes to members, staff and Councillors
- j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 Active Transport Advisory Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where Active Transport Advisory Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of an Active Transport Advisory Committee is able to make media or public comment on behalf of the Active Transport Advisory Committee or Council at any time.

10. Training

- 10.1 All members of the Active Transport Advisory Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. Active Transport Advisory Committee Representation / Attendance at Forums

- 11.1 From time to time, the Active Transport Advisory Committee may be approached to supply a representative to another Committee of Council. Where the Active Transport Advisory Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the Active Transport Advisory Committee are ratified by Council and any changes or additions to them must be approved by Council.

Community Membership Application Process

- 1.1 The term of membership coincides with the term of the Council or such other period as resolved by Council. At this time, all positions are declared vacant.
- 1.2 Following the Council election and Council determination of which **Active Transport Advisory** Committees are to be formed, Council will then implement an Expression of Interest process to recruit members for the **Active Transport Advisory** Committees and this will be publicised through the following channels for a minimum of two (2) weeks:
 - a. Council's dedicated webpage for **Active Transport Advisory** Committees (which is to include all relevant documentation, EOI forms, Council Officer contact details, etc);
 - b. Council's website homepage carousel;
 - c. Direct communications with former **Active Transport Advisory** Committee members;
 - d. Advertising in any available community newspaper reaching residents of the City of Parramatta Local Government Area;
 - e. Social media advertising;
 - f. Advertising across relevant community networks relevant to each Advisory Committee;
 - g. A message through the Lord Mayor's column;
 - h. Any other channel as deemed appropriate by the **Active Transport Advisory** Committee Convenor.
- 1.3 All applicants for membership must apply using the relevant Expression of Interest form that requires applicants to address the stated criteria for membership. Previous members are entitled to apply for membership using the Expression of Interest form. **Optional (as required): Committee membership may be subject to a criminal history check.**
- 1.4 **The Executive Director responsible for the Active Transport Advisory Committee will determine the Selection Panel comprising three (3) Council Officers to assess Expressions of Interest against the Terms of Reference and stated criteria of the Active Transport Advisory Committee.**
- 1.5 **In addition, access and equity principles will be applied in the selection of members and the composition of the Active Transport Advisory Committees will reflect a diversity of views and opinions, variations in length and quality of related experience, age and gender balance.]**
- 1.6 The Selection Panel will prepare a report on all applicants detailing:
 - a. any previous membership of City of Parramatta **Active Transport Advisory** Committee/s;
 - b. whether the applicants meet the selection criteria for the **Active**

Transport Advisory Committee;

- c. any additional considerations;
- d. panel recommendations for applicants.

1.7 Membership applications are to be reported to Council for approval.

1.8 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.

Ends



CITY OF PARRAMATTA

CEO Performance Review Committee Terms of Reference

[Date Committee Established]

1. Purpose of CEO Performance Review Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of CEO Performance Review Committee

- 1.2 The CEO Performance Review Committee is a committee required by a directive from the Office of Local Government and in the management of a CEO's performance and the development of a performance agreement. The Committee will operate under the issued "Guidelines for the appointment and oversight of General Managers".

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The CEO Performance Review Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The CEO Performance Review Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the CEO Performance Review Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the CEO Performance Review Committee are:
 - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
 - b. To provide advice, input and feedback to Council on issues that fall

within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the CEO Performance Review Committee

- 2.5 To oversee the Chief Executive Officer's performance in accordance with the Standard Contract and the Guidelines for the Appointment and Oversight of General Managers.

3. Membership

Duties of Appointed Members

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the CEO Performance Review Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the CEO Performance Review Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the CEO Performance Review Committee.
- 3.4 To raise issues of concern within the scope and objective of the CEO Performance Review Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the CEO Performance Review Committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the CEO Performance Review Committee and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the CEO Performance Review Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.

- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the **CEO Performance Review Committee** in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the **CEO Performance Review Committee**.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the **CEO Performance Review Committee** member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the **CEO Performance Review Committee**. All applications for leave of absence must be recorded in the minutes of a **CEO Performance Review Committee** meeting.

Specific Membership Criteria

- 3.19 **The Committee will comprise such members as are appointed by Council from time to time, including:**

- a. The Lord Mayor of the day;
- b. The Deputy Lord Mayor;
- c. Two (2) Councillors nominated by the governing body;
- d. One (1) Councillor nominated by the CEO.

Ex-Officio Members

- 3.20 All Councillors are ex-officio members of the CEO Performance Review Committee.
- 3.21 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.
- 3.22 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.
- 3.23 Ex-officio members are non-voting positions.

Observers

- 3.24 Non-members of the CEO Performance Review Committee are able to attend meetings with the permission of the Convenor and Chairperson of the CEO Performance Review Committee.
- 3.25 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- a. To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
 - b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
 - c. To facilitate the discussion of items on the agenda in a timely manner;
 - d. To facilitate the moving of recommendations and voting by Committee members;
 - e. To ensure all Committee members have the opportunity to participate;
 - f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
 - g. To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

- 4.2 The Lord Mayor of the day is the Chairperson of the CEO Performance Review Committee.
- 4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Committee member on an annual basis, or for the term of the appointment to the CEO Performance Review Committee.
- 4.4 The CEO Performance Review Committee will vote annually to determine its Deputy Chairperson.
- 4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the CEO Performance Review Committee will nominate a Chairperson for the meeting amongst those in attendance.

Absence of Chairperson/Deputy Chairperson

- 4.6 If the Chairperson and Deputy Chairperson are absent from a meeting, the CEO Performance Review Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.7 The CEO Performance Review Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.8 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.9 Sub-groups of the CEO Performance Review Committee have no executive powers and will be established to provide advisory services only.
- 4.10 Sub-groups are directly responsible and accountable to the Committee for all responsibilities.

Member Vacancies

- 4.11 Where a vacancy occurs:
 - a. Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the CEO Performance Review Committee; or
 - b. After six (6) months from the appointment of members, and more than 12 months from the end of the CEO Performance Review Committee's

term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.

- 4.12 Vacancies will not normally be filled within the last 12 months of a **CEO Performance Review** Committee term.

5. Meetings

Frequency of Meetings

- 5.1 The **CEO Performance Review** Committee will meet **bi- annually**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at **CEO Performance Review** Committee Meetings.

Urgent Business

- 5.4 The **CEO Performance Review** Committee may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the **CEO Performance Review** Committee may be called by the Chairperson following a reasonable request from a member of the **CEO Performance Review** Committee, the Chief Executive Officer, or by resolution of the Council.
- 5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the **CEO Performance Review** Committee will be initially determined by the number of members appointed to the Committee at the time of the formation of a new Committee, and thereafter:
- increased by any additional members appointed to the **CEO Performance Review** Committee (remaining within max membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been

declared vacant.

Quorum

- 5.8 The quorum for **CEO Performance Review** Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the **CEO Performance Review** Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the **CEO Performance Review** Committee is held when a quorum is present.
- 5.10 Where there is no quorum, a **CEO Performance Review** Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each **CEO Performance Review** Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.
- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of **CEO Performance Review** Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of **CEO Performance Review** Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.

- 5.16 Where the **CEO Performance Review** Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The **CEO Performance Review** Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the **CEO Performance Review** Committee and other officers within Council as determined by the **CEO Performance Review** Committee's business;
 - finalise **CEO Performance Review** Committee minutes;
 - prepare Council reports on specific actions / recommendations from the **CEO Performance Review** Committee
 - act as moderator of meetings where the majority of participants attend via remote means.

7. Conflict of Interest

- 7.1 **CEO Performance Review** Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where **CEO Performance Review** Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of a **CEO Performance Review** Committee is able to make media or public comment on behalf of the **CEO Performance Review** Committee or Council at any time.

10. Training

- 10.1 All members of the **CEO Performance Review** Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. CEO Performance Review Committee Representation / Attendance at Forums

- 11.1 From time to time, the **CEO Performance Review** Committee may be approached to supply a representative to another Committee of Council. Where the **CEO Performance Review** Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the **CEO Performance Review** Committee are ratified by Council and any changes or additions to them must be approved by Council.

Ends



CITY OF PARRAMATTA

Citizen of the Year Judging Panel Terms of Reference

[Date Judging Panel Established]

1. Purpose of Citizen of the Year Judging Panel

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of Citizen of the Year Judging Panel

- 1.2 To review, assess and select award recipients of the Citizen of the Year Program.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The Citizen of the Year Judging Panel is appointed under S377 of the Local Government Act 1993 as a decision-making body to select recipients of City of Parramatta Citizen of the Year Awards.
- 2.2 The responsibilities of the Citizen of the Year Judging Panel may, in consultation with the Panel, be revised or expanded by Council resolution from time to time.
- 2.3 The key responsibilities of the Citizen of the Year Judging Panel are:
 - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
 - b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Judging Panel is concerned with.

Specific Roles and Responsibilities of the Citizen of the Year Judging Panel

2.4 To review, assess and select award recipients of the Citizen of the Year Program.

3. Membership**Duties of Appointed Members**

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the Citizen of the Year Judging Panel, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the Citizen of the Year Judging Panel (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the Citizen of the Year Judging Panel.
- 3.4 To raise issues of concern within the scope and objective of the Citizen of the Year Judging Panel.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the Citizen of the Year Judging Panel.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the Citizen of the Year Judging Panel and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the Citizen of the Year Judging Panel.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the **Citizen of the Year** Judging Panel in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Judging Panel Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the **Citizen of the Year** Judging Panel.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Judging Panel member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Judging Panel Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the **Citizen of the Year** Judging Panel. All applications for leave of absence must be recorded in the minutes of a **Citizen of the Year** Judging Panel meeting.

Membership

- 3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.
- 3.20 Membership of the **Citizen of the Year** Judging Panel is voluntary. Members are entitled to reimbursement for costs associated with travel to and from **Citizen of the Year** Judging Panel meetings, including public transport costs, parking fees and travel vouchers.

Specific Membership Criteria

3.21 The Judging Panel will comprise such members as are appointed by Council from time to time, including:

- a. The Lord Mayor of the day;
- b. The Deputy Lord Mayor;
- c. The current Parramatta Adult Citizen of the Year;
- d. Two (2) citizen representatives selected based on their stated experiences, skills, and interests of relevance to the panel with the following guiding principles:
 - inclusive membership to ensure a diversity of views;
 - experienced track record of engagement with the local community; and
 - principal place of residence, educational institution or employment is within the City of Parramatta LGA.

Ex-Officio Members

3.22 All Councillors are ex-officio members of the Judging Panel.

3.23 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.

3.24 Ex-officio members may contribute to the meeting as permitted by the Judging Panel Chair.

3.25 Ex-officio members are non-voting positions.

Observers

3.26 Non-members of the **Citizen of the Year** Judging Panel are able to attend meetings with the permission of the Convenor and Chairperson of the **Citizen of the Year** Judging Panel.

3.27 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy ChairpersonDuties of Chairperson/Deputy Chairperson

4.1 Duties of the Chairperson or Deputy Chairperson are to:

- a. To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
- b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Judging Panel;

- c. To facilitate the discussion of items on the agenda in a timely manner;
- d. To facilitate the moving of recommendations and voting by Judging Panel members;
- e. To ensure all Judging Panel members have the opportunity to participate;
- f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
- g. To participate in Judging Panel training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

4.2 The Lord Mayor (or delegate) is the appointed Chairperson for meetings. In their absence, the Deputy Lord Mayor (or delegate) will be appointed as Chairperson for the purpose of conducting meetings.

4.3 Should an election period inhibit the participation of the Lord Mayor and Deputy Lord Mayor, the Chief Executive Officer and/or their chosen alternate/s will act as their substitute.

Absence of Chairperson/Deputy Chairperson

4.4 If the Chairperson and Deputy Chairperson are absent from a meeting, the **Citizen of the Year** Judging Panel will nominate a Chairperson amongst its members for that meeting.

Member Vacancies

- 4.5 Where a vacancy occurs:
- a. Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the **Citizen of the Year** Judging Panel; or
 - b. After six (6) months from the appointment of members, and more than 12 months from the end of the **Citizen of the Year** Judging Panel's term, an Expression of Interest utilising Council, Community and Judging Panel members' networks should be undertaken.
- 4.6 Vacancies will not normally be filled within the last 12 months of a **Citizen of the Year** Judging Panel term.

5. Meetings

Frequency of Meetings

- 5.1 The **Citizen of the Year** Judging Panel will meet **annually in December**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at **Citizen of the Year** Judging Panel Meetings.

Urgent Business

- 5.4 The **Citizen of the Year** Judging Panel may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the **Citizen of the Year** Judging Panel may be called by the Chairperson following a reasonable request from a member of the Judging Panel, the Chief Executive Officer, or by resolution of the Council.
- 5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the **Citizen of the Year** Judging Panel will be initially determined by the number of members appointed to the **Citizen of the Year** Judging Panel at the time of the formation of a new Judging Panel, and thereafter:
- increased by any additional members appointed to the **Citizen of the Year** Judging Panel (remaining within max membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.8 The quorum for **Citizen of the Year** Judging Panel meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson

at which the **Citizen of the Year** Judging Panel may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the **Citizen of the Year** Judging Panel is held when a quorum is present.

- 5.10 Where there is no quorum, a **Citizen of the Year** Judging Panel is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each **Citizen of the Year** Judging Panel Member to determine their continuation on the **Citizen of the Year** Judging Panel. If required, a fresh Expression of Interest process will be undertaken.
- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of **Citizen of the Year** Judging Panel meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of **Citizen of the Year** Judging Panel meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.16 Where the **Citizen of the Year** Judging Panel establishes an action or recommendation arising out of the Judging Panel discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Judging Panel Convenor

- 6.1 The **Citizen of the Year** Judging Panel is convened by a Council officer known as the 'Judging Panel Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the **Citizen of the Year** Judging Panel and other officers within Council as determined by the Judging Panel's business;
 - finalise **Citizen of the Year** Judging Panel minutes;
 - prepare Council reports on specific actions / recommendations from the **Citizen of the Year** Judging Panel
 - act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's City Engagement and Experience Team provides secretariat support to the **Citizen of the Year** Judging Panel and is responsible to:
- Set of meeting dates;
 - communicate meeting dates to members, staff and Councillors;
 - distribute the agenda to members, staff and Councillors;
 - manage RSVPs to meetings;
 - arrange appropriate catering for the meeting;
 - prepare draft minutes;
 - finalise draft minutes within seven (7) days of the meeting;
 - provide draft minutes to the **Citizen of the Year** Judging Panel Convenor;
 - distribute minutes to members, staff and Councillors
 - facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 **Citizen of the Year** Judging Panel members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where **Citizen of the Year** Judging Panel meetings include consideration of

confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of a **Citizen of the Year** Judging Panel is able to make media or public comment on behalf of the **Citizen of the Year** Judging Panel or Council at any time.

10. Training

- 10.1 All members of the **Citizen of the Year** Judging Panel are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. Citizen of the Year Judging Panel Representation / Attendance at Forums

- 11.1 From time to time, the **Citizen of the Year** Judging Panel may be approached to supply a representative to another Judging Panel of Council. Where the **Citizen of the Year** Judging Panel determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the **Citizen of the Year** Judging Panel are ratified by Council and any changes or additions to them must be approved by Council.

Ends



CITY OF PARRAMATTA

Environment Advisory Committee Terms of Reference

[Date Committee Established]

1. Purpose of Environment Advisory Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of Environment Advisory Committee

- 1.2 To provide advice, input and feedback to Council on Environment and sustainability issues in the City of Parramatta local government area.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The Environment Advisory Committee has no executive powers and will act in an advisory capacity only.
- 2.2 The Environment Advisory Committee has been established to provide feedback, input and advice to Council and is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The key responsibilities of the Environment Advisory Committee are:
 - a. To represent the views, interests and/or identified issues that affect the within the Parramatta local government area within the scope of Council's authority;
 - b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.
- 2.4 The responsibilities of the Environment Advisory Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.

Specific Roles and Responsibilities of the Environment Advisory Committee

- 2.5 To provide advice to Council on the implementation and monitoring of the Community Strategic Plan, the Environment Sustainability Strategy and any key plans or actions that support Environment sustainability and our natural environment.
- 2.6 To actively support Council's consultation with and advocacy to the broader community on environment and sustainability related matters including the circular economy, preservation and management of bushland and waterways, mitigating and adapting to our changing climate.
- 2.7 To assist Council in determining of priority activities to be undertaken and annual objectives.
- 2.8 To establish working groups on an as required basis.
- 2.9 To provide advice on industry trends and emerging issues.

3. MembershipDuties of Appointed Members

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the Environment Advisory Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the Environment Advisory Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the Environment Advisory Committee.
- 3.4 To raise issues of concern within the scope and objective of the Environment Advisory Committee.
- 3.5 To positively and actively contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the Environment Advisory Committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.

- 3.8 To action and follow up tasks established by the Environment Advisory **Environment Advisory** Committee and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the Environment Advisory **Environment Advisory** Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the **Environment Advisory** Committee in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the **Environment Advisory** Committee.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the Environment Advisory Committee. All applications for leave of absence must be recorded in the minutes of a Environment Advisory Committee meeting.

Membership

- 3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.
- 3.20 Membership of the Environment Advisory Committee is voluntary. Members are entitled to reimbursement for costs associated with travel to and from Environment Advisory Committee meetings, including public transport costs, parking fees and travel vouchers.

Specific Membership Criteria

- 3.21 The Environment Advisory Committee will comprise such members as are appointed by Council from time to time, including:
- Three (3) Councillors appointed by the governing body;
 - One (1) Councillor alternate appointed by the governing body;
 - The Chief Executive Officer (or their delegate);
 - Up to 10 community representatives appointed by Council, through a registration of interest and selection process. whereby members meet the following criteria:
 - Demonstrate skills and capacity to contribute to the Committee or be an employee or member of an organisation whose primary function relates to sustainability; and
 - live, work, study or have a strong commitment to the City of Parramatta LGA.

Ex-Officio Members

- 3.22 All Councillors are ex-officio members of the Environment Advisory Committee.
- 3.23 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.
- 3.24 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.
- 3.25 Ex-officio members are non-voting positions.

Observers

- 3.26 Non-members of the Environment Advisory Committee are able to attend meetings with the permission of the Convenor and Chairperson of the Environment Advisory Committee.
- 3.27 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
 - To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
 - To facilitate the discussion of items on the agenda in a timely manner;
 - To facilitate the moving of recommendations and voting by Committee members;
 - To ensure all Committee members have the opportunity to participate;
 - To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
 - To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

- 4.2 The Lord Mayor of the day is the Chairperson of the Environment Advisory Committee.
- 4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Advisory Committee member on an annual basis, or for the term of the appointment to the Environment Advisory Committee.
- 4.4 The Environment Advisory Committee will vote annually to determine its Deputy Chairperson.
- 4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the Environment Advisory Committee will nominate a Chairperson for the meeting amongst those in attendance.

Absence of Chairperson/Deputy Chairperson

- 4.6 If the Chairperson and Deputy Chairperson are absent from a meeting, the **Environment Advisory** Committee will nominate a Chairperson amongst its members for that meeting.

Working groups

- 4.7 The **Environment Advisory** Committee may determine to establish working groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.8 Working groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.9 Working groups of the **Environment Advisory** Committee have no executive powers and will be established to provide advisory services only.
- 4.10 Working groups are directly responsible and accountable to the **Environment Advisory** Committee for all responsibilities.

Member Vacancies

- 4.11 Where a vacancy occurs:
- a. Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the **Environment Advisory** Committee; or
 - b. After six (6) months from the appointment of members, and more than 12 months from the end of the **Environment Advisory** Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.
- 4.12 Vacancies will not normally be filled within the last 12 months of a **Environment Advisory** Committee term.

5. Meetings

Frequency of Meetings

- 5.1 The **Environment Advisory** Committee will meet **bi-monthly** or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices, council facilities, or on-site at

Environment locations as required.

- 5.3 Provisions will be made for remote attendance at Environment Advisory Committee Meetings.

Urgent Business

- 5.4 The Environment Advisory Committee may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the Environment Advisory Committee may be called by the Chairperson following a reasonable request from a member of the Environment Advisory Committee, the Chief Executive Officer, or by resolution of the Council.
- 5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the Environment Advisory Committee will be initially determined by the number of members appointed to the Environment Advisory Environment Advisory Committee at the time of the formation of a new Committee, and thereafter:
- increased by any additional members appointed to the Environment Advisory Environment Advisory Committee (remaining within maximum membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.8 The quorum for Environment Advisory Environment Advisory Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the Environment Advisory Environment Advisory Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the Environment Advisory Committee is held when a quorum is present.

- 5.10 Where there is no quorum, an **Environment Advisory** Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each **Environment Advisory** Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.
- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of the **Environment Advisory** Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of the **Environment Advisory** Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.16 Where the **Environment Advisory** Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The **Environment Advisory** Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;

- d. liaise between the Environment Advisory Committee and other officers within Council as determined by the Environment Advisory Committee's business;
- e. finalise Environment Advisory Committee minutes;
- f. prepare Council reports on specific actions / recommendations from the Environment Advisory Committee
- g. act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the Environment Advisory Committee and is responsible to:
- a. Set of meeting dates;
 - b. communicate meeting dates to members, staff and Councillors;
 - c. distribute the agenda to members, staff and Councillors;
 - d. manage RSVPs to meetings;
 - e. arrange appropriate catering for the meeting;
 - f. prepare draft minutes;
 - g. finalise draft minutes within seven (7) days of the meeting;
 - h. provide draft minutes to the Environment Advisory Committee Convenor;
 - i. distribute minutes to members, staff and Councillors
 - j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 Environment Advisory Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where Environment Advisory Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of an **Environment Advisory** Committee is able to make media or public comment on behalf of the **Environment Advisory** Committee or Council at any time.

10. Training

- 10.1 All members of the **Environment Advisory** Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. **Environment Advisory Committee Representation / Attendance at Forums**

- 11.1 From time to time, the **Environment Advisory** Committee may be approached to supply a representative to another Committee of Council. Where the **Environment Advisory** Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the **Environment Advisory** Committee are ratified by Council and any changes or additions to them must be approved by Council.

Community Membership Application Process

- 1.1 The term of membership coincides with the term of the Council or such other period as resolved by Council. At this time, all positions are declared vacant.
- 1.2 Following the Council election and Council determination of which **Environment Advisory** Committees are to be formed, Council will then implement an Expression of Interest process to recruit members for the **Environment Advisory** Committees and this will be publicised through the following channels for a minimum of two (2) weeks:
 - a. Council's dedicated webpage for **Environment Advisory** Committees (which is to include all relevant documentation, EOI forms, Council Officer contact details, etc);
 - b. Council's website homepage carousel;
 - c. Direct communications with former **Environment Advisory** Committee members;
 - d. Advertising in any available community newspaper reaching residents of the City of Parramatta Local Government Area;
 - e. Social media advertising;
 - f. Advertising across relevant community networks relevant to each Advisory Committee;
 - g. A message through the Lord Mayor's column;
 - h. Any other channel as deemed appropriate by the **Environment Advisory** Committee Convenor.
- 1.3 All applicants for membership must apply using the relevant Expression of Interest form that requires applicants to address the stated criteria for membership. Previous members are entitled to apply for membership using the Expression of Interest form. **Committee membership may be subject to a criminal history check.**
- 1.4 **The Executive Director responsible for the Environment Advisory Committee will determine the Selection Panel comprising three (3) Council Officers to assess Expressions of Interest against the Terms of Reference and stated criteria of the Environment Advisory Committee.**
- 1.5 **In addition, access and equity principles will be applied in the selection of members and the composition of the Environment Advisory Committees will reflect a diversity of views and opinions, variations in length and quality of related experience, age and gender balance.**
- 1.6 The Selection Panel will prepare a report on all applicants detailing:
 - a. any previous membership of City of Parramatta **Environment Advisory** Committee/s;
 - b. whether the applicants meet the selection criteria for the **Environment**

Advisory Committee;

- c. any additional considerations;
- d. panel recommendations for applicants.

- 1.7 Membership applications are to be reported to Council for approval.
- 1.8 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.

Ends



CITY OF PARRAMATTA

Finance Committee Terms of Reference

[Date Committee Established]

1. Purpose of Finance Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of Finance Committee

- 1.2 To provide financial analysis, advice and oversight of Council's budget to ensure that the organisation is operating with the financial resources required to provide agreed programs and services to the community.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The Finance Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The Finance Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the Finance Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the Finance Committee are:
 - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
 - b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the Finance Committee

- 2.5 To review Council's budget and ensure they are consistent with the organisation's objectives and appropriate having regard to Council's funding to enable the approval of the annual budget by Council.
- 2.6 To monitor the monthly financial and operating performance of Council.
- 2.7 To monitor activity performance against prescribed indicators and targets.
- 2.8 To review significant strategic business cases and provide recommendations to Council as appropriate.
- 2.9 To review Council's Quarterly Budget Reviews (QBRs) and half yearly reviews to enable approval by Council.

3. Membership**Duties of Appointed Members**

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the Finance Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the Finance Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the Finance Committee.
- 3.4 To raise issues of concern within the scope and objective of the Finance Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the Finance Committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the Finance Committee and resolved by Council.

- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the Finance Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the Finance Committee in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the Finance Committee.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the Finance Committee. All applications for leave of absence must be recorded in the minutes of a Finance Committee meeting.

Specific Membership Criteria

- 3.19 The Advisory Committee will comprise such members as are appointed by Council from time to time, including:
- a. Five (5) Councillors appointed by the governing body;
 - b. Two (2) Councillor alternates appointed by the governing body;
 - c. The Chief Executive Officer (or their delegate);
 - d. The Chief Finance and Information Officer.

Ex-Officio Members

- 3.20 All Councillors are ex-officio members of the Finance Committee.
- 3.21 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.
- 3.22 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.
- 3.23 Ex-officio members are non-voting positions.

Observers

- 3.24 Non-members of the Finance Committee are able to attend meetings with the permission of the Convenor and Chairperson of the Committee.
- 3.25 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy ChairpersonDuties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- a. To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
 - b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
 - c. To facilitate the discussion of items on the agenda in a timely manner;
 - d. To facilitate the moving of recommendations and voting by Committee members;
 - e. To ensure all Committee members have the opportunity to participate;
 - f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
 - g. To participate in Committee training as organised and offered by the

City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

- 4.2 The Lord Mayor of the day is the Chairperson of the Advisory Committee.
- 4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Advisory Committee member on an annual basis, or for the term of the appointment to the Advisory Committee.
- 4.4 The Advisory Committee will vote annually to determine its Deputy Chairperson.
- 4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the Advisory Committee will nominate a Chairperson for the meeting amongst those in attendance.

Absence of Chairperson/Deputy Chairperson

- 4.6 If the Chairperson and Deputy Chairperson are absent from a meeting, the Finance Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.7 The Finance Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.8 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.9 Sub-groups of the Finance Committee have no executive powers and will be established to provide advisory services only.
- 4.10 Sub-groups are directly responsible and accountable to the Finance Committee for all responsibilities.

Member Vacancies

- 4.11 Where a vacancy occurs:
 - a. Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the Finance Committee; or

- b. After six (6) months from the appointment of members, and more than 12 months from the end of the **Finance** Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.

4.12 Vacancies will not normally be filled within the last 12 months of a **Finance** Committee term.

5. Meetings

Frequency of Meetings

- 5.1 The **Finance** Committee will meet **monthly**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at **Finance** Committee Meetings.

Urgent Business

- 5.4 The **Finance** Committee may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the **Finance** Committee may be called by the Chairperson following a reasonable request from a member of the **Finance** Committee, the Chief Executive Officer, or by resolution of the Council.
- 5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the **Finance** Committee will be initially determined by the number of members appointed to the **Finance** Committee at the time of the formation of a new Committee, and thereafter:
- a. increased by any additional members appointed to the **Finance** Committee (remaining within max membership); or
 - b. reduced by any resignations received from members (remaining within min membership); or

- c. reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.8 The quorum for Finance Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the Finance Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the Committee is held when a quorum is present.
- 5.10 Where there is no quorum, a Finance Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each Committee Member to determine their continuation on the Finance Committee. If required, a fresh Expression of Interest process will be undertaken.
- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of Finance Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of Finance Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.16 Where the Finance Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a

Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The **Finance** Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the Committee and other officers within Council as determined by the Committee's business;
 - finalise Committee minutes;
 - prepare Council reports on specific actions / recommendations from the **Finance** Committee
 - act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the **Finance** Committee and is responsible to:
- Set of meeting dates;
 - communicate meeting dates to members, staff and Councillors;
 - distribute the agenda to members, staff and Councillors;
 - manage RSVPs to meetings;
 - arrange appropriate catering for the meeting;
 - prepare draft minutes;
 - finalise draft minutes within seven (7) days of the meeting;
 - provide draft minutes to the **Finance** Committee Convenor;
 - distribute minutes to members, staff and Councillors
 - facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 **Finance** Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.

- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where **Finance** Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of a **Finance** Committee is able to make media or public comment on behalf of the **Finance** Committee or Council at any time.

10. Training

- 10.1 All members of the **Finance** Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. Finance Committee Representation / Attendance at Forums

- 11.1 From time to time, the **Finance** Committee may be approached to supply a representative to another Committee of Council. Where the **Finance** Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the **Finance** Committee are ratified by Council and any changes or additions to them must be approved by Council.

Ends



CITY OF PARRAMATTA

First Nations Advisory Committee Terms of Reference

[Date Committee Established]

1. Purpose of First Nations Advisory Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of First Nations Advisory Committee

- 1.2 To advise Council on the views, needs and interests of First Nations people and communities in the Parramatta area, within the scope of Council's authority.
- 1.3 To advise Council on matters relating to embedding First Nations considerations into Council business, including appropriate approaches for engagement.
- 1.4 To provide input into City of Parramatta Council's work to promote an increased knowledge and understanding of the wider community of First Nations culture, history, achievements and ongoing challenges.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The First Nations Advisory Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The First Nations Advisory Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the First Nations Advisory Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.

- 2.4 The key responsibilities of the **First Nations Advisory Committee** are:
- a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
 - b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the First Nations Advisory Committee

- 2.5 To provide advice towards and monitor the implementation of relevant Council plans and strategies with respect to the needs, issues and interests of First Nations people and communities.
- 2.6 To provide specialist advice to Council relating to issues impacting First Nations communities and best practice approaches for community engagement.
- 2.7 To support and encourage the cultural competency of Council.
- 2.8 To provide advice on how particular Council projects may identify, reflect, promote and protect First Nations heritage and culture.
- 2.9 To work with Council to develop and promote appropriate commemorations and celebrations of First Nations culture including Sorry Day and NAIDOC Week.
- 2.10 To continually liaise with local First Nations community members, organisations and networks to identify and represent issues affecting those communities.
- 2.11 To report back to community members, organisations and networks on Council's role and responsibilities and its decisions relating to First Nations communities.
- 2.12 To support and work with First Nations and other organisations committed to increasing Reconciliation and respect for First Nations culture and history, past and present.

3. Membership

Duties of Appointed Members

- 3.1 To attend and participate in a compulsory induction workshop which will

include information on the role of the **First Nations Advisory** Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.

- 3.2 To attend and participate in meetings of the **First Nations Advisory** Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the **First Nations Advisory** Committee.
- 3.4 To raise issues of concern within the scope and objective of the **First Nations Advisory** Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the **First Nations Advisory** Committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the **First Nations Advisory** Committee and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the **First Nations Advisory** Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the **First Nations Advisory** Committee in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.

- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the **First Nations Advisory Committee**.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.

- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the **First Nations Advisory Committee**. All applications for leave of absence must be recorded in the minutes of a **First Nations Advisory Committee** meeting.

Membership

- 3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.
- 3.20 Membership of the **First Nations Advisory Committee** is voluntary. Members are entitled to reimbursement for costs associated with travel to and from **First Nations Advisory Committee** meetings, including public transport costs, parking fees and travel vouchers.

Specific Membership Criteria

- 3.21 The Committee will comprise such members as are appointed by Council from time to time,
- a. A minimum of seven (7) and a maximum of thirteen (13) members meeting the following criteria:
 - demonstrate skills and capacity to contribute to the Committee; and
 - live, work, study or have a strong commitment to the City of Parramatta LGA; and

- meet the specific criteria for membership of the Committee.

3.22 Applications for the First Nations Advisory Committee are open to First Nations people who meet one or more of the following criteria:

- a. Reside in the Parramatta Local Government Area;
- b. Work, study or have a specific connection to the Parramatta Local Government Area;
- c. Are members of the Dharug community

3.23 Applications for membership are encouraged from First Nations people from the following subcategories, with a focus on gender diversity and the diversity of the group as a whole:

- a. Young people;
- b. Elders;
- c. Dharug.

Ex-Officio Members

3.24 All Councillors are ex-officio members of the First Nations Advisory Committee.

3.25 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.

3.26 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.

3.27 Ex-officio members are non-voting positions.

Observers

3.28 Non-members of the First Nations Advisory Committee are able to attend meetings with the permission of the Convenor and Chairperson of the First Nations Advisory Committee.

3.29 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

Managing culturally sensitive matters

3.30 Where an issue is identified as culturally sensitive, the First Nations Advisory Committee is able to proceed according to cultural practices (ie with only First Nations people present at the time of discussion). Non-indigenous people will be required to leave the meeting.

3.31 Any decisions arising from discussions held during this time will be relayed

to other attendees when they return to the meeting.]

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
 - To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
 - To facilitate the discussion of items on the agenda in a timely manner;
 - To facilitate the moving of recommendations and voting by Committee members;
 - To ensure all Committee members have the opportunity to participate;
 - To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
 - To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

4.2 The First Nations Advisory Committee votes annually to determine its Chairperson and Deputy Chairperson, with the election taking place at the first meeting in each calendar year.

4.3 The Chairperson cannot be appointed as Chair for more than two (2) years.

Absence of Chairperson/Deputy Chairperson

- 4.4 If the Chairperson and Deputy Chairperson are absent from a meeting, the First Nations Advisory Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.5 The First Nations Advisory Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.6 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.7 Sub-groups of the First Nations Advisory Committee have no executive powers and will be established to provide advisory services only.

- 4.8 Sub-groups are directly responsible and accountable to the **First Nations Advisory** Committee for all responsibilities.

Member Vacancies

- 4.9 Where a vacancy occurs:
- Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the **First Nations Advisory** Committee; or
 - After six (6) months from the appointment of members, and more than 12 months from the end of the **First Nations Advisory** Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.
- 4.10 Vacancies will not normally be filled within the last 12 months of a **First Nations Advisory** Committee term.

5. Meetings

Frequency of Meetings

- 5.1 The **First Nations Advisory** Committee will meet **bi-monthly**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at **First Nations Advisory** Committee Meetings.
- 5.4 **As practicable, up to two (2) meetings annually will be scheduled at various community locations across the Parramatta Local Government Area.**

Urgent Business

- 5.5 The **First Nations Advisory** Committee may be required to consider urgent business outside of the regular meeting cycle.
- 5.6 A special meeting of the **First Nations Advisory** Committee may be called by the Chairperson following a reasonable request from a member of the **First Nations Advisory** Committee, the Chief Executive Officer, or by resolution of the Council.

- 5.7 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.8 The 'voting membership' of the **First Nations Advisory** Committee will be initially determined by the number of members appointed to the **First Nations Advisory** Committee at the time of the formation of a new Committee, and thereafter:
- increased by any additional members appointed to the **First Nations Advisory** Committee (remaining within max membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.9 The quorum for **First Nations Advisory** Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.10 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the **First Nations Advisory** Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the **First Nations Advisory** Committee is held when a quorum is present.
- 5.11 Where there is no quorum, a **First Nations Advisory** Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.12 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.13 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each **First Nations Advisory** Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.

- 5.14 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.15 The minutes of **First Nations Advisory** Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.16 Minutes of **First Nations Advisory** Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.17 Where the **First Nations Advisory** Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The **First Nations Advisory** Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the **First Nations Advisory** Committee and other officers within Council as determined by the **First Nations Advisory** Committee's business;
 - finalise **First Nations Advisory** Committee minutes;
 - prepare Council reports on specific actions / recommendations from the **First Nations Advisory** Committee
 - act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's **[Name of Business Unit]** Team provides secretariat support to the **First Nations Advisory** Committee and is responsible to:
- Set of meeting dates;
 - communicate meeting dates to members, staff and Councillors;
 - distribute the agenda to members, staff and Councillors;
 - manage RSVPs to meetings;

- e. arrange appropriate catering for the meeting;
- f. prepare draft minutes;
- g. finalise draft minutes within seven (7) days of the meeting;
- h. provide draft minutes to the **First Nations Advisory** Committee Convenor;
- i. distribute minutes to members, staff and Councillors
- j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 **First Nations Advisory** Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where **First Nations Advisory** Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of an **First Nations Advisory** Committee is able to make media or public comment on behalf of the **First Nations Advisory** Committee or Council at any time.

10. Training

- 10.1 All members of the **First Nations Advisory** Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable

them to fulfil their duties.

11. First Nations Advisory Committee Representation / Attendance at Forums

- 11.1 From time to time, the First Nations Advisory Committee may be approached to supply a representative to another Committee of Council. Where the First Nations Advisory Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the First Nations Advisory Committee are ratified by Council and any changes or additions to them must be approved by Council.

13. Annual NSW Local Government Aboriginal Network Conference

- 13.1 Consistent with Department of Local Government programs for the encouragement of First Nations people to stand for Local Government, Council allocates funding within the Social and Community Services budget for attendance by Members of the First Nations Advisory Committee at future Local Government Aboriginal Network Conferences as follows:
- a. Funds are allocated annually to the Committee, who shall elect two (2) First Nations representatives of that Committee to attend one (1) conference per year; and
 - b. The Committee direct these funds to defray costs towards registration, travelling costs and accommodation at those conferences.

14. Dissemination of Information to the Community

- 14.1 Minutes of meetings will be sent to Gandangara Local Aboriginal Land Council (LALC), Deerubbin LALC, Metropolitan LALC and the NSW Aboriginal Land Council.]

Community Membership Application Process

- 1.1 The term of membership coincides with the term of the Council or such other period as resolved by Council. At this time, all positions are declared vacant.
- 1.2 Following the Council election and Council determination of which **First Nations Advisory** Committees are to be formed, Council will then implement an Expression of Interest process to recruit members for the **First Nations Advisory** Committees and this will be publicised through the following channels for a minimum of two (2) weeks:
 - a. Council's dedicated webpage for **First Nations Advisory** Committees (which is to include all relevant documentation, EOI forms, Council Officer contact details, etc);
 - b. Council's website homepage carousel;
 - c. Direct communications with former **First Nations Advisory** Committee members;
 - d. Advertising in any available community newspaper reaching residents of the City of Parramatta Local Government Area;
 - e. Social media advertising;
 - f. Advertising across relevant community networks relevant to each Advisory Committee;
 - g. A message through the Lord Mayor's column;
 - h. Any other channel as deemed appropriate by the **First Nations Advisory** Committee Convenor.
- 1.3 All applicants for membership must apply using the relevant Expression of Interest form that requires applicants to address the stated criteria for membership. Previous members are entitled to apply for membership using the Expression of Interest form. **Optional (as required): Committee membership may be subject to a criminal history check.**
- 1.4 **A Selection Panel will be established to assess membership applications, and comprise the following:**
 - a. **Two (2) First Nations people;**
 - b. **The Committee Convenor;**
 - c. **An independent external First Nations person;**
 - d. **A Councillor Officer.**
- 1.5 **In addition, access and equity principles will be applied in the selection of members and the composition of the First Nations Advisory Committee will reflect a diversity of views and opinions, variations in length and quality of related experience, age and gender balance.]**
- 1.6 The Selection Panel will prepare a report on all applicants detailing:
 - a. any previous membership of City of Parramatta **First Nations Advisory**

Committee/s;

- b. whether the applicants meet the selection criteria for the **First Nations Advisory** Committee;
- c. any additional considerations;
- d. panel recommendations for applicants.

1.7 Membership applications are to be reported to Council for approval.

1.8 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.

Ends



CITY OF PARRAMATTA

Floodplain Risk Management Committee **Terms of Reference**

[Date Committee Established]

1. Purpose of Floodplain Risk Management Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of Floodplain Risk Management Committee

- 1.2 To provide and advise Council on strategic matters relating to all types of flooding across the Local Government Area.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The Floodplain Risk Management Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The Floodplain Risk Management Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the Floodplain Risk Management Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the Floodplain Risk Management Committee are:
 - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
 - b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the Floodplain Risk Management Committee

- 2.5 To provide and advise Council on strategic matters relating to all types of flooding across the Local Government Area.

3. Membership

Duties of Appointed Members

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the Floodplain Risk Management Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the Floodplain Risk Management Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the Floodplain Risk Management Committee.
- 3.4 To raise issues of concern within the scope and objective of the Floodplain Risk Management Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the Floodplain Risk Management Committee and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the Floodplain Risk Management Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the Floodplain Risk Management Committee in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the Floodplain Risk Management Committee.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the Floodplain Risk Management Committee. All applications for leave of absence must be recorded in the minutes of a Floodplain Risk Management Committee meeting.

Membership

- 3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.
- 3.20 Membership of the Floodplain Risk Management Committee is voluntary. Members are entitled to reimbursement for costs associated with travel to

and from Floodplain Risk Management Committee meetings, including public transport costs, parking fees and travel vouchers.

Specific Membership Criteria

- 3.21 The Committee will comprise such members as are appointed by Council from time to time, including:
- Up to two (2) current serving Councillors as nominated by Council as its representative on the Committee;
 - Up to five (5) community representatives, preferably with at least one person from across each of the five (5) wards
 - Up to three (3) representatives of business associations or private businesses located in the LGA
 - Up to five (5) representatives from relevant State Government Departments such as the SES, Office of Environment and Heritage
 - Council staff from relevant Departments (eg, Catchment Management, City Strategy, etc.

Ex-Officio Members

- 3.22 All Councillors are ex-officio members of the Floodplain Risk Management Committee.
- 3.23 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.
- 3.24 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.
- 3.25 Ex-officio members are non-voting positions.

Observers

- 3.26 Non-members of the Floodplain Risk Management Committee are able to attend meetings with the permission of the Convenor and Chairperson of the Floodplain Risk Management Committee.
- 3.27 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- To chair meetings according to Council's Code of Conduct, the Terms

- of Reference and Guidelines, and meeting agendas;
- b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
 - c. To facilitate the discussion of items on the agenda in a timely manner;
 - d. To facilitate the moving of recommendations and voting by Committee members;
 - e. To ensure all Committee members have the opportunity to participate;
 - f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
 - g. To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

- 4.2 The Lord Mayor of the day is the Chairperson of the Advisory Committee.
- 4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Advisory Committee member on an annual basis, or for the term of the appointment to the Advisory Committee.
- 4.4 The Advisory Committee will vote annually to determine its Deputy Chairperson.
- 4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the Advisory Committee will nominate a Chairperson for the meeting amongst those in attendance.

Absence of Chairperson/Deputy Chairperson

- 4.6 If the Chairperson and Deputy Chairperson are absent from a meeting, the Floodplain Risk Management Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.7 The Floodplain Risk Management Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.8 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.9 Sub-groups of the Floodplain Risk Management Committee have no executive powers and will be established to provide advisory services only.

- 4.10 Sub-groups are directly responsible and accountable to the Floodplain Risk Management Committee for all responsibilities.

Member Vacancies

- 4.11 Where a vacancy occurs:
- Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the Floodplain Risk Management Committee; or
 - After six (6) months from the appointment of members, and more than 12 months from the end of the Floodplain Risk Management Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.
- 4.12 Vacancies will not normally be filled within the last 12 months of a Floodplain Risk Management Committee term.

5. Meetings

Frequency of Meetings

- 5.1 The Floodplain Risk Management Committee will meet **as required**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at Floodplain Risk Management Committee Meetings.

Urgent Business

- 5.4 The Floodplain Risk Management Committee may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the Floodplain Risk Management Committee may be called by the Chairperson following a reasonable request from a member of the Floodplain Risk Management Committee, the Chief Executive Officer, or by resolution of the Council.
- 5.6 If a meeting is unable to be called, the business may be considered via

alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the Floodplain Risk Management Committee will be initially determined by the number of members appointed to the Floodplain Risk Management Committee at the time of the formation of a new Committee, and thereafter:
- increased by any additional members appointed to the Floodplain Risk Management Committee (remaining within max membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been declared vacant.
- 5.8 For Committees with State and Federal Government Department representation, Government representatives and Council Officers are "non-voting" members. All other members are "voting" members.

Quorum

- 5.9 The quorum for Floodplain Risk Management Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.10 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the Floodplain Risk Management Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the Floodplain Risk Management Committee is held when a quorum is present.
- 5.11 Where there is no quorum, a Floodplain Risk Management Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.12 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.13 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each Floodplain Risk Management

Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.

- 5.14 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.15 The minutes of Floodplain Risk Management Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.16 Minutes of Floodplain Risk Management Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.17 Where the Floodplain Risk Management Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The Floodplain Risk Management Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the Floodplain Risk Management Committee and other officers within Council as determined by the Committee's business;
 - finalise Committee minutes;
 - prepare Council reports on specific actions / recommendations from the Committee
 - act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the Floodplain Risk Management Committee and is responsible to:
- Set of meeting dates;

- b. communicate meeting dates to members, staff and Councillors;
- c. distribute the agenda to members, staff and Councillors;
- d. manage RSVPs to meetings;
- e. arrange appropriate catering for the meeting;
- f. prepare draft minutes;
- g. finalise draft minutes within seven (7) days of the meeting;
- h. provide draft minutes to the Floodplain Risk Management Committee Convenor;
- i. distribute minutes to members, staff and Councillors
- j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 Floodplain Risk Management Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where Floodplain Risk Management Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of the Floodplain Risk Management Committee is able to make media or public comment on behalf of the Floodplain Risk Management Committee or Council at any time.

10. Training

- 10.1 All members of the Floodplain Risk Management Committee are required to

attend an Induction Workshop.

- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. Floodplain Risk Management Committee Representation / Attendance at Forums

- 11.1 From time to time, the Floodplain Risk Management Committee may be approached to supply a representative to another Committee of Council. Where the Floodplain Risk Management Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the Floodplain Risk Management Committee are ratified by Council and any changes or additions to them must be approved by Council.

Community Membership Application Process

- 1.1 The term of membership coincides with the term of the Council or such other period as resolved by Council. At this time, all positions are declared vacant.
- 1.2 Following the Council election and Council determination of which Floodplain Risk Management Committees are to be formed, Council will then implement an Expression of Interest process to recruit members for the Floodplain Risk Management Committees and this will be publicised through the following channels for a minimum of two (2) weeks:
 - a. Council's dedicated webpage for Floodplain Risk Management Committees (which is to include all relevant documentation, EOI forms, Council Officer contact details, etc);
 - b. Council's website homepage carousel;
 - c. Direct communications with former Floodplain Risk Management Committee members;
 - d. Advertising in any available community newspaper reaching residents of the City of Parramatta Local Government Area;
 - e. Social media advertising;
 - f. Advertising across relevant community networks relevant to each Advisory Committee;
 - g. A message through the Lord Mayor's column;
 - h. Any other channel as deemed appropriate by the Floodplain Risk Management Committee Convenor.
- 1.3 All applicants for membership must apply using the relevant Expression of Interest form that requires applicants to address the stated criteria for membership. Previous members are entitled to apply for membership using the Expression of Interest form. Optional (as required): Committee membership may be subject to a criminal history check.
- 1.4 The Executive Director responsible for the Floodplain Risk Management Committee will determine the Selection Panel comprising three (3) Council Officers to assess Expressions of Interest against the Terms of Reference and stated criteria of the Floodplain Risk Management Committee.
- 1.5 In addition, access and equity principles will be applied in the selection of members and the composition of the Floodplain Risk Management Committees will reflect a diversity of views and opinions, variations in length and quality of related experience, age and gender balance.]
- 1.6 The Selection Panel will prepare a report on all applicants detailing:
 - a. any previous membership of City of Parramatta Committee/s;
 - b. whether the applicants meet the selection criteria for the Floodplain Risk Management Committee;

- c. any additional considerations;
- d. panel recommendations for applicants.

- 1.7 Membership applications are to be reported to Council for approval.
- 1.8 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.

Ends



CITY OF PARRAMATTA

Grants Committee Terms of Reference

[Date Committee Established]

1. Purpose of Grants Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of Grants Committee

- 1.2 To assist Council in the design of grant programs and assess grants applications in accordance with Council's Grants and Donations Policy, procedures and guidelines.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The Grants Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The Grants Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the Grants Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the Grants Committee are:
 - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
 - b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the Grants Committee

- 2.5 To provide advice and guidance on the design of grant programs.
- 2.6 To receive the outcomes of assessment processes of major grants programs and provide recommendations for the consideration of Council, consistent with the roles and responsibilities described within the Grants and Donations Policy, Grants and Donations Procedures and Grant Program Guidelines.

3. Membership**Duties of Appointed Members**

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the Grants Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the Grants Committee.
- 3.4 To raise issues of concern within the scope and objective of the Grants Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the Grants Committee and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the Grants Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.

- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the Grants Committee in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the Committee.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the Committee. All applications for leave of absence must be recorded in the minutes of a Committee meeting.

Membership

- 3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.

- 3.20 Membership of the Grants Committee is voluntary. Members are entitled to reimbursement for costs associated with travel to and from Grant Committee meetings, including public transport costs, parking fees and travel vouchers.

Specific Membership Criteria

- 3.21 The Committee will comprise such members as are appointed by Council from time to time, including:
- a. Up to five (5) current serving Councillors as nominated by Council as its representative on the Committee;
 - b. The Executive Director of Community Services (or their delegate).

Ex-Officio Members

- 3.22 All Councillors are ex-officio members of the Grants Committee.
- 3.23 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.
- 3.24 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.
- 3.25 Ex-officio members are non-voting positions.

Observers

- 3.26 Non-members of the Grants Committee are able to attend meetings with the permission of the Convenor and Chairperson of the Grants Committee.
- 3.27 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- a. To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
 - b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
 - c. To facilitate the discussion of items on the agenda in a timely manner;
 - d. To facilitate the moving of recommendations and voting by Committee members;
 - e. To ensure all Committee members have the opportunity to participate;

- f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
- g. To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

- 4.2 The Lord Mayor of the day is the Chairperson of the Advisory Committee.
- 4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Advisory Committee member on an annual basis, or for the term of the appointment to the Advisory Committee.
- 4.4 The Advisory Committee will vote annually to determine its Deputy Chairperson.
- 4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the Advisory Committee will nominate a Chairperson for the meeting amongst those in attendance.

Absence of Chairperson/Deputy Chairperson

- 4.6 If the Chairperson and Deputy Chairperson are absent from a meeting, the Grants Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.7 The Grants Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.8 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.9 Sub-groups of the Grants Committee have no executive powers and will be established to provide advisory services only.
- 4.10 Sub-groups are directly responsible and accountable to the Grants Committee for all responsibilities.

Member Vacancies

- 4.11 Where a vacancy occurs:

- a. Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the Grants Committee; or
- b. After six (6) months from the appointment of members, and more than 12 months from the end of the Grants Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.

4.12 Vacancies will not normally be filled within the last 12 months of a Grants Committee term.

5. Meetings

Frequency of Meetings

5.1 The Grants Committee will meet **as required**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

5.2 Meetings will be held in Council offices.

5.3 Provisions will be made for remote attendance at Grants Committee Meetings.

Urgent Business

5.4 The Grants Committee may be required to consider urgent business outside of the regular meeting cycle.

5.5 A special meeting of the Grants Committee may be called by the Chairperson following a reasonable request from a member of the Grants Committee, the Chief Executive Officer, or by resolution of the Council.

5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

5.7 The 'voting membership' of the Committee will be initially determined by the number of members appointed to the Committee at the time of the formation of a new Committee, and thereafter:

- a. increased by any additional members appointed to the Committee (remaining within max membership); or

- b. reduced by any resignations received from members (remaining within min membership); or
- c. reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.8 The quorum for Grants Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the Grants Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the Grants Committee is held when a quorum is present.
- 5.10 Where there is no quorum, a Grants Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each Grants Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.
- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of Grants Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of Grants Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.

- 5.16 Where the **Grants** Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The **Grants** Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the **Grants** Committee and other officers within Council as determined by the **Grants** Committee's business;
 - finalise Committee minutes;
 - prepare Council reports on specific actions / recommendations from the **Grants** Committee
 - act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the **Grants** Committee and is responsible to:
- Set of meeting dates;
 - communicate meeting dates to members, staff and Councillors;
 - distribute the agenda to members, staff and Councillors;
 - manage RSVPs to meetings;
 - arrange appropriate catering for the meeting;
 - prepare draft minutes;
 - finalise draft minutes within seven (7) days of the meeting;
 - provide draft minutes to the **Grants** Committee Convenor;
 - distribute minutes to members, staff and Councillors
 - facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 **Grants** Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form

and recorded in the minutes of the meeting.

- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where **Grants** Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of a **Grants** Committee is able to make media or public comment on behalf of the **Grants** Committee or Council at any time.

10. Training

- 10.1 All members of the **Grants** Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. Grants Committee Representation / Attendance at Forums

- 11.1 From time to time, the **Grants** Committee may be approached to supply a representative to another Committee of Council. Where the **Grants** Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the **Grants** Committee are ratified by Council and

any changes or additions to them must be approved by Council.

Ends



CITY OF PARRAMATTA

Heritage Advisory Committee Terms of Reference

[Date Committee Established]

1. Purpose of Heritage Advisory Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of Heritage Advisory Committee

- 1.2 To assist Council to develop policies and strategies in relation to the management of heritage in Parramatta within the parameters of Council's authority and responsibilities.
- 1.3 To assist Council in the allocation of Heritage Assistance Grants.
- 1.4 To advise Council on a range of heritage-related matters which are of interest to the Community.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The Heritage Advisory Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The Heritage Advisory Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the Heritage Advisory Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the Heritage Advisory Committee are:
 - a. To represent the views, interests and/or identified issues that affect the

- communities within the Parramatta local government area within the scope of Council's authority;
- b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the Heritage Advisory Committee

- 2.5 To assist Council to develop policies and strategies in relation to the management of heritage in Parramatta within the parameters of Council's authority and responsibilities.
- 2.6 To assist Council in the allocation of Heritage Assistance Grants.
- 2.7 To advise Council on a range of heritage-related matters which are of interest to the Community.

3. Membership

Duties of Appointed Members

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the Heritage Advisory Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the Heritage Advisory Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the Heritage Advisory Committee.
- 3.4 To raise issues of concern within the scope and objective of the Heritage Advisory Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the Heritage Advisory Committee and resolved by Council.

- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the **Heritage Advisory** Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the **Heritage Advisory** Committee in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the **Heritage Advisory** Committee.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the **Heritage Advisory** Committee. All applications for leave of absence must be recorded in the minutes of a **Heritage Advisory** Committee meeting.

Membership

- 3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.
- 3.20 Membership of the **Heritage Advisory** Committee is voluntary. Members are entitled to reimbursement for costs associated with travel to and from **Heritage Advisory** Committee meetings, including public transport costs, parking fees and travel vouchers.

Specific Membership Criteria

- 3.21 The Committee will comprise such members as are appointed by Council from time to time, including:
- a. A minimum of eight (8) and a maximum of fourteen (14) members meeting the following criteria:
 - demonstrate skills and capacity to contribute to the Committee; and
 - live, work, study or have a strong commitment to the City of Parramatta LGA; and
 - be an employee or member of an organisation whose primary function relates to the preservation of heritage.
- 3.22 Applicants for the Heritage Advisory Committee must have a proven commitment, sensitivity, and understanding of issues relating to heritage issues in the City of Parramatta LGA.

Ex-Officio Members

- 3.23 All Councillors are ex-officio members of the **Heritage Advisory** Committee.
- 3.24 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.
- 3.25 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.
- 3.26 Ex-officio members are non-voting positions.

Observers

- 3.27 Non-members of the **Heritage Advisory** Committee are able to attend meetings with the permission of the Convenor and Chairperson of the **Heritage Advisory** Committee.

- 3.28 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- a. To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
 - b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
 - c. To facilitate the discussion of items on the agenda in a timely manner;
 - d. To facilitate the moving of recommendations and voting by Committee members;
 - e. To ensure all Committee members have the opportunity to participate;
 - f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
 - g. To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

- 4.2 The Heritage Advisory Committee votes annually to determine its Chairperson and Deputy Chairperson, with the election taking place at the first meeting in each calendar year.

- 4.3 The Chairperson cannot be appointed as Chair for more than two (2) years.

Absence of Chairperson/Deputy Chairperson

- 4.4 If the Chairperson and Deputy Chairperson are absent from a meeting, the Heritage Advisory Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.5 The Heritage Advisory Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.6 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.

- 4.7 Sub-groups of the **Heritage Advisory** Committee have no executive powers and will be established to provide advisory services only.
- 4.8 Sub-groups are directly responsible and accountable to the **Heritage Advisory** Committee for all responsibilities.

Member Vacancies

- 4.9 Where a vacancy occurs:
 - a. Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the **Heritage Advisory** Committee; or
 - b. After six (6) months from the appointment of members, and more than 12 months from the end of the **Heritage Advisory** Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.
- 4.10 Vacancies will not normally be filled within the last 12 months of a **Heritage Advisory** Committee term.

5. Meetings

Frequency of Meetings

- 5.1 The **Heritage Advisory** Committee will meet **bi-monthly**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at **Heritage Advisory** Committee Meetings.

Urgent Business

- 5.4 The **Heritage Advisory** Committee may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the **Heritage Advisory** Committee may be called by the Chairperson following a reasonable request from a member of the **Heritage Advisory** Committee, the Chief Executive Officer, or by resolution of the Council.

- 5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the Heritage Advisory Committee will be initially determined by the number of members appointed to the Heritage Advisory Committee at the time of the formation of a new Committee, and thereafter:
- increased by any additional members appointed to the Heritage Advisory Committee (remaining within max membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.8 The quorum for Heritage Advisory Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the Heritage Advisory Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the Heritage Advisory Committee is held when a quorum is present.
- 5.10 Where there is no quorum, an Heritage Advisory Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each Heritage Advisory Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.

- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of **Heritage Advisory** Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of **Heritage Advisory** Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.16 Where the **Heritage Advisory** Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The **Heritage Advisory** Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the **Heritage Advisory** Committee and other officers within Council as determined by the **Heritage Advisory** Committee's business;
 - finalise **Heritage Advisory** Committee minutes;
 - prepare Council reports on specific actions / recommendations from the **Heritage Advisory** Committee
 - act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the **Heritage Advisory** Committee and is responsible to:
- Set of meeting dates;
 - communicate meeting dates to members, staff and Councillors;
 - distribute the agenda to members, staff and Councillors;
 - manage RSVPs to meetings;

- e. arrange appropriate catering for the meeting;
- f. prepare draft minutes;
- g. finalise draft minutes within seven (7) days of the meeting;
- h. provide draft minutes to the Heritage Advisory Committee Convenor;
- i. distribute minutes to members, staff and Councillors
- j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 Heritage Advisory Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where Heritage Advisory Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of a Heritage Advisory Committee is able to make media or public comment on behalf of the Heritage Advisory Committee or Council at any time.

10. Training

- 10.1 All members of the Heritage Advisory Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. Heritage Advisory Committee Representation / Attendance at Forums

- 11.1 From time to time, the Heritage Advisory Committee may be approached to supply a representative to another Committee of Council. Where the Heritage Advisory Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the Heritage Advisory Committee are ratified by Council and any changes or additions to them must be approved by Council.

Ends

Community Membership Application Process

- 1.1 The term of membership coincides with the term of the Council or such other period as resolved by Council. At this time, all positions are declared vacant.
- 1.2 Following the Council election and Council determination of which **Heritage Advisory** Committees are to be formed, Council will then implement an Expression of Interest process to recruit members for the **Heritage Advisory** Committees and this will be publicised through the following channels for a minimum of two (2) weeks:
 - a. Council's dedicated webpage for **Heritage Advisory** Committees (which is to include all relevant documentation, EOI forms, Council Officer contact details, etc);
 - b. Council's website homepage carousel;
 - c. Direct communications with former **Heritage Advisory** Committee members;
 - d. Advertising in any available community newspaper reaching residents of the City of Parramatta Local Government Area;
 - e. Social media advertising;
 - f. Advertising across relevant community networks relevant to each Advisory Committee;
 - g. A message through the Lord Mayor's column;
 - h. Any other channel as deemed appropriate by the **Heritage Advisory** Committee Convenor.
- 1.3 All applicants for membership must apply using the relevant Expression of Interest form that requires applicants to address the stated criteria for membership. Previous members are entitled to apply for membership using the Expression of Interest form. **Optional (as required): Committee membership may be subject to a criminal history check.**
- 1.4 **The Executive Director responsible for the Heritage Advisory Committee will determine the Selection Panel comprising three (3) Council Officers to assess Expressions of Interest against the Terms of Reference and stated criteria of the Heritage Advisory Committee.**
- 1.5 **In addition, access and equity principles will be applied in the selection of members and the composition of the Heritage Advisory Committees will reflect a diversity of views and opinions, variations in length and quality of related experience, age and gender balance.]**
- 1.6 The Selection Panel will prepare a report on all applicants detailing:
 - a. any previous membership of City of Parramatta **Heritage Advisory** Committee/s;
 - b. whether the applicants meet the selection criteria for the **Heritage**

Advisory Committee;

- c. any additional considerations;
- d. panel recommendations for applicants.

- 1.7 Membership applications are to be reported to Council for approval.
- 1.8 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.

Ends



CITY OF PARRAMATTA

Parramatta Light Rail (PLR) Stage 2 Advisory Committee Terms of Reference

[Date Committee Established]

1. Purpose of PLR Stage 2 Advisory Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of PLR Stage 2 Advisory Committee

- 1.2 To provide advice, input, advocacy, and feedback to Council on the design and construction of the Parramatta Light Rail Project Stage 2 and supporting infrastructure within the Parramatta Local Government Area.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The PLR Stage 2 Advisory Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The PLR Stage 2 Advisory Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the PLR Stage 2 Advisory Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the PLR Stage 2 Advisory Committee are:
 - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
 - b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the PLR Stage 2 Advisory Committee

- 2.5 To receive updates from relevant staff and to be actively aware of the status of the Parramatta Light Rail Project Stage 2 and any issues arising.
- 2.6 To advise Council on the views, needs and interests of community members and businesses impacted by the Parramatta Light Rail Project Stage 2 within the Parramatta Local Government Area.
- 2.7 To advocate to Council on the Parramatta Light Rail Project Stage 2 being undertaken by the NSW Government.
- 2.8 To advocate to Council on the construction of supporting infrastructure relating to the Parramatta Light Rail Project Stage 2, including the construction of the bridge from Melrose Park to Wentworth Point.
- 2.9 To provide a forum for community members and businesses to raise and address impacts resulting from the design and construction of the Parramatta Light Rail Project Stage 2.
- 2.10 The PLR Stage 2 Advisory Committee is to remain separate and distinct from any business or reference group created by TfNSW for the purpose of advising TfNSW and their contractors. Such group will be established by TfNSW at a relevant time.

3. Membership**Duties of Appointed Members**

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the PLR Stage 2 Advisory Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the PLR Stage 2 Advisory Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the PLR Stage 2 Advisory Committee.
- 3.4 To raise issues of concern within the scope and objective of the PLR Stage 2 Advisory Committee.

- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the **PLR Stage 2 Advisory Committee** and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the **PLR Stage 2 Advisory Committee**.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the **PLR Stage 2 Advisory Committee** in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the **PLR Stage 2 Advisory Committee**.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of

the vacancy must be recorded in the minutes of that meeting.

3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the **PLR Stage 2 Advisory** Committee. All applications for leave of absence must be recorded in the minutes of a **PLR Stage 2 Advisory** Committee meeting.

Membership

3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.

3.20 Membership of the **PLR Stage 2 Advisory** Committee is voluntary. Members are entitled to reimbursement for costs associated with travel to and from **PLR Stage 2 Advisory** Committee meetings, including public transport costs, parking fees and travel vouchers.

Specific Membership Criteria

3.21 The **PLR Stage 2 Advisory Committee** will comprise such members as are appointed by Council from time to time, including:

- a. Three (3) Councillors appointed by the governing body
- b. One (1) Councillor alternate appointed by the governing body
- c. The Chief Executive Officer (or their delegate)
- d. Up to ten (10) community representatives.

Ex-Officio Members

3.22 All Councillors are ex-officio members of the **PLR Stage 2 Advisory** Committee.

3.23 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.

3.24 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.

3.25 Ex-officio members are non-voting positions.

Observers

- 3.26 Non-members of the **PLR Stage 2 Advisory** Committee are able to attend meetings with the permission of the Convenor and Chairperson of the **PLR Stage 2 Advisory** Committee.
- 3.27 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
 - To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
 - To facilitate the discussion of items on the agenda in a timely manner;
 - To facilitate the moving of recommendations and voting by Committee members;
 - To ensure all Committee members have the opportunity to participate;
 - To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
 - To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

- 4.2 The Lord Mayor of the day is the Chairperson of the **PLR Stage 2 Advisory Committee**.
- 4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Advisory Committee member on an annual basis, or for the term of the appointment to the Advisory Committee.
- 4.4 The **PLR Stage 2 Advisory Committee** will vote annually to determine its Deputy Chairperson.
- 4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the Advisory Committee will nominate a Chairperson for the meeting amongst those in attendance.

Absence of Chairperson/Deputy Chairperson

- 4.6 If the Chairperson and Deputy Chairperson are absent from a meeting, the **PLR Stage 2 Advisory** Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.7 The **PLR Stage 2 Advisory** Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.8 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.9 Sub-groups of the **PLR Stage 2 Advisory** Committee have no executive powers and will be established to provide advisory services only.
- 4.10 Sub-groups are directly responsible and accountable to the **PLR Stage 2 Advisory** Committee for all responsibilities.

Member Vacancies

- 4.11 Where a vacancy occurs:
- Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the **PLR Stage 2 Advisory** Committee; or
 - After six (6) months from the appointment of members, and more than 12 months from the end of the **PLR Stage 2 Advisory** Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.
- 4.12 Vacancies will not normally be filled within the last 12 months of a **PLR Stage 2 Advisory** Committee term.

5. Meetings

Frequency of Meetings

- 5.1 The **PLR Stage 2 Advisory** Committee will meet **quarterly**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

5.2 Meetings will be held in Council offices.

5.3 Provisions will be made for remote attendance at PLR Stage 2 Advisory Committee Meetings.

Urgent Business

5.4 The PLR Stage 2 Advisory Committee may be required to consider urgent business outside of the regular meeting cycle.

5.5 A special meeting of the PLR Stage 2 Advisory Committee may be called by the Chairperson following a reasonable request from a member of the PLR Stage 2 Advisory Committee, the Chief Executive Officer, or by resolution of the Council.

5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the PLR Stage 2 Advisory Committee will be initially determined by the number of members appointed to the PLR Stage 2 Advisory Committee at the time of the formation of a new Committee, and thereafter:
- increased by any additional members appointed to the PLR Stage 2 Advisory Committee (remaining within max membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

5.8 The quorum for PLR Stage 2 Advisory Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.

5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the PLR Stage 2 Advisory Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the PLR Stage 2 Advisory Committee is held when a quorum is present.

- 5.10 Where there is no quorum, an **PLR Stage 2 Advisory** Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each **PLR Stage 2 Advisory** Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.
- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of **PLR Stage 2 Advisory** Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of **PLR Stage 2 Advisory** Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.16 Where the **PLR Stage 2 Advisory** Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The **PLR Stage 2 Advisory** Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;

- d. liaise between the **PLR Stage 2 Advisory** Committee and other officers within Council as determined by the **PLR Stage 2 Advisory** Committee's business;
- e. finalise **PLR Stage 2 Advisory** Committee minutes;
- f. prepare Council reports on specific actions / recommendations from the **PLR Stage 2 Advisory** Committee
- g. act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the **PLR Stage 2 Advisory** Committee and is responsible to:
- a. Set of meeting dates;
 - b. communicate meeting dates to members, staff and Councillors;
 - c. distribute the agenda to members, staff and Councillors;
 - d. manage RSVPs to meetings;
 - e. arrange appropriate catering for the meeting;
 - f. prepare draft minutes;
 - g. finalise draft minutes within seven (7) days of the meeting;
 - h. provide draft minutes to the **PLR Stage 2 Advisory** Committee Convenor;
 - i. distribute minutes to members, staff and Councillors
 - j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 **PLR Stage 2 Advisory** Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where **PLR Stage 2 Advisory** Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.
- 8.2 **Members will be required to sign a confidentiality agreement, as required by TfNSW.**

- 8.3 With the exception of the Lord Mayor, Councillors who are members of the PLR Stage 2 Committee cannot speak to the media about PLR Stage 2 Advisory Committee matters. Media matters are required to go through the Lord Mayor and Council's media unit.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of an PLR Stage 2 Advisory Committee is able to make media or public comment on behalf of the PLR Stage 2 Advisory Committee or Council at any time.

10. Training

- 10.1 All members of the PLR Stage 2 Advisory Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. PLR Stage 2 Advisory Committee Representation / Attendance at Forums

- 11.1 From time to time, the PLR Stage 2 Advisory Committee may be approached to supply a representative to another Committee of Council. Where the PLR Stage 2 Advisory Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the PLR Stage 2 Advisory Committee are ratified by Council and any changes or additions to them must be approved by Council.

Community Membership Application Process

- 1.1 The term of membership coincides with the term of the Council or such

other period as resolved by Council. At this time, all positions are declared vacant.

- 1.2 Following the Council election and Council determination of which **Advisory Committees** are to be formed, Council will then implement an Expression of Interest process to recruit members for the **PLR Stage 2 Advisory Committees** and this will be publicised through the following channels for a minimum of two (2) weeks:
 - a. Council's dedicated webpage for **PLR Stage 2 Advisory Committees** (which is to include all relevant documentation, EOI forms, Council Officer contact details, etc);
 - b. Council's website homepage carousel;
 - c. Direct communications with former **PLR Stage 2 Advisory Committee** members;
 - d. Advertising in any available community newspaper reaching residents of the City of Parramatta Local Government Area;
 - e. Social media advertising;
 - f. Advertising across relevant community networks relevant to each **Advisory Committee**;
 - g. A message through the Lord Mayor's column;
 - h. Any other channel as deemed appropriate by the **PLR Stage 2 Advisory Committee Convenor**.
- 1.3 All applicants for membership must apply using the relevant Expression of Interest form that requires applicants to address the stated criteria for membership. Previous members are entitled to apply for membership using the Expression of Interest form. **Committee membership may be subject to a criminal history check.**
- 1.4 **The Executive Director responsible for the PLR Stage 2 Advisory Committee will determine the Selection Panel comprising three (3) Council Officers to assess Expressions of Interest against the Terms of Reference and stated criteria of the PLR Stage 2 Advisory Committee.**
- 1.5 **In addition, access and equity principles will be applied in the selection of members and the composition of the PLR Stage 2 Advisory Committees will reflect a diversity of views and opinions, variations in length and quality of related experience, age and gender balance.**
- 1.6 The Selection Panel will prepare a report on all applicants detailing:
 - a. any previous membership of City of Parramatta **PLR Stage 2 Advisory Committee/s**;
 - b. whether the applicants meet the selection criteria for the **PLR Stage 2 Advisory Committee**;
 - c. any additional considerations;
 - d. panel recommendations for applicants.

- 1.7 Membership applications are to be reported to Council for approval.
- 1.8 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.

Ends



CITY OF PARRAMATTA

Policy Review Committee Terms of Reference

[Date Committee Established]

1. Purpose of Policy Review Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of Policy Review Committee

- 1.2 To review Council policies prior to adoption by Council.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The Policy Review Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The Policy Review Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the Policy Review Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the Policy Review Committee are:
 - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
 - b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the Policy Review Committee

2.5 To review Council policies prior to adoption by Council.

3. Membership

Duties of Appointed Members

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the Policy Review Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the Policy Review Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the Policy Review Committee.
- 3.4 To raise issues of concern within the scope and objective of the Policy Review Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the Policy Review Committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the Policy Review Committee and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the Policy Review Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the Policy Review Committee in either capacity as an appointed or alternate member.

- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the Policy Review Committee.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the Policy Review Committee. All applications for leave of absence must be recorded in the minutes of a Policy Review Committee meeting.

Specific Membership Criteria

- 3.19 The Committee will comprise such members as are appointed by Council from time to time, including:
- a. The Lord Mayor of the day,
 - b. Five (5) Councillors appointed by the governing body;
 - c. Chief Executive Officer; and
 - d. Chief Finance and Information Officer.

Ex-Officio Members

- 3.20 All Councillors are ex-officio members of the Policy Review Committee.
- 3.21 Depending on the nature of issues raised, relevant Council staff and/or other

stakeholders or guests will be invited to attend the meetings.

3.22 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.

3.23 Ex-officio members are non-voting positions.

Observers

3.24 Non-members of the **Policy Review** Committee are able to attend meetings with the permission of the Convenor and Chairperson of the **Policy Review** Committee.

3.25 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
 - To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
 - To facilitate the discussion of items on the agenda in a timely manner;
 - To facilitate the moving of recommendations and voting by Committee members;
 - To ensure all Committee members have the opportunity to participate;
 - To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
 - To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

- 4.2 The Lord Mayor of the day is the Chairperson of the Advisory Committee.
- 4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Advisory Committee member on an annual basis, or for the term of the appointment to the Advisory Committee.
- 4.4 The Advisory Committee will vote annually to determine its Deputy Chairperson.

- 4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the Advisory Committee will nominate a Chairperson for the meeting amongst those in attendance.

Absence of Chairperson/Deputy Chairperson

- 4.6 If the Chairperson and Deputy Chairperson are absent from a meeting, the Policy Review Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.7 The Policy Review Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.8 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.9 Sub-groups of the Policy Review Committee have no executive powers and will be established to provide advisory services only.
- 4.10 Sub-groups are directly responsible and accountable to the Policy Review Committee for all responsibilities.

Member Vacancies

- 4.11 Where a vacancy occurs:
- Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the Policy Review Committee; or
 - After six (6) months from the appointment of members, and more than 12 months from the end of the Policy Review Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.
- 4.12 Vacancies will not normally be filled within the last 12 months of a Policy Review Committee term.

5. Meetings

Frequency of Meetings

- 5.1 The Committee will meet **monthly**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest

information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at Policy Review Committee Meetings.

Urgent Business

- 5.4 The Policy Review Committee may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the Policy Review Committee may be called by the Chairperson following a reasonable request from a member of the Committee, the Chief Executive Officer, or by resolution of the Council.
- 5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the Policy Review Committee will be initially determined by the number of members appointed to the Committee at the time of the formation of a new Committee, and thereafter:
 - a. increased by any additional members appointed to the Committee (remaining within max membership); or
 - b. reduced by any resignations received from members (remaining within min membership); or
 - c. reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.8 The quorum for Policy Advisory Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the Policy Advisory Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the Committee is held when a quorum is

present.

- 5.10 Where there is no quorum, a **Policy Advisory** Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each **Policy Advisory** Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.
- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of **Policy Advisory** Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of **Policy Advisory** Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.16 Where the **Policy Advisory** Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The **Policy Advisory** Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
 - a. set the agenda with input from members and/or Council including allocation of time for agenda items;
 - b. attend each meeting;

- c. ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
- d. liaise between the **Policy Advisory** Committee and other officers within Council as determined by the Committee's business;
- e. finalise **Policy Advisory** Committee minutes;
- f. prepare Council reports on specific actions / recommendations from the **Policy Advisory** Committee
- g. act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the Committee and is responsible to:
- a. Set of meeting dates;
 - b. communicate meeting dates to members, staff and Councillors;
 - c. distribute the agenda to members, staff and Councillors;
 - d. manage RSVPs to meetings;
 - e. arrange appropriate catering for the meeting;
 - f. prepare draft minutes;
 - g. finalise draft minutes within seven (7) days of the meeting;
 - h. provide draft minutes to the **Policy Advisory** Committee Convenor;
 - i. distribute minutes to members, staff and Councillors
 - j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 **Policy Advisory** Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where **Policy Advisory** Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of a **Policy Advisory** Committee is able to make media or public comment on behalf of the **Policy Advisory** Committee or Council at any time.

10. Training

- 10.1 All members of the **Policy Advisory** Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. Policy Advisory Committee Representation / Attendance at Forums

- 11.1 From time to time, the **Policy Advisory** Committee may be approached to supply a representative to another Committee of Council. Where the **Policy Advisory** Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the **Policy Advisory** Committee are ratified by Council and any changes or additions to them must be approved by Council.

Ends



CITY OF PARRAMATTA

Public Art and Heritage Interpretation Advisory Committee Terms of Reference

[Date Committee Established]

1. Purpose of Public Art and Heritage Interpretation Advisory Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of Public Art and Heritage Interpretation Advisory Committee

- 1.2 To provide strategic guidance through the public art commissioning process and heritage interpretation design for major projects delivered by Council.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The Public Art and Heritage Interpretation Advisory Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The Public Art and Heritage Interpretation Advisory Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the Public Art and Heritage Interpretation Advisory Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the Public Art and Heritage Interpretation Advisory Committee are:
 - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;

- b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the Public Art and Heritage Interpretation Advisory Committee

- 2.5 To provide strategic guidance through the public art commissioning process for major projects delivered by Council.
- 2.6 Where a Public Art Selection Panel is required to comply with Council's procurement guidelines, review and consider the Public Art Selection Panel's recommendations and related reports.
- 2.7 To provide strategic guidance on heritage interpretation design elements for major projects delivered by Council.

3. Membership

Duties of Appointed Members

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the Public Art and Heritage Interpretation Advisory Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the Public Art and Heritage Interpretation Advisory Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the Public Art and Heritage Interpretation Advisory Committee.
- 3.4 To raise issues of concern within the scope and objective of the Public Art and Heritage Interpretation Advisory Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the Public Art and Heritage Interpretation Advisory Committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the Public Art and Heritage Interpretation Advisory Committee and resolved by Council.

- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the **Public Art and Heritage Interpretation Advisory** Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the **Public Art and Heritage Interpretation Advisory** Committee in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member should be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the **Public Art and Heritage Interpretation Advisory** Committee.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence,

and the granting of such leave of absence is at the discretion of the Public Art and Heritage Interpretation Advisory Committee. All applications for leave of absence must be recorded in the minutes of a Public Art and Heritage Interpretation Advisory Committee meeting.

Specific Membership Criteria

3.19 The Committee will comprise such members as are appointed by Council from time to time, including:

- a. Three (3) Councillors appointed by the governing body;
- b. Executive Director, Community Services (or delegate).

Ex-Officio Members

3.20 All Councillors are ex-officio members of the Public Art and Heritage Interpretation Advisory Committee.

3.21 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.

3.22 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.

3.23 Ex-officio members are non-voting positions.

Observers

3.24 Non-members of the Public Art and Heritage Interpretation Advisory Committee are able to attend meetings with the permission of the Convenor and Chairperson of the Public Art and Heritage Interpretation Advisory Committee.

3.25 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

4.1 Duties of the Chairperson or Deputy Chairperson are to:

- a. To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
- b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
- c. To facilitate the discussion of items on the agenda in a timely manner;
- d. To facilitate the moving of recommendations and voting by Committee members;

- e. To ensure all Committee members have the opportunity to participate;
- f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
- g. To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

- 4.2 The Lord Mayor of the day is the Chairperson of the Advisory Committee.
- 4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Advisory Committee member on an annual basis, or for the term of the appointment to the Advisory Committee.
- 4.4 The Advisory Committee will vote annually to determine its Deputy Chairperson.
- 4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the Advisory Committee will nominate a Chairperson for the meeting amongst those in attendance.

Absence of Chairperson/Deputy Chairperson

- 4.6 If the Chairperson and Deputy Chairperson are absent from a meeting, the Public Art and Heritage Interpretation Advisory Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.7 The Public Art and Heritage Interpretation Advisory Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.8 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.9 Sub-groups of the Public Art and Heritage Interpretation Advisory Committee have no executive powers and will be established to provide advisory services only.
- 4.10 Sub-groups are directly responsible and accountable to the Public Art and Heritage Interpretation Advisory Committee for all responsibilities.

Member Vacancies

- 4.11 Where a vacancy occurs:
- Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the **Public Art and Heritage Interpretation Advisory** Committee; or
 - After six (6) months from the appointment of members, and more than 12 months from the end of the **Public Art and Heritage Interpretation Advisory** Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.
- 4.12 Vacancies will not normally be filled within the last 12 months of a **Public Art and Heritage Interpretation Advisory** Committee term.

5. Meetings

Frequency of Meetings

- 5.1 The **Public Art and Heritage Interpretation Advisory** Committee will meet as required in line with public art and/or heritage interpretation project key milestones, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at **Public Art and Heritage Interpretation Advisory** Committee Meetings.

Urgent Business

- 5.4 The **Public Art and Heritage Interpretation Advisory** Committee may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the **Public Art and Heritage Interpretation Advisory** Committee may be called by the Chairperson following a reasonable request from a member of the **Public Art and Heritage Interpretation Advisory** Committee, the Chief Executive Officer, or by resolution of the Council.
- 5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the Public Art and Heritage Interpretation Advisory Committee will be initially determined by the number of members appointed to the Public Art and Heritage Interpretation Advisory Committee at the time of the formation of a new Committee, and thereafter:
- increased by any additional members appointed to the Public Art and Heritage Interpretation Advisory Committee (remaining within max membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.8 The quorum for Public Art and Heritage Interpretation Advisory Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the Public Art and Heritage Interpretation Advisory Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the Public Art and Heritage Interpretation Advisory Committee is held when a quorum is present.
- 5.10 Where there is no quorum, an Public Art and Heritage Interpretation Advisory Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each Public Art and Heritage Interpretation Advisory Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.

- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of **Public Art and Heritage Interpretation Advisory** Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of **Public Art and Heritage Interpretation Advisory** Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.16 Where the **Public Art and Heritage Interpretation Advisory** Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The **Public Art and Heritage Interpretation Advisory** Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the **Public Art and Heritage Interpretation Advisory** Committee and other officers within Council as determined by the **Public Art and Heritage Interpretation Advisory** Committee's business;
 - finalise **Public Art and Heritage Interpretation Advisory** Committee minutes;
 - prepare Council reports on specific actions / recommendations from the **Public Art and Heritage Interpretation Advisory** Committee
 - act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the **Public Art and Heritage Interpretation Advisory** Committee and is responsible to:
- Set of meeting dates;

- b. communicate meeting dates to members, staff and Councillors;
- c. distribute the agenda to members, staff and Councillors;
- d. manage RSVPs to meetings;
- e. arrange appropriate catering for the meeting;
- f. prepare draft minutes;
- g. finalise draft minutes within seven (7) days of the meeting;
- h. provide draft minutes to the **Public Art and Heritage Interpretation Advisory** Committee Convenor;
- i. distribute minutes to members, staff and Councillors
- j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 **Public Art and Heritage Interpretation Advisory** Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where **Public Art and Heritage Interpretation Advisory** Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of an **Public Art and Heritage Interpretation Advisory** Committee is able to make media or public comment on behalf of the **Public Art and Heritage Interpretation Advisory** Committee or Council at any time.

10. Training

- 10.1 All members of the **Public Art and Heritage Interpretation Advisory**

Committee are required to attend an Induction Workshop.

- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. Public Art and Heritage Interpretation Advisory Committee Representation / Attendance at Forums

- 11.1 From time to time, the Public Art and Heritage Interpretation Advisory Committee may be approached to supply a representative to another Committee of Council. Where the Public Art and Heritage Interpretation Advisory Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.

- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the Public Art and Heritage Interpretation Advisory Committee are ratified by Council and any changes or additions to them must be approved by Council.

Ends



CITY OF PARRAMATTA

Riverside Theatres Advisory Committee Terms of Reference

[Date Committee Established]

1. Purpose of Riverside Theatres Advisory Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of Riverside Theatres Advisory Committee

- 1.2 To Strategically advise Council on Riverside Theatres contribution to the delivery of Council's cultural vision for Sydney's Central City.
- 1.3 Strategically advise Riverside on its contribution to the community in providing venues and delivering cultural and performance programs.
- 1.4 Advocate for Riverside as Western Sydney's premier performing arts centre.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The Riverside Theatres Advisory Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The Riverside Theatres Advisory Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the Riverside Theatres Advisory Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the Riverside Theatres Advisory Committee are:
 - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the

- scope of Council's authority;
- b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the Riverside Theatres Advisory Committee

- 2.5 To provide strategic advice to Council on how Council and Riverside can respond to:
 - a. Council's key plans including Council's Community Strategic Plan, Culture and Our City – A Cultural Plan for Parramatta's CBD 2017-2022 etc;
 - b. The provision of cultural services and programs for the community;
 - c. Community expectations for the performing arts in Parramatta;
 - d. Developing arts/cultural infrastructure in Parramatta (eg Riverside redevelopment, rehearsal space, etc);
 - e. Developing sustainable performance practice/activity in Parramatta and Western Sydney;
 - f. Developing Parramatta's night-time economy;
 - g. Defining and positioning Parramatta as a cultural destination.
- 2.6 To provide strategic advice on:
 - a. The communities it services culturally;
 - b. Community and performance industry expectations and connections;
 - c. Audience development;
 - d. Art-form development;
 - e. Engaging and partnering with other art forms and organisations;
 - f. Opportunities in the education sector;
 - g. Capacity building / training;
 - h. Positioning in the community;
 - i. Fundraising through philanthropy, sponsorship and government.
- 2.7 To respond to Council resolutions directed to the Advisory Committee for action.

3. Membership

Duties of Appointed Members

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the Riverside Theatres Advisory Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the Riverside Theatres Advisory

Committee (including any planning sessions and relevant training).

- 3.3 To work co-operatively with other members in achieving the aims of the **Riverside Theatres Advisory** Committee.
- 3.4 To raise issues of concern within the scope and objective of the **Riverside Theatres Advisory** Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the **Riverside Theatres Advisory** Committee and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the **Riverside Theatres Advisory** Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the **Riverside Theatre Advisory** Committee in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member should be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the **Riverside Theatres Advisory Committee**.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the **Riverside Theatres Advisory Committee**. All applications for leave of absence must be recorded in the minutes of a **Riverside Theatres Advisory Committee** meeting.

Membership

- 3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.
- 3.20 Membership of the **Riverside Theatres Advisory Committee** is voluntary. Members are entitled to reimbursement for costs associated with travel to and from **Riverside Theatres Advisory Committee** meetings, including public transport costs, parking fees and travel vouchers.

Specific Membership Criteria

- 3.21 The **Advisory Committee** will comprise such members as are appointed by Council from time to time, including:
- a. Up to four (4) current serving Councillors as nominated by Council as its representative on the Committee;
 - b. Council's Chief Executive Officer or nominee;
 - c. A maximum of eight (8) community members who can reasonably demonstrate two or more of the following profiles:
 - Leader in the community;
 - Experience in government, business, education, media or the arts;
 - Experience in fundraising;
 - Marketing, legal or financial expertise;
 - Representative of the community's gender, indigenous, generational and cultural diversity;

- Practising creative / performance artist;
- Understanding of and commitment to Riverside as a premier regional arts centre with performance at its core;
- Understanding of and commitment to the Parramatta story and the City's ambition to be a great and outstanding City of culture and the arts;
- Able to influence and advocate for Riverside;
- Works or lives in Parramatta or Western Sydney.

Ex-Officio Members

- 3.22 All Councillors are ex-officio members of the **Riverside Theatres Advisory Committee**.
- 3.23 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.
- 3.24 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.
- 3.25 Ex-officio members are non-voting positions.

Observers

- 3.26 Non-members of the **Riverside Theatres Advisory Committee** are able to attend meetings with the permission of the Convenor and Chairperson of the **Riverside Theatres Advisory Committee**.
- 3.27 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- a. To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
 - b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
 - c. To facilitate the discussion of items on the agenda in a timely manner;
 - d. To facilitate the moving of recommendations and voting by Committee members;
 - e. To ensure all Committee members have the opportunity to participate;
 - f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;

- g. To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

- 4.2 The Lord Mayor of the day is the Chairperson of the Advisory Committee.
- 4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Advisory Committee member on an annual basis, or for the term of the appointment to the Advisory Committee.
- 4.4 The Advisory Committee will vote annually to determine its Deputy Chairperson.
- 4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the Advisory Committee will nominate a Chairperson for the meeting amongst those in attendance.

Absence of Chairperson/Deputy Chairperson

- 4.6 If the Chairperson and Deputy Chairperson are absent from a meeting, the Riverside Theatres Advisory Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.7 The Riverside Theatres Advisory Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.8 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.9 Sub-groups of the Riverside Theatres Advisory Committee have no executive powers and will be established to provide advisory services only.
- 4.10 Sub-groups are directly responsible and accountable to the Riverside Theatres Advisory Committee for all responsibilities.

Member Vacancies

- 4.11 Where a vacancy occurs:
 - a. Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still

interested and available to join the **Riverside Theatres Advisory Committee**; or

- b. After six (6) months from the appointment of members, and more than 12 months from the end of the **Riverside Theatres Advisory Committee's** term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.

- 4.12 Vacancies will not normally be filled within the last 12 months of a **Riverside Theatres Advisory Committee** term.

5. Meetings

Frequency of Meetings

- 5.1 The **Riverside Theatres Advisory Committee** will meet **bi-monthly**, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

- 5.2 Meetings will be held in Council offices.
- 5.3 Provisions will be made for remote attendance at **Riverside Theatres Advisory Committee Meetings**.

Urgent Business

- 5.4 The **Riverside Theatres Advisory Committee** may be required to consider urgent business outside of the regular meeting cycle.
- 5.5 A special meeting of the **Riverside Theatres Advisory Committee** may be called by the Chairperson following a reasonable request from a member of the **Riverside Theatres Advisory Committee**, the Chief Executive Officer, or by resolution of the Council.
- 5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the **Riverside Theatres Advisory Committee** will be initially determined by the number of members appointed to the **Riverside Theatres Advisory Committee** at the time of the formation of a new Committee, and thereafter:
- a. increased by any additional members appointed to the **Riverside**

- Theatres Advisory** Committee (remaining within max membership); or
- b. reduced by any resignations received from members (remaining within min membership); or
- c. reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.8 The quorum for **Riverside Theatres Advisory** Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the **Riverside Theatres Advisory** Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the **Riverside Theatres Advisory** Committee is held when a quorum is present.
- 5.10 Where there is no quorum, a **Riverside Theatres Advisory** Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each **Riverside Theatres Advisory** Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.
- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of **Riverside Theatres Advisory** Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.

- 5.15 Minutes of **Riverside Theatres Advisory** Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.16 Where the **Riverside Theatres Advisory** Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The **Riverside Theatres Advisory** Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the **Riverside Theatres Advisory** Committee and other officers within Council as determined by the **Riverside Theatres Advisory** Committee's business;
 - finalise **Riverside Theatres Advisory** Committee minutes;
 - prepare Council reports on specific actions / recommendations from the **Riverside Theatres Advisory** Committee
 - act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Community Services Team provides secretariat support to the **Riverside Theatres Advisory** Committee and is responsible to:
- Set of meeting dates;
 - communicate meeting dates to members, staff and Councillors;
 - distribute the agenda to members, staff and Councillors;
 - manage RSVPs to meetings;
 - arrange appropriate catering for the meeting;
 - prepare draft minutes;
 - finalise draft minutes within seven (7) days of the meeting;
 - provide draft minutes to the **Riverside Theatres Advisory** Committee Convenor;
 - distribute minutes to members, staff and Councillors
 - facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 **Riverside Theatres Advisory** Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where **Riverside Theatres Advisory** Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of a **Riverside Theatres Advisory** Committee is able to make media or public comment on behalf of the **Riverside Theatres Advisory** Committee or Council at any time.

10. Training

- 10.1 All members of the **Riverside Theatres Advisory** Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. **Riverside Theatres Advisory Committee Representation / Attendance at Forums**

- 11.1 From time to time, the **Riverside Theatres Advisory** Committee may be approached to supply a representative to another Committee of Council. Where the **Riverside Theatres Advisory** Committee determines that representation is appropriate, nominations will be called for at the meeting

and a vote shall take place to select a representative.

- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the **Riverside Theatres Advisory** Committee are ratified by Council and any changes or additions to them must be approved by Council.

Community Membership Application Process

- 1.1 The term of membership coincides with the term of the Council or such other period as resolved by Council. At this time, all positions are declared vacant.
- 1.2 Following the Council election and Council determination of which **Riverside Theatres Advisory** Committees are to be formed, Council will then implement an Expression of Interest process to recruit members for the **Riverside Theatres Advisory** Committees and this will be publicised through the following channels for a minimum of two (2) weeks:
 - a. Council's dedicated webpage for **Riverside Theatres Advisory** Committees (which is to include all relevant documentation, EOI forms, Council Officer contact details, etc);
 - b. Council's website homepage carousel;
 - c. Direct communications with former **Riverside Theatres Advisory** Committee members;
 - d. Advertising in any available community newspaper reaching residents of the City of Parramatta Local Government Area;
 - e. Social media advertising;
 - f. Advertising across relevant community networks relevant to each Advisory Committee;
 - g. A message through the Lord Mayor's column;
 - h. Any other channel as deemed appropriate by the **Riverside Theatres Advisory** Committee Convenor.
- 1.3 All applicants for membership must apply using the relevant Expression of Interest form that requires applicants to address the stated criteria for membership. Previous members are entitled to apply for membership using the Expression of Interest form. **Committee membership may be subject to a criminal history check.**
- 1.4 **The Executive Director responsible for the Riverside Theatres Advisory Committee will determine the Selection Panel comprising three (3) Council Officers to assess Expressions of Interest against the Terms of Reference and stated criteria of the Riverside Theatres Advisory Committee.**
- 1.5 **In addition, access and equity principles will be applied in the selection of members and the composition of the Riverside Theatres Advisory Committees will reflect a diversity of views and opinions, variations in length and quality of related experience, age and gender balance.]**
- 1.6 The Selection Panel will prepare a report on all applicants detailing:
 - a. any previous membership of City of Parramatta **Riverside Theatres Advisory** Committee/s;
 - b. whether the applicants meet the selection criteria for the **Riverside**

Theatres Advisory Committee;

- c. any additional considerations;
- d. panel recommendations for applicants.

1.7 Membership applications are to be reported to Council for approval.

1.8 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.

Ends



CITY OF PARRAMATTA

Smart City Advisory Committee Terms of Reference

[Date Committee Established]

1. Purpose of Smart City Advisory Committee

General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of Smart City Advisory Committee

- 1.2 To provide a trusted sounding board and independent advice to Council, to guide innovation and to ensure the development of the City of Parramatta as a Smart City and an innovative Council.

2. Roles and Responsibilities

General Roles and Responsibilities

- 2.1 The Smart City Advisory Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The Smart City Advisory Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the Smart City Advisory Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the Smart City Advisory Committee are:
 - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
 - b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

Specific Roles and Responsibilities of the Smart City Advisory Committee

- 2.5 To provide a trusted sounding board and independent advice to Council, to guide innovation and to ensure the development of the City of Parramatta as a Smart City and an innovative Council.

3. Membership**Duties of Appointed Members**

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the Smart City Advisory Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the Smart City Advisory Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the Smart City Advisory Committee.
- 3.4 To raise issues of concern within the scope and objective of the Smart City Advisory Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To participate in the discussion and to vote on outcomes of the committee.
- 3.7 To provide advice and recommendations to Council on items on meeting agendas.
- 3.8 To action and follow up tasks established by the Smart City Advisory Committee and resolved by Council.
- 3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the Smart City Advisory Committee.
- 3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

- 3.12 Alternate members may attend meetings of the Smart City Advisory Committee in either capacity as an appointed or alternate member.
- 3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.
- 3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

- 3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the Smart City Advisory Committee.
- 3.16 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.
- 3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

- 3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the Smart City Advisory Committee. All applications for leave of absence must be recorded in the minutes of a Smart City Advisory Committee meeting.

Membership

- 3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.
- 3.20 Membership of the Smart City Advisory Committee is voluntary. Members are entitled to reimbursement for costs associated with travel to and from Smart City Advisory Committee meetings, including public transport costs,

parking fees and travel vouchers.

Specific Membership Criteria

- 3.21 The Committee will comprise such members as are appointed by Council from time to time, including:
- a. The Lord Mayor of the day;
 - b. Up to one (1) current serving Councillors as nominated by Council as its representative on the Committee;
 - c. A maximum of five (5) members meeting the following criteria:
 - demonstrate skills and capacity to contribute to the Committee; and
 - live, work, study or have a strong commitment to the City of Parramatta LGA; and
 - have a specific interest in furthering the objectives of Council's Smart City Strategy, as detailed in Council's Smart City Masterplan and relevant experience.

Ex-Officio Members

- 3.22 All Councillors are ex-officio members of the Smart City Advisory Committee.
- 3.23 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.
- 3.24 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.
- 3.25 Ex-officio members are non-voting positions.

Observers

- 3.26 Non-members of the Smart City Advisory Committee are able to attend meetings with the permission of the Convenor and Chairperson of the Smart City Advisory Committee.
- 3.27 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- a. To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;

- b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
- c. To facilitate the discussion of items on the agenda in a timely manner;
- d. To facilitate the moving of recommendations and voting by Committee members;
- e. To ensure all Committee members have the opportunity to participate;
- f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
- g. To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

- 4.2 The Lord Mayor of the day is the Chairperson of the Advisory Committee.
- 4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Advisory Committee member on an annual basis, or for the term of the appointment to the Advisory Committee.
- 4.4 The Advisory Committee will vote annually to determine its Deputy Chairperson.
- 4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the Advisory Committee will nominate a Chairperson for the meeting amongst those in attendance.

Absence of Chairperson/Deputy Chairperson

- 4.6 If the Chairperson and Deputy Chairperson are absent from a meeting, the Smart City Advisory Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.7 The Smart City Advisory Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.8 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.9 Sub-groups of the Smart City Advisory Committee have no executive powers and will be established to provide advisory services only.
- 4.10 Sub-groups are directly responsible and accountable to the Smart City

Advisory Committee for all responsibilities.

Member Vacancies

4.11 Where a vacancy occurs:

- a. Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the Smart City Advisory Committee; or
- b. After six (6) months from the appointment of members, and more than 12 months from the end of the Smart City Advisory Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.

4.12 Vacancies will not normally be filled within the last 12 months of a Smart City Advisory Committee term.

5. Meetings

Frequency of Meetings

5.1 The Smart City Advisory Committee will meet quarterly, or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

5.2 Meetings will be held in Council offices.

5.3 Provisions will be made for remote attendance at Smart City Advisory Committee Meetings.

Urgent Business

5.4 The Smart City Advisory Committee may be required to consider urgent business outside of the regular meeting cycle.

5.5 A special meeting of the Smart City Advisory Committee may be called by the Chairperson following a reasonable request from a member of the Smart City Advisory Committee, the Chief Executive Officer, or by resolution of the Council.

5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

- 5.7 The 'voting membership' of the Smart City Advisory Committee will be initially determined by the number of members appointed to the Smart City Advisory Committee at the time of the formation of a new Committee, and thereafter:
- increased by any additional members appointed to the Smart City Advisory Committee (remaining within max membership); or
 - reduced by any resignations received from members (remaining within min membership); or
 - reduced by any lapsed member/s whose membership has been declared vacant.

Quorum

- 5.8 The quorum for Smart City Advisory Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.9 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the Smart City Advisory Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the Smart City Advisory Committee is held when a quorum is present.
- 5.10 Where there is no quorum, a Smart City Advisory Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.11 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.12 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each Smart City Advisory Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.
- 5.13 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

- 5.14 The minutes of **Smart City Advisory** Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.
- 5.15 Minutes of **Smart City Advisory** Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.
- 5.16 Where the **Smart City Advisory** Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

- 6.1 The **Smart City Advisory** Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- set the agenda with input from members and/or Council including allocation of time for agenda items;
 - attend each meeting;
 - ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
 - liaise between the **Smart City Advisory** Committee and other officers within Council as determined by the **Smart City Advisory** Committee's business;
 - finalise **Smart City Advisory** Committee minutes;
 - prepare Council reports on specific actions / recommendations from the **Smart City Advisory** Committee
 - act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the **Smart City Advisory** Committee and is responsible to:
- Set of meeting dates;
 - communicate meeting dates to members, staff and Councillors;
 - distribute the agenda to members, staff and Councillors;
 - manage RSVPs to meetings;
 - arrange appropriate catering for the meeting;
 - prepare draft minutes;
 - finalise draft minutes within seven (7) days of the meeting;

- h. provide draft minutes to the Smart City Advisory Committee Convenor;
- i. distribute minutes to members, staff and Councillors
- j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

- 7.1 Smart City Advisory Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

- 8.1 Where Smart City Advisory Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

9. Council's Code of Conduct

- 9.1 All members must abide by Council's Code of Conduct at all times.
- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of an Smart City Advisory Committee is able to make media or public comment on behalf of the Smart City Advisory Committee or Council at any time.

10. Training

- 10.1 All members of the Smart City Advisory Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. Smart City Advisory Committee Representation / Attendance at Forums

- 11.1 From time to time, the Smart City Advisory Committee may be approached

to supply a representative to another Committee of Council. Where the **Smart City Advisory** Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.

- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the **Smart City Advisory** Committee are ratified by Council and any changes or additions to them must be approved by Council.

Community Membership Application Process

- 1.1 The term of membership coincides with the term of the Council or such other period as resolved by Council. At this time, all positions are declared vacant.
- 1.2 Following the Council election and Council determination of which **Smart City Advisory** Committees are to be formed, Council will then implement an Expression of Interest process to recruit members for the **Smart City Advisory** Committees and this will be publicised through the following channels for a minimum of two (2) weeks:
 - a. Council's dedicated webpage for **Smart City Advisory** Committees (which is to include all relevant documentation, EOI forms, Council Officer contact details, etc);
 - b. Council's website homepage carousel;
 - c. Direct communications with former **Smart City Advisory** Committee members;
 - d. Advertising in any available community newspaper reaching residents of the City of Parramatta Local Government Area;
 - e. Social media advertising;
 - f. Advertising across relevant community networks relevant to each Advisory Committee;
 - g. A message through the Lord Mayor's column;
 - h. Any other channel as deemed appropriate by the **Smart City Advisory** Committee Convenor.
- 1.3 All applicants for membership must apply using the relevant Expression of Interest form that requires applicants to address the stated criteria for membership. Previous members are entitled to apply for membership using the Expression of Interest form. **Committee membership may be subject to a criminal history check.**
- 1.4 **The Executive Director responsible for the Smart City Advisory Committee will determine the Selection Panel comprising three (3) Council Officers to assess Expressions of Interest against the Terms of Reference and stated criteria of the Smart City Advisory Committee.**
- 1.5 **In addition, access and equity principles will be applied in the selection of members and the composition of the Smart City Advisory Committees will reflect a diversity of views and opinions, variations in length and quality of related experience, age and gender balance.**
- 1.6 The Selection Panel will prepare a report on all applicants detailing:
 - a. any previous membership of City of Parramatta **Smart City Advisory** Committee/s;
 - b. whether the applicants meet the selection criteria for the **Smart City**

Advisory Committee;

- c. any additional considerations;
- d. panel recommendations for applicants.

- 1.7 Membership applications are to be reported to Council for approval.
- 1.8 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.

Ends

FOR COUNCIL DECISION

ITEM NUMBER	13.3
SUBJECT	Naming Proposal for Unnamed Winston Hills Service Laneway
REFERENCE	F2022/00105 - D08448063
REPORT OF	Senior Project Officer Place Services

CSP THEME: THRIVING

WORKSHOP/BRIEFING DATE: A Ward Briefing was held with North Rocks Councillors on 3 March 2022 and a Councillor Briefing Note informing Councillors of the Naming Proposal of the Unnamed Service Laneway in Winston Hills was circulated on 9 March 2022 to all Councillors via the Councillor Portal and the Councillor Weekly Newsletter.

PURPOSE:

To endorse the preferred name for an unnamed service laneway that curves behind the Lomond Centre, Winston Hills.

RECOMMENDATION

- (a) **That** Council endorse the preferred name, Siegfried Lane, for the unnamed service laneway that curves behind the Lomond Centre, Winston Hills NSW 2153. The name and location for the unnamed laneway is illustrated in the Site Map (see **Attachment 1**).
- (b) **Further, that** this name be referred to the Geographical Names Board (GNB) of NSW for formal assignment and Gazettal under the Geographical Names Act 1996.

BACKGROUND

1. The unnamed service laneway is situated behind the Lomond Centre and is perpendicular with Lomond Crescent to the east and intersects with Glasgow Street to the south, Winston Hills NSW 2153, and is primarily used for deliveries to businesses operating within the retail strip, and their waste collection (see **Attachment 1**).
2. City of Parramatta Council's Road Naming Policy (Policy 283) and the NSW Address Policy and User Manual (May 2021) developed by NSW Geographical Names Board (GNB) identify Council as the responsible authority for the provision of address numbering to all properties and road names to all local and private roads situated within the Parramatta Local Government Area (LGA). Council is also responsible for endorsing the authoritative road name and ensuring the authoritative road name is endorsed by the GNB.
3. The naming of road infrastructure is necessary to provide accurate addressing for deliveries within the development, not only to identify an owners' individual business, but also for navigation, emergency response, service delivery (utilities, post) and for statistical analysis.

4. To ensure that all road naming is comprehensible, clear, accepted, unambiguous and readily communicated, property addresses and road names must comply with Chapter 6 “Addressing Principles” of the NSW Address Policy and User Manual (2021). In the preparation of this project, Council utilised preferred sources in line with this policy and section 3.2 in Council’s Road Naming Policy (Policy 283), which identifies desirable sources as:
 - a. Aboriginal names,
 - b. Local history, including early explorers, settlers, and other eminent persons,
 - c. Thematic names such as flora and fauna,
 - d. Landmarks, and
 - e. Names appropriate to the physical, historical or cultural character of the area.
5. The use of the road as a service laneway for deliveries and waste collection has rendered it an inappropriate site for the consideration of indigenous names.
6. Council’s Cultural, Heritage & Tourism (CHT) team researched the history and identity of the area and proposed several names for consideration. A request was also submitted to Council in late 2020 from Ms Gisela Fischer requesting if the unnamed service laneway could be named after her father Sigfried Fischer, who passed away in 2015 and was a well-known community member who contributed significantly to his community.
7. These names were then submitted to the GNB for ‘pre-approval’ to check the eligibility of the proposed names. This evaluation ensured that only names that meet the uniqueness requirements of the NSW Address and User Manual (2021) are publicly exhibited and then presented to Council for consideration. Uniqueness is considered the most essential quality to be sought in proposing a new road name. Within the GNB’s evaluation, a road name will be regarded as a duplicate (and therefore rejected for use) if it is the same or similar in spelling or sound to an existing name, regardless of the road type.

ISSUES/OPTIONS/CONSEQUENCES

8. The exhibited names, pre-approved for use by the GNB, are listed with their description in the table below. A list of all shortlisted names (including those rejected by the GNB due to ‘duplication’) are at **Attachment 2**.

Proposed Name	Context
<i>Wynd Lane</i>	Scottish word meaning narrow lane or alley.
<i>Ben Lane</i>	In reference to Ben Lomond in Scotland (mountain in the Scottish Highlands).
<i>Siegfried Lane</i>	In acknowledgement of Mr Siegfried Fischer who resided at 4 Glasgow Street, Winston Hills for 40 years and the "service lane" runs alongside the residence in which he lived. He was a well-known and much loved community member who contributed significantly to his community.

9. The Research & Engagement team developed and arranged public consultation on the proposed names via Council’s engagement portal, Participate Parramatta. Public consultation ran for three weeks (16 business days) from Wednesday 23 March to Wednesday 13 April 2022. Letters were sent via Australia Post to 165 impacted residents and an email was also sent directly to

the business in the Lomond Centre. Targeted social media was also utilised to alert residents and nearby businesses of the opportunity to provide feedback.

10. Overall, the opportunity to provide feedback for this project was presented to an estimated 24,297 occasions culminating in 89 formal contributions. Of those that made formal contributions, the community sentiment was positive, with Siegfried Lane the preferred of the three exhibited names, with 69% of survey respondents expressing support for this name for the unnamed service laneway.
11. All names satisfy the addressing requirements of the Geographic Names Board (GNB), which has given prior concurrence for the use of either of the proposed names at this location.

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
23.03.22 – 13.04.22	The community, via Council's Participate Parramatta Engagement Portal	Feedback was captured through a survey hosted on the project page. Verbatim responses provided by community members is provided in Attachment 3 .	The project page saw 1295 unique visitors and 1587 views. This resulted in a conversion of 89 completed surveys. Responses received from the community were reviewed against the Geographical Names Board of NSW 'NSW Address Policy and User Manual' (May 2021) guidelines for naming roads. No feedback identified the proposed names to be offensive, racist, derogatory or demeaning.	Senior Project Officer, Place Services Community Engagement Officer, Research & Engagement

21.03.22	165 impacted residents via direct mail out	Verbatim responses that may have been generated by accessing the survey from the poster's QR code are provided in Attachment 3 .	Letters detailing the exhibition and how to submit formal feedback were sent to residents and businesses near the unnamed service laneway.	Senior Project Officer, Place Services Printing Officer, Corporate Services
23.03.22	The community, via 4 corflute signs and postcards which were left with business'	Verbatim responses that may have been generated by accessing the survey from the poster's QR code are provided in Attachment 3 .	A poster was designed to support and promote the exhibition. The poster also included a QR code which received a total of 38 scans.	Senior Project Officer, Place Services
23.03.22 – 13.04.22	The community, via Social Media	Feedback was captured through a survey hosted on the project page. Verbatim responses provided by community members is provided in Attachment 3 .	A paid campaign across Facebook and Instagram. Overall, the social media combined campaign garnered a reach of 5930 resulting in 378 clicks to the project page.	Community Engagement Officer, Research & Engagement
23.03.22	The community, via Participate Parramatta Newsletter	Verbatim responses provided by community members and a summary of engagement findings is provided in Attachment 3 .	Electronic direct notification was issued via the Participate Parramatta Newsletter (10,602 subscribers), seeing a 42.5% open rate.	Community Engagement Officer, Research & Engagement

13. In addition to this, there were eight suggestions for alternative names from the community which have been submitted to the GNB for 'pre-approval' to check the eligibility of the proposed names. Seven names returned with a duplication which were the same or similar in spelling or sound to an existing name, regardless of the road type, and one name suggestion was for a person currently living and the use of the name of a living person is unacceptable (nationally and internationally) as it may lead to favouritism and/or inappropriate naming. As such, none of the eight naming suggestions provided during community consultation met GNB requirements.

Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
03.03.22	A briefing was provided to the North Rocks Ward Councillors	No comments provided	NA	Senior Project Officer, Place Services
09.03.22	All - via a Councillor Briefing Note distributed through the Councillor Portal and the Councillor Weekly Newsletter.	No comments provided	NA	Senior Project Officer, Place Services

LEGAL IMPLICATIONS FOR COUNCIL

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

FINANCIAL IMPLICATIONS FOR COUNCIL

16. If Council resolves to approve this report in accordance with the proposed resolution, the financial impact on the budget is set out in the table below. Council should note:
- External operating costs associated with this project are \$100 for paid advertisements to support engagement as part of the community consultation component of this project and are budgeted within Service Code 420097 – Road Naming and funded from General Revenue.
 - Once the naming proposal is approved, including gazettal by the GNB, Council is the responsible authority for the fabrication and installation of street signs (including the subject street poles and sign blades).
 - The notification to relevant government authorities and publishing in the Government Gazette is currently provided without charge by the GNB.
17. 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
Revenue				
Internal Revenue				
External Revenue				
Total Revenue	Nil			

Funding Source				
Operating Result				
External Costs				
Internal Costs				
Depreciation				
Other				
Total Operating Result	Nil			
Funding Source				
CAPEX				
CAPEX				
External				
Internal				
Other				
Total CAPEX	Nil			

Kim Marsh
Senior Project Officer Place Services




Bruce Mills
Group Manager Place Services

John Angilley
Chief Financial and Information Officer

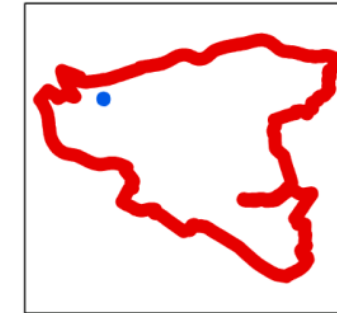
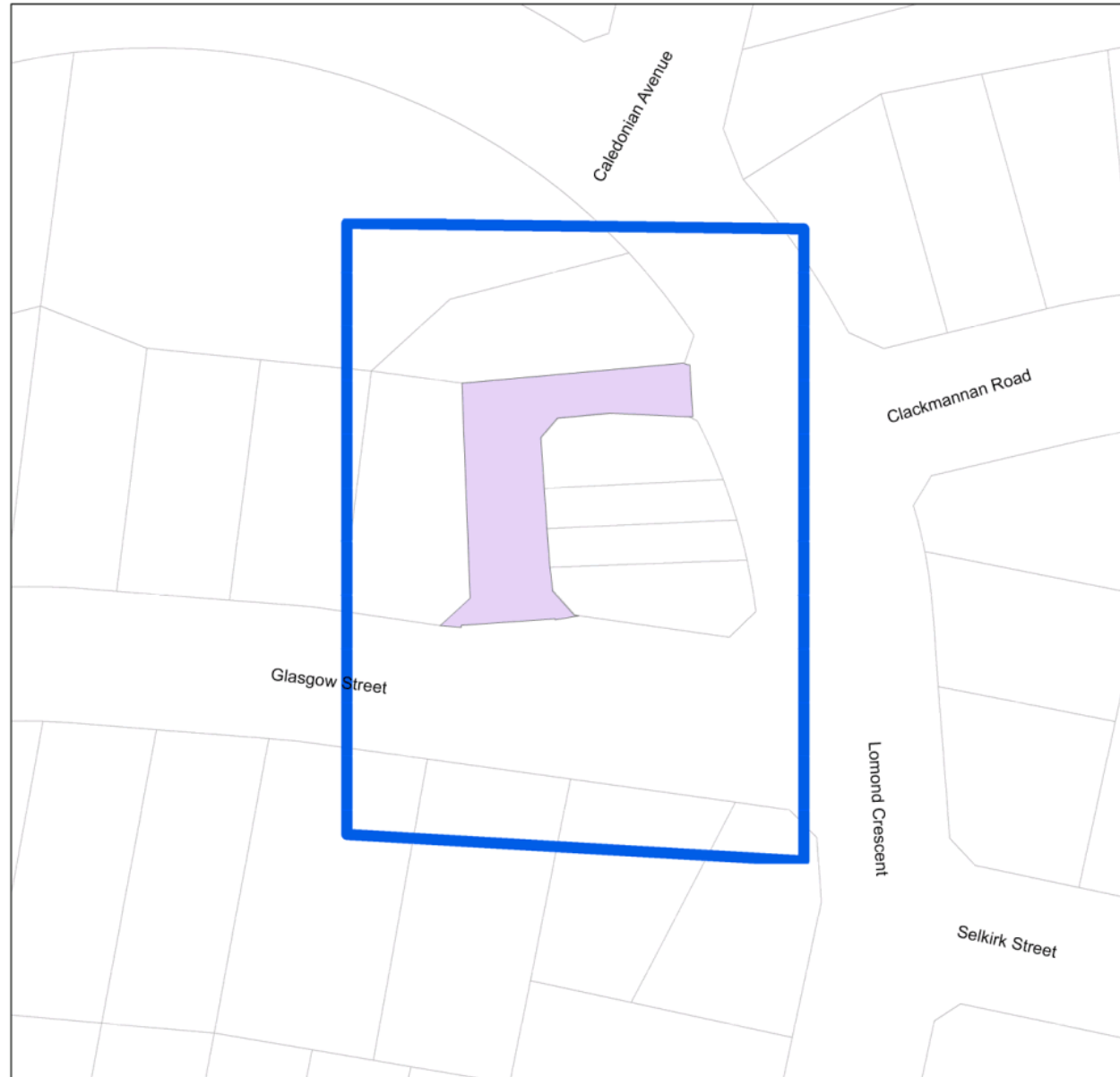
Bryan Hynes
Executive Director Property & Place

Brett Newman
Chief Executive Officer




ATTACHMENTS:

1 	Site Plan	1 Page
2 	List and description of Proposed Names	2 Pages
3 	Unnamed Service Laneway Winston Hills - Engagement Evaluation Report	14 Pages

REFERENCE MATERIAL



Legend

-  Unnamed_Laneway
-  Site Location
-  Parcels

Road Naming Unnamed Laneway Winston Hills



Printed
1/01/2022

While every effort has been made to ensure the accuracy of this map, the City of Ipswich does not accept any liability for errors or omissions. The map is for informational purposes only and should not be used for legal or financial purposes. The map is subject to change without notice.

Maps Updated and Published by Information Systems Department, City of Ipswich, 2022. Base data supplied from NSW Department of Land and Water Conservation, 2021. Data: Government of Australia, (GDA94).

1:600



Attachment 2 – List and description of proposed names for the unnamed service laneway in Winston Hills

Based on the research provided by Council's archivists, the following two names are recommended for use.

Proposed Name	Reason
Ben Lane	<p>Neighbouring streets appear to have Scottish place names, thus in keeping with that theme, Ben Lane is in reference to Ben Lomond in Scotland.</p> <div> <div> <div>PA</div> <div>Ben Lane</div> </div> <div> <div>Road Location</div> <div>WINSTON HILLS</div> </div> <div> <div>Proposal status</div> <div>Pre-Approved</div> </div> </div>
Wynd Lane	<p>Neighbouring streets have Scottish place names, thus in keeping with that theme, Wynd Lane is a Scottish word meaning narrow lane or alley.</p> <div> <div> <div>PA</div> <div>Wynd Lane</div> </div> <div> <div>Road Location</div> <div>WINSTON HILLS</div> </div> <div> <div>Proposal status</div> <div>Pre-Approved</div> </div> </div>
Balloch Lane	<p>Neighbouring streets appear to have Scottish place names, thus in keeping with the theme, Balloch is in reference to Loch Lomond and The Trossachs National Park in Scotland. Balloch comes from either the Gaelic word baile which means village or hamlet, or the Gaelic bealach meaning "a pass". Using the former derivation, Balloch means "village on the loch".</p> <p>Similar Sounding</p> <p>! Balloch sounds similar to BALL AVENUE in EASTWOOD - View on map</p> <p>! Balloch sounds similar to BELLOC PLACE in WINSTON HILLS - View on map</p> <div> <div> <div>PA</div> <div>Balloch Lane</div> </div> <div> <div>Road Location</div> <div>WINSTON HILLS</div> </div> <div> <div>Road Name Validity</div> <div>2 Potential Issues found</div> </div> <div> <div>Proposal status</div> <div>Rejected</div> </div> </div> <p>The proposal was rejected as there are road names with a similar sounding name – Ball Avenue in Eastwood and Belloc Place in Winston Hills.</p>

A request was submitted to Council in late 2020 from Gisela Fischer requesting if the service laneway could be named after her father Siegfried Fischer, who passed away in 2015. Another proposed name is in acknowledgement of Mr Fischer:

Proposed Name	Reason
Siegfried Lane	<p>In acknowledgement of Mr Fischer who resided at 4 Glasgow Street, Winston Hills for 40 years and the "service lane" runs alongside the residence in which he lived. He was a well-known and much loved community member who has contributed significantly to his community.</p> <div> <div> <div>PA</div> <div>Siegfried Lane</div> </div> <div> <div>Road Location</div> <div>WINSTON HILLS</div> </div> <div> <div>Proposal status</div> <div>Pre-Approved</div> </div> </div>
Fischer Lane	<p>In acknowledgement of Mr Fischer who resided at 4 Glasgow Street, Winston Hills for 40 years and the "service lane" runs alongside the residence in which he lived. He was a well-known and much loved community member who has contributed significantly to his community.</p> <p>Similar Sounding</p> <ul style="list-style-type: none"> ! Fischer sounds similar to FISHER STREET in SILVERWATER - View on map ! Fischer sounds similar to FISHER CRESCENT in PENDLE HILL - View on map ! Fischer sounds similar to FISHER ROAD in LALOR PARK - View on map ! Fischer sounds similar to FISHER AVENUE in PENNANT HILLS - View on map ! Fischer sounds similar to FISHERMAN STREET in THE PONDS - View on map <div> <div> <div>PA</div> <div>Fischer Lane</div> </div> <div> <div>Road Location</div> <div>WINSTON HILLS</div> </div> <div> <div>Proposal status</div> <div>Rejected</div> </div> <div> <div>Road Name Validity</div> <div>5 Potential Issues found</div> </div> </div>



Unnamed Service Laneway, Winston Hills

Engagement Evaluation
April 2022

cityofparramatta.nsw.gov.au



**CITY OF
PARRAMATTA**

Unnamed Service Laneway, Winston Hills

Engagement Evaluation
April 2022

cityofparramatta.nsw.gov.au

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1. INTRODUCTION

In March of 2022, Council sought the community's feedback on a proposal to name the unnamed service laneway that connects Lomond Crescent and Glasgow Street in Winston Hills.

The aim of the consultation was to ensure that the proposed names reflect current community values, prior to recommending a single name for Council endorsement and gazettal.

Council worked with the NSW Geographical Names Board (GNB), ensuring the proposed names adhere to guidelines set out in Council's Road Naming Policy (no. 283) and the NSW Address Policy and User Manual (May 2021), including that they do not sound similar to other place names within a 10km radius of the site. The GNB also encourages the creation of distinctive place names that reflect the local heritage of the area and are memorable for residents and the wider community.

This naming project was instigated by community members during consultation on the improvements to Lomond Crescent Shops.

Please refer to the map below to see where the service laneway is located.



2. EXECUTIVE SUMMARY

Council sought the community's feedback on three proposed names for the unnamed service laneway. The consultation took place from **23 March 2022 to 13 April 2022**.

The objectives of the consultation were:

Engagement Level	Objectives
Inform	Communicate that Council had worked with the Geographic Names Board (GNB) to investigate site appropriate names that reflect the local area.
Consult	Obtain feedback from the community and stakeholders on the three proposed names for the unnamed laneway

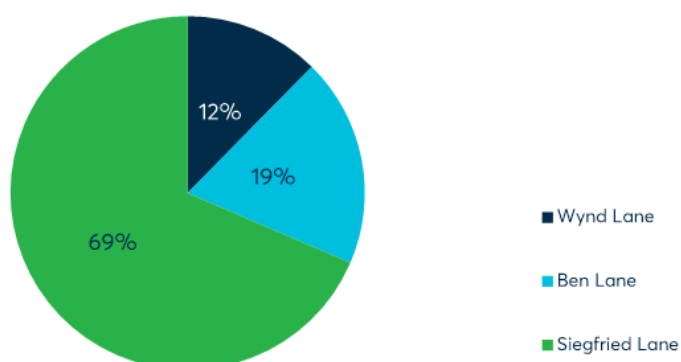
2.1 SUMMARY OF KEY FINDINGS

Council received 89 submissions over the consultation period:

- 85 via Participate Parramatta (86 less 1 submitted in error)
- 3 via email
- 1 via phone

Overall, the community sentiment was positive with 69% of submissions providing a preference for 'Siegfried Lane'.

Proposed Laneway Name Preferences - survey and email combined



Answer	%	Count
Wynd Lane	12.4%	11
Ben Lane	19.1%	17
Siegfried Lane	68.5%	61

Total	100%	89 responses
-------	------	--------------

In addition to this, there were 8 suggestions for alternative names.

- Flack - acknowledging a local family
- Tarbet – a Scottish village on Loch Lomond
- Beachley – unspecified connection
- Veena – acknowledging Prof. Veena, a materials scientist a UNSW
- Jila – An indigenous name

2 people requested a First Nations name without specifying and one suggested a woman's name be included.

3. ENGAGEMENT EVALUATION

The following section provides a snapshot of the communications and engagement channels used to promote the public exhibition to people who live in Winston Hills.

Several methods and channels were used to reach the Winston Hills community and direct them to Council's online engagement portal Participate Parramatta to provide feedback. Overall, the opportunity to provide feedback for this project was presented on 24,297 occasions culminating in 89 formal contributions.

Resources

A poster was designed to support and promote the exhibition. The poster also included a QR code which received a total of 38 scans.

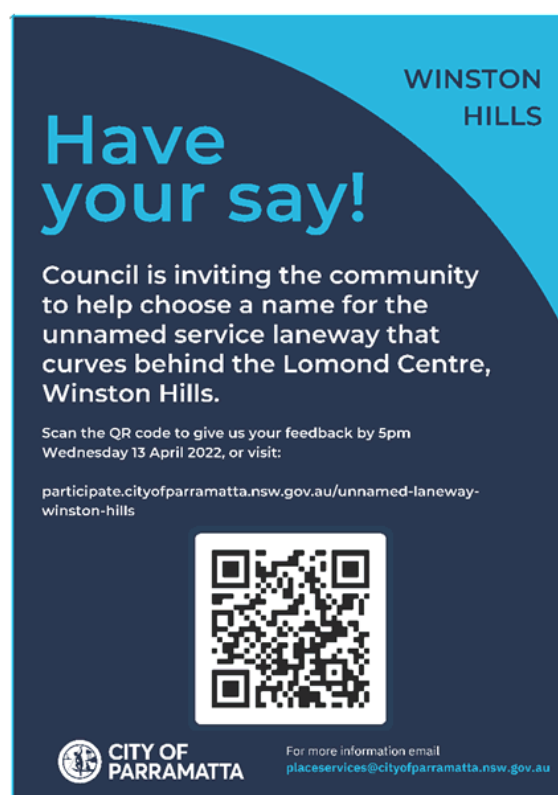
Direct mail out

165 letters detailing the exhibition and how to submit feedback were sent to residents near the site.

Social Media

The exhibition was promoted via a paid campaign across Facebook and Instagram. Overall, the social media campaign garnered a reach of 5930 resulting in 378 clicks to the project page.

Paid Advertisements	
Reach	5930
Link clicks	378
Engagements	415
Total spend	\$100



Council's Digital team provided the following insights and comments:

- A successful social media campaign that delivered great value at just \$0.26 CPC.
- An engagement rate of 7% shows this campaign was relevant and interesting to the community.
- 52% of link clicks came from women and 47% from men. 25% came from 35-44 YO, 20% 45-54, and 18% from 25-34.
- A \$100 budget was the perfect amount for this campaign. Frequency stayed within Council's benchmark range, CPC was low, CTR was high.

Electronic direct notification

Channel	Subscribers	Date	Open rate
Participate Parramatta Newsletter	10,602	23/03	42.5%

Participate Parramatta

The exhibition was hosted on the Participate Parramatta engagement platform.

Project Page Events	
Views	1587
Visitors	1295
Contributions	86
Contributors	86

View the project page here: <https://participate.cityofparramatta.nsw.gov.au/unnamed-laneway-winston-hills>

The screenshot shows the Participate Parramatta project page for 'Unnamed Service Laneway in Winston Hills'. The page features a header with navigation icons (Home, Settings, Tools, Add Update, Pages, Dashboard) and a search bar. Below the header is a large image of the laneway. The main content area includes a 'Follow' button, a 'Home / Unnamed Service Laneway in Winston Hills' breadcrumb, and a detailed description of the project. A 'Timeline' section on the right lists key dates and events from March 2022 to September 2022. At the bottom, there are three boxes highlighting pre-approved names: Wynd Lane, Ben Lane, and Siegfried Lane, each with a brief explanation of its origin.

Unnamed Service Laneway in Winston Hills

[+ Follow](#)

Home / Unnamed Service Laneway in Winston Hills

In early 2022 Council invited the community to provide feedback on a proposal to name the **unnamed service laneway** that curves behind the Lomond Centre, Winston Hills.

The laneway is primarily used for deliveries to the businesses operating within the retail strip, and runs perpendicular with **Lomond Crescent** to the east, intersecting with **Glasgow Street** to the south.

Naming the laneway will be of help to businesses and deliveries servicing the shopping centre.

[+ How were the proposed names chosen?](#)

Pre-approved names

The proposed names reference families with a historical connection to premises adjacent to the laneway, as well as the established neighbouring streets which have Scottish place names.

WYND LANE: A Scottish word generally meaning a narrow lane or alley leading off a major thoroughfare.

BEN LANE: In reference to Ben Lomond for whom the adjacent Lomond Crescent was named after.

SIEGFRIED LANE: In acknowledgement of Mr. Fischer, a long-time resident and active community member (d. 18 August 2015).

Timeline

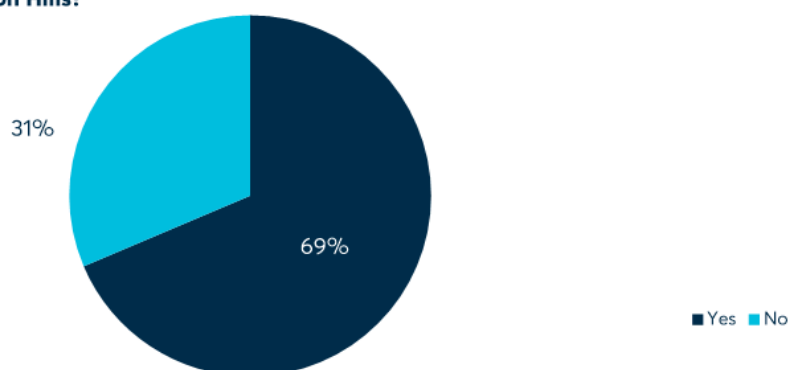
- March 2022**
Community consultation began at 9am on Wednesday 23 March 2022 and concluded at 5pm on Wednesday 13 April 2022.
- April - May 2022**
Review of community feedback and anticipated period for Council to consider naming proposals.
- May - June 2022**
Preferred name to be put forward for Council consideration. Pending endorsement, recommended name proposals are submitted to the NSW Geographical Names Board for approval and gazettal.
- July - September 2022**
Anticipated final approval from the NSW Geographical Names Board. Once approved, names are gazetted and take effect. Place names are then installed on signs.

[See less](#)

4. KEY FINDINGS

4.1. Online submissions

Q. Do you live in Winston Hills?



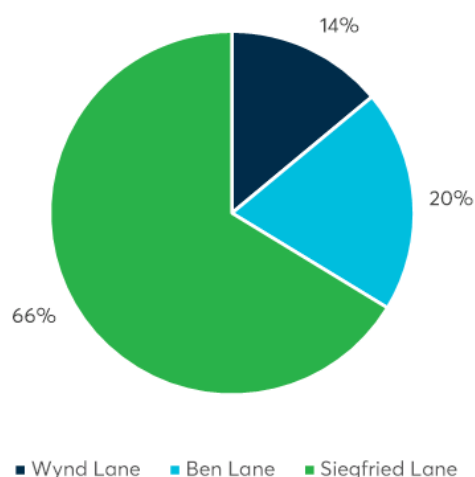
Answer	%	Count
Yes	68.6%	59
No	31.4%	27
Total	100%	86 responses

For those who answered 'no', respondents live in the following suburbs:

Answer	%	Count
Castle Hill	11	3
Seven Hills	7	2
Northmead	7	2
Kellyville	7	2
Westleigh	4	1
Old Toongabbie	4	1
Terrigal	4	1
Denhams Beach	4	1
Wattl Grove	4	1
Muswellbrook	4	1

Westmead	4	1
Dundas	4	1
Quakers Hills	4	1
North Kellyville	4	1
North Parramatta	4	1
Epping	4	1
Wyoming	4	1
Katoomba	4	1
Lake Catherine	4	1
Glenhaven	4	1
North Rocks	4	1
Prospect	4	1
1	100%	27 responses

Q. Which of the proposed names do you prefer?



Answer	%	Count
Wynd Lane	13.95%	12
Ben Lane	19.77%	17
Siegfried Lane	66.28	57
Total	100%	86 responses

4.2. *Comments and further feedback*

There were 20 positive comments for the name Siegfried Lane:

- Fitting to acknowledge a community member's contribution
- Long term resident, well known to neighbours

"Honouring an active past member of the community with an historical connection to the location is a strong naming influence. It makes sense. I hope it gets chosen."

There were 3 comments suggesting Siegfried was difficult to spell.

There were 5 positive comments supporting the name Ben Lane:

- In keeping with the Scottish theme
- Easy to spell

"Ben Lane short sharp, easily remembered in relation to Lomond".

There were 3 comments regarding Wynd Lane:

- Potential confusion as to spelling

8 alternatives were suggested:

- Flack
- Tarbet
- a First Nations name (Unspecified) (2)
- Beachley
- Veena
- Jila (First Nations)
- a woman's name

1 comment thanked Council for the opportunity to Participate.

Please refer to the Appendix for full comments.

4.3. *Email and verbal submissions*

3 emails were received by the Place Services team and one recording (phone call) during the consultation period.

- 1 email asked for a correction to an online submission – change from Wynd to Siegfried
- The 3 remaining submissions chose "Siegfried Lane" as their preference

Email/Phone (4) and survey responses (86 less 1¹) have been combined in the Executive Summary with a total of 89 submissions.

¹ One online submission was removed and an email response counted in its place

5. RECOMMENDATIONS

This report presents and analyses the key findings and sentiment from the recent exhibition for the unnamed service laneway in Winston Hills.

Careful consideration should be given to all the feedback and views presented in this report before a decision is made.

Council should respond to each concern and suggestion raised.

A summary of findings should also be reported back to the community (when appropriate but in a timely manner), highlighting how community feedback has influenced the project. The final decision and reasons why should be made public and reported back to those who provided feedback.

These recommendations are in line with Council's engagement principles and commitments outlined in the Community Engagement Strategy and Community and Stakeholder Engagement Policy.

"We make our decisions in an open and transparent way and provide feedback to our stakeholders in order to explain our decisions and let them know how their input has been considered".

6. APPENDIX

Survey comments (de-identified) - 34 answers were provided.

If you have any further feedback on the proposed names, please provide below.
I feel that the following would be better. My wives family had a green grocery shop in Parramatta owned by John Gooch Flack, about 100 years ago (I have a photo of shop). The Flack family lived in Toongabbie (before Winston Hills naming) (Photo). His wife died Barnetts Rd Old Toongabbie (nearby to shops 1944)
Honouring an active past member of the community with an historical connection to the location is a strong naming influence. It makes sense. I hope it gets chosen.
Siegfried(Fred) was a close neighbour of my family for 25 years. He immigrated here from Germany and became a loyal and proud citizen of Australia. I am honoured to have been a neighbour and friend of Fred and his family and believe he is deserving of the the lane being name in his recognition for the contributions he made to our country,
It is very fitting to name it after a long time resident.
I wanted to suggest Tarbet Lane. Tarbet is a small village on the banks of Loch Lomond
Seems a good choice.
My only other comment is that there is not much indigenous acknowledgment via names in Winston Hills.
Whilst I understand the reasoning for selecting names of Scottish connection I do not understand why if the 21st century we are not given the option of a suitable indigenous name
Siegfried was known and loved by all on our street (Glasgow). The children loved him as he used to hand out lollies to them as they played on the street together.
I know Fred (Siegfried) for many years while he was my neighbour. Fred was an outstanding citizen and role model and would always help where possible. I also miss Fred putting my bins away.
I would like to call it Beachley Lane
In support of Siegfried Lane in memory of Fred Fischer, a friend and colleague of my fathers at the Senior Citizens Club in Parramatta. I would be honourable to have a Lane in Winston Hills named after him, where he was a resident, made his home and raised a family of five.
In support of Siegfried Lane in memory of Fred Fischer, a friend and colleague of t he Senior Citizens Club in Parramatta. It would be honourable to have a Lane in Winston Hills named after him, where he was a resident, made his home and raised a family of five.
I think it's fitting it's named after his whole name. It's always been the Lomond centre the lane should be named ben
I believe the chosen name should reflect the area in which the laneway exists - i.e., the streets/roads/laneways in the immediate area are all based on Scottish county, town or village names; the present unnamed laneway should reflect this Scottish connection and therefore I believe Ben Lane is the most appropriate name for this heretofore unnamed laneway.
I think it is a wonderful idea to name it from someone in the community and his family we have this piece of history forever.
I feel Ben is the best name. It's short and easy to spell. Siegfried is a German name (no disrespect to Mr Fischer) and doesn't fit in with our Scottish section of Winston Hills. Wynd could be confusing in the pronunciation and spelling of the name. How is it pronounced? Wynd as in breeze or Wynd as in wind up a window.

Good to have a meaningful name given the history of the area and community member.
Thank you for the opportunity to participate
All good suggestions. However recognising members of the community who volunteer their time to benefit the community get my vote
Siegfried or Fred Fischer as most residents know him was my father and I now live at the same address. The fact he lived at the address for approx 45 years and to involve himself in the community shows great character. I am proud of what my father has achieved.
I love the real connection to our community.
Jila lane...Indigenous names should be used..after all they lived in this place long before us..
Siegfried Lane - first thing that came to mind was a British wartime song.. Also two consonants (d and l) running into each other doesn't sound well.
Wynd Lane will invariably be assumed to be Wind Lane.
Ben Lane short and sharp, easily remembered in relation to Lomond.
To honor a person that has contributed to our community
I prefer this name because of the significance and link to a person who actually lived in Winston Hills and was actively involved in community service.
I would like to mention that your description of the proposed name 'Ben Lane' is inaccurate as it seems to infer that Ben Lomond was a person. I believe that Lomond Crescent is referencing the locations in Scotland of Loch Lomond (Lomond Lake) and Ben Lomond (Lomond Mountain). As such, your box containing the description of 'Ben Lomond' should read - 'In reference to Ben Lomond, the location in Scotland for which the adjacent Lomond Crescent was named after'. For this reason it actually seems inappropriate to have Ben Lane as one of the 3 name options as Ben Lane simply means Mountain Lane (in Scottish gaelic) and has no direct association to anything. I think that your office needs to research this more thoroughly and remove this option or consider another possible 3rd option in its place.
As all names in this block are Scottish I think it should also relate to Scotland
The other two preferred names are more difficult for drivers and others to identify, especially from a verbal conversation.....
i.e. Wynd could be misspelt as "Wind" and goodness knows how they'd spell (or even pronounce) Siegfried.
It would be nice to recognise someone who gave so much to our community by naming the laneway after them
Propose to have Veena as a name. Professor Veena is a materials science researcher at UNSW and was one of the Australian of the Year 2022 who focuses on sustainability, the environment and recycling.
I know the Fischer family very well and Siegfried Lane would be a great honour.
I think seigfried did much for his community. Maybe next time could you have a woman's name proposed
Sounds a worthwhile name after a very food Winston Hills citizen.
Siegfried was my father and a kind and generous man. He gave much of his time in retirement giving back to the Community and the country he loved, in every way he could. He was a decent and honest citizen all his life and was well-known and loved by his neighbours and each of the shop owners for over 40 years as a friendly, helpful and good neighbour to have. I think it would be wonderful to honour him by naming the Lane that he walked up and down for so many years, after him. He kept the Lane clean and tidy for all those years. He lived there BEFORE the Lomond Shopping Centre was even built! He welcomed each new shop owner and neighbour as they moved in. He is worthy of having the Lane named after him.
Nice story

End of survey.

FOR COUNCIL DECISION

ITEM NUMBER	13.4
SUBJECT	Post-exhibition report for Planning Proposal and draft Planning Agreement for 22 Noller Parade, Parramatta
REFERENCE	F2022/00105 - D08494866
APPLICANT/S	Hamptons Property Services Pty Ltd
OWNERS	Jimstam Holdings Pty Ltd
REPORT OF	Project Officer

CSP THEME: INNOVATE

DEVELOPMENT APPLICATIONS CONSIDERED BY SYDNEY CENTRAL CITY PLANNING PANEL Nil

WORKSHOP/BRIEFING DATE: 18 May 2022

PURPOSE

To detail submissions received during the public exhibition of a Planning Proposal and draft Planning Agreement relating to land at 22 Noller Parade, Parramatta. The report seeks Council's approval to finalise the Planning Proposal and draft Planning Agreement.

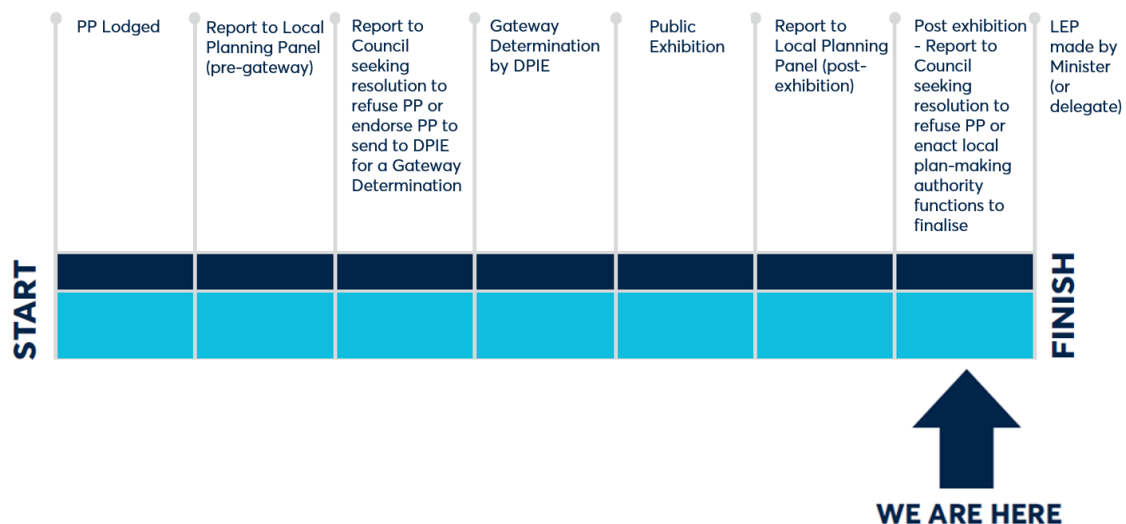
RECOMMENDATION

- (a) **That** Council receives, and notes submissions made during the public exhibition of the Planning Proposal and draft Planning Agreement for 22 Noller Parade, Parramatta (at **Attachment 1**).
- (b) **That** Council approve the Planning Proposal (at **Attachment 2**) for land at 22 Noller Parade, Parramatta for finalisation that seeks the following amendments to the *Parramatta Local Environmental Plan 2011* (PLEP 2011):
 - i. Amend the Land Zoning Map from R2 Low Density Residential to R4 High Density Residential.
 - ii. Amend the maximum building height on the Height of Buildings Map from RL 14 metres (4 storeys) to RL 17 metres (5 storeys).
 - iii. Amend the maximum Floor Space Ratio (FSR) on the FSR Map from zero (nil) to 1.5:1.
- (c) **That** Council approve the draft Planning Agreement (at **Attachment 3**) for finalisation, that proposes a monetary contribution to undertake public domain works associated with, and new connections to, the Alfred Street Bridge.
- (d) **That** the Planning Agreement be executed and registered on title before the Planning Proposal is sent to the Department of Planning and Environment for finalisation.
- (e) **That** Council authorise the Chief Executive Officer to exercise the plan making delegations as granted by the Gateway determination for this Planning Proposal.

- (f) **Further, that** Council delegates authority to the Chief Executive Officer to make any minor amendments and corrections of a non-policy and administrative nature that may arise during the finalisation process relating to the Planning Proposal and Planning Agreement.

PLANNING PROPOSAL TIMELINE

Planning Proposal Timeline



SITE DESCRIPTION

1. The subject site is located on a single lot at 22 Noller Parade, Parramatta and is shown in **Figure 1** below. It has an approximate site area of 908m² and is bounded by Noller Parade to the south, Alfred Street to the east and the Parramatta River to the north.
2. The site has access to future, high quality active and public transport connections. The site adjoins the under-construction Alfred Street pedestrian and cycle bridge and associated public domain and is within 200m of the Parramatta Light Rail stop being constructed on Tramway Avenue.
3. A single storey dwelling with a detached garage is currently located on the site, which is located at the eastern end of an established residential block and situated between medium density residential development to the west, and high density residential development to the east, with some low density residential development to the south-east.



Figure 1 – Location of 22 Noller Parade, Parramatta subject to the Planning Proposal

BACKGROUND

4. On 6 December 2018, Council received a Planning Proposal relating to land at 22 Noller Parade, Parramatta. On 19 June 2019, the applicant submitted a revised Planning Proposal (**Attachment 2**) in response to Council officers' initial concerns about the scale of the proposed development.
5. At its meeting on 17 September 2019, the Local Planning Panel (LPP) considered a report on the amended Planning Proposal for the subject site and recommended it proceed for Gateway determination. Subsequently, at its meeting on 8 October 2019, Council considered this matter, and resolved to request a Gateway determination for the Planning Proposal.
6. A Gateway determination was issued by the (then) Department of Planning, Industry and Environment (DPIE) on 5 December 2019. As part of this determination, the DPIE authorised Council as the local plan-making authority, which means that should the matter proceed, Council officers will deal directly with the Parliamentary Counsel Office on the legal drafting and mapping of the amendment. The LEP amendment will then be signed by the CEO before being notified on the NSW Legislation website.
7. On 12 July 2021, Council resolved to endorse the legal drafting of a Planning Agreement (**Attachment 3**) to facilitate a monetary contribution of \$225,000 to Council for the purposes of contributing towards the delivery of public domain works associated with, or new connections to, the Alfred Street Bridge. Council also resolved that the draft Planning Agreement be placed on exhibition concurrently with the Planning Proposal.

8. On 12 April 2022, the now Department of Planning and Environment (DPE) granted an extension to the Gateway determination, with the LEP to be completed by 30 June 2022 (**Attachment 4**).
9. The LPP considered the outcome of the public exhibition of this Planning Proposal at its meeting on 19 April 2022 (**Attachment 1**). The attachment provides a more detailed review of the Planning Proposal and the exhibition outcomes. A response to the LPP recommendation is provided in the Parramatta Local Planning Panel section of this report below.

DESCRIPTION OF PLANNING PROPOSAL

10. The Planning Proposal seeks to amend the PLEP 2011 as follows:

	Existing	Proposed
Land Use Zoning	R2 Low Density Residential	R4 High Density Residential
Height of Buildings	RL14m (up to 4 storeys)	RL17m (up to 5 storeys)
Floor Space Ratio	No FSR	1.5:1
Number of Dwellings that can be accommodated	2 (dual occupancy)	Up to 16 apartments

11. The site is subject to Reduced Level (RL) height measurements with regards to Height of Buildings. RLs are an exact building height measurement where zero (0) metres approximates the mean sea level using the Australian Height Datum and was adopted by the National Mapping Council of Australia in May 1971. RL heights have been implemented in areas of the LGA, such as this site, which are subject to heritage view lines and potential flooding.
12. Given the relatively minor nature of the Planning Proposal, the preparation of a site-specific Development Control Plan (DCP) is not required. Any future development will be assessed under the existing provisions of the Parramatta DCP 2011.
13. The proposed height increase from RL14m to RL17m is considered a minimal height increase compared to the existing four storey residential flat building to the west of the site whilst providing an appropriate transition to the high density residential development within the B4 zone to the east (**Figure 2** below).



Figure 2 – Reference design bulk and scale in situation (to the left).

SUMMARY OF PUBLIC EXHIBITION OUTCOME

14. A total of three (3) submissions were received during the public exhibition period comprising one (1) from the community and two (2) from Government agencies (NSW State Emergency Services and Environment, Energy and Science). Overall, one submission objected in full, and two submissions raised comments for Council officer's consideration, without expressing support or objection to the proposal.
15. Concerns raised by the objector include:
 - a. Impact on heritage items and vistas, access to sunlight, and the bulk and scale of the indicative design;
 - b. Issues relating to overflow parking and increased traffic and traffic queuing; and
 - c. Concerns relating to flood risk.

The Planning Proposal meets the strategic merit of Council's planning policies and will not result in adverse impacts. Additionally, the Planning Proposal will not significantly impact the traffic network and does not pose significant flood risks (refer to the Council officer report to the Local Planning Panel at **Attachment 1** for further detail).
16. The State agencies provided comments relating to development on flood prone land. Council officers have assessed the Planning Proposal as not posing significant flood risks to future occupants. Any future development application for the site will be subject to flood assessment at the DA stage.
17. Following consideration of the results of the public exhibition and the additional flooding investigations as recommended by the LPP, the Planning Proposal is recommended to proceed for finalisation as exhibited. Refer to the Council officer report to the Local Planning Panel at **Attachment 1** for further details.

PARRAMATTA LOCAL PLANNING PANEL

18. The LPP considered this matter at its meeting on 19 April 2022. The Council officer report to the LPP and minute of the LPP decision is provided at **Attachment 1**. The LPP recommended:

That further investigation be undertaken regarding the potential flooding risk of the site and the associated impacts this may have on the land use of the ground floor and resident safety. The Panel notes the proximity of 125-129 Arthur Street to this site (which the Panel has previously dealt with) and the desirability of adopting a consistent policy approach.

The Panel gives no weight to the indicative plans provided as part of the planning proposal noting that they do not satisfy ADG separation requirements.

19. Council officers have discussed the proposal further with Council's Flood Engineers, and despite the concerns raised by the LPP, it is recommended that the Planning Proposal progress as exhibited given that the site does not pose significant flood risks for future occupants for the following reasons:
- The site is located within a flood prone area that is subject to the Probable Maximum Flood (PMF) only.
 - The site is not subject to high hazard flooding conditions in a 1% Annual Exceedance Probability (AEP) flood (refer to **Figure 3**).
 - The site is not subject to riverine flooding in a 1% AEP event. The predicted riverine flood level is RL5.1.
 - In general, recent rainfall and consequent flooding events were generally close to a 1 in 5-year intensity. The site was not impacted by these recent flooding events.
20. At the meeting the Panel noted high flooding risks associated with a Development Application for 125-129 Arthur Street that the Panel was considering at the same meeting, which is within proximity to the subject site (see **Figure 3** below).



Figure 3 – Flood prone area map for 22 Noller Parade (top left) and 125-129 Arthur Street, Parramatta (bottom right).

21. In comparison to the subject Planning Proposal, 125-129 Arthur Street is within a medium to high flood risk zone and is subject to high hazard flooding (5% AEP flood – 1-in-20 year ARI), 1% AEP flood, and a PMF flood.

22. Development in flood prone areas in NSW is guided by State policies and manuals. The NSW Flood Policy, existing Floodplain Development Manual and the new Draft Flood Risk Management Manual require assessment of development based on merit and risk. Council's DCP requires new habitable floors to be at the Flood Planning Level (1% AEP plus 500mm freeboard) or higher in response to these manuals. The site is not affected by the 1% AEP.
23. The indicative design included in the Planning Proposal (**Attachment 2**) demonstrates that future residential development can comply with the flooding controls in Council's DCP.
24. The indicative plans provided in support of the Planning Proposal have not been assessed in detail against the Apartment Design Guide (ADG) separation requirements as part of the assessment process. However, such an assessment will be undertaken when a Development Application is lodged. The submitted indicative design is a reference only and has no legal weight in relation to any potential development application that will be required to be compliant with all relevant planning controls.
25. Building separation requirements within the ADG are provided to achieve visual privacy between higher density forms of development. Compliant building separation as required by the privacy criteria of the ADG is often not able to be achieved in established residential areas, such as the subject site. In such cases, visual privacy (and hence ADG compliance) can still be achieved through the introduction of raised windowsill heights and privacy screening to direct views away from neighbouring properties.
26. In summary, Council officers recommend this Planning Proposal be finalised as exhibited as there are no significant flood risks to the site, and a building can be accommodated that complies with relevant flood planning controls.

PLANNING AGREEMENT

27. The exhibited draft Planning Agreement (**Attachment 3**) includes the following key elements:

	Item	Costs for Planning Agreement	Value attributing public benefit
1.	Monetary contribution towards Public Domain works associated with, or new connections to, the Alfred Street Bridge	\$225,000	\$225,000
2.	Relinquishment of access (at the Alfred Street frontage to facilitate public domain works associated with the Alfred Street Bridge)	Nil cost attributed in VPA	Nil cost attributed in VPA
Staging	75% of the monetary contribution prior to the issue of a Construction Certificate (CC)	Yes	Yes

	25% of the monetary contribution prior to the issue of any occupation certificate (OC) (interim or final)		
	Total	\$225,000	\$225,000

28. The draft Planning Agreement will see a financial contribution of \$225,000 paid to Council as additional funding for Council-led delivery of future public domain upgrades to facilitate improved pedestrian connections on the southern side of the under-construction Alfred Street Bridge (**Figure 4**). These proposed works have been designed as a part of the Alfred Street Bridge project. The proposed monetary contribution is preferred by Council officers as it supports the coordinated delivery of the bridge construction and public domain upgrades. Further detail of the draft Planning Agreement, which is supported by the Executive Director Property and Place, is included in the attached LPP report (**Attachment 1**).

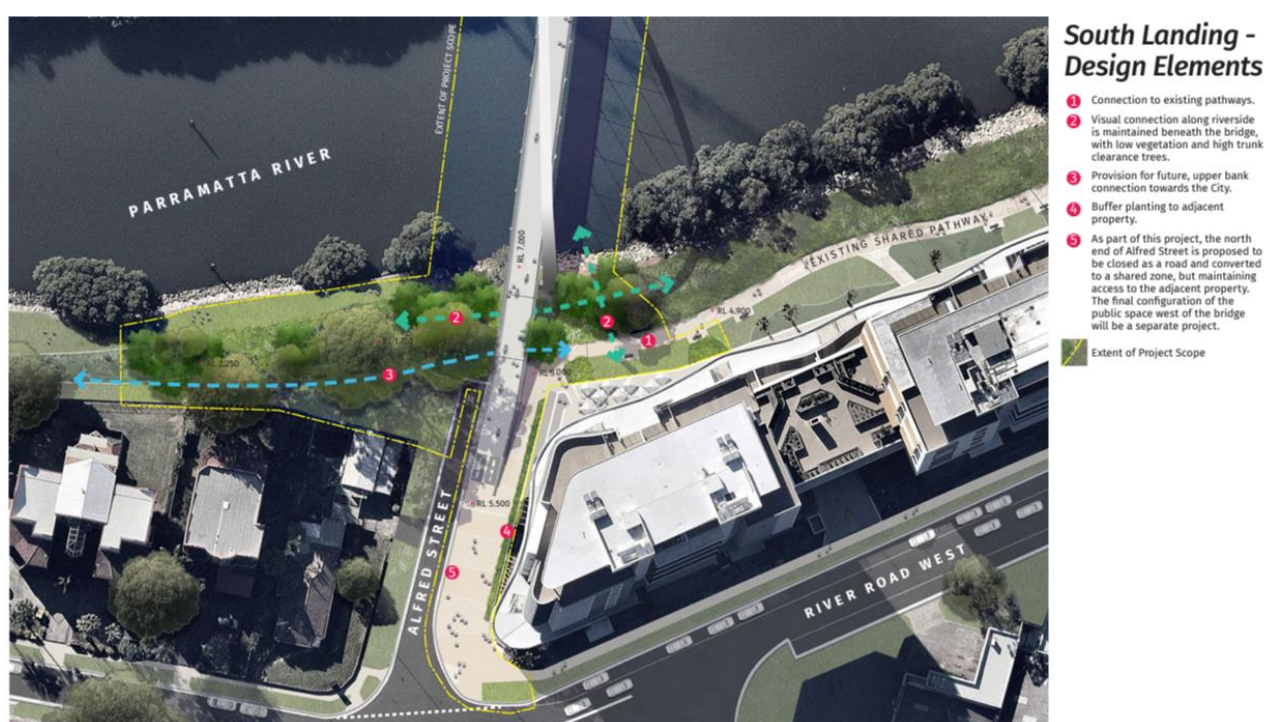


Figure 4— Artist impression of south landing of the Alfred Street Bridge design elements, which would be supported by funding received as a result of the draft Planning Agreement

CONSULTATION & TIMING

Stakeholder Consultation

29. Community and agency consultation has been undertaken in accordance with the requirements of the issued Gateway determination.

Councillor Consultation

30. Councillors were briefed on the Planning Proposal, key issues and recommendations on 3 October 2019 prior to the 8 October 2019 Council meeting and raised no concerns.

31. Councillors were briefed on the draft Planning Agreement on 7 July 2021 and raised no concerns. At their meeting 12 July 2021, Council resolved to endorse the legal drafting of the Planning Agreement and for it to be placed on exhibition concurrently with the Planning Proposal.

PLAN MAKING DELEGATIONS

32. Council is delegated as the plan-making authority as granted by the Gateway determination 5 December 2019.
33. DPE has extended the timeframe to complete the LEP amendment associated with this Planning Proposal to 30 June 2022 (**Attachment 4**).

LEGAL IMPLICATIONS FOR COUNCIL

34. The legal implications associated with this report relate to the Planning Agreement that is proposed to be entered into between Council and the owner and developer of the site, Jimstam Holdings Pty Ltd. Council's legal team were assisted by an external expert in the drafting and finalisation of the Planning Agreement for the purposes of public exhibition.

FINANCIAL IMPLICATIONS FOR COUNCIL

35. Any work to progress the finalisation of the Planning Proposal would be prepared by Council Officers and accommodated within the existing City Planning and Design budget. Should this matter progress, a Planning Agreement to the value of \$225,000 will be entered into between the applicant and Council. The Planning Agreement requires 75% of the development contribution to be paid prior to the issue of any Construction Certificate. The remaining 25% of the Contribution to be paid prior to the issue of an Occupation Certificate or the registration of a Strata Plan, whichever occurs first. The funds raised will be applied to the delivery of future public domain upgrades to facilitate improved pedestrian connections on the southern side of the under-construction Alfred Street Bridge.
36. The table below summarises the financial impacts on the budget arising from approval of this report on the assumption that the funds will be received in 2022/23 and 2023/24.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Revenue				
Internal Revenue				
External Revenue		\$168,750	\$56,250	
Total Revenue		\$168,750	\$56,250	
Funding Source	N/A			
Operating Result				
External Costs				
Internal Costs				
Depreciation				
Other				
Total Operating Result	NIL			
Funding Source	N/A			

CAPEX				
CAPEX				
External				
Internal				
Other				
Total CAPEX	N/A			

CONCLUSION AND NEXT STEPS

37. The Planning Proposal (**Attachment 2**) and Planning Agreement (**Attachment 3**) are consistent with those endorsed by Council and have been publicly exhibited as required by the Council resolution and Section 25D of the Environmental Planning and Assessment Regulation 2000.
38. It is recommended that Council approve the Planning Proposal for 22 Noller Parade, Parramatta as exhibited and for Council to exercise its plan-making delegations as granted by the Gateway determination and work with Parliamentary Counsel Office on the legal drafting and mapping of the amendment.
39. It is also recommended that Council endorse the draft Planning Agreement for finalisation which will contribute to the delivery of public domain works associated with, or new connections to, the Alfred Street Bridge.

Dot Hepburn
Project Officer





David Birds
Group Manager, Major Projects and Precincts

John Angilley
Chief Financial and Information Officer

Robert Cologna
A/Executive Director City Planning and Design

Brett Newman
Chief Executive Officer

ATTACHMENTS:

- | | | |
|--|---|-----------|
| 1  | Local Planning Panel - Post-exhibition report and minutes - 19 April 2022 | 108 Pages |
| 2  | Planning Proposal for 22 Noller Parade, Parramatta | 63 Pages |
| 3  | Draft Planning Agreement | 28 Pages |
| 4  | Additional Gateway alteration received 12 April 2022. | 1 Page |

REFERENCE MATERIAL

Local Planning Panel 19 April 2022

Item 6.1

INNOVATIVE

ITEM NUMBER	6.1
SUBJECT	Post Exhibition report - Planning Proposal and draft Planning Agreement for land at 22 Noller Parade, Parramatta
REFERENCE	RZ/15/2018 -
APPLICANT/S	Hamptons Property Services
OWNERS	Jimstam Holdings
REPORT OF	Project Officer

DEVELOPMENT APPLICATIONS CONSIDERED BY SYDNEY CENTRAL CITY PLANNING PANEL Nil

RECOMMENDATION

The Local Planning Panel support the following Council Officer recommendations in the Panel's advice to Council:

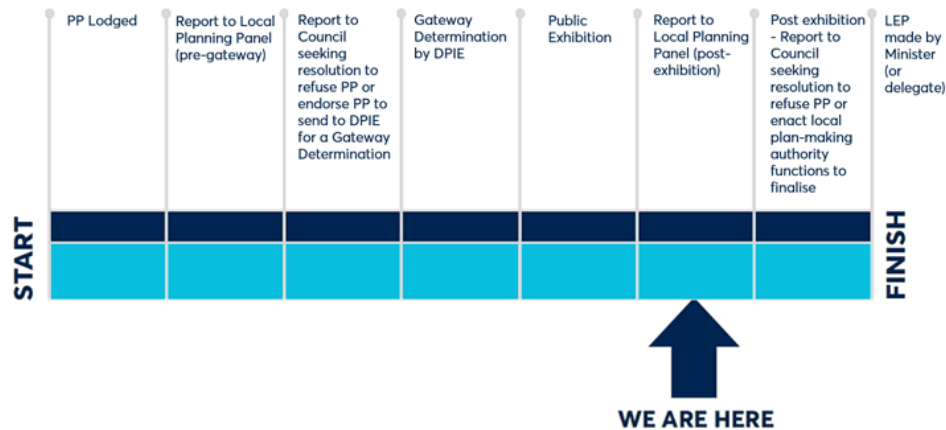
- (a) **That** Council receives and notes submissions made during the public exhibition of the Planning Proposal and draft Planning Agreement for 22 Noller Parade, Parramatta.
- (b) **That** Council approve the Planning Proposal (at **Attachment 1**) for land at 22 Noller Parade, Parramatta for finalisation that seeks the following amendments to the Parramatta Local Environmental Plan 2011 (PLEP 2011):
 - i. Amend the Land Zoning Map from R2 Low Density Residential to R4 High Density Residential.
 - ii. Amend the maximum building height on the Height of Buildings Map from RL 14 metres (4 storeys) to RL 17 metres (5 storeys).
 - iii. Amend the maximum Floor Space Ratio (FSR) on the FSR Map from zero (nil) FSR, to 1.5:1.
- (c) **That** Council approve the draft Planning Agreement (at **Attachment 2**) for finalisation, that proposes a monetary contribution to undertake public domain works associated with, and new connections to, the Alfred Street Bridge.
- (d) **That** the Planning Agreement be executed and registered on title before the Planning Proposal is sent to the Department of Planning and Environment for finalisation.
- (e) **That** Council authorise the Chief Executive Officer to exercise the plan making delegations as granted by the Gateway determination for this Planning Proposal.
- (f) **Further, that** Council delegates authority to the Chief Executive Officer to make any minor amendments and corrections of a non-policy and administrative nature that may arise during the finalisation process relating to the Planning Proposal and Planning Agreement.

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Item 6.1

PLANNING PROPOSAL TIMELINE

Planning Proposal Timeline

**SITE DESCRIPTION**

1. The subject site is located on a single lot at 22 Noller Parade, Parramatta and is shown in Figure 1 below. It has an approximate site area of 908m² and has a legal description of Lot 1 DP 35895. The site is bounded by Noller Parade to the south, Alfred Street to the east and the Parramatta River to the north.
2. The site has access to future, high quality active and public transport connections. The site adjoins the under-construction Alfred Street pedestrian and cycle bridge and associated public domain and is within 200m of the Parramatta Light Rail stop being constructed on Tramway Avenue.
3. A single storey dwelling with a detached garage is currently located on the site. The land surrounding the site comprises a mixture of low density residential to the south east, medium density residential to the west and south, and high density residential to the east.



Local Planning Panel 19 April 2022

Item 6.1

Figure 1 – Site at 22 Noller Parade, Parramatta subject to the Planning Proposal

4. The site is located in a flood prone area and is subject to the Probable Maximum Flood (PMF) (**Figure 2** below). Council requires any new development to be constructed to the flood planning level, which is the 1:100 year flood level plus 0.5m. Council's Flood Engineers have identified that Noller Parade and Alfred Street are important flow paths for potential floodwaters to find their way to the Parramatta River. Future detailed design for the site, and its interface with public areas, must enable any overland flows to access both Noller Parade and Alfred Street. Additionally, any development application for this site will require detailed flood management planning, and detailed strategies for evacuation and/or shelter in place flood response planning.

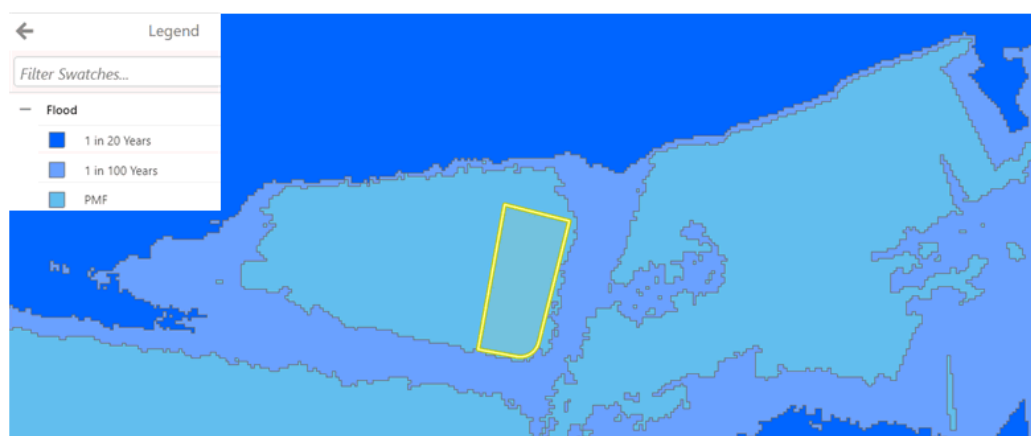


Figure 2 – Flood prone area map for the subject site at 22 Noller Parade, Parramatta.

BACKGROUND

5. At its meeting on 17 September 2019, the Local Planning Panel (LPP) considered a report on a Planning Proposal for the subject site and recommended to Council that the matter proceed for a Gateway determination and that a Planning Agreement be negotiated.
6. At its meeting on 8 October 2019, Council considered this matter, and resolved to endorse seeking a Gateway determination for the Planning Proposal (**Attachment 1**).
7. A Gateway Determination was issued by the then DPIE on 5 December 2019 (**Attachment 3**). As part of this determination, the DPIE authorised Council as the local plan-making authority, which means that should the matter proceed, Council officers will deal directly with the Parliamentary Counsel Office on the legal drafting and mapping of the amendment. The LEP amendment will then be signed by the CEO before being notified on the NSW Legislation website.
8. On 12 July 2021, Council resolved to endorse the legal drafting of a Planning Agreement to facilitate a monetary contribution of \$225,000 to Council for the purposes of contributing towards the delivery of public domain works associated with, or new connections to, the Alfred Street Bridge. Council also

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resolved that the draft Planning Agreement be placed on exhibition concurrently with the Planning Proposal.

9. On 27 October 2021, DPIE (former) issued a revised Gateway determination (**Attachment 4**) stating the timeframe for completing the LEP is 31 March 2022. The Department of Planning and Environment (DPE) has advised that a further extension to the Gateway timeframe will be provided to allow the Planning Proposal to be finalised.
10. The Planning Proposal, draft Planning Agreement and supporting documentation were publicly exhibited for 28 days from 2 February 2022 to 2 March 2022.

PLANNING PROPOSAL

11. The Planning Proposal seeks to amend the PLEP 2011 to allow for increased density as follows:

	Existing	Proposed
Land Use Zoning	R2 Low Density Residential	R4 High Density Residential
Height of Buildings	RL14m (up to 4 storeys)	RL17m (up to 5 storeys)
Floor Space Ratio	No FSR	1.5:1
Number of Dwellings	2 (dual occupancy)	Up to 16 apartments.

12. The site is subject to Reduced Level (RL) height measurements with regard to Height of Buildings. RLs are an exact building height measurement where zero (0) metres approximates the mean sea level using the Australian Height Datum and was adopted by the National Mapping Council of Australia in May 1971. RL heights have been implemented in areas of the LGA, such as this site, which are subject to heritage view lines and flooding.
13. As noted above, the site is located within a flood prone area and is therefore be subject to specific flood related planning controls. In order to meet these controls, development must be raised above a minimum required level of RL5.6m. The reference design included in the Planning Proposal (included in **Attachment 1**) demonstrates compliance with Council's requirement as the ground level is proposed to be RL5.62m.
14. The preparation of a site specific DCP is not required. Development on this site will be assessed under existing provisions of the Parramatta DCP 2011.
15. The reference design accompanying the Planning Proposal shows a 4/5 storey apartment building of 16 apartments consistent with the Parramatta DCP 2011 with setbacks comprising 6m from the front, 4.5m from the west, 7m from the rear and 3m from the east. The reference design proposes to set back the apartment on the 5th storey 15m from the building edge facing Noller Parade which will give the appearance of a 4 storey building at the street level and provide for a roof-top communal open space (see **Figures 3 and 4** below).

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Additionally, the increased setback to the 5th storey will help to mitigate impacts in relation to visual bulk and scale and overshadowing to adjoining properties and will be subject to further assessment at DA stage.

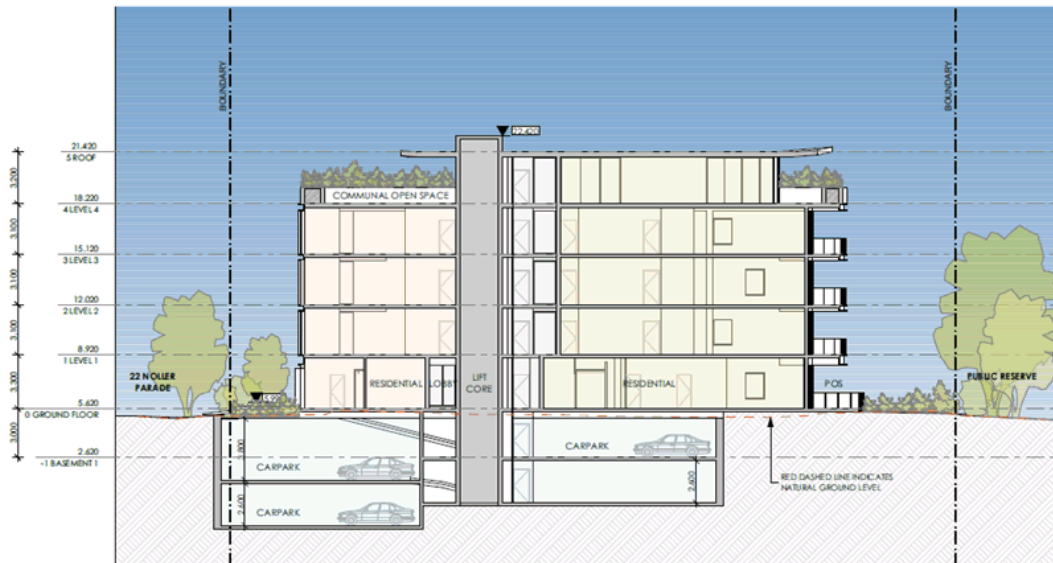


Figure 3 – Indicative design elevation of 22 Noller Parade, Parramatta from the east

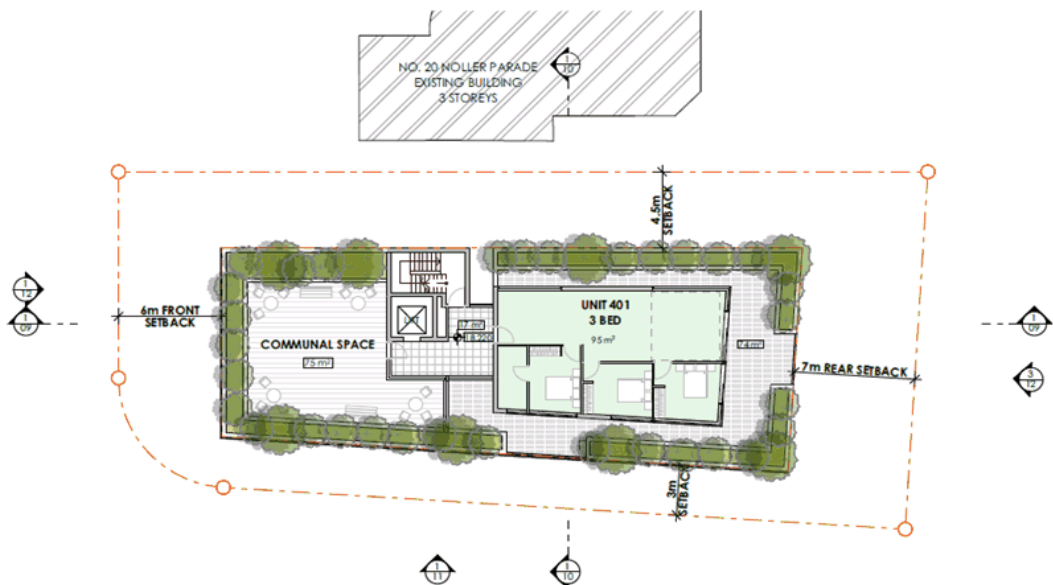


Figure 4 – Indicative design setbacks from the 5th storey

16. The proposed height increase from RL14m to RL17m is considered to be a minimum increase in height from the existing four storey residential flat building to the west of the site and also ensures an appropriate transition to the B4 zone to the east (**Figure 5** below).

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Figure 5 – Reference design bulk and scale in situation (to the left).

PLANNING AGREEMENT

17. At its meeting on 8 October 2019, Council resolved the following in relation to the draft Planning Agreement:
“(c) That the CEO be authorised to negotiate a Voluntary Planning Agreement on behalf of Council to the land value of 50% of the value uplift as per Council’s Planning Agreements Policy 2018 in addition to any development contributions payable...”
18. It is noted that subsequent to the above resolution, DPE released a Planning Agreements Practice Note (February 2021) that seeks to move away from value capture (as referred to in the above Council resolution and Planning Agreements Policy 2018) towards an infrastructure needs approach to negotiating planning agreements. It is acknowledged that while negotiations have occurred prior to the practice note being issued, a value uplift analysis was undertaken and used as a secondary check for the purposes of ensuring that an appropriate monetary contribution is provided towards infrastructure that will directly benefit and service the future development at the site. This approach was adopted when the Planning Agreement was reported to Council for the purposes of public exhibition on 12 July 2021.
19. A draft Planning Agreement that provides Council with additional funding/resourcing to deliver public domain works associated with, and facilitating new connections to, the future Alfred Street Bridge, which adjoins the subject site, was subsequently negotiated and is included at **Attachment 2**. More specifically, the financial contribution under the draft Planning Agreement will provide additional funding for Council to undertake public domain works, post bridge construction, which will include upgrades to the southern entry of the Bridge at the junction of Noller Parade/Alfred Street, as well as facilitating a foreshore connection between the Alfred Street Bridge and Gasworks Bridge (south side of Parramatta River). The construction of the Alfred Street Bridge does not form part of this Planning Agreement, rather the financial contributions

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will be used to support public domain upgrades to further improve pedestrian connections on the south side of the bridge (**Figure 6** below).



Figure 6 – Artist impression of south landing of the Alfred Street Bridge design elements, which would be supported by funding received as a result of the draft Planning Agreement.

20. The key elements of the draft Planning Agreement are detailed in Table 1 below:

Table 1: Summary of draft Planning Agreement

	Item	Costs for Planning Agreement	Value attributing public benefit
1.	Monetary contribution towards Public Domain works associated with, or new connections to, the Alfred Street Bridge	\$225,000	\$225,000
2.	Relinquishment of access (at the Alfred Street frontage to facilitate public domain works associated with the Alfred Street Bridge)	Nil cost attributed in draft Planning Agreement	Nil cost attributed in draft Planning Agreement
Staging	75% of the monetary contribution prior to the issue of a Construction Certificate (CC) 25% of the monetary contribution prior to the issue of any Occupation Certificate (OC)	Yes	Yes
Security	Bank Guarantees could be alternatively provided	Yes	Yes
Costs	Applicant agrees to pay Council's legal costs	Yes	N/A
Other	Section 7.11, 7.12, and 7.24 contributions apply	Yes	N/A
	Total	\$225,000	\$225,000

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21. Items relating to monetary contributions (or alternative bank guarantees) will be subject to indexation to reflect increases in the Consumer Price Index between the execution of the agreement and timing payments as required by Part 5.11 of Council's Planning Agreements Policy.
22. A requirement of the finalisation of the instrument change requires the Planning Agreement to be executed in full. This includes the payment of legal fees incurred in the negotiation of a Planning Agreement and the registration of the Planning Agreement on the property title. Part 3.7, step 9, of Councils Planning Agreement Policy states that:
"(zz) A planning agreement must be executed before Council will finalise any instrument change associated with an accompanying planning proposal application. If the Developer refuses to execute a planning agreement offered in connection with a planning proposal, the Council will ask the Minister not to proceed with the relevant instrument change under section 3.35(4) of the Act."
23. In conclusion, the draft Planning Agreement will see a financial contribution of \$225,000 paid to Council as additional funding for Council-led delivery of future public domain upgrades to facilitate improved pedestrian connections on the southern side of the under-construction Alfred Street Bridge. These proposed public domain works at the southern entry of the Alfred Street Bridge, including facilitating future connections to the bridge, have been designed as a part of the Alfred Street Bridge project. The proposed monetary contribution is preferred by Council officers as it supports the coordinated delivery of the bridge construction and public domain upgrades.

EXHIBITION OUTCOMES

24. The Planning Proposal, draft Planning Agreement and supporting documentation were publicly exhibited for 28 days from 2 February 2022 to 2 March 2022 as required by the Gateway determination. Notification methods used in the exhibition included:
 - Letters to surrounding landowners
 - Dedicated exhibition page on Council's Participate Parramatta website
 - Advertisement on Council's website
 - Exhibition folders in Council's customer service and Parramatta CBD library.
25. Public agencies were also notified in accordance with the Gateway determination, with the following agencies consulted:
 - Environment, Energy and Science, DPE (EES)
 - Heritage NSW
 - NSW State Emergency Service (NSW SES).
26. A total of three 3 submissions were received comprising two (2) from public agencies and one (1) from the local community. Of the submissions received, one (1) objected to the Planning Proposal in full.

COUNCIL OFFICER RESPONSE TO KEY ISSUES RAISED IN SUBMISSIONS

27. **Table 3** below summarises the key issues raised in the community submission and Council officer responses.

Table 3 - Summary of issues raised by the community during public exhibition

Consultation Issues	Council Officer Response
1. Character and Amenity	Raised in 1 submission
<p>1. Impact of the proposal on local heritage items.</p> <p>2. Raised concern regarding impact to sunlight and vistas for neighbouring residents.</p> <p>3. Proposed height and bulk of building out of character for the street, and may set precedent for future developments.</p>	<p>1. The site is not within a heritage conservation area, nor does it contain a heritage item. Council's Heritage Officer advises that the Planning Proposal is in keeping with the surrounding built form and does not impede any significant view corridors and retains views from Alfred Street to the Parramatta River. Future development will therefore not adversely impact the heritage qualities of the surrounding area. Future development applications will also be separately assessed against relevant heritage controls.</p> <p>2. (a) Shadow studies undertaken by the proponent indicates that neighbouring properties will continue to receive adequate solar access. Additional shadow studies will be required at the development assessment stage, which will require an assessment against solar access controls.</p> <p>(b) The current building on the site is single storey. The current planning controls for the site permit a four (4) storey building, in line with the neighbouring buildings to the west, and to the south of the site. The Planning Proposal seeks to permit up to a five (5) storey building and is significantly lower than the existing 12 storey development to the east of the site. Noting surrounding 4 storey development, the proposed height that will allow up to five storeys will not result in significant impacts on vistas beyond what is possible under current controls.</p> <p>3. (a) The proposed height and density are consistent with the immediate character of the area. Existing zoning of the adjoining and</p>

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	<p>surrounding developments has resulted in the site becoming isolated. This proposal will provide an appropriate transition between the B4 zoning to the east, and the R3 zone to the west and south of the site.</p> <p>(b) The bulk and scale of any future proposed building is required to be consistent with relevant standards and controls. Any residential flat building will be required to be consistent with the relevant requirements of the Apartment Design Guide.</p> <p>(c) The Planning Proposal has been assessed as meeting the strategic merit of State and Council planning policies.</p>
2. Site accessibility/Safety access	Raised in 1 submission
<p>1. Concerns raised regarding queuing traffic at the light rail signalised intersection.</p> <p>2. Concerns raised about Noller Parade being used as overflow parking for residents and visitors to the neighbouring River Road West development.</p>	<p>1. Council's Senior Traffic and Transport Engineer considers the existing road network has capacity and generation of traffic from this proposal is not considered to be significant. Therefore, the Planning Proposal will not exacerbate existing traffic conditions and does not trigger the need for intersection upgrades.</p> <p>Future intersection upgrades relating to the PLR are outside the scope of this proposal.</p> <p>2. The site is suitably sized to accommodate compliant basement car parking to service future residential development, which will be considered further at the Development Application phase. Therefore, overflow parking is not expected to be a significant issue as a result of this Planning Proposal.</p> <p>Further, the location will have high public transport accessibility through the close location of the future Tramway Avenue Parramatta Light Rail stop, and pedestrian and cycling connections via Alfred Street Bridge.</p>

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3. Flooding	Raised in 1 submission
1. Concerns that this proposal could bring significant increase in flood risk for residents of the site, and neighbouring sites.	<p>Council's Flood Engineers have identified that Noller Parade and Alfred Street are important flow paths for potential floodwaters to find their way to the Parramatta River.</p> <p>Future development on the site can be appropriately designed at the development application (DA) stage.</p>

AGENCY SUBMISSIONS

Environment, Energy and Science (EES), DPE

28. The Planning Proposal was referred to EES for comment. EES do not object to the Planning Proposal but raised some matters for consideration. **Table 4** below summarises the key issues including Council officer responses.

Table 4 - Summary of Issues raised by EES during public exhibition period

Consultation Issues	Council Officer Response
1. Consideration of current and future impacts of flooding for the site.	Council's Flood Engineers have identified that Noller Parade and Alfred Street are important flow paths for potential floodwaters to find their way to the Parramatta River. The design of the site and its interface with public areas must enable any overland flows to access both Noller Parade and Alfred Street. Additionally, any development application for this site will require detailed flood management planning, and detailed strategies for evacuation and/or shelter in place flood response planning.
2. Consideration and management of future and residual impacts of climate change to the site.	Responding to residual risks and future impacts relating to climate change for this site will be addressed at the DA stage through the development controls including energy and water efficient buildings, responses to flooding and deep soil/landscape requirements.
3. Consideration of impacts to the Parramatta River Riparian Corridor related to the building of the Alfred Street Bridge.	This Planning Proposal does not relate to the development of the Alfred Street Bridge. Impacts to the riparian corridor relating to the Alfred Street Bridge construction have been addressed in

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	the Vegetation Management Plan (2021) developed for the Alfred Street Bridge project.
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Heritage NSW

29. The Planning Proposal was referred to Heritage NSW. No response was received.

NSW State Emergency Services

30. The Planning Proposal was referred to NSW State Emergency Services for comment. **Table 5** below summarises the key issue raised, including a Council officer response.

Table 5 - Summary of issues raised by NSW SES during public exhibition period

Consultation Issues	Council Officer Response
1. Consideration to be given to Ministerial Section 9.1 Directions relating to flood prone land which is consistent with the NSW Flood Prone Land Policy found in the NSW Floodplain Development Manual (2005).	<p>Council's Flood Engineers have identified that Noller Parade and Alfred Street are important flow paths for potential floodwaters to find their way to the Parramatta River. The design of the site and its interface with public areas must enable any overland flows to access both Noller Parade and Alfred Street. Additionally, any development application for this site will require detailed flood management planning, and detailed strategies for evacuation and/or shelter in place flood response planning.</p> <p>Risk and Emergency Management policies can be prepared to NSW Hazard Management and the NSW Floodplain Development Manual requirements.</p>

FINANCIAL IMPLICATIONS FOR COUNCIL

31. Any work to progress the finalisation of the Planning Proposal would be prepared by Council Officers and within the existing City Planning and Design budget. Should this matter progress, a Planning Agreement will be entered into between the applicant and Council which will deliver Council a financial payment of \$225,000 to support the delivery of public domain works associated with, and facilitating connections to, the under-construction Alfred Street Bridge.

CONCLUSION AND NEXT STEPS

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32. Following consideration of all issues raised during the public exhibition of the Planning Proposal and draft Planning Agreement for the site, as outlined in this report, it is recommended that the Planning Proposal be endorsed to proceed to finalisation with no changes to the exhibited documentation.
33. It is therefore recommended that the Local Planning Panel supports the Council Officer recommendation for Council to endorse the exhibited Planning Proposal and exercise its plan-making delegations as granted by the Gateway Determination.
34. It is also recommended that the draft Planning Agreement that provides Council with additional funding/resourcing to deliver public domain works associated with, and facilitating new connections to, the future Alfred Street Bridge be endorsed by Council.





Dot Hepburn
Project Officer

Michael Rogers
Land Use Planning Manager

David Birds
Group Manager, Major Projects and Precincts

Jennifer Concato
Executive Director City Planning and Design

ATTACHMENTS:

- | | | | |
|---|---|--|----------|
| 1 |  | Planning Proposal - 22 Noller Parade, Parramatta | 63 Pages |
| 2 |  | Draft Planning Agreement as exhibited | 28 Pages |
| 3 |  | Gateway determination - 5 December 2019 | 2 Pages |
| 4 |  | Gateway alteration - 27 October 2021 | 1 Page |

REFERENCE MATERIAL



PLANNING PROPOSAL

22 Noller Parade, Parramatta

cityofparramatta.nsw.gov.au

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Planning Proposal - 22 Noller Parade, Parramatta

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

Planning Proposal drafts

Proponent versions:

No.	Author	Version
1.	Hamptons Property Services Pty Ltd	November 2018
2.	Hamptons Property Services Pty Ltd	June 2019

Council versions:

No.	Author	Version
1.	City of Parramatta Council	August 2019 - Report to Local Planning Panel and Council on the assessment of planning proposal

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PLANNING PROPOSAL – 22 Noller Parade, Parramatta

INTRODUCTION

This Planning Proposal explains the intended effect of, and justification for, the proposed amendment to *Parramatta Local Environmental Plan 2011* (PLEP 2011) to allow for a residential flat building on the subject site. It has been prepared in accordance with Section 55 of the *Environmental Planning and Assessment Act 1979* and the Department of Planning and Environment (DP&E) guides, 'A Guide to Preparing Local Environment Plans' (August 2016) and 'A Guide to Preparing Planning Proposals' (August 2016) and 'Guidance for merged councils on planning functions' (May 2016).

Background and context

In November 2018 Council received a Planning Proposal from Hamptons Property Services Pty Ltd on behalf of Jimstam Holdings Pty Ltd relating to the land at 22 Noller Parade, Parramatta. The subject site is legally defined as Lot 1 DP 35895 and has a site area of approximately 908 sqm.

The site is bound by Noller Parade to the south, Alfred Street to the east and Parramatta River to the north. The site is shown in **Figure 1**, below.



Figure 1 – Site at 22 Noller Parade, Parramatta subject to the planning proposal

A single storey dwelling and detached garage exist on the site. The land surrounding the subject site comprise a mixture of low density residential to the south east, medium density residential to the west and south, and high density residential to the east.

The medium density residential properties to the west and south have existing 3 and 4-storey residential flat buildings (RFBs) and are located in the R3 medium density residential zone. RFBs are not permissible in this zone, however, these buildings have existed prior to the implementation of the *Standard Instrument – Principal Local Environmental Plan* and the *PLEP 2011* and are therefore subject to existing use rights under Division 4.11 of the *Environmental*

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Item 6.1 - Attachment 1**Planning Proposal - 22 Noller Parade, Parramatta**

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

Planning and Assessment Act 1979 (EP&A Act). The property to the east contains a 13-storey mixed use development in the B4 Mixed Use zone.

The subject site's location on a corner as well as the adjoining and surrounding development has resulted in it becoming isolated.

Under the *PLEP 2011* the site:

- is zoned R2 Low Density Residential;
- has a maximum building height of RL 14 metres;
- does not have a maximum floor space ratio (FSR).

An extract of each the above maps is provided in Part 4 – Mapping; specifically, Section 4.1 Existing controls.

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PLANNING PROPOSAL – 22 Noller Parade, Parramatta

PART 1 – OBJECTIVES OR INTENDED OUTCOMES

The objective of this planning proposal is to seek the rezoning of the land at 22 Noller Parade, Parramatta from R2 Low Density Residential to R4 High Density Residential, increase the maximum height of building control from RL14m to 17m, and include a maximum FSR control of 1.5:1. The proposed amendments to the PLEP 2011 is to facilitate a 5-storey RFB comprising 16 dwellings.

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PLANNING PROPOSAL – 22 Noller Parade, Parramatta

PART 2 – EXPLANATION OF PROVISIONS

This Planning Proposal seeks to amend the *Parramatta LEP 2011* in relation to the zoning, height and floor space ratio controls.

In order to achieve the desired objectives the following amendments to the *PLEP 2011* would need to be made:

1. Amend the zone in the **Land Zoning Map** (Sheet LZN_010) from R2 Low Density Residential to R4 High Density Residential. Refer to Figure 13 in Part 4 of this Planning Proposal.
2. Amend the maximum building height in the **Height of Buildings Map** (Sheet HOB_010) from RL 14 metres to 17 metres which equates to 5 storeys. Refer Figure 14 in Part 4 of this Planning Proposal.
3. Amend the maximum FSR in the **Floor Space Ratio Map** (Sheet FSR_010) from nil to 1.5:1. Refer Figure 15 in Part 4 of this Planning Proposal.

2.1. Other relevant matters

2.1.1. Voluntary Planning Agreement

A draft Letter of Offer accompanies the Planning Proposal which indicates a monetary contribution to the value of 50% of the land value uplift, however, to the exclusion of Section 7.11 and 7.12 developer contributions. This is inconsistent with Council's adopted Planning Agreements Policy 2018. As per Clause 2.8 of Council's adopted Planning Agreements Policy 2018, section 7.11 and 7.12 developer contributions are not to be excluded.

Notwithstanding, negotiations will continue following the Planning Proposal being reported to Council and if it is endorsed to be forwarded to the Department of Planning, Industry & Environment (DPIE) for Gateway Determination.

PART 3 – JUSTIFICATION

This part describes the reasons for the proposed outcomes and development standards in the planning proposal.

3.1 Section A - Need for the planning proposal

This section establishes the need for a planning proposal in achieving the key outcome and objectives. The set questions address the strategic origins of the proposal and whether amending the LEP is the best mechanism to achieve the aims on the proposal.

3.1.1. Is the planning proposal a result of an endorsed local strategic planning statement, strategic study or report?

The Planning Proposal is not the result of any strategic study or report.

3.1.2. Is the Planning Proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

A Planning Proposal seeking to amend the PLEP 2011 is the most effective way of providing certainty to Council, the local community and the landowner of achieving the intended outcomes.

An alternative option is to amend the PLEP 2011 to allow a 'residential flat building' as an additional permitted use at the subject site. However, this is considered inappropriate as RFBs are prohibited in the R2 Low Density Residential zone and would be inconsistent with the objectives of the R2 zone.

3.2. Section B – Relationship to strategic planning framework

This section assesses the relevance of the Planning Proposal to the directions outlined in key strategic planning policy documents. Questions in this section consider state and local government plans including the NSW Government's Plan for Growing Sydney and subregional strategy, State Environmental Planning Policies, local strategic and community plans and applicable Ministerial Directions.

3.2.1. Will the planning proposal give effect to the objectives and actions of the applicable regional, or district plan or strategy (including any exhibited draft plans or strategies)?

A Metropolis of Three Cities

In March 2018, the NSW Government released the *Greater Sydney Region Plan: A Metropolis of Three Cities* ("the GSRP") a 20 year plan which outlines a three-city vision for metropolitan Sydney for to the year 2036.

The GSRP is structured under four themes: Infrastructure and Collaboration, Liveability, Productivity and Sustainability. Within these themes are 10 directions that each contain Potential Indicators and, generally, a suite of objective/s supported by a Strategy or Strategies. Those objectives and or strategies relevant to this planning proposal are discussed below.

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Planning Proposal - 22 Noller Parade, Parramatta

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

Infrastructure and Collaboration

An assessment of the planning proposal's consistency with the GSRP's relevant Infrastructure and Collaboration objectives is provided in Table 3a, below.

Table 3a – Consistency of planning proposal with relevant GSRP Actions – Infrastructure and Collaboration

Infrastructure and Collaboration Direction	Relevant Objective	Comment
A city supported by infrastructure	O4: Infrastructure use is optimised	<p>The subject site is located in close proximity to the Parramatta Light Rail (PLR) Stage 1 'Tramway Avenue' stop. The PLR will significantly improve accessibility to and from the site to the Parramatta CBD and other centres.</p> <p>The site is also adjacent to the future Alfred Street pedestrian-cycle bridge (PCB) which will provide a significant north-south connection over the Parramatta River at Rosehill and will unlock pedestrian and cycling movement in the area.</p>

Liveability

An assessment of the planning proposal's consistency with the GSRP's relevant Liveability objectives is provided in Table 3b, below.

Table 3b – Consistency of planning proposal with relevant GSRP Actions – Liveability

Liveability Direction	Relevant Objective	Comment
A city for people	O6: Services and infrastructure meet communities' changing needs	<p>The site is located adjacent to the future Alfred Street PCB.</p> <p>Whilst the site does not provide public infrastructure as such, a letter of intent to enter into a VPA accompanies the Planning Proposal. The VPA would include a monetary contribution to potentially be used for public domain works and the delivery of the PCB.</p>
	O7: Communities are healthy, resilient and socially connected	<p>Further, the main access to the site is intended to be relocated from Alfred Street to Noller Parade in order to provide the opportunity to convert the Alfred Street cul-de-sac into a pedestrianised area at the southern landing of the PCB.</p>
	O9: Greater Sydney celebrates the arts and supports creative industries and innovation	
Housing the city	O10: Greater housing supply	<p>The Central City, and City of Parramatta in particular, is expected to meet the housing targets identified under the Sydney Region Plan.</p> <p>The Planning Proposal is expected to deliver 16 dwellings.</p> <p>Whilst City of Parramatta is expected to meet, and even exceed these targets, the additional 16 dwellings are considered minor and can be accommodated to provide housing in</p>

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A city of great places		this area.
	O11: Housing is more diverse and affordable	<p>The Planning Proposal seeks to provide a mix of 1-bedroom, 2-bedroom and 3-bedroom apartments. Whilst this contributes to a mixture of apartments at the site, it does not contribute to housing diversity.</p> <p>The Planning Proposal does not indicate provision of affordable housing, however, as part of Council's Planning Agreements Policy, 10% of the 50% land value uplift is to be contributed towards Council's Affordable Housing Policy either in the form of a monetary contribution or dedication of a unit.</p>
	O12: Great places that bring people together	<p>The site is adjacent to the southern landing of the Alfred Street PCB. With the relocation of the site's main access from Alfred Street to Noller Parade, there is an opportunity for the conversion of the southern landing of the PCB to a pedestrian area. This can contribute to a public space that is activated by pedestrian movement as well as the enhancement of the Parramatta foreshore area.</p>
	O13: Environmental heritage is identified, conserved and enhanced	<p>The site does not contain a heritage item, however it is close to a number of heritage items, including the State significant Elizabeth Farm. It is also located in the "Area of National Significance" as identified under the Parramatta Development Control Plan 2011 (PDCP) which also has a number of identified significant view corridors.</p> <p>The Proposal is of a similar height and scale to the existing development to the west of the site and does not impede on any view corridors. Any future development must consider the relevant sections under the PDCP and other heritage requirements as outlined in the GSRP.</p>

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Planning Proposal - 22 Noller Parade, Parramatta

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

Productivity

An assessment of the planning proposal's consistency with the GSRP's relevant Productivity objectives is provided in Table 3c, below.

Table 3c – Consistency of planning proposal with relevant GSRP Actions – Productivity

Productivity Direction	Relevant Objective	Comment
A well connected city	O14: The plan integrates land use and transport creates walkable and 30 minute cities	The subject site is located in close proximity to the future Alfred Street PCB and the PLR 'Tramway Avenue' stop. These two major pieces of infrastructure would enable greater movement to and from the site to the Parramatta CBD, other centres or other transport modes, whether by active or public transport. The site is located well within 30-minutes to the Parramatta CBD and a major transport interchange to connect to other centres. The proposed density is appropriately located and can be accommodated at the site.
	O15: The Eastern, GOPP and Western Economic Corridors are better connected and more competitive	The site is located in the GOPP area and is within 1km from the Parramatta CBD. With the incoming PLR Stage 1 route, accessibility to the Parramatta CBD, and subsequently, connectivity to the other economic corridors is enhanced. This allows for greater access to jobs within the GOPP area and beyond.
Jobs and skills for the city	O19: Greater Parramatta is stronger and better connected	As discussed, a letter of offer accompanies the Planning Proposal whereby a monetary contribution may potentially go towards public domain works, including the delivery of the Alfred Street PCB and embellishment of the Parramatta River foreshore area as part of a future VPA. This infrastructure will enhance connectivity to the Parramatta CBD and improve use of the Parramatta River foreshore.
	O22: Investment and business activity in centres	Whilst there is no anticipated increase in jobs as part of the Proposal, the proposed R4 zoning would allow for a number of non-residential uses which could be accommodated on the site. Notwithstanding, the site's location is in proximity to the Parramatta CBD and is well within 30-minutes of a major centre and a major transportation interchange to other centres.

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	O23: Industrial and urban services land is planned, retained and managed	Whilst the site is adjacent to the identified "Precinct 08 – Parramatta (River Rd West & Alfred St)" precinct identified under the Parramatta Employment Lands Strategy, it is located outside of this employment zone. The proposed rezoning is not anticipated to affect the employment zone.
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Sustainability

An assessment of the planning proposal's consistency with the GSRP's relevant Sustainability objectives is provided in Table 3d, below.

Table 3d – Consistency of planning proposal with relevant GSRP Actions – Sustainability

Sustainability Direction	Relevant Objective	Comment
A city in its landscape	O25: The coast and waterways are protected and healthier	The site is located along the Parramatta River foreshore and is adjacent to the future Alfred Street PCB. As discussed, a letter of offer accompanies the Planning Proposal whereby a monetary contribution may potentially go towards public domain works, including the delivery of the Alfred Street PCB and embellishment of the Parramatta River foreshore area as part of a future VPA. With the future bridge and PLR, active transport and public transport patronage is encouraged, thus contributing to the reduction of greenhouse emissions and encouragement to use these transport modes. Any future public domain works at the southern landing of the PCB and foreshore area will be carried out by Council and will consider these objectives. Furthermore, landscaping of the site is intended to be provided at the DA stage which will include tree planting and provision of vegetation.
	O27: Biodiversity is protected, urban bushland and remnant vegetation is enhanced	
	O28: Scenic and cultural landscapes are protected	
	O29: Environmental, social and economic values in rural areas are protected and enhanced	
	O30: Urban tree canopy cover is increased	
	O31: Public open space is accessible, protected and enhanced	
	O32: The Green grid links Parks, open spaces, bushland and walking and cycling paths	
An efficient city	O33: A low-carbon city contributes to net-zero emissions by 2050 and mitigates climate change	The Planning Proposal does not indicate any sustainability initiatives. However, sustainability measures will be further addressed at the DA stage.
	O34: Energy and water flows are captured, used and re-used	
A resilient city	O36: People and places adapt to climate change and future shocks and stresses	The site is located in a flood prone area and is subject to the Probable Maximum Flood (PMF). The proposed design is compliant with Council's requirement for development in flood prone areas

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	O37: Exposure to natural and urban hazards is reduced	which is the 1:100 year flood level plus 0.5m. A flood emergency evacuation plan must accompany any future DA and will likely include a combination of evacuation and shelter-in-place strategies. This will be further addressed at the DA stage.
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Implementation

An assessment of the planning proposal's consistency with the GSRP's relevant Implementation objectives is provided in Table 3d, below.

Table 3e – Consistency of planning proposal with relevant GSRP Actions – Implementation

Implementation Direction	Relevant Objective	Comment
Implementation	O39: A collaborative approach to city planning	The Planning Proposal considers other strategic planning documents including the Central City District Plan and local strategies. This will be further discussed below.

Central City District Plan

In March 2018, the NSW Government released *Central City District Plan* which outlines a 20 year plan for the Central City District which comprises The Hills, Blacktown, Cumberland and Parramatta local government areas.

Taking its lead from the GSRP, the *Central City District Plan* ("CCDP") is also structured under four themes relating to Infrastructure and Collaboration, Liveability, Productivity and Sustainability. Within these themes are Planning Priorities that are each supported by corresponding Actions. Those Planning Priorities and Actions relevant to this planning proposal are discussed below.

Infrastructure and Collaboration

An assessment of the planning proposal's consistency with the CCDP's relevant Infrastructure and Collaboration Priorities and Actions is provided in Table 4a, below.

Table 4a – Consistency of planning proposal with relevant CCDP Actions – Infrastructure and Collaboration

Infrastructure and Collaboration Direction	Planning Priority/Action	Comment
A city supported by infrastructure O1: Infrastructure supports the three cities O2: Infrastructure aligns with forecast growth – growth infrastructure compact O3: Infrastructure adapts to meet future need O4: Infrastructure use is optimised	PP C1: Planning for a city supported by infrastructure <ul style="list-style-type: none"> A1: Prioritise infrastructure investments to support the vision of <i>A metropolis</i> A2: Sequence growth across the three cities to promote north-south and east-west connections A3: Align forecast growth with infrastructure A4: Sequence infrastructure provision using a place based approach 	As discussed above in Table 3a, whilst the Planning Proposal does not provide community infrastructure, as such, on the site, a letter of offer to enter into a VPA with Council for monetary contribution accompanies the proposal. This contribution could potentially be used for the delivery of the Alfred Street PCB and for public domain works around the Parramatta River foreshore. The contribution to deliver the PCB would provide an essential north-south connection over the Parramatta River.

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	<ul style="list-style-type: none"> • A5: Consider the adaptability of infrastructure and its potential shared use when preparing infrastructure strategies and plans • A6: Maximise the utility of existing infrastructure assets and consider strategies to influence behaviour changes to reduce the demand for new infrastructure, supporting the development of adaptive and flexible regulations to allow decentralised utilities 	The site is also in close proximity to the future PLR stop and encourages public transport patronage to the Parramatta CBD and beyond.
O5: Benefits of growth realized by collaboration of governments, community and business	PP C2: Working through collaboration <ul style="list-style-type: none"> • A7: Identify prioritise and delivery collaboration areas 	<p>The Planning Proposal seeks to work in collaboration with local government, particularly with the delivery of the future Alfred Street PCB. As it stands, the PCB Plan maintain access to 22 Noller Parade from Alfred Street through retention of the Alfred Street cul-de-sac as a road.</p> <p>The Planning Proposal seeks to relocate the main access to the site from Alfred Street to Noller Parade to provide the opportunity for the southern landing of the PCB to be converted to a fully pedestrianised area.</p>

Liveability

An assessment of the planning proposal's consistency with the CCDP's relevant Liveability Priorities and Actions is provided in Table 4b, below.

Table 4b – Consistency of planning proposal with relevant CCDP Actions – Liveability

Liveability Direction	Planning Priority/Action	Comment
A city for people O6: Services and infrastructure meet communities' changing needs	PP C3: Provide services and social infrastructure to meet people's changing needs <ul style="list-style-type: none"> • A8: Deliver social infrastructure that reflects the need of the community now and in the future • A9: Optimise the use of available public land for social infrastructure 	<p>The Planning Proposal does not provide social infrastructure on the site. However, as part of Council's adopted Planning Agreements Policy, 10% of the 50% value uplift is to be used towards affordable housing, whether in the form of an affordable housing unit or monetary contribution.</p>
O7: Communities are healthy, resilient and socially connected O8: Greater Sydney's communities are culturally rich with diverse neighbourhoods O9: Greater Sydney celebrates the arts and supports creative industries and innovation	PP C4: Working through collaboration <ul style="list-style-type: none"> • A10: Deliver healthy, safe and inclusive places for people of all ages and abilities that support active, resilient and socially connected communities by (a-d). • A11: Incorporate cultural and linguistic diversity in strategic planning and engagement. • A12: Consider the local infrastructure implications of areas that accommodate large migrant and refugee populations. 	<p>Furthermore, as discussed above, by relocating the main access to the site from Alfred Street to Noller Parade, the southern landing of the Alfred Street PCB has the opportunity to be converted to a pedestrianised area which subsequently would open up the foreshore for activation and use.</p>

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	<ul style="list-style-type: none"> • A13: Strengthen the economic self-determination of Aboriginal communities by engagement and consultation with Local Aboriginal Land Council's. • A14: Facilitate opportunities for creative and artistic expression and participation, wherever feasible with a minimum regulatory burden including (a-c). • A15: Strengthen social connections within and between communities through better understanding of the nature of social networks and supporting infrastructure in local places 	
Housing the city O10: Greater housing supply O11: Housing is more diverse and affordable	PP C5: Providing housing supply, choice and affordability, with access to jobs, services and public transport <ul style="list-style-type: none"> • A16: Prepare local or district housing strategies that address housing targets [abridged version] • A17: Prepare Affordable Rental housing Target Schemes 	Refer to "Housing the City" in Table 3b above.
A city of great places O12: Great places that bring people together O13: Environmental heritage is identified, conserved and enhanced	PP C6: Creating and renewing great places and local centres, and respecting the District's heritage <ul style="list-style-type: none"> • A18: Using a place-based and collaborative approach throughout planning, design, development and management deliver great places by (a-e) • A19: Identify, conserve and enhance environmental heritage by (a-c) • A20: Use place-based planning to support the role of centres as a focus for connected neighbourhoods • A21: In Collaboration Areas, Planned Precincts and planning for centres (a-d) • A22: Use flexible and innovative approaches to revitalise high streets in decline. 	<p>As discussed above under "A city of Great Places" in Table 3b, the site does not contain a heritage item but is in close proximity to a number of heritage items, including the State Significant Elizabeth Farm. It is also located in the "Area of National Significance" as identified under the Parramatta Development Control Plan (PDCP) which also has a number of identified significant view corridors</p> <p>The Proposal is of a similar height and scale to the existing development to the west of the site and does not impede on any view corridors. Any future development must consider the relevant sections under the PDCP and other heritage requirements as outlined in the GSRP.</p>

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Productivity

An assessment of the planning proposal's consistency with the CCDP's relevant Productivity Priorities and Actions is provided in Table 4c, below.

Table 4c – Consistency of planning proposal with relevant CCDP Actions – Productivity

Productivity Direction	Planning Priority/Action	Comment
A well-connected city O19: Greater Parramatta is stronger and better connected	PP C7: Growing a stronger and more competitive Greater Parramatta <ul style="list-style-type: none"> • A23: Strengthen the economic competitiveness of Greater Parramatta and grow its vibrancy [abridged] • A26: Prioritise infrastructure investment [abridged] • A27: Manage car parking and identify smart traffic management strategies 	The Planning Proposal is located within the GOP area and is within 1km of the Parramatta CBD and is adjacent to the future Alfred Street PCB and PLR stop. Its location is within the Government's target for a 30-minute city and provides ample opportunities to travel to the Parramatta CBD and beyond. The site's proximity to the Parramatta CBD allows for greater connectivity to other centres and access to jobs by providing ample opportunity for transport interchange.
Jobs and skills for the city O15: The Eastern, GOP and Western Economic Corridors are better connected and more competitive	PP C8: Delivering a more connected and competitive GOP Economic Corridor <ul style="list-style-type: none"> • A29: Prioritise public transport investment to deliver the 30-minute city objective for strategic centres along the GOP Economic Corridor • A30: Prioritise transport investments that enhance access to the GOP between centres within GOP 	Further, the Proposal includes provision for 20 car parking spaces which is compliant with the Parramatta DCP requirements. For more information, refer to "Jobs and Skills in the City" under Table 3c.
O14: The plan integrates land use and transport creates walkable and 30 minute cities	PP C9: Delivering integrated land use and transport planning and a 30-minute city <ul style="list-style-type: none"> • A32: Integrate land use and transport plans to deliver a 30-minute city 	
O23: Industrial and urban services land is planned, retained and managed	PP C10: Growing investment, business opportunities and jobs in strategic centres <ul style="list-style-type: none"> • A37: Provide access to jobs, goods and services in centres [abridged] 	
O23: Industrial and urban services land is planned, retained and managed	PP C11: Maximising opportunities to attract advanced manufacturing and innovation in industrial and urban services land <ul style="list-style-type: none"> • A49: Review and manage industrial and urban service land, in line with the principles for managing industrial and urban services land, in the identified local government area 	Refer to "Jobs and Skills in the City" under Table 3c.

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Sustainability

An assessment of the planning proposal's consistency with the CCDP's relevant Productivity Priorities and Actions is provided in Table 4d, below.

Table 4d – Consistency of planning proposal with relevant CCDP Actions – Sustainability

Sustainability Direction	Planning Priority/Action	Comment
A city in its landscape O25: The coast and waterways are protected and healthier	PP C13: Protecting and improving the health and enjoyment of the District's Waterways <ul style="list-style-type: none"> • A60: Protect environmentally sensitive areas of waterways • A61: Enhance sustainability and liveability by improving and managing access to waterways and foreshores for recreation, tourism, cultural events and water based transport • A62: Improve the health of catchments and waterways through a risk based approach to managing the cumulative impacts of development including coordinated monitoring of outcomes • A63: Work towards reinstating more natural conditions in highly modified urban waterways 	The site is adjacent to the Parramatta River foreshore. As discussed above, with the future Alfred Street PCB and relocation of the main access from Alfred Street to Noller Parade, there is an opportunity to convert the southern landing of the PCB to be a pedestrianised area.
O27: Biodiversity is protected, urban bushland and remnant vegetation is enhanced O28: Scenic and cultural landscapes are protected	PP C15: Protecting and enhancing bushland, biodiversity and scenic and cultural landscapes <ul style="list-style-type: none"> • A67: Enhance and protect views of scenic and cultural landscapes from the public realm 	As discussed above, the site is located in an area with identified significant view corridors. The Planning Proposal does not impede on any of these view corridors and retains the frame view from Alfred Street towards the Parramatta River.
O31: Public open space is accessible, protected and enhanced	PP C17: Delivering high quality open space <ul style="list-style-type: none"> • A71: Maximise the use of existing open space and protect, enhance and expand public open space by (a-g) [abridged] 	Refer to PP C13 above.
An efficient city O33: A low-carbon city contributes to net-zero emissions by 2050 and mitigates climate change O34: Energy and water flows are captured, used and re-used O35: More waste is re-used and recycled to support the development of a circular economy	PP C19: Reducing carbon emissions and managing energy, water and waste efficiently <ul style="list-style-type: none"> • A75: Support initiatives that contribute to the aspirational objectives of achieving net-zero emissions by 2050 • A76: Support precinct-based initiatives to increase renewable energy generation and energy and water efficiency • A78: Support innovative solutions to reduce the volume of waste and reduce waste transport requirements 	The subject site is located in close proximity to the future PLR stop which will encourage public transport patronage. Likewise, the future Alfred Street PCB also encourages walkability and active transport. These two major infrastructures would facilitate an overall reduction in emissions by providing the opportunity for their use rather than reliance on private vehicles. Furthermore, the car parking provisions proposed are in keeping with the minimum car parking requirements under the PDOP and does not exceed these rates.

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	<ul style="list-style-type: none"> • A79: Encourage the preparation of low carbon, high efficiency strategies to reduce emissions, optimise the use of water, reduce waste and optimising car parking provisions where an increase in total floor in 100,000sqm 	The Planning Proposal does not indicate any sustainability initiatives. Sustainability measures will be further addressed at the DA stage.
<p>O36: People and places adapt to climate change and future shocks and stresses</p> <p>O37: Exposure to natural and urban hazards is reduced</p> <p>O38: Heatwaves and extreme heat are managed</p>	<p>PP C20: Adapting to the impacts of urban and natural hazards and climate change</p> <ul style="list-style-type: none"> • A81: Support initiatives that respond to the impacts of climate change • A82: Avoid locating new urban development in areas exposed to natural and urban hazards and consider options to limit the intensification of development in existing areas most exposed to hazards • A83: Mitigate the urban heat island effect and reduce the vulnerability to extreme heat • A85: Consider strategies and measures to manage flash flooding and safe evacuation when planning for growth in Parramatta CBD 	Refer to "A Resilient City" under Table 3d above.

3.2.1. Will the planning proposal give effect to a council's endorsed local strategic planning statement, or another endorsed local strategy or strategic plan?

The following local strategic planning documents are relevant to the planning proposal.

Parramatta 2038 Community Strategic Plan

Parramatta 2038 is a long term Community Strategic Plan for the City of Parramatta and it links to the long-term future of Sydney. The plan formalises several big and transformational ideas for the City and the region.

The planning proposal is considered to meet the strategies and key objectives identified in the plan including:

- **Accessible:** The site is located within 1km of the Parramatta CBD and is in close proximity to the future PLR "Tramway Avenue" stop. This will provide ample opportunities for public transport patronage well within 30-minutes of a major centre and major transport interchange to connect to other centres. Furthermore, the future Alfred Street PCB is located adjacent to the site and will provide a new north-south connection over the Parramatta River with provision of new pedestrian and cycle paths that will promote active transport use.
- **Green:** The Planning Proposal will provide a greater opportunity for the future Alfred Street PCB southern landing to be converted into a pedestrianised area which would include public domain works and enhancement of the Parramatta River foreshore.
- **Welcoming:** The site is located in the Harris Park Precinct, an important heritage precinct. The Proposal is in keeping with the surrounding built form and does not impede on any significant view corridors and retains the frame views from Alfred Street to the Parramatta River.

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- **Thriving:** Contributes to the vibrancy of Parramatta, particularly along the Parramatta River foreshore area and connectivity to the Parramatta CBD.
- **Innovative:** The proposed relocation of the main access from Alfred Street to Noller Parade provides an opportunity for the southern landing of the Alfred Street PCB to be converted to a pedestrianised area and for collaboration between the landowner, Council and other relevant parties towards that outcome.

Parramatta Local Strategic Planning Statement

At the time of preparing this Planning Proposal, the draft Parramatta LSPS has not been considered and endorsed by Council. The draft LSPS is intended to be reported to Council in September 2019.

Should a Gateway determination be issued for this Planning Proposal with a condition to consider Council's draft LSPS, this Planning Proposal will be updated which formerly considers Council's draft LSPS in accordance with section 3.33(2)(c) of the *Environmental Planning and Assessment Act 1979*.

3.2.2. Is the planning proposal consistent with the applicable State Environmental Planning Policies?

The following State Environmental Planning Policies (SEPPs) are of relevance to the site (refer to Table 5 below).

Table 5 – Consistency of planning proposal with relevant SEPPs

State Environmental Planning Policies (SEPPs)	Consistency: Yes = ✓ No = x N/A = Not applicable	Comment
SEPP No 1 Development Standards	N/A	This SEPP does not apply to land subject to the Parramatta Local Environmental Plan 2011.
SEPP 4 – Development Without Consent and Miscellaneous Exempt and Complying Development	N/A	This SEPP does not apply to land subject to the Parramatta Local Environmental Plan 2011.
SEPP 6 – Number of Storeys in a Building	N/A	This SEPP does not apply to land subject to the Parramatta Local Environmental Plan 2011.
SEPP 33 – Hazardous and Offensive Development	N/A	Not relevant to the Planning Proposal.
SEPP No 55 Remediation of Land	✓	The Planning Proposal is consistent with the aims and provisions of this SEPP. Notwithstanding, future redevelopment of the site will need to address the requirements of the SEPP. A preliminary investigation may be provided as a condition of any Gateway Determination.

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SEPP 60 – Exempt and Complying Development	N/A	Not relevant to the Planning Proposal.
SEPP 64 – Advertising and Signage	N/A	Not relevant to the Planning Proposal.
SEPP No 65 Design Quality of Residential Flat Development	✓	Detailed compliance with SEPP 65 will be demonstrated at the time of making a development application for the site facilitated by this Planning Proposal.
SEPP No.70 Affordable Housing (Revised Schemes)	N/A	Not relevant to the Planning Proposal.
SEPP (Affordable Rental Housing) 2009	N/A	Not relevant to the Planning Proposal.
SEPP (BASIX) 2004	N/A	Detailed compliance with SEPP (BASIX) will be demonstrated at the time of making a development application for the site facilitated by this Planning Proposal.
SEPP (Exempt and Complying Development Codes) 2008	✓	May apply to future development of the site.
SEPP (Infrastructure) 2007	✓	May apply to future development of the site.
Sydney Regional Environmental Plan No 18– Public Transport Corridors	N/A	Not relevant to the Planning Proposal.
Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005	N/A	The proposed development is not located directly on the Sydney Harbour Catchment foreshore. Any potential impacts as a result of development on the site, such as stormwater runoff, will be considered and addressed appropriately at DA stage.
SEPP (Urban Renewal) 2010	✓	Not relevant to the Planning Proposal.

3.2.3. Is the planning proposal consistent with applicable Ministerial Directions (s.9.1 directions)

In accordance with Clause 9.1 of the *EP&A Act 1979* the Minister issues directions for the relevant planning authorities to follow when preparing planning proposals for new LEPs. The directions are listed under the following categories:

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- Employment and resources
- Environment and heritage
- Housing, infrastructure and urban development
- Hazard and risk
- Housing, Infrastructure and Urban Development
- Local plan making

The following directions are considered relevant to the subject Planning Proposal.

Table 6 – Consistency of planning proposal with relevant Section 9.1 Directions

Relevant Direction	Comment	Compliance
1. Employment and Resources		
Direction 1.1 – Business and Industrial Zones	The subject site is not in an employment zone. The Ministerial Direction is not relevant for the Planning Proposal.	Yes
2. Environment and Heritage		
Direction 2.3 - Heritage Conservation	<p>The subject site is located in the Harris Park precinct which contains some of the most important parts of Parramatta's heritage. Whilst the site does not contain a heritage item, it is within close proximity to several heritage items and is located within the special areas of the Harris Park Precinct, being the 'Area of National Significance' and the Harris Park River Area' under the PDCP. The site is also in an area with significant historic view corridors identified in the PDCP.</p> <p>The proposal seeks to increase the height of building control from RL 14 to 17m. This increased height is considered minor particularly in relation to the existing 4-storey residential flat building to the west of the site and to the B4 zone to the east of the site.</p> <p>That said, the site does not contain a heritage item, it does not impede on any identified view corridors, it retains the frame view from Alfred Street and is of a similar scale to the properties to the west and south.</p> <p>Further investigations in relation to the State significant archaeology will be assessed as part of any future Gateway Determination condition or as a requirement at the DA stage.</p>	Yes
3. Housing, Infrastructure and Urban Development		
Direction 3.1 - Residential Zones	<p>The Planning Proposal is consistent with this direction, in that it:</p> <ul style="list-style-type: none"> • facilitates additional housing in close proximity to the Parramatta CBD that is currently not provided on the site • provides residential development in an existing urban area that will be fully serviced by existing infrastructure and future infrastructure, including the Parramatta Light Rail and Alfred Street PCB 	Yes
Direction 3.4 - Integrating Land Use and Transport	<p>The Planning Proposal is consistent with this direction, in that it:</p> <ul style="list-style-type: none"> • will provide new dwellings in close proximity to future public transport links • will enable residents to walk or cycle to work if employed in the Parramatta City Centre or 	Yes

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	<ul style="list-style-type: none"> • makes more efficient use of space and infrastructure by increasing densities on an underutilised site. 	
4. Hazard and Risk		
Direction 4.1 - Acid Sulfate Soils	The site is identified as Class 4 on the Acid Sulfate Soils Map in Parramatta Local Environmental Plan 2011. Acid sulfate soils are generally not found in the first 2 metres of Class 4 areas. However, this will be addressed further at the development application stage.	Yes
Direction 4.3 - Flood Prone Land	<p>The site is located in a flood prone area and is affected by the Probable Maximum Flood.</p> <p>As per Council's flood requirements, a minimum flood planning level, which is the 1:100 year flood level plus 0.5m, is required. This translates to a flood planning level of RL 5.6 as required for the site. The proposal indicates a ground floor of RL 5.62, hence it is compliant in this regard.</p> <p>Any potential impacts as a result of development on the site, such as stormwater runoff, will be considered and addressed appropriately at DA stage. This will also include any design detail required to ensure compliance with Council's water management controls within the Parramatta DCP 2011.</p>	Yes
5. Local Plan Making		
Direction 6.1 - Approval and Referral Requirements	The Planning Proposal does not introduce any provisions that require any additional concurrence, consultation or referral.	Yes
Direction 6.3 - Site Specific Provisions	The Planning Proposal does not introduce any site specific provisions.	Yes
6. Metropolitan Planning		
Direction 7.1 - Implementation of A Plan for Growing Sydney	The Planning Proposal is consistent with the principles, directions and priorities prescribed in the Plan for Growing Sydney.	Yes
Direction 7.5 – Implementation of Greater Parramatta Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	The subject site is located within the Greater Parramatta Priority Growth Area. The proposal is consistent with the Interim and achieves the overall intent of the Interim Plan while ensuring the overall objectives, planning principles and priorities for the GPDP are able to be met.	Yes

3.3. Section C – Environmental, social and economic impact

This section considers the potential environmental, social and economic impacts which may result from the Planning Proposal.

3.3.1. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?

The site is located in an existing residential zone and it is unlikely to contain critical habitat or threatened species, populations or ecological communities, or their habitats.

3.3.2. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?

The main potential environmental impacts to be examined in detail with any future development proposal for the site are:

Heritage

The subject site is located in the Harris Park Precinct and is in the special areas of 'Area of National Significance' and the 'Harris Park River Area', as identified in the Parramatta DCP. It is also in an area that has significant historic view corridors.

As discussed above, the proposed increase of height control from RL 14 to 17m is considered a minor increase and provides an appropriate transition, particularly in relation to the existing 4-storey development to the west of the site and the 13-storey development to the east of the site.

The site does not contain a heritage item, does not impede on any identified view corridors, retains the frame view corridor from Alfred Street to the Parramatta River and is of a similar scale to the properties to the west and south.

The site is located in an area of State significant archaeology, however, any future DA would need to be referred to the NSW Environment, Energy and Science prior to any works commencing for assessment of potential relics on the site and their conservation.

Urban Design and Built Form

The Planning Proposal seeks an increase of height from RL14 (approx. 9m) to 17m. The proposed height will allow a 5-storey residential flat building on the site.

The Proposal indicates a design that is consistent with the setback requirements under the Parramatta DCP, comprising 6m from the front, 4.5m from the west, 7m from the rear and 3m from the east. The 5th storey is setback approximately 15m from Noller Parade which will address impacts at the street level and provide for communal open space (refer to Figure 2 and 3).

The increased 5th storey setback is consistent with Part 2F and 3F of the Apartment Design Guide (ADG) where the 5th storey of a development requires a greater setback than the first 4 storeys in order to provide adequate building separation, which in this instance, is from the adjoining property to the west of the site.

The proposed height increase to 17m is considered to be a minimum increase in height from the existing 4-storey residential flat building to the west of the site and also ensures an appropriate transition to the B4 zone to the east.

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Figure 2 – Elevation of 22 Noller Parade, Parramatta from the east

Figure 3 – Setbacks from the 5th storey

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Flooding

The subject site is located within a flood prone area but is identified as being subject to low hazard flooding (see **Figure 4**). The site is also subject to the Probable Maximum Flood (PMF) (refer to **Figure 5**).



Figure 4 – Flooding hazard



Figure 5 – Flooding levels

Council's requirement is that any development must be at a flood planning level, which is the 1:100-year flood level plus 0.5m. This equates to a minimum required level of RL5.6. The proposal is compliant with Council's requirement as the ground level is proposed to be RL5.62.

The reference design indicates a two-storey basement car park to accommodate 20 car parking space. Any future development would require exclusion of flood waters from the basement to the PMF. This matter can be addressed at the DA stage.

Similarly, a comprehensive flood emergency response plan would be required to support any future DA on this site and would likely involve a combination of evacuation and shelter-in-place strategies.

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Transport and Accessibility

The subject site is located in an accessible area and is within 1km of the Parramatta CBD which is accessible by walking or cycling. This accessibility will be further enhanced with the future Parramatta Light Rail and Alfred Street pedestrian cycle bridge. This will be discussed in further more below in the section 3.4.1 relating to public infrastructure.

Council's Senior Traffic and Transport Engineer has reviewed the traffic generation of the proposal and has considered that it will not be significant. Furthermore, 20 car parking spaces are proposed which is in keeping with the minimum requirements under the Parramatta DCP. In this regard, traffic generation is considered minor and acceptable.

3.3.3. How has the planning proposal adequately addressed any social and economic effects?

The Planning Proposal seeks to provide 16 dwellings in an area which is within 1km from the Parramatta CBD and is well within the State Government's target for a 30-minute city to a major centre. This is an appropriate location for housing which is close to the Parramatta CBD and a major transport interchange for connectivity to other centres which allows for greater accessibility to jobs.

A social benefit of the proposal is that as part of Council's adopted Planning Agreements Policy, 10% of the 50% land value uplift will be used towards Council's adopted affordable housing policy, either in the form of a unit or a monetary contribution.

3.4. Section D – State and Commonwealth Interests**3.4.1. Is there adequate public infrastructure for the planning proposal?***Alfred Street Pedestrian-Cycle Bridge*

The subject site is located adjacent to the southern landing of the future Alfred Street pedestrian-cycle bridge (PCB) (refer to **Figure 6**). This will be a significant piece of infrastructure that will provide a north-south connection over the Parramatta River at Rosehill and new pedestrian and cycle paths. This will increase accessibility to the site and provide greater opportunity and encouragement for active transport patronage.



Figure 6 – Site at 22 Noller Parade, Parramatta subject to the planning proposal

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As part of the new PCB project, the northern end of Alfred Street (i.e. the southern landing of the PCB) is proposed to be closed as a road and converted into a shared vehicle and pedestrian zone. The subject site is outside the scope of the PCB project which will maintain access to the subject site from Alfred Street.

The Planning Proposal, however, seeks to relocate its main access to the site from Alfred Street to Noller Parade to provide an opportunity to convert the southern landing area to a fully pedestrianised area. This will not only provide a larger public domain area but will also enhance activation at street level and use of the Parramatta River foreshore area.

Parramatta Light Rail

The subject site is also in close proximity to the future Parramatta Light Rail (PLR) 'Tramway Avenue' stop (refer to **Figure 7**). The PLR will significantly improve accessibility to and from the site to the Parramatta CBD and other centres by providing ample public transport to and from the site as well as encouraging its use.



Figure 7 – PLR Stage 1 map

3.4.2. What are the views of State and Commonwealth public authorities consulted in accordance with the gateway determination?

Consultation with the State and Commonwealth public authorities will be undertaken once the gateway determination has been issued.

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PART 4 – MAPPING

This section contains the mapping for this planning proposal in accordance with the DP&E's guidelines on LEPs and Planning Proposals. **Existing controls**

This section illustrates the current *PLEP 2011* controls which apply to the site.

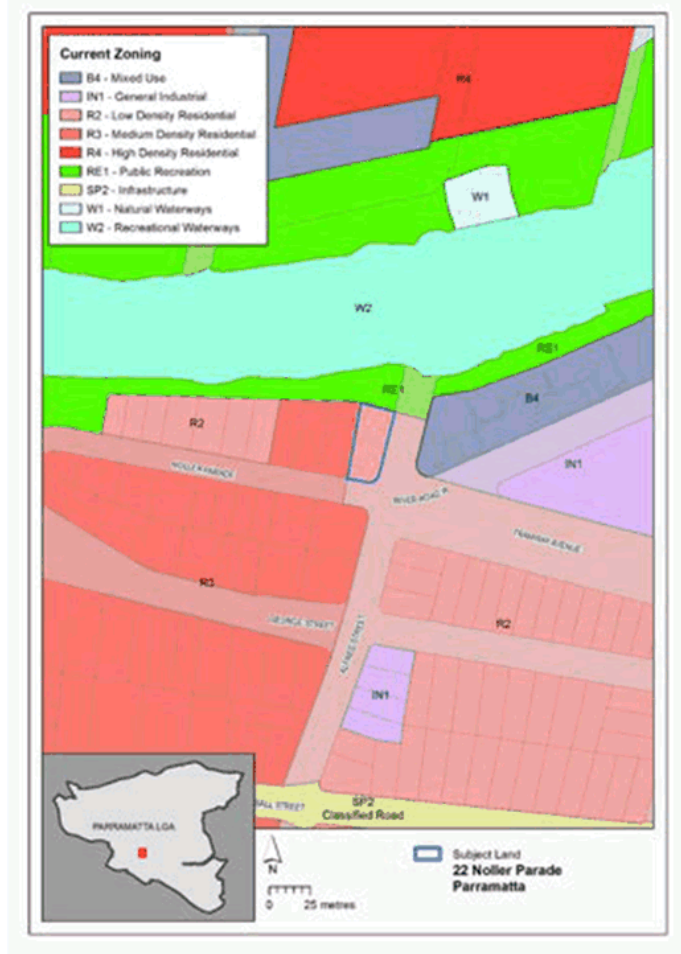


Figure 8 – Existing zoning extracted from *Parramatta LEP 2011* Land Zoning Map

Figure 8 illustrates the existing R2 Low Density Residential zone. The surrounding area is a mixture of R2 Low Density Residential to the south east, R3 Medium Density Residential to the west, B4 Mixed Use and IN1 General Industrial to the east and RE1 Public Recreation to the north.

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Figure 9 – Existing building heights extracted from Parramatta LEP 2011 Height of Buildings Map

Figure 9 illustrates the existing maximum Height of Building control of RL14 (approx. 9m).

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Planning Proposal - 22 Noller Parade, Parramatta

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

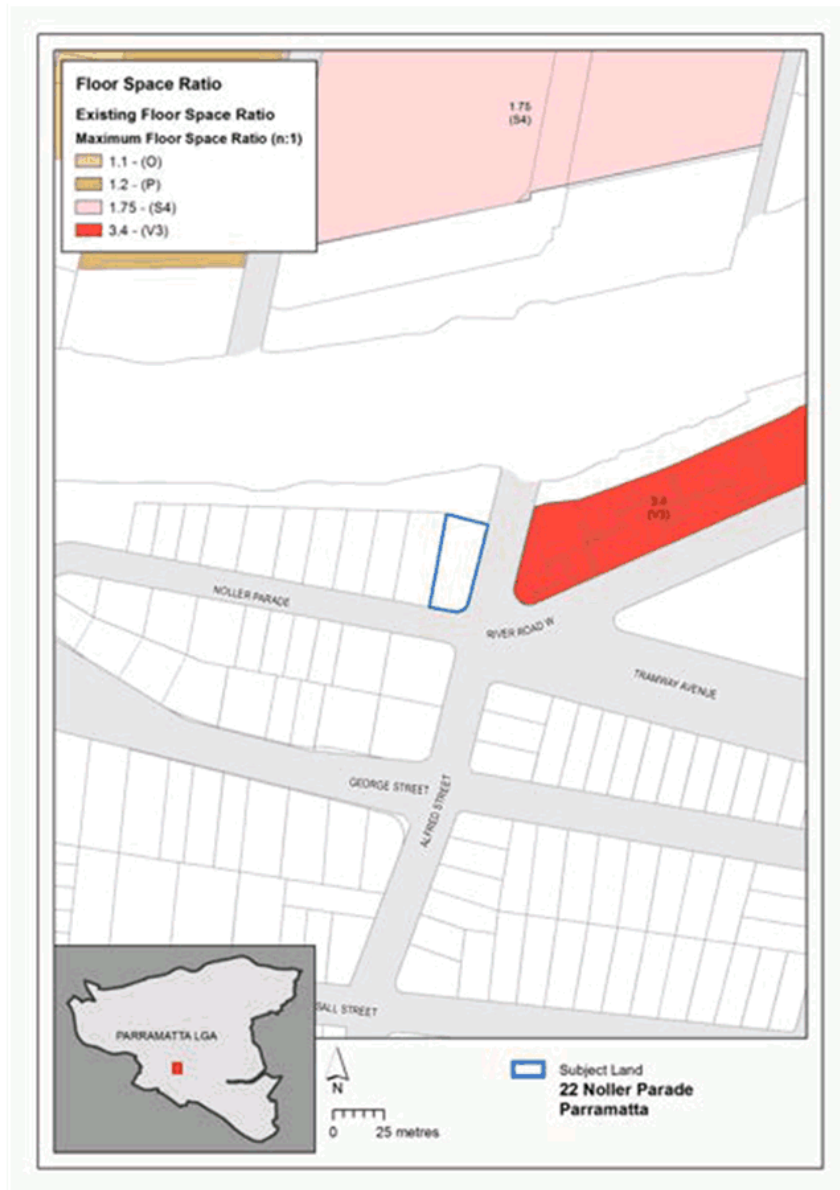


Figure 10 – Existing floor space ratio extracted from the *Parramatta LEP 2011 Floor Space Ratio Map*

Figure 10 illustrates the existing maximum Floor Space Ratio control on the site. Currently there is no FSR control.

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PLANNING PROPOSAL – 22 Noller Parade, Parramatta



Figure 11 – Existing heritage items extracted from the *Parramatta LEP 2011 Heritage Map*

Figure 11 above illustrates the site and its proximity to a number of heritage items. As discussed above in Section 3.3.2, the site does not contain a heritage item but is close to a number of items, including the State heritage item Elizabeth Farm.

RZ/15/2018

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PLANNING PROPOSAL – 22 Noller Parade, Parramatta

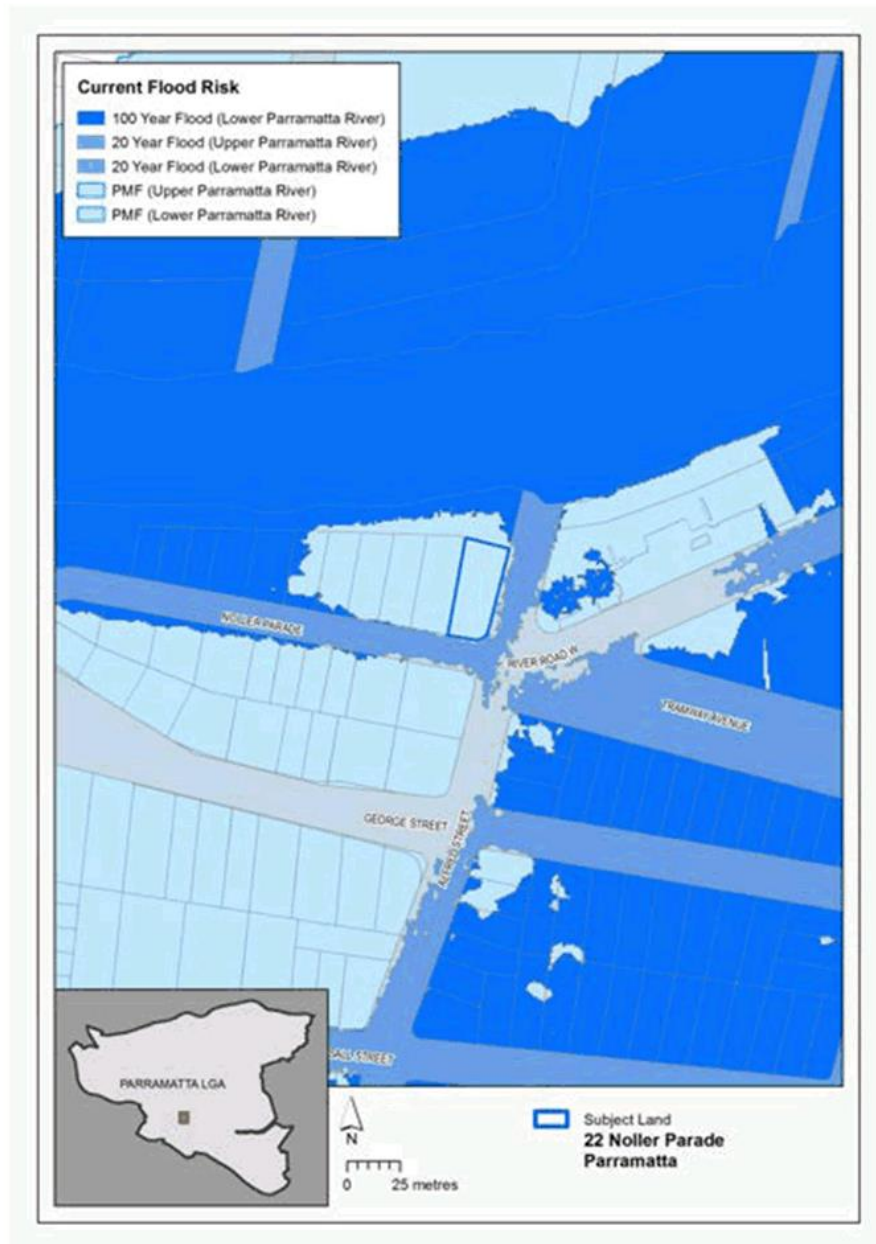


Figure 12 – Existing flooding extant extracted from the *Parramatta LEP 2011* Flooding Map

Figure 12 above illustrates the flooding extant in the vicinity of the site. As discussed above in Section 3.3.2, the land is subject to the PMF and is in a low hazard area (refer to Figure 4).

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Item 6.1 - Attachment 1

Planning Proposal - 22 Noller Parade, Parramatta

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

4.2 Proposed controls

The figures in this section illustrate the proposed rezoning, increase in maximum height of building control, and inclusion of a maximum FSR control.

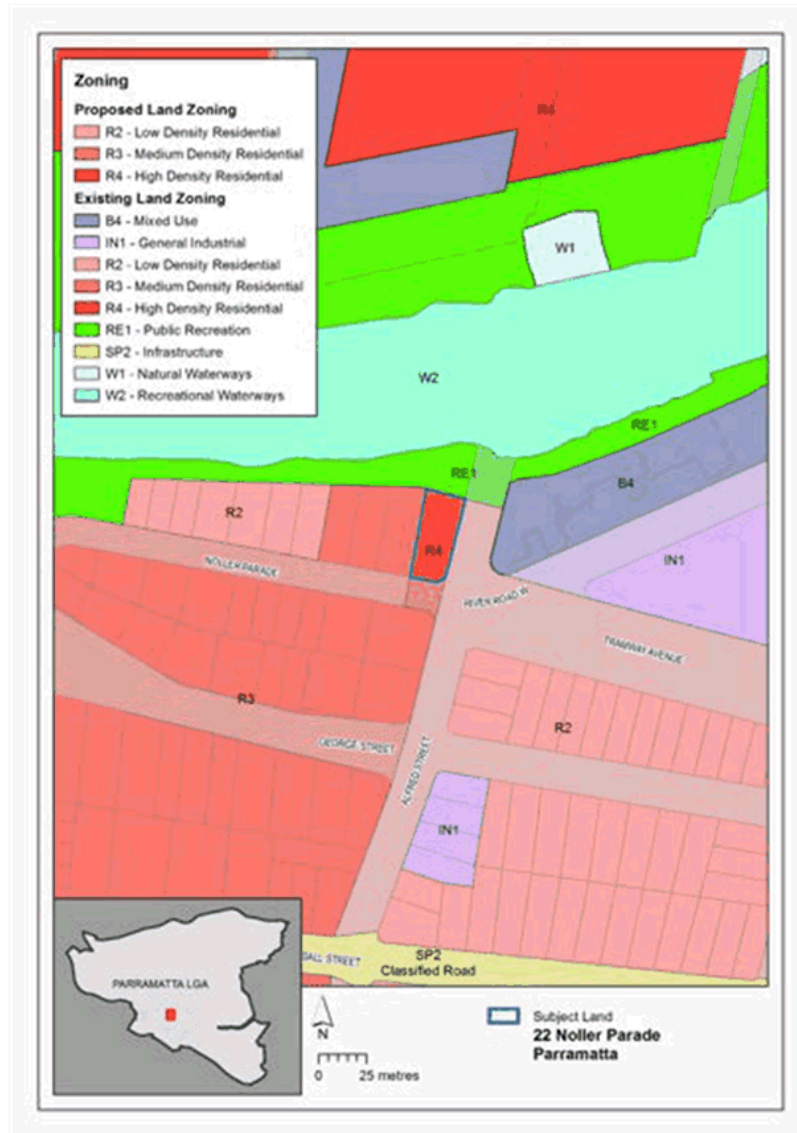


Figure 13 – Proposed amendment to the Parramatta LEP 2011 Zoning Map

Figure 13 above illustrates proposed R4 High Density Residential zoning over the site. The R4 zone would allow for a residential flat building on the site in a manner consistent with the surrounding context.

RZ/15/2018

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Item 6.1 - Attachment 1

Planning Proposal - 22 Noller Parade, Parramatta

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

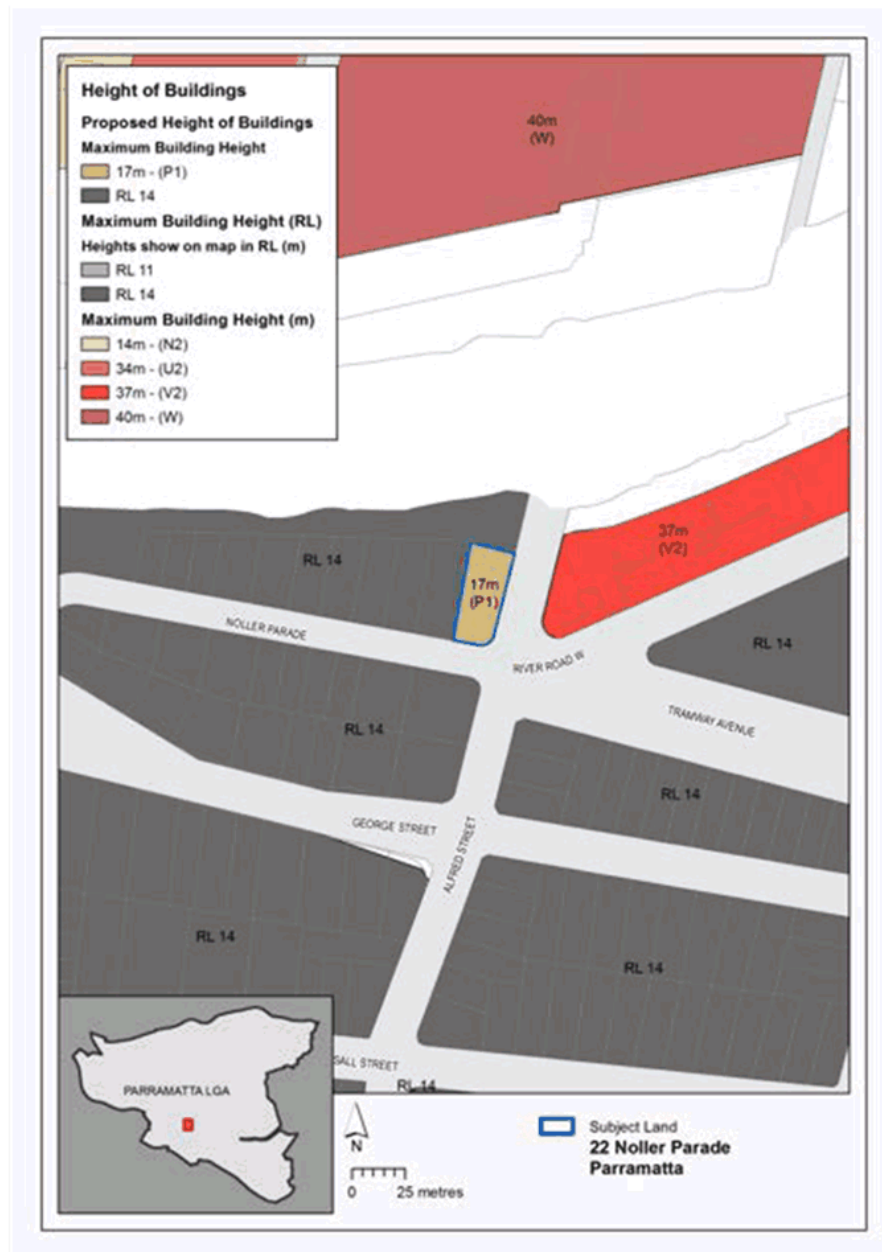


Figure 14 – Proposed amendment to the Parramatta LEP 2011 Height of Building Map

Figure 14 above illustrates the proposed maximum 17m building height control over the site which would enable a 5-storey development.

RZ/15/2018

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Item 6.1 - Attachment 1

Planning Proposal - 22 Noller Parade, Parramatta

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

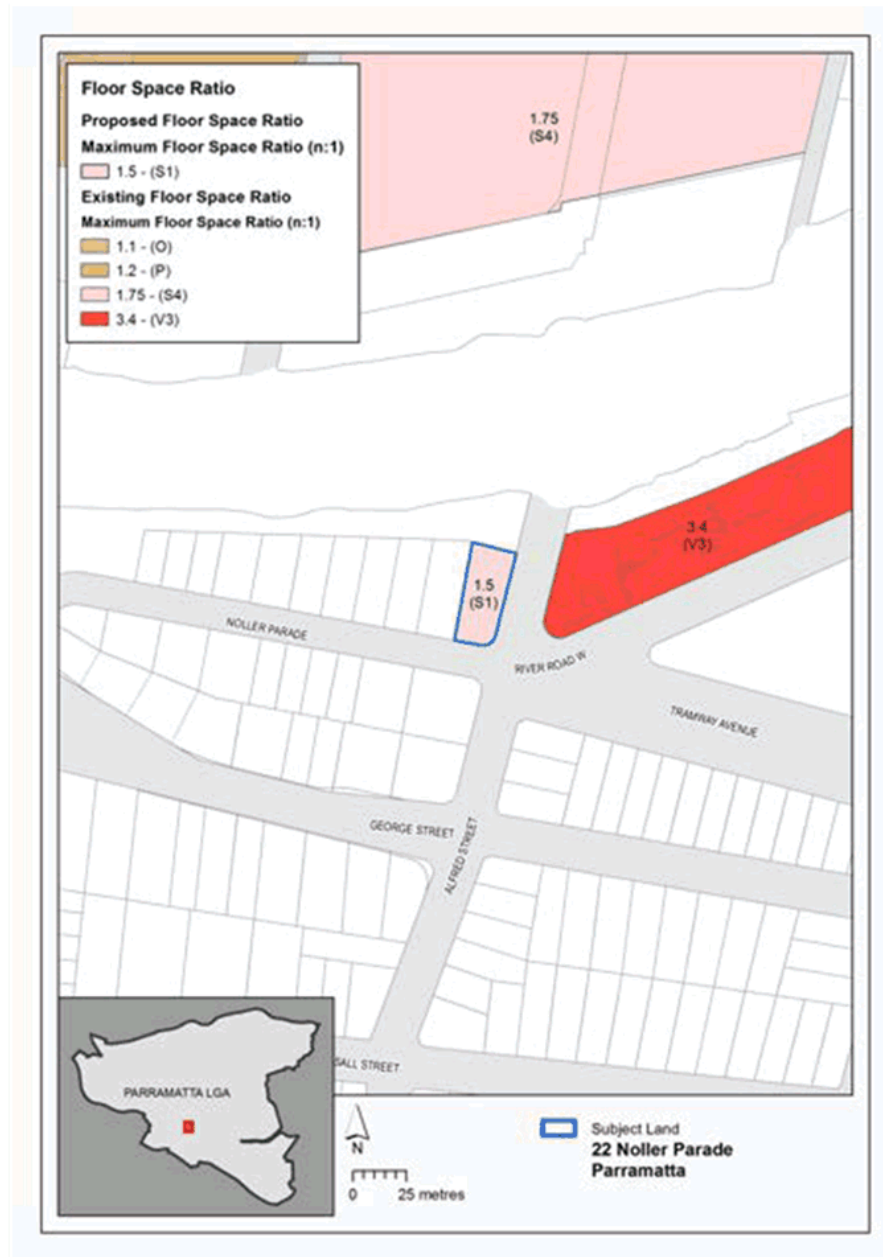


Figure 15 – Proposed amendment to the *Parramatta LEP 2011* Floor Space Ratio Map

Figure 15 above illustrates the proposed 1.5:1 maximum FSR control over the site. The 1.5:1 FSR control would allow for approximately 16 dwellings on the site.

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PLANNING PROPOSAL – 22 Noller Parade, Parramatta

PART 5 – COMMUNITY CONSULTATION

The planning proposal (as revised to comply with the Gateway determination) is to be publicly available for community consultation.

Public exhibition is likely to include:

- newspaper advertisement;
- display on the Council's web-site; and
- written notification to adjoining landowners.

The gateway determination will specify the level of public consultation that must be undertaken in relation to the planning proposal including those with government agencies.

Consistent with sections 3.34(4) and 3.34(8) of the *EP&A Act 1979*, where community consultation is required, an instrument cannot be made unless the community has been given an opportunity to make submissions and the submissions have been considered.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

PART 6 – PROJECT TIMELINE

Once the planning proposal has been referred to the Minister for review of the Gateway Determination and received a Gateway determination, the anticipated project timeline will be further refined, including at each major milestone throughout the planning proposal's process.

Table 7 below outlines the anticipated timeframe for the completion of the planning proposal.

Table 7 – Anticipated timeframe to planning proposal process

MILESTONE	ANTICIPATED TIMEFRAME
Report to LPP on the assessment of the PP	September 2019
Report to Council on the assessment of the PP	October 2019
Referral to Minister for review of Gateway determination	November 2019
Date of issue of the Gateway determination	February 2020
Date of issue or revised Gateway determination (if relevant)	-
Commencement and completion dates for public exhibition period	March/April 2020
Commencement and completion dates for government agency notification	March/April 2020
Consideration of submissions	May 2020
Consideration of planning proposal post exhibition and associated report to Council	June/July 2020
Submission to the Department to finalise the LEP	August 2020
Notification of instrument	September 2020

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

Appendix 1 – Reference Design

RZ/15/2018

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Item 6.1 - Attachment 1

Planning Proposal - 22 Noller Parade, Parramatta

DRAWING LIST

00	COVER SHEET
01	3D VIEW CONTEXT
02	LOCATION PLAN
03	SITE ANALYSIS
04	BASEMENT PLAN 2
05	BASEMENT PLAN 1
06	GROUND FLOOR PLAN
07	LEVELS 1-3 TYPICAL APARTMENTS
08	LEVEL 4 - PENTHOUSE
09	SECTION A
10	SECTION B
11	EAST ELEVATION
12	SOUTH & NORTH ELEVATION
13	SHADOW IMPACT ANALYSIS 01 - 21ST JUNE
14	SHADOW IMPACT ANALYSIS 02 - 21ST JUNE
15	SHADOW IMPACT ANALYSIS 03 - 21ST DECEMBER
16	SHADOW IMPACT ANALYSIS 04 - 21ST DECEMBER
17	GFA DIAGRAMS
18	GFA & FSR SCHEDULE
19	ADG SOLAR ACCESS GROUND FLOOR - 21ST JUNE
20	ADG SOLAR ACCESS LEVELS 1-3 TYPICAL APARTMENTS - ...
21	ADG SOLAR ACCESS LEVEL 4 APARTMENTS - 21ST JUNE
22	CROSS VENTILATION DIAGRAMS
23	COMPLIANCE SCHEDULE
24	SURVEY



PLANNING PROPOSAL - RESIDENTIAL DEVELOPMENT

22 NOLLER PARADE, PARRAMATTA

SCHEME C
REVISION: P4

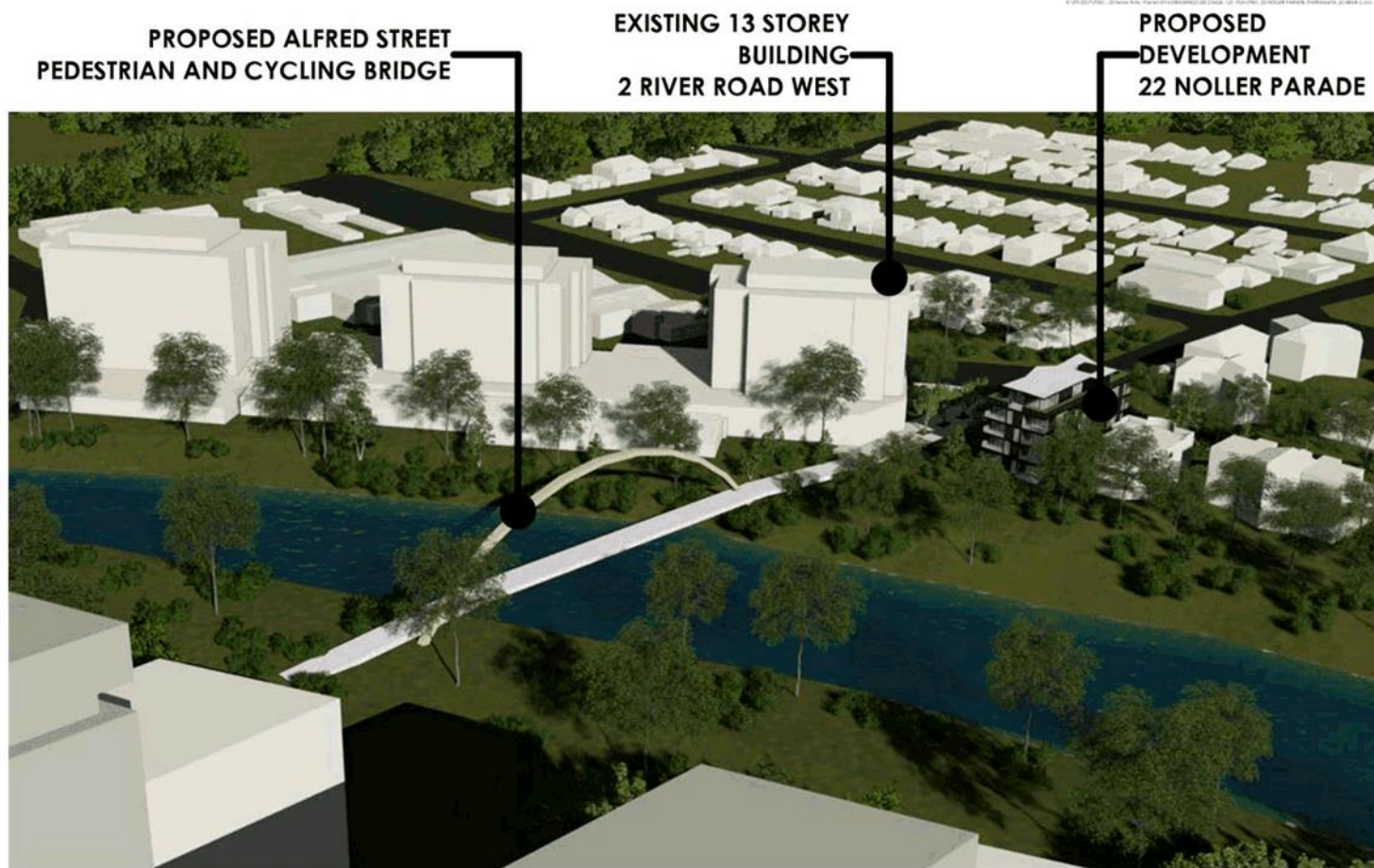


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PREPARED FOR
 VANTAGECORP Pty Ltd

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Planning Proposal - 22 Noller Parade, Parramatta



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Nominated Registered Architect, New South Wales (No 10066)
ABN 92 010 571 022

REV DESCRIPTION

REV DATE

CLIENT
VANTAGECORP PTY LTD

PROJECT NO

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

3D VIEW CONTEXT

DESIGNED BY

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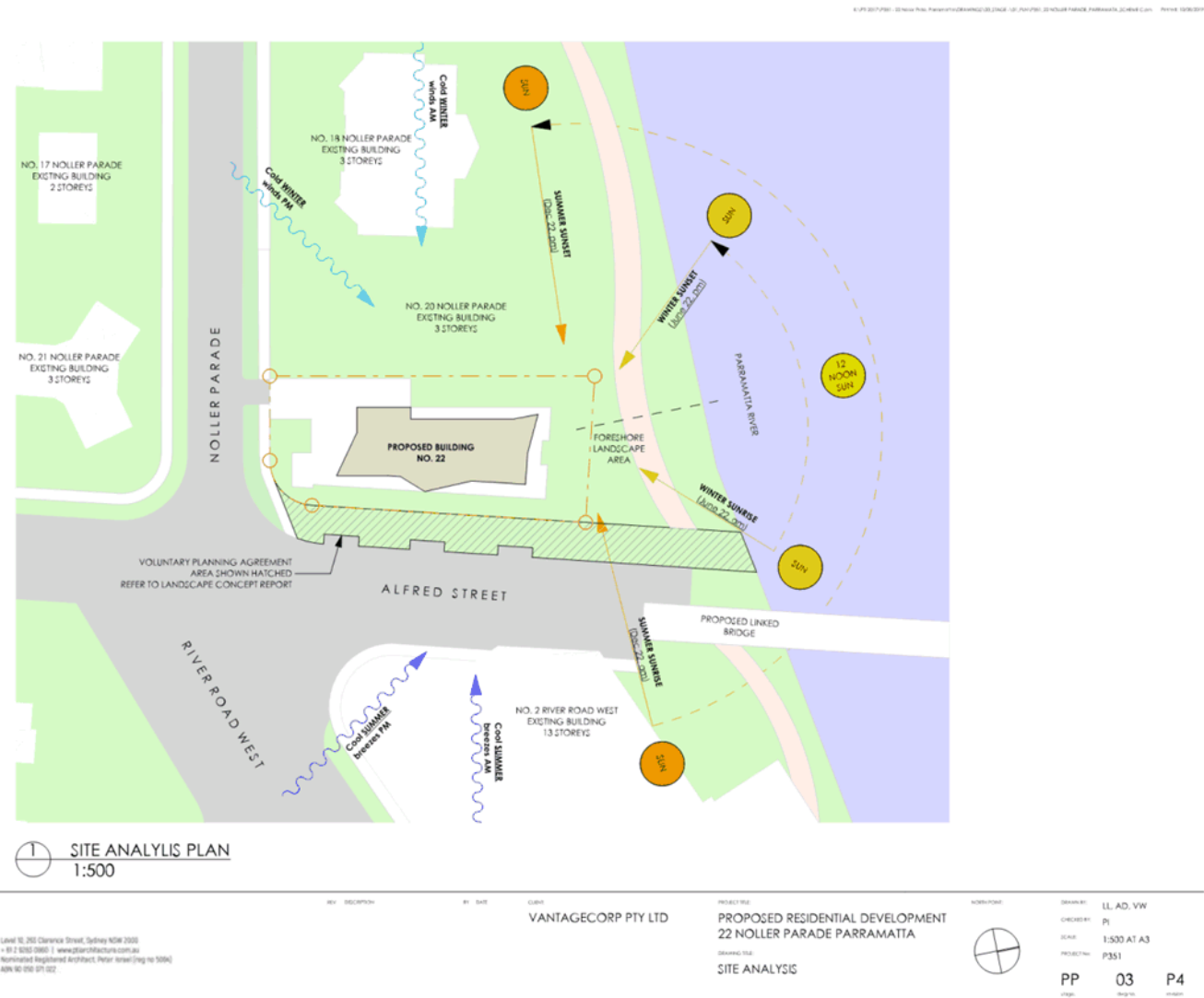
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Planning Proposal - 22 Noller Parade, Parramatta



Item 6.1 - Attachment 1

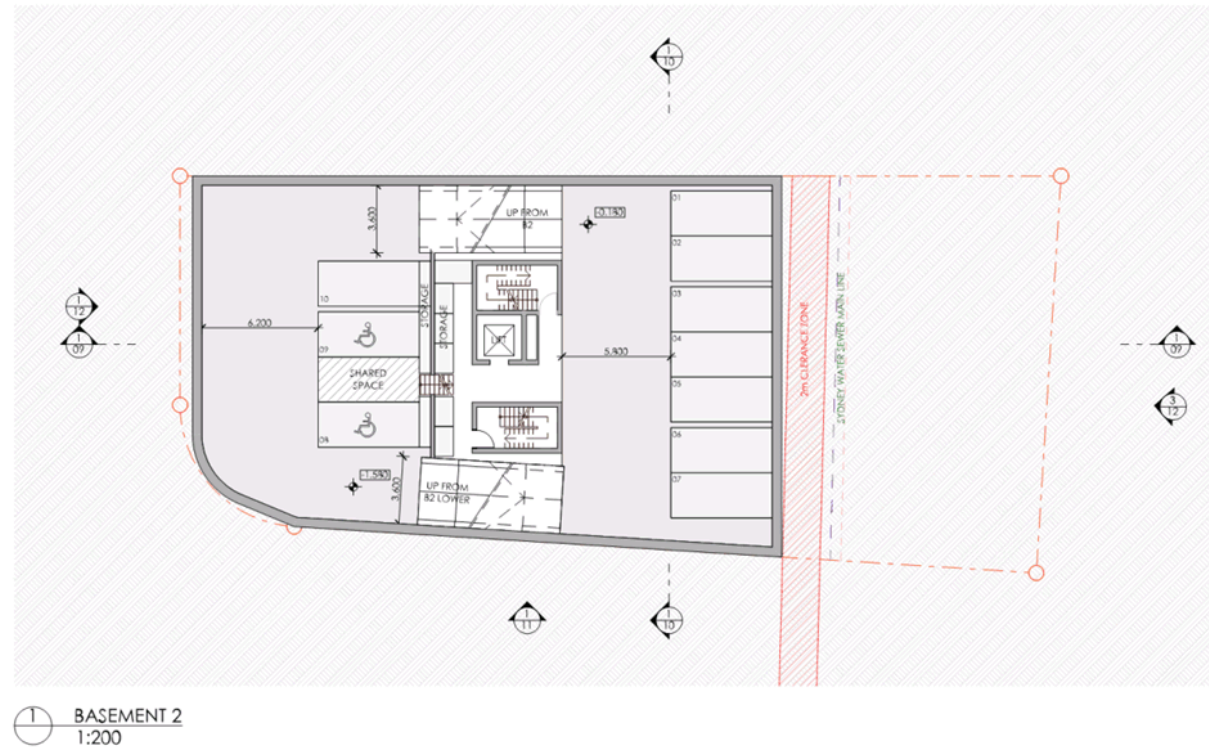
Planning Proposal - 22 Noller Parade, Parramatta



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Planning Proposal - 22 Noller Parade, Parramatta

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PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

BASEMENT PLAN 2

NORTH POINT



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Design

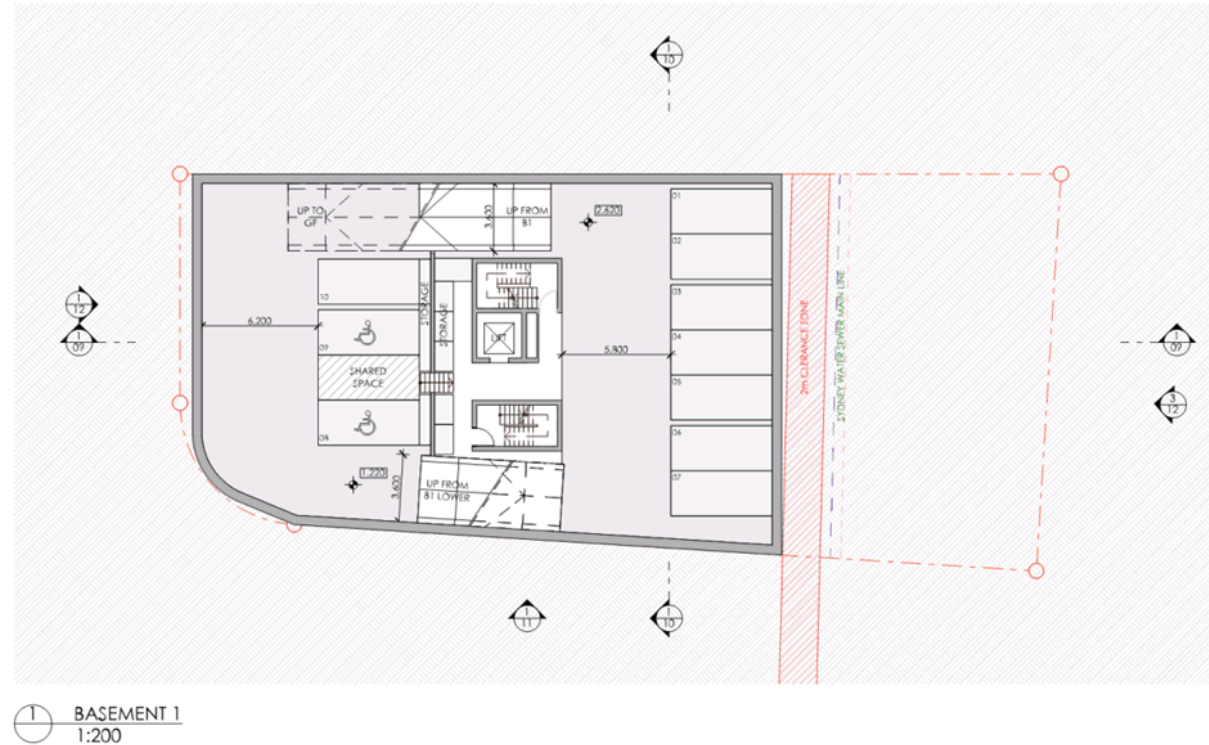
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Planning Proposal - 22 Noller Parade, Parramatta

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22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

BASEMENT PLAN 1

NO. OF SHEETS



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PROJECT NO

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

GROUND FLOOR PLAN

NORTH POINT



DESIGNER

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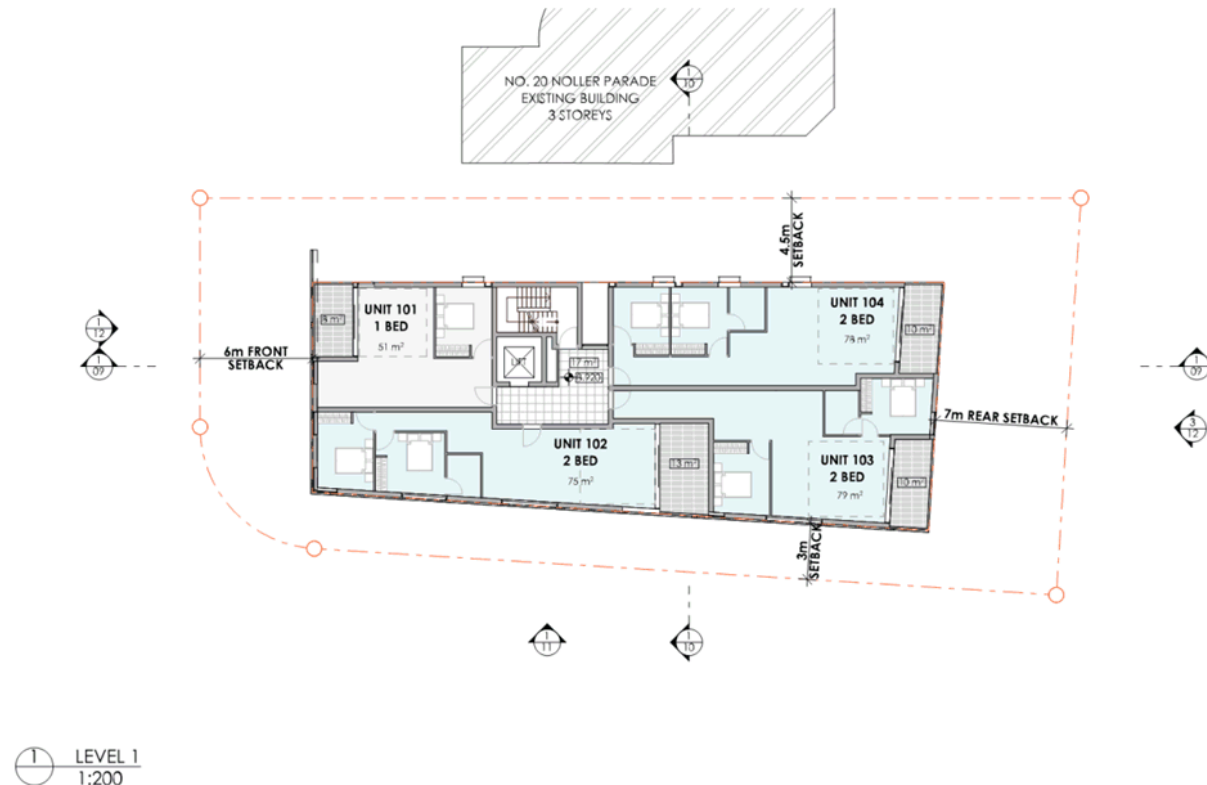
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Planning Proposal - 22 Noller Parade, Parramatta

E-ISSN 2077-9861 - 2019 Asia Pac. Pharmacology & Biopharmaceutical Journal 2(1) 2019 - 130, PBM-JPBC, 2019 October Published, PakRasata, JCMINE.COM. Received: 12/06/2019



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NEW DISCOVERY

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PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA
DRAWING TITLE:
LEVELS 1-3 TYPICAL APARTMENTS

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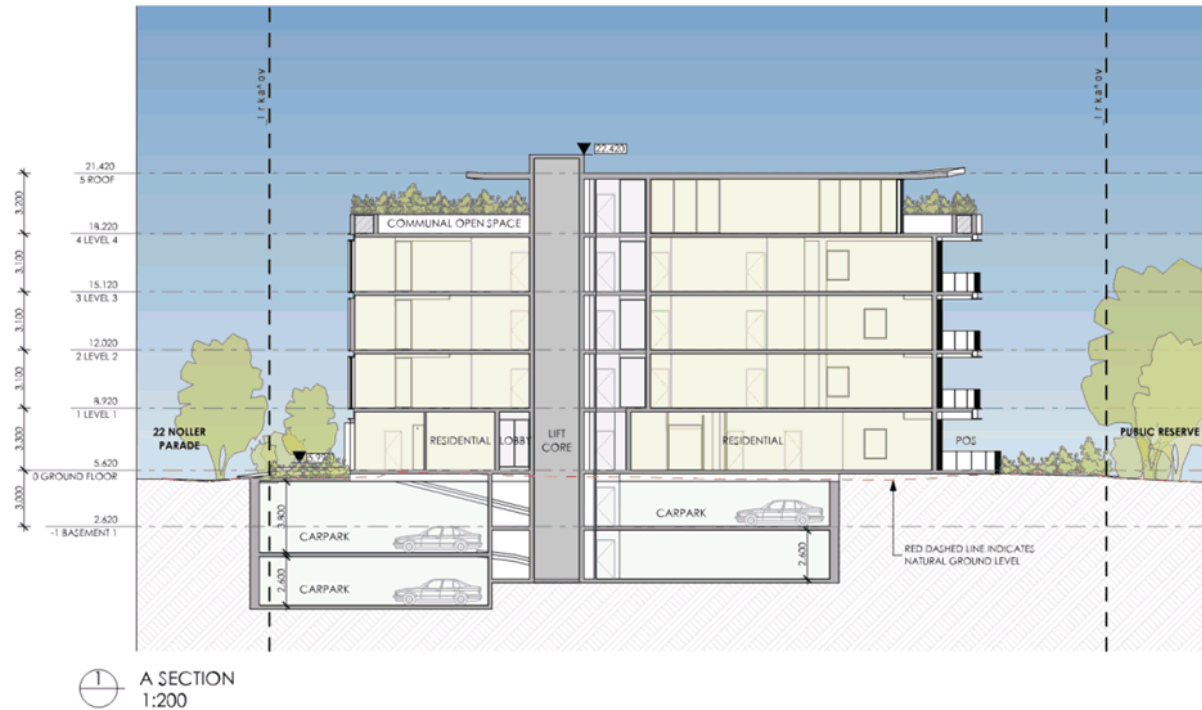
PP 07 P4



 <p>ARCHITECTURE INTERIORS</p>	<p>Lvl 10, 250 Clarence Street, Sydney NSW 2000 + 61 2 9260 0860 www.ptiarchitecture.com.au Nominated Registered Architect, Peter Savel [ing no 1009] APR NO 010 071 022</p>	REV	DESCRIPTION	BY	DATE	CURRY	PROJECT/STAGE	NORTH POINT	DRAWING BY	LL AD, VW		
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								LEVEL 4 - PENTHOUSE		PROJECT NO.	P351	
										PP	08	P4
										TYPE	2ND FL	WALLS

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Planning Proposal - 22 Noller Parade, Parramatta



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22 NOLLER PARADE PARRAMATTA

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SECTION A

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PROJECT NO

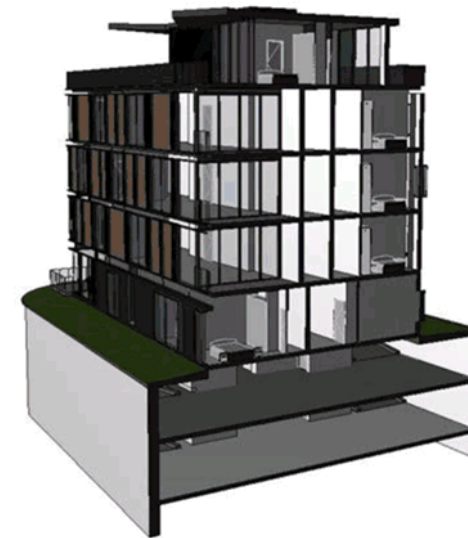
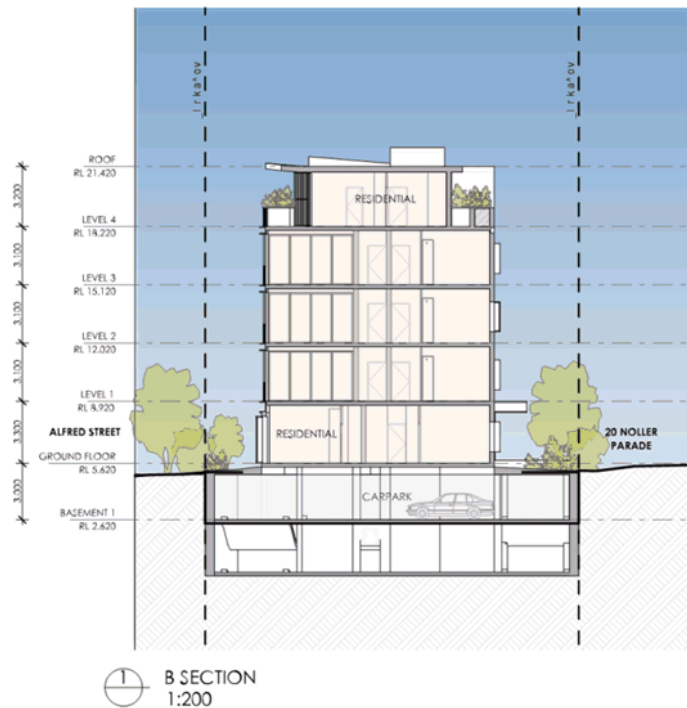
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Planning Proposal - 22 Noller Parade, Parramatta

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2 SECTION PERSPECTIVE



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NEW DISCUSSION

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PROJECT TYPE:

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

SECTION B

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Planning Proposal - 22 Noller Parade, Parramatta



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PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

EAST ELEVATION

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PROJECT NO

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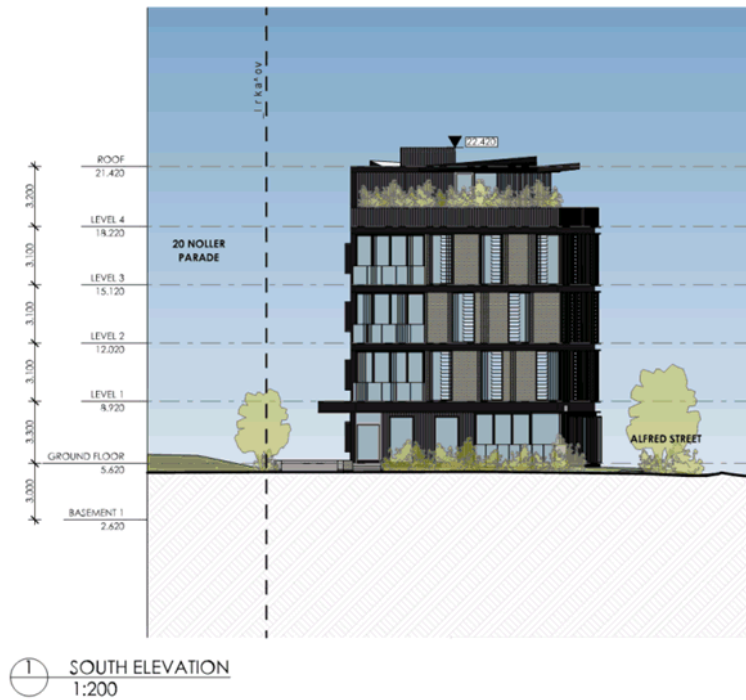
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Planning Proposal - 22 Noller Parade, Parramatta

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PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

SOUTH & NORTH ELEVATION

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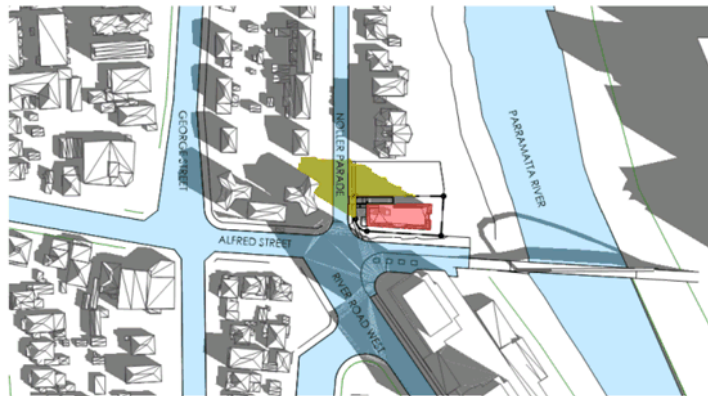
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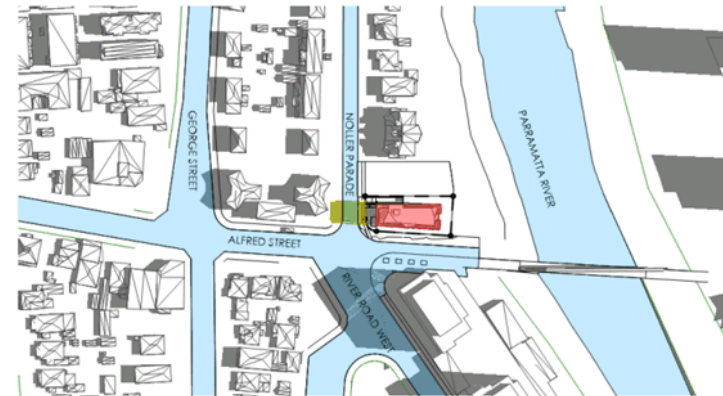
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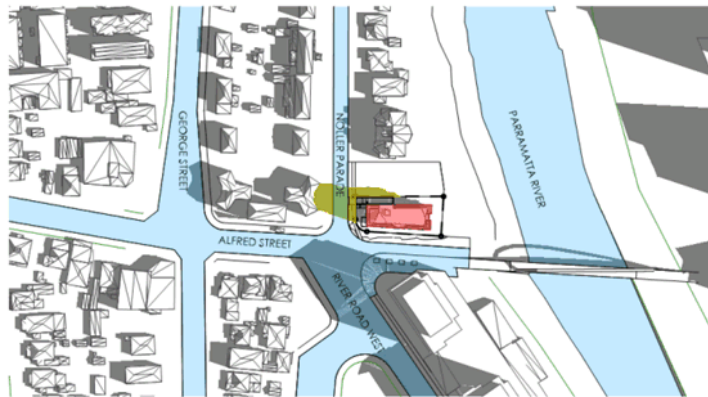
Planning Proposal - 22 Noller Parade, Parramatta



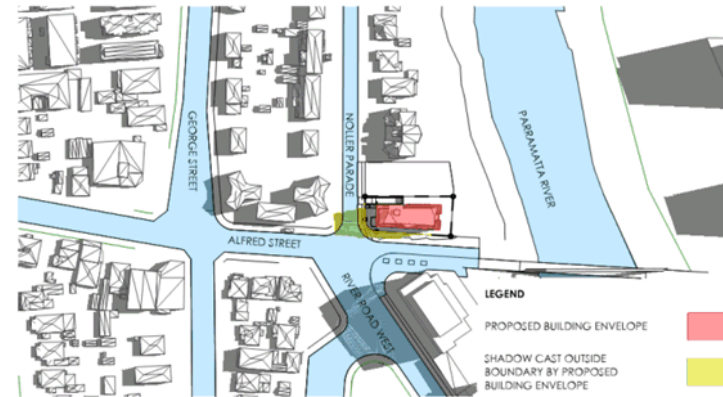
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1:2000



3 SHADOW STUDY - 11AM
1:2000



2 SHADOW STUDY - 10AM
1:2000



4 SHADOW STUDY - 12PM
1:2000

LEGEND

- PROPOSED BUILDING ENVELOPE
- SHADOW CAST OUTSIDE BOUNDARY BY PROPOSED BUILDING ENVELOPE
- SHADOW CAST BY EXISTING BUILDING ENVELOPE



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APN 90 050 071 022

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PROJECT NO

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

SHADOW IMPACT ANALYSIS 01 -
21ST JUNE

NORTH POINT



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LL AD, VW

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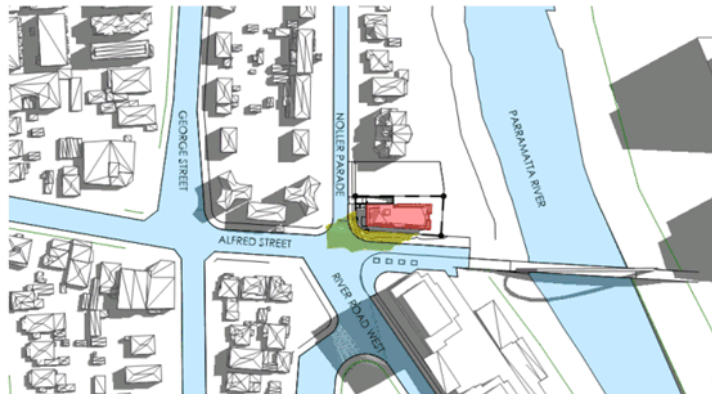
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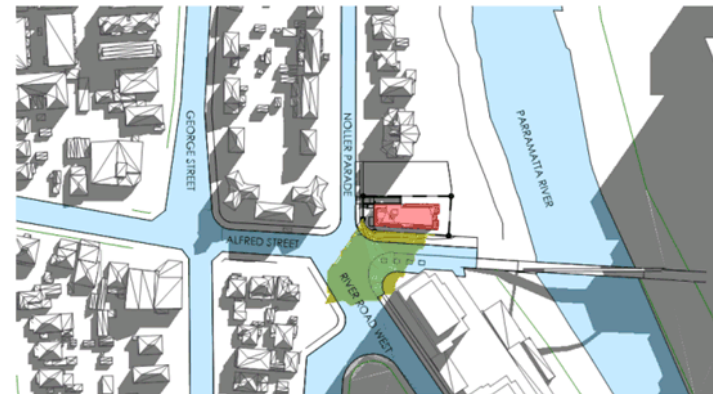
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Item 6.1 - Attachment 1

Planning Proposal - 22 Noller Parade, Parramatta



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LEGEND

- PROPOSED BUILDING ENVELOPE
- SHADOW CAST OUTSIDE BOUNDARY BY PROPOSED BUILDING ENVELOPE
- SHADOW CAST BY EXISTING BUILDING ENVELOPE



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22 NOLLER PARADE PARRAMATTA

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SHADOW IMPACT ANALYSIS 02 -
21ST JUNE

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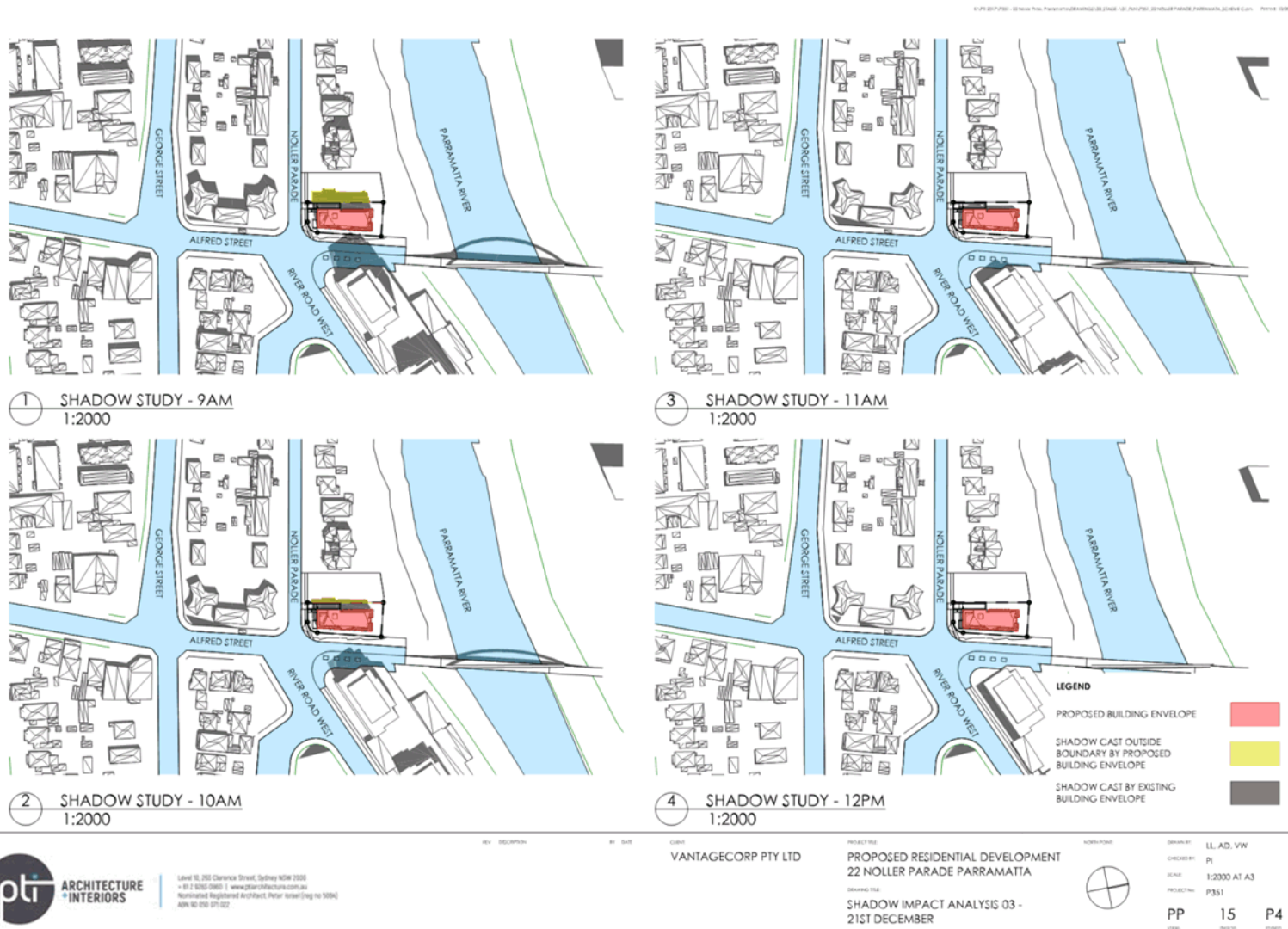
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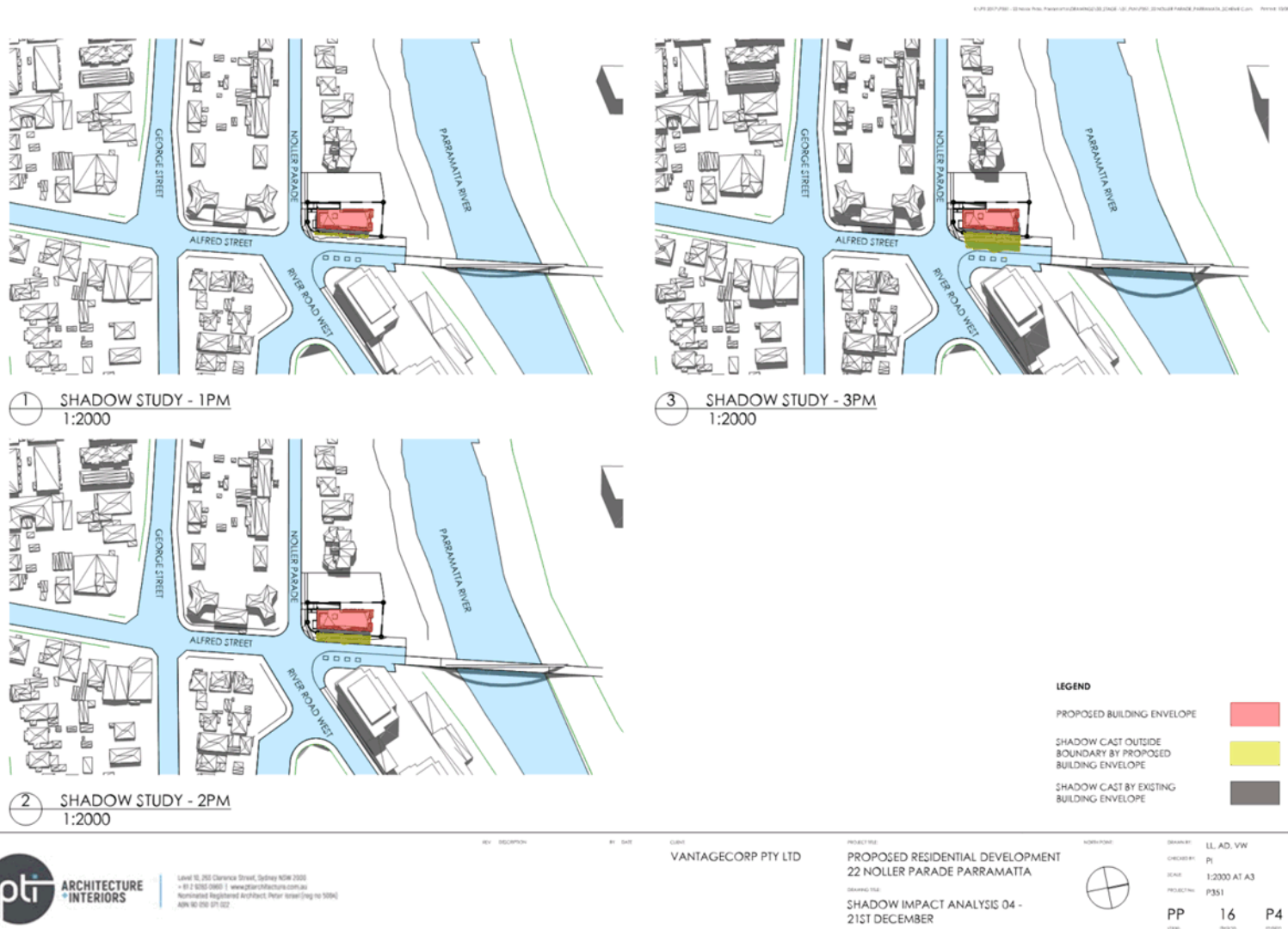
Item 6.1 - Attachment 1

Planning Proposal - 22 Noller Parade, Parramatta



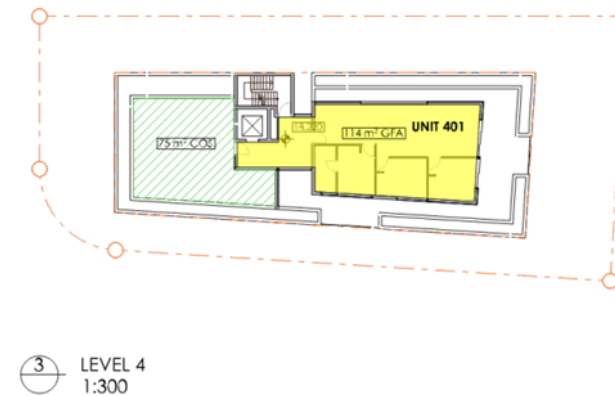
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Planning Proposal - 22 Noller Parade, Parramatta



Item 6.1 - Attachment 1

Planning Proposal - 22 Noller Parade, Parramatta



LEGEND

RESIDENTIAL GFA

COMMUNAL OPEN SPACE AREA

SOFT LANDSCAPE AREA

DEEP SOIL AREA



Level 10, 255 Clarence Street, Sydney NSW 2000
+ 61 2 9251 0960 | www.ptiarchitects.com.au
Registered Registered Architect, Peter Koppel (reg no 5086)
APN 90 250 071 027

REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT NO

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

GFA DIAGRAMS

NORTH POINT



DESIGNED BY

LL, AD, VW

CHECKED BY

PI

SCALE

1:300 AT A3

PROJECT NO

P351

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17

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Item 6.1 - Attachment 1

Planning Proposal - 22 Noller Parade, Parramatta

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GFA & FSR CALCULATIONS

PROJECT NO.: P351

ADDRESS: 22 NOLLER PARADE, PARRAMATTA

REVISION/ DATE: 17.04.2019

APARTMENTS (qty)				
LEVEL	1 BED	2 BED	3 BED	TOTAL
GROUND FLOOR	-	1	2	3
LEVEL 1	1	3	-	4
LEVEL 2	1	3	-	4
LEVEL 3	1	3	-	4
LEVEL 4	-	-	1	1
UNITS	3	10	3	16
UNIT MIX	19%	63%	19%	100%

GFA CALCULATION (sqm)		
USE	RESIDENTIAL	TOTAL
RESIDENTIAL	309	309
RESIDENTIAL	315	315
RESIDENTIAL	315	315
RESIDENTIAL	315	315
RESIDENTIAL	114	114
GFA (sqm)	1,368	1,368
USE MIX	100%	100%

FSR CALCULATION	
DESCRIPTION	
SITE AREA (sqm)	906
PROPOSED TOTAL FSR	1.5 : 1
COMMUNAL OPEN SPACE AREA (sqm)	187
MINIMUM REQUIREMENT	105QM x 16 UNITS = 17%
SITE MIX	21%
SOFT LANDSCAPE AREA (including VPA)	582
MINIMUM REQUIREMENT	40%
SITE MIX	64%
DEEP SOIL LANDSCAPE AREA (including VPA)	407
MINIMUM REQUIREMENT	30%
SITE MIX	45%

CAR PARKING CALCULATION

LEVEL	RESIDENTIAL	CAR SPACES
BASEMENT 1	10	10
BASEMENT 2	10	10
TOTAL		20



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 ABN 90 090 071 022

REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT NO.

PROPOSED RESIDENTIAL DEVELOPMENT
 22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

GFA & FSR SCHEDULE

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PROJECT NO.

P351

PP

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PAGE

PAGE NO.

PAGE NO.

Item 6.1 - Attachment 1

Planning Proposal - 22 Noller Parade, Parramatta

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 ABN 90 010 071 027

REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT NO

PROPOSED RESIDENTIAL DEVELOPMENT
 22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

ADG SOLAR ACCESS GROUND FLOOR
 - 21ST JUNE

NO. OF FLOORS



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PROJECT NO

P351

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P4

DATE

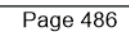
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Planning Proposal - 22 Noller Parade, Parramatta

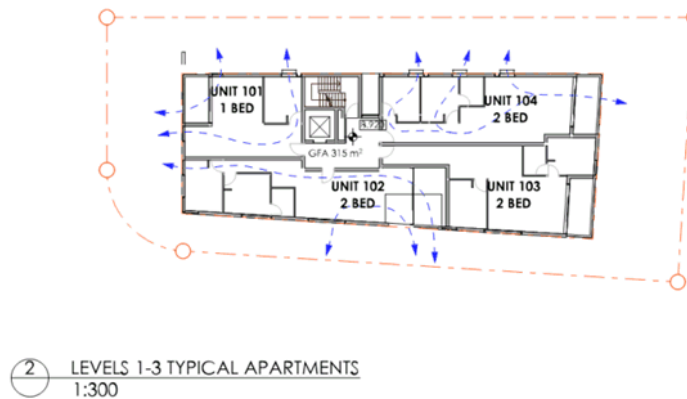
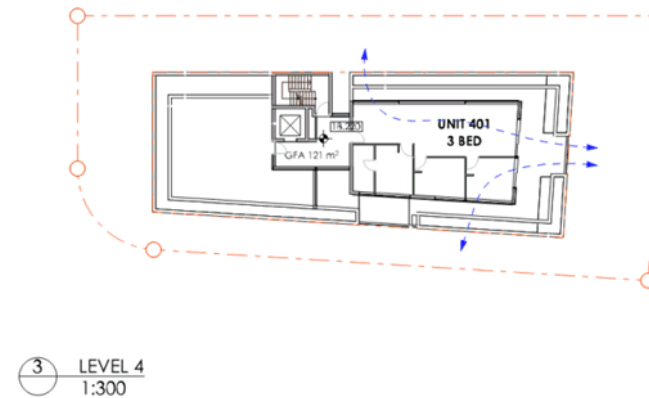
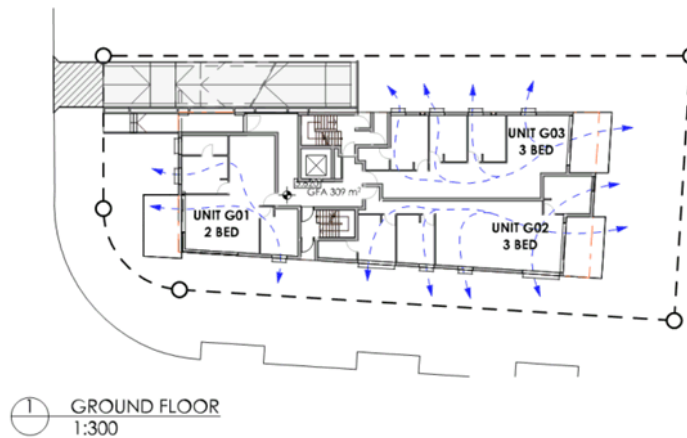


Planning Proposal - 22 Noller Parade, Parramatta



Item 6.1 - Attachment 1

Planning Proposal - 22 Noller Parade, Parramatta



LEGEND

AIR FLOW	
GROUND FLOOR	3 OF 3 FOR GROUND FLOOR (100% OF UNITS)
LEVELS 1-3 TYPICAL APARTMENTS	4 OF 4 FOR TYPICAL 3 LEVELS (100% OF UNITS)
LEVEL 4 APARTMENTS	1 OF 1 FOR LEVEL 4 (100% OF UNITS)
TOTAL	16 OF 16 UNITS (100% OF UNITS)



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APN 90 050 071 022

REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT REF

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

CROSS VENTILATION DIAGRAMS

NORTH POINT



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PROJECT NO

P351

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P4

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Planning Proposal - 22 Noller Parade, Parramatta

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UNIT SCHEDULE (qty)

UNIT NO.	1 BED, 1 BATH	2 BED, 2 BATH	3 BED, 2 BATH	TOTAL
G01		✓		3
G02			✓	
G03			✓	
101	✓			4
102		✓		
103		✓		
104		✓		
201	✓			4
202		✓		
203		✓		
204		✓		
301	✓			4
302		✓		
303		✓		
304		✓		
401			✓	1

UNITS	3	10	3	16
UNIT MIX	18.8%	62.5%	18.8%	100.0%

AREA SCHEDULE (m2)

UNIT	PRIVATE OPEN SPACE	TOTAL	MIN. UNIT	MIN. PRIVATE OPEN SPACE
75	15	90	75	15
100	15	115	95	15
96	15	111	95	15
51	8	59	50	8
75	10	85	50	10
82	10	92	75	10
78	10	88	75	10
51	8	59	50	8
75	10	85	50	10
82	10	92	75	10
78	10	88	75	10
51	8	59	50	8
75	10	85	50	10
82	10	92	75	10
78	10	88	75	10
95	73	168	75	12

SOLAR ACCESS SCHEDULE (qty)

LIVING SPACE WITH 2 HOURS OF SOLAR ACCESS	PRIVATE OPEN SPACE WITH 2 HOURS OF SOLAR ACCESS	NO DIRECT SUNLIGHT TO UNIT	NATURALLY CROSS VENTILATED
	✓		✓
✓	✓		✓
✓	✓		✓
✓	✓		✓
			✓
✓	✓		✓
✓	✓		✓
✓	✓		✓
			✓
✓	✓		✓
✓	✓		✓
✓	✓		✓
✓	✓		✓
✓	✓		✓
✓	✓		✓

12	13	0	16
75%	81%	0%	100%

NATURAL CROSS VENTILATION SCHEDULE (qty)

NATURALLY CROSS VENTILATED
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓
✓



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 + 61 2 9250 0960 | www.ptiarchitectures.com.au
 Notionally Registered Architect, Peter Horne (reg no 5096)
 ABN 90 090 071 022

REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT NO

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

COMPLIANCE SCHEDULE

DRAWING BY

LL AD, VW

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SCALE

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PROJECT NO

P351

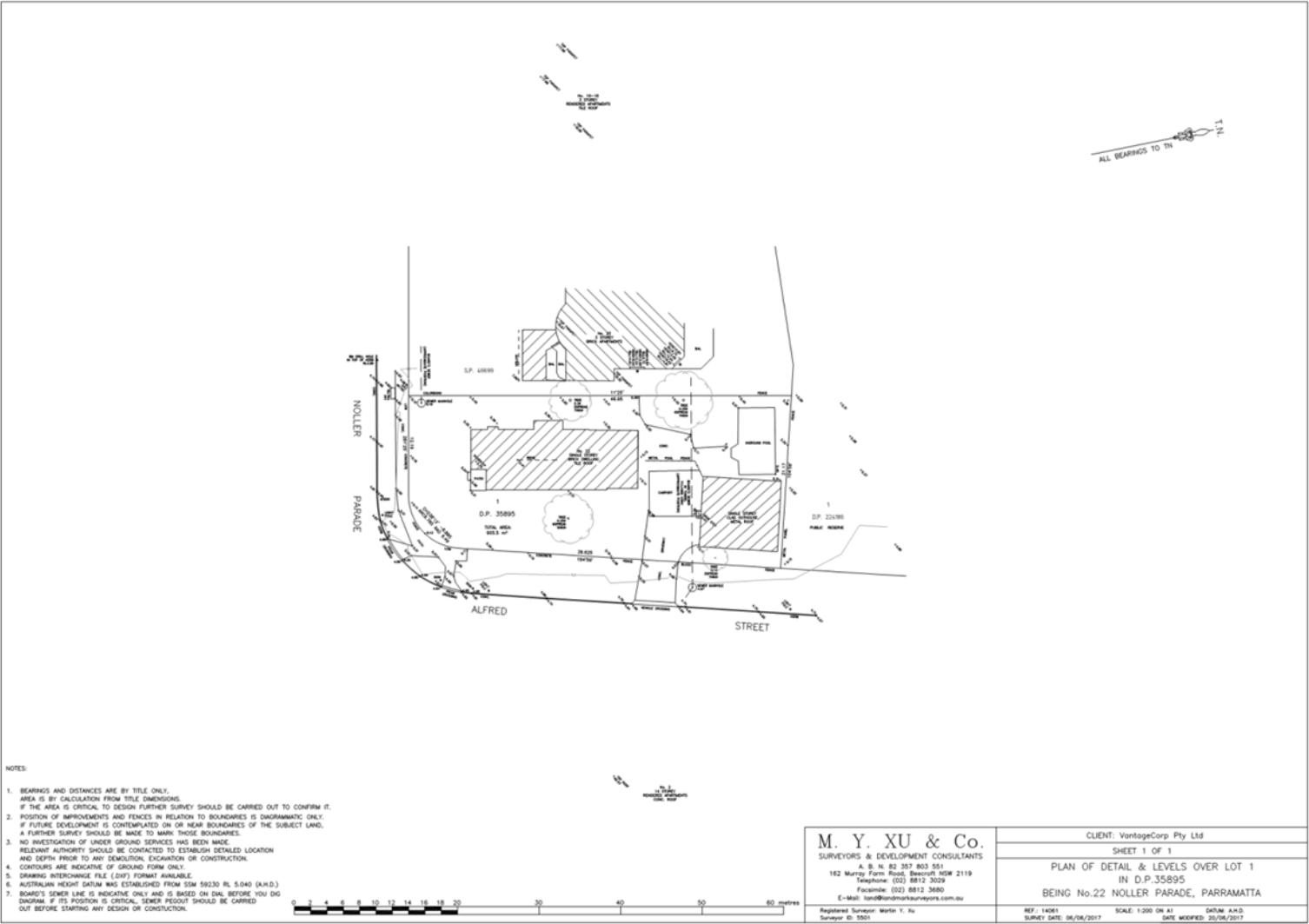
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P4

Item 6.1 - Attachment 1

Planning Proposal - 22 Noller Parade, Parramatta



Voluntary Planning Agreement

For exhibition

City of Parramatta Council

ABN 49 907 174 773

**Jimstam Holdings Pty Ltd ATF The J & S
Klapsogiannis Family Trust**

ACN 002 435 207

NLS\NLS\79573963\2

126243611 - 216128 (LXF)

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Item 6.1 - Attachment 2

Draft Planning Agreement as exhibited

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Agreement

Date 2021

Parties

Council

Name City of Parramatta Council (**Council**)
ABN 49 907 174 773
Address 126 Church Street, Parramatta
Contact Michael Rogers, Manager Land Use Planning
Telephone (02) 9806 5050

Applicant

Name Jimstam Holdings Pty Ltd ATF The J & S
Klapsogiannis Family Trust (**Developer** and
Landowner)
ACN 002 435 207
Address Unit 1, 1A Anderson Road, Northmead NSW 2152
Contact Michael Klapsogiannis
Telephone

Background

- A. The Applicant is the Developer and Landowner of the Land.
- B. The Land is zoned R2 Low Density Residential pursuant to the *Parramatta Local Environmental Plan 2012* and has an area of 908m².
- C. On 13 June 2019, the Developer submitted the Planning Proposal with Council seeking the rezoning of the Land to R4 High Density Residential.
- D. In October 2019, Council endorsed the following changes to the LEP in relation to the Land:
 - a. the rezoning of the Land from R2 Low Density Residential to R4 High Density Residential, and amending the Land Zoning Map (Sheet LZN_010) to reflect this change;
 - b. the increase of the maximum height of building control from RL14m to 17m, and amending the Height of Building Map (Sheet HOB_010) to reflect this change; and

1

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Item 6.1 - Attachment 2

Draft Planning Agreement as exhibited

- c. the amendment to a maximum FSR control of 1.5:1, and amending the Floor Space Ratio Map (Sheet FSR_10) to reflect this change.

The changes are sought for the purpose of making Development Applications to the Council for Development Consent to carry out the Development on the Land.

- E. On 5 December 2019, the Department of Planning issued a Gateway Determination.
- F. The Developer and Landowner have offered to enter into this agreement to make contributions for public purposes in connection with the Planning Proposal and the Development.

Operative part

1 Definitions

In this agreement, unless the context indicates a contrary intention:

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

Address means a party's address set out in the Notices clause of this agreement;

Approval means any certificate, licence, consent, permit, approval or other requirement of any Authority having jurisdiction in connection with the activities contemplated by this agreement;

Associated Entity has the same meaning as in section 50AAA of the *Corporations Act 2001* (Cth);

Authority means any government, semi-governmental, statutory, administrative, fiscal or judicial body, department, commission, authority, tribunal, public or other person;

Bank Guarantee means an irrevocable and unconditional undertaking that is not limited in time and does not expire by one of the following trading banks:

- (a) Australia and New Zealand Banking Group Limited,
- (b) Commonwealth Bank of Australia,
- (c) Macquarie Bank,
- (d) National Australia Bank,
- (e) St George Bank Limited,
- (f) Westpac Banking Corporation, or
- (g) Other financial institution approved by the Council,

to pay an amount or amounts of money to the Council on demand and containing terms and conditions reasonably acceptable to the Council;

Bond means an insurance bond provided by an insurer licensed by the Australian Prudential Regulatory Authority (APRA) to operate in Australia or has an investment grade rating from an industry recognised rating agency such as Moody's, Standard & Poors or Bests, or a cash bond;

Business Day means a day on which banks are open for general banking business in Sydney, excluding Saturdays and Sundays;

Claim means any claim, loss, liability, damage, proceeding, order, judgment or expense arising out of the operation of this agreement;

2

126243611 - 216128 (LXF)

Construction Certificate means a construction certificate as defined under section 6.4 of the Act;

Contribution and **Contribution Item** means the monetary contribution in the sum of \$225,000.00 payable by the Developer, as outlined at clause 7.1 of this Deed and being an item from the Contributions Table;

Contributions Plan has the same meaning as under the Act;

Contributions Table means the table at 0;

CPI means the All Groups Consumer Price Index applicable to Sydney published by the Australian Bureau of Statistics;

Damages means all liabilities, losses, damages, costs and expenses, including legal fees and disbursements and costs of investigation, litigation, settlement, judgment, interest and penalties;

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

Development means the development of the Land for a Residential Flat Building;

Development Application has the same meaning as in the Act;

Development Consent has the same meaning as in the Act;

GST has the same meaning as in the GST Law;

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

Insolvent means, in relation to a party:

- (a) that party makes an arrangement, compromise or composition with, or assignment for, the benefit of its creditors or a class of them;
- (b) a receiver, receiver and manager, administrator, provisional liquidator, trustee, controller, inspector or analogous person is appointed in relation to, or over, all or any part of that party's business, assets or securities;
- (c) a presumption of insolvency has arisen under legislation because of the party's failure to comply with a statutory demand or analogous process;
- (d) an application for the winding up of, or for the appointment of a receiver to, that party, other than winding up for the purpose of solvent reconstruction or re amalgamation, is presented and not withdrawn or dismissed within 21 days (or such longer period agreed to by the parties), or an order is made or an effective resolution is passed for the winding up of, or for the appointment of a receiver to, that party, or any analogous application is made or proceedings initiated;
- (e) any shareholder or director of that party convenes a meeting for the purpose of considering or passing any resolution for the winding up or administration of that party;
- (f) that is an individual, a creditor's petition or a debtor's petition is presented to the Official Receiver or analogous authority in relation to that party;

Item 6.1 - Attachment 2

Draft Planning Agreement as exhibited

- (g) an execution or analogous process is levied or enforced against the property of that party;
- (h) that party ceases or suspends, or threatens to cease or suspend, the conduct of all or a substantial part of its business;
- (i) that party disposes of, or threatens to dispose of, a substantial part of its assets;
- (j) that party stops or suspends, or threatens to stop or suspend, payment of all or a class of its debts; or
- (k) that party is unable to pay the party's debts as and when they become due and payable.

Land means the land comprised in Lot 1 in Deposited Plan 35895 and known as 22 Noller Parade, Parramatta, and includes any lot created by the consolidation or subdivision of the lot from time to time;

Law means:

- (a) any law applicable including legislation, ordinances, regulations, by-laws and other subordinate legislation;
- (b) any Approval, including any condition or requirement under it; and
- (c) any fees and charges payable in connection with the things referred to in paragraphs (a) and (b);

LEP means the *Parramatta Local Environmental Plan 2011*;

Modification Application means any application to modify the Development Consent under section 4.55 of the Act;

Occupation Certificate means an occupation certificate as defined under section 6.4 of the Act and includes Occupation Certificate for a part of a building;

Planning Proposal means the document proposing amendments to the LEP, being the Amended Planning Proposal lodged by the Developer with Council on 13 June 2019, and which is included under Schedule 3 of this Deed

Public Purpose means the public purpose to which the Contribution will be applied, being the Public Domain works associated with, or new connections to, the Alfred Street Bridge.

Public Reserve has the same meaning as in the *Local Government Act 1993*;

Public Road has the same meaning as in the *Roads Act 1993*;

Register means the Torrens title register maintained under the *Real Property Act 1900* (NSW);

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

Related Body Corporate has the meaning given to that term in s 9 of the *Corporations Act 2001* (Cth);

Strata Certificate has the same meaning as in the *Strata Schemes Act*;

Strata Plan means a strata plan, a strata plan of subdivision or a strata plan of consolidation that is registered in accordance with the *Strata Schemes Act*; and

Strata Schemes Act means the *Strata Schemes Development Act 2015*;

Total Contribution Value means the total value of all Contributions to be provided under this agreement as specified in the Contributions Table, as adjusted, where necessary, for CPI;

Transferee has the meaning given in clause 13.2(a); and

2 Interpretation

In this agreement, unless the context indicates a contrary intention:

- (a) **(documents)** a reference to this agreement or another document includes any document which varies, supplements, replaces, assigns or novates this agreement or that other document;
- (b) **(references)** a reference to a party, clause, paragraph, schedule or annexure is a reference to a party, clause, paragraph, schedule or annexure to or of this agreement;
- (c) **(headings)** clause headings and the table of contents are inserted for convenience only and do not affect interpretation of this agreement;
- (d) **(person)** a reference to a person includes a natural person, corporation, statutory corporation, partnership, the Crown and any other organisation or legal entity and their personal representatives, successors, substitutes (including persons taking by novation) and permitted assigns;
- (e) **(party)** a reference to a party to a document includes that party's personal representatives, executors, administrators, successors, substitutes (including persons taking by novation) and permitted assigns;
- (f) **(president, CEO, general manager or managing director)** the president, CEO, general manager or managing director of a body or Authority includes any person acting in that capacity;
- (g) **(requirements)** a requirement to do any thing includes a requirement to cause that thing to be done, and a requirement not to do any thing includes a requirement to prevent that thing being done;
- (h) **(including)** including and includes are not words of limitation, and a list of examples is not limited to those items or to items of a similar kind;
- (i) **(corresponding meanings)** a word that is derived from a defined word has a corresponding meaning;
- (j) **(singular)** the singular includes the plural and vice-versa;
- (k) **(gender)** words importing one gender include all other genders;
- (l) **(parts)** a reference to one or more things includes each part and all parts of that thing or group of things but nothing in this clause implies that part performance of an obligation constitutes performance of that obligation;
- (m) **(rules of construction)** neither this agreement nor any part of it is to be construed against a party on the basis that the party or its lawyers were responsible for its drafting;
- (n) **(legislation)** a reference to any legislation or provision of legislation includes all amendments, consolidations or replacements and all regulations or instruments issued under it;

Item 6.1 - Attachment 2

Draft Planning Agreement as exhibited

- (o) **(time and date)** a reference to a time or date in connection with the performance of an obligation by a party is a reference to the time and date in Sydney, Australia, even if the obligation is to be performed elsewhere;
- (p) **(joint and several)** an agreement, representation, covenant, right or obligation:
 - (i) in favour of two or more persons is for the benefit of them jointly and severally; and
 - (ii) on the part of two or more persons binds them jointly and severally;
- (q) **(writing)** a reference to a notice, consent, request, approval or other communication under this agreement or an agreement between the parties means a written notice, request, consent, approval or agreement;
- (r) **(replacement bodies)** a reference to a body (including an institute, association or Authority) which ceases to exist or whose powers or functions are transferred to another body is a reference to the body which replaces it or which substantially succeeds to its power or functions;
- (s) **(Australian currency)** a reference to dollars or \$ is to Australian currency;
- (t) **(month)** a reference to a month is a reference to a calendar month; and
- (u) **(year)** a reference to a year is a reference to twelve consecutive calendar months.

3 Planning Agreement under the Act

- (a) The parties agree that this agreement is a planning agreement within the meaning of section 7.4 of the Act.
- (b) Schedule 2 of this agreement summarises the requirements for planning agreements under section 7.4 of the Act and the way this agreement addresses those requirements.
- (c) The parties acknowledge and agree that, in accordance with section 4.15 of the Act, the terms of this agreement must be considered by any consent authority when determining a Development Application for the Development, or any part of the Development.

4 Application of this agreement

This agreement applies to:

- (a) the Planning Proposal;
- (b) the Development; and
- (c) the Land.

5 Operation of this agreement

- (a) This agreement commences on and from the date it is executed by all parties.

Item 6.1 - Attachment 2

Draft Planning Agreement as exhibited

- (b) For the avoidance of doubt, the obligations to deliver contributions under clause 7 do not take effect until the Planning Proposal is approved and the amendment to the LEP has been published on the NSW legislation website, and are payable in the manner as set in Contributions Schedule.

6 Staged provision of Contributions

- (a) Subject to 6 (b), below, each Contribution Item must be delivered by no later than the timeframe specified in the Contributions Table. However, the Developer may complete and deliver a Contribution Item earlier than the timeframe specified in the Contributions Table.
- (b) Council may, at its sole discretion, agree to the delayed delivery of a Contribution Item, provided security is provided by the Developer to the Councils satisfaction. Council's decision regarding the delayed delivery of a Contribution Item may not be the subject of a dispute under this agreement.

7 Contributions to be made under this agreement

7.1 Monetary Contribution

- (a) The Developer will pay to Council the monetary Contribution specified in the Contributions Table, being **\$225,000.00** increased but not decreased in accordance with the following formula:

$$\begin{array}{rcll} \text{Monetary} & & & \text{The CPI at the time of payment} \\ \text{Contribution} & = & \$225,000.00 & \times \frac{\text{The CPI at the date of this}}{\text{agreement}} \\ \text{payable} & & & \end{array}$$

- (b) The Contribution must be paid in accordance with the timeframes specified in the Contributions Table, being:
- (i) 75% prior to the issue of any Construction Certificate issued with respect to the Land; and
 - (ii) 25% prior to the issue of an Occupation Certificate or registration of a Strata Plan (the earlier of the two).
- (c) The Contribution must be paid by way of bank cheque in favour of Council or by deposit by means of electronic funds transfer into an account specified by Council.
- (d) The Contribution will be taken to have been made when the Council notifies the Developer in writing that the bank cheque has been received and cleared funds or electronic funds have been deposited in the Council's bank account.
- (e) The parties agree and acknowledge that the Contribution will be used by the Council towards the Public Purpose

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Item 6.1 - Attachment 2

Draft Planning Agreement as exhibited

- (f) Despite clause 7.1(e), the Council may apply the Contribution towards any other public purpose which satisfies section 7.4(2) of the Act, other than the Public Purpose, if the Council reasonably considers that the public interest would be better served by applying the Contribution towards that other public purpose.
- (g) In the event the Council directs the Contribution to another public purpose, the Developer in paying the Contribution has fulfilled its obligations pursuant to this Deed.

7.2 Contribution Values

The parties acknowledge and agree that the contribution values set out in the Contributions Table are the values in complete, adjusted only according to the CPI formula provided in clause 7.1 only and:

- (a) the Developer assumes all cost and risk in relation to the provision and the making of the Contribution, and
- (b) All Parties acknowledge and agree that the costs outlined in the Contributions Table is the complete amount payable to the Council.

8 Application of s 7.11, s 7.12 and s 7.24 of the Act to the Development

- (a) This agreement does not exclude the application of section 7.11 of the Act to the Development.
- (b) This agreement does not exclude the application of section 7.12 of the Act to the Development.
- (c) This agreement does not exclude the application of section 7.24 of the Act to the Development.
- (d) The benefits under this agreement are not to be taken into consideration in determining a development contribution under section 7.11 of the Act.

9 Registration of this agreement

9.1 Landowner Interest

The Landowner, being the registered proprietor of the Land at the time of execution of this Deed, acknowledges that Council requires the registration of this Deed on the folio of the Land under section 7.6 of the EPA Act and that, on registration by the Registrar-General, this Deed will be binding on and enforceable against the registered proprietor of the Land from time to time as if each registered proprietor for the time being had entered into this Deed.

9.2 Registration of this agreement

- (a) The Landowner agrees to procure the registration of this agreement under the *Real Property Act 1900* (NSW) in the relevant folios of the Register of the Land in accordance with section 7.6 of the Act.

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- (b) The Landowner, at its own expense, must:
 - (i) procure the lodgement of this agreement with the Registrar-General as soon as reasonably practicable after this agreement comes into operation, but in any event, no later than 10 Business Days after that date;
 - (ii) procure the registration of this agreement by the Registrar-General in the relevant folios of the Register for the Land as soon as reasonably practicable after this agreement is lodged for registration; and
 - (iii) provide documentary evidence that the registration of this agreement has been completed to Council within 5 Business Days of receiving confirmation that the registration has occurred.
- (c) The Landowner must at its own expense take all practical steps, and otherwise do anything that the Council reasonably requires to procure:
 - (i) the consent of each person who:
 - (A) has an estate or interest in the relevant Land registered under the *Real Property Act 1900* (NSW); or
 - (B) is seized or possessed of an estate or interest in the Land,
 - (ii) an acceptance of the terms of this agreement and an acknowledgement in writing from any existing mortgagee in relation to the relevant land that the mortgagee will adhere to the provisions of this agreement if it takes possession of the land as mortgagee in possession,
 - (iii) the execution of any documents; and
 - (iv) the production of the relevant duplicate certificates of title,
 to enable the registration of this agreement in accordance with this clause 9.2.
- (d) The Landowner consents to the registration of the agreement in accordance with this clause 9.2.

9.3 Removal from Register

- (a) The Council will provide a release and discharge of this agreement so that it may be removed from the folios of the Register for the Land (or any part of it) provided the Council is satisfied the Developer has duly fulfilled its obligations under this agreement, and is not otherwise in default of any of the obligations under this agreement. This release and discharge is to take place within 30 days of the Developer receiving the Occupation Certificate.
- (b) For the avoidance of doubt, the Council will provide a release and discharge allowing removal of this agreement from the folios of the Register for any part of the Land to be subdivided into Residential Lots, provided that the Developer has fulfilled any obligations under this agreement that, in accordance with the Contributions Table, will be due at the time an Occupation Certificate is to be issued for those Residential Lots to be released.

10 Review of this agreement

- (a) This agreement may be reviewed or modified. Any review or modification of this agreement will be conducted in the circumstances and in the manner determined by the parties.
- (b) No modification or review of this agreement will be of any force or effect unless it is in writing and signed by the parties to this agreement.
- (c) A party is not in breach of this agreement if it does not agree to an amendment to this agreement requested by a party in, or as a consequence of, a review.

11 Dispute Resolution

11.1 Reference to Dispute

If a dispute arises between the parties in relation to this agreement, the parties must not commence any court proceedings relating to the dispute unless the parties have complied with this clause, except where a party seeks urgent interlocutory relief.

11.2 Notice of Dispute

The party wishing to commence the dispute resolution process must give written notice (**Notice of Dispute**) to the other parties of:

- (a) The nature of the dispute,
- (b) The alleged basis of the dispute, and
- (c) The position which the party issuing the Notice of Dispute believes is correct.

11.3 Representatives of Parties to Meet

- (a) The representatives of the parties must promptly (and in any event within 20 Business Days of the Notice of Dispute) meet in good faith to attempt to resolve the notified dispute.
- (b) The parties may, without limitation:
 - (i) resolve the dispute during the course of that meeting,
 - (ii) agree that further material or expert determination in accordance with clause 11.6 about a particular issue or consideration is needed to effectively resolve the dispute (in which event the parties will, in good faith, agree to a timetable for resolution); or
 - (iii) agree that the parties are unlikely to resolve the dispute and, in good faith, agree to a form of alternative dispute resolution (including expert determination, arbitration or mediation) which is appropriate for the resolution of the relevant dispute.

11.4 Further Notice if Not Settled

If the dispute is not resolved within 10 Business Days after the nominated representatives have met, either party may give to the other a written notice calling for determination of the dispute (**Determination Notice**) by mediation under clause 11.5 or by expert determination under clause 11.6.

11.5 Mediation

If a party gives a Determination Notice calling for the dispute to be mediated:

- (a) The parties must agree in good faith to the terms of reference of the mediation within 15 Business Days of the receipt of the Determination Notice (the terms shall include a requirement that the mediation rules of the Institute of Arbitrators and Mediators Australia (NSW Chapter) apply);
- (b) The mediator will be agreed between the parties, or failing agreement within 15 Business Days of receipt of the Determination Notice, either Party may request the President of the Institute of Arbitrators and Mediators Australia (NSW Chapter) to appoint a mediator;
- (c) The mediator appointed pursuant to this clause 11.5 must:
 - (i) Have reasonable qualifications and practical experience in the area of the dispute; and
 - (ii) Have no interest or duty which conflicts or may conflict with his or her function as a mediator he or she being required to fully disclose any such interest or duty before his or her appointment;
- (d) The mediator shall be required to undertake to keep confidential all matters coming to his or her knowledge by reason of his or her appointment and performance of his or her duties;
- (e) The parties must within 15 Business Days of receipt of the Determination Notice notify each other of their representatives who will be involved in the mediation (except if a resolution of the Council is required to appoint a representative, the Council must advise of the representative within 5 Business Days of the resolution);
- (f) The parties agree to be bound by a mediation settlement and may only initiate judicial proceedings in respect of a dispute which is the subject of a mediation settlement for the purpose of enforcing that mediation settlement; and
- (g) In relation to costs and expenses:
 - (i) Each party will bear its own professional and expert costs incurred in connection with the mediation; and
 - (ii) The costs of the mediator will be shared equally by the parties unless the mediator determines that a party has engaged in vexatious or unconscionable behaviour in which case the mediator may require the full costs of the mediation to be borne by that party.

11.6 Expert determination

If the dispute is not resolved under clause 11.3 or clause 11.5, or the parties otherwise agree that the dispute may be resolved by expert determination, the parties may refer the dispute to an expert, in which event:

- (a) The dispute must be determined by an independent expert in the relevant field:
 - (i) Agreed upon and appointed jointly by the parties; and
 - (ii) In the event that no agreement is reached or no appointment is made within 20 Business Days of the agreement to refer the dispute to an expert,

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appointed on application of a party by the then President of the Law Society of New South Wales;

- (b) The expert must be appointed in writing and the terms of the appointment must not be inconsistent with this clause;
- (c) The determination of the dispute by such an expert will be made as an expert and not as an arbitrator and will be in writing and contain the reasons for the determination;
- (d) The expert will determine the rules for the conduct of the process but must conduct the process in accordance with the rules of natural justice;
- (e) Each party will bear its own costs in connection with the process and the determination by the expert and will share equally the expert's fees and costs; and
- (f) Any determination made by an expert pursuant to this clause is final and binding upon the parties except unless:
 - (i) Within 20 Business Days of receiving the determination, a party gives written notice to the other party that it does not agree with the determination and commences litigation; or
 - (ii) The determination is in respect of, or relates to, termination or purported termination of this agreement by any party, in which event the expert is deemed to be giving a non-binding appraisal.

11.7 Litigation

If the dispute is not *finally* resolved in accordance with this clause 11, then either party is at liberty to litigate the dispute.

11.8 No suspension of contractual obligations

Subject to any interlocutory order obtained under clause 11.1, the referral to or undertaking of a dispute resolution process under this clause 11 does not suspend the parties' obligations under this agreement.

12 Enforcement

12.1 Default

- (a) In the event a party considers another party has failed to perform and fulfil an obligation under this agreement, it may give notice in writing to the other party (**Default Notice**) giving all particulars of the matters in respect of which it considers default has occurred and by such notice require the default to be remedied within a reasonable time not being less than 21 days.
- (b) In determining a reasonable time, regard must be had to both the nature of the default and the work or other action required to remedy it and whether or not the continuation of the default constitutes a public nuisance or raises other circumstances of urgency or emergency, imposes an undue delay on performance of this Agreement, or imposes upon the Developer additional financial burdens.

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- (c) If a party disputes the Default Notice it may refer the dispute to dispute resolution under clause 11 of this agreement.

12.2 General Enforcement

- (a) Without limiting any other remedies available to the parties, this agreement may be enforced by any party in any Court of competent jurisdiction.
- (b) Nothing in this agreement prevents:
 - (i) a party from bringing proceedings in the Land and Environment Court to enforce any aspect of this agreement or any matter to which this agreement relates; and
 - (ii) the Council from exercising any function under the Act or any other Act or law relating to the enforcement of any aspect of this agreement or any matter to which this agreement relates.

13 Assignment and Dealings**13.1 Assignment**

- (a) A party must not assign or deal with any right under this agreement without the prior written consent of the other parties, which must not be unreasonably withheld.
- (b) Any change of ownership or control (as defined in section 50AA of the *Commonwealth Corporations Act 2001*) of a party (excluding the Council) shall be deemed to be an assignment of this agreement for the purposes of this clause.
- (c) Any purported dealing in breach of this clause is of no effect.

13.2 Transfer of Land

- (a) The Applicant (being the registered proprietor at the time of execution of this Deed) must not:
 - (i) sell or transfer the Land or any part of it, or
 - (ii) assign the Applicant's rights or obligations under this Deed, or novate this Deed,

to any person unless:
 - (iii) the Applicant has, at no cost to the Council, first procured the execution by the person to whom the Land, or part thereof, is to be sold or transferred or the Applicant's rights or obligations under this Deed are to be assigned or novated, of a deed in favour of the Council on terms reasonably satisfactory to the Council, and
 - (iv) the Council has given written notice to the Applicant (to be provided within 10 business days of an executed deed and evidence of financial capability being provided to Council) stating that it reasonably considers that the purchaser, transferee, assignee or novatee, is reasonably capable of performing its obligations under this Deed, and
 - (v) the Applicant is not in breach of this Deed, and

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- (vi) the Council otherwise consents to the transfer, assignment or novation, such consent not to be unreasonably withheld.

13.3 Right to transfer Strata Lots

- (a) Notwithstanding clause 13.2, the Landowner may enter into a contract for sale with a Transferee for a Residential Lot on a proposed Strata Plan that has not yet been registered, without having to obtain consent from Council.
- (b) For the avoidance of doubt, the transfer of a Residential Lot is not permitted under clause 13.3(a) unless the Council has provided a written release and discharge of this agreement under clause 9.3.

13.4 Exempt Transfers

- (a) Clause 13.2 does not apply where the Landowner transfers:
 - (i) any part of the Land it owns to an Associated Entity of the Landowner or Developer or to Council in accordance with this agreement; or
 - (ii) a Super Lot where the Contribution for the Super Lot has already been provided or otherwise secured;
 and this agreement has been registered against the title to the relevant land, or Council has provided a written release and discharge of this agreement for the relevant land under clause 9.3.
- (b) The Landowner must notify the Council in writing:
 - (i) 20 Business Days prior to any transfer under clause 13.4(a) identifying the part of the Land that is to be transferred and the proposed transferee; and
 - (ii) 5 Business Days after the transfer has taken place, confirming any changes to representatives of the Landowner or Developer for the purposes of this agreement and clause 16.

14 Approvals and consents

Except as otherwise set out in this agreement, and subject to any statutory obligations, a party may give or withhold an approval or consent to be given under this agreement in that party's absolute discretion and subject to any conditions determined by the party. A party is not obligated to give its reasons for giving or withholding consent or for giving consent subject to conditions, provided that the withholding is reasonable, fair, and the issue attaching to it can be reasonably remedied by the parties, and

- (a) Where the parties can reasonably remedy the underlying issue(s), it is agreed among the parties that the matter is to be negotiated in good faith.

15 No fetter**15.1 Discretion**

This agreement is not intended to operate to fetter, in any manner, the exercise of any statutory power or discretion of the Council, including, but not limited to, any statutory power or discretion of the Council relating to the Development Application or any other application for Development Consent (all referred to in this agreement as a "Discretion").

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15.2 *No fetter*

No provision of this agreement is intended to constitute any fetter on the exercise of any Discretion. If, contrary to the operation of this clause, any provision of this agreement is held by a court of competent jurisdiction to constitute a fetter on any Discretion, the parties agree:

- (a) They will take all practical steps, including the execution of any further documents, to ensure the objective of this clause is substantially satisfied,
- (b) In the event that (a) cannot be achieved without giving rise to a fetter on the exercise of a Discretion, the relevant provision is to be severed and the remainder of this agreement has full force and effect, and
- (c) To endeavour to satisfy the common objectives of the parties in relation to the provision of this agreement which is to be held to be a fetter on the extent that is possible having regard to the relevant court judgment.

15.3 *Planning Certificates*

The Developer acknowledges that Council may, at its discretion, include advice on any planning certificate issued under section 10.7 of the Act that this agreement affects the Land.

16 *Notices*16.1 *Notices*

Any notice given under or in connection with this agreement (**Notice**):

- (a) must be in writing and signed by a person duly authorised by the sender;
- (b) must be addressed as follows and delivered to the intended recipient by hand, by prepaid post or by email at the address below, or at the address last notified by the intended recipient to the sender after the date of this agreement:
 - (i) to City of Parramatta Council: PO Box 32, Parramatta, NSW 2124
Email: ackovski@cityofparramatta.nsw.gov.au
Attention: Manager, Land Use Planning
 - (ii) to Jimstam Holdings Pty Ltd Unit 1, 1A Anderson Road, Northmead NSW 2152
ATF The J & S Email: Kristyh@hamptonspropertyservices.com.au
Klapsogiannis Family Trust: Attention: Kristy Hodgkinson
- (c) is taken to be given or made:
 - (i) in the case of hand delivery, when delivered;
 - (ii) in the case of delivery by post, three Business Days after the date of posting (if posted to an address in the same country) or seven Business Days after the date of posting (if posted to an address in another country); and
 - (iii) in the case of an email, when the sender receives an email acknowledgement from the recipient's information system showing the

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email has been delivered to the email address for the recipient stated in clause 16.1(b); and

- (d) if under clause (c) a Notice would be taken to be given or made on a day that is not a Business Day in the place to which the Notice is sent, or later than 4.00 pm (local time), it is taken to have been given or made at the start of business on the next Business Day in that place.

16.2 Notices sent by email:

- (a) A party may serve a Notice by email if the Notice:
- (i) includes a signature block specifying:
 - (A) the name of the person sending the Notice; and
 - (B) the sender's position within the relevant party;
 - (ii) states in the body of the message or the subject field that it is sent as a Notice under this agreement;
 - (iii) contains an express statement that the person sending the Notice has the authority to serve a Notice under this agreement;
 - (iv) is sent to the email address below or the email address last notified by the intended recipient to the sender:

(A) to City of Parramatta Council:	Attention: Manager, Land Use Planning acrkovski@cityofparramatta.nsw.gov.au
(B) to Jimstam Holdings Pty Ltd ATF The J & S Klapsogiannis Family Trust:	Attention: Kristy Hodgkinson Email: Kristyh@hamptonspropertieservices.com.au
- (b) The recipient of a Notice served under this clause 16.2 must:
- (i) promptly acknowledge receipt of the Notice; and
 - (ii) keep an electronic copy of the Notice,
- (c) Failure to comply with clause 16.2 does not invalidate service of a Notice under this clause.

16.3 Receipt of Notices sent by email

- (a) A Notice sent under clause 16.2 is taken to be given or made:
- (i) when the sender receives an email acknowledgement from the recipient's information system showing the Notice has been delivered to the email address stated above;
 - (ii) when the Notice enters an information system controlled by the recipient, or
 - (iii) when the Notice is first opened or read by the recipient,
- whichever occurs first.
- (b) If under clause 16.3 a Notice would be taken to be given or made on a day that is not a Business Day in the place to which the Notice is sent, or later than 4.00 pm

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(local time), it will be taken to have been given or made at the start of business on the next Business Day in that place.

16.4 *Notices sent by email generally*

- a) Parties agree that Notices served under sections 16.2 and 16.3 have effect only as related to the communication between the Parties listed on the cover page; and
- b) For the avoidance of doubt, clauses 16.2 and 16.3 do not exclude the requirements of Service as stipulated in New South Wales, and where applicable, Commonwealth law.

17 Release and Discharge

The Council will promptly notify the Developer and the Landowner in writing that they are released and discharged from their obligations under this agreement if any of the following occur:

- (a) The amendment to the LEP is declared void or invalid by a Court of competent jurisdiction and all opportunities for appeal have been exhausted.
- (b) The Developer and Landowner have fulfilled all of their obligations under this agreement to the Council's reasonable satisfaction.
- (c) The parties agree in writing to terminate the agreement on the basis that the performance of the agreement has been frustrated by an event outside the control of the parties to this agreement.
- (d) A decision is made by the NSW Government to not make the amendment to the LEP and communicated to the parties in writing, and Council (acting reasonably) is satisfied that the amendment to the LEP will not be made.

18 General

18.1 *Relationship between parties*

- (a) Nothing in this agreement:
 - (i) constitutes a partnership between the parties; or
 - (ii) except as expressly provided, makes a party an agent of another party for any purpose.
- (b) A party cannot in any way or for any purpose:
 - (i) bind another party; or
 - (ii) contract in the name of another party.
- (c) If a party must fulfil an obligation and that party is dependent on another party, then that other party must do each thing reasonably within its power to assist the other in the performance of that obligation.

18.2 *Landowner Obligations*

Any clause of this agreement that requires the Developer to do any thing or imposes an obligation on the Developer, constitutes a requirement for the Landowner to procure that thing to be done or that obligation to be met, either by the Landowner, the

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Developer or another entity as requested by the Developer, so far as the requirement or obligation applies to that part of the Land owned by the Landowner.

18.3 Time for doing acts

- (a) If the time for doing any act or thing required to be done or a notice period specified in this agreement expires on a day other than a Business Day, the time for doing that act or thing or the expiration of that notice period is extended until the following Business Day.
- (b) If any act or thing required to be done is done after 5.00 pm on the specified day, it is taken to have been done on the following Business Day.

18.4 Further assurances

Each party must promptly execute all documents and do all other things reasonably necessary or desirable to give effect to the arrangements recorded in this agreement.

18.5 Joint and individual liability and benefits

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

18.6 Variations and Amendments

A provision of this agreement can only be varied by a later written document executed by or on behalf of all parties and in accordance with the provisions of the Act.

18.7 Counterparts

This agreement may be executed in any number of counterparts. All counterparts taken together constitute one instrument.

18.8 Legal expenses and stamp duty

- (a) The Developer must pay the Council's reasonable legal costs and disbursements in connection with the negotiation, preparation, execution, carrying into effect, enforcement and release and discharge of this agreement, including the reasonable costs of obtaining any legal advice in connection with this agreement, no later than 10 Business Days after receiving a demand from the Council to pay such costs.
- (b) The Developer agrees to pay or reimburse the costs and expenses incurred by Council in connection with the advertising and exhibition of this agreement in accordance with the Act.
- (c) The Developer agrees to pay Council any administrative fees as required by Council, acting reasonably, in connection with the administration of this agreement.

18.9 Entire agreement

The contents of this agreement constitute the entire agreement between the parties and supersede any prior negotiations, representations, understandings or arrangements made between the parties regarding the subject matter of this agreement, whether orally or in writing,

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- (a) A sole exception to clause 18.9 is the Voluntary Planning Agreement Letter of Intent Version 5 dated 2 June 2021.

18.10 Representations and warranties

The parties represent and warrant that they have the power and authority to enter into this agreement and comply with their obligations under the agreement and that entry into this agreement will not result in the breach of any law.

18.11 Severability

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

- (a) Unless the severed clause was a material incentive for a party to enter into this Agreement. If so, clause 17(c) may be applicable at the first instance.

18.12 Invalidity

- (a) A word or provision must be read down if:
- (i) this agreement is void, voidable, or unenforceable if it is not read down;
 - (ii) this agreement will not be void, voidable or unenforceable if it is read down; and
 - (iii) the provision is capable of being read down.
- (b) A word or provision must be severed if:
- (i) despite the operation of clause (a), the provision is void, voidable or unenforceable if it is not severed; and
 - (ii) this agreement will be void, voidable or unenforceable if it is not severed.
- (c) The remainder of this agreement has full effect even if clause 18.12(b) applies.

18.13 Waiver

- (a) A right or remedy created by this agreement cannot be waived except in writing signed by the party entitled to that right. Delay by a party in exercising a right or remedy does not constitute a waiver of that right or remedy, nor does a waiver (either wholly or in part) by a party of a right operate as a subsequent waiver of the same right or of any other right of that party.
- (b) The fact that a party fails to do, or delays in doing, something the party is entitled to do under this agreement, does not amount to a waiver of any obligation of, or breach of obligation by, another party. A waiver by a party is only effective if it is in writing. A written waiver by a party is only effective in relation to the particular obligation or breach in respect of which it is given. It is not to be taken as an implied waiver of any other obligation or breach or as an implied waiver of that obligation or breach in relation to any other occasion.

18.14 GST

- (a) Words and expressions which are not defined in this agreement but which have a defined meaning in GST Law have the same meaning as in the GST Law.

- (b) Unless otherwise expressly stated, all prices or other sums payable or consideration to be provided under this agreement are exclusive of GST.
- (c) If GST is imposed on any supply made under or in accordance with this agreement, the Developer must pay the GST or pay to the Council an amount equal to the GST payable on or for the taxable supply, whichever is appropriate in the circumstances.
- (d) If the Council is obliged to pay any GST on any supply made under or in accordance with this agreement, the Developer indemnifies the Council for the amount of any such payment is required to make.

18.15 Governing law and jurisdiction

- (a) The laws applicable in New South Wales govern this agreement.
- (b) The parties submit to the non-exclusive jurisdiction of the courts of New South Wales and any courts competent to hear appeals from those courts.

Schedule 1 - Contributions Table

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No.	Item	Public Purpose	Type of Contribution	Scope	Timing of Provision	Timing for provision of Bank Guarantee	Estimated Amount / Value of Item
1	Monetary Contribution.	Public Domain works associated with, or new connections to, the Alfred Street Bridge.	Cheque or Electronic Bank Transfer.	For the Council to undertake Public Domain works associated with, or new connections to, the Alfred Street Bridge.	1. 75% of the Monetary Contribution payable prior to the issue of a Construction Certificate, 2. 25% of the Monetary Contribution payable prior to the issue of any Occupation Certificate or registration of a Strata Plan (the earlier of the two).	Bank Guarantee is not applicable to this Agreement.	\$225,000.00 exclusive of GST.
TOTAL OF ALL CONTRIBUTION ITEMS (excluding Maintenance)							\$225,000.00 plus GST

Schedule 2 Summary of requirements (section 7.4)

Subject and subsection of the Act	Planning Agreement
Planning instrument and/or Development Application – Section 7.4(1) The Developer has: <ul style="list-style-type: none"> (a) Sought a change to an environmental planning instrument <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) Made, or propose to make a Development Application <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (c) Entered into an agreement with, or are otherwise associated with, a person to whom paragraph (a) or (b) applies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 	
Description of the land to which the planning Agreement applies – Section 7.4(3)(a)	22 Noller Parade, Parramatta NSW 2150. Lot 1 DP 35895.
Description of the application – Section 7.4(3)(b)	Post Gateway – Planning Proposal, with Draft Voluntary Planning Agreement attached.
The scope, timing and manner of delivery of contribution required by the Planning Agreement – Section 7.4(3)(c)	Contribution made via Cheque or Electronic Bank Transfer. Timing as follows: <ul style="list-style-type: none"> 3. 75% of the Monetary Contribution prior to the issue of a Construction Certificate, and 4. 25% of the Monetary Contribution prior to the earlier of, issuance of any Occupation Certificate, or, the registration of a Strata Plan.
Applicability of section 7.11 of the Act – Section 7.4(3)(d)	See clause 8.
Applicability of section 7.12 of the Act – Section 7.4(3)(d)	See clause 8.
Applicability of section 7.24 of the Act – Section 7.4(3)(d)	See clause 8.
Mechanism for dispute resolution – Section 7.4(3)(f)	See clause 11.
Enforcement of the Planning Agreement – Section 7.4(3)(g)	See clause 12.
Registration of the Planning Agreement – Section 7.4(3)(g) and section 7.6	See cl 9.

No obligation to grant consent or exercise functions – Section 7.4(9)	See cl 14.
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Executed as an agreement

Signed on behalf of **City of Parramatta Council** (ABN 49 907 174 773) by its authorised delegate pursuant to section 377 of the *Local Government Act 1993* in the presence of:

Signature of witness

Signature of authorised delegate

Name of witness

Name of authorised delegate

Address of witness

Position of authorised delegate

Executed by **Jimstam Holdings Pty Ltd** (ACN 002 435 207) as trustee for The J & S Klapsogiannis Family Trust in accordance with section 127 of the *Corporations Act 2001*:

Signature of Director

Signature of Director

Name of Director

Name of Director

Executed by **The J & S Klapsogiannis Family Trust**

Signature of Director

Signature of Director

Name of Director

Name of Director

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Planning,
Industry &
Environment

Gateway Determination

Planning proposal (Department Ref: PP_2019_COPAR_016_00): to rezone land at 22 Noller Pde, Parramatta for high density residential and increase development standards.

I, the Acting Director, Central (GPOP) at the Department of Planning, Industry and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Parramatta Local Environmental Plan (LEP) 2011 to rezone land at 22 Noller Pde, Parramatta for high density residential and increase development standards should proceed subject to the following conditions:

1. Public exhibition is required under section 3.34(2)(c) and schedule 1 clause 4 of the Act as follows:
 - (a) the planning proposal must be made publicly available for a minimum of **28 days**; and
 - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 6.5.2 of *A guide to preparing local environmental plans* (Department of Planning and Environment, 2018).
2. Consultation is required with the following public authorities/organisations under section 3.34(2)(d) of the Act and/or to comply with the requirements of relevant section 9.1 Directions:
 - NSW State Emergency Service
 - Environment, Energy and Science
 - NSW Heritage

Each public authority/organisation is to be provided with a copy of the planning proposal and any relevant supporting material and given at least 21 days to comment on the proposal.
3. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).

4. The planning proposal authority is authorised as the local plan-making authority to exercise the functions under section 3.36(2) of the Act subject to the following:
 - (a) the planning proposal authority has satisfied all the conditions of the Gateway determination;
 - (b) the planning proposal is consistent with section 9.1 Directions or the Secretary has agreed that any inconsistencies are justified; and
 - (c) there are no outstanding written objections from public authorities.
5. The time frame for completing the LEP is to be **9 months** following the date of the Gateway determination.

Dated 5th day of December 2019.



**Christine Gough
Acting Director, Central (GPOP)
Central River City and Western
Parkland City
Department of Planning, Industry and
Environment**

**Delegate of the Minister for Planning
and Public Spaces**

PP_2019_COPAR_016_00 (IRF19/6987)



Planning,
Industry &
Environment

Alteration of Gateway Determination

Planning proposal (Department Ref: PP_2019_COPAR_009_00)

I, Director, Central (GPOP) at the Department of Planning, Industry and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(7) of the *Environmental Planning and Assessment Act 1979* to alter the Gateway determination dated 5 December 2019 for the proposed amendment to the Parramatta Local Environmental Plan 2011 as follows:

1. Delete "condition 5"

Replace with a new condition 5: "The LEP shall be completed by 31 March 2022."

2. Insert "condition 8":

"The planning proposal must be publicly exhibited by 30 November 2021."

3. Insert "condition 9":

"The planning proposal must be reported to Council for final consideration by 28 February 2022."

Dated 27th day of October 2021.

A handwritten signature in blue ink, appearing to read 'C Gough'.

Christine Gough
Director, Central (GPOP)
Central River City and Western
Parkland City
Department of Planning, Industry and
Environment

Delegate of the Minister for Planning
and Public Spaces

PP_2019_COPAR_009_00 (IRF21/4343)

The Chairperson was assumed by Robert Hussey.

INNOVATIVE

6.1 SUBJECT Post Exhibition report - Planning Proposal and draft Planning Agreement for land at 22 Noller Parade, Parramatta

REFERENCE RZ/15/2018 -

APPLICANT/S Hamptons Property Services

OWNERS Jimstam Holdings

REPORT OF Project Officer

DETERMINATION

The Panel recommends that further investigation be undertaken regarding the potential flooding risk of the site and the associated impacts this may have on the land use of the ground floor and resident safety. The Panel notes the proximity of 125-129 Arthur Street to this site (which the Panel has previously dealt with) and the desirability of a adopting a consistent policy approach.

The Panel gives no weight to the indicative plans provided as part of the planning proposal noting that they do not satisfy ADG separation requirements.

The Panel decision was unanimous.

The meeting terminated at 5:38 pm.




Robert Hussey (Apr 22, 2022 11:34 GMT+10)

Chairperson



PLANNING PROPOSAL

22 Noller Parade, Parramatta

cityofparramatta.nsw.gov.au

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PLANNING PROPOSAL – 22 Noller Parade, Parramatta

Planning Proposal drafts

Proponent versions:

No.	Author	Version
1.	Hamptons Property Services Pty Ltd	November 2018
2.	Hamptons Property Services Pty Ltd	June 2019

Council versions:

No.	Author	Version
1.	City of Parramatta Council	August 2019 - Report to Local Planning Panel and Council on the assessment of planning proposal

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

INTRODUCTION

This Planning Proposal explains the intended effect of, and justification for, the proposed amendment to *Parramatta Local Environmental Plan 2011* (PLEP 2011) to allow for a residential flat building on the subject site. It has been prepared in accordance with Section 55 of the *Environmental Planning and Assessment Act 1979* and the Department of Planning and Environment (DP&E) guides, 'A Guide to Preparing Local Environment Plans' (August 2016) and 'A Guide to Preparing Planning Proposals' (August 2016) and 'Guidance for merged councils on planning functions' (May 2016).

Background and context

In November 2018 Council received a Planning Proposal from Hamptons Property Services Pty Ltd on behalf of Jimstam Holdings Pty Ltd relating to the land at 22 Noller Parade, Parramatta. The subject site is legally defined as Lot 1 DP 35895 and has a site area of approximately 908 sqm.

The site is bound by Noller Parade to the south, Alfred Street to the east and Parramatta River to the north. The site is shown in **Figure 1**, below.



Figure 1 – Site at 22 Noller Parade, Parramatta subject to the planning proposal

A single storey dwelling and detached garage exist on the site. The land surrounding the subject site comprise a mixture of low density residential to the south east, medium density residential to the west and south, and high density residential to the east.

The medium density residential properties to the west and south have existing 3 and 4-storey residential flat buildings (RFBs) and are located in the R3 medium density residential zone. RFBs are not permissible in this zone, however, these buildings have existed prior to the implementation of the *Standard Instrument – Principal Local Environmental Plan* and the *PLEP 2011* and are therefore subject to existing use rights under Division 4.11 of the *Environmental*

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

Planning and Assessment Act 1979 (EP&A Act). The property to the east contains a 13-storey mixed use development in the B4 Mixed Use zone.

The subject site's location on a corner as well as the adjoining and surrounding development has resulted in it becoming isolated.

Under the *PLEP 2011* the site:

- is zoned R2 Low Density Residential;
- has a maximum building height of RL 14 metres;
- does not have a maximum floor space ratio (FSR).

An extract of each the above maps is provided in Part 4 – Mapping; specifically, Section 4.1 Existing controls.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

PART 1 – OBJECTIVES OR INTENDED OUTCOMES

The objective of this planning proposal is to seek the rezoning of the land at 22 Noller Parade, Parramatta from R2 Low Density Residential to R4 High Density Residential, increase the maximum height of building control from RL14m to 17m, and include a maximum FSR control of 1.5:1. The proposed amendments to the PLEP 2011 is to facilitate a 5-storey RFB comprising 16 dwellings.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

PART 2 – EXPLANATION OF PROVISIONS

This Planning Proposal seeks to amend the *Parramatta LEP 2011* in relation to the zoning, height and floor space ratio controls.

In order to achieve the desired objectives the following amendments to the *PLEP 2011* would need to be made:

1. Amend the zone in the **Land Zoning Map** (Sheet LZN_010] from R2 Low Density Residential to R4 High Density Residential. Refer to Figure 13 in Part 4 of this Planning Proposal.
2. Amend the maximum building height in the **Height of Buildings Map** (Sheet HOB_010]) from RL 14 metres to 17 metres which equates to 5 storeys. Refer Figure 14 in Part 4 of this Planning Proposal.
3. Amend the maximum FSR in the **Floor Space Ratio Map** (Sheet FSR_010) from nil to 1.5:1. Refer Figure 15 in Part 4 of this Planning Proposal.

2.1. Other relevant matters

2.1.1. Voluntary Planning Agreement

A draft Letter of Offer accompanies the Planning Proposal which indicates a monetary contribution to the value of 50% of the land value uplift, however, to the exclusion of Section 7.11 and 7.12 developer contributions. This is inconsistent with Council's adopted Planning Agreements Policy 2018. As per Clause 2.8 of Council's adopted Planning Agreements Policy 2018, section 7.11 and 7.12 developer contributions are not to be excluded.

Notwithstanding, negotiations will continue following the Planning Proposal being reported to Council and if it is endorsed to be forwarded to the Department of Planning, Industry & Environment (DPIE) for Gateway Determination.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

PART 3 – JUSTIFICATION

This part describes the reasons for the proposed outcomes and development standards in the planning proposal.

3.1 Section A - Need for the planning proposal

This section establishes the need for a planning proposal in achieving the key outcome and objectives. The set questions address the strategic origins of the proposal and whether amending the LEP is the best mechanism to achieve the aims on the proposal.

3.1.1. Is the planning proposal a result of an endorsed local strategic planning statement, strategic study or report?

The Planning Proposal is not the result of any strategic study or report.

3.1.2. Is the Planning Proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

A Planning Proposal seeking to amend the PLEP 2011 is the most effective way of providing certainty to Council, the local community and the landowner of achieving the intended outcomes.

An alternative option is to amend the PLEP 2011 to allow a 'residential flat building' as an additional permitted use at the subject site. However, this is considered inappropriate as RFBs are prohibited in the R2 Low Density Residential zone and would be inconsistent with the objectives of the R2 zone.

3.2. Section B – Relationship to strategic planning framework

This section assesses the relevance of the Planning Proposal to the directions outlined in key strategic planning policy documents. Questions in this section consider state and local government plans including the NSW Government's Plan for Growing Sydney and subregional strategy, State Environmental Planning Policies, local strategic and community plans and applicable Ministerial Directions.

3.2.1. Will the planning proposal give effect to the objectives and actions of the applicable regional, or district plan or strategy (including any exhibited draft plans or strategies)?

A Metropolis of Three Cities

In March 2018, the NSW Government released the *Greater Sydney Region Plan: A Metropolis of Three Cities* ("the GSRP") a 20 year plan which outlines a three-city vision for metropolitan Sydney for to the year 2036.

The GSRP is structured under four themes: Infrastructure and Collaboration, Liveability, Productivity and Sustainability. Within these themes are 10 directions that each contain Potential Indicators and, generally, a suite of objective/s supported by a Strategy or Strategies. Those objectives and or strategies relevant to this planning proposal are discussed below.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

Infrastructure and Collaboration

An assessment of the planning proposal's consistency with the GSRP's relevant Infrastructure and Collaboration objectives is provided in Table 3a, below.

Table 3a – Consistency of planning proposal with relevant GSRP Actions – Infrastructure and Collaboration

Infrastructure and Collaboration Direction	Relevant Objective	Comment
A city supported by infrastructure	O4: Infrastructure use is optimised	<p>The subject site is located in close proximity to the Parramatta Light Rail (PLR) Stage 1 'Tramway Avenue' stop. The PLR will significantly improve accessibility to and from the site to the Parramatta CBD and other centres.</p> <p>The site is also adjacent to the future Alfred Street pedestrian-cycle bridge (PCB) which will provide a significant north-south connection over the Parramatta River at Rosehill and will unlock pedestrian and cycling movement in the area.</p>

Liveability

An assessment of the planning proposal's consistency with the GSRP's relevant Liveability objectives is provided in Table 3b, below.

Table 3b – Consistency of planning proposal with relevant GSRP Actions – Liveability

Liveability Direction	Relevant Objective	Comment
A city for people	O6: Services and infrastructure meet communities' changing needs	<p>The site is located adjacent to the future Alfred Street PCB.</p> <p>Whilst the site does not provide public infrastructure as such, a letter of intent to enter into a VPA accompanies the Planning Proposal. The VPA would include a monetary contribution to potentially be used for public domain works and the delivery of the PCB.</p> <p>Further, the main access to the site is intended to be relocated from Alfred Street to Noller Parade in order to provide the opportunity to convert the Alfred Street cul-de-sac into a pedestrianised area at the southern landing of the PCB.</p>
	O7: Communities are healthy, resilient and socially connected	
	O9: Greater Sydney celebrates the arts and supports creative industries and innovation	
Housing the city	O10: Greater housing supply	<p>The Central City, and City of Parramatta in particular, is expected to meet the housing targets identified under the Sydney Region Plan.</p> <p>The Planning Proposal is expected to deliver 16 dwellings.</p> <p>Whilst City of Parramatta is expected to meet, and even exceed these targets, the additional 16 dwellings are considered minor and can be accommodated to provide housing in</p>

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

		this area.
	O11: Housing is more diverse and affordable	<p>The Planning Proposal seeks to provide a mix of 1-bedroom, 2-bedroom and 3-bedroom apartments. Whilst this contributes to a mixture of apartments at the site, it does not contribute to housing diversity.</p> <p>The Planning Proposal does not indicate provision of affordable housing, however, as part of Council's Planning Agreements Policy, 10% of the 50% land value uplift is to be contributed towards Council's Affordable Housing Policy either in the form of a monetary contribution or dedication of a unit.</p>
A city of great places	O12: Great places that bring people together	<p>The site is adjacent to the southern landing of the Alfred Street PCB. With the relocation of the site's main access from Alfred Street to Noller Parade, there is an opportunity for the conversion of the southern landing of the PCB to a pedestrian area. This can contribute to a public space that is activated by pedestrian movement as well as the enhancement of the Parramatta foreshore area.</p>
	O13: Environmental heritage is identified, conserved and enhanced	<p>The site does not contain a heritage item, however it is close to a number of heritage items, including the State significant Elizabeth Farm. It is also located in the "Area of National Significance" as identified under the Parramatta Development Control Plan 2011 (PDCP) which also has a number of identified significant view corridors.</p> <p>The Proposal is of a similar height and scale to the existing development to the west of the site and does not impede on any view corridors. Any future development must consider the relevant sections under the PDCP and other heritage requirements as outlined in the GSRP.</p>

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Productivity

An assessment of the planning proposal's consistency with the GSRP's relevant Productivity objectives is provided in Table 3c, below.

Table 3c – Consistency of planning proposal with relevant GSRP Actions – Productivity

Productivity Direction	Relevant Objective	Comment
A well connected city	O14: The plan integrates land use and transport creates walkable and 30 minute cities	The subject site is located in close proximity to the future Alfred Street PCB and the PLR 'Tramway Avenue' stop. These two major pieces of infrastructure would enable greater movement to and from the site to the Parramatta CBD, other centres or other transport modes, whether by active or public transport. The site is located well within 30-minutes to the Parramatta CBD and a major transport interchange to connect to other centres. The proposed density is appropriately located and can be accommodated at the site.
	O15: The Eastern, GOP and Western Economic Corridors are better connected and more competitive	The site is located in the GOP area and is within 1km from the Parramatta CBD. With the incoming PLR Stage 1 route, accessibility to the Parramatta CBD, and subsequently, connectivity to the other economic corridors is enhanced. This allows for greater access to jobs within the GOP area and beyond.
Jobs and skills for the city	O19: Greater Parramatta is stronger and better connected	As discussed, a letter of offer accompanies the Planning Proposal whereby a monetary contribution may potentially go towards public domain works, including the delivery of the Alfred Street PCB and embellishment of the Parramatta River foreshore area as part of a future VPA. This infrastructure will enhance connectivity to the Parramatta CBD and improve use of the Parramatta River foreshore.
	O22: Investment and business activity in centres	Whilst there is no anticipated increase in jobs as part of the Proposal, the proposed R4 zoning would allow for a number of non-residential uses which could be accommodated on the site. Notwithstanding, the site's location is in proximity to the Parramatta CBD and is well within 30-minutes of a major centre and a major transportation interchange to other centres.

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	O23: Industrial and urban services land is planned, retained and managed	Whilst the site is adjacent to the identified "Precinct 08 – Parramatta (River Rd West & Alfred St)" precinct identified under the Parramatta Employment Lands Strategy, it is located outside of this employment zone. The proposed rezoning is not anticipated to affect the employment zone.
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Sustainability

An assessment of the planning proposal's consistency with the GSRP's relevant Sustainability objectives is provided in Table 3d, below.

Table 3d – Consistency of planning proposal with relevant GSRP Actions – Sustainability

Sustainability Direction	Relevant Objective	Comment
A city in its landscape	O25: The coast and waterways are protected and healthier	The site is located along the Parramatta River foreshore and is adjacent to the future Alfred Street PCB. As discussed, a letter of offer accompanies the Planning Proposal whereby a monetary contribution may potentially go towards public domain works, including the delivery of the Alfred Street PCB and embellishment of the Parramatta River foreshore area as part of a future VPA. With the future bridge and PLR, active transport and public transport patronage is encouraged, thus contributing to the reduction of greenhouse emissions and encouragement to use these transport modes. Any future public domain works at the southern landing of the PCB and foreshore area will be carried out by Council and will consider these objectives. Furthermore, landscaping of the site is intended to be provided at the DA stage which will include tree planting and provision of vegetation.
	O27: Biodiversity is protected, urban bushland and remnant vegetation is enhanced	
	O28: Scenic and cultural landscapes are protected	
	O29: Environmental, social and economic values in rural areas are protected and enhanced	
	O30: Urban tree canopy cover is increased	
	O31: Public open space is accessible, protected and enhanced	
	O32: The Green grid links Parks, open spaces, bushland and walking and cycling paths	
An efficient city	O33: A low-carbon city contributes to net-zero emissions by 2050 and mitigates climate change	
	O34: Energy and water flows are captured, used and re-used	The Planning Proposal does not indicate any sustainability initiatives. However, sustainability measures will be further addressed at the DA stage.
A resilient city	O36: People and places adapt to climate change and future shocks and stresses	The site is located in a flood prone area and is subject to the Probable Maximum Flood (PMF). The proposed design is compliant with Council's requirement for development in flood prone areas

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

	O37: Exposure to natural and urban hazards is reduced	which is the 1:100 year flood level plus 0.5m. A flood emergency evacuation plan must accompany any future DA and will likely include a combination of evacuation and shelter-in-place strategies. This will be further addressed at the DA stage.
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Implementation

An assessment of the planning proposal's consistency with the GSRP's relevant Implementation objectives is provided in Table 3d, below.

Table 3e – Consistency of planning proposal with relevant GSRP Actions – Implementation

Implementation Direction	Relevant Objective	Comment
Implementation	O39: A collaborative approach to city planning	The Planning Proposal considers other strategic planning documents including the Central City District Plan and local strategies. This will be further discussed below.

Central City District Plan

In March 2018, the NSW Government released *Central City District Plan* which outlines a 20 year plan for the Central City District which comprises The Hills, Blacktown, Cumberland and Parramatta local government areas.

Taking its lead from the GSRP, the *Central City District Plan* ("CCDP") is also structured under four themes relating to Infrastructure and Collaboration, Liveability, Productivity and Sustainability. Within these themes are Planning Priorities that are each supported by corresponding Actions. Those Planning Priorities and Actions relevant to this planning proposal are discussed below.

Infrastructure and Collaboration

An assessment of the planning proposal's consistency with the CCDP's relevant Infrastructure and Collaboration Priorities and Actions is provided in Table 4a, below.

Table 4a – Consistency of planning proposal with relevant CCDP Actions – Infrastructure and Collaboration

Infrastructure and Collaboration Direction	Planning Priority/Action	Comment
A city supported by infrastructure O1: Infrastructure supports the three cities O2: Infrastructure aligns with forecast growth – growth infrastructure compact O3: Infrastructure adapts to meet future need O4: Infrastructure use is optimised	PP C1: Planning for a city supported by infrastructure <ul style="list-style-type: none"> A1: Prioritise infrastructure investments to support the vision of <i>A metropolis</i> A2: Sequence growth across the three cities to promote north-south and east-west connections A3: Align forecast growth with infrastructure A4: Sequence infrastructure provision using a place based approach 	As discussed above in Table 3a, whilst the Planning Proposal does not provide community infrastructure, as such, on the site, a letter of offer to enter into a VPA with Council for monetary contribution accompanies the proposal. This contribution could potentially be used for the delivery of the Alfred Street PCB and for public domain works around the Parramatta River foreshore. The contribution to deliver the PCB would provide an essential north-south connection over the Parramatta River.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

	<ul style="list-style-type: none"> • A5: Consider the adaptability of infrastructure and its potential shared use when preparing infrastructure strategies and plans • A6: Maximise the utility of existing infrastructure assets and consider strategies to influence behaviour changes to reduce the demand for new infrastructure, supporting the development of adaptive and flexible regulations to allow decentralised utilities 	The site is also in close proximity to the future PLR stop and encourages public transport patronage to the Parramatta CBD and beyond.
O5: Benefits of growth realized by collaboration of governments, community and business	PP C2: Working through collaboration <ul style="list-style-type: none"> • A7: Identify prioritise and delivery collaboration areas 	<p>The Planning Proposal seeks to work in collaboration with local government, particularly with the delivery of the future Alfred Street PCB. As it stands, the PCB Plan maintain access to 22 Noller Parade from Alfred Street through retention of the Alfred Street cul-de-sac as a road.</p> <p>The Planning Proposal seeks to relocate the main access to the site from Alfred Street to Noller Parade to provide the opportunity for the southern landing of the PCB to be converted to a fully pedestrianised area.</p>

Liveability

An assessment of the planning proposal's consistency with the CCDP's relevant Liveability Priorities and Actions is provided in Table 4b, below.

Table 4b – Consistency of planning proposal with relevant CCDP Actions – Liveability

Liveability Direction	Planning Priority/Action	Comment
A city for people O6: Services and infrastructure meet communities' changing needs	PP C3: Provide services and social infrastructure to meet people's changing needs <ul style="list-style-type: none"> • A8: Deliver social infrastructure that reflects the need of the community now and in the future • A9: Optimise the use of available public land for social infrastructure 	<p>The Planning Proposal does not provide social infrastructure on the site. However, as part of Council's adopted Planning Agreements Policy, 10% of the 50% value uplift is to be used towards affordable housing, whether in the form of an affordable housing unit or monetary contribution.</p>
O7: Communities are healthy, resilient and socially connected O8: Greater Sydney's communities are culturally rich with diverse neighbourhoods O9: Greater Sydney celebrates the arts and supports creative industries and innovation	PP C4: Working through collaboration <ul style="list-style-type: none"> • A10: Deliver healthy, safe and inclusive places for people of all ages and abilities that support active, resilient and socially connected communities by (a-d). • A11: Incorporate cultural and linguistic diversity in strategic planning and engagement. • A12: Consider the local infrastructure implications of areas that accommodate large migrant and refugee populations. 	<p>Furthermore, as discussed above, by relocating the main access to the site from Alfred Street to Noller Parade, the southern landing of the Alfred Street PCB has the opportunity to be converted to a pedestrianised area which subsequently would open up the foreshore for activation and use.</p>

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

	<ul style="list-style-type: none"> • A13: Strengthen the economic self-determination of Aboriginal communities by engagement and consultation with Local Aboriginal Land Council's. • A14: Facilitate opportunities for creative and artistic expression and participation, wherever feasible with a minimum regulatory burden including (a-c). • A15: Strengthen social connections within and between communities through better understanding of the nature of social networks and supporting infrastructure in local places 	
Housing the city O10: Greater housing supply O11: Housing is more diverse and affordable	PP C5: Providing housing supply, choice and affordability, with access to jobs, services and public transport <ul style="list-style-type: none"> • A16: Prepare local or district housing strategies that address housing targets [abridged version] • A17: Prepare Affordable Rental housing Target Schemes 	Refer to "Housing the City" in Table 3b above.
A city of great places O12: Great places that bring people together O13: Environmental heritage is identified, conserved and enhanced	PP C6: Creating and renewing great places and local centres, and respecting the District's heritage <ul style="list-style-type: none"> • A18: Using a place-based and collaborative approach throughout planning, design, development and management deliver great places by (a-e) • A19: Identify, conserve and enhance environmental heritage by (a-c) • A20: Use place-based planning to support the role of centres as a focus for connected neighbourhoods • A21: In Collaboration Areas, Planned Precincts and planning for centres (a-d) • A22: Use flexible and innovative approaches to revitalise high streets in decline. 	<p>As discussed above under "A city of Great Places" in Table 3b, the site does not contain a heritage item but is in close proximity to a number of heritage items, including the State Significant Elizabeth Farm. It is also located in the "Area of National Significance" as identified under the Parramatta Development Control Plan (PDCP) which also has a number of identified significant view corridors</p> <p>The Proposal is of a similar height and scale to the existing development to the west of the site and does not impede on any view corridors. Any future development must consider the relevant sections under the PDCP and other heritage requirements as outlined in the GSRP.</p>

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

Productivity

An assessment of the planning proposal's consistency with the CCDP's relevant Productivity Priorities and Actions is provided in Table 4c, below.

Table 4c – Consistency of planning proposal with relevant CCDP Actions – Productivity

Productivity Direction	Planning Priority/Action	Comment
A well-connected city O19: Greater Parramatta is stronger and better connected	PP C7: Growing a stronger and more competitive Greater Parramatta <ul style="list-style-type: none"> • A23: Strengthen the economic competitiveness of Greater Parramatta and grow its vibrancy [abridged] • A26: Prioritise infrastructure investment [abridged] • A27: Manage car parking and identify smart traffic management strategies 	<p>The Planning Proposal is located within the GPOP area and is within 1km of the Parramatta CBD and is adjacent to the future Alfred Street PCB and PLR stop. Its location is within the Government's target for a 30-minute city and provides ample opportunities to travel to the Parramatta CBD and beyond.</p> <p>The site's proximity to the Parramatta CBD allows for greater connectivity to other centres and access to jobs by providing ample opportunity for transport interchange.</p>
Jobs and skills for the city O15: The Eastern, GPOP and Western Economic Corridors are better connected and more competitive	PP C8: Delivering a more connected and competitive GPOP Economic Corridor <ul style="list-style-type: none"> • A29: Prioritise public transport investment to deliver the 30-minute city objective for strategic centres along the GPOP Economic Corridor • A30: Prioritise transport investments that enhance access to the GPOP between centres within GPOP 	<p>Further, the Proposal includes provision for 20 car parking spaces which is compliant with the Parramatta DCP requirements.</p> <p>For more information, refer to "Jobs and Skills in the City" under Table 3c.</p>
O14: The plan integrates land use and transport creates walkable and 30 minute cities	PP C9: Delivering integrated land use and transport planning and a 30-minute city <ul style="list-style-type: none"> • A32: Integrate land use and transport plans to deliver a 30-minute city 	
O23: Industrial and urban services land is planned, retained and managed	PP C10: Growing investment, business opportunities and jobs in strategic centres <ul style="list-style-type: none"> • A37: Provide access to jobs, goods and services in centres [abridged] 	
O23: Industrial and urban services land is planned, retained and managed	PP C11: Maximising opportunities to attract advanced manufacturing and innovation in industrial and urban services land <ul style="list-style-type: none"> • A49: Review and manage industrial and urban service land, in line with the principles for managing industrial and urban services land, in the identified local government area 	<p>Refer to "Jobs and Skills in the City" under Table 3c.</p>

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

Sustainability

An assessment of the planning proposal's consistency with the CCDP's relevant Productivity Priorities and Actions is provided in Table 4d, below.

Table 4d – Consistency of planning proposal with relevant CCDP Actions – Sustainability

Sustainability Direction	Planning Priority/Action	Comment
A city in its landscape O25: The coast and waterways are protected and healthier	PP C13: Protecting and improving the health and enjoyment of the District's Waterways <ul style="list-style-type: none"> • A60: Protect environmentally sensitive areas of waterways • A61: Enhance sustainability and liveability by improving and managing access to waterways and foreshores for recreation, tourism, cultural events and water based transport • A62: Improve the health of catchments and waterways through a risk based approach to managing the cumulative impacts of development including coordinated monitoring of outcomes • A63: Work towards reinstating more natural conditions in highly modified urban waterways 	The site is adjacent to the Parramatta River foreshore. As discussed above, with the future Alfred Street PCB and relocation of the main access from Alfred Street to Noller Parade, there is an opportunity to convert the southern landing of the PCB to be a pedestrianised area.
O27: Biodiversity is protected, urban bushland and remnant vegetation is enhanced O28: Scenic and cultural landscapes are protected	PP C15: Protecting and enhancing bushland, biodiversity and scenic and cultural landscapes <ul style="list-style-type: none"> • A67: Enhance and protect views of scenic and cultural landscapes from the public realm 	As discussed above, the site is located in an area with identified significant view corridors. The Planning Proposal does not impede on any of these view corridors and retains the frame view from Alfred Street towards the Parramatta River.
O31: Public open space is accessible, protected and enhanced	PP C17: Delivering high quality open space <ul style="list-style-type: none"> • A71: Maximise the use of existing open space and protect, enhance and expand public open space by (a-g) [abridged] 	Refer to PP C13 above.
An efficient city O33: A low-carbon city contributes to net-zero emissions by 2050 and mitigates climate change O34: Energy and water flows are captured, used and re-used O35: More waste is re-used and recycled to support the development of a circular economy	PP C19: Reducing carbon emissions and managing energy, water and waste efficiently <ul style="list-style-type: none"> • A75: Support initiatives that contribute to the aspirational objectives of achieving net-zero emissions by 2050 • A76: Support precinct-based initiatives to increase renewable energy generation and energy and water efficiency • A78: Support innovative solutions to reduce the volume of waste and reduce waste transport requirements 	The subject site is located in close proximity to the future PLR stop which will encourage public transport patronage. Likewise, the future Alfred Street PCB also encourages walkability and active transport. These two major infrastructures would facilitate an overall reduction in emissions by providing the opportunity for their use rather than reliance on private vehicles. Furthermore, the car parking provisions proposed are in keeping with the minimum car parking requirements under the PDCP and does not exceed these rates.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

	<ul style="list-style-type: none"> • A79: Encourage the preparation of low carbon, high efficiency strategies to reduce emissions, optimise the use of water, reduce waste and optimising car parking provisions where an increase in total floor in 100,000sqm 	The Planning Proposal does not indicate any sustainability initiatives. Sustainability measures will be further addressed at the DA stage.
<p>O36: People and places adapt to climate change and future shocks and stresses</p> <p>O37: Exposure to natural and urban hazards is reduced</p> <p>O38: Heatwaves and extreme heat are managed</p>	<p>PP C20: Adapting to the impacts of urban and natural hazards and climate change</p> <ul style="list-style-type: none"> • A81: Support initiatives that respond to the impacts of climate change • A82: Avoid locating new urban development in areas exposed to natural and urban hazards and consider options to limit the intensification of development in existing areas most exposed to hazards • A83: Mitigate the urban heat island effect and reduce the vulnerability to extreme heat • A85: Consider strategies and measures to manage flash flooding and safe evacuation when planning for growth in Parramatta CBD 	Refer to "A Resilient City" under Table 3d above.

3.2.1. Will the planning proposal give effect to a council's endorsed local strategic planning statement, or another endorsed local strategy or strategic plan?

The following local strategic planning documents are relevant to the planning proposal.

Parramatta 2038 Community Strategic Plan

Parramatta 2038 is a long term Community Strategic Plan for the City of Parramatta and it links to the long-term future of Sydney. The plan formalises several big and transformational ideas for the City and the region.

The planning proposal is considered to meet the strategies and key objectives identified in the plan including:

- **Accessible:** The site is located within 1km of the Parramatta CBD and is in close proximity to the future PLR "Tramway Avenue" stop. This will provide ample opportunities for public transport patronage well within 30-minutes of a major centre and major transport interchange to connect to other centres. Furthermore, the future Alfred Street PCB is located adjacent to the site and will provide a new north-south connection over the Parramatta River with provision of new pedestrian and cycle paths that will promote active transport use.
- **Green:** The Planning Proposal will provide a greater opportunity for the future Alfred Street PCB southern landing to be converted into a pedestrianised area which would include public domain works and enhancement of the Parramatta River foreshore.
- **Welcoming:** The site is located in the Harris Park Precinct, an important heritage precinct. The Proposal is in keeping with the surrounding built form and does not impede on any significant view corridors and retains the frame views from Alfred Street to the Parramatta River.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

- **Thriving:** Contributes to the vibrancy of Parramatta, particularly along the Parramatta River foreshore area and connectivity to the Parramatta CBD.
- **Innovative:** The proposed relocation of the main access from Alfred Street to Noller Parade provides an opportunity for the southern landing of the Alfred Street PCB to be converted to a pedestrianised area and for collaboration between the landowner, Council and other relevant parties towards that outcome.

Parramatta Local Strategic Planning Statement

At the time of preparing this Planning Proposal, the draft Parramatta LSPS has not been considered and endorsed by Council. The draft LSPS is intended to be reported to Council in September 2019.

Should a Gateway determination be issued for this Planning Proposal with a condition to consider Council's draft LSPS, this Planning Proposal will be updated which formerly considers Council's draft LSPS in accordance with section 3.33(2)(c) of the *Environmental Planning and Assessment Act 1979*.

3.2.2. Is the planning proposal consistent with the applicable State Environmental Planning Policies?

The following State Environmental Planning Policies (SEPPs) are of relevance to the site (refer to Table 5 below).

Table 5 – Consistency of planning proposal with relevant SEPPs

State Environmental Planning Policies (SEPPs)	Consistency: Yes = ✓ No = x N/A = Not applicable	Comment
SEPP No 1 Development Standards	N/A	This SEPP does not apply to land subject to the Parramatta Local Environmental Plan 2011.
SEPP 4 – Development Without Consent and Miscellaneous Exempt and Complying Development	N/A	This SEPP does not apply to land subject to the Parramatta Local Environmental Plan 2011.
SEPP 6 – Number of Storeys in a Building	N/A	This SEPP does not apply to land subject to the Parramatta Local Environmental Plan 2011.
SEPP 33 – Hazardous and Offensive Development	N/A	Not relevant to the Planning Proposal.
SEPP No 55 Remediation of Land	✓	The Planning Proposal is consistent with the aims and provisions of this SEPP. Notwithstanding, future redevelopment of the site will need to address the requirements of the SEPP. A preliminary investigation may be provided as a condition of any Gateway Determination.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

SEPP 60 – Exempt and Complying Development	N/A	Not relevant to the Planning Proposal.
SEPP 64 – Advertising and Signage	N/A	Not relevant to the Planning Proposal.
SEPP No 65 Design Quality of Residential Flat Development	✓	Detailed compliance with SEPP 65 will be demonstrated at the time of making a development application for the site facilitated by this Planning Proposal.
SEPP No.70 Affordable Housing (Revised Schemes)	N/A	Not relevant to the Planning Proposal.
SEPP (Affordable Rental Housing) 2009	N/A	Not relevant to the Planning Proposal.
SEPP (BASIX) 2004	N/A	Detailed compliance with SEPP (BASIX) will be demonstrated at the time of making a development application for the site facilitated by this Planning Proposal.
SEPP (Exempt and Complying Development Codes) 2008	✓	May apply to future development of the site.
SEPP (Infrastructure) 2007	✓	May apply to future development of the site.
Sydney Regional Environmental Plan No 18– Public Transport Corridors	N/A	Not relevant to the Planning Proposal.
Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005	N/A	The proposed development is not located directly on the Sydney Harbour Catchment foreshore. Any potential impacts as a result of development on the site, such as stormwater runoff, will be considered and addressed appropriately at DA stage.
SEPP (Urban Renewal) 2010	✓	Not relevant to the Planning Proposal.

3.2.3. Is the planning proposal consistent with applicable Ministerial Directions (s.9.1 directions)

In accordance with Clause 9.1 of the *EP&A Act 1979* the Minister issues directions for the relevant planning authorities to follow when preparing planning proposals for new LEPs. The directions are listed under the following categories:

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

- Employment and resources
- Environment and heritage
- Housing, infrastructure and urban development
- Hazard and risk
- Housing, Infrastructure and Urban Development
- Local plan making

The following directions are considered relevant to the subject Planning Proposal.

Table 6 – Consistency of planning proposal with relevant Section 9.1 Directions

Relevant Direction	Comment	Compliance
1. Employment and Resources		
Direction 1.1 – Business and Industrial Zones	The subject site is not in an employment zone. The Ministerial Direction is not relevant for the Planning Proposal.	Yes
2. Environment and Heritage		
Direction 2.3 - Heritage Conservation	<p>The subject site is located in the Harris Park precinct which contains some of the most important parts of Parramatta's heritage. Whilst the site does not contain a heritage item, it is within close proximity to several heritage items and is located within the special areas of the Harris Park Precinct, being the 'Area of National Significance' and the Harris Park River Area' under the PDGP. The site is also in an area with significant historic view corridors identified in the PDGP.</p> <p>The proposal seeks to increase the height of building control from RL 14 to 17m. This increased height is considered minor particularly in relation to the existing 4-storey residential flat building to the west of the site and to the B4 zone to the east of the site.</p> <p>That said, the site does not contain a heritage item, it does not impede on any identified view corridors, it retains the frame view from Alfred Street and is of a similar scale to the properties to the west and south.</p> <p>Further investigations in relation to the State significant archaeology will be assessed as part of any future Gateway Determination condition or as a requirement at the DA stage.</p>	Yes
3. Housing, Infrastructure and Urban Development		
Direction 3.1 - Residential Zones	<p>The Planning Proposal is consistent with this direction, in that it:</p> <ul style="list-style-type: none"> • facilitates additional housing in close proximity to the Parramatta CBD that is currently not provided on the site • provides residential development in an existing urban area that will be fully serviced by existing infrastructure and future infrastructure, including the Parramatta Light Rail and Alfred Street PCB 	Yes
Direction 3.4 - Integrating Land Use and Transport	<p>The Planning Proposal is consistent with this direction, in that it:</p> <ul style="list-style-type: none"> • will provide new dwellings in close proximity to future public transport links • will enable residents to walk or cycle to work if employed in the Parramatta City Centre or 	Yes

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

	<ul style="list-style-type: none"> • makes more efficient use of space and infrastructure by increasing densities on an underutilised site. 	
4. Hazard and Risk		
Direction 4.1 - Acid Sulfate Soils	The site is identified as Class 4 on the Acid Sulfate Soils Map in Parramatta Local Environmental Plan 2011. Acid sulfate soils are generally not found in the first 2 metres of Class 4 areas. However, this will be addressed further at the development application stage.	Yes
Direction 4.3 - Flood Prone Land	<p>The site is located in a flood prone area and is affected by the Probable Maximum Flood.</p> <p>As per Council's flood requirements, a minimum flood planning level, which is the 1:100 year flood level plus 0.5m, is required. This translates to a flood planning level of RL 5.6 as required for the site. The proposal indicates a ground floor of RL 5.62, hence it is compliant in this regard.</p> <p>Any potential impacts as a result of development on the site, such as stormwater runoff, will be considered and addressed appropriately at DA stage. This will also include any design detail required to ensure compliance with Council's water management controls within the Parramatta DCP 2011.</p>	Yes
5. Local Plan Making		
Direction 6.1 - Approval and Referral Requirements	The Planning Proposal does not introduce any provisions that require any additional concurrence, consultation or referral.	Yes
Direction 6.3 - Site Specific Provisions	The Planning Proposal does not introduce any site specific provisions.	Yes
6. Metropolitan Planning		
Direction 7.1 - Implementation of A Plan for Growing Sydney	The Planning Proposal is consistent with the principles, directions and priorities prescribed in the Plan for Growing Sydney.	Yes
Direction 7.5 – Implementation of Greater Parramatta Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	The subject site is located within the Greater Parramatta Priority Growth Area. The proposal is consistent with the Interim and achieves the overall intent of the Interim Plan while ensuring the overall objectives, planning principles and priorities for the GPPOP are able to be met.	Yes

3.3. Section C – Environmental, social and economic impact

This section considers the potential environmental, social and economic impacts which may result from the Planning Proposal.

3.3.1. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?

The site is located in an existing residential zone and it is unlikely to contain critical habitat or threatened species, populations or ecological communities, or their habitats.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

3.3.2. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?

The main potential environmental impacts to be examined in detail with any future development proposal for the site are:

Heritage

The subject site is located in the Harris Park Precinct and is in the special areas of 'Area of National Significance' and the 'Harris Park River Area', as identified in the Parramatta DCP. It is also in an area that has significant historic view corridors.

As discussed above, the proposed increase of height control from RL 14 to 17m is considered a minor increase and provides an appropriate transition, particularly in relation to the existing 4-storey development to the west of the site and the 13-storey development to the east of the site.

The site does not contain a heritage item, does not impede on any identified view corridors, retains the frame view corridor from Alfred Street to the Parramatta River and is of a similar scale to the properties to the west and south.

The site is located in an area of State significant archaeology, however, any future DA would need to be referred to the NSW Environment, Energy and Science prior to any works commencing for assessment of potential relics on the site and their conservation.

Urban Design and Built Form

The Planning Proposal seeks an increase of height from RL14 (approx. 9m) to 17m. The proposed height will allow a 5-storey residential flat building on the site.

The Proposal indicates a design that is consistent with the setback requirements under the Parramatta DCP, comprising 6m from the front, 4.5m from the west, 7m from the rear and 3m from the east. The 5th storey is setback approximately 15m from Noller Parade which will address impacts at the street level and provide for communal open space (refer to **Figure 2 and 3**).

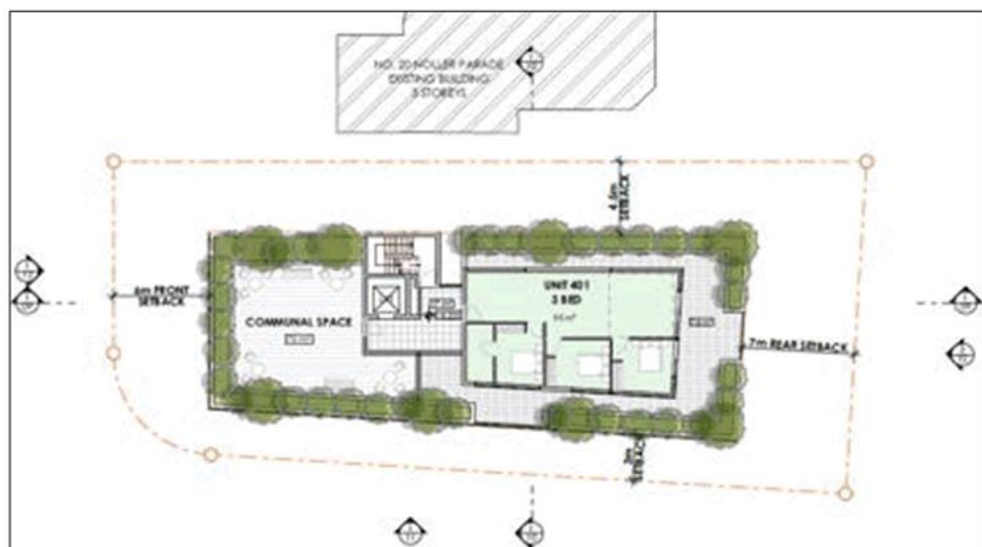
The increased 5th storey setback is consistent with Part 2F and 3F of the Apartment Design Guide (ADG) where the 5th storey of a development requires a greater setback than the first 4 storeys in order to provide adequate building separation, which in this instance, is from the adjoining property to the west of the site.

The proposed height increase to 17m is considered to be a minimum increase in height from the existing 4-storey residential flat building to the west of the site and also ensures an appropriate transition to the B4 zone to the east.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta



Figure 2 – Elevation of 22 Noller Parade, Parramatta from the east

Figure 3 – Setbacks from the 5th storey

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

Flooding

The subject site is located within a flood prone area but is identified as being subject to low hazard flooding (see **Figure 4**). The site is also subject to the Probable Maximum Flood (PMF) (refer to **Figure 5**).



Figure 4 – Flooding hazard



Figure 5 – Flooding levels

Council's requirement is that any development must be at a flood planning level, which is the 1:100-year flood level plus 0.5m. This equates to a minimum required level of RL5.6. The proposal is compliant with Council's requirement as the ground level is proposed to be RL5.62.

The reference design indicates a two-storey basement car park to accommodate 20 car parking space. Any future development would require exclusion of flood waters from the basement to the PMF. This matter can be addressed at the DA stage.

Similarly, a comprehensive flood emergency response plan would be required to support any future DA on this site and would likely involve a combination of evacuation and shelter-in-place strategies.

Transport and Accessibility

The subject site is located in an accessible area and is within 1km of the Parramatta CBD which is accessible by walking or cycling. This accessibility will be further enhanced with the future Parramatta Light Rail and Alfred Street pedestrian cycle bridge. This will be discussed in further more below in the section 3.4.1 relating to public infrastructure.

Council's Senior Traffic and Transport Engineer has reviewed the traffic generation of the proposal and has considered that it will not be significant. Furthermore, 20 car parking spaces are proposed which is in keeping with the minimum requirements under the Parramatta DCP. In this regard, traffic generation is considered minor and acceptable.

3.3.3. How has the planning proposal adequately addressed any social and economic effects?

The Planning Proposal seeks to provide 16 dwellings in an area which is within 1km from the Parramatta CBD and is well within the State Government's target for a 30-minute city to a major centre. This is an appropriate location for housing which is close to the Parramatta CBD and a major transport interchange for connectivity to other centres which allows for greater accessibility to jobs.

A social benefit of the proposal is that as part of Council's adopted Planning Agreements Policy, 10% of the 50% land value uplift will be used towards Council's adopted affordable housing policy, either in the form of a unit or a monetary contribution.

3.4. Section D – State and Commonwealth Interests

3.4.1. Is there adequate public infrastructure for the planning proposal?

Alfred Street Pedestrian-Cycle Bridge

The subject site is located adjacent to the southern landing of the future Alfred Street pedestrian-cycle bridge (PCB) (refer to **Figure 6**). This will be a significant piece of infrastructure that will provide a north-south connection over the Parramatta River at Rosehill and new pedestrian and cycle paths. This will increase accessibility to the site and provide greater opportunity and encouragement for active transport patronage.



Figure 6 – Site at 22 Noller Parade, Parramatta subject to the planning proposal

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As part of the new PCB project, the northern end of Alfred Street (i.e. the southern landing of the PCB) is proposed to be closed as a road and converted into a shared vehicle and pedestrian zone. The subject site is outside the scope of the PCB project which will maintain access to the subject site from Alfred Street.

The Planning Proposal, however, seeks to relocate its main access to the site from Alfred Street to Noller Parade to provide an opportunity to convert the southern landing area to a fully pedestrianised area. This will not only provide a larger public domain area but will also enhance activation at street level and use of the Parramatta River foreshore area.

Parramatta Light Rail

The subject site is also in close proximity to the future Parramatta Light Rail (PLR) 'Tramway Avenue' stop (refer to **Figure 7**). The PLR will significantly improve accessibility to and from the site to the Parramatta CBD and other centres by providing ample public transport to and from the site as well as encouraging its use.

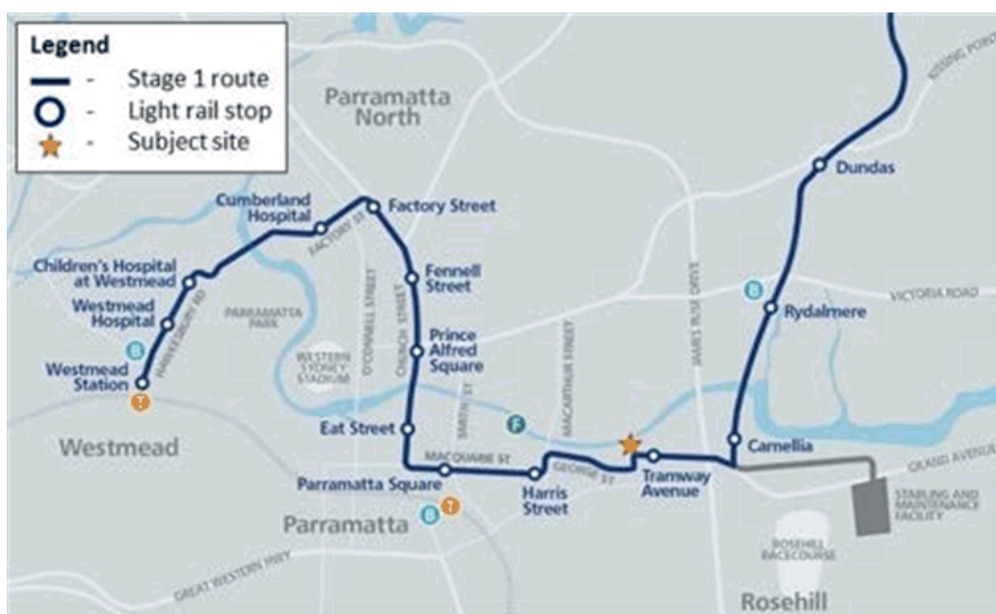


Figure 7 – PLR Stage 1 map

3.4.2. What are the views of State and Commonwealth public authorities consulted in accordance with the gateway determination?

Consultation with the State and Commonwealth public authorities will be undertaken once the gateway determination has been issued.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

PART 4 – MAPPING

This section contains the mapping for this planning proposal in accordance with the DP&E's guidelines on LEPs and Planning Proposals. **Existing controls**

This section illustrates the current *PLEP 2011* controls which apply to the site.

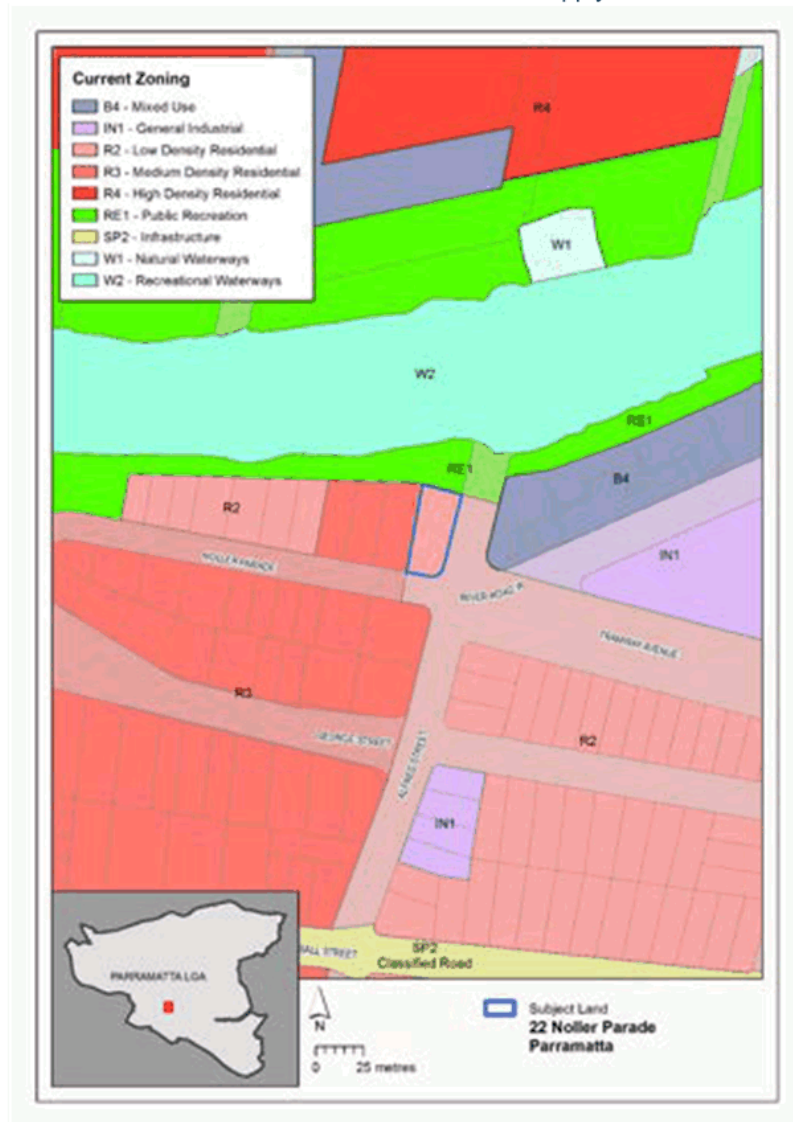


Figure 8 – Existing zoning extracted from *Parramatta LEP 2011* Land Zoning Map

Figure 8 illustrates the existing R2 Low Density Residential zone. The surrounding area is a mixture of R2 Low Density Residential to the south east, R3 Medium Density Residential to the west, B4 Mixed Use and IN1 General Industrial to the east and RE1 Public Recreation to the north.



Figure 9 – Existing building heights extracted from *Parramatta LEP 2011* Height of Buildings Map

Figure 9 illustrates the existing maximum Height of Building control of RL14 (approx. 9m).

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

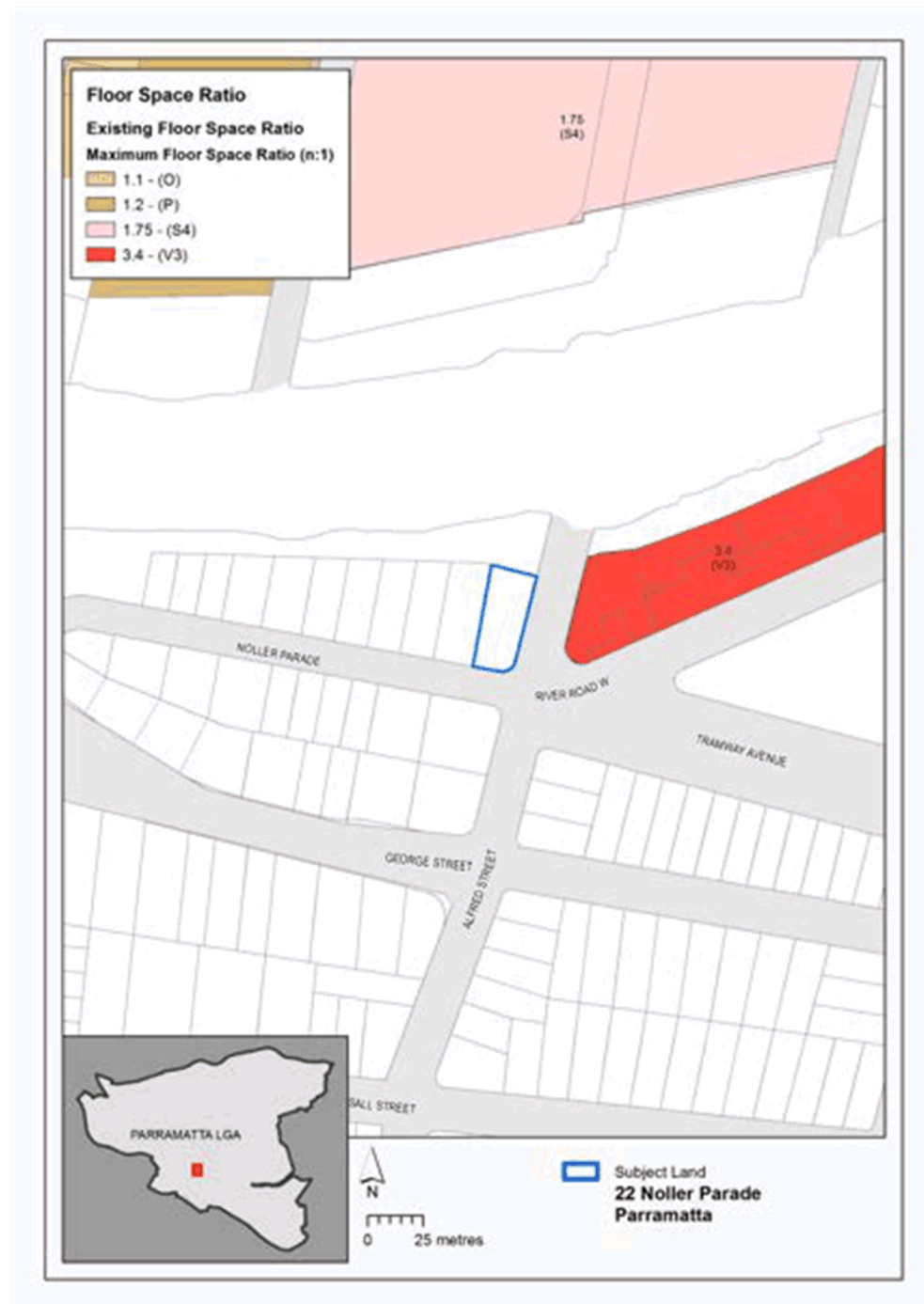


Figure 10 – Existing floor space ratio extracted from the *Parramatta LEP 2011* Floor Space Ratio Map

Figure 10 illustrates the existing maximum Floor Space Ratio control on the site. Currently there is no FSR control.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta



Figure 11 – Existing heritage items extracted from the *Parramatta LEP 2011* Heritage Map

Figure 11 above illustrates the site and its proximity to a number of heritage items. As discussed above in Section 3.3.2, the site does not contain a heritage item but is close to a number of items, including the State heritage item Elizabeth Farm.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta



Figure 12 – Existing flooding extant extracted from the *Parramatta LEP 2011* Flooding Map

Figure 12 above illustrates the flooding extant in the vicinity of the site. As discussed above in Section 3.3.2, the land is subject to the PMF and is in a low hazard area (refer to **Figure 4**).

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

4.2 Proposed controls

The figures in this section illustrate the proposed rezoning, increase in maximum height of building control, and inclusion of a maximum FSR control.



Figure 13 – Proposed amendment to the *Parramatta LEP 2011 Zoning Map*

Figure 13 above illustrates proposed R4 High Density Residential zoning over the site. The R4 zone would allow for a residential flat building on the site in a manner consistent with the surrounding context.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

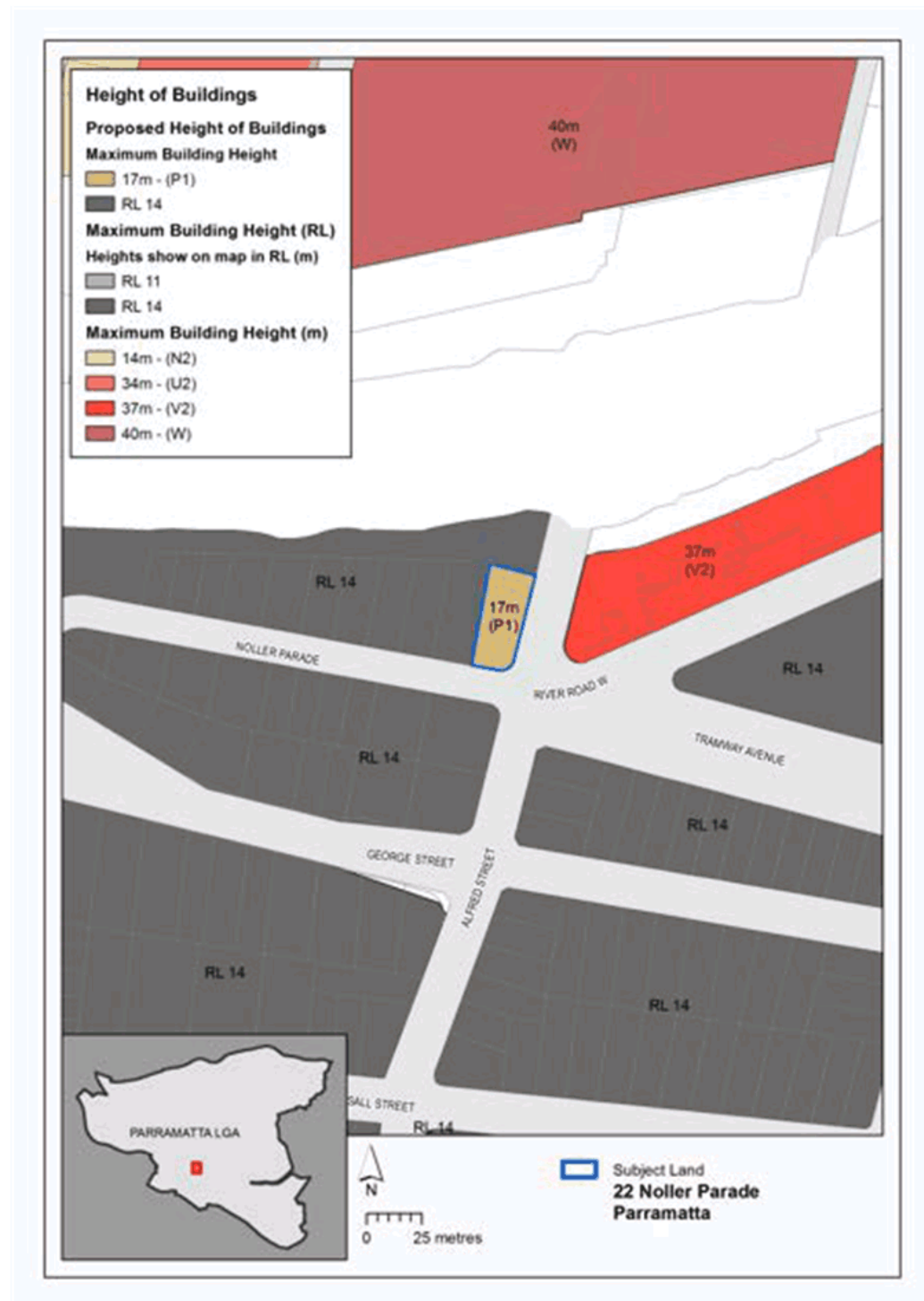


Figure 14 – Proposed amendment to the *Parramatta LEP 2011* Height of Building Map

Figure 14 above illustrates the proposed maximum 17m building height control over the site which would enable a 5-storey development.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

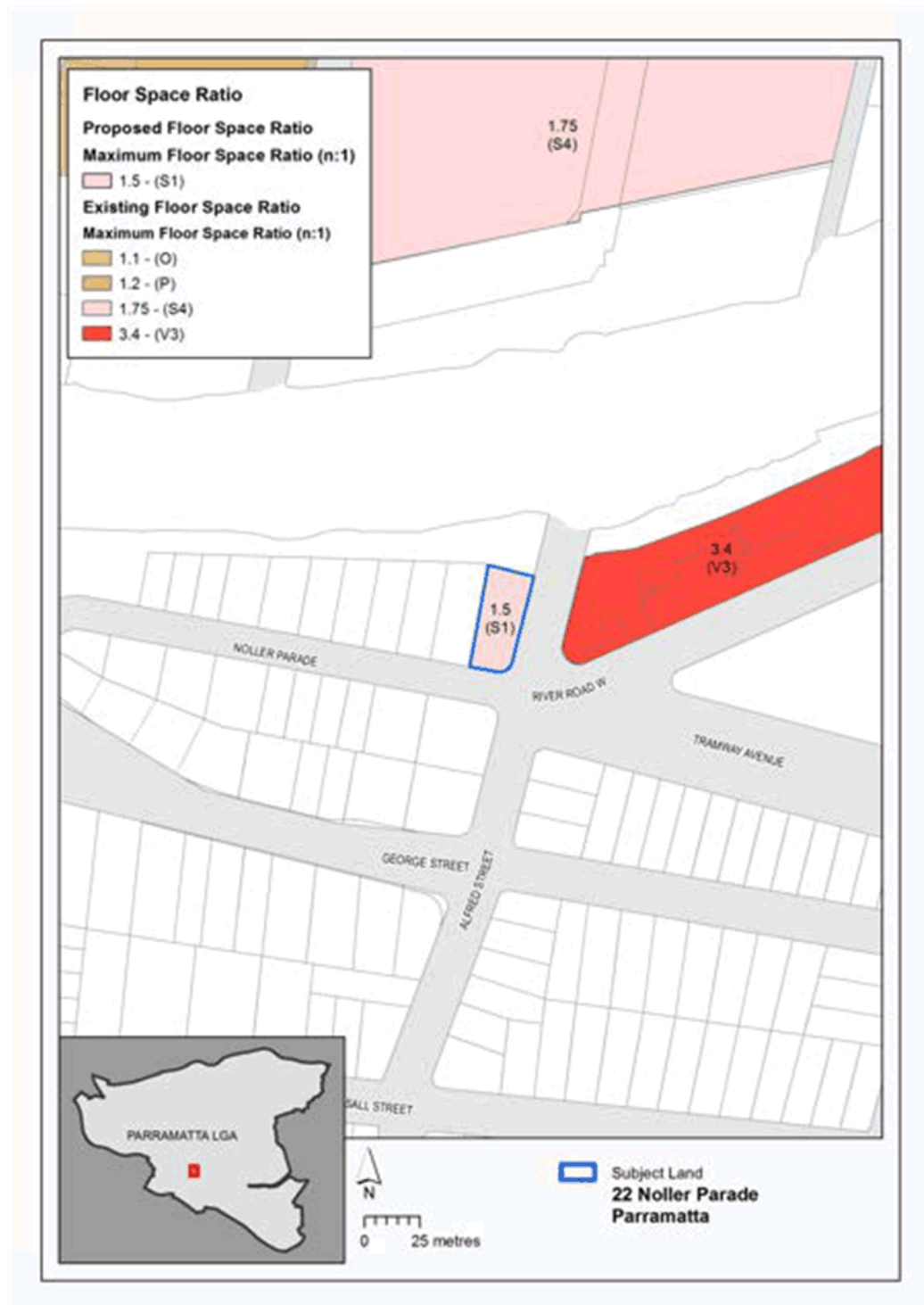


Figure 15 – Proposed amendment to the *Parramatta LEP 2011* Floor Space Ratio Map

Figure 15 above illustrates the proposed 1.5:1 maximum FSR control over the site. The 1.5:1 FSR control would allow for approximately 16 dwellings on the site.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

PART 5 – COMMUNITY CONSULTATION

The planning proposal (as revised to comply with the Gateway determination) is to be publicly available for community consultation.

Public exhibition is likely to include:

- newspaper advertisement;
- display on the Council's web-site; and
- written notification to adjoining landowners.

The gateway determination will specify the level of public consultation that must be undertaken in relation to the planning proposal including those with government agencies.

Consistent with sections 3.34(4) and 3.34(8) of the *EP&A Act 1979*, where community consultation is required, an instrument cannot be made unless the community has been given an opportunity to make submissions and the submissions have been considered.

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

PART 6 – PROJECT TIMELINE

Once the planning proposal has been referred to the Minister for review of the Gateway Determination and received a Gateway determination, the anticipated project timeline will be further refined, including at each major milestone throughout the planning proposal's process.

Table 7 below outlines the anticipated timeframe for the completion of the planning proposal.

Table 7 – Anticipated timeframe to planning proposal process

MILESTONE	ANTICIPATED TIMEFRAME
Report to LPP on the assessment of the PP	September 2019
Report to Council on the assessment of the PP	October 2019
Referral to Minister for review of Gateway determination	November 2019
Date of issue of the Gateway determination	February 2020
Date of issue or revised Gateway determination (if relevant)	-
Commencement and completion dates for public exhibition period	March/April 2020
Commencement and completion dates for government agency notification	March/April 2020
Consideration of submissions	May 2020
Consideration of planning proposal post exhibition and associated report to Council	June/July 2020
Submission to the Department to finalise the LEP	August 2020
Notification of instrument	September 2020

PLANNING PROPOSAL – 22 Noller Parade, Parramatta

Appendix 1 – Reference Design

DRAWING LIST	
00	COVER SHEET
01	3D VIEW CONTEXT
02	LOCATION PLAN
03	SITE ANALYSIS
04	BASEMENT PLAN 2
05	BASEMENT PLAN 1
06	GROUND FLOOR PLAN
07	LEVELS 1-3 TYPICAL APARTMENTS
08	LEVEL 4 - PENTHOUSE
09	SECTION A
10	SECTION B
11	EAST ELEVATION
12	SOUTH & NORTH ELEVATION
13	SHADOW IMPACT ANALYSIS 01 - 21ST JUNE
14	SHADOW IMPACT ANALYSIS 02 - 21ST JUNE
15	SHADOW IMPACT ANALYSIS 03 - 21ST DECEMBER
16	SHADOW IMPACT ANALYSIS 04 - 21ST DECEMBER
17	GFA DIAGRAMS
18	GFA & FSR SCHEDULE
19	ADG SOLAR ACCESS GROUND FLOOR - 21ST JUNE
20	ADG SOLAR ACCESS LEVELS 1-3 TYPICAL APARTMENTS - ...
21	ADG SOLAR ACCESS LEVEL 4 APARTMENTS - 21ST JUNE
22	CROSS VENTILATION DIAGRAMS
23	COMPLIANCE SCHEDULE
24	SURVEY



PLANNING PROPOSAL - RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE, PARRAMATTA

SCHEME C
REVISION: P4



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 Nominated Registered Architect, Peter Torner (reg no 50994)
 ABN 90 070 571 022

REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
 22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

3D VIEW CONTEXT

DRAWN BY

LL, AD, VW

CHECKED BY

PJ

SCALE

AT A3

PROJECT NO

P351

PP

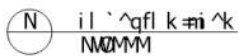
01

stage

design

P4

concept



ARCHITECTURE
+ INTERIORS

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Nominated Registered Architect (Peter Doran) (reg no 5094)
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REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

LOCATION PLAN

NORTH POINT



DRAWN BY

LL, AD, VW

CHECKED BY

PJ

SCALE

1:2000 AT A3

PROJECT NO

P351

PP

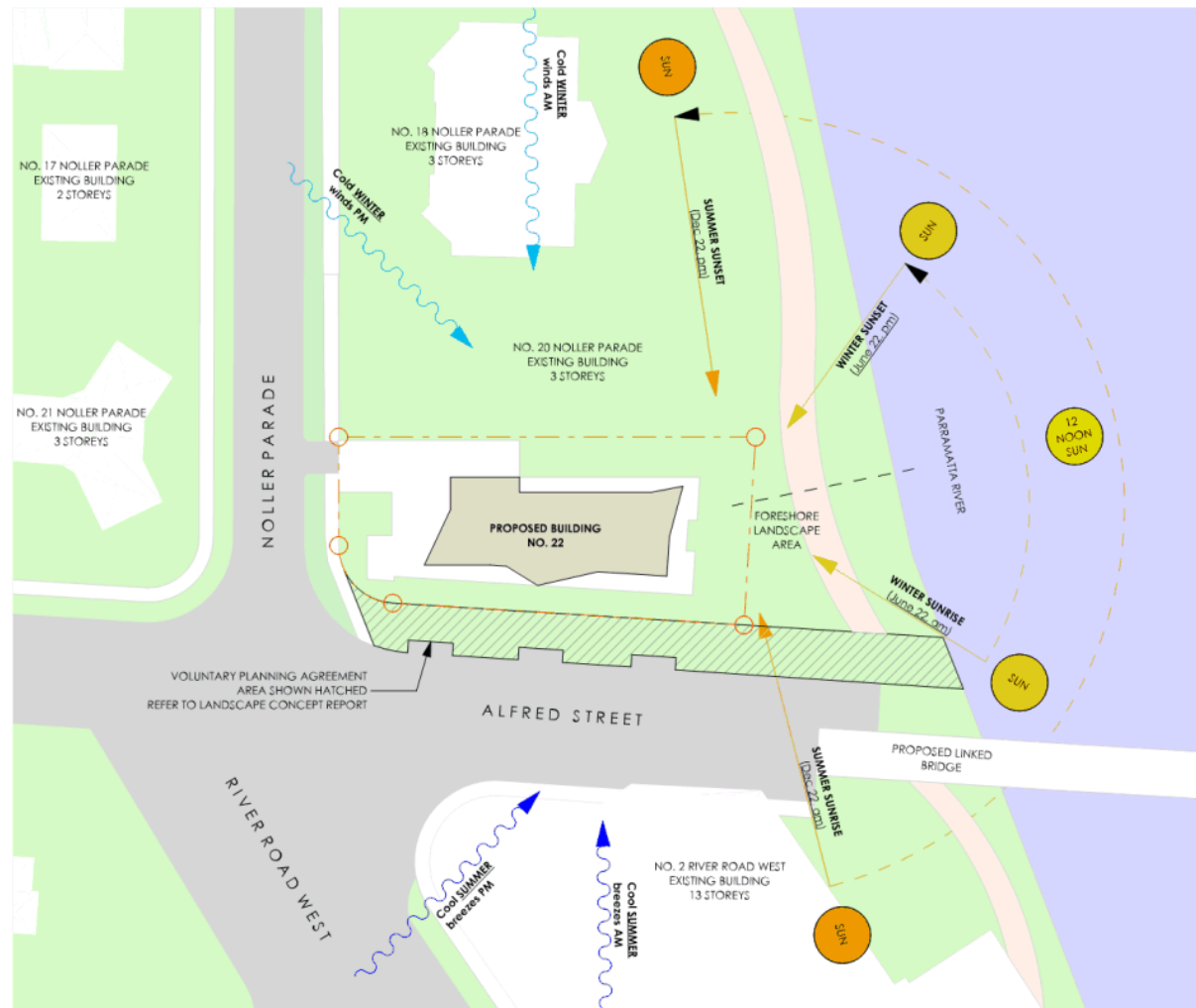
02

design

P4

design

K:\PP\2017\PP01 - 22 Noller Parade Parramatta\DRAWINGS\03_SITE\131_Plan\PP01 - 22 NOLLER PARADE, PARRAMATTA, SITE ANALYSIS.dwg 12/09/2017



1 SITE ANALYSIS PLAN
1:500



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REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

SITE ANALYSIS

NORTH POINT



DRAWN BY

LL, AD, VW

CHECKED BY

PJ

SCALE

1:500 AT A3

PROJECT NO

P351

PP

03

design

P4

design



1 BASEMENT 2
1:200



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APN 90 070 071 022

REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

BASEMENT PLAN 2

NORTH POINT



DRAWN BY

LL. AD. VW

CHECKED BY

PJ

SCALE

1:200 AT A3

PROJECT NO

P351

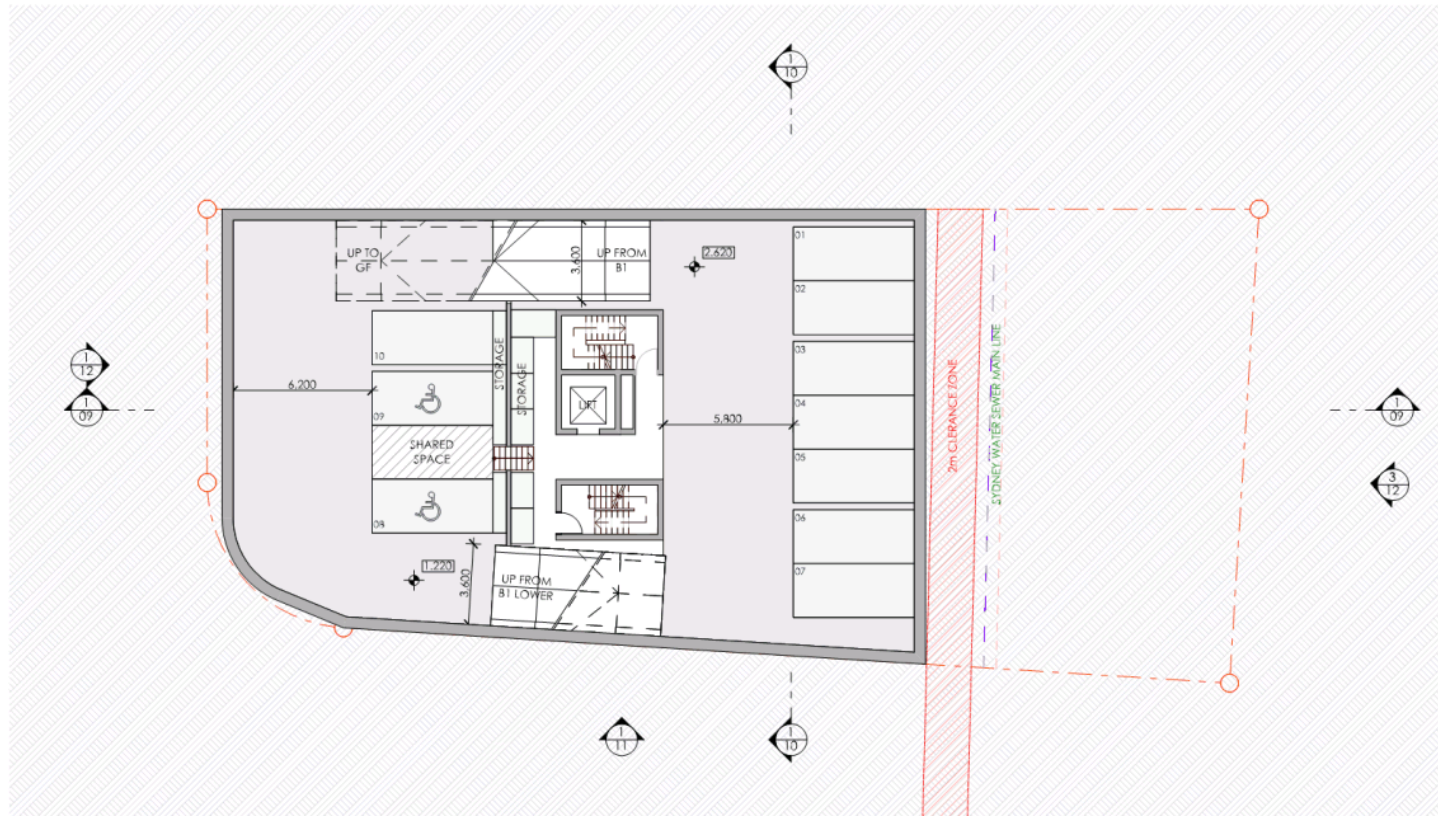
PP

04

design

P4

revision



1 BASEMENT 1
1:200



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REV DESCRIPTION

BY DATE

CLIENT
VANTAGECORP PTY LTD

PROJECT REF:

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE:

BASEMENT PLAN 1

NORTH POINT



DRAWN BY:

LL. AD. VW

CHECKED BY:

PJ

SCALE:

1:200 AT A3

PROJECT NO:

P351

PP

05

design

P4

design

K:\PP\2017\PP01 - 22 Noller Parade\Drawings\02_STAGE - 101_Plan\PP01 - 22 NOLLER PARADE, PARRAMATTA_SCHMUE.COM - 1010101017



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REV DESCRIPTION

BY DATE

CLIENT

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PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

GROUND FLOOR PLAN

NORTH POINT



DRAWN BY

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CHECKED BY

PJ

SCALE

1:200 AT A3

PROJECT NO

P351

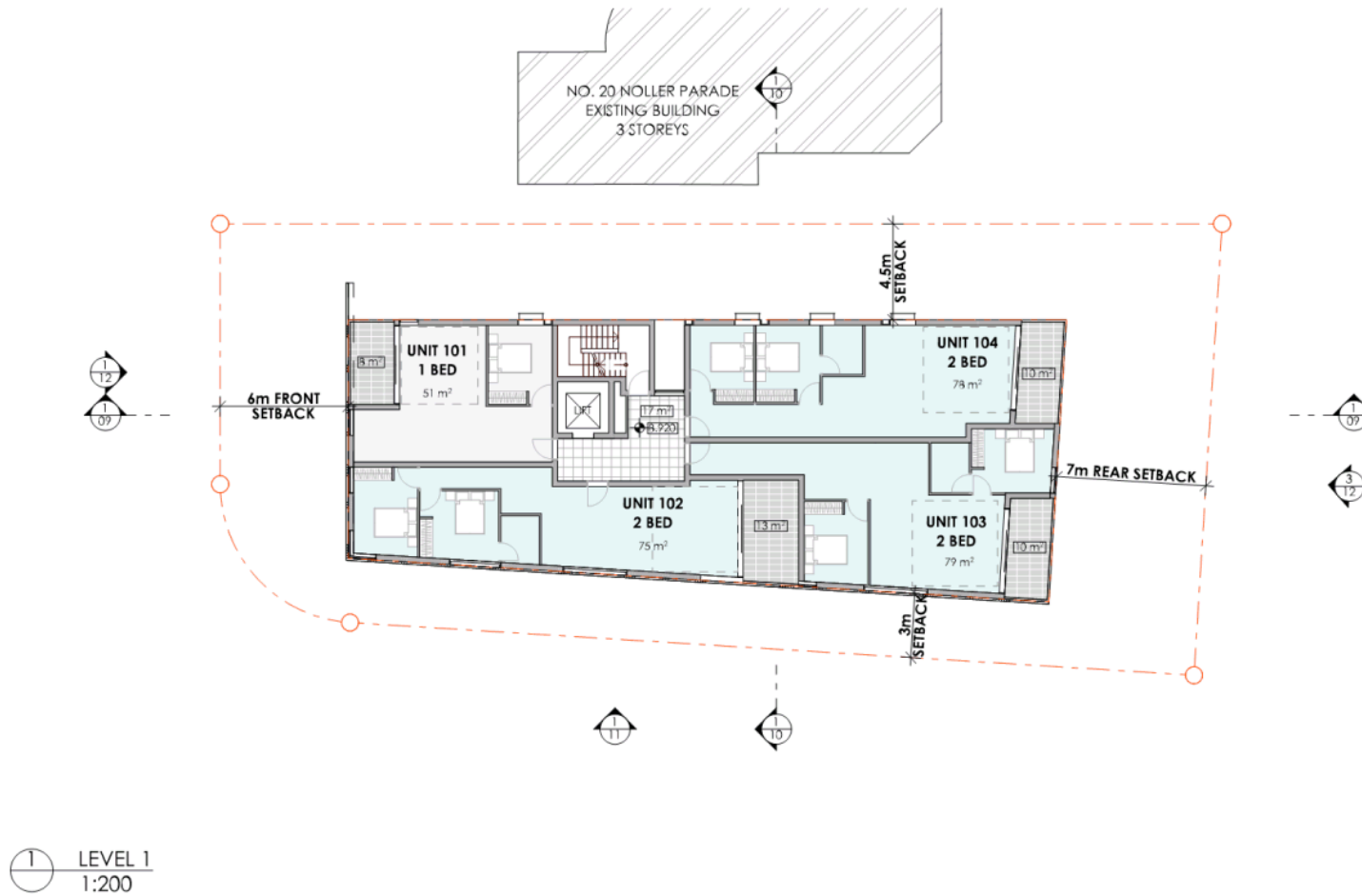
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06

design

P4

design



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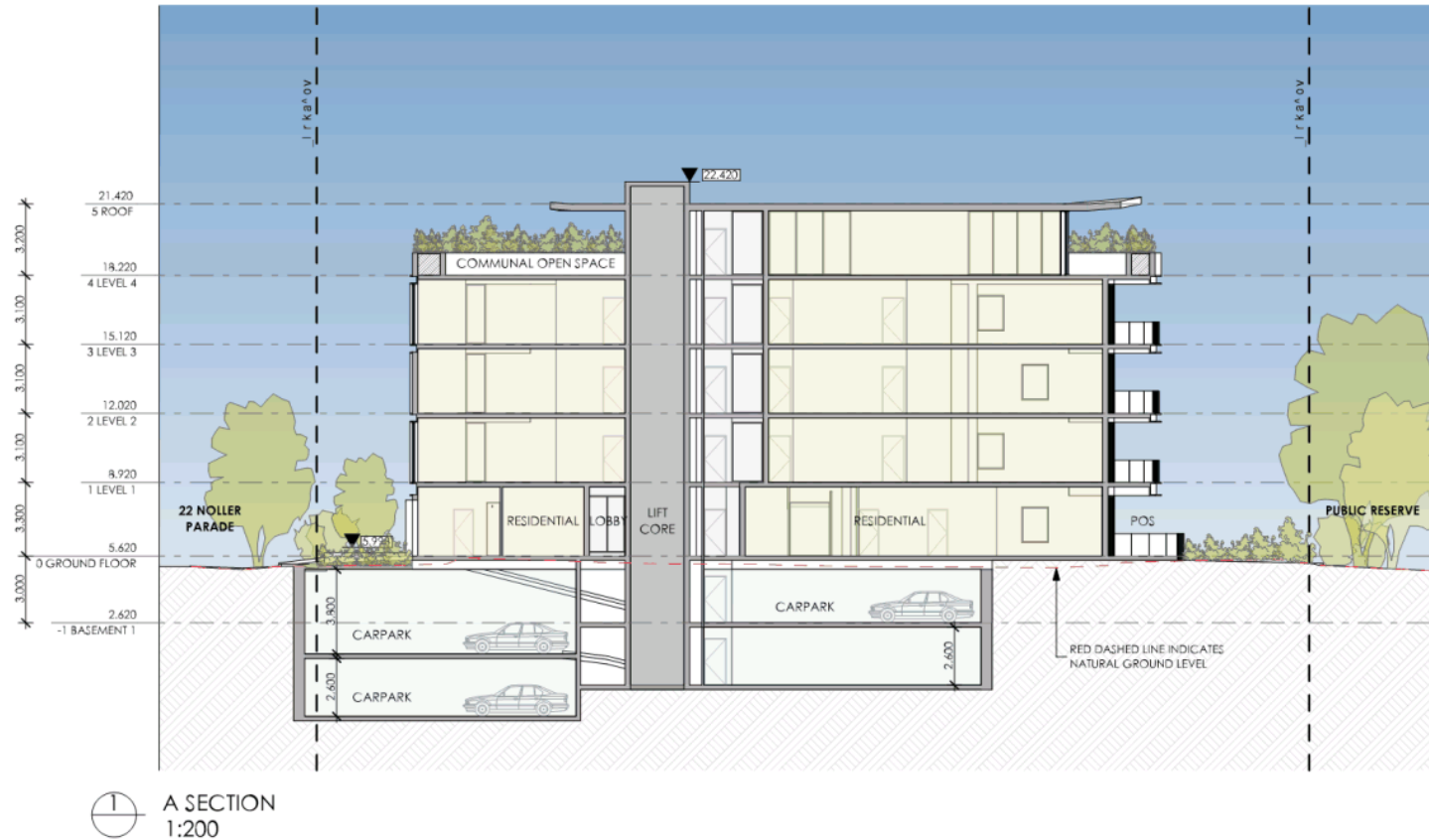
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PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA
DRAWING TITLE
LEVELS 1-3 TYPICAL APARTMENTS

NORTH POINT



DRAWN BY: LL, AD, VW
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SCALE: 1:200 AT A3
PROJECT NO: P351

PP 07 P4
stage design render



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Nominated Registered Architect, Peter Torral (reg no 5094)
APN 90 050 071 022

REV DESCRIPTION

BY DATE

CLIENT

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PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

SECTION A

DRAWN BY

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PJ

SCALE

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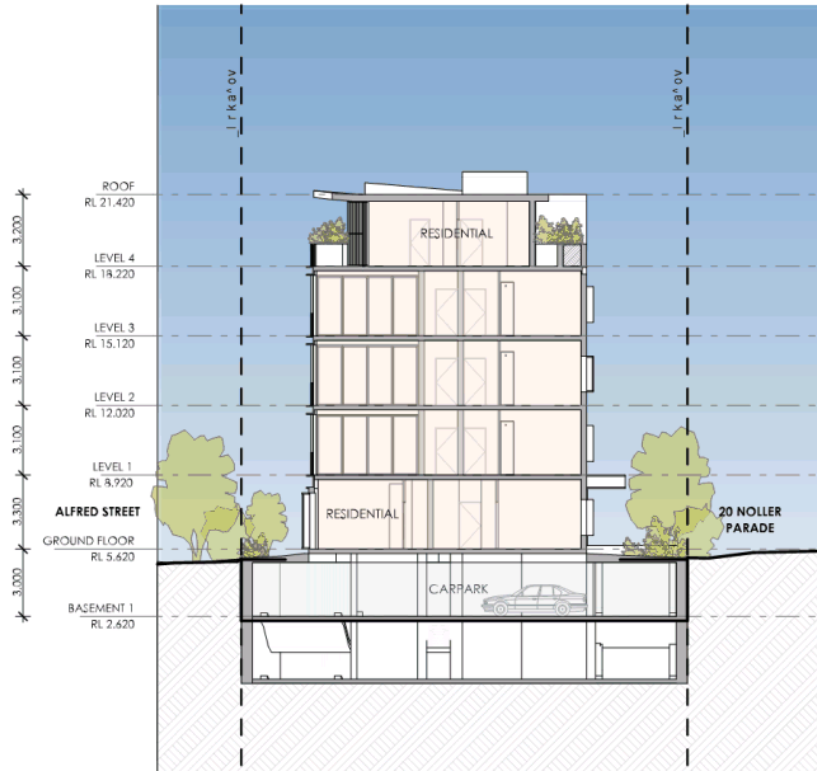
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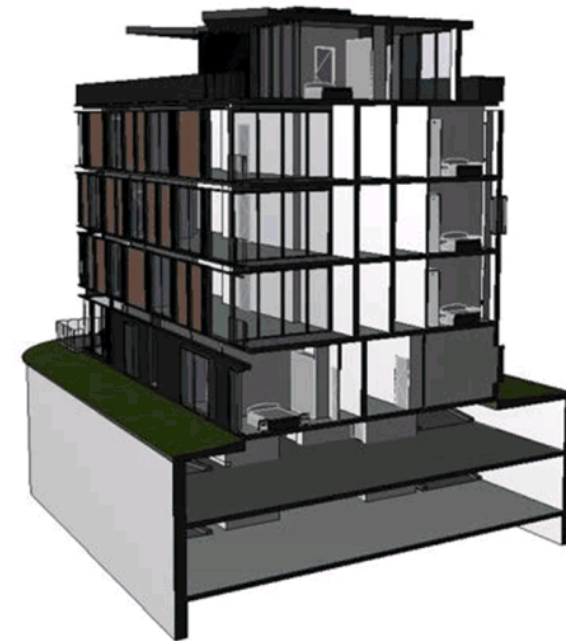
PP
stage

09
design

P4
mason



1 B SECTION
1:200



2 SECTION PERSPECTIVE



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PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

SECTION B

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PJ

SCALE

1:200 AT A3

PROJECT NO

P351

PP
stage

10
design

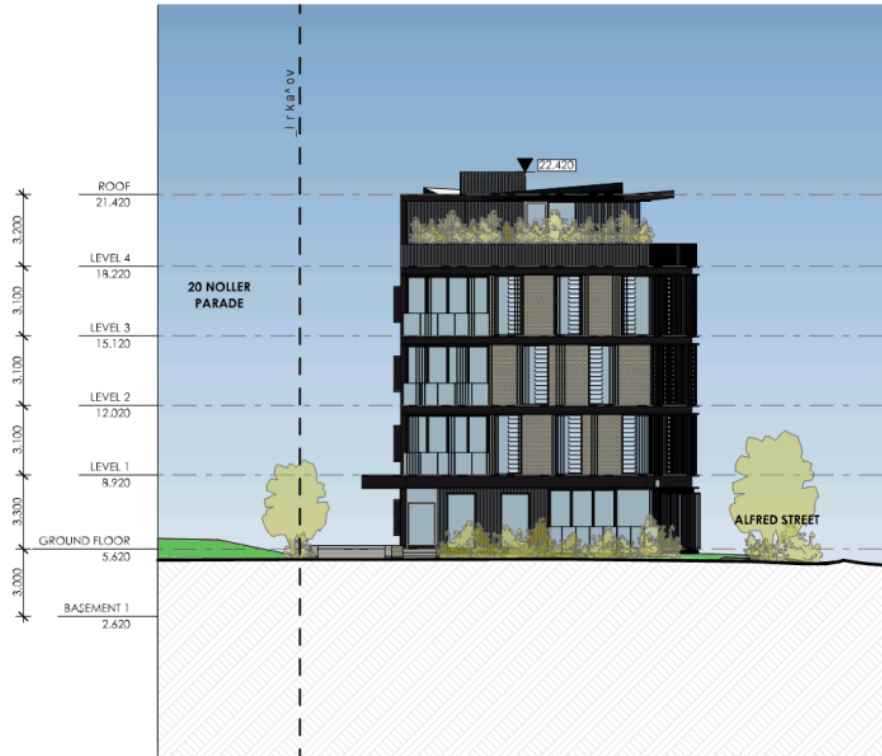
P4
makin

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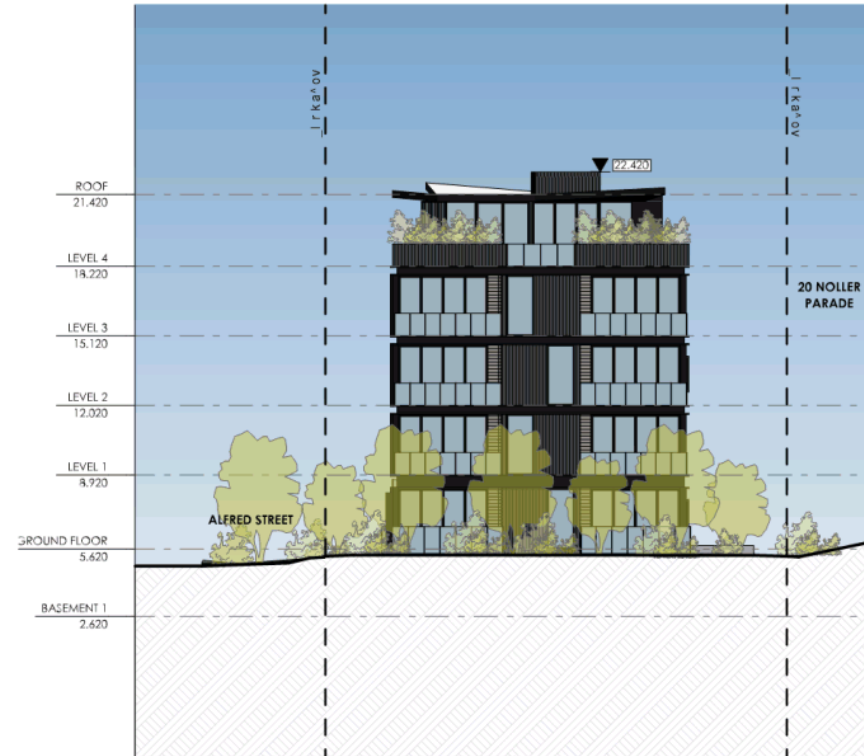


1 EAST ELEVATION
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K:\PS\2017\PP01 - 22 Noller Parade\Drawings\03_21420 - 031_Plan\PP01 - 22 NOLLER PARADE, PARRAMATTA_SCHN01.dwg Plot on: 10/09/2017



1 SOUTH ELEVATION
1:200



3 NORTH ELEVATION



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REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

SOUTH & NORTH ELEVATION

DRAWN BY

LL, AD, VW

CHECKED BY

PJ

SCALE

1:200 AT A3

PROJECT NO

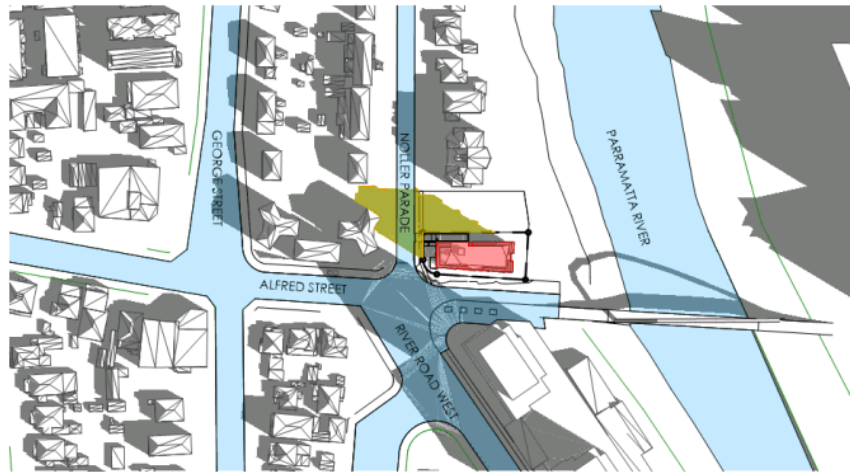
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PP
stage

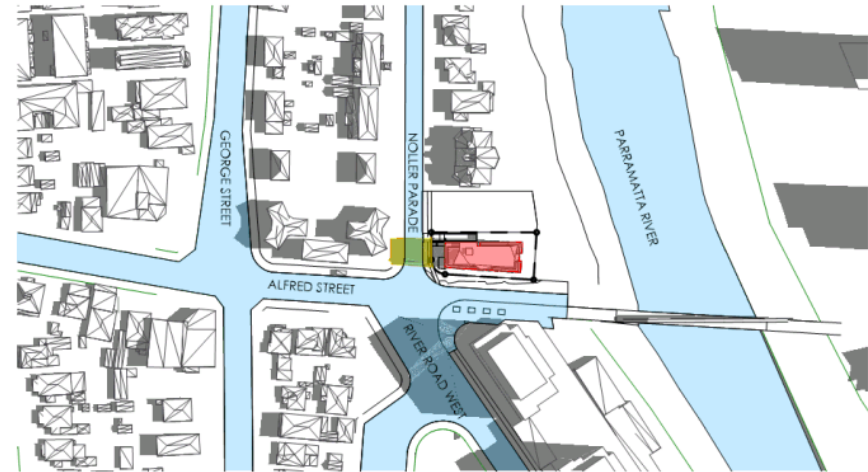
12
design

P4
makin

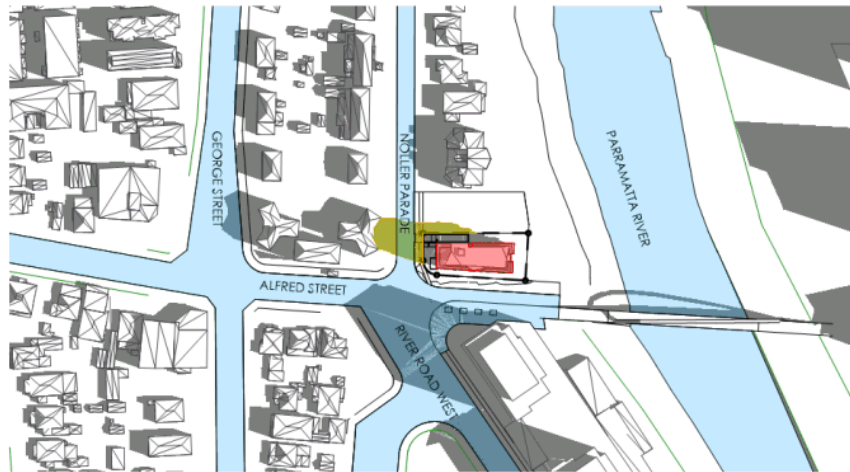
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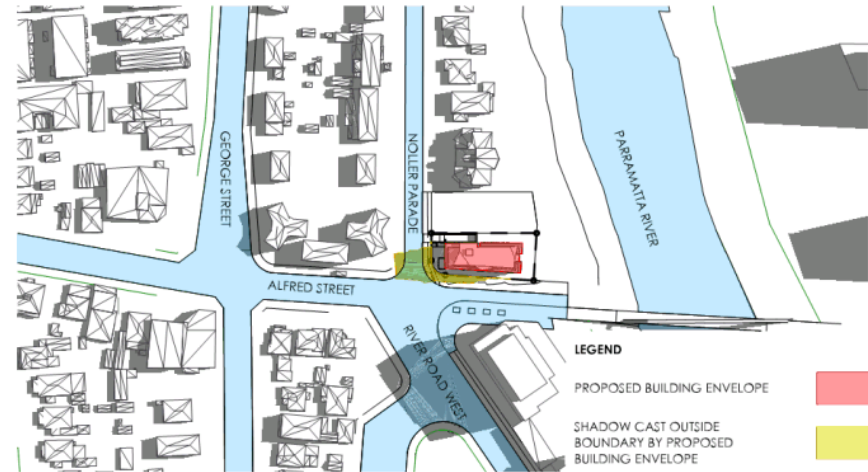
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1:2000



3 SHADOW STUDY - 11AM
1:2000



2 SHADOW STUDY - 10AM
1:2000



4 SHADOW STUDY - 12PM
1:2000

LEGEND

PROPOSED BUILDING ENVELOPE

SHADOW CAST OUTSIDE
BOUNDARY BY PROPOSED
BUILDING ENVELOPE

SHADOW CAST BY EXISTING
BUILDING ENVELOPE



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ABN 90 570 571 022

REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

SHADOW IMPACT ANALYSIS 01 -
21ST JUNE

NORTH POINT



DRAWN BY

LL, AD, VW

CHECKED BY

PJ

SCALE

1:2000 AT A3

PROJECT NO

P351

PP

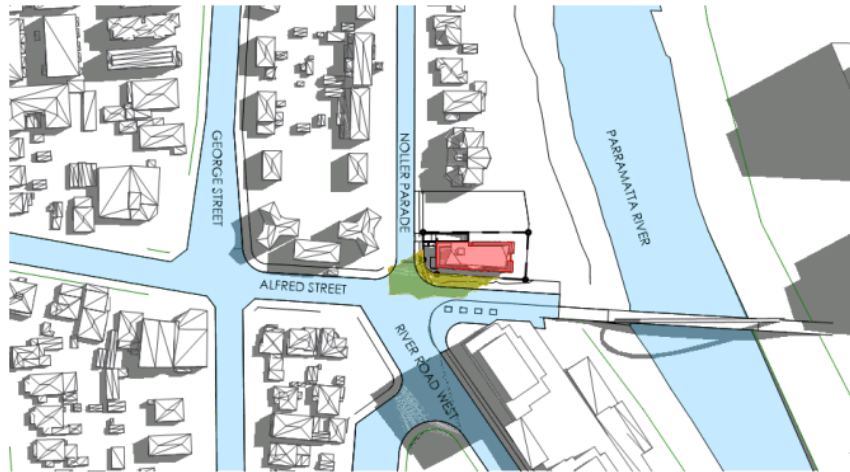
13

design

P4

design

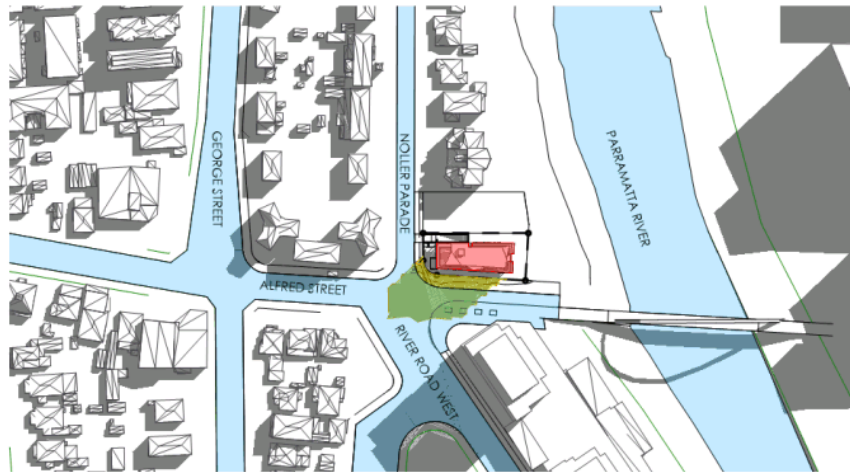
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1 SHADOW STUDY - 1PM
1:2000



3 SHADOW STUDY - 3PM
1:2000



2 SHADOW STUDY - 2PM
1:2000

LEGEND

PROPOSED BUILDING ENVELOPE



SHADOW CAST OUTSIDE
BOUNDARY BY PROPOSED
BUILDING ENVELOPE



SHADOW CAST BY EXISTING
BUILDING ENVELOPE



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REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

SHADOW IMPACT ANALYSIS 02 -
21ST JUNE

NORTH POINT



DRAWN BY

LL, AD, VW

CHECKED BY

PJ

SCALE

1:2000 AT A3

PROJECT NO

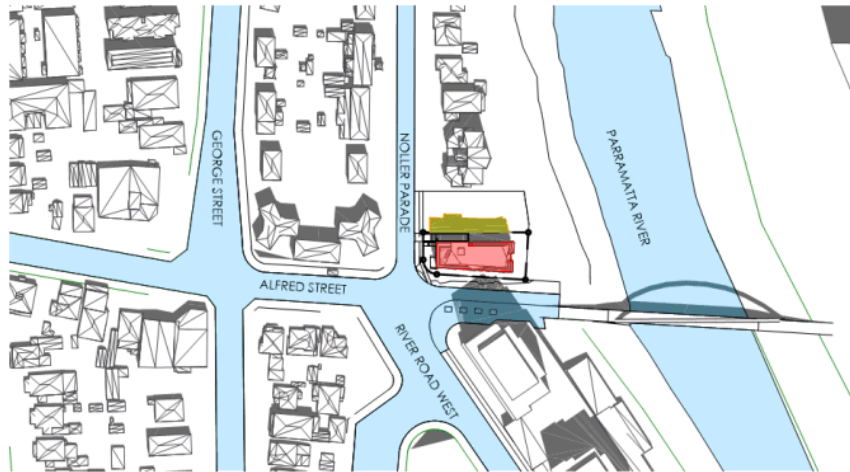
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PP
stage

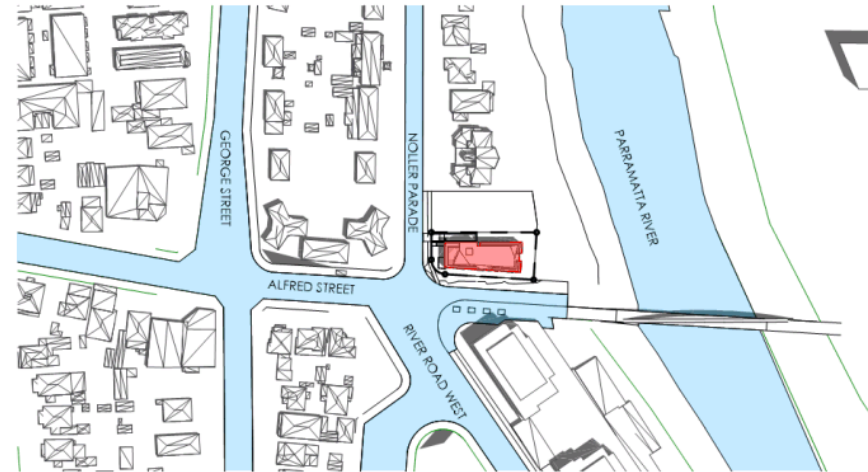
14
design

P4
model

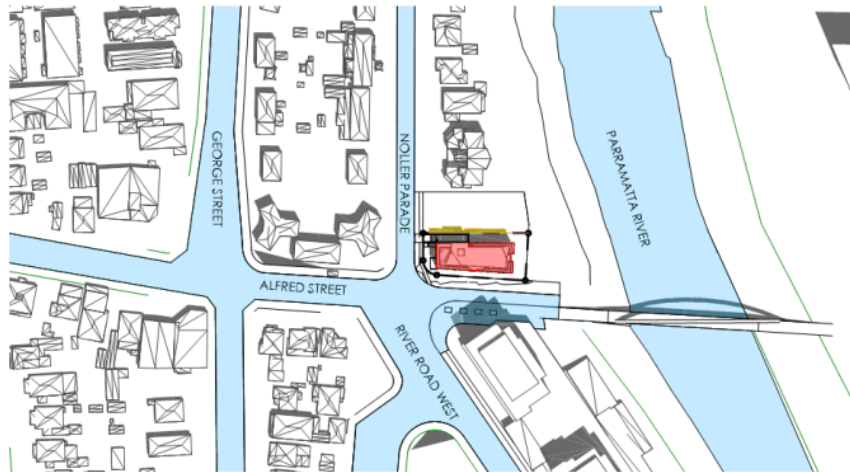
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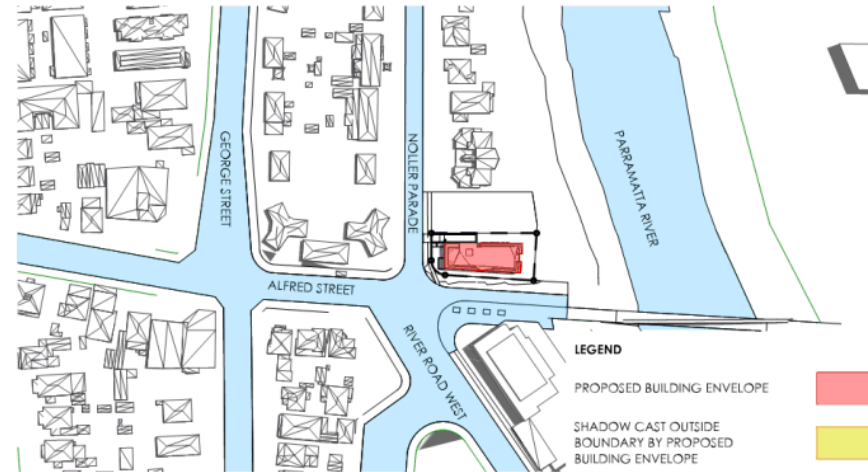
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1:2000



3 SHADOW STUDY - 11AM
1:2000



2 SHADOW STUDY - 10AM
1:2000



4 SHADOW STUDY - 12PM
1:2000

LEGEND

PROPOSED BUILDING ENVELOPE

SHADOW CAST OUTSIDE
BOUNDARY BY PROPOSED
BUILDING ENVELOPE

SHADOW CAST BY EXISTING
BUILDING ENVELOPE



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ABN 90 070 071 022

REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

SHADOW IMPACT ANALYSIS 03 -
21ST DECEMBER

NORTH POINT



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LL, AD, VW

CHECKED BY

PJ

SCALE

1:2000 AT A3

PROJECT NO

P351

PP

stage

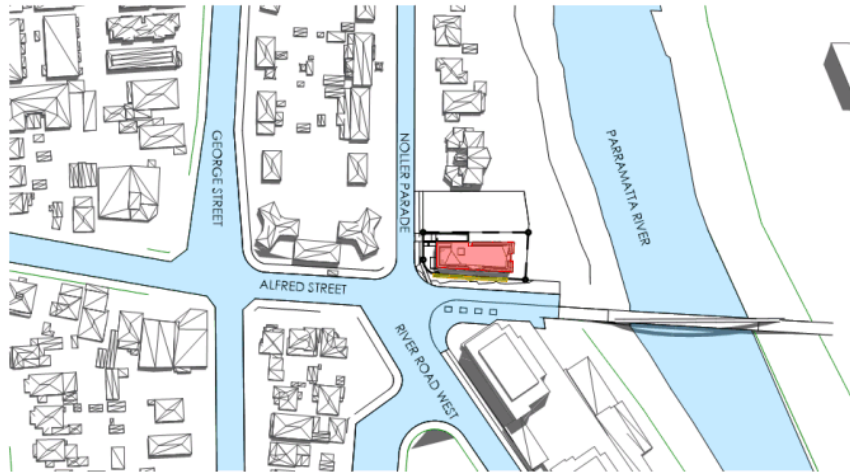
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design

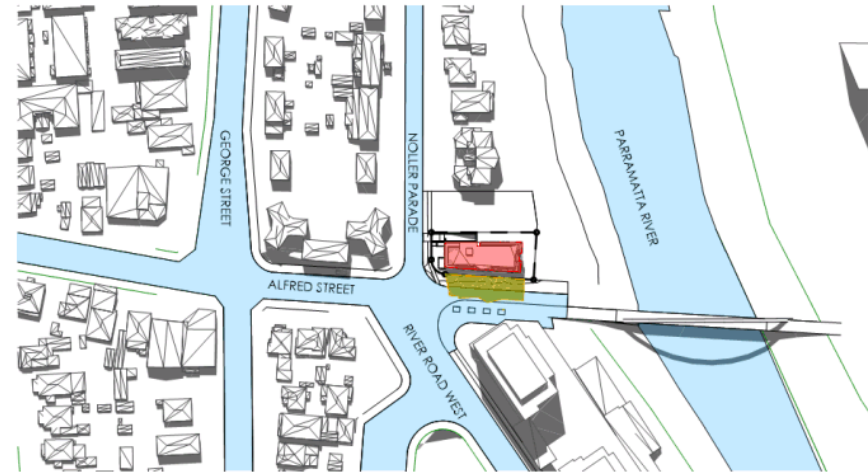
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model

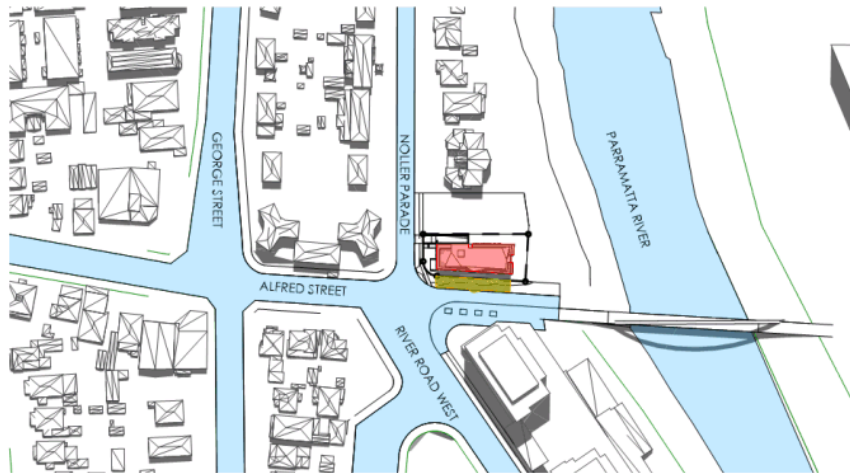
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1 SHADOW STUDY - 1PM
1:2000



3 SHADOW STUDY - 3PM
1:2000



2 SHADOW STUDY - 2PM
1:2000

LEGEND

PROPOSED BUILDING ENVELOPE



SHADOW CAST OUTSIDE
BOUNDARY BY PROPOSED
BUILDING ENVELOPE



SHADOW CAST BY EXISTING
BUILDING ENVELOPE



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REV DESCRIPTION

BY DATE

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PROJECT REF

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

SHADOW IMPACT ANALYSIS 04 -
21ST DECEMBER

NORTH POINT



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PJ

SCALE

1:2000 AT A3

PROJECT NO

P351

PP

stage

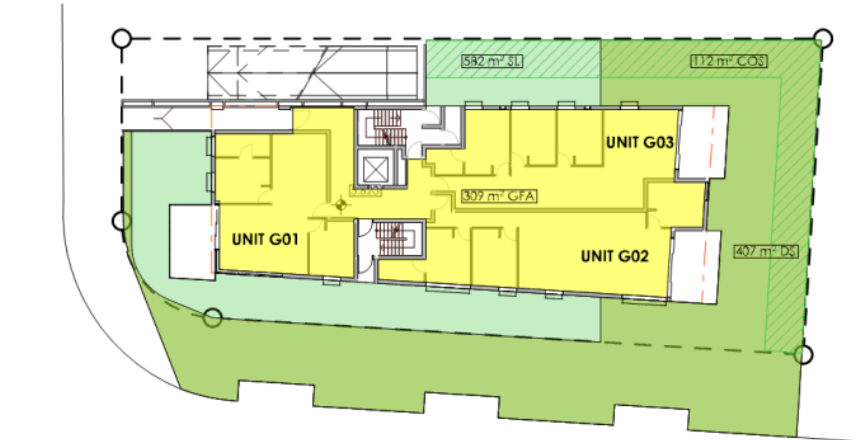
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design

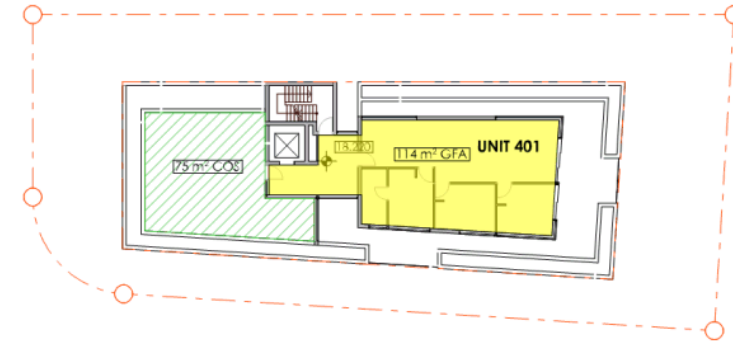
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design

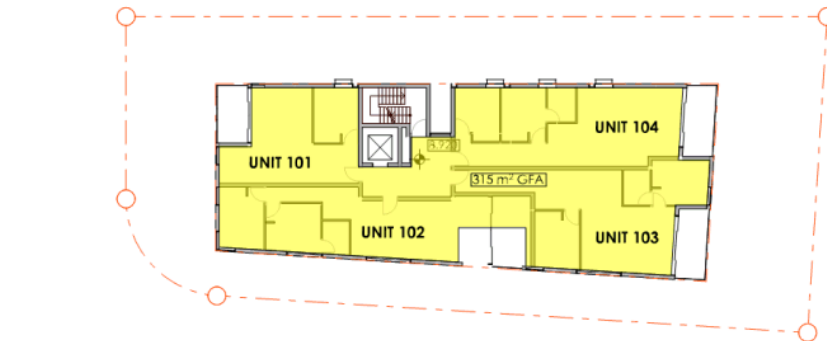
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1 GROUND FLOOR
1:300



3 LEVEL 4
1:300



2 LEVELS 1-3 TYPICAL APARTMENTS
1:300

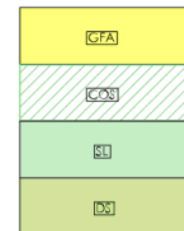
LEGEND

RESIDENTIAL GFA

COMMUNAL OPEN
SPACE AREA

SOFT LANDSCAPE AREA

DEEP SOIL AREA



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PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

GFA DIAGRAMS

NORTH POINT



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CHECKED BY: PJ

SCALE: 1:300 AT A3

PROJECT No: P351

PP
stage

17
design

P4
motion

GFA & FSR CALCULATIONS

PROJECT NO.: P351

ADDRESS: 22 NOLLER PARADE, PARRAMATTA

REVISION/ DATE: 17.04.2019

APARTMENTS (qty)				
LEVEL	1 BED	2 BED	3 BED	TOTAL
GROUND FLOOR	-	1	2	3
LEVEL 1	1	3	-	4
LEVEL 2	1	3	-	4
LEVEL 3	1	3	-	4
LEVEL 4	-	-	1	1
UNITS	3	10	3	16
UNIT MIX	19%	63%	19%	100%

GFA CALCULATION (sqm)		
USE	RESIDENTIAL	TOTAL
RESIDENTIAL	309	309
RESIDENTIAL	315	315
RESIDENTIAL	315	315
RESIDENTIAL	315	315
RESIDENTIAL	114	114
GFA (sqm)	1,368	1,368
USE MIX	100%	100%

FSR CALCULATION	
DESCRIPTION	
SITE AREA (sqm)	906
PROPOSED TOTAL FSR	1.5 : 1
COMMUNAL OPEN SPACE AREA (sqm)	187
MINIMUM REQUIREMENT	10SQM x 16 UNITS = 17%
SITE MIX	21%
SOFT LANDSCAPE AREA (including VPA)	582
MINIMUM REQUIREMENT	40%
SITE MIX	64%
DEEP SOIL LANDSCAPE AREA (including VPA)	407
MINIMUM REQUIREMENT	30%
SITE MIX	45%

CAR PARKING CALCULATION

LEVEL	RESIDENTIAL	CAR SPACES
BASEMENT 1	10	10
BASEMENT 2	10	10
TOTAL		20



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BY DATE

CLIENT

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PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
 22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

GFA & FSR SCHEDULE

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LL, AD, VW

CHECKED BY

PJ

SCALE

1:1 AT A3

PROJECT NO

P351

PP

stage

18

design

P4

revision

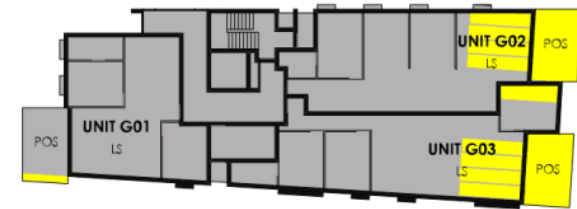
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1 9AM
1:300



2 10AM
1:300



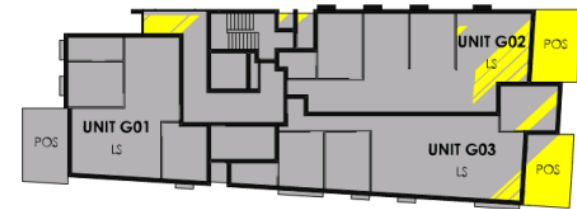
3 11AM
1:300



4 12PM
1:300



5 1PM
1:300



6 2PM
1:300



7 3PM
1:300

SOLAR ACCESS TIMES

UNIT G01- SOLAR ACCESS FROM 9AM TO 10AM
UNIT G02- SOLAR ACCESS FROM 9AM TO 3PM
UNIT G03- SOLAR ACCESS FROM 9AM TO 2PM

SOLAR ACCESS LEGEND

SHADOW

DIRECT SUNLIGHT

LIVING SPACE

PRIVATE OPEN SPACE



LS

POS



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REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

ADG SOLAR ACCESS GROUND FLOOR
- 21ST JUNE

NORTH POINT



DRAWN BY: LL, AD, VW

CHECKED BY: PJ

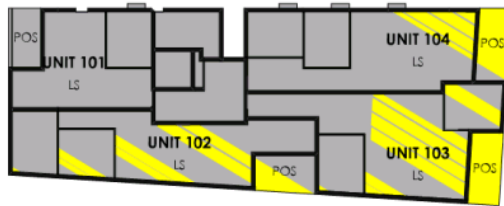
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PROJECT NO: P351

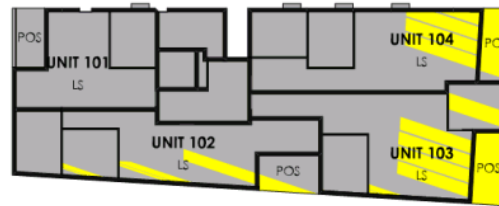
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stage

19
design

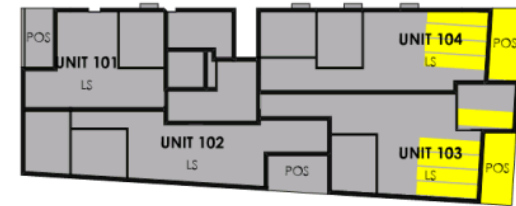
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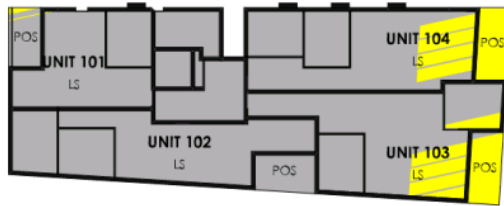
1 9AM
1:300



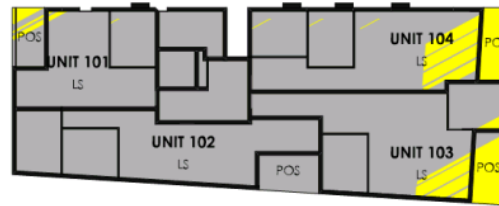
2 10AM
1:300



3 11AM
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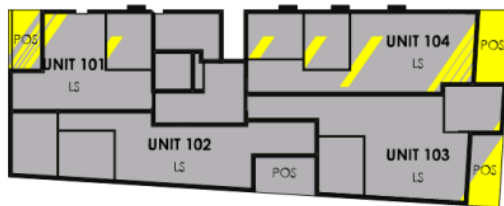
4 12PM
1:300



5 1PM
1:300



6 2PM
1:300



7 3PM
1:300

SOLAR ACCESS TIMES

UNIT 101 - SOLAR ACCESS FROM 1PM TO 3PM
UNIT 102 - SOLAR ACCESS FROM 9AM TO 10AM
UNIT 103 - SOLAR ACCESS FROM 9AM TO 2PM
UNIT 104 - SOLAR ACCESS FROM 9AM TO 3PM

SOLAR ACCESS LEGEND

SHADOW

DIRECT SUNLIGHT

LIVING SPACE

PRIVATE OPEN SPACE



LS

POS



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Nominated Registered Architect, Peter Israel (reg no 5094)
APN 90 070 071 022

REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

ADG SOLAR ACCESS LEVELS 1-3
TYPICAL APARTMENTS - 21ST JUNE

NORTH POINT



DRAWN BY: LL, AD, VW

CHECKED BY: PJ

SCALE: 1:300 AT A3

PROJECT NO: P351

PP

stage

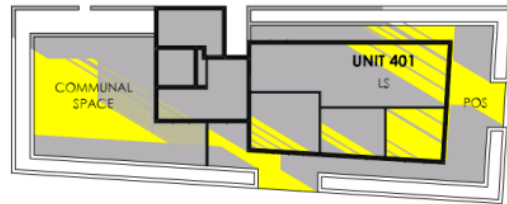
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design

P4

revision

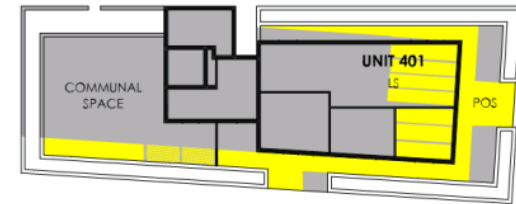
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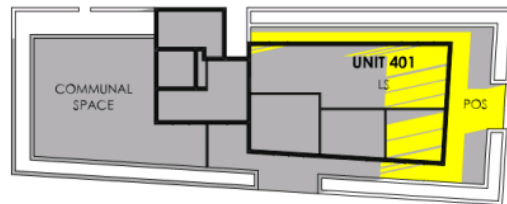
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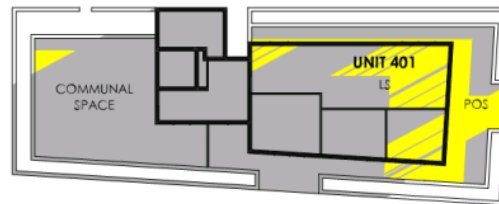
2 10AM
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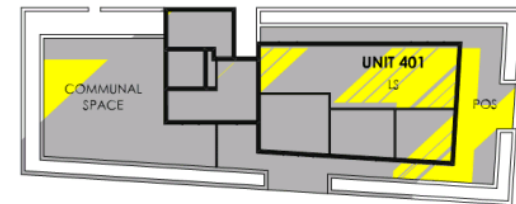
3 11AM
1:300



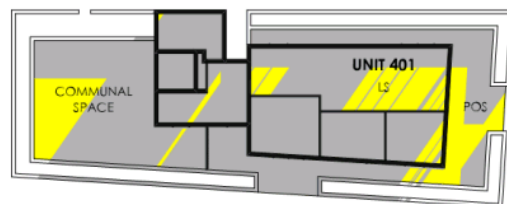
4 12PM
1:300



5 1PM
1:300



6 2PM
1:300



7 3PM
1:300

SOLAR ACCESS TIMES

UNIT 401 - SOLAR ACCESS FROM 9AM TO 3PM

SOLAR ACCESS LEGEND

SHADOW

DIRECT SUNLIGHT

LIVING SPACE

PRIVATE OPEN SPACE



LS

POS



Level 10, 255 Clarence Street, Sydney NSW 2000
+61 2 9253 0960 | www.ptiarchitects.com.au
Nominated Registered Architect, Peter Torral (reg no 5094)
APN 90 070 071 022

REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT TITLE

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE

ADG SOLAR ACCESS LEVEL 4
APARTMENTS - 21ST JUNE

NORTH POINT



DRAWN BY: LL, AD, VW

CHECKED BY: PJ

SCALE: 1:300 AT A3

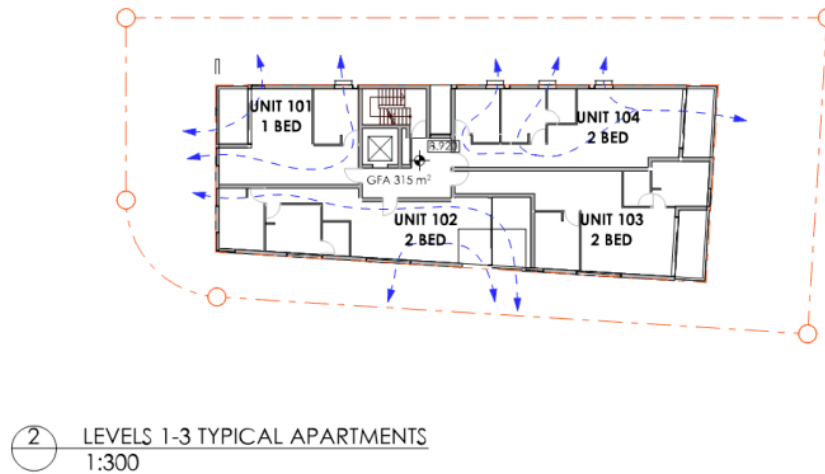
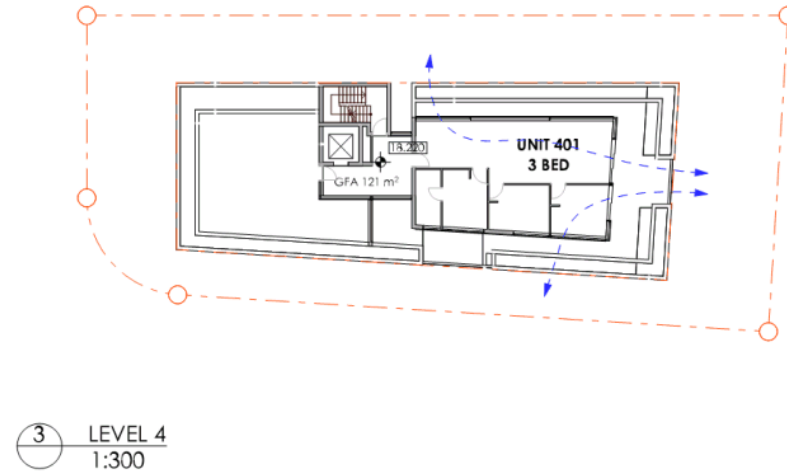
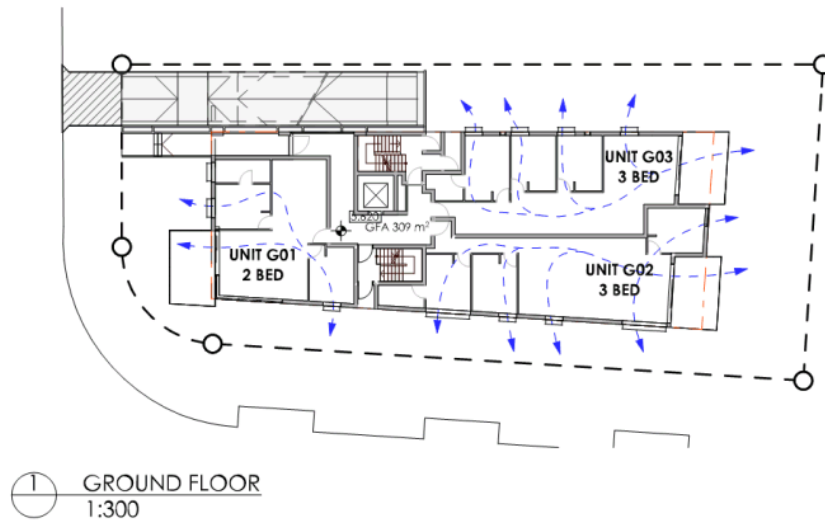
PROJECT NO: P351

PP
stage

21
design

P4
enrich

K:\PP\2017\PP01 - 22 Noller Parade\Drawings\03_STAGE - 03_Plan\PP01 - 22 NOLLER PARADE, PARRAMATTA, SCHEME 01.dwg PLOT: 10/09/2019



LEGEND

AIR FLOW	
GROUND FLOOR	3 OF 3 FOR GROUND FLOOR (100% OF UNITS)
LEVELS 1-3 TYPICAL APARTMENTS	4 OF 4 FOR TYPICAL 3 LEVELS (100% OF UNITS)
LEVEL 4 APARTMENTS	1 OF 1 FOR LEVEL 4 (100% OF UNITS)
TOTAL	16 OF 16 UNITS (100% OF UNITS)



Level 10, 255 Clarence Street, Sydney NSW 2000
+61 2 9253 0900 | www.ptiarchitecture.com.au
Nominated Registered Architect, Peter Torral (reg no 5094)
APN 90 570 071 022

REV DESCRIPTION

BY DATE

CLIENT

VANTAGECORP PTY LTD

PROJECT REF:

PROPOSED RESIDENTIAL DEVELOPMENT
22 NOLLER PARADE PARRAMATTA

DRAWING TITLE:

CROSS VENTILATION DIAGRAMS

NORTH POINT



DRAWN BY: LL, AD, VW

CHECKED BY: PJ

SCALE: 1:300 AT A3

PROJECT NO: P351

PP

stage

22

design

P4

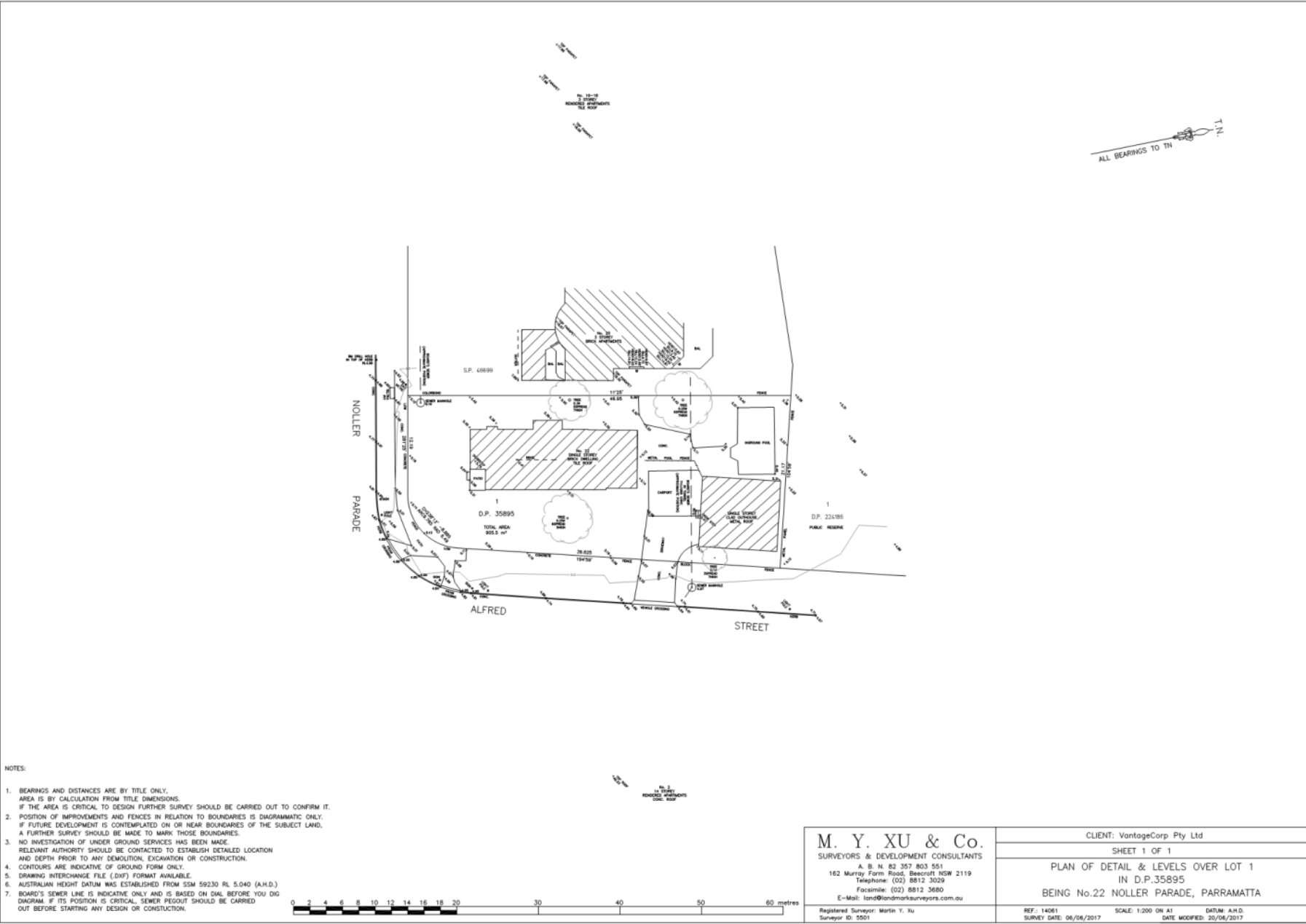
render

NATURAL CROSS
VENTILATION SCHEDULE
(qty)

NATURALLY
CROSS
VENTILATED

[illegible]

16
100%



Voluntary Planning Agreement

For exhibition

City of Parramatta Council

ABN 49 907 174 773

**Jimstam Holdings Pty Ltd ATF The J & S
Klapsogiannis Family Trust**

ACN 002 435 207

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Agreement

Date

2021

Parties**Council**

Name	City of Parramatta Council (Council)
ABN	49 907 174 773
Address	126 Church Street, Parramatta
Contact	Michael Rogers, Manager Land Use Planning
Telephone	(02) 9806 5050

Applicant

Name	Jimstam Holdings Pty Ltd ATF The J & S Klapsogiannis Family Trust (Developer and Landowner)
ACN	002 435 207
Address	Unit 1, 1A Anderson Road, Northmead NSW 2152
Contact	Michael Klapsogiannis
Telephone	

Background

- A. The Applicant is the Developer and Landowner of the Land.
- B. The Land is zoned R2 Low Density Residential pursuant to the *Parramatta Local Environmental Plan 2012* and has an area of 908m².
- C. On 13 June 2019, the Developer submitted the Planning Proposal with Council seeking the rezoning of the Land to R4 High Density Residential.
- D. In October 2019, Council endorsed the following changes to the LEP in relation to the Land:
 - a. the rezoning of the Land from R2 Low Density Residential to R4 High Density Residential, and amending the Land Zoning Map (Sheet LZN_010) to reflect this change;
 - b. the increase of the maximum height of building control from RL14m to 17m, and amending the Height of Building Map (Sheet HOB_010) to reflect this change; and

- c. the amendment to a maximum FSR control of 1.5:1, and amending the Floor Space Ratio Map (Sheet FSR_10) to reflect this change.

The changes are sought for the purpose of making Development Applications to the Council for Development Consent to carry out the Development on the Land.

- E. On 5 December 2019, the Department of Planning issued a Gateway Determination.
- F. The Developer and Landowner have offered to enter into this agreement to make contributions for public purposes in connection with the Planning Proposal and the Development.

Operative part

1 Definitions

In this agreement, unless the context indicates a contrary intention:

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

Address means a party's address set out in the Notices clause of this agreement;

Approval means any certificate, licence, consent, permit, approval or other requirement of any Authority having jurisdiction in connection with the activities contemplated by this agreement;

Associated Entity has the same meaning as in section 50AAA of the *Corporations Act 2001* (Cth);

Authority means any government, semi-governmental, statutory, administrative, fiscal or judicial body, department, commission, authority, tribunal, public or other person;

Bank Guarantee means an irrevocable and unconditional undertaking that is not limited in time and does not expire by one of the following trading banks:

- (a) Australia and New Zealand Banking Group Limited,
- (b) Commonwealth Bank of Australia,
- (c) Macquarie Bank,
- (d) National Australia Bank,
- (e) St George Bank Limited,
- (f) Westpac Banking Corporation, or
- (g) Other financial institution approved by the Council,

to pay an amount or amounts of money to the Council on demand and containing terms and conditions reasonably acceptable to the Council;

Bond means an insurance bond provided by an insurer licensed by the Australian Prudential Regulatory Authority (APRA) to operate in Australia or has an investment grade rating from an industry recognised rating agency such as Moody's, Standard & Poors or Bests, or a cash bond;

Business Day means a day on which banks are open for general banking business in Sydney, excluding Saturdays and Sundays;

Claim means any claim, loss, liability, damage, proceeding, order, judgment or expense arising out of the operation of this agreement;

Construction Certificate means a construction certificate as defined under section 6.4 of the Act;

Contribution and **Contribution Item** means the monetary contribution in the sum of \$225,000.00 payable by the Developer, as outlined at clause 7.1 of this Deed and being an item from the Contributions Table;

Contributions Plan has the same meaning as under the Act;

Contributions Table means the table at 0;

CPI means the All Groups Consumer Price Index applicable to Sydney published by the Australian Bureau of Statistics;

Damages means all liabilities, losses, damages, costs and expenses, including legal fees and disbursements and costs of investigation, litigation, settlement, judgment, interest and penalties;

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

Development means the development of the Land for a Residential Flat Building;

Development Application has the same meaning as in the Act;

Development Consent has the same meaning as in the Act;

GST has the same meaning as in the GST Law;

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

Insolvent means, in relation to a party:

- (a) that party makes an arrangement, compromise or composition with, or assignment for, the benefit of its creditors or a class of them;
- (b) a receiver, receiver and manager, administrator, provisional liquidator, trustee, controller, inspector or analogous person is appointed in relation to, or over, all or any part of that party's business, assets or securities;
- (c) a presumption of insolvency has arisen under legislation because of the party's failure to comply with a statutory demand or analogous process;
- (d) an application for the winding up of, or for the appointment of a receiver to, that party, other than winding up for the purpose of solvent reconstruction or re amalgamation, is presented and not withdrawn or dismissed within 21 days (or such longer period agreed to by the parties), or an order is made or an effective resolution is passed for the winding up of, or for the appointment of a receiver to, that party, or any analogous application is made or proceedings initiated;
- (e) any shareholder or director of that party convenes a meeting for the purpose of considering or passing any resolution for the winding up or administration of that party;
- (f) that is an individual, a creditor's petition or a debtor's petition is presented to the Official Receiver or analogous authority in relation to that party;

- (g) an execution or analogous process is levied or enforced against the property of that party;
- (h) that party ceases or suspends, or threatens to cease or suspend, the conduct of all or a substantial part of its business;
- (i) that party disposes of, or threatens to dispose of, a substantial part of its assets;
- (j) that party stops or suspends, or threatens to stop or suspend, payment of all or a class of its debts; or
- (k) that party is unable to pay the party's debts as and when they become due and payable.

Land means the land comprised in Lot 1 in Deposited Plan 35895 and known as 22 Noller Parade, Parramatta, and includes any lot created by the consolidation or subdivision of the lot from time to time;

Law means:

- (a) any law applicable including legislation, ordinances, regulations, by-laws and other subordinate legislation;
- (b) any Approval, including any condition or requirement under it; and
- (c) any fees and charges payable in connection with the things referred to in paragraphs (a) and (b);

LEP means the *Parramatta Local Environmental Plan 2011*;

Modification Application means any application to modify the Development Consent under section 4.55 of the Act;

Occupation Certificate means an occupation certificate as defined under section 6.4 of the Act and includes Occupation Certificate for a part of a building;

Planning Proposal means the document proposing amendments to the LEP, being the Amended Planning Proposal lodged by the Developer with Council on 13 June 2019, and which is included under Schedule 3 of this Deed

Public Purpose means the public purpose to which the Contribution will be applied, being the Public Domain works associated with, or new connections to, the Alfred Street Bridge.

Public Reserve has the same meaning as in the *Local Government Act 1993*;

Public Road has the same meaning as in the *Roads Act 1993*;

Register means the Torrens title register maintained under the *Real Property Act 1900* (NSW);

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

Related Body Corporate has the meaning given to that term in s 9 of the *Corporations Act 2001* (Cth);

Strata Certificate has the same meaning as in the *Strata Schemes Act*;

Strata Plan means a strata plan, a strata plan of subdivision or a strata plan of consolidation that is registered in accordance with the *Strata Schemes Act*; and

Strata Schemes Act means the *Strata Schemes Development Act 2015*;

Total Contribution Value means the total value of all Contributions to be provided under this agreement as specified in the Contributions Table, as adjusted, where necessary, for CPI;

Transferee has the meaning given in clause 13.2(a); and

2 Interpretation

In this agreement, unless the context indicates a contrary intention:

- (a) **(documents)** a reference to this agreement or another document includes any document which varies, supplements, replaces, assigns or novates this agreement or that other document;
- (b) **(references)** a reference to a party, clause, paragraph, schedule or annexure is a reference to a party, clause, paragraph, schedule or annexure to or of this agreement;
- (c) **(headings)** clause headings and the table of contents are inserted for convenience only and do not affect interpretation of this agreement;
- (d) **(person)** a reference to a person includes a natural person, corporation, statutory corporation, partnership, the Crown and any other organisation or legal entity and their personal representatives, successors, substitutes (including persons taking by novation) and permitted assigns;
- (e) **(party)** a reference to a party to a document includes that party's personal representatives, executors, administrators, successors, substitutes (including persons taking by novation) and permitted assigns;
- (f) **(president, CEO, general manager or managing director)** the president, CEO, general manager or managing director of a body or Authority includes any person acting in that capacity;
- (g) **(requirements)** a requirement to do any thing includes a requirement to cause that thing to be done, and a requirement not to do any thing includes a requirement to prevent that thing being done;
- (h) **(including)** including and includes are not words of limitation, and a list of examples is not limited to those items or to items of a similar kind;
- (i) **(corresponding meanings)** a word that is derived from a defined word has a corresponding meaning;
- (j) **(singular)** the singular includes the plural and vice-versa;
- (k) **(gender)** words importing one gender include all other genders;
- (l) **(parts)** a reference to one or more things includes each part and all parts of that thing or group of things but nothing in this clause implies that part performance of an obligation constitutes performance of that obligation;
- (m) **(rules of construction)** neither this agreement nor any part of it is to be construed against a party on the basis that the party or its lawyers were responsible for its drafting;
- (n) **(legislation)** a reference to any legislation or provision of legislation includes all amendments, consolidations or replacements and all regulations or instruments issued under it;

- (o) **(time and date)** a reference to a time or date in connection with the performance of an obligation by a party is a reference to the time and date in Sydney, Australia, even if the obligation is to be performed elsewhere;
- (p) **(joint and several)** an agreement, representation, covenant, right or obligation:
 - (i) in favour of two or more persons is for the benefit of them jointly and severally; and
 - (ii) on the part of two or more persons binds them jointly and severally;
- (q) **(writing)** a reference to a notice, consent, request, approval or other communication under this agreement or an agreement between the parties means a written notice, request, consent, approval or agreement;
- (r) **(replacement bodies)** a reference to a body (including an institute, association or Authority) which ceases to exist or whose powers or functions are transferred to another body is a reference to the body which replaces it or which substantially succeeds to its power or functions;
- (s) **(Australian currency)** a reference to dollars or \$ is to Australian currency;
- (t) **(month)** a reference to a month is a reference to a calendar month; and
- (u) **(year)** a reference to a year is a reference to twelve consecutive calendar months.

3 Planning Agreement under the Act

- (a) The parties agree that this agreement is a planning agreement within the meaning of section 7.4 of the Act.
- (b) Schedule 2 of this agreement summarises the requirements for planning agreements under section 7.4 of the Act and the way this agreement addresses those requirements.
- (c) The parties acknowledge and agree that, in accordance with section 4.15 of the Act, the terms of this agreement must be considered by any consent authority when determining a Development Application for the Development, or any part of the Development.

4 Application of this agreement

This agreement applies to:

- (a) the Planning Proposal;
- (b) the Development; and
- (c) the Land.

5 Operation of this agreement

- (a) This agreement commences on and from the date it is executed by all parties.

- (b) For the avoidance of doubt, the obligations to deliver contributions under clause 7 do not take effect until the Planning Proposal is approved and the amendment to the LEP has been published on the NSW legislation website, and are payable in the manner as set in Contributions Schedule.

6 Staged provision of Contributions

- (a) Subject to 6 (b), below, each Contribution Item must be delivered by no later than the timeframe specified in the Contributions Table. However, the Developer may complete and deliver a Contribution Item earlier than the timeframe specified in the Contributions Table.
- (b) Council may, at its sole discretion, agree to the delayed delivery of a Contribution Item, provided security is provided by the Developer to the Council's satisfaction. Council's decision regarding the delayed delivery of a Contribution Item may not be the subject of a dispute under this agreement.

7 Contributions to be made under this agreement

7.1 Monetary Contribution

- (a) The Developer will pay to Council the monetary Contribution specified in the Contributions Table, being **\$225,000.00** increased but not decreased in accordance with the following formula:

$$\begin{array}{lcl} \text{Monetary} & & \text{The CPI at the time of payment} \\ \text{Contribution} & = & \$225,000.00 \quad \times \quad \frac{\text{The CPI at the time of payment}}{\text{The CPI at the date of this}} \\ \text{payable} & & \text{agreement} \end{array}$$

- (b) The Contribution must be paid in accordance with the timeframes specified in the Contributions Table, being:
- (i) 75% prior to the issue of any Construction Certificate issued with respect to the Land; and
 - (ii) 25% prior to the issue of an Occupation Certificate or registration of a Strata Plan (the earlier of the two).
- (c) The Contribution must be paid by way of bank cheque in favour of Council or by deposit by means of electronic funds transfer into an account specified by Council.
- (d) The Contribution will be taken to have been made when the Council notifies the Developer in writing that the bank cheque has been received and cleared funds or electronic funds have been deposited in the Council's bank account.
- (e) The parties agree and acknowledge that the Contribution will be used by the Council towards the Public Purpose

- (f) Despite clause 7.1(e), the Council may apply the Contribution towards any other public purpose which satisfies section 7.4(2) of the Act, other than the Public Purpose, if the Council reasonably considers that the public interest would be better served by applying the Contribution towards that other public purpose.
- (g) In the event the Council directs the Contribution to another public purpose, the Developer in paying the Contribution has fulfilled its obligations pursuant to this Deed.

7.2 Contribution Values

The parties acknowledge and agree that the contribution values set out in the Contributions Table are the values in complete, adjusted only according to the CPI formula provided in clause 7.1 only and:

- (a) the Developer assumes all cost and risk in relation to the provision and the making of the Contribution, and
- (b) All Parties acknowledge and agree that the costs outlined in the Contributions Table is the complete amount payable to the Council.

8 Application of s 7.11, s 7.12 and s 7.24 of the Act to the Development

- (a) This agreement does not exclude the application of section 7.11 of the Act to the Development.
- (b) This agreement does not exclude the application of section 7.12 of the Act to the Development.
- (c) This agreement does not exclude the application of section 7.24 of the Act to the Development.
- (d) The benefits under this agreement are not to be taken into consideration in determining a development contribution under section 7.11 of the Act.

9 Registration of this agreement

9.1 Landowner Interest

The Landowner, being the registered proprietor of the Land at the time of execution of this Deed, acknowledges that Council requires the registration of this Deed on the folio of the Land under section 7.6 of the EPA Act and that, on registration by the Registrar-General, this Deed will be binding on and enforceable against the registered proprietor of the Land from time to time as if each registered proprietor for the time being had entered into this Deed.

9.2 Registration of this agreement

- (a) The Landowner agrees to procure the registration of this agreement under the *Real Property Act 1900* (NSW) in the relevant folios of the Register of the Land in accordance with section 7.6 of the Act.

- (b) The Landowner, at its own expense, must:
 - (i) procure the lodgement of this agreement with the Registrar-General as soon as reasonably practicable after this agreement comes into operation, but in any event, no later than 10 Business Days after that date;
 - (ii) procure the registration of this agreement by the Registrar-General in the relevant folios of the Register for the Land as soon as reasonably practicable after this agreement is lodged for registration; and
 - (iii) provide documentary evidence that the registration of this agreement has been completed to Council within 5 Business Days of receiving confirmation that the registration has occurred.
- (c) The Landowner must at its own expense take all practical steps, and otherwise do anything that the Council reasonably requires to procure:
 - (i) the consent of each person who:
 - (A) has an estate or interest in the relevant Land registered under the *Real Property Act 1900* (NSW); or
 - (B) is seized or possessed of an estate or interest in the Land,
 - (ii) an acceptance of the terms of this agreement and an acknowledgement in writing from any existing mortgagee in relation to the relevant land that the mortgagee will adhere to the provisions of this agreement if it takes possession of the land as mortgagee in possession,
 - (iii) the execution of any documents; and
 - (iv) the production of the relevant duplicate certificates of title,

to enable the registration of this agreement in accordance with this clause 9.2.
- (d) The Landowner consents to the registration of the agreement in accordance with this clause 9.2.

9.3 *Removal from Register*

- (a) The Council will provide a release and discharge of this agreement so that it may be removed from the folios of the Register for the Land (or any part of it) provided the Council is satisfied the Developer has duly fulfilled its obligations under this agreement, and is not otherwise in default of any of the obligations under this agreement. This release and discharge is to take place within 30 days of the Developer receiving the Occupation Certificate.
- (b) For the avoidance of doubt, the Council will provide a release and discharge allowing removal of this agreement from the folios of the Register for any part of the Land to be subdivided into Residential Lots, provided that the Developer has fulfilled any obligations under this agreement that, in accordance with the Contributions Table, will be due at the time an Occupation Certificate is to be issued for those Residential Lots to be released.

10 Review of this agreement

- (a) This agreement may be reviewed or modified. Any review or modification of this agreement will be conducted in the circumstances and in the manner determined by the parties.
- (b) No modification or review of this agreement will be of any force or effect unless it is in writing and signed by the parties to this agreement.
- (c) A party is not in breach of this agreement if it does not agree to an amendment to this agreement requested by a party in, or as a consequence of, a review.

11 Dispute Resolution

11.1 *Reference to Dispute*

If a dispute arises between the parties in relation to this agreement, the parties must not commence any court proceedings relating to the dispute unless the parties have complied with this clause, except where a party seeks urgent interlocutory relief.

11.2 *Notice of Dispute*

The party wishing to commence the dispute resolution process must give written notice (**Notice of Dispute**) to the other parties of:

- (a) The nature of the dispute,
- (b) The alleged basis of the dispute, and
- (c) The position which the party issuing the Notice of Dispute believes is correct.

11.3 *Representatives of Parties to Meet*

- (a) The representatives of the parties must promptly (and in any event within 20 Business Days of the Notice of Dispute) meet in good faith to attempt to resolve the notified dispute.
- (b) The parties may, without limitation:
 - (i) resolve the dispute during the course of that meeting,
 - (ii) agree that further material or expert determination in accordance with clause 11.6 about a particular issue or consideration is needed to effectively resolve the dispute (in which event the parties will, in good faith, agree to a timetable for resolution); or
 - (iii) agree that the parties are unlikely to resolve the dispute and, in good faith, agree to a form of alternative dispute resolution (including expert determination, arbitration or mediation) which is appropriate for the resolution of the relevant dispute.

11.4 *Further Notice if Not Settled*

If the dispute is not resolved within 10 Business Days after the nominated representatives have met, either party may give to the other a written notice calling for determination of the dispute (**Determination Notice**) by mediation under clause 11.5 or by expert determination under clause 11.6.

11.5 Mediation

If a party gives a Determination Notice calling for the dispute to be mediated:

- (a) The parties must agree in good faith to the terms of reference of the mediation within 15 Business Days of the receipt of the Determination Notice (the terms shall include a requirement that the mediation rules of the Institute of Arbitrators and Mediators Australia (NSW Chapter) apply);
- (b) The mediator will be agreed between the parties, or failing agreement within 15 Business Days of receipt of the Determination Notice, either Party may request the President of the Institute of Arbitrators and Mediators Australia (NSW Chapter) to appoint a mediator;
- (c) The mediator appointed pursuant to this clause 11.5 must:
 - (i) Have reasonable qualifications and practical experience in the area of the dispute; and
 - (ii) Have no interest or duty which conflicts or may conflict with his or her function as a mediator he or she being required to fully disclose any such interest or duty before his or her appointment;
- (d) The mediator shall be required to undertake to keep confidential all matters coming to his or her knowledge by reason of his or her appointment and performance of his or her duties;
- (e) The parties must within 15 Business Days of receipt of the Determination Notice notify each other of their representatives who will be involved in the mediation (except if a resolution of the Council is required to appoint a representative, the Council must advise of the representative within 5 Business Days of the resolution);
- (f) The parties agree to be bound by a mediation settlement and may only initiate judicial proceedings in respect of a dispute which is the subject of a mediation settlement for the purpose of enforcing that mediation settlement; and
- (g) In relation to costs and expenses:
 - (i) Each party will bear its own professional and expert costs incurred in connection with the mediation; and
 - (ii) The costs of the mediator will be shared equally by the parties unless the mediator determines that a party has engaged in vexatious or unconscionable behaviour in which case the mediator may require the full costs of the mediation to be borne by that party.

11.6 Expert determination

If the dispute is not resolved under clause 11.3 or clause 11.5, or the parties otherwise agree that the dispute may be resolved by expert determination, the parties may refer the dispute to an expert, in which event:

- (a) The dispute must be determined by an independent expert in the relevant field:
 - (i) Agreed upon and appointed jointly by the parties; and
 - (ii) In the event that no agreement is reached or no appointment is made within 20 Business Days of the agreement to refer the dispute to an expert,

appointed on application of a party by the then President of the Law Society of New South Wales;

- (b) The expert must be appointed in writing and the terms of the appointment must not be inconsistent with this clause;
- (c) The determination of the dispute by such an expert will be made as an expert and not as an arbitrator and will be in writing and contain the reasons for the determination;
- (d) The expert will determine the rules for the conduct of the process but must conduct the process in accordance with the rules of natural justice;
- (e) Each party will bear its own costs in connection with the process and the determination by the expert and will share equally the expert's fees and costs; and
- (f) Any determination made by an expert pursuant to this clause is final and binding upon the parties except unless:
 - (i) Within 20 Business Days of receiving the determination, a party gives written notice to the other party that it does not agree with the determination and commences litigation; or
 - (ii) The determination is in respect of, or relates to, termination or purported termination of this agreement by any party, in which event the expert is deemed to be giving a non-binding appraisal.

11.7 *Litigation*

If the dispute is not *finally* resolved in accordance with this clause 11, then either party is at liberty to litigate the dispute.

11.8 *No suspension of contractual obligations*

Subject to any interlocutory order obtained under clause 11.1, the referral to or undertaking of a dispute resolution process under this clause 111 does not suspend the parties' obligations under this agreement.

12 Enforcement

12.1 *Default*

- (a) In the event a party considers another party has failed to perform and fulfil an obligation under this agreement, it may give notice in writing to the other party (**Default Notice**) giving all particulars of the matters in respect of which it considers default has occurred and by such notice require the default to be remedied within a reasonable time not being less than 21 days.
- (b) In determining a reasonable time, regard must be had to both the nature of the default and the work or other action required to remedy it and whether or not the continuation of the default constitutes a public nuisance or raises other circumstances of urgency or emergency, imposes an undue delay on performance of this Agreement, or imposes upon the Developer additional financial burdens.

- (c) If a party disputes the Default Notice it may refer the dispute to dispute resolution under clause 11 of this agreement.

12.2 General Enforcement

- (a) Without limiting any other remedies available to the parties, this agreement may be enforced by any party in any Court of competent jurisdiction.
- (b) Nothing in this agreement prevents:
 - (i) a party from bringing proceedings in the Land and Environment Court to enforce any aspect of this agreement or any matter to which this agreement relates; and
 - (ii) the Council from exercising any function under the Act or any other Act or law relating to the enforcement of any aspect of this agreement or any matter to which this agreement relates.

13 Assignment and Dealings

13.1 Assignment

- (a) A party must not assign or deal with any right under this agreement without the prior written consent of the other parties, which must not be unreasonably withheld.
- (b) Any change of ownership or control (as defined in section 50AA of the *Commonwealth Corporations Act 2001*) of a party (excluding the Council) shall be deemed to be an assignment of this agreement for the purposes of this clause.
- (c) Any purported dealing in breach of this clause is of no effect.

13.2 Transfer of Land

- (a) The Applicant (being the registered proprietor at the time of execution of this Deed) must not:
 - (i) sell or transfer the Land or any part of it, or
 - (ii) assign the Applicant's rights or obligations under this Deed, or novate this Deed,

to any person unless:
 - (iii) the Applicant has, at no cost to the Council, first procured the execution by the person to whom the Land, or part thereof, is to be sold or transferred or the Applicant's rights or obligations under this Deed are to be assigned or novated, of a deed in favour of the Council on terms reasonably satisfactory to the Council, and
 - (iv) the Council has given written notice to the Applicant (to be provided within 10 business days of an executed deed and evidence of financial capability being provided to Council) stating that it reasonably considers that the purchaser, transferee, assignee or novatee, is reasonably capable of performing its obligations under this Deed, and
 - (v) the Applicant is not in breach of this Deed, and

- (vi) the Council otherwise consents to the transfer, assignment or novation, such consent not to be unreasonably withheld.

13.3 *Right to transfer Strata Lots*

- (a) Notwithstanding clause 13.2, the Landowner may enter into a contract for sale with a Transferee for a Residential Lot on a proposed Strata Plan that has not yet been registered, without having to obtain consent from Council.
- (b) For the avoidance of doubt, the transfer of a Residential Lot is not permitted under clause 13.3(a) unless the Council has provided a written release and discharge of this agreement under clause 9.3.

13.4 *Exempt Transfers*

- (a) Clause 13.2 does not apply where the Landowner transfers:
 - (i) any part of the Land it owns to an Associated Entity of the Landowner or Developer or to Council in accordance with this agreement; or
 - (ii) a Super Lot where the Contribution for the Super Lot has already been provided or otherwise secured;
 and this agreement has been registered against the title to the relevant land, or Council has provided a written release and discharge of this agreement for the relevant land under clause 9.3.
- (b) The Landowner must notify the Council in writing:
 - (i) 20 Business Days prior to any transfer under clause 13.4(a) identifying the part of the Land that is to be transferred and the proposed transferee; and
 - (ii) 5 Business Days after the transfer has taken place, confirming any changes to representatives of the Landowner or Developer for the purposes of this agreement and clause 16.

14 *Approvals and consents*

Except as otherwise set out in this agreement, and subject to any statutory obligations, a party may give or withhold an approval or consent to be given under this agreement in that party's absolute discretion and subject to any conditions determined by the party. A party is not obligated to give its reasons for giving or withholding consent or for giving consent subject to conditions, provided that the withholding is reasonable, fair, and the issue attaching to it can be reasonably remedied by the parties, and

- (a) Where the parties can reasonably remedy the underlying issue(s), it is agreed among the parties that the matter is to be negotiated in good faith.

15 *No fetter*

15.1 *Discretion*

This agreement is not intended to operate to fetter, in any manner, the exercise of any statutory power or discretion of the Council, including, but not limited to, any statutory power or discretion of the Council relating to the Development Application or any other application for Development Consent (all referred to in this agreement as a "**Discretion**").

15.2 No fetter

No provision of this agreement is intended to constitute any fetter on the exercise of any Discretion. If, contrary to the operation of this clause, any provision of this agreement is held by a court of competent jurisdiction to constitute a fetter on any Discretion, the parties agree:

- (a) They will take all practical steps, including the execution of any further documents, to ensure the objective of this clause is substantially satisfied,
- (b) In the event that (a) cannot be achieved without giving rise to a fetter on the exercise of a Discretion, the relevant provision is to be severed and the remainder of this agreement has full force and effect, and
- (c) To endeavour to satisfy the common objectives of the parties in relation to the provision of this agreement which is to be held to be a fetter on the extent that is possible having regard to the relevant court judgment.

15.3 Planning Certificates

The Developer acknowledges that Council may, at its discretion, include advice on any planning certificate issued under section 10.7 of the Act that this agreement affects the Land.

16 Notices

16.1 Notices

Any notice given under or in connection with this agreement (**Notice**):

- (a) must be in writing and signed by a person duly authorised by the sender;
- (b) must be addressed as follows and delivered to the intended recipient by hand, by prepaid post or by email at the address below, or at the address last notified by the intended recipient to the sender after the date of this agreement:
 - (i) to City of Parramatta Council: PO Box 32, Parramatta, NSW 2124
Email: acrkovski@cityofparramatta.nsw.gov.au
Attention: Manager, Land Use Planning
 - (ii) to Jimstam Holdings Pty Ltd Unit 1, 1A Anderson Road, Northmead NSW 2152
ATF The J & S Email: Kristyh@hamptonspropertieservices.com.au
Klapsogiannis Family Trust: Attention: Kristy Hodgkinson
- (c) is taken to be given or made:
 - (i) in the case of hand delivery, when delivered;
 - (ii) in the case of delivery by post, three Business Days after the date of posting (if posted to an address in the same country) or seven Business Days after the date of posting (if posted to an address in another country); and
 - (iii) in the case of an email, when the sender receives an email acknowledgement from the recipient's information system showing the

email has been delivered to the email address for the recipient stated in clause 16.1(b); and

- (d) if under clause (c) a Notice would be taken to be given or made on a day that is not a Business Day in the place to which the Notice is sent, or later than 4.00 pm (local time), it is taken to have been given or made at the start of business on the next Business Day in that place.

16.2 Notices sent by email:

- (a) A party may serve a Notice by email if the Notice:
 - (i) includes a signature block specifying:
 - (A) the name of the person sending the Notice; and
 - (B) the sender's position within the relevant party;
 - (ii) states in the body of the message or the subject field that it is sent as a Notice under this agreement;
 - (iii) contains an express statement that the person sending the Notice has the authority to serve a Notice under this agreement;
 - (iv) is sent to the email address below or the email address last notified by the intended recipient to the sender:

(A) to City of Parramatta Council:	Attention: Manager, Land Use Planning ackrovski@cityofparramatta.nsw.gov.au
(B) to Jimstam Holdings Pty Ltd ATF The J & S Klapsogiannis Family Trust:	Attention: Kristy Hodgkinson Email: Kristyh@hamptonspropertyservices.com.au
- (b) The recipient of a Notice served under this clause 16.2 must:
 - (i) promptly acknowledge receipt of the Notice; and
 - (ii) keep an electronic copy of the Notice,
- (c) Failure to comply with clause 16.2 does not invalidate service of a Notice under this clause.

16.3 Receipt of Notices sent by email

- (a) A Notice sent under clause 16.2 is taken to be given or made:
 - (i) when the sender receives an email acknowledgement from the recipient's information system showing the Notice has been delivered to the email address stated above;
 - (ii) when the Notice enters an information system controlled by the recipient; or
 - (iii) when the Notice is first opened or read by the recipient,
 whichever occurs first.
- (b) If under clause 16.3 a Notice would be taken to be given or made on a day that is not a Business Day in the place to which the Notice is sent, or later than 4.00 pm

(local time), it will be taken to have been given or made at the start of business on the next Business Day in that place.

16.4 *Notices sent by email generally*

- a) Parties agree that Notices served under sections 16.2 and 16.3 have effect only as related to the communication between the Parties listed on the cover page; and
- b) For the avoidance of doubt, clauses 16.2 and 16.3 do not exclude the requirements of Service as stipulated in New South Wales, and where applicable, Commonwealth law.

17 Release and Discharge

The Council will promptly notify the Developer and the Landowner in writing that they are released and discharged from their obligations under this agreement if any of the following occur:

- (a) The amendment to the LEP is declared void or invalid by a Court of competent jurisdiction and all opportunities for appeal have been exhausted.
- (b) The Developer and Landowner have fulfilled all of their obligations under this agreement to the Council's reasonable satisfaction.
- (c) The parties agree in writing to terminate the agreement on the basis that the performance of the agreement has been frustrated by an event outside the control of the parties to this agreement.
- (d) A decision is made by the NSW Government to not make the amendment to the LEP and communicated to the parties in writing, and Council (acting reasonably) is satisfied that the amendment to the LEP will not be made.

18 General

18.1 *Relationship between parties*

- (a) Nothing in this agreement:
 - (i) constitutes a partnership between the parties; or
 - (ii) except as expressly provided, makes a party an agent of another party for any purpose.
- (b) A party cannot in any way or for any purpose:
 - (i) bind another party; or
 - (ii) contract in the name of another party.
- (c) If a party must fulfil an obligation and that party is dependent on another party, then that other party must do each thing reasonably within its power to assist the other in the performance of that obligation.

18.2 *Landowner Obligations*

Any clause of this agreement that requires the Developer to do any thing or imposes an obligation on the Developer, constitutes a requirement for the Landowner to procure that thing to be done or that obligation to be met, either by the Landowner, the

Developer or another entity as requested by the Developer, so far as the requirement or obligation applies to that part of the Land owned by the Landowner.

18.3 Time for doing acts

- (a) If the time for doing any act or thing required to be done or a notice period specified in this agreement expires on a day other than a Business Day, the time for doing that act or thing or the expiration of that notice period is extended until the following Business Day.
- (b) If any act or thing required to be done is done after 5.00 pm on the specified day, it is taken to have been done on the following Business Day.

18.4 Further assurances

Each party must promptly execute all documents and do all other things reasonably necessary or desirable to give effect to the arrangements recorded in this agreement.

18.5 Joint and individual liability and benefits

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

18.6 Variations and Amendments

A provision of this agreement can only be varied by a later written document executed by or on behalf of all parties and in accordance with the provisions of the Act.

18.7 Counterparts

This agreement may be executed in any number of counterparts. All counterparts taken together constitute one instrument.

18.8 Legal expenses and stamp duty

- (a) The Developer must pay the Council's reasonable legal costs and disbursements in connection with the negotiation, preparation, execution, carrying into effect, enforcement and release and discharge of this agreement, including the reasonable costs of obtaining any legal advice in connection with this agreement, no later than 10 Business Days after receiving a demand from the Council to pay such costs.
- (b) The Developer agrees to pay or reimburse the costs and expenses incurred by Council in connection with the advertising and exhibition of this agreement in accordance with the Act.
- (c) The Developer agrees to pay Council any administrative fees as required by Council, acting reasonably, in connection with the administration of this agreement.

18.9 Entire agreement

The contents of this agreement constitute the entire agreement between the parties and supersede any prior negotiations, representations, understandings or arrangements made between the parties regarding the subject matter of this agreement, whether orally or in writing,

- (a) A sole exception to clause 18.9 is the Voluntary Planning Agreement Letter of Intent Version 5 dated 2 June 2021.

18.10 Representations and warranties

The parties represent and warrant that they have the power and authority to enter into this agreement and comply with their obligations under the agreement and that entry into this agreement will not result in the breach of any law.

18.11 Severability

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

- (a) Unless the severed clause was a material incentive for a party to enter into this Agreement. If so, clause 17(c) may be applicable at the first instance.

18.12 Invalidity

- (a) A word or provision must be read down if:
 - (i) this agreement is void, voidable, or unenforceable if it is not read down;
 - (ii) this agreement will not be void, voidable or unenforceable if it is read down; and
 - (iii) the provision is capable of being read down.
- (b) A word or provision must be severed if:
 - (i) despite the operation of clause (a), the provision is void, voidable or unenforceable if it is not severed; and
 - (ii) this agreement will be void, voidable or unenforceable if it is not severed.
- (c) The remainder of this agreement has full effect even if clause 18.12(b) applies.

18.13 Waiver

- (a) A right or remedy created by this agreement cannot be waived except in writing signed by the party entitled to that right. Delay by a party in exercising a right or remedy does not constitute a waiver of that right or remedy, nor does a waiver (either wholly or in part) by a party of a right operate as a subsequent waiver of the same right or of any other right of that party.
- (b) The fact that a party fails to do, or delays in doing, something the party is entitled to do under this agreement, does not amount to a waiver of any obligation of, or breach of obligation by, another party. A waiver by a party is only effective if it is in writing. A written waiver by a party is only effective in relation to the particular obligation or breach in respect of which it is given. It is not to be taken as an implied waiver of any other obligation or breach or as an implied waiver of that obligation or breach in relation to any other occasion.

18.14 GST

- (a) Words and expressions which are not defined in this agreement but which have a defined meaning in GST Law have the same meaning as in the GST Law.

- (b) Unless otherwise expressly stated, all prices or other sums payable or consideration to be provided under this agreement are exclusive of GST.
- (c) If GST is imposed on any supply made under or in accordance with this agreement, the Developer must pay the GST or pay to the Council an amount equal to the GST payable on or for the taxable supply, whichever is appropriate in the circumstances.
- (d) If the Council is obliged to pay any GST on any supply made under or in accordance with this agreement, the Developer indemnifies the Council for the amount of any such payment is required to make.

18.15 Governing law and jurisdiction

- (a) The laws applicable in New South Wales govern this agreement.
- (b) The parties submit to the non-exclusive jurisdiction of the courts of New South Wales and any courts competent to hear appeals from those courts.

Schedule 1 - Contributions Table

No.	Item	Public Purpose	Type of Contribution	Scope	Timing of Provision	Timing for provision of Bank Guarantee	Estimated Amount / Value of Item
1	Monetary Contribution.	Public Domain works associated with, or new connections to, the Alfred Street Bridge.	Cheque or Electronic Bank Transfer.	For the Council to undertake Public Domain works associated with, or new connections to, the Alfred Street Bridge.	1. 75% of the Monetary Contribution payable prior to the issue of a Construction Certificate, 2. 25% of the Monetary Contribution payable prior to the issue of any Occupation Certificate or registration of a Strata Plan (the earlier of the two).	Bank Guarantee is not applicable to this Agreement.	\$225,000.00 exclusive of GST.
TOTAL OF ALL CONTRIBUTION ITEMS (excluding Maintenance)							\$225,000.00 plus GST

Schedule 2 Summary of requirements (section 7.4)

Subject and subsection of the Act	Planning Agreement
Planning instrument and/or Development Application – Section 7.4(1) The Developer has: <ul style="list-style-type: none"> (a) Sought a change to an environmental planning instrument <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) Made, or propose to make a Development Application <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (c) Entered into an agreement with, or are otherwise associated with, a person to whom paragraph (a) or (b) applies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 	
Description of the land to which the planning Agreement applies – Section 7.4(3)(a)	22 Noller Parade, Parramatta NSW 2150. Lot 1 DP 35895.
Description of the application – Section 7.4(3)(b)	Post Gateway – Planning Proposal, with Draft Voluntary Planning Agreement attached.
The scope, timing and manner of delivery of contribution required by the Planning Agreement – Section 7.4(3)(c)	Contribution made via Cheque or Electronic Bank Transfer. Timing as follows: <ul style="list-style-type: none"> 3. 75% of the Monetary Contribution prior to the issue of a Construction Certificate, and 4. 25% of the Monetary Contribution prior to the earlier of, issuance of any Occupation Certificate, or, the registration of a Strata Plan.
Applicability of section 7.11 of the Act – Section 7.4(3)(d)	See clause 8.
Applicability of section 7.12 of the Act – Section 7.4(3)(d)	See clause 8.
Applicability of section 7.24 of the Act – Section 7.4(3)(d)	See clause 8.
Mechanism for dispute resolution – Section 7.4(3)(f)	See clause 11.
Enforcement of the Planning Agreement – Section 7.4(3)(g)	See clause 12.
Registration of the Planning Agreement – Section 7.4(3)(g) and section 7.6	See cl 9.

No obligation to grant consent or exercise functions – Section 7.4(9)	See cl 14.
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Executed as an agreement

Signed on behalf of **City of Parramatta Council** (ABN 49 907 174 773) by its authorised delegate pursuant to section 377 of the *Local Government Act 1993* in the presence of:

Signature of witness

Signature of authorised delegate

Name of witness

Name of authorised delegate

Address of witness

Position of authorised delegate

Executed by **Jimstam Holdings Pty Ltd** (ACN 002 435 207) as trustee for The J & S Klapsogiannis Family Trust in accordance with section 127 of the *Corporations Act 2001*:

Signature of Director

Signature of Director

Name of Director

Name of Director

Executed by **The J & S Klapsogiannis Family Trust**

Signature of Director

Signature of Director

Name of Director

Name of Director



Department of Planning and Environment

Alteration of Gateway Determination

Planning proposal (Department Ref: PP_2019_COPAR_016_00)

I, the Acting Director, Central (GPOP) at the Department of Planning and Environment, as delegate of the Minister for Planning, have determined under section 3.34(7) of the *Environmental Planning and Assessment Act 1979* to alter the Gateway determination dated 3 December 2019 (since altered) for the proposed amendment to the Parramatta (former The Hills) Local Environmental Plan 2012 as follows:

1. Delete "condition 5" and

replace with a new condition 5:

"The time frame for completing the LEP is by **31 June 2022**".

2. Insert "condition 7":

"The planning proposal must be reported to Council for final consideration by 31 May 2022."

3. Delete "condition 8"
4. Delete "condition 9"

Dated 12 day of April 2022.

A handwritten signature in black ink, appearing to read "Jazmin van Veen".

Jazmin van Veen
Acting Director, Central (GPOP)
Metro Central and North
Department of Planning and
Environment

Delegate of the Minister for Planning

PP_2019_COPAR_016_00 (IRF22/1076)

NOTICES OF MOTION

23 MAY 2022

14.1	Ramadan 2022.....	694
14.2	Employment of a Grants Officer	695
14.3	Signs at Wentworth Point	696

NOTICE OF MOTION

ITEM NUMBER 14.1
SUBJECT Ramadan 2022
REFERENCE F2022/00105 - D08523052
FROM Councillor Ange Humphries

MOTION

That Council recognise the end of the 2022 Ramadan and the Eid celebrations across the City of Parramatta in May 2022.

BACKGROUND

1. No background was provided.

Ange Humphries
Councillor

CHIEF OF STAFF RESPONSE

2. A written staff response will be included in a 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 distributed to Councillors prior to the Council Meeting.

Ange Humphries
Councillor

Justin Mulder
Chief of Staff

Brett Newman
Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

NOTICE OF MOTION

ITEM NUMBER 14.2
SUBJECT Employment of a Grants Officer
REFERENCE F2022/00105 - D08518849
FROM Councillor Patricia Prociv

MOTION

That a report detailing the viability and financial implications associated with the employment of a Grants Officer, who would coordinate the management and delivery of the City's grants applications with both internal and external stakeholders, be presented to Council on or before the meeting of 11 July 2022.

BACKGROUND

1. No background information was provided.

Dr Patricia Prociv
Councillor

EXECUTIVE DIRECTOR, COMMUNITY SERVICES RESPONSE

2. A written staff response will be included in a 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 distributed to Councillors prior to the Council Meeting.

Patricia Prociv
Councillor

Jon Greig
Executive Director Community Services

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

NOTICE OF MOTION

ITEM NUMBER 14.3
SUBJECT Signs at Wentworth Point
REFERENCE F2022/00105 - D08521539
FROM Councillor Patricia Prociv

MOTION

- (a) **That** Council install a sign on the corner of Bennelong Parkway and Hill Road, Wentworth Point identifying the suburb of Wentworth Point.
- (b) **Further, that** Council install a sign on Footbridge Boulevard, Wentworth Point identifying the bridge spanning Homebush Bay as Bennelong Bridge.

BACKGROUND

1. No background was provided.

Dr Patricia Prociv
Councillor

EXECUTIVE DIRECTOR, CITY ASSETS & OPERATIONA RESPONSE

2. A written staff response will be included in a 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 distributed to Councillors prior to the Council Meeting.

Patricia Prociv
Councillor

John Angilley
Chief Financial and Information Officer

Bryan Hynes
Executive Director Property & Place

Brett Newman
Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

QUESTIONS WITH NOTICE

23 MAY 2022

15.1	Questions Taken on Notice from Council Meeting - 9 May 2022.....	698
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QUESTIONS WITH NOTICE

ITEM NUMBER	15.1
SUBJECT	Questions Taken on Notice from Council Meeting - 9 May 2022
REFERENCE	F2022/00105 - D08523128
FROM	Governance Manager

QUESTIONS TAKEN ON NOTICE FROM THE COUNCIL MEETING OF 9 MAY 2022

Item	Subject	Councillor	Question
13.1	Draft Community Strategic Plan 2018-38 (Amended) for Public Exhibition	Garrard	How will we meet the amended low emissions reduction target, which is being changed from 60% to 70% emissions reduction by 2038?
15.1	Questions Taken on Notice from Council Meeting – 26 April 2022	Noack	Can Council officers please provide more detail on the status of the following matters: a. Traffic lights at the intersection of Bennelong Parkway and Hill Road; b. Roundabout and street crossing at the corner of Hill Road and Burroway Road.

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 – Draft Community Strategic Plan 2018-38 (Amended) for Public Exhibition

Question from Councillor Garrard

During discussion on the motion moved by Councillor Esber, Councillor Garrard asked the following question:

How will we meet the amended low emissions reduction target, which is being changed from 60% to 70% emissions reduction by 2038?

Group Manager, City Strategy Response

A written staff response will be included in a supplementary agenda and distributed to Councillors prior to the Council Meeting.

Item 15.1 – Questions Taken on Notice from Council Meeting – 26 April 2022

Question from Councillor Noack

Further questions were raised by Councillor Noack from the responses provided to the Questions Taken on Notice from the Council Meeting of 26 April 2022:

Can Council officers please provide more detail on the status of the following matters:

- a. *Traffic lights at the intersection of Bennelong Parkway and Hill Road;*
- b. *Roundabout and street crossing at the corner of Hill Road and Burroway Road.*

Executive Director, City Planning & Design Response

A written staff response will be included in a supplementary agenda and distributed to Councillors prior to the Council Meeting.

Patricia Krzeminski
Governance Manager

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS: