

NOTICE OF COUNCIL MEETING

PUBLIC AGENDA

An Ordinary Meeting of City of Parramatta Council will be held in PHIVE (COUNCIL CHAMBER) COUNCIL CHAMBER AT 5 PARRAMATTA SQUARE, PARRAMATTA on Monday, 26 August 2024 at 6.30PM CARETAKER PERIOD.

Gail Connolly PSM
CHIEF EXECUTIVE OFFICER

EMERGENCY EVACUATION DIAGRAM

Level 4 East

2 Civic Place, Parramatta NSW 2150

Evacuation Procedures

IN CASE OF FIRE

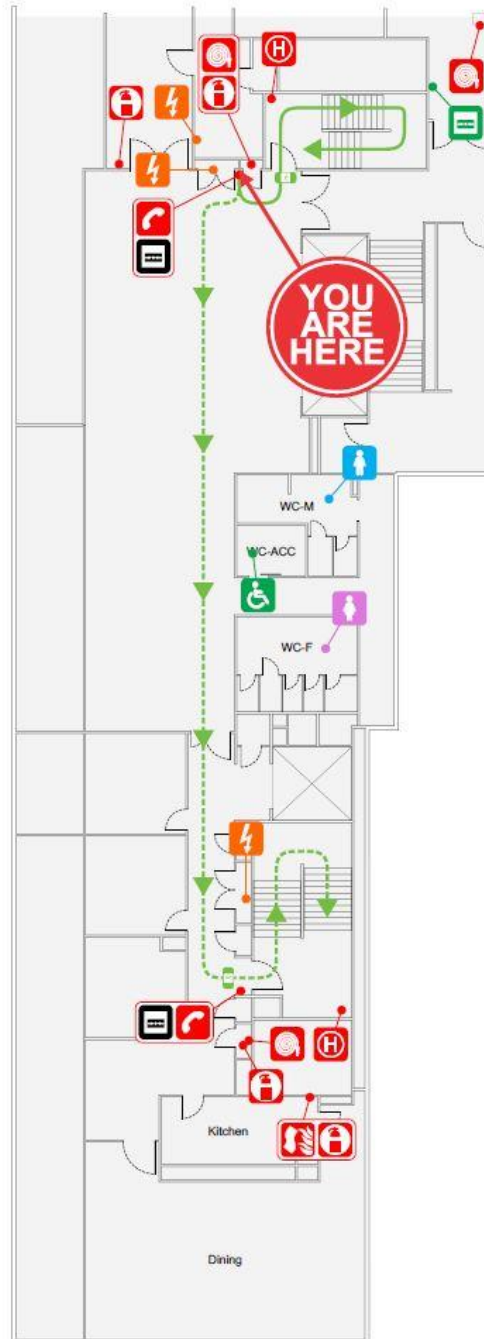
- (R)** REMOVE people from immediate danger
- (A)** ALERT people nearby and raise an alarm (Dial 000)
- (C)** CONFINE fire and smoke (Close doors behind you if safe to do so)
- (E)** EVACUATE via the nearest emergency exit

Legend

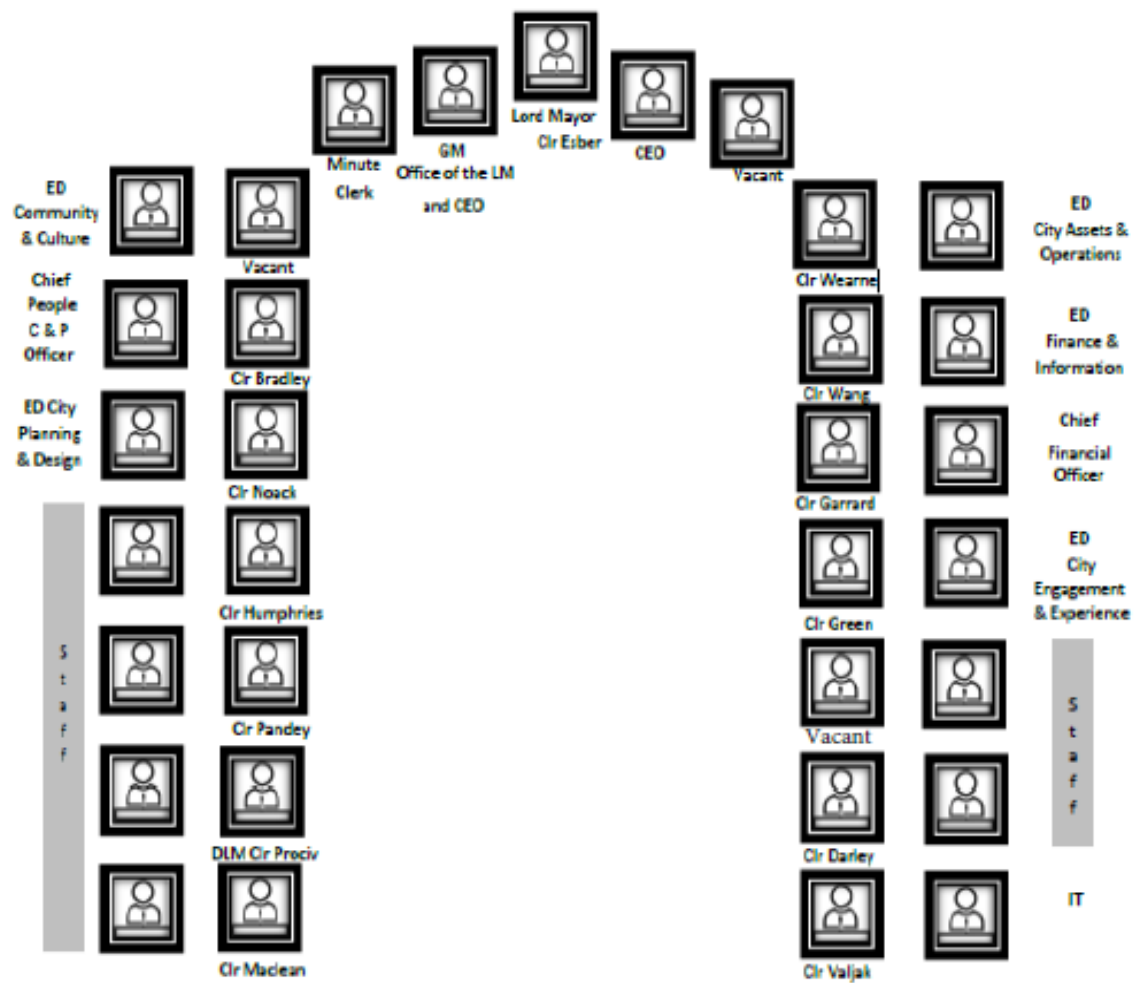
 Amenities Disabled	 Amenities Female	 Amenities Male
 Emergency Door Release	 Emergency Call Point	 Dry Chemical Powder
 Fire Blanket	 Hose Reel	 Hydrant
 Switchboard	 Warden Intercommunication Point	 Exit
 Alternate Evacuation Path	 Evacuation Path	 Assembly Area

Site Plan

Parramatta PHIVE



Chubb



PUBLIC & PRESS 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.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING MEETING	
2	ACKNOWLEDGMENT OF TRADITIONAL OWNERS OF LAND	
3	WEBCASTING ANNOUNCEMENT	
4	GENERAL RECORDING OF MEETING ANNOUNCEMENT	
5	APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK BY COUNCILLORS	
6	CONFIRMATIONS OF MINUTES	
	<i>Council - 12 August 2024.....</i>	<i>8</i>
7	DECLARATIONS OF INTEREST	
8	MINUTES OF THE LORD MAYOR	
9	PUBLIC FORUM	
10	PETITIONS	
11	RESCISSION MOTIONS	
11.1	OCM 12 August 2024 - Item 13.6 - Adoption of Code of Meeting Practice 2024	32
11.2	OCM 12 August 2024 - Item 14.1 - Notice of Motion - Peninsula Park 9 Burroway Road, Wentworth Point	98
12	REPORTS TO COUNCIL - FOR NOTATION	
12.1	Minutes of the Traffic Engineering Advisory Group Meeting of 18 June 2024	104
12.2	Minutes of the Traffic Engineering Advisory Group Meeting of 7 August 2024	120
12.3	Investment Report for July 2024	136
12.4	Status Report: Entrepreneur Grants Program.....	190
13	REPORTS TO COUNCIL - FOR COUNCIL DECISION	
13.1	Minutes of the Parramatta Traffic Committee Meeting of 18 June 2024	198
13.2	Minutes of the Parramatta Traffic Committee Meeting of 7 August 2024.....	261
13.3	NSW Environment Protection Legislation Amendment (Stronger Regulation and Penalties) Bill 2024	506
13.4	Proactive Management of Abandoned Shopping Trolleys	510
13.5	Q4 Progress Report - Delivery Program and Operational Plan 2023/24.....	514
13.6	Public Exhibition: Draft Youth Inclusion Framework.....	574
13.7	Preparation of the Comprehensive Heritage Review (Scope).....	642
13.8	Approval of Deed of Variation to a Planning Agreement (Land at 20-22 Macquarie Street and 197-207 Church Street/89 Marsden Street, Parramatta)	653

13.9	Approval of Deed of Variation to a Planning Agreement (Land at 264-268 Pennant Hills Road, AKA 3A Homelands Avenue, Carlingford)	739
13.10	Proposed Adjustment to Harris Park Suburb Boundary - Outcome of Community Consultation	771
14	NOTICES OF MOTION	
14.1	Advocacy for a New Public Bus Service Connecting Carlingford and Cherrybrook.....	778
15	QUESTIONS WITH NOTICE	
15.1	Councillor Participation in Australian Institute of Company Directors Course	782
15.2	Questions Taken on Notice at the 12 August 2024 Council Meeting	783
16	CONFIDENTIAL MATTERS	
16.1	Status Report - Public Domain Works Adjacent to 12 Phillip Street, 333 and 339 Church Street and 105 Marsden Street, Parramatta <i>This report is confidential in accordance with section 10A (2) (g) of the Local Government Act 1993 as the report contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.</i>	
16.2	Tender ITT 26/2023 – External Security Services <i>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.</i>	
16.3	Tender ITT 32/2023 for Christmas Tree and Decorations <i>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.</i>	
16.4	Central City Parkway - Legal Agreements <i>This report is confidential in accordance with section 10A (2) (g) of the Local Government Act 1993 as the report contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.</i>	
16.5	Chief Executive Officer's Annual Performance Review 2023- 2024 <i>This report is confidential in accordance with section 10A (2) (a) of the Local Government Act 1993 as the report contains personnel matters concerning particular individuals.</i>	

17 PUBLIC ANNOUNCEMENT

18 CONCLUSION OF MEETING



CITY OF PARRAMATTA

MINUTES

**Ordinary Council Meeting
Monday, 12 August 2024
6.30pm**

**Council Chamber
Level 4, PHIVE
Parramatta Square, Parramatta**

COUNCILLORS PRESENT

The Lord Mayor, Councillor Pierre Esber, Deputy Lord Mayor, Councillor Patricia Prociv and Councillors Phil Bradley, Kellie Darley, Michelle Garrard, Henry Green, Cameron MacLean, Paul Noack, Sameer Pandey, Georgina Valjak, Donna Wang and Loraine Wearne.

STAFF PRESENT

Chief Executive Officer - Gail Connolly, Executive Director City Engagement and Experience - Angela Jones-Blayney, Executive Director City Assets & Operations - George Bounassif, Executive Director Finance and Information - John Angilley, Executive Director City Planning and Design - Jennifer Concato, Executive Director Community and Culture – Jon Greig, Group Manager Office of the Lord Mayor and CEO - Roxanne Thornton, Chief People, Culture and Performance Officer - Brendan Clifton, Chief Information Officer and Acting Chief Governance and Risk Officer - John Crawford, Chief Financial Officer - Amit Sharma, Group Manager, City Planning & Design - Robert Cologna, Principal Solicitor - Esther Nelson, Project Team Lead, City Planning & Design - Augusta Supple, City Planning & Design - Karim Kisirwani, , ICT Service and Delivery Manager - Ian Vong, ICT Service Desk Officer - Naveet Cheema, Secretariat Support Officer - Adrianna Hokin, Business Manager - Michelle Samuel, Manager Customer Experience - Leigh Sales

1. OPENING MEETING

The Lord Mayor, Councillor Pandey, opened the meeting at 6.43PM.

2. ACKNOWLEDGEMENT TO TRADITIONAL OWNERS OF LAND

The Lord Mayor acknowledged the Burramattagal people of The Dharug 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. GENERAL 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. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK BY COUNCILLORS

RESOLVED: Councillor Noack and Deputy Lord Mayor, Councillor Prociv

That an apology be accepted on behalf of Councillor Humphries and a leave of absence be granted.

Record of Voting:
CARRIED

Note: Councillor Darley and Councillor MacLean arrived to the meeting at 6.45pm

6. CONFIRMATION OF MINUTES

Minutes of the Council Meeting held on 22 July 2024

RESOLVED: Councillor Noack and Councillor Pandey

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

Record of Voting:
CARRIED

Question on Notice on Item 14.6 from the previous Council Meeting ('Recent Petitions from the Harris Park Business Community - Mobile Food Vendors') by Councillor Noack:

- Could the Lord Mayor write a follow-up letter to the Minister for Planning and Public Spaces, the Hon. Paul Scully MP for a response to this Item?

Question on Notice on Item 6 ('Confirmation of Minutes') by Councillor Bradley:

- Could staff include a note in future Council Meeting minutes indicating where in the business papers members of the public can view the public submissions?

7. DISCLOSURES OF INTEREST

Deputy Lord Mayor, Councillor Prociv disclosed a Pecuniary Interest on Item 13.1- Adoption of Pensioner Rates Rebate Policy 2024 for the reason that she has reached pensioner age.

Councillor Darley disclosed a Pecuniary Interest on Item 15.1 for the reason that she is in legal proceedings against Council at NCAT and the Supreme Court.

Councillor Darley disclosed a Pecuniary Interest on Item 15.2 for the reason that she is in legal proceedings against Council at NCAT and the Supreme Court.

Councillor Garrard disclosed a Non-Pecuniary and Less than Significant interest on Item 8.4 for the reason that her step-mother is a new member to the community board.

8. MINUTES OF THE LORD MAYOR

8.2 Parramatta The Cradle City's List of One Hundred Firsts Book

(Lord Mayor, Councillor Pierre Esber)

RESOLVED: Lord Mayor Councillor Esber and Councillor Pandey

- (a) That Council recognise the new publication, 'The Colonial Nation's First Big Steps: Parramatta the Cradle City's List of One Hundred Firsts', a book documenting one hundred milestones for Parramatta, written by local historian Gary John Carter in collaboration with various Parramatta heritage groups.
- (b) That the Lord Mayor send a copy of the book to all schools in the Parramatta LGA to encourage greater interaction with Parramatta's history and heritage amongst the next generation, in honour of Children's Book Week from 17-23 August 2024.
- (c) That Council congratulate the Australian Olympic Team on their participation and success in the Paris 2024 Olympic Games.
- (d) That the Lord Mayor issue a Certificate of Appreciation to Gary John Carter for the significant contribution he has made to the City of Parramatta.

Record of Voting:
CARRIED

PROCEDURAL MOTION DEALING WITH ITEMS BY EXCEPTION

RESOLVED: Councillor Garrard and Councillor Noack

In accordance with Section 13 of Council's Code of Meeting Practice, Council resolve to adopt the following items in accordance with the recommendations as printed, without debate;

- 8.1: Parramatta District Cricket Club Book
- 8.3: Camp Quality's Big, Big, Big Walk for Little Kids
- 8.4: Making a Difference for Christmas (Shirley Wehbe Lunch)
- 8.5: Congratulations on Urban Development Institute of Australia (UDIA) NSW and Urban Property Group Award for Excellence Award
- 12.1: Investment Report for June 2024
- 15.1: Cost of Legal Actions Taken by Councillors in 2021-2024
- 15.2: Councillor Kellie Darley v City of Parramatta - Supreme Court No. 2024/00266362

- 15.3: West Epping Park Synthetic Sports Fields
- 15.4: Councillor Service Requests for 2021 - 2024.
- 16.1: Exemption to Tender - Geospatial Licensing
- 16.2: Status Report - Epping Aquatic Centre

Record of Voting:
CARRIED

8. MINUTES OF THE LORD MAYOR

8.1 Parramatta District Cricket Club Book

(Lord Mayor, Councillor Pierre Esber)

RESOLVED: Councillor Garrard and Councillor Noack

- (a) That Council recognise the longstanding Parramatta District Cricket Club and its historic connections to the Parramatta LGA as the oldest living cricket club in NSW.
- (b) That Council commend Parramatta District Cricket Club on their new publication, 'A True Blue Tale', a historical record documenting over 180 years of local cricket history, written by local historian and cricketer Tom Wood.

Record of Voting:
CARRIED

8.3 Camp Quality's Big, Big, Big Walk for Little Kids

(Lord Mayor, Councillor Pierre Esber)

RESOLVED: Councillor Garrard and Councillor Noack

- (a) That Council recognise the exceptional efforts of Ed Orszulak and Sebastian Boehm, who are completing Ed's Big, Big, Big Walk for Little Kids from 23 July-30 September 2024 to raise funds for children and their families facing the trauma of a cancer diagnosis.
- (b) That the Lord Mayor donate \$1,000 to Ed's Big, Big, Big Walk for Little Kids, acknowledging that Ed Orszulak and Sebastian Boehm will make their way through the Parramatta LGA during the 2,720km walk from Brisbane to Melbourne.

Record of Voting:
CARRIED

8.4 Making a Difference for Christmas (Shirley Wehbe Lunch)

(Lord Mayor, Councillor Pierre Esber)

Note: Councillor Garrard disclosed a Non-Pecuniary Less than Significant Interest in this item for the reason that she has reached pensioner age.

RESOLVED: Councillor Garrard and Councillor Noack

That Council donates \$5,000 to the Making a Difference For Christmas registered charity to support its 2024 Christmas Day lunch for people experiencing homelessness.

Record of Voting:
CARRIED

8.5 Congratulations on Urban Development Institute of Australia (UDIA) NSW and Urban Property Group Award for Excellence Award

(Lord Mayor, Councillor Pierre Esber)

RESOLVED: Councillor Garrard and Councillor Noack

- (a) That Council congratulate City of Parramatta staff and Walker Corporation on winning the 2024 Urban Renewal Project of the Year Award for Parramatta Square at the Urban Development Institute of Australia (UDIA) NSW and Urban Property Group Awards for Excellence.
- (b) That Council commend the Council officers involved in these excellent projects on their outstanding efforts.

Record of Voting:
CARRIED

12.1 Investment Report for June 2024

(Tax and Treasury Accountant)

RESOLVED: Councillor Garrard and Councillor Noack

That Council receive and note the Investment Report for June 2024.

Record of Voting:
CARRIED

15.1 Cost of Legal Actions Taken by Councillors in 2021-2024

(Councillor Michelle Garrard)

Note: Councillor Darley disclosed a Pecuniary Interest in this item for the reason that she is in legal proceedings against Council at NCAT and the supreme court.

QUESTION WITH NOTICE

1. How many times has Councillor Darley taken legal action against the City of Parramatta Council in 2021-2024?

Executive Director Finance and Information Response:

Councillor Darley has taken legal action against Council three times – the details are as follows:

- i. NCAT Proceedings – Kellie Darley v City of Parramatta – Application under Government Information (Public Access) Act 2009 – Case number 2023/00165199: discontinued by Clr Darley.
- ii. NCAT Proceedings – Clr Kellie Darley v City of Parramatta – Application under Government Information (Public Access) Act 2009 – Case number 2024/00125079: **proceedings are ongoing.**
- iii. NSW Supreme Court Proceedings – Kellie Darley v City of Parramatta Council and Phil O'Toole – Case number 2024/00266362: **proceedings are ongoing.**

2. What was the result and what was the legal costs to the community?

Executive Director Finance and Information Response:

The information is confidential and privileged and has been provided to all Councillors under separate cover, except for Councillor Darley as she has brought the proceedings against Council in these matters.

3. What was the estimated cost of staff time?

Executive Director Finance and Information Response:

The information is confidential and privileged and has been provided to all Councillors under separate cover, except for Councillor Darley as she has brought the proceedings against Council in these matters.

4. Has Council tried to mediate to limit costs?

Executive Director Finance and Information Response:

Yes - in the first NCAT proceeding Council was able to resolve the matter directly via negotiation with Councillor Darley.

For the second NCAT proceeding, Council has made a number of unsuccessful attempts to resolve the proceedings with Councillor Darley and will continue to do so in order to limit costs.

The NSW Supreme Court proceedings are at an early stage, noting that there is generally a formal mediation ordered by the Court as part of the proceedings.

5. Have other current Councillors taken legal action against Council in 2021-2024?

Executive Director Finance and Information Response:

There have been no proceedings that have been commenced by current Councillors against Council in 2021-2024.

15.2 **Councillor Kellie Darley v City of Parramatta - Supreme Court No. 2024/00266362**

(Councillor Michelle Garrard)

Note: Councillor Darley disclosed a Pecuniary Interest in this item for the reason that she is in legal proceedings against Council at NCAT and the Supreme Court.

QUESTION WITH NOTICE

The email to Councillors on 22 July 2024 from Councillor Kellie Darley stated that she is taking action against Council in relation to her censure and the Code of Conduct Investigation Report.

1. What is the estimated cost to the community (ratepayers) to defend this legal action in Court?

Executive Director Finance and Information Response:

The information is confidential and privileged, and has been provided to all Councillors under separate cover, except for Councillor Darley as she has brought proceedings against Council in this matter.

2. What is the timeframe for completion of the Court action?

Executive Director Finance and Information Response:

This will depend on the Court process but can usually take between 12 to 18 months (sometimes longer) until there is a hearing and a decision by the Court.

3. Does the Court action have any impact on Council's decision to censure Councillor Darley for misconduct?

Executive Director Finance and Information Response:

The information is confidential and privileged, and has been provided to all Councillors under separate cover, except for

Councillor Darley as she has brought proceedings against Council in this matter.

15.3 **West Epping Park Synthetic Sports Fields**

(Councillor Kellie Darley)

QUESTION WITH NOTICE:

1. What is the current condition of the synthetic field at West Epping Park and have there been any issues with it?

Executive Director City Assets and Operations Response:

The fields are in a satisfactory condition. A previous audit in 2020 identified issues with poor contractor workmanship, which were resolved in 2023.

2. What have been the costs associated with maintaining it?

Executive Director City Assets and Operations Response:

Council has a fixed price maintenance contract with an external contractor for both fields. The contract is commercial-in-confidence. However, it should be noted that Council has increased the maintenance regime for the fields (above the level of maintenance for an average synthetic field) due to high community demand and utilisation rates exceeding 50 hours per week (excluding unregulated hours). The additional maintenance cost has been included in the annual sports fields maintenance budget.

3. What is the remaining useful life of the synthetic field at West Epping Park?

Executive Director City Assets and Operations Response:

Council records indicate that the synthetic fields were installed in 2017 and received independent certification in August 2018. It is expected that the fields will significantly exceed their 10-year useful life if the current maintenance regime is maintained.

15.4 **Councillor Service Requests for 2021 - 2024**

(Councillor Kellie Darley)

QUESTION WITH NOTICE:

1. What is the total number of service requests raised by each Councillor during this term of Council and what percentage have been closed per Councillor?

STAFF RESPONSE

The table below includes an overview of Service Requests (SR) raised by Councillors as at 11.59pm on 6 August 2024:

It should be noted that:

An SR is not created if a response can be provided by staff within 2 days;

- Councillor requests lodged via direct email to staff are not always raised as a SR;
- Multiple Councillors can be listed as a customer on one SR;
- Ward based customer names were implemented mid-term to specifically track SR raised in Ward Briefings; and
- Lord Mayor is listed as the customer where a resident has written to lordmayor@cityofparramatta.nsw.gov.au, and where the matter is not processed as Lord Mayor correspondence in Council's Document Management System.

Customer	Service Requests	% Closed
Lord Mayor	247	93.93%
Dundas Ward Councillors	10	100%
Epping Ward Councillors	42	100%
North Rocks Ward Councillors	51	100%
Parramatta Ward Councillors	28	96.43%
Rosehill Ward Councillors	22	95.45%
Councillor Ange Humphries	77	100%
Councillor Cameron MacLean	118	95.76%
Councillor Dan Siviero~	(Resigned) 38	100%
Councillor Donna Davis^	(Resigned) 346	99.71%
Councillor Donna Wang	103	98.06%
Councillor Georgina Valjak	645	96.12%
Councillor Henry Green	122	100%
Councillor Kellie Darley	796	96.98%
Councillor Lorraine Wearne	50	98%
Councillor Michelle Garrard	51	96.08%
Councillor Patricia Prociv	368	98.37%
Councillor Paul Noack	323	98.76%
Councillor Phil Bradley	241	97.10%
Councillor Pierre Esber	84	98.81%
Councillor Sameer Pandey	335	97.91%

^Resigned from Council effective 23 January 2024

~Resigned from Council effective 14 June 2024

16.1 Exemption to Tender - Geospatial Licensing

(Chief Information Officer)

RESOLVED: Councillor Garrard and Councillor Noack

- (a) That Council in accordance with Section 55(3)(i) of the Local Government Act 1993, delegate to the Chief Executive Officer the authority to enter into a contract with ESRI Australia Pty Ltd for the provision of an integrated Geospatial software solution in the following extenuating circumstances:
- i. There is only one authorised reseller of ESRI software solutions in Australia;
 - ii. There are limited Geospatial software solutions available that integrate with Council's other existing and proposed software platforms; and
 - iii. The cost and time burden of proceeding to tender to make a similar assessment for a similar or inferior financial outcome.
- (b) That Council approve a three-year contract with the options for two one-year extensions for the total value of \$1,650,000 (inc GST).
- (c) That the Chief Executive Officer be authorised to finalise and execute all necessary documents.

Record of Voting:

CARRIED

16.2 Status Report - Epping Aquatic Centre

(Executive Director City Assets and Operations)

RESOLVED: Councillor Garrard and Councillor Noack

That Council receive and note the report.

Record of Voting:

CARRIED

Note: Councillor Darley left the meeting at 7.14pm.

9. PUBLIC FORUM

	Speaker	Item No.	Report Title
1.	Matt Mushalik	13.9	Adoption of Parramatta 2050 (Advocacy Strategy)
2.	Judy Greenwood	13.9	Adoption of Parramatta 2050 (Advocacy Strategy)
3.	Anthony Mazza	13.9	Adoption of Parramatta 2050 (Advocacy Strategy)
4.	Ali Faraj	13.9	Adoption of Parramatta 2050 (Advocacy Strategy)
5.	Mark Green	14.1	Peninsula Park, 9 Burroway Road Wentworth Point

Note: All Public Forum submissions were published in a Supplementary Agenda prior to the Council Meeting and available on Council's website.

PROCEDURAL MOTION

ORDER OF BUSINESS

RESOLVED: Councillor MacLean and Councillor Pandey

That in accordance with Section 8 of Council's Code of Meeting Practice, Council resolve to amend the order of business to allow consideration of the below listed items ahead of any other business on the agenda; -

- 13.8: Preparation of the Epping Town Centre Master Plan (Scope)
- 13.9: Adoption of Parramatta 2050 (Advocacy Strategy)
- 14.1: Peninsula Park 9 Burroway Road, Wentworth Point

Record of Voting:
CARRIED

Note: Councillor Darley returned to the meeting at 7.18pm.

13.8 **Preparation of the Epping Town Centre Master Plan (Scope)**

(Team Leader City Projects)

RESOLVED: Councillor MacLean and Councillor Prociv

That Council approves the high-level scope detailed in this report for the preparation of a master plan for the Epping Town Centre, subject to the analysis of the Rawson Street car park site being limited to guiding the future provision of public car parking and community and recreational uses only and providing a clear link between Rawson Street and Boronia Park.

Record of Voting:
CARRIED

For the Motion: The Lord Mayor, Councillor Pierre Esber, Deputy Lord Mayor, Councillor Patricia Prociv and Councillors Phil Bradley, Kellie Darley, Michelle Garrard, Henry Green, Cameron MacLean, Paul Noack, Sameer Pandey, Georgina Valjak, Donna Wang and Loraine Wearne.

13.9 Adoption of Parramatta 2050 (Advocacy Strategy)

(Group Manager City Strategic Planning)

MOTION: Councillor Garrard and Councillor Wang

- (a) That Council note the results of public exhibition as detailed in Item 13.9.
- (b) That Council adopt *Parramatta 2050* as attached to this report (Attachment 1).
- (c) That Council delegate to the CEO to make any minor and/or non-policy amendments to the document following its adoption.

AMENDMENT: Councillor Bradley and Councillor Darley

That consideration of this matter be deferred to allow for an additional Councillor Workshop.

Record of Voting:
LOST

On being Put to the meeting, the Amendment was LOST.

RESOLVED: Councillor Garrard and Councillor Wang

- (a) That Council note the results of public exhibition as detailed in Item 13.9.
- (b) That Council adopt *Parramatta 2050* as attached to this report (Attachment 1).
- (c) That Council delegate to the CEO to make any minor and/or non-policy amendments to the document following its adoption.

Record of Voting:
CARRIED

Note: The CEO addressed the Council in recognition of Council's resolution to adopt Parramatta 2050 and thanked Councillors and the staff who have worked to produce the document.

Note: Councillor MacLean left the meeting at 8.11pm.

Note: Councillor MacLean returned to the meeting at 8.16pm.

14.1 **Peninsula Park 9 Burroway Road, Wentworth Point**

(Councillor Paul Noack)

RESOLVED: Councillor Noack and Deputy Lord Mayor, Councillor Prociv

- (a) That the Lord Mayor write to the Premier of NSW, the Hon Chris Minns MP and the Minister for Planning, the Hon Paul Scully MP requesting the remaining Crown Land to the east of the Wentworth Point High School (being 9 Burroway Road, Wentworth Point) be delivered by the NSW Government for environmental, recreational and community purposes as a matter of priority, to achieve:
- i. A full Peninsula Park minimum of 3.9 hectares
 - ii. An oval for the shared use of the community on the Crown Land
 - iii. Active and passive recreation areas
 - iv. Increased staff parking at the two schools (or suitable economic arrangements with surrounding facilities)
 - v. A new environmentally sensitive seawall/foreshore treatment to support the marine habitat and rehabilitate the endangered saltmarsh, mangrove and intertidal rock platform habitats
 - vi. Eradication of the invasive weeds including Spiny Rush (*Juncus acutus*)
 - vii. Expansion and rehabilitation of Coastal Saltmarsh with particular attention to the identified vulnerable species *Wilsonia backhousei*
 - viii. Re-establishment of Swamp she-oak (*Casuarina glauca*) Floodplain Forest
 - ix. Recognition of the unique indigenous heritage of *Arrowanelly* (mudflats at Wentworth Point Peninsula)
- (b) That in the letters from the Lord Mayor to the Premier and Minister, a meeting be requested with the Lord Mayor, the CEO and Councillor Noack to discuss the matter in further detail and an update from the meeting be provided to the Chamber.

Record of Voting:
CARRIED

ADJOURNMENT OF MEETING

At 8.18pm, the Lord Mayor Councillor Esber adjourned the meeting until 8.30pm.

At the time of the adjournment the following Councillors were present:

- Lord Mayor, Councillor Esber and Councillors MacLean, Prociv, Pandey, Noack, Bradley, Wearne, Wang, Garrard, Greene, Darley and Valjak.

RECONVENED MEETING

At 8.33pm, the Lord Mayor Councillor Esber reconvened the meeting.

At the time the meeting reconvened, the following Councillors were present:

- Lord Mayor, Councillor Esber and Councillors MacLean, Noack, Bradley, Wearne, Wang, Garrard, Greene, Darley and Valjak.

10. PETITIONS

There were no petitions tabled at this meeting.

11. RESCISSION MOTIONS

Nil

12.1 Investment Report for June 2024

(Tax and Treasury Accountant)

This matter was considered earlier in the meeting as detailed in these minutes.

13. REPORTS TO COUNCIL - FOR COUNCIL DECISION

13.1 Adoption of Pensioner Rates Rebate Policy 2024

(Policy Officer)

Note: Deputy Lord Mayor, Councillor Prociv disclosed a Pecuniary Interest in this item for the reason that she has reached pensioner age.

RESOLVED: Councillor Darley and Councillor Garrard

That Council adopts the Pensioner Rates Rebate Policy 2024, as attached to this report.

Record of Voting:

CARRIED

Note: Deputy Lord Mayor, Councillor Prociv and Councillor Pandey returned to the meeting at 8.34pm.

13.2 2024 Local Government NSW Annual Conference - Call for Motions

(Executive Officer)

RESOLVED: Councillor Garrard and Councillor Wang

That no further action be taken on this matter.

Record of Voting:
CARRIED

13.3 CBD Outdoor Dining Project 2 (Phillips Street, Parramatta)

(Place Manager)

RESOLVED: Councillor Pandey and Councillor Garrard

- (a) That Council notes the site constraints related to the installation of umbrella structures and crash barriers along Phillip Street between Phillip Lane/Erby Place and Freemasons Arms Lane for kerbside dining.
- (b) That outdoor dining areas along Phillip Street between Phillip Lane/Erby Place and Freemasons Arms Lane adjoin the building line under the existing awning in lieu of the proposed umbrellas.
- (c) That Council staff continue to explore opportunities to accommodate outdoor dining space for food and beverage businesses located along the south western side of Phillip Street.
- (d) That Council removes the existing concrete barriers and makes good any damage caused by the barriers.
- (e) That all remaining funds be reallocated to replace litter bins with the same style to those in Parramatta Square, along Church Street from Centenary Square to Victoria Road, and also repair damaged footpath pavements within the CBD and that the CEO provide all Councillors with a diagram indicating the location of the new litter bins and footpaths to be repaired.

Record of Voting:
CARRIED

13.4 Adoption of Environmental Strategy 2024-2033

(Project Lead; Strategy Manager)

RESOLVED: Councillor Darley and Councillor Bradley

- (a) That Council adopt the Environmental Sustainability Strategy 2024 - 2033 held at Attachment 1 to this report.
- (b) That Council delegate authority to the Chief Executive Officer to make any administrative and/or non-policy amendments to the Strategy during its finalisation.

Record of Voting:
CARRIED

13.5 **Approval of Kleins Road Pedestrian and Cyclist Corridor (Scope of Works)**

(Senior Project Officer Transport Planning)

RESOLVED: Councillor Valjak and Councillor Pandey

- (a) That Council approve the staged scope of works to support walking and cycling from the proposed Kleins Road Pedestrian and Cyclist Corridor, as set out below for submission to the Parramatta Traffic Committee:
 - 1. Separated pedestrian and cyclist paths along Kleins Rd from Northmead Ave to Boundary Rd, Northmead,
 - 2. A new pedestrian and cyclist bridge over Darling Mills Creek at the southern end of Burlington Memorial Reserve.
 - 3. New raised pedestrian crossings, as well as raised pedestrian /cyclist crossings across Kleins Rd and side streets, Northmead, with a specific request that the Parramatta Traffic Committee examine the pedestrian and cyclist data and the financial implications of these crossings prior to granting any approval.
 - 4. Shared paths along parts of Kleins Rd, Hammers Rd, Moxhams Rd, Whitehaven Rd, Churchill Drive, Ulandi Pl, Windsor Rd, Anderson Rd, Yarrabee Rd, Model Farms Rd and Asquith Ave, Northmead.
 - 5. Introduce a contra-flow bike lane on Northcott Ln between Fennel St and Eels Pl.
 - 6. Associated parking changes to Kleins Rd enable the facilities listed above.
 - 7. Extension of timed parking on Kleins Rd from Balmoral Rd to Beamish Rd to support local business.
 - 8. That with further consultation, the footpath from Allambie Ave to Hammers Rd be widened into a shared path, along with a

safer crossing facility of Hammers Rd to Hemsworth Ave be investigated.

9. That:

- (i) the separated paths on Kleins Rd between Thomas Street and Northmead Ave, Northmead not proceed until Council has received a report into the alternative routes available for a regional pedestrian and cyclist link;
 - (ii) Changes to Fleet Street between Fennel St and Greenup Drive not proceed until a further report is provided to Council detailing the outcomes of consultation with TfNSW on circulation alternatives for local residents and businesses and the heritage impacts of introducing any separated bike paths or other changes to Fleet Street.
- (b) That subject to approval by the Parramatta Local Traffic Committee, applications be made to external grant bodies to fund design and construction of the project.

Record of Voting:
CARRIED

13.6 **Adoption of Code of Meeting Practice 2024**

(Group Manager Office of the Lord Mayor and CEO)

MOTION: Councillor Garrard and Councillor Wang

That Council adopt the Code of Meeting Practice 2024 as attached to this report.

AMENDMENT: Councillor Bradley and Councillor MacLean

That Council adopt the Code of meeting Practice 2024 as attached to this report, SUBJECT TO the following amendments:

- 1. Reinstatement from the existing version:
 - clauses 2.6-2.9 inclusive [delegate authority meeting requirements];
- 2. Deletion from the new version of:
 - clause 3.15 [restriction of questions on notice to one (1) [inconsistent with the LG Act right to transparently & to fully inform oneself and the public],
- 3. Replacement of “or” with “and” between 5.37(a) & (b) [public recording of meeting must be available BOTH during the meeting AND after the meeting],

4. Addition of “second” in 17.5 so as to read “A Notice of Motion to rescind a resolution must be in writing and must be submitted by 2.00pm on the second business day following the council meeting or Committee of Council meeting.”

RECORD OF VOTING

For the Motion: The Lord Mayor Councillor Esber, Deputy Lord Mayor, Councillor Prociv and Councillors Bradley, Darley, MacLean and Pandey.

Against the Motion: Councillors Garrard, Green, Noack, Valjak, Wearne and Wang.

As the voting on the Amendment was tied, the Lord Mayor exercised his Casting Vote and the Amendment was CARRIED and therefore became the Motion.

RESOLVED: Councillor Bradley and Councillor MacLean

That Council adopt the Code of meeting Practice 2024 as attached to this report, SUBJECT TO the following amendments:

1. Reinstatement from the existing version:
 - clauses 2.6-2.9 inclusive [delegate authority meeting requirements];
2. Deletion from the new version of:
 - clause 3.15 [restriction of questions on notice to one (1) [inconsistent with the LG Act right to transparently & to fully inform oneself and the public],
3. Replacement of “or” with “and” between 5.37(a) & (b) [public recording of meeting must be available BOTH during the meeting AND after the meeting],
4. Addition of “second” in 17.5 so as to read “A Notice of Motion to rescind a resolution must be in writing and must be submitted by 2.00pm on the second business day following the council meeting or Committee of Council meeting.”

RECORD OF VOTING

For the Motion: The Lord Mayor Councillor Esber, Deputy Lord Mayor, Councillor Prociv and Councillors Bradley, Darley, MacLean and Pandey.

Against the Motion: Councillors Garrard, Green, Noack, Valjak, Wearne and Wang.

As the voting on the Motion was tied, the Lord Mayor exercised his Casting Vote and the Motion was CARRIED and therefore became a Resolution of Council.

13.7 Request for Gateway Determination - Harmonisation Supplementary Matters and Housekeeping Amendment to Parramatta LEP 2023 - City of Parramatta and multiple owners

(Senior Project Officer Land Use)

RESOLVED: Councillor Valjak and Deputy Lord Mayor, Councillor Prociv

- (a) That Council approve the recommended pathways for resolving the outstanding 'Orange Matters' arising from the exhibition of the Parramatta Harmonisation Planning Proposal as detailed in Attachment 1.
- (b) That Council approve the 'housekeeping' and administrative changes to the PLEP 2023 contained in Attachment 2.
- (c) That Council approve the Parramatta Harmonisation Supplementary Matters and Housekeeping Planning Proposal at Attachment 3, subject to the clause proposed to make sports ground signage complying development being amended to preclude gambling advertising, for the purpose of seeking a Gateway Determination from the Department of Planning, Housing and Infrastructure.
- (d) That Council endorse to maintain the prohibition of Places of Public Worship in the R2 Low Density Residential zone and include Places of Public Worship as an Additional Permitted Use on land with an existing Places of Public Worship in the R2 Low Density Residential zone; and update the Planning Proposal at Attachment 4 with the associated amendments prior to forwarding the Planning Proposal to the Department of Planning, Housing and Infrastructure.
- (e) That Council advises the Department of Planning, Housing and Infrastructure that the CEO will be seeking to exercise her plan-making delegations for this Planning Proposal as authorised by Council on 26 November 2012.
- (f) That Council delegate authority to the CEO to correct any minor anomalies of a non-policy and administrative nature that may arise during the amendment process.
- (g) That Council note the Local Planning Panel's advice to Council in support of the Planning Proposal (refer to Attachment 5), which is consistent with the Council Officer's recommendation in the report.

Record of Voting:
CARRIED

For the Motion: The Lord Mayor, Councillor Pierre Esber, Deputy Lord Mayor, Councillor Patricia Prociv and Councillors Phil Bradley, Kellie Darley, Michelle Garrard, Henry Green, Cameron MacLean, Paul Noack, Sameer Pandey, Georgina Valjak, Donna Wang and Loraine Wearne.

13.8 Preparation of the Epping Town Centre Master Plan (Scope)

(Team Leader City Projects)

This matter was considered earlier in the meeting as detailed in these minutes.

13.9 Adoption of Parramatta 2050 (Advocacy Strategy)

(Group Manager City Strategic Planning)

This matter was considered earlier in the meeting as detailed in these minutes.

14. NOTICES OF MOTION

14.1 Peninsula Park 9 Burroway Road, Wentworth Point

(Councillor Paul Noack)

This matter was considered earlier in the meeting as detailed in these minutes.

14.2 Homelessness in the City of Parramatta

(Councillor Henry Green)

RESOLVED: Councillor Green and Councillor Garrard

That the Lord Mayor write to the State Member for Parramatta, Donna Davis MP and the Minister for Families and Communities, the Hon Kate Washington MP and request a united approach to organise support and accommodation for persons identified as living rough on the streets.

Record of Voting:
CARRIED

Question on Notice on Item 14.2 ('Homelessness in the City of Parramatta') by Councillor Bradley:

- Could staff advise Council when is the Homelessness Policy due for review?

Question on Notice on Item 14.2 ('Homelessness in the City of Parramatta') by Councillor Pandey:

- Could staff provide a Briefing Note reporting details of homelessness in the City of Parramatta, which is usually provided to Council on an annual basis?

15. QUESTIONS WITH NOTICE

15.1 **Cost of Legal Actions Taken by Councillors in 2021-2024**

(Councillor Michelle Garrard)

This matter was considered earlier in the meeting as detailed in these minutes.

15.2 **Councillor Kellie Darley v City of Parramatta - Supreme Court No. 2024/00266362**

(Councillor Michelle Garrard)

This matter was considered earlier in the meeting as detailed in these minutes.

15.3 **West Epping Park Synthetic Sports Fields**

(Councillor Kellie Darley)

This matter was considered earlier in the meeting as detailed in these minutes.

15.4 **Councillor Service Requests for 2021 - 2024**

(Councillor Kellie Darley)

This matter was considered earlier in the meeting as detailed in these minutes.

16. CONFIDENTIAL MATTERS

16.1 Exemption to Tender - Geospatial Licensing

(Chief Information Officer)

This matter was considered earlier in the meeting as detailed in these minutes.

16.2 Status Report - Epping Aquatic Centre

(Executive Director City Assets and Operations)

This matter was considered earlier in the meeting as detailed in these minutes.

Note: The resolution for Items 16.1 and 16.2 were webcast and displayed prior to the closure of the meeting.

18. CONCLUSION OF MEETING

The meeting concluded at 9.24pm.

This page and the preceding 22 pages are the Minutes of the Ordinary Council Meeting held on Monday, 12 August 2024 and confirmed on Monday, 26 August 2024.

Chairperson

RESCISSION MOTIONS

26 AUGUST 2024

11.1	OCM 12 August 2024 - Item 13.6 - Adoption of Code of Meeting Practice 2024	32
11.2	OCM 12 August 2024 - Item 14.1 - Notice of Motion - Peninsula Park 9 Burroway Road, Wentworth Point	98

RESCISSION MOTION

ITEM NUMBER	11.1
SUBJECT	OCM 12 August 2024 - Item 13.6 - Adoption of Code of Meeting Practice 2024
REFERENCE	F2024/00282 - D09518616
REPORT OF	Councillor Lorraine Wearne

To be Moved by Councillor Wearne and seconded by Councillors Garrard and Wang as per Rescission Motion form signed and submitted on 12 August 2024 after the close of the meeting.

RECOMMENDATION

That the resolution of the Council dated 12 August 2024 in relation to Item 13.6 – Adoption of Code of Meeting Practice 2024, namely:

That Council adopt the Code of meeting Practice 2024 as attached to this report, SUBJECT TO the following amendments:

1. *Reinstatement from the existing version:*
 - *clauses 2.6-2.9 inclusive [delegate authority meeting requirements];*
2. *Deletion from the new version of:*
 - *clause 3.15 [restriction of questions on notice to one (1) [inconsistent with the LG Act right to transparently & to fully inform oneself and the public],*
3. *Replacement of “or” with “and” between 5.37(a) & (b) [public recording of meeting must be available BOTH during the meeting AND after the meeting],*
4. *Addition of “second” in 17.5 so as to read “A Notice of Motion to rescind a resolution must be in writing and must be submitted by 2.00pm on the second business day following the council meeting or Committee of Council meeting.”*



be and is hereby rescinded.

In the event that the rescission motion is successful, the following motion is proposed

RECOMMENDATION

That Council adopt the Code of Meeting Practice 2024 as **Attachment 2** to the report.

ATTACHMENTS:

- 1  OCM 12 August 2024 - Item 13.6 - Adoption of Code of Meeting Practice 2024
- 2  Code of Meeting Practice May 2024

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.6
SUBJECT	Adoption of Code of Meeting Practice 2024
REFERENCE	F2024/00282 - D09473620
REPORT OF	Group Manager Office of the Lord Mayor and CEO

CSP THEME: Fair

WORKSHOP/BRIEFING DATE: Policy Review Committee – 30 April 2024

PURPOSE:

To seek Council's adoption of the Code of Meeting Practice 2024 (Policy 291).

RECOMMENDATION

That Council adopt the Code of Meeting Practice 2024 as attached to this report.

BACKGROUND

1. On 27 May 2024, Council resolved to place the draft Code of Meeting Practice on public exhibition.
2. The draft Code was placed on public exhibition from 3 June to 16 July 2024. Submissions were invited from members of the public by contacting Council's Governance Team directly or by using Council's Participate Parramatta portal. Printed copies of exhibition materials were also made available for viewing at Council's library branches and Customer Service Centre.

ISSUES/OPTIONS/CONSEQUENCES

3. In total the Participate Parramatta page for the Code of Meeting Practice received 261 views. One submission was received for the public exhibition, as summarised in the table below:

Submission Number	Submission Comment	Staff Response
1	Not supportive of the draft Policy. Raised the following feedback: a. Recommended that public forum speakers should not be restricted to one Agenda item. b. Recommended that public forum speakers should not be restricted to speaking to the same matter once in a twelve-month period. c. Requested clarification on clause 16.1, as to requirements for Councillors to leave the meeting after declaring a conflict of interest.	a. Not agree to amend this clause as public forum speakers can register to speak on multiple items on the agenda. However, the total number of speakers at a meeting is five, so this may affect their ability to speak more than once at a meeting, given that there may be other registered speakers. b. Agree to delete clause 4.13 as speakers can make submissions on an item on the agenda and if a matter that has been raised in the last 12 months is on the agenda again, under clause 4.2, members of

		<p>the public should be able to put in a submission.</p> <p>c. Not agree to make further clarification. Councillors have an obligation to manage their own conflict of interest. The clause should not prescribe the requirements of how to manage Councillors conflict.</p>
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4. Officers have deleted clause 4.13 '*Public Forums previously raised cannot be raised again by the same speaker unless there is new information, or it has been 12 months since the matter was first raised*' as it contradicts the current clause 4.2.
5. The Code of Meeting Practice (with the deleted old clause 4.13) recommended for adoption is provided at **Attachment 1**.

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
3 June – 16 July 2024	Public Exhibition	1 submission received during Public Exhibition period	Noted and addressed as per paragraph 4.	Governance

Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
30 April 2024	Policy Review Committee	<p>The Committee recommended the following amendments to the draft:</p> <p>a. clause 2.5: delete "for any matter"</p> <p>b. clause 3.6: replace "7" with "10" days</p> <p>c. clause 4.7: delete clause</p> <p>d. clause 4.9: replace "5" with "3" minutes, replace "4" with "2" minutes, and replace "twenty-five" with "fifteen" minutes</p> <p>e. clause 5.37(b): replace "as soon as practicable after the meeting" with "on the Friday following the meeting"</p>	All amendments recommended by the Committee were incorporated into the draft as put on public exhibition.	Governance

		f. clause 5.38: delete "a minimum of 12 months" g. clause 9.27: delete clause h. clause 13.5: delete clause i. clause 14.17: replace "5" with "3" minutes j. clause 17.17: delete clause		
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LEGAL IMPLICATIONS FOR COUNCIL

8. The amendments to the draft Code of Meeting Practice are not considered to be inconsistent with the Model Code.

FINANCIAL IMPLICATIONS FOR COUNCIL

9. If Council resolves to approve this report in accordance with the proposed resolution, there are no unbudgeted financial implications for Council associated with the exhibition and adoption of this Policy.

Roxanne Thornton

Group Manager Office of the Lord Mayor and CEO

John Angilley

Executive Director Finance & Information

Gail Connolly

Chief Executive Officer

ATTACHMENTS:

- 1 Code of Meeting Practice

REFERENCE MATERIAL



Code of Meeting Practice



cityofparramatta.nsw.gov.au

CONTENTS

1.	INTRODUCTION.....	3
2.	MEETING PRINCIPLES	4
3.	BEFORE THE MEETING.....	6
4.	PUBLIC FORUMS.....	12
5.	COMING TOGETHER	12
6.	THE CHAIRPERSON.....	22
7.	MODES OF ADDRESS.....	24
8.	ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS	25
9.	CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS	26
10.	RULES OF DEBATE.....	29
11.	VOTING	33
12.	COMMITTEE OF THE WHOLE	35
13.	DEALING WITH ITEMS BY EXCEPTION	36
14.	CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC	37
15.	KEEPING ORDER AT MEETINGS.....	42
16.	CONFLICTS OF INTEREST	46
17.	DECISIONS OF THE COUNCIL.....	47
18.	TIME LIMITS ON COUNCIL MEETINGS.....	50
19.	AFTER THE MEETING.....	51
20.	COUNCIL COMMITTEES	53
21.	IRREGULARITIES	57
22.	DEFINITIONS	58
23.	INDEX	59

Revision History

Version	Date	Change	Ref
1	23 October 2006	Update	Minute No. 8791
2	24 September 2007	Update	Minute No. 9464
3	25 February 2008	Update	
4	7 October 2008	Update	Minute No. 10198
5	28 June 2010	Update	Minute No. 11571
6	26 July 2010	Update	Minute No. 11636
7	27 June 2011	Update	Minute No. 12453
8	25 August 2014	Update	
9	23 May 2016	Update in line with Proclamation	
10	28 November	Update	Minute No. 339
11	13 November	Amendment of Part 2 Clause 10(4)	Minute No. 884
12	11 December 2017	Amendment to Part 2 Clause 22 (1-2) and internal timings	
13	April 2019	Draft Document for exhibition in line with changes to model code of meeting practice	
14	11 June 2019	Adoption of the 2019 City of Parramatta Code of Meeting Practice	
15	27 June 2022	Draft Document for exhibition in line with changes to Model Code of Meeting Practice	Minute No. 3857
16	April/May/June 2024	Update	XXXX

1. INTRODUCTION

The City of Parramatta Code of Meeting Practice is based on the Model Code of Meeting Practice for Local Councils in NSW. The Model Code of Meeting Practice for Local Councils in NSW (the Model Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulations).

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

Councils must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Code.

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

A Council and a Committee of Council of which all the members are Councillors must conduct its meetings in accordance with the Code of Meeting Practice adopted by the Council.

2. MEETING PRINCIPLES

2.1 Council and Committee of Council meetings should be:

- Transparent:* Decisions are made in a way that is open and accountable.
- Informed:* Decisions are made based on relevant, quality information.
- Inclusive:* Decisions respect the diverse needs and interests of the local community.
- Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- Trusted:* The community has confidence that Councillors and staff act ethically and make decisions in the interests of the whole community.
- Respectful:* Councillors, staff and meeting attendees treat each other with respect. Councillors and staff are also bound by the obligations in relation to meetings as set out in the Council's Code of Conduct (clauses 3.19 to 3.22).
- Effective:* Meetings are well organised, effectively run and skilfully chaired.
- Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

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

- 2.2 The Council, Chief Executive Officer, or any other delegate of the Council must not exercise certain functions during a Caretaker period.
- 2.3 The Caretaker Period means the period of four (4) weeks preceding the date of a Local Government Election.

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

Council Decisions During Recess Period

- 2.4 Council meetings are held each month of the calendar year, except in January, where no meetings are held. The period from the final meeting of the year to the first meeting of the new year is known as the Recess Period.
- 2.5 Council may, by resolution in December each year, delegate joint authority to the Lord Mayor and the Chief Executive Officer all powers, duties and functions of the Council which cannot reasonably be deferred to the first Ordinary Meeting of Council following the recess period.

- 2.6 Any decision made under joint delegated authority is taken to be a decision of the Council.
- 2.7 The Chief Executive Officer is to provide a report to the first meeting of the Council in the new year, detailing all decisions made under joint delegated authority during the recess period.

3. BEFORE THE MEETING

Timing of Ordinary Council Meetings

- 3.1 Ordinary meetings of the Council will start at 6:30pm and will be held on the second and fourth Monday of the month (except for in January, where no meetings are held).

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

Extraordinary Meetings

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

Note: Clause 3.2 reflects section 366 of the Act.

Notice to the Public of Council Meetings

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

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

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

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

Notice to Councillors of Ordinary Council Meetings

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

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

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

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

Notice to Councillors of Extraordinary Meetings

- 3.8 Notice of less than three (3) days may be given to Councillors of an Extraordinary Meeting of the Council in cases of emergency. The Lord Mayor and the Chief Executive Officer will determine if the matter/s proposed to be considered are of emergency/urgency which cannot reasonably wait to the next ordinary meeting of Council.

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

Giving Notice of Business to be Considered at Council Meetings

- 3.9 A Councillor may give notice of any business they wish to be considered by the Council at its next Ordinary Meeting by way of a Notice of Motion. To be included on the agenda of the meeting, the Notice of Motion must be in writing and must be submitted by 10:00am on the Wednesday two weeks before the meeting is to be held.
- 3.10 A Councillor may, in writing to the Chief Executive Officer, request the withdrawal of a Notice of Motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11 If the Chief Executive Officer considers that a Notice of Motion submitted by a Councillor for consideration at an Ordinary Meeting of the Council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the Chief Executive Officer may prepare a report in relation to the Notice of Motion for inclusion with the business papers for the meeting at which the Notice of Motion is to be considered by the Council.
- 3.12 A Notice of Motion for the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the Notice of Motion. If the Notice of Motion does not identify a funding source, the Chief Executive Officer must either:
- (a) include as a staff response to the Notice of Motion to be considered by the Council, a note on the availability of funds for implementing the Motion if adopted by the Council, or

- (b) include as a staff response to the Notice of Motion that the matter be deferred for the preparation of a report to Council which will address the availability of funds for implementing the Motion if adopted by Council.

Questions With Notice

- 3.13 A Councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the Chief Executive Officer about the performance or operations of the Council.
- 3.14 A Councillor is not permitted to ask a Question With Notice under clause 3.13 that comprises a complaint against the Chief Executive Officer or a member of staff of the Council, or a question that implies wrongdoing by the Chief Executive Officer or a member of staff of the Council.
- 3.15 Each Councillor is limited to submitting one (1) Question with Notice per Council meeting.
- 3.16 The Chief Executive Officer or their nominee may respond to a Question With Notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

Agenda and Business Papers for Ordinary Meetings

- 3.17 The Chief Executive Officer must cause the agenda for a meeting of the Council or a Committee of Council to be prepared as soon as practicable before the meeting.
- 3.18 The Chief Executive Officer must ensure that the agenda for an Ordinary Meeting of the Council states:
 - (a) all matters to be dealt with arising out of the proceedings of previous meetings of the Council, and
 - (b) if the Lord Mayor is the Chairperson – any matter or topic that the Chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.9.
- 3.19 Nothing in clause 3.18 limits the powers of the Lord Mayor to put a Lord Mayoral Minute to a meeting under clause 9.7.
- 3.20 The Chief Executive Officer must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the Chief Executive Officer, the business is, or the implementation of the business would be, unlawful. The Chief Executive Officer must report, without giving details of the item of business, any such exclusion to the next meeting of the Council.

- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the Chief Executive Officer, is likely to take place when the meeting is closed to the public, the Chief Executive Officer must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.21 reflects section 9(2A)(a) of the Act.

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

Statement of Ethical Obligations

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

Availability of the Agenda and Business Papers to the Public

- 3.24 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Council and Committees of Council, are to be published on the Council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the Council, at the relevant meeting and at such other venues determined by the Council, including Council libraries, seven (7) days prior to the meeting.

Note: Clause 3.24 reflects section 9(2) and (4) of the Act.

- 3.25 Clause 3.24 does not apply to the business papers for items of business that the Chief Executive Officer has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.25 reflects section 9(2A)(b) of the Act.

- 3.26 For the purposes of clause 3.24, copies of agendas and business papers must be published on the Council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors.

Note: Clause 3.26 reflects section 9(3) of the Act.

- 3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

Note: Clause 3.27 reflects section 9(5) of the Act.

Agenda and Business Papers for Extraordinary Meetings

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

Pre-Meeting Briefing Sessions

- 3.33 Prior to each Ordinary Meeting of the Council, the Chief Executive Officer may arrange a pre-meeting briefing session to brief Councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for Extraordinary Meetings of the Council and meetings of committees of the Council.
- 3.34 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.35 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.36 The Chief Executive Officer or a member of staff nominated by the Chief Executive Officer is to preside at pre-meeting briefing sessions.
- 3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal Council or committee meeting at which the item of business is to be considered.

- 3.38 Councillors (including the Lord Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a Council or committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the Councillor who made the declaration.

4. PUBLIC FORUMS

- 4.1 To speak at a Public Forum, a person must first make an application to the Council via the approved application form. A verbatim (word by word) text of the question, comment or statement must be lodged in writing with the name and contact details of the speaker prior to 4.00pm on the Thursday prior to the Council meeting by either an email, presented to the Customer Contact Centre at 126 Church Street Parramatta or online on Council's website. The application must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.2 A person may only apply to speak on any item listed on the agenda of the Council meeting.
- 4.3 A person may apply to speak on no more than one item of business on the agenda of the Council meeting.
- 4.4 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.5 Acceptance of Public Forum submissions will not be confirmed until after the deadline before the Council Meeting.
- 4.6 A maximum of one (1) speaker 'for' and one (1) speaker 'against' each item of business on the agenda for the Council meeting.
- 4.7 In total, Council will permit no more than five (5) Public Forum speakers per Council meeting.
- 4.8 The Chief Executive Officer or their delegate may refuse an application to speak at a Public Forum.
- 4.9 Each speaker will have a maximum of three (3) minutes to address Council on a Public Forum item. After two (2) minutes a warning bell will sound indicating they have one (1) minute remaining. After the allocated speaking time, the Chief Executive Officer or a nominated officer may provide a response or right of reply. Speakers will be contacted by the morning of the meeting and notified if their request to speak in the Public Forum has been granted.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the Chief Executive Officer or their delegate in consultation with the Lord Mayor, may increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.

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

4.21 Public Forums may be held by audio-visual link.

Note: Public Forums held as part of a Council or Committee meeting must be conducted in accordance with the other requirements of this Code relating to the conduct of Council and Committee meetings.

5. COMING TOGETHER

Attendance by Councillors at Meetings

- 5.1 All Councillors must make reasonable efforts to attend meetings of the Council and of Committees of Council of which they are members.

Note: A Councillor may not attend a meeting as a Councillor (other than the first meeting of the Council after the Councillor is elected or a meeting at which the Councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

- 5.2 A Councillor cannot participate in a meeting of the Council or of a Committee of Council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this Code.

- 5.3 Where a Councillor is unable to attend one or more Ordinary Meetings of the Council, the Councillor should request that the Council grant them a leave of absence from those meetings prior to any period of leave or at the meeting concerned. This clause does not prevent a Councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this Code and the Act.

- 5.4 A Councillor's request for leave of absence from Council Meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent and the grounds upon which the leave of absence is being sought. Councillors seeking an extended period of leave may request such leave be mentioned in Confidential session to protect their privacy. Then, at successive meetings it should be noted in open session the leave of absence has been previously granted.

- 5.5 A Councillor applying for a leave of absence from a meeting of Council does not need to make the application in person, and the Council may grant such leave in the absence of that Councillor.

Note: Clause 5.5 reflects section 234(2) of the Act.

- 5.6 If a Councillor attends an Ordinary Meeting of Council or an Extraordinary Meeting of Council, despite having been granted a leave of absence, the leave of absence is taken to have been rescinded.

Note: Clause 5.6 reflects section 234(3) of the Act.

- 5.7 The Council must act reasonably when considering whether to grant a Councillor's request for a leave of absence.

- 5.8 A Councillor's civic office will become vacant if the Councillor is absent from three (3) consecutive Ordinary Meetings of the Council without prior leave of the Council, or leave granted by the Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.8 reflects section 234(1)(d) of the Act.

- 5.9 A Councillor who intends to attend a meeting of the Council despite having been granted a leave of absence should, if practicable, give the Chief Executive Officer at least two (2) days' notice of their intention to attend.

The Quorum for a Meeting

- 5.10 The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office at that time and are not suspended from office.

Note: Clause 5.10 reflects section 368(1) of the Act.

- 5.11 Clause 5.10 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Council.

Note: Clause 5.11 reflects section 368(2) of the Act.

- 5.12 A meeting of the Council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.13 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the Chairperson, or
 - (b) in the Chairperson's absence, by the majority of the Councillors present, or
 - (c) failing that, by the Chief Executive Officer.
- 5.14 The Chief Executive Officer must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.

- 5.15 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the Lord Mayor may, in consultation with the Chief Executive Officer and, as far as is practicable, with each Councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the Council's website and in such other manner that the Council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.16 Where a meeting is cancelled under clause 5.15, the business to be considered at the meeting may instead be considered, where practicable, at the next Ordinary Meeting of the Council or at an Extraordinary Meeting called under clause 3.2.

Meetings Held by Audio-Visual Link

- 5.17 A meeting of the Council or a Committee of Council may be held by audio-visual link where the Lord Mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The Lord Mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of Councillors and staff at risk. The Lord Mayor must make a determination under this clause in consultation with the Chief Executive Officer and, as far as is practicable, with each Councillor.
- 5.18 Where the Lord Mayor determines under clause 5.17 that a meeting is to be held by audio-visual link, the Chief Executive Officer must:
- (a) give written notice to all Councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all Councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the Council's website and in such other manner the Chief Executive Officer is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.19 This Code applies to a meeting held by audio-visual link under clause 5.17 in the same way it would if the meeting was held in person.

Note: Where a Council holds a meeting by audio-visual link under clause 5.17, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by Councillors at Meetings by Audio-Visual Link

- 5.20 Councillors may attend and participate in meetings of the Council and Committees of Council by audio-visual link with the approval of the Council or the relevant committee.
- 5.21 A request by a Councillor for approval to attend a meeting by audio-visual link must be made in writing to the Chief Executive Officer prior to the meeting in question and must provide reasons why the Councillor will be prevented from attending the meeting in person.
- 5.22 Councillors may request approval to attend more than one meeting by audio-visual link. Where a Councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.21.
- 5.23 The Council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a Councillor to attend a meeting by audio-visual link.
- 5.24 A Councillor who has requested approval to attend a meeting of the Council or a Committee of Council by audio-visual link may participate in the meeting by audio-visual link until the Council or committee determines whether to approve their request and is to be taken as present at the meeting. The Councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.25 A decision whether to approve a request by a Councillor to attend a meeting of the Council or a committee of the Council by audio-visual link must be made by a resolution of the Council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the Councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.26 If the Council or committee refuses a Councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.27 A decision whether to approve a Councillor's request to attend a meeting by audio-visual link is at the Council's or the relevant committee's discretion. The Council and committees of the Council must act reasonably when considering requests by Councillors to attend meetings by audio-visual link. However, the Council and committees of the Council are under no obligation to approve a Councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the Councillor to attend the meeting by these means.

- 5.28 The Council and Committees of Council may refuse a Councillor's request to attend a meeting by audio-visual link where the Council or committee is satisfied that the Councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this Code on one or more previous occasions they have attended a meeting of the Council or a Committee of Council by audio-visual link.
- 5.29 This Code applies to a Councillor attending a meeting by audio-visual link in the same way it would if the Councillor was attending the meeting in person. Where a Councillor is permitted to attend a meeting by audio-visual link under this Code, they are to be taken as attending the meeting in person for the purposes of the Code and will have the same voting rights as if they were attending the meeting in person.
- 5.30 A Councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The Councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this Code.
- 5.31 A Councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the Council or the committee into disrepute.

Entitlement of the Public to Attend Council Meetings

- 5.32 Everyone is entitled to attend a meeting of the Council and Committee of Council. The Council must ensure that all meetings of the Council and Committees of Council are open to the public.

Note: Clause 5.32 reflects section 10(1) of the Act.

- 5.33 Clause 5.32 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.34 A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or a committee of the Council if expelled from the meeting:
- (a) by a resolution of the meeting, or
 - (b) by the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.34 reflects section 10(2) of the Act.

Note: Clauses 15.15 and 15.16 confer a standing authorisation on all Chairpersons of meetings of the Council and committees of the Council to expel persons from meetings. Clause 15.15 authorises Chairpersons to expel any person, including a Councillor, from a Council or committee meeting. Clause 15.16 authorises Chairpersons to expel persons other than Councillors from a Council or committee meeting.

Webcasting of Meetings

- 5.35 Each meeting of the Council or a Committee of Council is to be recorded by means of an audio or audio-visual device.
- 5.36 At the start of each meeting of the Council or a Committee of Council, the Chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the Council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.37 The recording of a meeting is to be made publicly available on the Council's website:
- (a) at the same time as the meeting is taking place, or
 - (b) on the Friday following the meeting.
- 5.38 The recording of a meeting is to be made publicly available on the Council's website for seven (7) years after the meeting.
- 5.39 Clauses 5.37 and 5.38 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.35 – 5.39 reflect section 236 of the Regulation.

- 5.40 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.
- 5.41 Access to webcasts/recordings of Council and Committee of Council Meetings are available to view on Council's website for personal and non-commercial use. All webcasts/recordings of Council or Committee of Council Meetings are subject to copyright under the *Copyright Act 1968* and cannot be reused or reproduced in any way without the permission of Council.
- 5.42 Whilst Council will take all reasonable efforts to ensure webcasting/recordings is available for meetings, there may be situations where, due to technical difficulties beyond Council's control, webcasting/recordings of a meeting may not be available. Council takes no responsibility for and accepts no liability in the event that webcasting/recording on Council's website is unavailable.

Attendance of the Chief Executive Officer and Other Staff at Meetings

- 5.43 The Chief Executive Officer is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a Committee of Council of which all of the members are Councillors.

Note: Clause 5.43 reflects section 376(1) of the Act.

- 5.44 The Chief Executive Officer is entitled to attend a meeting of any other Committee of Council and may, if a member of the committee, exercise a vote.

Note: Clause 5.44 reflects section 376(2) of the Act.

- 5.45 The Chief Executive Officer may be excluded from a meeting of the Council or a Committee of Council while the Council or Committee deals with a matter relating to the standard of performance of the Chief Executive Officer or the terms of employment of the Chief Executive Officer.

Note: Clause 5.45 reflects section 376(3) of the Act.

- 5.46 The attendance of other Council staff at a meeting, (other than as members of the public) shall be with the approval of the Chief Executive Officer.

- 5.47 The Chief Executive Officer and other Council staff may attend meetings of the Council and Committees of Council by audio-visual-link. Attendance by Council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the Chief Executive Officer.

6. THE CHAIRPERSON

The Chairperson at Meetings

- 6.1 The Lord Mayor, or at the request of or in the absence of the Lord Mayor, the Deputy Lord Mayor (if any) presides at meetings of the Council.

Note: Clause 6.1 reflects section 369(1) of the Act.

- 6.2 If the Lord Mayor and the Deputy Lord Mayor (if any) are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the Chairperson in the Absence of the Lord Mayor and Lord Deputy Mayor

- 6.3 If no Chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a Chairperson to preside at the meeting.
- 6.4 The election of a Chairperson must be conducted:
- (a) by the Chief Executive Officer or, in their absence, an employee of the Council designated by the Chief Executive Officer to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the Chief Executive Officer nor a designated employee is present at the meeting, or if there is no Chief Executive Officer or designated employee.
- 6.5 If, at an election of a Chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the Chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the Chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to Have Precedence

- 6.9 When the Chairperson rises or speaks during a meeting of the Council:
- (a) any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - (b) every Councillor present must be silent to enable the Chairperson to be heard without interruption.

7. MODES OF ADDRESS

- 7.1 If the Chairperson is the Lord Mayor, they are to be addressed as "Lord Mayor".
- 7.2 Where the Chairperson is not the Lord Mayor, they are to be addressed as "Chairperson"
- 7.3 A Councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A Council Officer is to be addressed by their official designation or by their surname.

8. ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 The general order of business for an Ordinary Meeting of the Council shall be:

- 01 Opening meeting
- 02 Acknowledgement of the Traditional Owners of Land
- 03 Webcasting Announcement
- 04 General recording of meeting announcement
- 05 Apologies and applications for a leave of absence or attendance by audio-visual link by Councillors
- 06 Confirmation of minutes
- 07 Disclosures of interests
- 08 Minutes of the Lord Mayor
- 09 Items by Exception
- 10 Public Forums
- 11 Items Raised in Public Forum
- 12 Petitions
- 13 Rescission Motions
- 14 Reports to Council – For Notation
- 15 Reports to Council – For Council Decision
- 16 Notices of Motions
- 17 Questions with Notice
- 18 Questions Taken on Notice at the previous Council meeting
- 19 Confidential Matters
- 20 Announcement of Resolutions made in Closed Session
- 21 Conclusion of the Meeting

Note: Petitions will be handled in accordance with relevant Council policies.

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the Council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: Part 13 allows Council to deal with items of business by exception.

8.3 Despite clauses 10.22 and 10.25-10.34, only the mover of a motion referred to in clause 8.2 may speak to the Motion before it is put.

9. CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that Can Be Dealt with at a Council Meeting

- 9.1 The Council must not consider business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business, as required by clause 3.9, and
 - (b) unless notice of the business has been sent to the Councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an Extraordinary Meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the Council, or
 - (b) is the election of a Chairperson to preside at the meeting, or
 - (c) subject to clause 9.11, is a matter or topic put to the meeting by way of a Lord Mayoral Minute, or
 - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a Committee of Council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the Council even though due notice of the business has not been given to the Councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
 - (b) the business to be considered is ruled by the Chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled Ordinary Meeting of the Council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.22 and 10.25-10.34, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 9.3(b).
- 9.6 A separate motion and establishment of urgency is required for each new item of proposed business under clause 9.3.

Lord Mayoral Minutes

- 9.7 Subject to clause 9.11, if the Lord Mayor is the Chairperson at a Meeting of the Council, the Lord Mayor may, by minute signed by the Lord Mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the Council, or of which the Council has official knowledge.
- 9.8 A Lord Mayoral Minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The Chairperson (but only if the Chairperson is the Lord Mayor) may move the adoption of a Lord Mayoral Minute without the motion being seconded.
- 9.9 In the tabling of a Lord Mayoral Minute, the Lord Mayor will read the Minute for the purposes of webcasting. A copy of the minute is to be made available to the gallery and the press. The full content of any Lord Mayoral Minute not already included in a published agenda or business paper will be included in the Council minutes.
- 9.10 A recommendation made in a Lord Mayoral Minute put by the Lord Mayor is, so far as it is adopted by the Council, a resolution of the Council.
- 9.11 A Lord Mayoral Minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the Council before the next scheduled Ordinary Meeting of the Council.
- 9.12 Where a Lord Mayoral Minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the Lord Mayoral Minute does not identify a funding source, the Council must defer consideration of the matter, pending a report from the Chief Executive Officer on the availability of funds for implementing the recommendation if adopted.

Petitions

- 9.13 A Petition will be tabled at the Council meeting at the relevant point in the order of business.
- 9.14 Petitions are not to be debated.
- 9.15 Petitions will be handled in accordance with Council's Petitions Policy.
- 9.16 As a matter of practice, the petition will be referred to the relevant Council officer/s, and a copy of the petition will be distributed to all Councillors.

Staff Reports

- 9.17 A recommendation made in a staff report is, so far as it is adopted by the Council, a resolution of the Council.

Reports of Committees of Council

- 9.18 The recommendations of a Committee of Council are, so far as they are adopted by the Council, resolutions of the Council.
- 9.19 If in a report of a Committee of Council distinct recommendations are made, the Council may make separate decisions on each recommendation.

Questions

- 9.20 A question must not be asked at a meeting of the Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.
- 9.21 A Councillor may, through the Chairperson, put a question to another Councillor about a matter on the agenda.
- 9.22 A Councillor may, through the Chief Executive Officer, put a question to a Council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the Chief Executive Officer at the direction of the Chief Executive Officer.
- 9.23 A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a Councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council.
- 9.24 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.25 The Chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.
- 9.26 Responses to any questions by either Councillors or Council staff should be made through the Chairperson. Should the Council staff wish to comment upon any matter before the Council, the Council staff should seek the leave of the Chairperson to do so.

10. RULES OF DEBATE

Motions to be Seconded

- 10.1 Unless otherwise specified in this Code, a Motion or an Amendment cannot be debated unless or until it has been seconded.

Notices of Motion

- 10.2 A Councillor who has submitted a Notice of Motion under clause 3.9 is to move the motion the subject of the Notice of Motion at the meeting at which it is to be considered.
- 10.3 If a Councillor who has submitted a Notice of Motion under clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Councillor may request the withdrawal of the Motion when it is before the Council.
- 10.4 In the absence of a Councillor who has placed a Notice of Motion on the agenda for a meeting of the Council:
- (a) any other Councillor may, with the leave of the Chairperson, move the Motion at the meeting, or
 - (b) the Chairperson may defer consideration of the Motion until the next meeting of the Council.

Chairperson's Duties with Respect to Motions

- 10.5 It is the duty of the Chairperson at a meeting of the Council to receive and put to the meeting any lawful Motion that is brought before the meeting.
- 10.6 The Chairperson must rule out of order any Motion or amendment to a Motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a Motion or an amendment to a Motion under clause 10.6, the Chairperson is to give the mover an opportunity to clarify or amend the Motion or Amendment.
- 10.8 Any Motion, Amendment, or other matter that the Chairperson has ruled out of order is taken to have been lost.

Motions Requiring the Expenditure of Funds

- 10.9 A Motion or an amendment to a Motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the Motion. If the Motion does not identify a funding source, the Council must defer consideration of the matter, pending a report from the Chief Executive Officer on the availability of funds for implementing the Motion if adopted.

Amendments to Motions

- 10.10 An amendment to a Motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a Motion must relate to the matter being dealt with in the original Motion before the Council and must not be a direct negative of the original Motion. An amendment to a Motion which does not relate to the matter being dealt with in the original Motion, or which is a direct negative of the original Motion, must be ruled out of order by the Chairperson.
- 10.12 The mover of an Amendment is to be given the opportunity to explain any uncertainties in the proposed Amendment before a seconder is called for.
- 10.13 If an Amendment has been lost, a Further Amendment can be moved to the Motion to which the lost amendment was moved, and so on, but no more than one (1) Motion and one (1) proposed Amendment can be before Council at any one time.
- 10.14 While an Amendment is being considered, debate must only occur in relation to the Amendment and not the original Motion. Debate on the original Motion is to be suspended while the Amendment to the original Motion is being debated.
- 10.15 If the Amendment is carried, it becomes the Motion and is to be debated. If the Amendment is lost, debate is to resume on the original Motion.
- 10.16 An Amendment may become the Motion without debate or a vote where it is accepted by the Councillor who moved the original Motion.
- 10.17 Any variation to a Motion or to an Amendment or for a fresh Motion/ Amendment shall be provided to the Council Secretariat in writing where possible.
- 10.18 Councillors are asked, where they propose to move an amendment to a staff recommendation, a committee recommendation, a Notice of Motion or any recommendation printed in the business paper, to provide copies of the proposed amendment to the Chief Executive Officer at, or prior to, the start of the meeting, for circulation to relevant staff.

Foreshadowed Motions

- 10.19 A Councillor may propose a Foreshadowed Motion in relation to the matter the subject of the original Motion before the Council, without a seconder during debate on the original Motion. The Foreshadowed Motion is only to be considered if the original Motion is lost or withdrawn and the Foreshadowed Motion is then moved and seconded. If the original Motion is carried, the Foreshadowed Motion lapses.
- 10.20 Where an amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the Council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.21 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the Number and Duration of Speeches

- 10.22 A Councillor who, during a debate at a meeting of the Council, moves an original Motion, has the right to speak on each Amendment to the Motion and a right of general reply to all observations that are made during the debate in relation to the Motion, and any Amendment to it at the conclusion of the debate before the Motion (whether amended or not) is finally put.
- 10.23 No new arguments or material should be introduced during the "right of reply".
- 10.24 A Councillor must declare whether they intend to speak 'for' or 'against' a Motion. Once a Councillor has declared their intent, the Chairperson may rule them out of order if they speak contrary to their intention.
- 10.25 A Councillor, other than the mover of an original Motion, has the right to speak once on the Motion and once on each Amendment to it.
- 10.26 A Councillor must not, without the consent of the Council, speak more than once on a Motion or an Amendment, or for longer than five (5) minutes at any one time. The Council may resolve to extend the allocated time of a Councillor to speak by up to one (1) minute. Time taken to ask and answer questions of staff and other Councillors will not be included in a Councillor's allocated time to speak.
- 10.27 Despite clause 10.26, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a Motion or an amendment, and for longer than five (5) minutes on that Motion or Amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

- 10.28 Despite clause 10.26, the Council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.29 Despite clauses 10.22 and 10.25, a Councillor may move that a Motion or an amendment be now put:
- (a) if the mover of the Motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or
 - (b) if at least two (2) Councillors have spoken in favour of the Motion or amendment and at least two (2) Councillors have spoken against it.
- 10.30 The Chairperson must immediately put to the vote, without debate, a Motion moved under clause 10.29. A seconder is not required for such a Motion.
- 10.31 If a Motion that the original Motion or an Amendment be now put is passed, the Chairperson must, without further debate, put the original Motion or Amendment to the vote immediately after the mover of the original Motion has exercised their right of reply under clause 10.22.
- 10.32 If a Motion that the original Motion or an Amendment be now put is lost, the Chairperson must allow the debate on the original Motion or the Amendment to be resumed.
- 10.33 All Councillors must be heard without interruption and all other Councillors must, unless otherwise permitted under this Code, remain silent while another Councillor is speaking.
- 10.34 Once the debate on a matter has concluded and a matter has been dealt with, the Chairperson must not allow further debate on the matter.

Procedural Motions

A Procedural Motion is a Motion that refers to the conduct of a meeting.

- 10.35 Procedural Motions are not subject to the Notice of Motion requirements in clause 3.9.
- 10.36 For the purposes of this Code, a Procedural Motion requires a seconder.
- 10.37 For the purposes of this Code, there is no debate allowed on a Procedural Motion.
- 10.38 A Procedural Motion has precedence over substantive Motions and must be put to the meeting for a decision.

11. VOTING

Voting Entitlements of Councillors

11.1 Each Councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

11.2 The person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the Chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at Council Meetings

11.4 A Councillor who is present at a meeting of the Council but who fails to vote on a Motion put to the meeting is taken to have voted against the Motion.

11.5 If a Councillor who has voted against a Motion put at a Council meeting so requests, the Chief Executive Officer must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.

11.6 The decision of the Chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) Councillors rise and call for a division.

11.7 When a division on a Motion is called, the Chairperson must ensure that the division takes place immediately. The Chief Executive Officer must ensure that the names of those who vote for the Motion and those who vote against it are recorded in the Council's minutes for the meeting.

11.8 When a division on a Motion is called, any Councillor who fails to vote will be recorded as having voted against the Motion in accordance with clause 11.4 of this Code.

11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the Council may resolve that the voting in any election by Councillors for Lord Mayor or Deputy Lord Mayor is to be by secret ballot.

11.10 All voting at Council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each Motion or Amendment, (including the use of the casting vote), being recorded.

Voting on Planning Decisions

- 11.11 The Chief Executive Officer must keep a register containing, for each planning decision made at a meeting of the Council or a Council committee (including, but not limited to a Committee of Council), the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.
- 11.12 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the Council or a Council committee.
- 11.13 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.14 Clauses 11.11–11.13 apply also to meetings that are closed to the public.

Note: Clauses 11.11–11.14 reflect section 375A of the Act.

Note: The requirements of clause 11.11 may be satisfied by maintaining a register of the minutes of each planning decision.

12. COMMITTEE OF THE WHOLE

- 12.1 The Council may resolve itself into a committee to consider any matter before the Council.

Note: Clause 12.1 reflects section 373 of the Act.

- 12.2 All the provisions of this Code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.22 and 10.25-34 limit the number and duration of speeches.

- 12.3 The Chief Executive Officer or, in the absence of the Chief Executive Officer, an employee of the Council designated by the Chief Executive Officer, is responsible for reporting to the Council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The Council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

13. DEALING WITH ITEMS BY EXCEPTION

- 13.1 The Council or a Committee of Council may, at any time resolve to adopt multiple items in accordance with the recommendation as printed, by way of a single resolution.
- 13.2 Should a Councillor request to debate an item, they are to request the item be withdrawn for debate.
- 13.3 The Council or Committee of Council must not resolve to adopt any item of business under clause 13.1 that a Councillor has identified as being one they intend to debate.
- 13.4 A motion to adopt multiple items of business under clause 13.1 must identify the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.5 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the Council's Code of Conduct.

14. CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which Meetings can be Closed to the Public

14.1 The Council or a Committee of Council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than Councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the Council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the Council, Councillors, Council staff or Council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the Council's Code of Conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The Council or a Committee of Council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be Considered when Closing Meetings to the Public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the Council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the Council or committee concerned, or to Councillors or to employees of the Council, or
 - (ii) cause a loss of confidence in the Council or committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

- 14.7 In deciding whether part of a meeting is to be closed to the public, the Council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of Likelihood of Closure Not Required in Urgent Cases

- 14.8 Part of a meeting of the Council, or of a committee of the Council, may be closed to the public while the Council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - (b) the Council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by Members of the Public

- 14.9 The Council, or a Committee of Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the Council in the approved form. Applications must be received by 4pm on the Thursday prior to the day of the meeting at which the matter is to be considered.
- 14.12 The Chief Executive Officer (or their delegate) may refuse an application made under clause 14.11. The Chief Executive Officer or their delegate must give reasons in writing for a decision to refuse an application.

- 14.13 No more than five (5) speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the Chief Executive Officer or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the Chief Executive Officer or their delegate is to determine who will make representations to the Council.
- 14.15 The Chief Executive Officer (or their delegate) is to determine the order of speakers.
- 14.16 Where the Council or a committee of the Council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the Chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The Chairperson is to permit no more than five (5) speakers to make representations in such order as determined by the Chairperson.
- 14.17 In line with Public Forum provisions, as per clause 4.9, each speaker will be allowed three (3) minutes (excluding staff response, if any) to make representations, and this time limit is to be strictly enforced by the Chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the Chairperson, the speaker will not be further heard.
- 14.18 Specialist advisors may be invited to attend closed meetings. In such instances, the names of these specialists are to be recorded and shown in the minutes of the meeting.

Expulsion of Non-Councillors from Meetings Closed to the Public

- 14.19 If a meeting or part of a meeting of the Council or a Committee of Council is closed to the public in accordance with section 10A of the Act and this Code, any person who is not a Councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.20 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of Councillors Attending Meetings by Audio-Visual Link

- 14.21 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be Disclosed in Resolutions Closing Meetings to the Public

- 14.22 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.22 reflects section 10D of the Act.

Resolutions Passed at Closed Meetings to be made Public

- 14.23 If the Council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.24 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the Chairperson, Chief Executive Officer or their delegate under clause 14.23 during a part of the meeting that is webcast.

15. KEEPING ORDER AT MEETINGS

Points of Order

- 15.1 A Councillor may draw the attention of the Chairperson to an alleged breach of this Code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The Chairperson must suspend the business before the meeting and permit the Councillor raising the point of order to state the provision of this Code they believe has been breached. The Chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of Order

- 15.4 The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the Chairperson, it is necessary to do so.
- 15.5 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the Chairperson to the matter.
- 15.6 The Chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.
- 15.7 The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of Dissent

- 15.8 A Councillor can, without notice, move to dissent from a ruling of the Chairperson on a point of order or a question of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this Code, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of Disorder

15.11 A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a Committee of Council:

- (a) contravenes the Act, the Regulation or this Code, or
- (b) assaults or threatens to assault another Councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the committee, or addresses or attempts to address the Council or the committee on such a motion, amendment or matter, or
- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other Council official, or alleges a breach of the Council's Code of Conduct, or
- (e) uses indecent languages, or
- (f) constant interjections whilst another Councillor is addressing the Chair, or
- (g) uninvited commenting, shouting or being disruptive, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

15.12 The Chairperson may require a Councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How Disorder at a Meeting May be Dealt With

- 15.13 If disorder occurs at a meeting of the Council, the Chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the Chair. The Council, on reassembling, must, on a question put from the Chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

Expulsion from Meetings

- 15.14 All Chairpersons of meetings of the Council and Committees of Council are authorised under this Code to expel any person, including any Councillor, from a Council or committee meeting, for the purposes of section 10(2)(b) of the Act.
- 15.15 Clause 15.14, does not limit the ability of the Council or a Committee of Council to resolve to expel a person, including a Councillor, from a Council or committee meeting, under section 10(2)(a) of the Act.
- 15.16 A Councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for having failed to comply with a requirement under clause 15.12. The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

Note: Clause 15.16 reflects section 233(2) of the Regulation.

- 15.17 In addition to Clause 15.15, a Councillor who commits an act of disorder may be subject to the provision of the Code of Conduct.
- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.19 Where a Councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a Councillor or a member of the public fails to leave the place where a meeting of the Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member of the public from re-entering that place for the remainder of the meeting.

How Disorder by Councillors Attending Meetings by Audio-Visual Link May be Dealt With

- 15.21 Where a Councillor is attending a meeting by audio-visual link, the Chairperson or a person authorised by the Chairperson may mute the Councillor's audio link to the meeting for the purposes of enforcing compliance with this Code.
- 15.22 If a Councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the Chairperson of the meeting or a person authorised by the Chairperson, may terminate the Councillor's audio-visual link to the meeting.

Use of Mobile Phones and the Unauthorised Recording of Meetings

- 15.23 Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Council and Committees of Council.
- 15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording or take photographs of the proceedings of a meeting of the Council or a Committee of Council without the prior authorisation of the Council or the committee.
- 15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16. CONFLICTS OF INTEREST

- 16.1 All Councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the Council and Committees of Council in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the Council's Code of Conduct. Where a Councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the Councillor's audio-visual link to the meeting must be suspended or terminated and the Councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the Council or committee, or at any time during which the Council or committee is voting on the matter.

17. DECISIONS OF THE COUNCIL

Council Decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

Note: Clause 17.1 reflects section 371 of the Act.

- 17.2 Decisions made by the Council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering Council decisions

- 17.3 A rescission motion is to be moved by the first signatory to the motion and failing that person being in attendance, the second signatory to move same and so on.

- 17.4 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

Note: Clause 17.4 reflects section 372(1) of the Act.

- 17.5 A Notice of Motion to rescind a resolution must be in writing and must be submitted by 2.00pm on the business day following the Council meeting or Committee of Council meeting.

- 17.6 If a Notice of Motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.6 reflects section 372(2) of the Act.

- 17.7 All rescission motions will be listed on the next available Council Meeting agenda for consideration.

- 17.8 If a Motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

Note: Clause 17.7 reflects section 372(3) of the Act.

- 17.9 A Notice of Motion to alter or rescind a resolution, and a Notice of Motion which has the same effect as a Motion which has been lost, must be signed by three (3) Councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.9 reflects section 372(4) of the Act.

- 17.10 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.10 reflects section 372(5) of the Act.

- 17.11 The provisions of clauses 17.8-17.10 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.11 reflects section 372(7) of the Act.

- 17.12 A Notice of Motion submitted in accordance with clause 17.5 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.

- 17.13 A motion to alter or rescind a resolution of the Council may be moved on the report of a Committee of Council and any such report must be recorded in the minutes of the meeting of the Council.

Note: Clause 17.13 reflects section 372(6) of the Act.

- 17.14 Subject to clause 17.10, in cases of urgency, a motion to alter or rescind a resolution of the Council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a Notice of Motion signed by three Councillors is submitted to the Chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the Chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

- 17.15 A motion moved under clause 17.14(b) can be moved without notice. Despite clauses 10.22 and 10.25-10.34, only the mover of a motion referred to in clause 17.14(b) can speak to the motion before it is put.

- 17.16 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 17.14(c).

Recommitting Resolutions to Correct an Error

- 17.17 Despite the provisions of this Part, a Councillor may, with the leave of the Chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the Council's resolution, or

- (b) to confirm the voting on the resolution.
- 17.18 In seeking the leave of the Chairperson to move to recommit a resolution for the purposes of clause 17.17(a), the Councillor is to propose alternative wording for the resolution.
- 17.19 The Chairperson must not grant leave to recommit a resolution for the purposes of clause 17.17(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.20 A motion moved under clause 17.17 can be moved without notice. Despite clauses 10.22 and 10.25-34, only the mover of a motion referred to in clause 17.17 can speak to the motion before it is put.
- 17.21 A motion of dissent cannot be moved against a ruling by the Chairperson under clause 17.17.
- 17.22 A motion moved under clause 17.17 with the leave of the Chairperson cannot be voted on unless or until it has been seconded.

18. TIME LIMITS ON COUNCIL MEETINGS

- 18.1 Meetings of the Council and committees of the Council are to conclude no later than 11:00pm.
- 18.2 If the business of the meeting is unfinished at 11:00pm, the Council or the committee may, by resolution, extend the time of the meeting by one extension to 11:30pm to complete the business of the Council or Committee of Council.
- 18.3 If the business of the meeting is unfinished at 11:00pm, and the Council does not resolve to extend the meeting, the Chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the Council, or
 - (b) adjourn the meeting to a time, date and place fixed by the Chairperson.
- 18.4 Clause 18.3 does not limit the ability of the Council or a Committee of Council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the Chief Executive Officer must:
- (a) individually notify each Councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the Council's website and in such other manner that the Chief Executive Officer is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19. AFTER THE MEETING

Minutes of Meetings

- 19.1 The Council is to keep full and accurate minutes of the proceedings of meetings of the Council.

Note: Clause 19.1 reflects section 375(1) of the Act.

- 19.2 At a minimum, the Chief Executive Officer must ensure that the following matters are recorded in the Council's minutes:
- (a) The names of Councillors attending a Council meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a Council meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost,
 - (e) such other matters specifically required under this Code,
 - (f) additional information supplied by a Council officer which has not been included in the report before Council and which could be viewed as material for Council's consideration of the matter,
 - (g) where required, the names of the Councillors in favour of or opposed to the Motion/ Amendment, and
 - (h) the names of Councillors who request that their name be recorded as being opposed to a resolution.
 - (i) Where questions are taken on notice, a statement stipulating "Questions were taken on notice by Council staff for this item" for each item where questions on notice are taken.

- 19.3 The minutes of a Council meeting must be confirmed at a subsequent meeting of the Council.

Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

- 19.7 The confirmed minutes of a Council meeting must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Note: Section 12 of the Local Government Act confers a right (restricted in the case of closed parts of meetings) to inspect the minutes of a Council meeting. Council has its open minutes electronically displayed during the meetings and on its website on the Friday following the meeting. The community is able to access the minutes in this way, by contacting Council, or by viewing at all libraries.

Access to Correspondence and Reports Laid on the Table at, or Submitted to, a Meeting

- 19.8 The Council and Committees of Council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

- 19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

- 19.10 Clause 19.8 does not apply if the Council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

- 19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of Decisions of the Council

- 19.12 The Chief Executive Officer is to implement, without undue delay, lawful decisions of the Council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20. COUNCIL COMMITTEES

Application of this Part

20.1 This part only applies to committees of the Council whose members are all Councillors.

Council Committees whose Members are all Councillors

20.2 The Council may, by resolution, establish such committees as it considers necessary.

20.3 A Committee of Council is to consist of the Lord Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

20.4 The quorum for a meeting of a Committee of Council is to be:

- (a) such number of members as the Council decides, or
- (b) if the Council has not decided a number – a majority of the members of the committee.

Functions of Committees

20.5 The Council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of Committee Meetings

20.6 The Chief Executive Officer must send to each Councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at Committee Meetings

20.8 A committee member (other than the Lord Mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or

- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the Council are members of the committee.

Non-Members Entitled to Attend Committee Meetings

20.10 A Councillor who is not a member of a committee of the Council is entitled to attend, and to speak at a meeting of the committee. However, the Councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and Deputy Chairperson of Council Committees

20.11 The Chairperson of each committee of the Council must be:

- (a) the Lord Mayor, or
- (b) if the Lord Mayor does not wish to be the Chairperson of a committee, a member of the committee elected by the Council, or
- (c) if the Council does not elect such a member, a member of the committee elected by the committee.

20.12 The Council may elect a member of a committee of the Council as Deputy Chairperson of the committee. If the Council does not elect a Deputy Chairperson of such a committee, the committee may elect a Deputy Chairperson.

20.13 If neither the Chairperson nor the Deputy Chairperson of a committee of the Council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting Chairperson of the committee.

20.14 The Chairperson is to preside at a meeting of a committee of the Council. If the Chairperson is unable or unwilling to preside, the Deputy Chairperson (if any) is to preside at the meeting, but if neither the Chairperson nor the Deputy Chairperson is able or willing to preside, the acting Chairperson is to preside at the meeting.

Procedure in Committee Meetings

- 20.15 Subject to any specific requirements of this code, each Committee of Council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the Council unless the Council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the Chairperson of the committee is to have a casting vote as well as an original vote unless the Council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a Council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of Committee Meetings to the Public

- 20.18 The provisions of the Act and Part 14 of this Code apply to the closure of meetings of committees of the Council to the public in the same way they apply to the closure of meetings of the Council to the public.
- 20.19 If a committee of the Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the Chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in Committee Meetings

- 20.21 The provisions of the Act and this Code relating to the maintenance of order in Council meetings apply to meetings of committees of the Council in the same way as they apply to meetings of the Council.

Minutes of Council Committee Meetings

- 20.22 Each committee of the Council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) The names of Councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a meeting and of any amendments moved to it,

- (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this Code.
- 20.23 All voting at meetings of committees of the Council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of Councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.24 The minutes of meetings of each Committee of Council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 Council has its minutes electronically displayed during the meetings and on its website following the meeting. The public are able to access the minutes online on the Friday following the meeting, by contacting Council directly, or by viewing the minutes at Council's libraries.
- 20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.29 The confirmed minutes of a meeting of a Committee of Council must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of meetings of committees of the Council on its website prior to their confirmation.

21. IRREGULARITIES

- 21.1 Proceedings at a meeting of a Council or a Committee of Council are not invalidated because of:
- (a) a vacancy in a civic office, or
 - (b) a failure to give notice of the meeting to any Councillor or committee member, or
 - (c) any defect in the election or appointment of a Councillor or committee member, or
 - (d) a failure of a Councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council or committee meeting in accordance with the Council's Code of Conduct, or
 - (e) a failure to comply with this Code.

Note: Clause 21.1 reflects section 374 of the Act.

22. DEFINITIONS

The Act	means the <i>Local Government Act 1993</i>
Act of Disorder	means an act of disorder as defined in clause 15.11 of this code
Amendment	in relation to an original motion, means a motion moving an amendment to that motion
Audio Recorder	any device capable of recording speech
Audio-Visual Link	means a facility that enables audio and visual communication between persons at different places
Business Day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
Chairperson	in relation to a meeting of the Council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
This Code	means the Council's adopted code of meeting practice
Committee of the Council	means a committee established by the Council in accordance with clause 20.2 of this code (being a committee consisting only of Councillors) or the Council when it has resolved itself into committee of the whole under clause 12.1
Council Official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
Day	means calendar day
Division	means a request by two Councillors under clause 11.6 of this code requiring the recording of the names of the Councillors who voted both for and against a motion
Foreshadowed Amendment	means a proposed amendment foreshadowed by a Councillor under clause 10.20 of this code during debate on the first amendment
Foreshadowed Motion	means a motion foreshadowed by a Councillor under clause 10.19 of this code during debate on an original motion
Open Voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
Planning Decision	means a decision made in the exercise of a function of a Council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
Performance Improvement Order	means an order issued under section 438A of the Act
Quorum	means the minimum number of Councillors or committee members necessary to conduct a meeting
The Regulation	means the <i>Local Government (General) Regulation 2021</i>
Webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
Year	means the period beginning 1 July and ending the following 30 June
Roles of the Lord Mayor, Deputy Lord Mayor, Councillors & General Manager (Chief Executive Officer)	The <i>Local Government Act 1993</i> provides clauses explaining the roles of the Lord Mayor (refer s226), the Deputy Lord Mayor (refer s231), Councillors (refer s232) and the functions of the Chief Executive Officer (refer s335).

23. INDEX

PART 1 – INTRODUCTION	p.3
PART 1 – MEETING PRINCIPLES	p.4
Council Decisions Prior to a Local Government Election (Caretaker Period)	p.4
Council Decisions During Recess Period	p.4-5
PART 3 – BEFORE THE MEETING	p.6-11
Timing of Ordinary Council Meetings	p.6
Extraordinary Meetings	p.6
Notice to the public of Council meetings	p.6
Notice to Councillors of ordinary meetings	p.6-7
Notice to Councillors of extraordinary meetings	p.7
Giving notice of business to be considered at Council meetings	p.7
Questions with notice	p.8
Agenda and business papers for ordinary meetings	p.8-10
Statement of ethical obligations	p.9
Availability of the agenda and business papers to the public	p.9-10
Agenda and business papers for extraordinary meetings	p.10
Pre-meeting briefing sessions	p.10-11
PART 4 – PUBLIC FORUMS	p.12-14
PART 5 – COMING TOGETHER	p.15-21
Attendance by Councillors at meetings	p.15-16
The quorum for a meeting	p.16-17
Meetings held by audio-visual link	p.17
Attendance by Councillors at meetings by audio-visual link	p.18-19
Entitlement of the Public to Attend Council Meetings	p.19
Webcasting of meetings	p.20
Attendance of the CEO and other staff at meetings	p.21
PART 6 – THE CHAIRPERSON	p.22-23
The Chairperson at meetings	p.22
Election of the Chairperson in the absence of the Lord Mayor and Lord Deputy Mayor	p.22
Chairperson to have precedence	p.23
PART 7 – MODES OF ADDRESS	p.24
PART 8 – ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS	p.25
PART 9 – CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS	p.26-28
Business that can be dealt with at a Council meeting	p.26
Lord Mayoral Minutes	p.27
Petitions	p.27
Staff reports	p.28
Reports of committees of Council	p.28
Questions	p.28
PART 10 – RULES OF DEBATE	p.29-32
Motions to be seconded	p.29
Notices of Motion	p.29
Chairperson's duties with respect to motions	p.29
Motions requiring the expenditure of funds	p.30
Amendments to motions	p.30
Foreshadowed motions	p.31
Limitations on the number and duration of speeches	p.31-32
Procedural motions	p.32
PART 11 – VOTING	p.33-34
Voting entitlements of Councillors	p.33
Voting at Council meetings	p.33
Voting on planning decisions	p.34
PART 12 – COMMITTEE OF THE WHOLE	p.35
PART 13 – DEALING WITH ITEMS BY EXCEPTION	p.36
PART 14 – CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC	p.37-41

Grounds on which meetings can be closed to the public	p.37
Matters to be considered when closed meetings to the public	p.38-39
Notice of likelihood of closure not required in urgent cases	p.39
Representations by members of the public	p.39-40
Expulsion of non-Councillors from meetings closed to the public	p.40
Obligations of Councillors attending meetings by audio-visual link	p.41
Information to be disclosed in resolutions closing meetings to the public	p.41
Resolutions passed at closed meetings to be made public	p.41
PART 15 – KEEPING ORDER AT MEETINGS	p.42-45
Points of order	p.42
Questions of order	p.42
Motions of dissent	p.42
Acts of disorder	p.43
How disorder at a meeting may be dealt with	p.44
Expulsion from meetings	p.44
How disorder by Councillors attending meetings by audio-visual link may be dealt with	p.45
Use of mobile phones and the unauthorised recording of meetings	p.45
PART 16 – CONFLICTS OF INTEREST	p.46
PART 17 – DECISIONS OF THE COUNCIL	p.47-49
Council decisions	p.47
Rescinding or altering Council decisions	p.47-49
Absence of a mover and seconder from original motion	p.49
Recommitting resolutions to correct an error	p.49
PART 18 – TIME LIMITS ON COUNCIL MEETINGS	p.50
PART 19 – AFTER THE MEETING	p.51-53
Minutes of meetings	p.51-52
Access to correspondence and reports laid on the table at, or submitted to, a meeting	p.52
Implementation of decisions of the Council	p.53
PART 20 – COUNCIL COMMITTEES	p.54-57
Application of this part (Council committees)	p.54
Council committees whose members are all Councillors	p.54
Functions of committees	p.54
Notice of committee meetings	p.54
Attendance at committee meetings	p.54-55
Non-members entitled to attend committee meetings	p.55
Chairperson and Deputy Chairperson of Council committees	p.55
Procedure in committee meetings	p.56
Closure of committee meetings to the public	p.56
Disorder in committee meetings	p.56
Minutes of Council committee meetings	p.56-57
PART 21 – IRREGULARITIES	p.58
PART 22 – DEFINITIONS	p.59

RESCISSION MOTION

ITEM NUMBER	11.2
SUBJECT	OCM 12 August 2024 - Item 14.1 - Notice of Motion - Peninsula Park 9 Burroway Road, Wentworth Point
REFERENCE	F2024/00282 - D09518617
REPORT OF	Deputy Lord Mayor Cllr Dr Patricia Prociv

To be Moved by the Deputy Lord Mayor Councillor Prociv and seconded by Councillor Bradley and Darley as per Rescission Motion form signed and submitted on 12 August 2024 after the close of the meeting.

RECOMMENDATION

That the resolution of the Council dated 12 August 2024 in relation to Item 14.1 – Peninsula Park 9 Burroway Road, Wentworth Point namely:

- (a) *That the Lord Mayor write to the Premier of NSW, the Hon Chris Minns MP and the Minister for Planning, the Hon Paul Scully MP requesting the remaining Crown Land to the east of the Wentworth Point High School (being 9 Burroway Road, Wentworth Point) be delivered by the NSW Government for environmental, recreational and community purposes as a matter of priority, to achieve:*
 - i. *A full Peninsula Park minimum of 3.9 hectares*
 - ii. *An oval for the shared use of the community on the Crown Land*
 - iii. *Active and passive recreation areas*
 - iv. *Increased staff parking at the two schools (or suitable economic arrangements with surrounding facilities)*
 - v. *A new environmentally sensitive seawall/foreshore treatment to support the marine habitat and rehabilitate the endangered saltmarsh, mangrove and intertidal rock platform habitats*
 - vi. *Eradication of the invasive weeds including Spiny Rush (Juncus acutus)*
 - vii. *Expansion and rehabilitation of Coastal Saltmarsh with particular attention to the identified vulnerable species Wilsonia backhousei*
 - viii. *Re-establishment of Swamp she-oak (Casuarina glauca) Floodplain Forest*
 - ix. *Recognition of the unique indigenous heritage of Arrowanelly (mudflats at Wentworth Point Peninsula).*
- (b) *That in the letters from the Lord Mayor to the Premier and Minister, a meeting be requested with the Lord Mayor, the CEO and Councillor Noack to discuss the matter in further detail and an update from the meeting be provided to the Chamber.*


be and is hereby rescinded.

In the event that the rescission motion is successful, the following motion is proposed:

RECOMMENDATION

- (a) That the Lord Mayor write to the Premier of NSW, the Hon Chris Minns MP and the Minister for Planning, the Hon Paul Scully MP and the Member for Parramatta, Ms Donna Davis MP, requesting the remaining Crown Land to the east of the Wentworth Point High School (being 9 Burroway Road, Wentworth Point) be delivered by the NSW Government for environmental, recreational and community purposes as a matter of priority, to achieve:
- i. A full Peninsula Park minimum of 3.9 hectares
 - ii. An oval for the shared use of the community on the Crown Land
 - iii. Active and passive recreation areas
 - iv. Increased staff parking at the two schools (or suitable economic arrangements with surrounding facilities)
 - v. A new environmentally sensitive seawall/foreshore treatment to support the marine habitat and rehabilitate the endangered saltmarsh, mangrove and intertidal rock platform habitats
 - vi. Eradication of the invasive weeds including Spiny Rush (*Juncus acutus*)
 - vii. Expansion and rehabilitation of Coastal Saltmarsh with particular attention to the identified vulnerable species *Wilsonia backhousei*
 - viii. Re-establishment of Swamp she-oak (*Casuarina glauca*) Floodplain Forest
 - ix. Recognition of the unique indigenous heritage of Arrowanelly (mudflats at Wentworth Point Peninsula).
- (b) That in the letters from the Lord Mayor to the Premier, the Minister and the Member for Parramatta, a meeting be requested with the Lord Mayor, the CEO and Rosehill Ward Councillors to discuss the matter in further detail.

ATTACHMENTS:

- 1  OCM 12 August 2024 Report - Item 14.1 Peninsula Park 9 Burroway Road, Wentworth Point

NOTICE OF MOTION

ITEM NUMBER 14.1
SUBJECT Peninsula Park 9 Burroway Road, Wentworth Point
REFERENCE F2024/00282 - D09518243
FROM Councillor

MOTION

- (a) That the Lord Mayor write to the Premier of NSW, the Hon Chris Minns MP and the Minister for Planning, the Hon Paul Scully MP requesting the remaining Crown Land to the east of the Wentworth Point High School (being 9 Burroway Road, Wentworth Point) be delivered by the NSW Government for environmental, recreational and community purposes as a matter of priority, to achieve:
- i. A full Peninsula Park minimum of 3.9 hectares
 - ii. An oval for the shared use of the community on the Crown Land
 - iii. Active and passive recreation areas
 - iv. Increased staff parking at the two schools (or suitable economic arrangements with surrounding facilities)
 - v. A new environmentally sensitive seawall/foreshore treatment to support the marine habitat and rehabilitate the endangered saltmarsh, mangrove and intertidal rock platform habitats
 - vi. Eradication of the invasive weeds including Spiny Rush (*Juncus acutus*)
 - vii. Expansion and rehabilitation of Coastal Saltmarsh with particular attention to the identified vulnerable species *Wilsonia backhousei*
 - viii. Re-establishment of Swamp she-oak (*Casuarina glauca*) Floodplain Forest
 - ix. Recognition of the unique indigenous heritage of *Arrowanelly* (mudflats at Wentworth Point Peninsula)
- (b) That in the letters from the Lord Mayor to the Premier and Minister, a meeting be requested with the Lord Mayor, the CEO and Councillor Noack to discuss the matter in further detail.

BACKGROUND

1. The Wentworth Point community has been promised a park and playground for over two decades and is still waiting despite having thousands of children and the highest urban density in Australia.
2. Landcom has submitted a State Significant Development Application to the Department of Planning, Housing and Infrastructure (DPHI) seeking concept approval for a mixed-use development including infill affordable housing at 9 Burroway Road, Wentworth Point comprising a:
 - Gross Floor Area of approximately 41,500sqm, including approximately 2,500sqm of ground floor retail and around 406 residential apartments
 - Building envelope of up to 9 storeys

- New public plaza
- New proposed shared zone connecting Burroway Road and Ridge Road
- Foreshore Promenade to Homebush Bay.

STAFF RESPONSE

3. The letters can be prepared within Council resources and budget.

FINANCIAL AND RESOURCE IMPLICATIONS

4. There are no financial implications.

Paul Noack
Councillor

Jennifer Concato
Executive Director City Planning and Design

Roxanne Thornton
Group Manager Office of the Lord Mayor and CEO

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

REPORTS TO COUNCIL - FOR NOTATION

26 AUGUST 2024

12.1	Minutes of the Traffic Engineering Advisory Group Meeting of 18 June 2024.....	104
12.2	Minutes of the Traffic Engineering Advisory Group Meeting of 7 August 2024	120
12.3	Investment Report for July 2024.....	136
12.4	Status Report: Entrepreneur Grants Program	190

REPORTS TO COUNCIL - FOR NOTATION

ITEM NUMBER	12.1
SUBJECT	Minutes of the Traffic Engineering Advisory Group Meeting of 18 June 2024
REFERENCE	F2024/00282 - D09514278
REPORT OF	Traffic and Transport Manager

CSP THEME: ACCESSIBLE

WORKSHOP/BRIEFING DATE: Nil

PURPOSE:

That Council note the minutes of the Traffic Engineering Advisory Group meeting held on 18 June 2024.

RECOMMENDATION

That Council note the minutes of the Traffic Engineering Advisory Group meeting held on 18 June 2024, as provided in **Attachment 1**, and summarised below:

(a) **ITEM 2406 B1 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS**

This report only provides an update on the proposed traffic improvements and other proposed works on Hill Road and Bennelong Parkway, Wentworth Point and Sydney Olympic Park. Therefore, this report has no financial impact upon Council's budget.

(b) **ITEM 2406 B2 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY FUNDED AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING**

The recommendation of the report is to receive and note information, and to provide further information. Therefore, there are no financial impacts from the report. The report includes details of projects, timing and funding arrangements.

BACKGROUND

1. The Traffic Engineering Advisory Group (TEAG) is similar to the Parramatta Traffic Committee, except that it only involves matters that do not invoke the Transport for NSW (TfNSW) delegation to councils. The TEAG does not have the formal voting process that exists in the Parramatta Traffic Committee. It is primarily a technical review committee that advises Council on traffic related matters. TEAG also considers items where TfNSW maintains its control, such as speed limits, clearways and traffic signals, or items for which TfNSW does not have control such as planning of future projects.
2. The most recent meeting of the TEAG was held on 18 June 2024. The meeting was attended by Councillors Paul Noack (Chairperson), Patricia Prociv, and Henry Green. The minutes of that meeting and the reports to that meeting are provided at **Attachments 1 and 2** of this report.

ISSUES/OPTIONS/CONSEQUENCES

3. The recommendations from the TEAG meeting are provided below.

TEAG 2406 B1 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS**Recommendation from Traffic Engineering Advisory Group:**

1. That the update regarding improvements on Hill Road, Wentworth Point be noted.
2. That an update be provided to Councillor Paul Noack regarding the funding offer of \$50 million from the State Government for works on Hill Road, Wentworth Point.

Unanimous support.

TEAG 2406 B2 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY FUNDED AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING

That the update on currently funded projects be received and noted.

Unanimous support.

CONSULTATION & TIMING**LEGAL IMPLICATIONS FOR COUNCIL**

5. There are no legal implications for Council associated with any of the items in this report.

FINANCIAL IMPLICATIONS FOR COUNCIL

6. The financial comments for each item are provided below.

ITEM	
2406 B1	This report only provides an update on the proposed traffic improvements and other proposed works on Hill Road and Bennelong Parkway, Wentworth Point and Sydney Olympic Park. Therefore, this report has no financial impact upon Council's budget.
2406 B2	The recommendation of the report is to receive and note information, and to provide further information. Therefore, there are no financial impacts from the report. The report includes details of projects, timing and funding arrangements.

Mark Leotta
Group Manager - Development and Traffic Services

Jennifer Concato
Executive Director City Planning and Design







John Angilley

Executive Director Finance & Information

Gail Connolly

Chief Executive Officer

ATTACHMENTS:

- | | | | |
|---|---|--|-------|
| 1 |  | TEAG 2406 Minutes for the Traffic Engineering Advisory Group | 2 |
|  | | meeting held on 18 June 2024 | Pages |
| 2 |  | TEAG 2406 Item Reports of Traffic Engineering Advisory Group | 9 |
|  | | meeting held on 18 June 2024 | Pages |
| 3 |  | TEAG 2406 Attachment 3 Consultation and Timing for Traffic | 2 |
|  | | Engineering Advisory Group meeting held on 18 June 2024 | Pages |

REFERENCE MATERIAL

TRAFFIC ENGINEERING ADVISORY GROUP MEETING**18 JUNE 2024****MINUTES**

MINUTES OF THE TRAFFIC ENGINEERING ADVISORY GROUP MEETING HELD TUESDAY 18 JUNE 2024 AT 11:30AM. MEETING HELD IN PERSON AT COUNCIL'S PHIVE BUILDING, 5 PARRAMATTA SQUARE, PARRAMATTA OR OPTIONAL ATTENDANCE VIA MICROSOFT TEAMS

The Traffic Engineering Advisory Group Chairperson Councillor Paul Noack declared the meeting open at 11:42am.

PRESENT:	
NAME:	REPRESENTATIVE OF
Paul Noack	Councillor and Chairperson
Patricia Prociv	Councillor and Representative for Member for Parramatta Donna Davis MP
Henry Green	Councillor
Donna Davis	Member for Parramatta
Nazli Tzannes	Transport for NSW (TfNSW)
Sergeant Jack Makhoul	Parramatta Police Area Command (PAC)
Philippa Scott	Representative for Member for Reid Sally Sitou MP
Pam Kendrick	Representative for the Parramatta Bicycle Committee and Bicycle NSW
Michael Perrone	CDC Buses
Ben Cantor	Busways
Richard Searle	Traffic and Transport Manager, CoPC
Saniya Sharmeen	Traffic and Transport Team Leader, CoPC - Minutes Secretary

APOLOGIES:	
NAME:	REPRESENTATIVE OF
Nil	

DECLARATIONS OF CONFLICT OF INTEREST:

There were no declarations of conflict of interest.

CONFIRMATION OF THE MINUTES OF MEETING HELD ON 24 APRIL 2024:

That the report of the Traffic Engineering Advisory Group meeting held on 24 April 2024 be taken as read and confirmed as a true record of the meeting.

BUSINESS ARISING:

Nil

SECTION B ITEMS:

TEAG 2406 B1 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS

WARD: Rosehill

State Electorate: Parramatta

Recommendation to Traffic Engineering Advisory Group:

That the update regarding improvements on Hill Road, Wentworth Point be noted.

Recommendation from Traffic Engineering Advisory Group:

1. That the update regarding improvements on Hill Road, Wentworth Point be noted.
2. That an update be provided to Councillor Paul Noack regarding the funding offer of \$50 million from the State Government for works on Hill Road, Wentworth Point.

Unanimous support.

TEAG 2406 B2 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY FUNDED AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING

Ward: All

State Electorate: All

Recommendation to Traffic Engineering Advisory Group:

That the update on currently funded projects be received and noted.

Recommendation from Traffic Engineering Advisory Group:

That the update on currently funded projects be received and noted.

Unanimous support.

BUSINESS ITEMS:

Nil

The Chairperson closed the meeting at 11:51am.



CITY OF PARRAMATTA COUNCIL

Traffic Engineering Advisory Group Agenda Item

ITEM NO: 2406 B1
SUBJECT: Hill Road, Wentworth Point – Update on the proposed improvements
APPLICANT: City of Parramatta Council
REPORT OF: Traffic and Transport Executive Engineer
WARD: Rosehill
SED: Parramatta

Purpose

The purpose of this report is to provide an update to Council regarding improvements on Hill Road, Wentworth Point as well as other works in the area which may affect traffic. Accordingly, the report provides an update on the following works:

1. Bennelong Bridge Load Limit
2. Traffic Signals at the intersection of Hill Road and Bennelong Parkway
3. Roundabout and pedestrian crossings at the intersection of Hill Road and Burroway Road
4. Pedestrian Refuge Island in Hill Road near Half Street
5. Cyclist bridge at Haslams Creek and crossing facility at Wentworth Common
6. An update on the Federal Government Funding
7. An update on the Stormwater improvements and State Government Funding

OFFICER'S RECOMMENDATIONS:

That the update regarding improvements on Hill Road, Wentworth Point be noted.

Background

Council, at its meeting held on 14 March 2022 considered a report regarding Hill Road and resolved:

1. *That a monthly update be provided to Ward Councillors regarding the status of the Federal Funding application under its Stimulus Program.*
2. *That should the outcomes of the Federal Funding be unsuccessful or not received by end of July 2022, that Council will endeavour to secure alternative funding for the traffic signal upgrade at Hill Road and Bennelong Parkway, to ensure these works are completed in the 2022/23 financial year.*
3. *That Council continue to contact the developer advising of Council's resolution calling for the urgent construction of the planned roundabout and street crossing at the corner of Hill Road and Burroway Road.*

4. Further, that updates on both projects referred to in this report be provided to each meeting of the Parramatta Traffic Committee and included in the minutes reported to Council until the projects are complete.

In addition, an email from Councillor Noack was received on 5 April 2022 requesting the following items also be included within each TEAG agenda:

1. As per Council resolution a report on the work being done on the traffic lights at the corner of Bennelong Parkway and Hill Road
2. As per Council resolution a report on work being done on the roundabout and pedestrian crossing at Hill Road and Burroway Road
3. Update on lighting on Hill Road. This is the change to LED lightning
4. Update on drainage for Hill Road
5. Haslams Creek Bridge Update on Bennelong Road
6. Crossing from Wentworth Common across Bennelong Road

The information provided in this report is accurate at the time of its writing but is subject to change prior to the TEAG meeting.

Traffic Signals at Bennelong Parkway Intersection

The Traffic Signals, including the signalised pedestrian crossing within the slip lane, have been completed and are operational. Accordingly, this item will no longer be included in future reports.

Roundabout and pedestrian crossing at Burroway Road Intersection

Construction of the roundabout and pedestrian crossings at the intersection Hill Road and Burroway Road, Wentworth Point is in the final stages and is on track for a June practical completion.

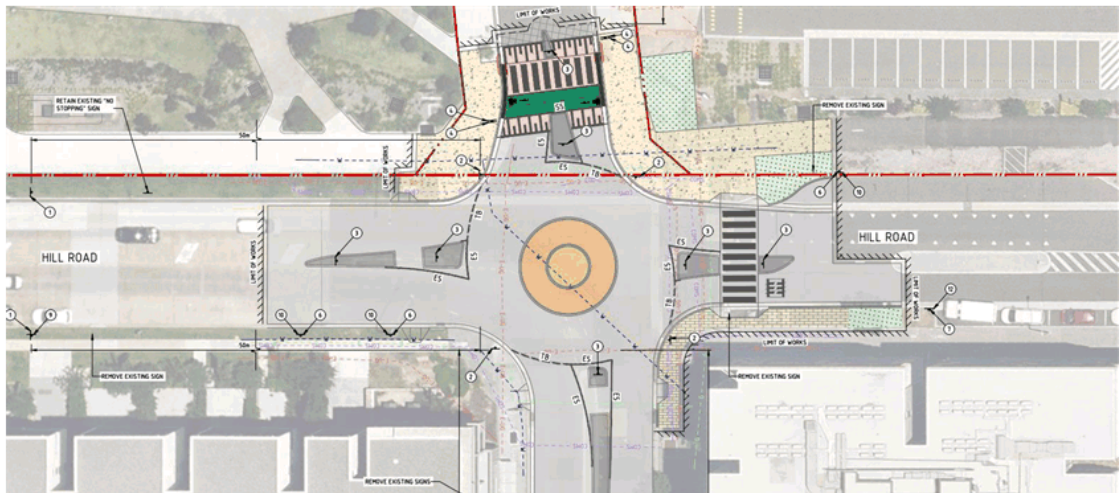


Figure 1: Plan showing the roundabout and pedestrian crossings at the intersection of Hill Road and Burroway Road, Wentworth Point

Pedestrian Refuge Island in Hill Road opposite Wattlebird Road

In accordance with the conditions of consent for the approved developments at 14-16 Hill Road, Sydney Olympic Park, the developer is required to install a pedestrian refuge and median island in Hill Road opposite Wattlebird Road and a raised pedestrian crossing in Wattlebird Road as shown in Figure 2 below.

The proposed works have been approved by Council, however, they were previously placed on hold at the request of the Parramatta Light Rail Stage 2 team (PLR) of TfNSW due to concerns that the works will create a conflict with their enabling works at the intersection of Hill Road and Footbridge Boulevard. However, following further discussions between the parties, TfNSW have agreed to allowing the works to commence provided that it be completed before September 2024. The developer is currently investigating the feasibility of meeting this timeline given by TfNSW.

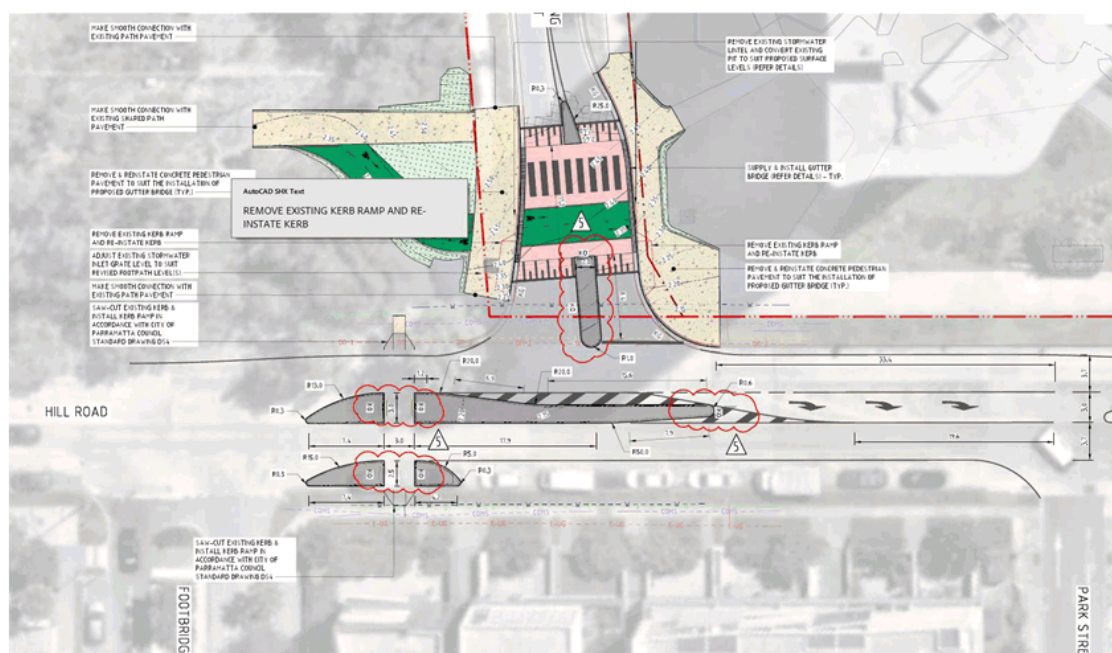


Figure 2: Plan showing the pedestrian refuge island and pedestrian crossings at the intersection of Hill Road and Wattlebird Road, Wentworth Point

Bennelong Parkway Bridge over Haslams Creek Load Limit

A 30 tonne load limit is in place on Bennelong Parkway Bridge (that crosses Haslams Creek at Wentworth Point) provided vehicles meet the maximum axial load limit of single axle weight of 9t, tandem (double) axle weight of 15t and tri-axle weight of 16t. The restriction is required following an investigation of the condition of the bridge by structural engineers.

As a matter of priority, Council's Assets team are currently working with Busways and TfNSW to determine whether public buses can be re-introduced on the bridge.

Longer term repair options have also been identified with a view to commence construction in the Financial Year 24-25. Council staff are committed to keeping our community up to date on this work and post regular updates on Council's dedicated website regarding Wentworth Point which can be accessed through the following link:

<https://www.cityofparramatta.nsw.gov.au/vision/precinct-planning/wentworth-point>

Pedestrian Refuge Island in Hill Road at Half Street

Works for the pedestrian refuge island in Hill Road at Half Street have commenced. It is expected that the project will achieve practical completion by the end of June.

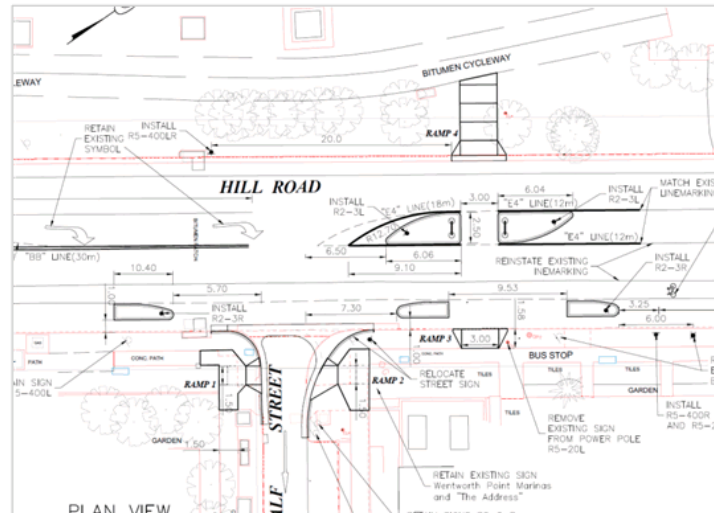


Figure 3: The final design plan of the approved pedestrian refuge island in Hill Road north of Half Street, Wentworth Point

Proposed pedestrian and cyclist bridge at Haslams Creek on Bennelong Parkway and pedestrian crossing in Bennelong Parkway at Wentworth Common

Council has completed the public exhibition for the project. A report will be tabled at the Council meeting to be held on 11 June 2024 recommending that Council approve the scope of works which includes but is not limited to a new 5m wide pedestrian and cyclist bridge over Haslams Creek and two new raised pedestrian and cyclist priority crossings in Bennelong Parkway with one at the Archery Centre and the other at Wentworth Common.

It is noted that the full construction of the project is not currently funded, and the project requires external grant funding. Funding applications have been made to TfNSW and these are currently being assessed.

Federal Government Funds

The Federal Government has committed \$8.5 million for the upgrade of Hill Road, Wentworth Point. Council has submitted the Project Proposal Reports to the Department of Infrastructure under the Infrastructure Investment Program and is awaiting final ministerial approval. The works for which funding has been sought are:

1. Traffic signals at the intersection of Hill Road and Bennelong Parkway
2. Lighting and street furniture upgrades in Hill Road
3. Stormwater drainage Works
4. Public domain improvements

Drainage upgrades for Hill Road and State Government Funding

Council has engaged a consultant to undertake an initial review of currently available flooding information for the Haslams Creek catchment, which includes Hill Road. This study is expected to be completed by the end of June.

Further to this, it is noted that Council has formally accepted the State Government funding offer for \$50 million. This funding will be used to undertake the detailed modelling which will commence in July 2024 as well as the physical works to upgrade Hill Road.

FINANCIAL IMPLICATIONS

This report only provides an update on the proposed traffic improvements and other proposed works on Hill Road and Bennelong Parkway, Wentworth Point and Sydney Olympic Park. Therefore, this report has no financial impact upon Council's budget.



Behzad Saleh
Traffic and Transport Executive Engineer
6/06/2024
Attachments – Nil



CITY OF PARRAMATTA COUNCIL

Traffic Engineering Advisory Group Agenda Item

ITEM NO: 2406 B2
SUBJECT: Update on Currently Funded Projects
APPLICANT: City of Parramatta Council
REPORT OF: Traffic and Transport Team Leader
WARD: All
SED: All

Purpose

This report provides information on traffic and pedestrian projects that are currently funded.

OFFICER'S RECOMMENDATIONS:

That the update on currently funded projects be received and noted.

Recently Completed Projects

Information on a recently completed raised pedestrian and cyclist crossing is provided below.

Projects Completed by Council Through Federal and State Funding**1. Brodie Street, Rydalmere**

Project Details:	Installation of a raised combined pedestrian and cyclist crossing
Total cost of the project:	\$342,899.72
Funding Details:	State Government's Parramatta-Sydney Foreshore Link (Early Delivery Projects) Program

Projects Completed by Council Through Federal and State Funding

BEFORE



AFTER



2023/24 Traffic Projects

The status of traffic projects for 2023/24 is provided in the table below.

Location	Treatment Type	Cost	Comments
Ward: Epping; SED: Epping			
Alamein Avenue west of Bardia Road, Carlingford	Construction of a new raised pedestrian crossing	\$264,507.60 (Actual)	Completed in September 2023. This project has received 100% from the State Government's Get NSW Active program
Carlingford Road at Hepburn Avenue, Carlingford	Install traffic control signals - TfNSW plan checking fees and utility services relocations	\$550,000 in 2023/24 with the remainder to be spent in 2024/25	Relocation of underground services in progress. Traffic Control Signal (TCS) plan has been approved by TfNSW. This is design is 100% funded by Council.
Orchard Road north of North Rocks Road and Plympton Road, Beecroft	Construction of a new raised pedestrian crossing	\$225,000	Completed in September 2023. This project has received 100% from the State Government's Get NSW Active program.
Ray Road at Kent Street, Epping	Install raised pedestrian crossing (Design and construct)	\$340,000	Construction has commenced. This project is 100% funded by Council.
Victoria Street, Epping	Construction of a combined raised pedestrian and cyclist crossing	\$255,541	Completed in December 2023. This project has received 100% from the State Government's Get NSW Active program.
Ward: North Rocks; SED: Epping			
North Rocks Road at Loyalty Road, North Rocks	Install roundabout (Design only)	\$70,000	Design is in progress. This project is 100% funded by Council.
Ward: Parramatta; SED: Winston Hills			
Fitzwilliam Road at Tucks Road, Toongabbie	Install roundabout (Design only)	\$70,000	Design has commenced. This project is 100% funded by Council.
Ward: Rosehill; SED: Granville			
Brodie Street, Rydalmere	Install raised pedestrian crossing	\$540,000	Construction is complete. This project is 100% funded by the 2023/24 State Government Parramatta to Sydney Foreshore Link Program.
M4 Cycleway at Good Street and Alfred Street, Granville	Construct combined raised pedestrian and cyclists crossing	\$600,000	Completed in December 2023. This project has received 100% from the State Government's Get NSW Active program.
Cowper Street, East Street, Rowell Street, Bridge Street and Good Street, Granville	Installation of 5 pedestrian facilities and three entry treatments as part of Granville 40km/h High Pedestrian Activity Area project (Design Only)	\$175,000	Design is nearing completion. This project has received 100% from the Federal Government's Safe Speeds in High Pedestrian Activity Areas program.

Location	Treatment Type	Cost	Comments
Ward: Rosehill; SED: Parramatta			
Park Parade south side of railway line at pedestrian underpass to Parramatta Park, Westmead	Construct a pedestrian refuge with kerb extension and pedestrian fencing	\$350,000 (Actual)	Completed in September 2023. This project is 100% funded by Council through its 2022/23 Active Transport Program (from Parramatta CBD Development Contributions Plan).
Intersection of High Street at Raymond Street, Parramatta	Install a raised pedestrian crossing in High St (north leg) and speed cushions at other 3 legs.	\$262,000	Completed in September 2023. This project is 100% funded by the 2022/23 Australian Government Black Spot Program.
Ward: Rosehill; SED: Auburn			
Hill Road at Bennelong Parkway, Wentworth Point	Construction of new Traffic Signals	\$4m	Main traffic signals completed in December 2023. Signalised crossing on the slip lane was completed in June 2024. This project is 100% funded by Council.
John Ian Wing Parade, Newington	Construct combined raised pedestrian and cyclists crossing at Louise Savage Pathway	\$240,000	Completed in December 2023 except for street lighting. This project is 100% funded from the State Government's Get NSW Active program.

FINANCIAL IMPLICATIONS:

There are no financial implications from adopting the recommendation in this report.



Saniya Sharmeen
Traffic and Transport Team Leader
7/06/2024

Attachment 3**Traffic Engineering Advisory Group meeting held on Tuesday, 18 June 2024****Consultation & Timing: Items B1 to B2****TEAG 2406 B1 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS****Stakeholder Consultation**

A record of all submissions and responses is provided in the attachments to the Traffic Engineering Advisory Group report and Council report on the matter.

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on 11 June 2024 and the meeting was held on 18 June 2024. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
18 June 2024	PTC	Support recommendation	Mr Richard Searle	Manager Traffic & Transport

Councillor Consultation

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on 11 June 2024 and the meeting was held on 18 June 2024. The below Councillor comments were received.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
18 June 2024		Support recommendation	Mr Richard Searle	Manager Traffic & Transport

TEAG 2406 B2 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY FUNDED AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING**Stakeholder Consultation**

A record of all submissions and responses is provided in the attachments to the Traffic Engineering Advisory Group report and Council report on the matter.

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on 11 June 2024 and the meeting was held on 18 June 2024. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
18 June 2024	PTC	Support recommendation	Mr Richard Searle	Manager Traffic & Transport

Councillor Consultation

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on 11 June 2024 and the meeting was held on 18 June 2024. The below Councillor comments were received.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
18 June 2024		Support recommendation	Mr Richard Searle	Manager Traffic & Transport

REPORTS TO COUNCIL - FOR NOTATION

ITEM NUMBER	12.2
SUBJECT	Minutes of the Traffic Engineering Advisory Group Meeting of 7 August 2024
REFERENCE	F2024/00282 - D09518585
REPORT OF	Traffic and Transport Manager

CSP THEME: Accessible

WORKSHOP/BRIEFING DATE: NIL

PURPOSE:

That Council note the minutes of the Traffic Engineering Advisory Group meeting held on 7 August 2024.

RECOMMENDATION

That Council notes the minutes of the Traffic Engineering Advisory Group meeting held on 7 August 2024, as provided in **Attachment 1**, and summarised below:

(a) **ITEM 2408 B1 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS**

This report provides an update on the proposed traffic improvements and other proposed works on Hill Road and Bennelong Parkway, Wentworth Point and Sydney Olympic Park. Therefore, this report has no financial impact upon Council's budget.

(b) **ITEM 2408 B2 UPDATE ON RECENTLY COMPLETED AND CURRENTLY FUNDED PROJECTS**

There are no financial implications from adopting the recommendation in this report.

BACKGROUND

1. The Traffic Engineering Advisory Group (TEAG) is similar to the Parramatta Traffic Committee, except that it only involves matters that do not invoke the Transport for NSW (TfNSW) delegation to councils. The TEAG does not have the formal voting process that exists in the Parramatta Traffic Committee. It is primarily a technical review committee that advises Council on traffic related matters. TEAG also considers items where TfNSW maintains its control, such as speed limits, clearways and traffic signals, or items for which TfNSW does not have control such as planning of future projects.
2. The most recent meeting of the TEAG was held on 7 August 2024. The meeting was attended by Councillors Paul Noack (Chairperson), Patricia Prociv, and Henry Green. The minutes of that meeting and the reports to that meeting are provided at **Attachments 1 and 2** of this report.

ISSUES/OPTIONS/CONSEQUENCES

3. The recommendations from the TEAG meeting are provided below.

TEAG 2408 B1 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS**Recommendation from Traffic Engineering Advisory Group:**

That the update regarding improvements on Hill Road, Wentworth Point be noted.

Unanimous support.

TEAG 2408 B2 UPDATE ON RECENTLY COMPLETED AND CURRENTLY FUNDED PROJECTS

That the update on recently completed and currently funded projects be received and noted.

Unanimous support.

CONSULTATION & TIMING**LEGAL IMPLICATIONS FOR COUNCIL**

5. There are no legal implications for Council associated with any of the items in this report.

FINANCIAL IMPLICATIONS FOR COUNCIL

6. The financial comments for each item are provided below.

ITEM	
2406 B1	This report provides an update on the proposed traffic improvements and other proposed works on Hill Road and Bennelong Parkway, Wentworth Point and Sydney Olympic Park. Therefore, this report has no financial impact upon Council's budget.
2406 B2	There are no financial implications from adopting the recommendation in this report.




Richard Searle
Traffic and Transport Manager

Jennifer Concato
Executive Director City Planning and Design

John Angilley
Executive Director Finance & Information

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

- | | | | |
|---|---|------------------------|---------|
| 1 |  | TEAG 2408 Minutes | 2 Pages |
| 2 |  | TEAG 2408 Item Reports | 9 Pages |
| 3 |  | TEAG 2408 Attachment 3 | 2 Pages |

REFERENCE MATERIAL

TRAFFIC ENGINEERING ADVISORY GROUP MEETING

WEDNESDAY 7 AUGUST 2024

MINUTES

MINUTES OF THE TRAFFIC ENGINEERING ADVISORY GROUP MEETING HELD 7 AUGUST 2024 AT 1.30PM. MEETING HELD IN PERSON AT C5 PARRAMATTA SQUARE, PARRAMATTA OR OPTIONAL ATTENDANCE VIA MICROSOFT TEAMS

The Traffic Engineering Advisory Group Chairperson Councillor Paul Noack declared the meeting open at 2:12pm.

PRESENT:	
NAME:	REPRESENTATIVE OF
Paul Noack	Councillor and Chairperson
Henry Green	Councillor
Patricia Procriv	Councillor and Representative for Member for Parramatta Donna Davis MP
Nazli Tzannes	Transport for NSW (TfNSW)
Sergeant Jack Makhoul	Parramatta Police Area Command (PAC)
L.S.C. William Graham	Cumberland Police Area Command (PAC)
Pam Kendrick	Representative for the Parramatta Bicycle Committee and Bicycle NSW
Michael Perrone	CDC Buses
Ben Cantor	Busways
Richard Searle	Traffic and Transport Manager, CoPC
Saniya Sharmeen	Traffic and Transport Team Leader, CoPC
Michael Jollon	Transport Planning Manager
Behzad Saleh	Traffic and Transport Executive Engineer, CoPC – Minutes Secretary
Michael Kolos	Project Officer Transport
Nathan McLauchlan	Traffic and Transport Engineer
Varun Nayyar	Traffic and Transport Engineer
Sergeant Robert Gallagher	Ryde Police Area Command (PAC)
Mohammed T	
James D	

APOLOGIES:	
NAME:	REPRESENTATIVE OF
Nil	

DECLARATIONS OF CONFLICT OF INTEREST:

There were no declarations of conflict of interest.

CONFIRMATION OF THE MINUTES OF MEETING HELD ON 18 JUNE 2024:

That the report of the Traffic Engineering Advisory Group meeting held on 18 June 2024 be taken as read and confirmed as a true record of the meeting.

BUSINESS ARISING:

SECTION B ITEMS:

TEAG 2408 B1 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS

Ward: Rosehill

State Electorate: Parramatta

Recommendation to Traffic Engineering Advisory Group:

That the update regarding improvements on Hill Road, Wentworth Point be noted.

Recommendation from Traffic Engineering Advisory Group:

That the update regarding improvements on Hill Road, Wentworth Point be noted.

Unanimous support.

TEAG 2408 B2 UPDATE ON RECENTLY COMPLETED AND CURRENTLY FUNDED PROJECTS

Ward: All

State Electorate: All

Recommendation to Traffic Engineering Advisory Group:

That the update on recently completed and currently funded projects be received and noted.

Recommendation from Traffic Engineering Advisory Group:

That the update on recently completed and currently funded projects be received and noted.

Unanimous support.

BUSINESS ITEMS:

Nil.

The Chairperson closed the meeting at 2:20pm.

**CITY OF PARRAMATTA COUNCIL****Traffic Engineering Advisory Group Agenda Item**

ITEM NO: 2408 B1
SUBJECT: Hill Road, Wentworth Point – Update on the proposed improvements
APPLICANT: City of Parramatta Council
REPORT OF: Traffic and Transport Executive Engineer
WARD: Rosehill
SED: Parramatta

Purpose

The purpose of this report is to provide an update to Council regarding improvements on Hill Road, Wentworth Point as well as other works in the area which may affect traffic. Accordingly, the report provides an update on the following works:

- Bennelong Bridge Load Limit
- Roundabout and pedestrian crossings at the intersection of Hill Road and Burroway Road
- Pedestrian Refuge Island in Hill Road opposite Wattlebird Road
- Pedestrian Refuge Island in Hill Road near Half Street
- Cyclist bridge at Haslams Creek and crossing facility at Wentworth Common
- An update on the Federal Government Funding
- An update on the Stormwater improvements and State Government Funding

OFFICER'S RECOMMENDATION:

That the update regarding improvements on Hill Road, Wentworth Point be noted.

Background

Council, at its meeting held on 14 March 2022 considered a report regarding Hill Road and resolved:

1. *That a monthly update be provided to Ward Councillors regarding the status of the Federal Funding application under its Stimulus Program.*
2. *That should the outcomes of the Federal Funding be unsuccessful or not received by end of July 2022, that Council will endeavour to secure alternative funding for the traffic signal upgrade at Hill Road and Bennelong Parkway, to ensure these works are completed in the 2022/23 financial year.*
3. *That Council continue to contact the developer advising of Council's resolution calling for the urgent construction of the planned roundabout and street crossing at the corner of Hill Road and Burroway Road.*

4. Further, that updates on both projects referred to in this report be provided to each meeting of the Parramatta Traffic Committee and included in the minutes reported to Council until the projects are complete.

In addition, an email from Councillor Noack was received on 5 April 2022 requesting the following items also be included within each TEAG agenda:

1. As per Council resolution a report on the work being done on the traffic lights at the corner of Bennelong Parkway and Hill Road
2. As per Council resolution a report on work being done on the roundabout and pedestrian crossing at Hill Road and Burroway Road
3. Update on lighting on Hill Road. This is the change to LED lightning
4. Update on drainage for Hill Road
5. Haslams Creek Bridge Update on Bennelong Road
6. Crossing from Wentworth Common across Bennelong Road

The information provided in this report is accurate at the time of its writing but is subject to change prior to the TEAG meeting.

Roundabout and pedestrian crossing at Burroway Road Intersection

The construction of the roundabout at the intersection of Hill Road and Burroway Road is in the final stages. At present, the developer is currently working with Council staff on the final restoration works of the underlying concrete pavement and rectifying of defects before the final layer of asphalt is laid. Practical completion of the works is expected in the coming weeks.

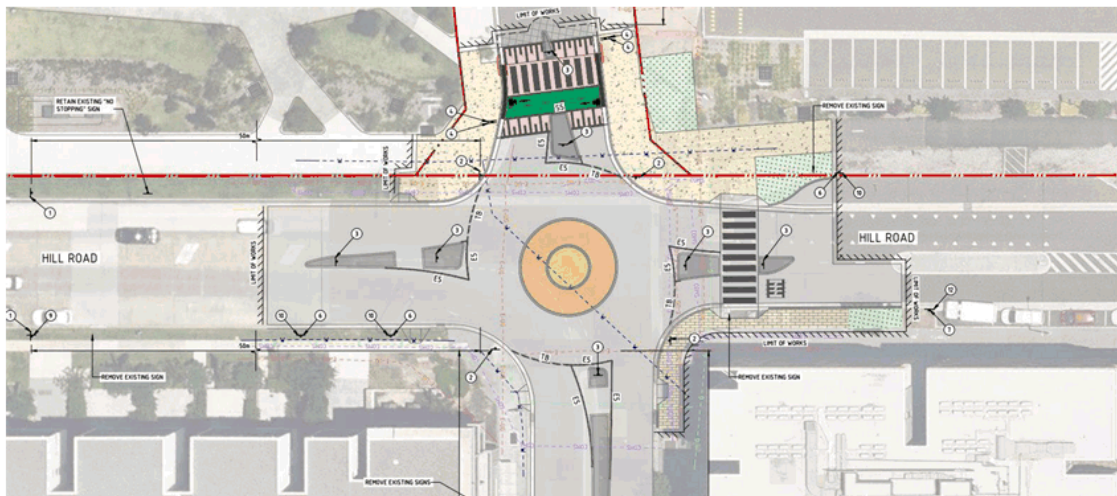


Figure 1: Plan showing the roundabout and pedestrian crossings at the intersection of Hill Road and Burroway Road, Wentworth Point

Pedestrian Refuge Island in Hill Road opposite Wattlebird Road

In accordance with the conditions of consent for the approved developments at 14-16 Hill Road, Sydney Olympic Park, the developer is required to install a pedestrian refuge and median island in Hill Road opposite Wattlebird Road and a raised pedestrian crossing in Wattlebird Road as shown in Figure 2 below.

The proposed works have been approved by Council, however, they were previously placed on hold at the request of the Parramatta Light Rail Stage 2 team (PLR) of TfNSW due to concerns that the works will create a conflict with their enabling works at the intersection of Hill Road and Footbridge Boulevard. Following further discussions between the parties, TfNSW have agreed to allowing the works to commence provided that it be completed before September 2024. The developer is currently investigating the feasibility of meeting this timeline given by TfNSW.

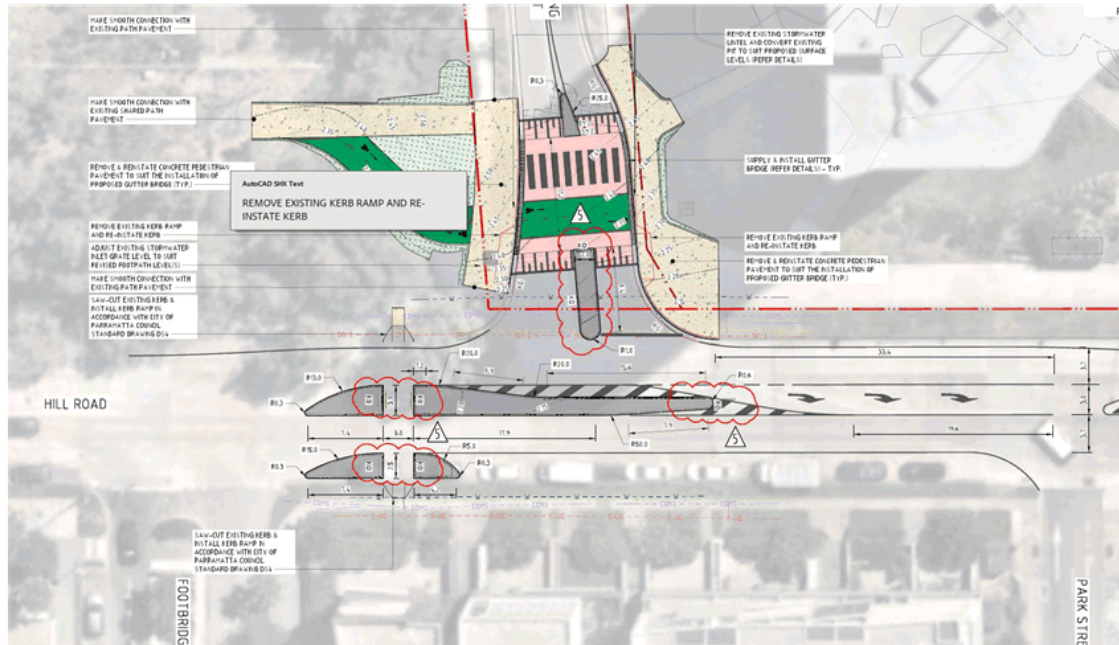


Figure 2: Plan showing the pedestrian refuge island and pedestrian crossings at the intersection of Hill Road and Wattlebird Road, Wentworth Point

Bennelong Parkway Bridge over Haslams Creek Load Limit

A 30 tonne load limit is in place on Bennelong Parkway Bridge (that crosses Haslams Creek at Wentworth Point) provided vehicles meet the maximum axial load limit of single axle weight of 9t, tandem (double) axle weight of 15t and tri-axle weight of 16t. The restriction is required following an investigation of the condition of the bridge by structural engineers.

Council's Assets team are currently working with Busways and TfNSW to determine whether public buses can be re-introduced on the bridge.

Longer term repair options have also been identified with a view to commence construction in the Financial Year 24-25. Council staff are committed to keeping our community up to date on this work and post regular updates on Council's dedicated website regarding Wentworth Point which can be accessed through the following link:

<https://www.cityofparramatta.nsw.gov.au/vision/precinct-planning/wentworth-point>

Pedestrian Refuge Island in Hill Road at Half Street

The pedestrian refuge island in Hill Road at Half Street is now complete. Accordingly, this item will no longer be reported on.



Figure 3: Pedestrian Refuge Island in Hill Road at Half Street

Proposed pedestrian and cyclist bridge at Haslams Creek on Bennelong Parkway and pedestrian crossing in Bennelong Parkway at Wentworth Common

At the Council meeting held on 11 June 2024, Council resolved to approve the scope of works to improve walking and cycling infrastructure along Bennelong Parkway as detailed below:

1. Install a new 5m wide pedestrian and cyclist bridge over Haslams Creek,
2. Install a separated bike path on the northern verge of Bennelong Parkway between Badu Mangroves and Hill Road,
3. Install a wide footpath on the northern verge of Bennelong Parkway between Badu Mangroves and Foreshore Promenade access path,
4. Install two raised pedestrian and cyclist crossings in Bennelong Parkway at the Archery Centre and Wentworth Common,
5. Install new raised pedestrian and cyclist crossing in The Piazza at Bennelong Parkway

The detail design of the proposed works, which is expected to commence in the coming weeks, will be tabled at a future Traffic Committee before finalisation.

Federal Government Funds

Council has received the \$8.5 million funding instrument from the Federal Government for the upgrade of Hill Road, Wentworth Point. The funding is intended to cover the following projects:

1. Traffic signals at the intersection of Hill Road and Bennelong Parkway
2. Lighting and street furniture upgrades in Hill Road
3. Stormwater drainage works
4. Public domain improvements

Drainage upgrades for Hill Road and State Government Funding

The initial review of currently available flooding information for the Haslams Creek catchment, which includes Hill Road, has now been completed. Council staff are currently creating the brief and will likely be able to engage a consultant for the detailed modelling towards the end of September 2024.

FINANCIAL IMPLICATIONS

This report only provides an update on the proposed traffic improvements and other proposed works on Hill Road and Bennelong Parkway, Wentworth Point and Sydney Olympic Park. Therefore, this report has no financial impact upon Council's budget.



Behzad Saleh
Traffic and Transport Executive Engineer
6/06/2024
Attachments – Nil



CITY OF PARRAMATTA COUNCIL

Traffic Engineering Advisory Group Agenda Item

ITEM NO: 2408 B2
SUBJECT: Update on Recently Completed and Currently Funded Projects
APPLICANT: City of Parramatta Council
REPORT OF: Traffic and Transport Team Leader
WARD: All
SED: All

Purpose

This report provides information on traffic and pedestrian projects that were recently completed or are currently funded.

OFFICER'S RECOMMENDATIONS:

That the update on recently completed and currently funded projects be received and noted.

Recently Completed Projects

Information on a recently completed raised pedestrian and cyclist crossing is provided below.

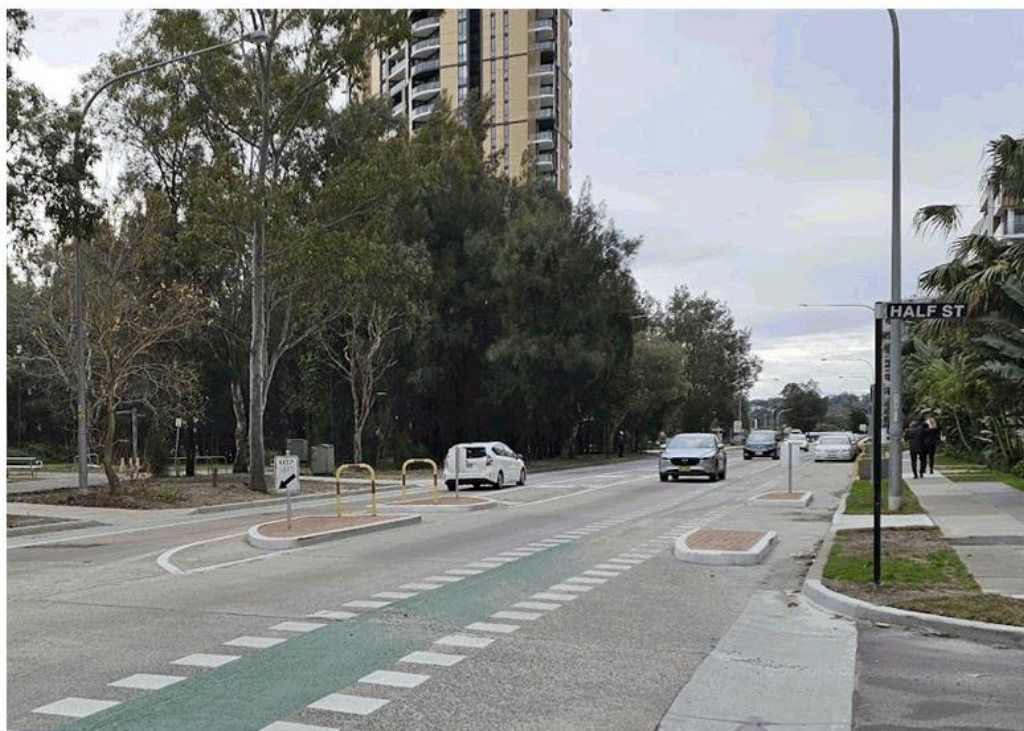
Projects Completed and funded by Council	
1. Hill Road at Half Street, Wentworth Point	
Project Details:	Installation of a pedestrian refuge island in Hill Road north of Half Street, Wentworth Point
Total cost of the project:	\$146,080
Funding Details:	Council

Projects Completed and funded by Council

BEFORE



AFTER

**2. Ray Road at Kent Street, Epping**

Project Details: Installation of a raised pedestrian crossing in Ray Road east of Kent Street, Epping

Projects Completed and funded by Council

Total cost of the project: \$410,378.02

Funding Details: Council

BEFORE



AFTER



2024/25 Traffic Projects

The status of traffic projects for 2024/24 is provided in the table below.

Location	Treatment Type	Cost	Comments
Ward: Epping; SED: Epping			
Carlingford Road at Hepburn Avenue, Carlingford	Construct traffic signals	\$1.55m	Community consultation commenced 100% funded by Council.
Midson Road at Grant Close, Epping	Design raised pedestrian crossing	\$25,000	100% funded by Council.
Ward: North Rocks; SED: Epping			
North Rocks Road at Loyalty Road, North Rocks	Construct roundabout	Under review	Community consultation commenced 100% funded by Council.
Pennant Hills Road at Moseley Street, Carlingford	Strategic Design of traffic signals	\$100,000	100% funded by Council.
Ward: Parramatta; SED: Winston Hills			
Fitzwilliam Road at Tucks Road, Toongabbie	Construct roundabout	Under review	Community consultation commenced 100% funded by Council.
Toongabbie Intersections	Concept Design and Investigation for intersection upgrades	\$1m	100% funded from the NSW Government Election Commitment
Ward: Dundas & Parramatta; SED: Parramatta			
Macarthur Street, North Parramatta	Raised Combined Pedestrian and Cyclist Crossing, Shared Path & Associated Works – Design Only	\$80,000	100% funded from the State Government's Get NSW Active program.
Ward: Dundas; SED: Parramatta			
Thomas Street at Morton Street, Parramatta	Design roundabout	\$25,000	100% funded from Council

FINANCIAL IMPLICATIONS:

There are no financial implications from adopting the recommendation in this report.



Saniya Sharmeen
Traffic and Transport Team Leader
25/07/2024

Attachment 3**Traffic Engineering Advisory Group meeting held on Wednesday, 7 August 2024****Consultation & Timing: Items B1 to B2****ITEM 2408 B1 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS****Stakeholder Consultation**

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on 1 August 2024 and the meeting was held on 7 August 2024.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
7 August 2024	PTC	Support recommendation	Mr Richard Searle	Manager Traffic & Transport

Councillor Consultation

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
7 August 2024	All	Support recommendation	Mr Richard Searle	Manager Traffic & Transport

ITEM 2408 B2 UPDATE ON RECENTLY COMPLETED AND CURRENTLY FUNDED PROJECTS**Stakeholder Consultation**

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on 1 August 2024 and the meeting was held on 7 August 2024.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
7 August 2024	PTC	Support recommendation	Mr Richard Searle	Manager Traffic & Transport

Councillor Consultation

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
7 August 2024	All	Support recommendation	Mr Richard Searle	Manager Traffic & Transport

REPORTS TO COUNCIL - FOR NOTATION

ITEM NUMBER	12.3
SUBJECT	Investment Report for July 2024
REFERENCE	F2024/00282 - D09386911
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 July 2024.

RECOMMENDATION

That Council receive and note the Investment Report for July 2024.

BACKGROUND

1. In accordance with clause 212 of the *Local Government (General) Regulation 2021 (the Regulation)*, a report setting out details of all money invested must be presented to Council monthly.
2. The report must include a certificate as to whether the investments have been made in accordance with the *Local Government Act 1993 (the Act)*, the *Local Government (General) Regulation 2021* and Council's Investment Policy.

ISSUES/OPTIONS/CONSEQUENCES

Investment Portfolio Summary

3. The investment portfolio closing balance as of 31 July 2024 was \$581.4m. The average portfolio holdings held throughout the month was \$582.6m.
4. The majority of Council's investment portfolio is in term deposits (63%). The portfolio also includes liquid floating rate notes (FRNs), cash, and the TCorp Long Term Growth Fund (LTGF).
5. Approximately 9.6% of the portfolio comprises of less conservative long-term investments with exposure to credit markets and domestic and international shares. The investment portfolio is well diversified and weighted towards higher-rated institutions.

6. The table below lists the diversified range of investments held by Council as at 31 July 2024.

Table 1: Summary of investment portfolio

Investment Product	000's	% Held	Monthly Return	Annualised Return
Term Deposits	366,650	0.63	0.41	4.97
Floating Rate Notes	77,390	0.13	0.47	5.72
Bonds	41,801	0.07	0.20	2.43
Cash at Call	39,733	0.07	0.38	4.60
31 Day Notice Funds	174	0.00	0.40	4.80
CFS Global Managed Funds (CFS)	16,023	0.03	1.38	17.55
TCorp Long Term Growth Fund (LTGF)	39,636	0.07	2.85	39.21
Total Investment Funds	581,407	1.00	0.64	7.81
*COPC Internal Benchmark			0.62	7.61
Ausbond Bank Bill Index Benchmark			0.37	4.49
(Underperformance) / Outperformance > Ausbond BBI				3.32

***COPC Internal Benchmark returns** - based on Council's individual benchmarks across the various asset classes it invests within its own portfolio. The following individual benchmarks are the measurements, used for each asset class.

Cash: RBA Cash Rate

Term Deposits: 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

Investment performance for the month. The investment portfolio reported a monthly actual return of **0.64%** for July 2024 (or 7.81% on an annualised basis), outperforming the monthly Ausbond bank bill index by **332 basis** points annualised. The TCorp Fund actual return of 2.85% actual was the main contributor to performance. The longer-term outperformance continues to be anchored by the handful of longer-dated deposits, as well as the FRNs locked in at attractive margins, boosted by the strategic sales implemented over the past few years.

7. **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	7.81	5.00	4.13	2.92
Ausbond Bank Bill Index Benchmark	4.49	4.37	3.76	2.56
Outperformance	3.32	0.63	0.37	0.36

8. **Investment Revenue:** As at the end of July 2024, the actual interest/income earned, exceeded the monthly forecast by approximately **\$1.648m**. The outperformance can be attributed to a rally in credit funds and equities during July.

Both domestic shares (S&P ASX 200 Accumulation Index +4.19%) and international shares (MSCI World ex-Australia +1.70%) provided solid returns.

Going forward for 2024-25 Advisors exercise caution and expect volatility from the **TCorp Long-Term** given it has exposure to both domestic and international shares. This fund has a long duration view of 7-10 years and cannot be accurately measured for performance in the short term.

Table 3: Cumulative Interest table

Month-End	Cumulative Budget	Cumulative Investment Revenue	Difference (\$)
Jul 2024	\$2,078,098	\$3,726,842	\$1,648,744
Aug 2024	\$4,042,857		
Sep 2024	\$6,007,616		
Oct 2024	\$7,972,375		
Nov 2024	\$9,937,134		
Dec 2024	\$11,901,893		
Jan 2025	\$13,866,652		
Feb 2025	\$15,831,411		
Mar 2025	\$17,796,170		
Apr 2025	\$19,760,929		
May 2025	\$21,725,688		
Jun 2025	\$23,690,447		

Note: Council values all managed funds, Floating rate notes, and bonds on a mark to market basis each month. Any gain or loss in valuation is capitalised to interest income based on actual monthly statements.

Table 4: Managed Fund Valuations Capitalised

Managed Funds Long-Term Investments	Asset Valuation Jun-24	Asset Valuation Jul-24	Value Capitalised Net Return	Monthly Interest Return Actual
TCorp Long Term Growth Fund	\$38,537,852	\$39,635,880	\$1,098,028	2.85%
CFS Global Managed Fund	\$15,804,635	\$16,023,187	\$218,552	1.38%
Total:	\$54,342,487	\$55,659,066	\$1,316,580	2.43%

9. During July, unrealised capital valuations on Managed funds rose by approximately \$1.31m. This increase in capital valuation, has been capitalised and is included in the cumulative investment revenue shown in table 3.
10. **Maturities and Transactions:** Overall, the portfolio remains well diversified from a maturity perspective, with around 24% of assets directed to medium term (2-5 years).
11. Where liquidity permits, Council advisors recommend new surplus funds be directed towards 1–5-year horizons given this is where the most attractive value can be found.

12. The following Investment transactions occurred during July 2024:

Table 5: Investment Maturities

Type	Issuer	Rating	Principal (\$)	Purchase Date	Maturity Date	Coupon (%)
TD	Bank of Us	BBB+	4,000,000.00	05-Dec-23	04-Jul-24	5.45
TD	Bank of Us	BBB+	4,000,000.00	05-Dec-23	11-Jul-24	5.45
TD	Bank of Us	BBB+	4,000,000.00	05-Dec-23	18-Jul-24	5.45
TD	Bank of Us	BBB+	4,000,000.00	05-Dec-23	25-Jul-24	5.47
			16,000,000.00			

Table 6: New Investment Purchases

Type	Issuer	Rating	Principal (\$)	Purchase Date	Maturity Date	Coupon (%)	Green Investment
TD	State Bank of India, Sydney Branch	BBB-	3,000,000.00	30-Jul-24	07-Aug-25	5.45	Yes
TD	State Bank of India, Sydney Branch	BBB-	3,000,000.00	29-Jul-24	17-Jul-25	5.45	Yes
FRN	Rabobank Australia Branch	A+	1,900,000.00	17-Jul-24	17-Jul-29	5.36	No
TD	State Bank of India, Sydney Branch	BBB-	3,000,000.00	11-Jul-24	10-Jul-25	5.48	Yes
TD	NAB	AA-	3,000,000.00	03-Jul-24	03-Jul-25	5.48	No
			13,900,000.00				

13. During the month Council invested \$13.9 in Term Deposits and Floating Rate Notes. Approximately \$9m was placed with **environmentally sustainable fossil fuel free investments**.

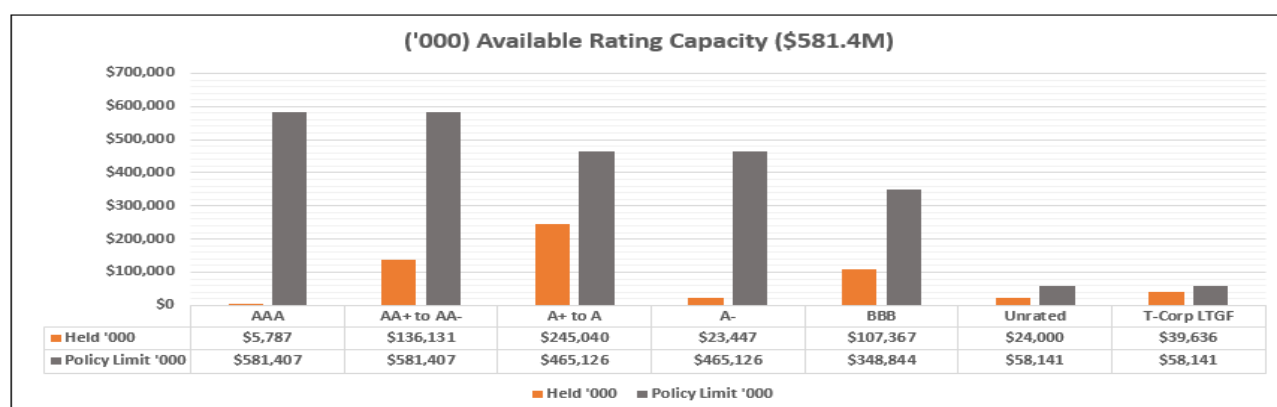
14. Portfolio Maturity Duration

Table 7: Maturity profile

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 365 days	\$310,569,429	53.49%	20%	100%	\$270,025,707
✓	1 – 2 years	\$89,343,712	15.39%	0%	70%	\$317,072,883
✓	2 – 5 years	\$141,046,115	24.29%	0%	60%	\$207,310,966
✓	5 – 10 years	\$39,635,880	6.83%	0%	15%	\$47,453,391
		\$580,595,136	100.00%			

15. The portfolio complies with Council's Investment Policy limits, with ample investment opportunity still available within all institutional rating, duration, and counterparty limits.

Graph 1: Investment Policy rating capacity.



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

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

Table 8: Exceptions to counterparty limits

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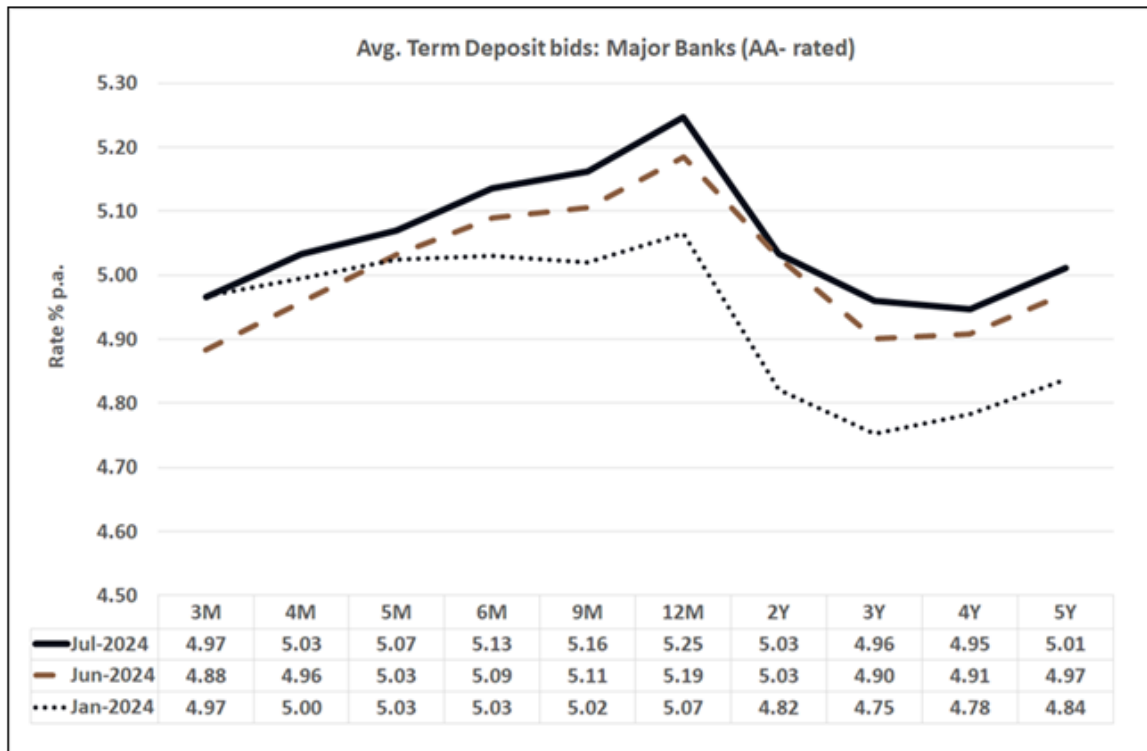
No
Exceptions

17. As at the end of July 2024, 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 unrated ADIs.
18. A full list of counterparty holdings is available on page 9 of the Arlo Advisory comprehensive report (attachment 2).
19. **Current Yields** Councils **Floating Rate Notes** are currently yielding around 5.72% FYTD with unrealised capital gains of approximately \$652k based on current market valuations.
20. **The CFS Global Credit Fund** returned 1.38% (actual) outperforming the AusBond Bank Bill Index return of +0.37% 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. With a running yield of 5.25%, Arlo recommend council retain this investment, given the alternative investments in complying fixed interest products are largely earning below this rate of return.
21. **Council's term deposit portfolio** (63% of the portfolio) was yielding 4.83% p.a. at month-end, with a weighted average duration of around 444 days or 1.25 years.

During July, the average deposit rates offered by the major banks increased across most tenors as the market priced the potential of another rate hike prior to the lower-than-expected inflation print on the last day of July. Notably, the average deposit rates offered by the major banks rose in the 6-12 months tenors by around 5bp, compared to where they were in June.

The deposit curve remains inverse with rates peaking at the 12-month tenor and then dipping/flattening across the 2–5-year terms (with the lowest rates offered in the 4-year tenor), with the market still factoring in multiple rate cuts starting next year.

Graph 2: Term Deposit Yields



22. Council engages Arlo Advisory for assistance in all investment matters relating to advice, risk, and portfolio weighting. Arlo 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.
23. Detailed investment performance commentary in relation to each investment product /type and counterparty, can be found in the Arlo Advisory comprehensive report attached (**Attachment 2**).

Certification of Investments

24. I hereby certify the investments for the month of July 2024 have been made in compliance with the Act, the Regulations, Council's Investment Policy, and the adviser's recommendations.

John Angilley, Executive Director, Finance & Information

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
31-Jul 2024	Arlo Advisory	All Investments are within Policy guidelines and supported by Councils independent advisor. Refer Arlo Comprehensive Report	All Investments are within Policy limits and reconcile to the General Ledger as at 31 Jul 2024	John Angilley Executive Director, Finance & Information Bruce MacFarlane Treasury & Tax Accountant

Councillor Consultation

26. 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

27. There are no legal implications resulting from this report.

FINANCIAL IMPLICATIONS FOR COUNCIL




28. As of 31 July 2024, cumulative interest income outperformed the year-to-date forecast budget by approximately **\$1.648m**. However future volatility is expected within the managed fund portfolio in the coming months with market uncertainty impacting equities.

Bruce MacFarlane
Treasury Tax & Accounts Payable Manager

John Angilley
Executive Director Finance & Information

Gail Connolly
Chief Executive Officer

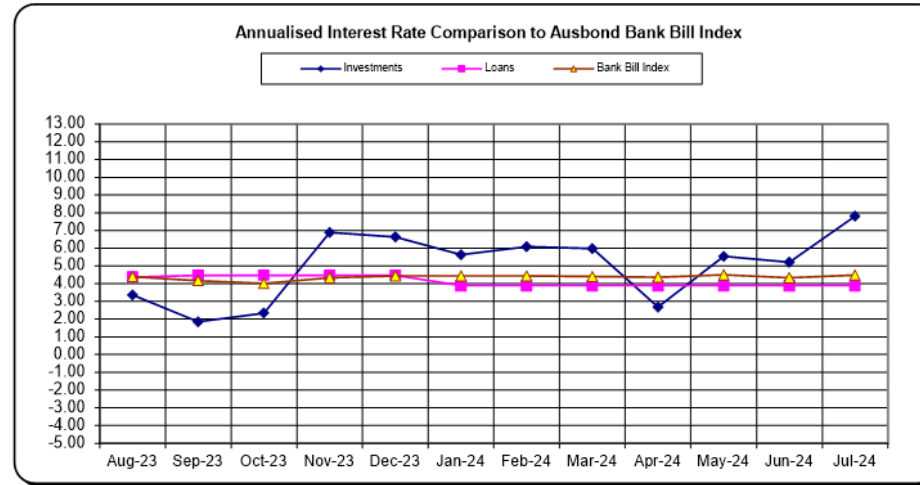
ATTACHMENTS:

- | | | |
|---|--|----------|
| 1 |  Investment and Loans Performance Graph July 2024.pdf | 1 Page |
| 2 |  Arlo Comprehensive Investment Report - City of Parramatta 31 July 2024.pdf | 36 Pages |
| 3 |  List of Council Investments by maturity July 2024.pdf | 9 Pages |

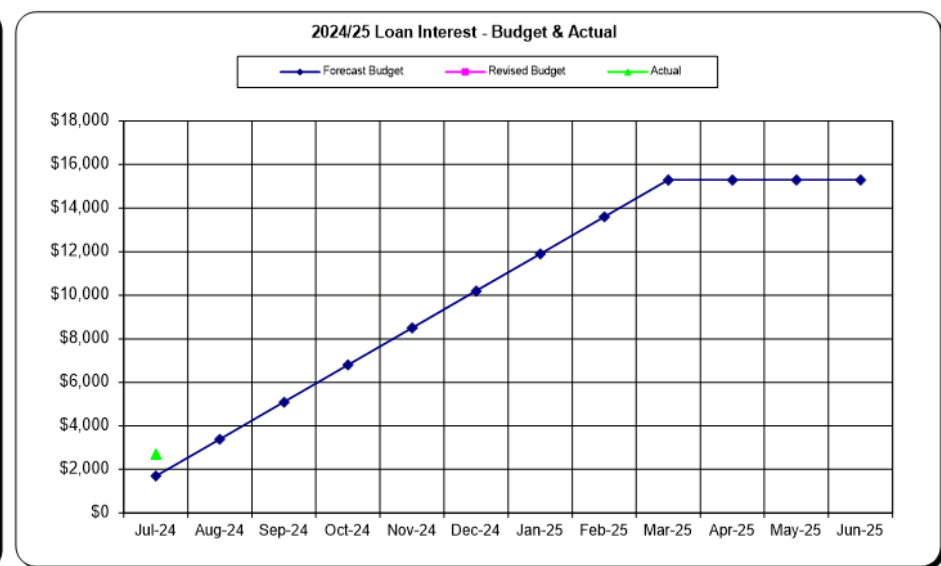
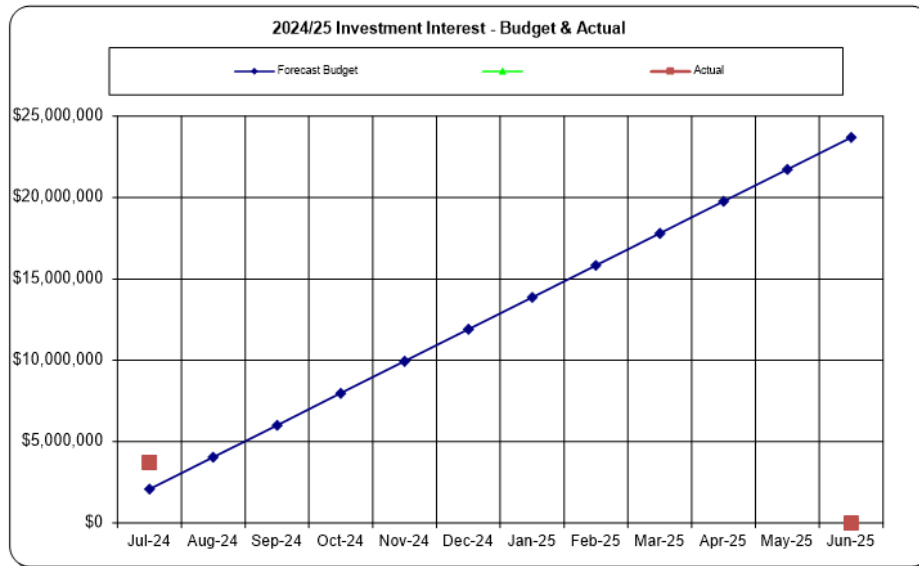
REFERENCE MATERIAL

ATTACHMENT 1

CL..... Governance & Corporate



Investments and Loans Interest - Year to Date Budget Performance





Monthly Investment Review



**CITY OF
PARRAMATTA**

July 2024

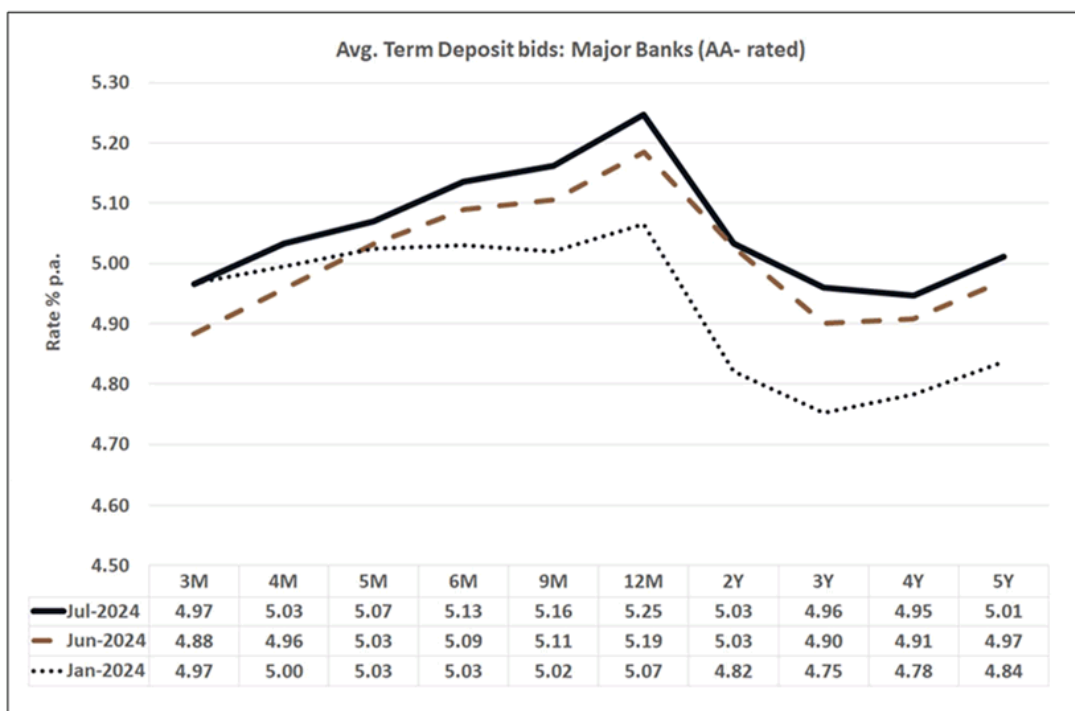
Arlo Advisory Pty Ltd
ABN: 55 668 191 795
Authorised Representative of InterPrac Financial Planning Pty Ltd
AFSL 246 638
Phone: +61 2 9053 2987
Email: michael.chandra@arloadvisory.com.au / melissa.villamin@arloadvisory.com.au
125 Middle Harbour Road, East Lindfield NSW 2070



Market Update Summary

In July, risk markets provided modest returns again, boosted by softening inflation and expectations of interest rate cuts in the short to medium term.

In the deposit market, over July, the average deposit rates offered by the major banks increased across most tenors as the market priced the potential of another rate hike prior to the lower than expected inflation print on the last day of July. Notably, the average deposit rates offered by the major banks rose in the 6-12 months tenors by around 5bp, compared to where they were in June. The deposit curve remains inverse with rates peaking at the 12 month tenor and then dipping/flattening across the 2-5 year terms (with the lowest rates offered in the 4 year tenor), with the market still factoring in multiple rate cuts starting next year.



Source: Imperium Markets

With a global economic downturn and interest rate cuts still being priced over the next 18-24 months, investors should consider diversifying and taking an 'insurance policy' against a potentially lower rate environment by investing across 2-5 year fixed deposits, targeting rates above 5% p.a. (small allocation only).



City of Parramatta Council's Portfolio Summary

Term Deposits

Term Deposits (fixed and floating) account for around 63% of the total investment portfolio at month-end. Council's term deposit portfolio was yielding 4.82% p.a. at month-end, with a weighted average duration of around 430 days or ~1.2 years. Where liquidity permits, we recommend maintaining this duration in the long-run.

Senior FRNs

Council's senior floating rate notes (FRNs) make up around 13% of the total investment portfolio at month-end. The market valuation of Council's FRNs marginally rose around **+0.15% (actual)** in July (or **+\$111,820 in dollar terms**).

Summary	June 2024	July 2024	Net Flow (\$)	Monthly Change %
Face Value	\$74,350,000	\$76,250,000	\$1,900,000	+2.56%
Market Value	\$74,794,372	\$76,806,193	+\$111,820	+0.15%

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 +\$556,297** (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 **\$17,438 in dollar terms or +0.13% (actual)** for the month.

Summary	June 2024	July 2024	Net Flow (\$)	Monthly Change %
Face Value	\$13,300,000	\$13,300,000	\$0	+0.00%
Market Value	\$13,378,258	\$13,395,696	+\$17,438	+0.13%

At month-end, Council's "BBB" rated FRNs are now marked at an **unrealised capital gain of ~\$95,800**.



Senior Bonds

Since September 2020, Council has an outstanding \$27m placed 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 1.09% p.a., with a current weighted average duration of 1.45 years.

We believe these investments were sensible at the time of investment given the unprecedented low rate environment and the RBA's forward guidance at the time of investment (no rate rises "until at least 2024"). 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. This is likely to be held for the entire term given the rate hike cycle over the past two years. 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. Separately, recently, Council purchased fixed bonds with BoQ (BBB+) and Judo (BBB-) Bank at discounted values – these are likely to result in capital gains as they mature and were originally purchased between 5.36%-6.60% yields.

TCorp Long-Term Growth Fund

The NSW TCorp Fund accounts for ~6% of Council's total investment portfolio. **The Fund returned +2.85% (actual) for the month of July.** Domestic and international shares continued their rally in July, as softening inflation has pushed forward rate cut expectations.

Summary	Jun 2024	Jul 2024	Investment (\$)	Net Return (\$)	Net Return (%)
Market Value	\$38,537,852	\$39,635,880	\$0	+\$1,098,028	+2.85%

Risk assets pushed higher over the month, helped by resilient corporate earnings, softer data, and a Fed reluctant to undertake further hikes.

The overall monetary policy outlook remains tight across regions although interest cuts have occurred – most recently in Europe and Canada. This has shifted the focus back to the possibility of rate cuts in the US over coming months and in Australia next year.

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 +1.38% (actual) in July**, as the market valuation of the fund's assets in global credit securities increased during the month.

Summary	Jun 2024	Jul 2024	Difference (\$)	Difference (%)
Market Value	\$15,804,635	\$16,023,187	+\$218,552	+1.38%

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 +5¼% p.a., we recommend Council retains this "grandfathered" Fund given the alternative to invest in cash and deposits (Council's approval list) are yielding lower.

Cash Accounts

Cash accounts make up around 7% of Council's investment portfolio at month-end. 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 4.50% p.a. at current yields. Short-dated term deposits will continue to outperform overnight cash accounts in most cases so we recommend keeping cash levels at a bare minimum to meet ongoing liquidity requirements.



Council's Budgeted Income for FY2024–2025

Council's budgeted income for FY2024–2025 was set to \$23.69m. Based on an average total investment portfolio size of around \$580m, that equates to a budgeted yield of around 4.08% for the financial year.

For the first month of the financial year, the cumulative interest revenue earned was roughly \$1.65m above the budgeted income. In the current financial year, we exercise caution given the volatility from the TCorp Long-Term Growth Fund during any month (fluctuations can easily be up or down \$1m on any month, potentially larger).

Month-End	Cumulative Budget	Cumulative Investment Revenue	Difference (\$)
Jul 2024	\$2,078,098	\$3,726,842	\$1,648,744
Aug 2024	\$4,042,857		
Sep 2024	\$6,007,616		
Oct 2024	\$7,972,375		
Nov 2024	\$9,937,134		
Dec 2024	\$11,901,893		
Jan 2025	\$13,866,652		
Feb 2025	\$15,831,411		
Mar 2025	\$17,796,170		
Apr 2025	\$19,760,929		
May 2025	\$21,725,688		
Jun 2025	\$23,690,447		

We remain cautious given that risks remain to the downside, particularly if there is another selloff in equities and/or bonds as the market factors in a global economic downturn.



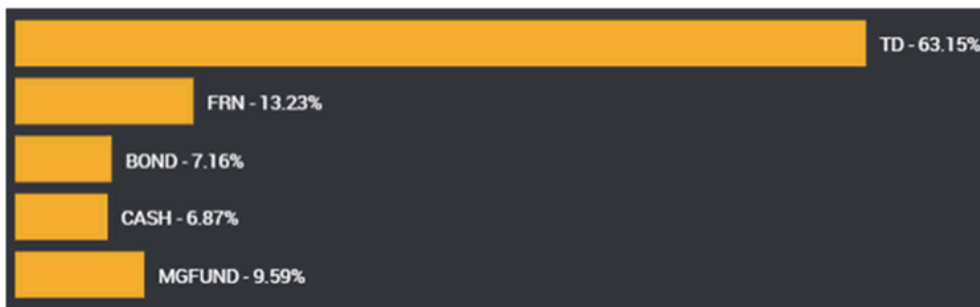
Council's Portfolio & Compliance

Asset Allocation

As at the end of July 2024, the portfolio was mainly directed to fixed term deposits (63%). The remaining portfolio is directed to FRNs (13%), overnight cash accounts (7%), bonds (7%), and the managed funds with CFS Global Credit Income Fund and NSW T-Corp Long Term Growth Fund (10%, combined).

Senior FRNs remain relatively attractive as spreads have generally widened over the past 2-3 years. New issuances may be considered again on a case by case scenario. In the interim, staggering a mix of fixed deposits between 9-12 months to 3 years remains a more optimal strategy to maximise returns over a longer-term cycle.

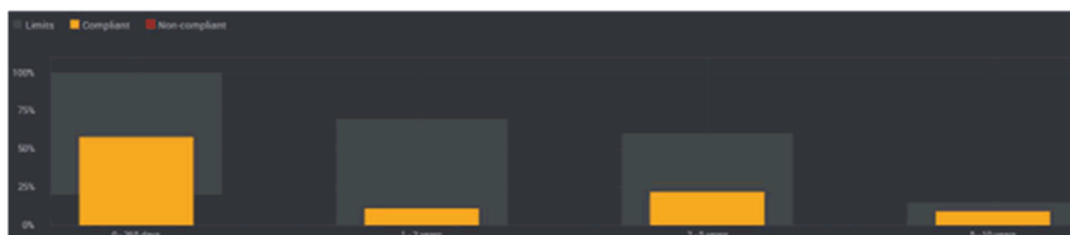
With interest rate cuts and a global economic downturn being priced in coming years, investors can choose to allocate a small proportion of longer-term funds and undertake an insurance policy against any potential future rate cuts by investing across 2-5 year fixed deposits, locking in and targeting yields above 5% p.a.





Term to Maturity

Overall, the portfolio remains well diversified from a maturity perspective with around 24% of assets directed to medium-term assets (2-5 years). All minimum and maximum criteria meet within the Policy guidelines:



Where liquidity permits, we recommend new surplus funds be directed to 1-5 year horizons given this is where the most attractive value can be found. We suggest this be allocated to any remaining attractive fixed term deposits or newly issued FRNs (refer to respective sections below).

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 365 days	\$310,569,429	53.49%	20%	100%	\$270,025,707
✓	1 - 2 years	\$89,343,712	15.39%	0%	70%	\$317,072,883
✓	2 - 5 years	\$141,046,115	24.29%	0%	60%	\$207,310,966
✓	5 - 10 years	\$39,635,880	6.83%	0%	15%	\$47,453,391
		\$580,595,136	100.00%			



Counterparty

As at the end of July 2024, 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 (\$)
✓	Bendigo Covered	AAA	\$5,227,799	0.90%	50.00%	\$285,069,769
✓	ING Covered	AAA	\$559,075	0.10%	50.00%	\$289,738,493
✓	ANZ	AA-	\$32,411,534	5.58%	40.00%	\$199,826,520
✓	CBA	AA-	\$11,408,836	1.97%	40.00%	\$220,829,218
✓	NAB	AA-	\$64,498,324	11.11%	40.00%	\$167,739,731
✓	Northern Territory	AA-	\$27,000,000	4.65%	40.00%	\$205,238,054
✓	Macquarie	A+	\$2,439,140	0.42%	25.00%	\$142,709,644
✓	Rabo. Aus. Branch	A+	\$1,905,571	0.33%	25.00%	\$143,243,213
✓	UBS AG	A+	\$5,811,070	1.00%	25.00%	\$139,337,714
✓	CFS Global CI	A	\$16,023,187	2.76%	25.00%	\$129,125,597
✓	ICBC	A	\$100,056,471	17.23%	25.00%	\$45,092,313
✓	ING Bank Aus.	A	\$25,004,344	4.31%	25.00%	\$120,144,440
✓	Rabo. Aus.	A	\$93,800,000	16.16%	25.00%	\$51,348,784
✓	BoQ	A-	\$20,318,269	3.50%	25.00%	\$124,830,515
✓	Bendigo-Adelaide	A-	\$3,129,089	0.54%	25.00%	\$142,019,695
✓	AMP Bank	BBB+	\$8,674,158	1.49%	15.00%	\$78,415,112
✓	Aus. Unity Bank	BBB+	\$4,000,000	0.69%	15.00%	\$83,089,270
✓	Bank Australia	BBB+	\$4,229,654	0.73%	15.00%	\$82,859,616
✓	Bank of Us	BBB+	\$10,000,000	1.72%	15.00%	\$77,089,270
✓	Great Southern	BBB+	\$2,509,533	0.43%	15.00%	\$84,579,737
✓	Heritage	BBB+	\$2,118,188	0.36%	15.00%	\$84,971,082
✓	Newcastle	BBB+	\$1,528,082	0.26%	15.00%	\$85,561,189
✓	P&N Bank	BBB+	\$16,800,000	2.89%	15.00%	\$70,289,270
✓	Police Bank	BBB+	\$4,000,000	0.69%	15.00%	\$83,089,270
✓	QT Mutual Bank	BBB+	\$1,001,775	0.17%	15.00%	\$86,087,495
✓	Teachers Mutual	BBB+	\$1,002,382	0.17%	15.00%	\$86,086,888
✓	Auswide Bank	BBB	\$15,000,000	2.58%	15.00%	\$72,089,270
✓	Judo Bank	BBB	\$16,496,694	2.84%	15.00%	\$70,592,576
✓	MyState	BBB	\$3,000,000	0.52%	15.00%	\$84,089,270
✓	QBank	BBB	\$5,006,082	0.86%	15.00%	\$82,083,188
✓	State Bank India	BBB-	\$12,000,000	2.07%	15.00%	\$75,089,270



Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	Arab Bank Aus.	Unrated	\$5,000,000	0.86%	0.86%	\$0
✓	Bank of Sydney	Unrated	\$5,000,000	0.86%	0.86%	\$0
✓	Move Bank	Unrated	\$5,000,000	0.86%	0.86%	\$0
✓	Police CU	Unrated	\$4,000,000	0.69%	0.86%	\$1,000,000
✓	Summerland Bank	Unrated	\$5,000,000	0.86%	0.86%	\$0
✓	TCorpIM LTG	Unrated	\$39,635,880	6.83%	10.00%	\$18,423,634
			\$580,595,136	100.00%		

On 31st July 2024, ANZ's takeover of Suncorp Bank was formalised, and ratings agency S&P upgraded Suncorp's long-term credit rating to that of its parent company immediately (now rated AA-). Investor's exposure to Suncorp is now reflected under the parent company being ANZ.



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	\$275,799,538	47.50%
Australia	\$275,799,538	47.50%
Branches of Foreign Bank	\$119,773,112	20.63%
China	\$100,056,471	17.23%
Netherlands	\$1,905,571	0.33%
India	\$12,000,000	2.07%
Switzerland	\$5,811,070	1.00%
Foreign Subsidiary Banks	\$129,363,419	22.28%
Jordan	\$5,000,000	0.86%
Lebanon	\$5,000,000	0.86%
Netherlands	\$119,363,419	20.56%
Global [^]	\$55,659,066	9.59%
International	\$55,659,066	9.59%
Total	\$580,595,136	100.00%

Source: <https://www.apra.gov.au/register-of-authorised-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 48% of Council's total investment portfolio is placed with domestic ADIs, while the remaining 52% 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).

Council's exposure to the international banks are generally with such Globally Systemic Important Banks (G-SIBs), including ICBC (China), ING Bank and Rabobank (Netherlands) and UBS (Switzerland).

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 30/06/2024 (\$580.56m), we can roughly estimate that ~56% of the investments have some form of exposure. Council's exposure is summarised as follows:

Counterparty	Credit Rating	Funding Fossil Fuel
Bendigo Covered	AAA	No
ING Covered	AAA	Yes
ANZ	AA-	Yes
CBA	AA-	Yes
NAB	AA-	Yes
Northern Territory	AA-	Yes
Macquarie	A+	Yes
Rabobank Aus. Branch	A+	Yes
UBS AG	A+	No
CFS Global Credit^^	A	Yes
ICBC	A	No
ING Bank Australia	A	Yes
Rabobank Australia	A	Yes
BOQ	A-	No
Bendigo-Adelaide	A-	No
AMP Bank	BBB+	Yes
Aus. Unity Bank	BBB+	No
Bank Australia	BBB+	No
Bank of Us	BBB+	No
Great Southern	BBB+	No
Heritage	BBB+	No
Newcastle	BBB+	No
P&N Bank	BBB+	No
Police Bank	BBB+	No
QT Mutual Bank	BBB+	No
Teachers Mutual Bank	BBB+	No
Auswide Bank	BBB	No
Judo Bank	BBB	No
MyState	BBB	No
QBank	BBB	No
State Bank of India	BBB-	No
Arab Bank Aus.	Unrated	No
Bank of Sydney	Unrated	No
Move Bank	Unrated	No
Police CU	Unrated	No
Summerland Bank	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	\$323,360,048	56%
No	\$257,235,087	44%
	\$580,595,136	100%

Transition to investments without major exposure to fossil fuels

Council has not made a decision to divest from the current portfolio of investments which have exposure to fossil fuels. To do so would have unfavourable implications to the credit quality, rating and interest income forecasts.

However, where possible, and within the ministerial and policy guidelines, Council will continue to favour newly issued fossil fuel free investment products, providing it does not compromise the risk and return profile.

In time it is Council's intention to move to a more balanced portfolio which has less exposure to fossil fuels, providing it is prudent to do so.

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 (Citi, Macquarie 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 (e.g. most of the senior FRN issues are with the higher rated ADIs);
- Underperformance compared to other Councils which could result in a significant loss of income generated – could be in excess of hundreds of thousands of dollars per annum.

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.



Credit Quality

Following the most recent adopted Policy, all aggregate ratings categories are currently within the Policy limits:

Compliant	Credit Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	AAA Category	\$5,786,874	1%	100%	\$574,808,261
✓	AA Range or Major Banks	\$135,318,694	23%	100%	\$445,276,442
✓	A Category	\$268,487,140	46%	80%	\$195,988,969
✓	BBB Category	\$107,366,548	18%	30%	\$66,811,993
✓	Unrated ADI Category	\$24,000,000	4%	10%	\$34,059,514
✓	TCorpIM Funds	\$39,635,880	7%	25%	\$105,512,904
		\$580,595,136	100.00%		

The portfolio remains well diversified across the entire credit spectrum, including some exposure to the unrated ADI sector. There is high capacity to invest in the higher rated ADIs (A or higher), with some capacity to invest in the "BBB" rated category.



Performance

Council's performance (actual returns) for the month ending July 2024 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year	2 years	3 years
Official Cash Rate	0.36%	1.08%	2.15%	0.36%	4.30%	3.75%	2.58%
AusBond Bank Bill Index	0.37%	1.10%	2.18%	0.37%	4.37%	3.76%	2.56%
PCC Internal Benchmark*	0.62%	1.54%	2.81%	0.62%	5.50%	4.87%	3.33%
PCC Cash Portfolio	0.38%	1.14%	2.27%	0.38%	4.55%	3.99%	2.82%
PCC T/D Portfolio	0.41%	1.23%	2.30%	0.41%	4.23%	3.38%	2.71%
PCC FRN Portfolio	0.47%	1.42%	2.81%	0.47%	5.71%	5.04%	3.90%
PCC Bond Portfolio	0.20%	0.59%	0.99%	0.20%	1.64%	1.38%	1.28%
PCC Credit Fund	1.38%	2.00%	3.78%	1.38%	8.01%	7.23%	3.75%
PCC TCorp Growth Fund	2.85%	5.14%	7.22%	2.85%	11.70%	10.31%	4.50%
PCC's Total Portfolio	0.64%	1.53%	2.73%	0.64%	5.00%	4.13%	2.92%
Rel. Perf. (BBI)	0.27%	0.42%	0.55%	0.27%	0.63%	0.37%	0.36%
Rel. Perf. (Int. Bench.)	0.02%	-0.02%	-0.08%	0.02%	-0.49%	-0.73%	-0.40%

*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 benchmarks 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: Fund's return itself

For the month of July, the total investment portfolio (including cash) provided a return of +0.64% (actual) or +7.81% p.a. (annualised), outperforming the AusBond Bank Bill Index return of +0.37% (actual) or +4.49% p.a. (annualised), and Council's internal benchmark return of +0.62% (actual) or +7.61% p.a. (annualised).

The longer-term outperformance continues to be anchored by the handful of longer-dated deposits, as well as the FRNs locked in at attractive margins, boosted by the strategic sales implemented over the past few years. This is now reflected in the longer-term returns with the FRN portfolio now ahead of fixed term deposits over 1-3 year time periods (also driven recently during the RBA's rate hike cycle). The TCorp LTGF has also helped returns in recent years as shares have reached their all-time highs.



The annualised returns as of July 2024 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	4.35%	4.35%	4.35%	4.35%	4.30%	3.75%	2.58%
AusBond Bank Bill Index	4.49%	4.45%	4.42%	4.49%	4.37%	3.76%	2.56%
PCC Internal Benchmark*	7.61%	6.25%	5.71%	7.61%	5.50%	4.87%	3.33%
PCC Cash Portfolio	4.60%	4.60%	4.60%	4.60%	4.55%	3.99%	2.82%
PCC T/D Portfolio	4.97%	4.95%	4.66%	4.97%	4.23%	3.38%	2.71%
PCC FRN Portfolio	5.72%	5.77%	5.72%	5.72%	5.71%	5.04%	3.90%
PCC Bond Portfolio	2.43%	2.36%	1.99%	2.43%	1.64%	1.38%	1.28%
PCC Credit Fund	17.55%	8.19%	7.72%	17.55%	8.01%	7.23%	3.75%
PCC TCorp Growth Fund	39.21%	22.02%	15.00%	39.21%	11.70%	10.31%	4.50%
PCC's Total Portfolio	7.81%	6.19%	5.55%	7.81%	5.00%	4.13%	2.92%
Rel. Perf. (BBI)	3.32%	1.74%	1.13%	3.32%	0.63%	0.37%	0.36%
Rel. Perf. (Int. Bench.)	0.20%	-0.06%	-0.16%	0.20%	-0.49%	-0.73%	-0.40%



Recommendations for Council

Term Deposits

As at the end of July 2024, Council's **deposit** portfolio was yielding **4.82% p.a.** (down 1bp from the previous month), with a weighted average duration of around 430 days (~1.18 years).

There is growing belief that interest rate cuts and a global economic downturn maybe delivered in the coming year and so locking in rates above 5% p.a. across 1-5 year tenors may provide some income protection against a lower rate environment over coming years.

We recommend Council maintains the average duration around 12 months (or slightly longer) over the long-term.

Please refer to the section below for further details on the Term Deposit market.

Securities

Primary (new) Senior **FRNs** (with maturities between 3-5 years) continue to be appealing (particularly for those investors with portfolios skewed towards fixed assets) and should be considered on a case by case scenario. Please refer to the section below for further details on the FRN market.

Council FRNs – Recommendations for Sale/Switches

We will inform Council when there is an opportunity to sell out of any future sub-optimal FRNs and switch into a higher yielding complying asset. This strategy has worked very well as Council has ultimately boosted the overall returns of the investment portfolio (up to hundreds of thousands of dollars in previous financial years). There will be an opportunity to switch/sell out of the following FRN(s) in coming months, ideally switching into a newly issued attractive FRN. The following are now up for consideration:

Issuer	Rating	Maturity Date	ISIN	Face Value	Trading Margin	Capital Price (\$)	~Unrealised Gain (\$)
UBS	A+	30/07/2025	AU3FN0055307	\$3,250,000	+55.0bp	\$100.296	\$9,630
Bendigo	A-	11/11/2025	AU3FN0073334	\$4,000,000	+60.0bp	\$100.413	\$16,500
CBA	AA-	14/01/2027	AU3FN0065579	\$1,300,000	+60.0bp	\$100.209	\$2,717
Macq.	A+	14/09/2026	AU3FN0081170	\$2,400,000	+66.0bp	\$100.355	\$8,513



This strategy has boosted overall returns and will continue to do so going forward. The current financial year's realised gains are shown as follows:

Issuer	Rating	Maturity Date	ISIN	Face Value	Trading Margin	Capital Price (\$)	Realised Gain (\$)
NAB	AA-	21/01/2025	AU3FN0052510	\$2,000,000	+53.0bp	\$100.345	\$6,900
Suncorp	A+	30/07/2024	AU3FN0049144	\$2,000,000	+59.0bp	\$100.192	\$4,800
NAB	AA-	30/05/2025	AU3FN0069373	\$2,000,000	+57.0bp	\$100.548	\$9,316
Suncorp	AAA	24/04/2025	AU3FN0053880	\$700,000	+71.0bp	\$100.498	\$3,486
Bendigo	BBB+	06/09/2024	AU3FN0050019	\$1,750,000	+76.0bp	\$100.151	\$2,642
Suncorp	AAA	17/10/2025	AU3FN0072617	\$800,000	+47.0bp	\$100.534	\$4,272
BoQ	AAA	14/05/2025	AU3FN0054086	\$900,000	+49.0bp	\$100.529	\$4,761
Citibank	A+	14/11/2024	AU3FN0051561	\$1,000,000	+46.0bp	\$100.183	\$1,830
BoQ	A-	30/10/2024	AU3FN0051272	\$1,000,000	+56.0bp	\$100.213	\$2,130
Total Realised Gains FY2023-2024							\$40,137

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
24/11/2020	16/12/2024	\$1,000,000	0.90%	0.38	Annually
16/02/2021	16/06/2025	\$1,000,000	0.90%	0.88	Annually
16/02/2021	15/06/2026	\$5,000,000	1.00%	1.87	Annually
12/05/2021	16/06/2025	\$3,000,000	1.10%	0.88	Annually
12/05/2021	15/06/2026	\$3,000,000	1.30%	1.87	Annually
20/05/2021	16/06/2025	\$3,500,000	1.10%	0.88	Annually
09/09/2021	16/12/2024	\$2,500,000	0.90%	0.38	Semi-Annually
09/09/2021	15/12/2026	\$5,000,000	1.40%	2.38	Semi-Annually
Totals / Wgt. Avg.		\$24,000,000	1.09%	1.45 yrs	

At the time of investment, these investments were relatively attractive especially after the rate cut delivered in early November 2020 to 0.10% and its subsequent forward guidance on official interest rates (no rate rises "until at least 2024"). 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.



Separately, Council also purchased into the following fixed bonds. Where attractive, Council may consider purchasing additional units in these securities in the secondary market 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%	4.62%	-\$39,179
BoQ	A-	27/01/2027	AU3CB0296168	\$1,500,000	5.45%	4.97%	+\$23,987
BoQ	A-	27/10/2026	AU3CB0284149	\$2,600,000	5.36%	5.02%	+\$34,167
BoQ	A-	30/04/2029	AU3CB0308955	\$8,000,000	5.36%	5.03%	+\$106,456
Judo	BBB-	26/09/2025	AU3CB0292480	\$2,000,000	6.60%	6.52%	+\$3,574



CFS Global Credit Income Fund

For the month of July, the CFS Global Credit Income Fund returned +1.38% (actual), outperforming the AusBond Bank Bill Index return of +0.37% (actual), whilst underperforming the AusBond Credit Index return of +1.56% (actual).

For now, our outlook for an extended pause remains. In addition, geopolitical events such as the US elections, and events leading up to it like US presidential debates, could impact bond yield pricing as risk premiums are (re)assessed. On Credit, the investment decision is a delicate balancing act between spreads approaching historic low levels and the attraction of higher yields while recognising the impact of higher geopolitical risk premiums and a softer to modest growth outlook across developed markets.

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 ~5¼% 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 +2.85% (actual) for the month of July. Both domestic shares (S&P ASX 200 Accumulation Index +4.19%) and international shares (MSCI World ex-Australia +1.70%) provided solid returns again. Bonds also provided strong returns, contributing to the positive return (AusBond Composite Bond Index added +1.48%).

The anticipated softer outlooks appear to have eventuated in the US and Australia but less significantly elsewhere, with both the UK and Europe appearing to post better than expected growth trajectories. Despite the more modest growth outcomes, recession is now not an expected outcome.

The expected decline in inflationary pressures is clearly looking more sustainable. The short-term expectation is for this trend to continue but external events could change the projected pathways. News on elections will feature strongly, especially in the US as events leading up to November will significantly impact market sentiment.

The overall monetary policy outlook remains tight across regions although interest cuts have occurred – most recently in Europe and Canada. This has shifted the focus back to the possibility of rate cuts in the US over coming months and in Australia next year.

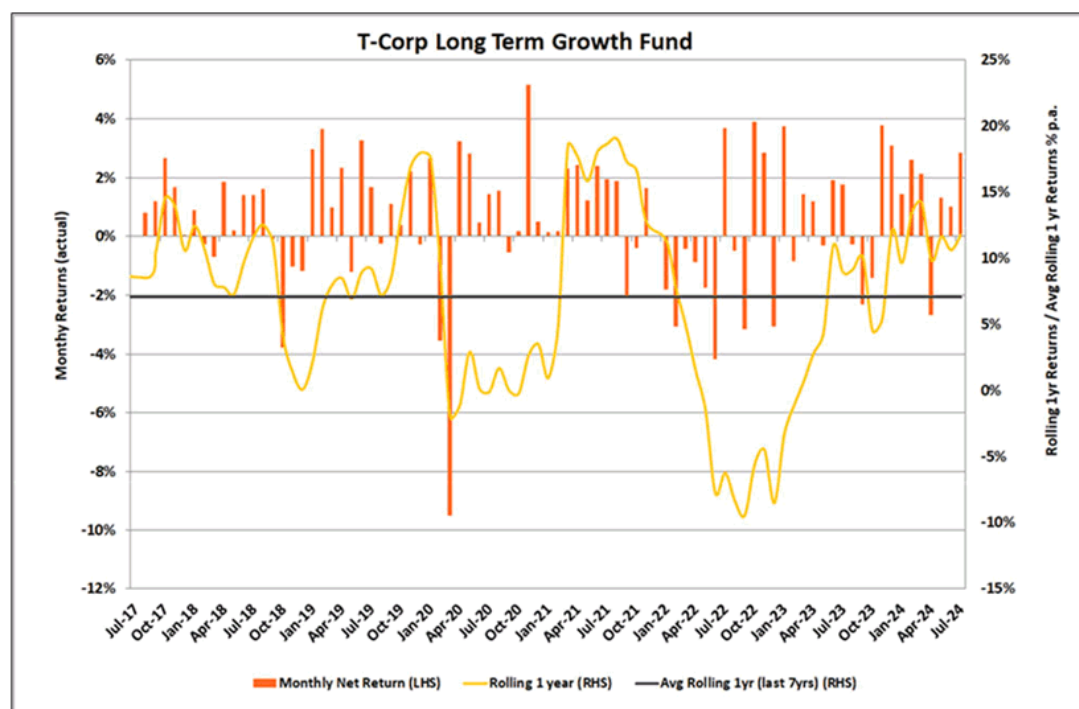
Overall, we remain cautious on the future performance of the T-Corp Growth Fund given the high volatility associated with a diversified growth fund, which generally allocates a range of 60%–80% in domestic and international shares. Investors are seeking relief from the elevated levels of inflation and remain hopeful that rate cuts will be delivered over the next 12 months.

As we mentioned in recent months, with shares reaching their all-time highs, and with official rates at or seemingly close to their cyclical peak, investors may choose to partially de-risk their position in the Fund. With complying defensive fixed interest assets such as term deposits (which also does not incur any mark-to-market volatility) still being offered around the 5% level for 5 years from a handful of ADIs, investors may take the opportunity to partially or redeem altogether from the TCorp LTGF noting it's long-term returns has been just under 7% p.a. The risk premium has certainly narrowed coming out of the pandemic period (when official rates were down to emergency levels).

For those willing to hold, the Fund should be looked at with a long-term view, with a minimum holding period of +7 years (some view it as a perpetual long-term investment). Given the exposure to the volatile asset of shares, Council should expect to see, on average, a negative month once every 3 months over long-term time periods.



Since Inception	T-Corp Long Term Fund
Negative Months	144 (~1 in 3 months)
Positive Months	277
Total Months	421 (35.08 yrs)
Average Monthly Return	+0.65% (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)





Term Deposit Market Review

Current Term Deposits Rates

As at the end of July, we see value in the following:

ADI	LT Credit Rating	Term	Rate % p.a.
ING	A	5 years	5.15%
BoQ	A-	5 years	5.00%
ING	A	4 years	5.07%
BoQ	A-	4 years	5.00%
ING	A	3 years	5.03%
BoQ	A-	3 years	4.90%
ING	A	2 years	5.11%
Bank of Us	BBB+	2 years	5.10%
NAB	AA-	2 years	4.95%
Westpac	AA-	2 years	4.90%
BoQ	A-	2 years	4.90%

The above deposits are suitable for investors looking to maintain diversification and lock-in a slight 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 (we stress that rates are indicative, dependent on daily funding requirements and different for industry segments):



ADI	LT Credit Rating	Term	Rate % p.a.
NAB	AA-	12 months	5.30%
ING	A	12 months	5.29%
BankVIC	BBB+	12 months	5.25%
ICBC	A	12 months	5.21%
Bank of Us	BBB+	12 months	5.13%
NAB	AA-	9 months	5.30%
Bendigo-Adelaide	A-	9 months	5.17%
Bank of Sydney	Unrated	9 months	5.15%
ING	A	9 months	5.12%
NAB	AA-	6 months	5.30%
Bendigo-Adelaide	A-	6 months	5.21%
Bank of Sydney	Unrated	6 months	5.15%
NAB	AA-	3 months	5.10%
Bank of Sydney	Unrated	3 months	5.05%

If Council does not require high levels of liquidity and can stagger a proportion of its investments across the longer term horizons (1-5 years), it will be rewarded over a longer-term cycle. Investing a spread of 12 months to 3 year horizons is likely to yield, on average, up to ¼-½% p.a. higher compared to those investors that entirely invest in short-dated deposits (under 6-9 months).

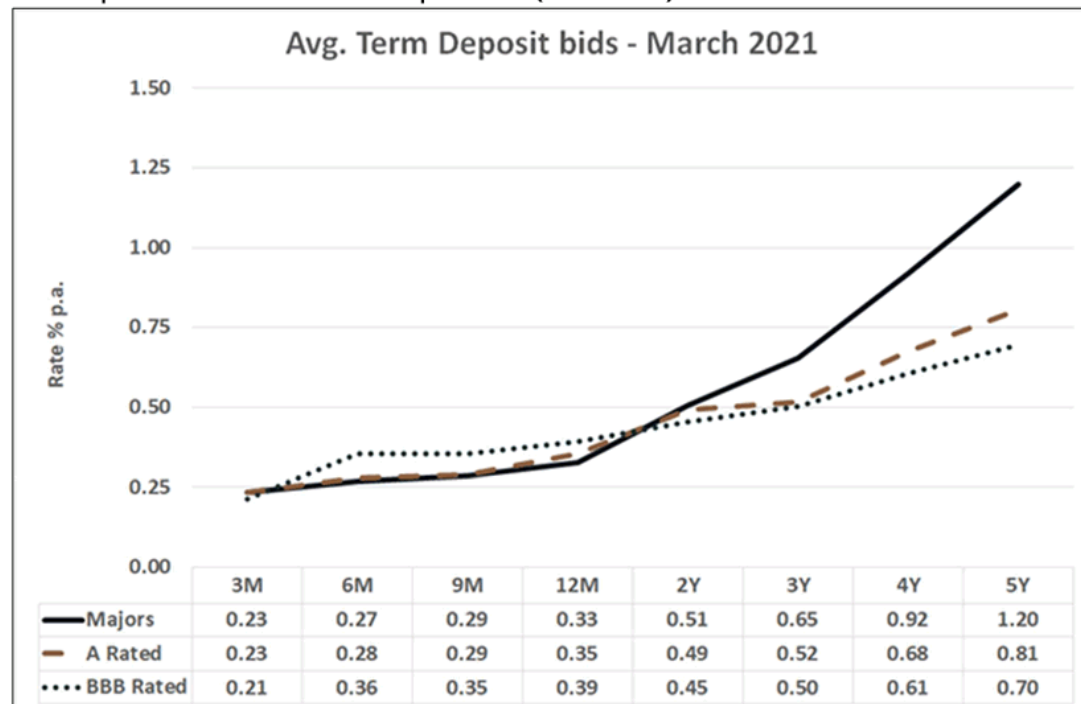
With a global economic slowdown and interest rate cuts being priced over the next few years, investors should strongly consider diversifying by allocating some longer term surplus funds and undertake an insurance policy by investing across 2-5 year fixed deposits and locking in rates above 5% p.a. This will provide some income protection with central banks now potentially looking to cut rates in 2025.



Term Deposits Analysis

Pre-pandemic (March 2020), a 'normal' marketplace meant the lower rated ADIs (i.e. BBB category) were offering higher rates on term deposits compared to the higher rated ADIs (i.e. A or AA rated). But due to the cheap funding available provided by the RBA via their Term Funding Facility (TFF) during mid-2020, allowing the ADIs to borrow as low as 0.10% p.a. fixed for 3 years, those lower rated ADIs (BBB rated) did not require deposit funding from the wholesale deposit. Given the higher rated banks had more capacity to lend (as they have a greater pool of mortgage borrowers), they subsequently were offering higher deposit rates. In fact, some of the lower rated banks were not even offering deposit rates at all. As a result, most investors placed a higher proportion of their deposit investments with the higher rated (A or AA) ADIs over the past three years.

Term Deposit Rates – 12 months after pandemic (March 2021)



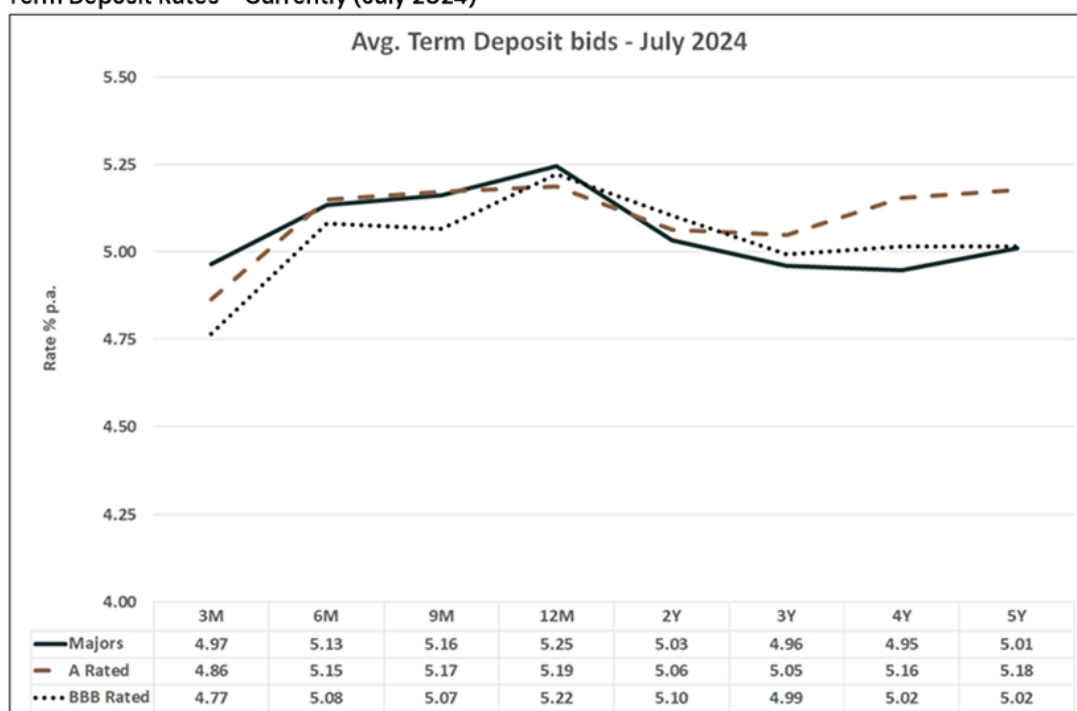
Source: Imperium Markets

The abnormal marketplace experienced during the pandemic is starting to reverse as the competition for deposits slowly increases, partially driven by the RBA's term funding facility coming to an end. In recent months, we have started to periodically see some of the lower rated ADIs ("A" and "BBB" rated) offering slightly higher rates compared to the domestic major banks ("AA" rated) on different parts of the curve (i.e. pre-pandemic environment). Some of this has been attributed to lags in adjusting their deposit rates as some banks (mainly the lower rated ADIs) simply set their rates for the week.



Going forward, Council should have a larger opportunity to invest a higher proportion of its funds with the lower rated institutions (up to Policy limits), from which the majority are not lending to the Fossil Fuel industry or considered 'ethical'. We are slowly seeing this trend emerge (as was the case this month at the longer-end of the curve), although the major banks always seem to react more quickly than the rest of the market during periods of volatility:

Term Deposit Rates – Currently (July 2024)



Source: Imperium Markets

Regional & Unrated ADI Sector

Ratings agency S&P has commented that "*mergers remain compelling for mutuals lenders*" in providing smaller lenders greater economies of scale and assisting them in being able to price competitively and will see "*the banking landscape will settle with a small number of larger mutual players*". S&P expects that consolidation to continue over the next two years.

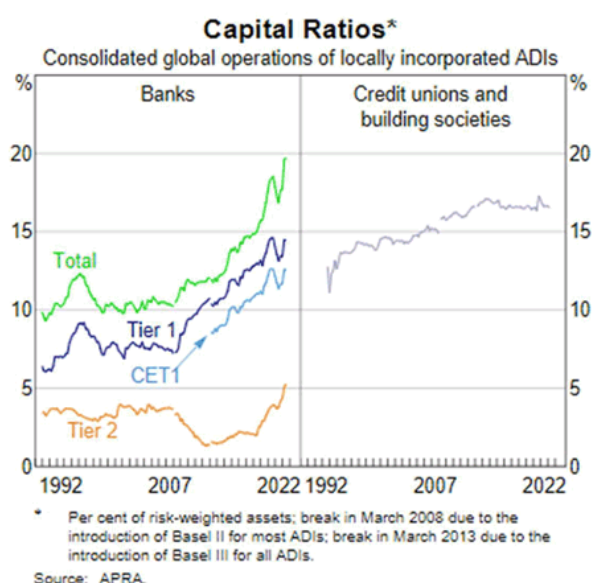
We remain supportive of the regional and unrated ADI sector (and have been even throughout the post-GFC period). They continue to remain solid, incorporate strong balance sheets, while exhibiting high levels of capital – typically, much higher compared to the higher rated ADIs. Some unrated ADIs have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



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). The financial regulator, APRA has noted that the Common Equity Tier 1 capital of Australian banks now exceeds a quarter of a trillion dollars. It has increased by \$110 billion, or more than 70%, over the past decade. Over the same time, banks' assets have grown by 44%. Some of the extra capital is supporting growth in the banking system itself but clearly, there has been a strengthening in overall resilience and leverage in the system is lower.

We believe that deposit investments with the lower rated ADIs should be considered 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.

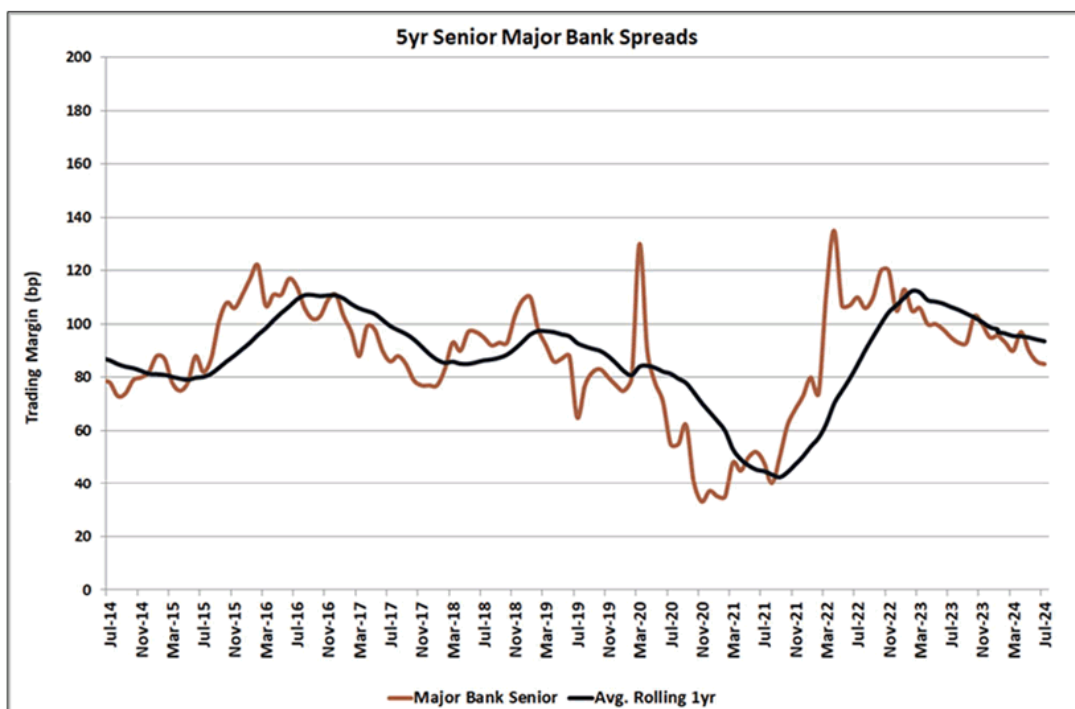
In the current environment of high regulation and scrutiny, all domestic (and international) ADIs continue to carry high levels of capital. There is minimal (if any) probability of any ADI defaulting on their deposits going forward – this was stress tested during the GFC and the pandemic period. APRA's mandate is to "protect depositors" and provide "financial stability".





Senior FRNs Market Review

Over July, amongst the senior major bank FRNs, physical credit securities remained flat at the 5 year part of the curve but tightened around 6bp in the 3 year part of the curve. During the month, ANZ (AA-) issued a dual 3 & 5 year senior deal at +70bp and +86bp respectively. Major bank senior securities remain at fair value on a historical basis although looking fairly expensive if the 5yr margin tightens to +80bp in the near future.



Source: IBS Capital

There was minimal issuance again during the month apart from:

- Rabobank (A+) 5 year senior FRN at +91bp
- Agricultural Bank of China (A) 3 year senior FRN at +80bp

Amongst the "A" and "BBB" rated sector, the securities remained flat at the longer-end of the curve. Overall, credit securities are looking more attractive given the widening of spreads over the past 2-3 years. FRNs will continue to play a role in investors' portfolios mainly on the basis of their liquidity and the ability to roll down the curve and gross up returns over ensuing years (in a relatively stable credit environment), whilst also providing some diversification to those investors skewed towards fixed assets.



Senior FRNs (ADIs)	31/07/2024	28/06/2024
"AA" rated – 5yrs	+85bp	+86bp
"AA" rated – 3yrs	+65bp	+71bp
"A" rated – 5yrs	+100bp	+105bp
"A" rated – 3yrs	+80bp	+82bp
"BBB" rated – 3yrs	+130bp	+130bp

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-2026 for the "AA" rated ADIs (domestic major banks);
- On or before mid-2025 for the "A" rated ADIs; and
- Within 6–9 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 challenging economic environment, any boost in overall returns should be locked in when it is advantageous to do so, particularly as switch opportunities become available.



Senior Fixed Bonds – ADIs (Secondary Market)

With global inflation still high by historical standards, this has seen a significant lift in longer-term bond yields over the past 2–3 years (valuations have fallen) as markets have reacted sharply.

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
AU3CB0278174	UBS	A+	Senior	26/02/2026	1.58	1.1000%	4.98%
AU3CB0280030	BoQ	A-	Senior	06/05/2026	1.77	1.4000%	5.20%
AU3CB0299337	Bendigo	A-	Senior	15/05/2026	1.79	4.7000%	5.08%
AU3CB0296168	BoQ	A-	Senior	27/01/2027	2.50	4.7000%	5.14%
AU3CB0308955	BoQ	A-	Senior	30/04/2029	4.76	5.3580%	5.19%



Economic Commentary

International Market

In July, risk markets provided modest returns again, boosted by softening inflation and expectations of interest rate cuts in the short to medium term.

Across equity markets, the S&P 500 Index rose +1.13% over the month, whilst the NASDAQ lost -0.75% as tech companies were sold off. Europe's main indices rose across the board, led by UK's FTSE (+2.50%), Germany's DAX (+1.150%) and France's CAC (+0.70%).

The US Fed's preferred PCE measure of inflation was benign. Headline PPI was +0.2% m/m vs. +0.1% expected and core PPI was +0.4% m/m and +0.2% expected. The rise in the core measure was the lowest increase since Jan 2021.

The US unemployment rate rose by 0.1% to 4.1% versus 4.0% expected. Unemployment at 4.1% is a touch above the end 2024 FOMC dot of 4.0%, but broadly near where the FOMC's long-run natural rate of unemployment is which is pegged at 4.2%.

The average of the two core (mean and median) measures of Canada's CPI fell by -0.1% to +2.75%, as expected. The headline rate fell to +2.7% from +2.9%, 0.1% more than expected. The Bank of Canada delivered a widely expected 25bp cut and signalled more, noting that "*downside risks are taking on increased weight*".

UK CPI was 0.1% higher than expectations. Headline inflation held steady at a +2.0% annual rate compared with expectations of a dip to +1.9%, whilst core inflation was also 0.1% above consensus at +3.5%.

Eurozone inflation was as expected in June, rising +0.2% m/m and +2.5% y/y. Eurozone unemployment rate was unchanged over the month at 6.4% in May, and was slightly down from 6.5% recorded previously.

China's CPI came in at +0.2% y/y, a little below the +0.4% expected, doing nothing to suggest any sign of domestic inflation pressures.

The RBNZ kept the Official Cash Rate steady at 5.50%, with the accompanying statement suggesting a moderation in the Bank's hawkish stance. New Zealand's Q2 headline annual CPI declined to +3.3% from +4.0% in Q1, 0.1% below consensus and better than the RBNZ's May forecast of +3.6%.

The MSCI World ex-Aus Index rose +1.70% for the month of July:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+1.13%	+9.66%	+20.34%	+7.91%	+13.13%	+11.08%
MSCI World ex-AUS	+1.70%	+8.08%	+16.75%	+5.29%	+10.48%	+7.82%
S&P ASX 200 Accum. Index	+4.19%	+6.21%	+13.53%	+7.44%	+7.52%	+8.03%

Source: S&P, MSCI



Domestic Market

The minutes from the RBA's June meeting provided no surprises, but highlighted the central bank's hawkish stance with the implication that it may increase the cash rate if it believes inflation would not return to the mid-point of its target band by mid-2026.

The consumer price index (CPI) rose +1.0% in the June quarter, in line with expectations, and +3.8% annually (up from +3.6% in the March quarter). The trimmed mean rose +0.8% for the quarter, taking the annual rate to +3.9% (from +4.0% the previous quarter).

The seasonally adjusted unemployment rate rose by 0.1% to 4.1% in June, in line with consensus. Employment rose by around 50,000 people and the number of unemployed grew by 10,000 people. The participation rate rose to 66.9% from 66.8%.

Pressure in the labour market continues to ease, with forward indicators continuing to soften. That said, job vacancies remain elevated pointing to ongoing resilience in the near-term.

Retail sales for the month of June rose +0.5% m/m vs. +0.2% consensus, and continued the strong growth seen in May of +0.6% m/m.

APRA finalised the targeted reforms to banks' liquidity and capital requirements with the reforms prompted by the US and European banking problems seen last year. APRA confirmed that, as previously proposed, it would require those smaller banks subject to the Minimum Liquidity Holdings (MLH) regulatory regime to adjust the value of their liquid assets regularly to reflect movements in market prices.

Australia and New Zealand Banking Group Ltd (ANZ) completed its acquisition of Australia-based bank Suncorp-Metway Ltd on 31st July 2024. Suncorp-Metway was upgraded by S&P to AA- effective that day.

The Australian dollar fell -2.01%, finishing the month at US64.91 cents (from US66.24 cents the previous month).

Credit Market

The global credit indices tightened across the board in July. They remain at their levels in early 2022 (prior to the rate hike cycle from most central banks):

Index	July 2024	June 2024
CDX North American 5yr CDS	52bp	54bp
iTraxx Europe 5yr CDS	55bp	62bp
iTraxx Australia 5yr CDS	65bp	71bp

Source: Markit



Fixed Interest Review

Benchmark Index Returns

Index	July 2024	June 2024
Bloomberg AusBond Bank Bill Index (0+YR)	+0.37%	+0.35%
Bloomberg AusBond Composite Bond Index (0+YR)	+1.48%	+0.77%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.52%	+0.41%
Bloomberg AusBond Credit Index (0+YR)	+1.56%	+0.44%
Bloomberg AusBond Treasury Index (0+YR)	+1.48%	+0.69%
Bloomberg AusBond Inflation Gov't Index (0+YR)	+1.74%	+0.55%

Source: Bloomberg

Other Key Rates

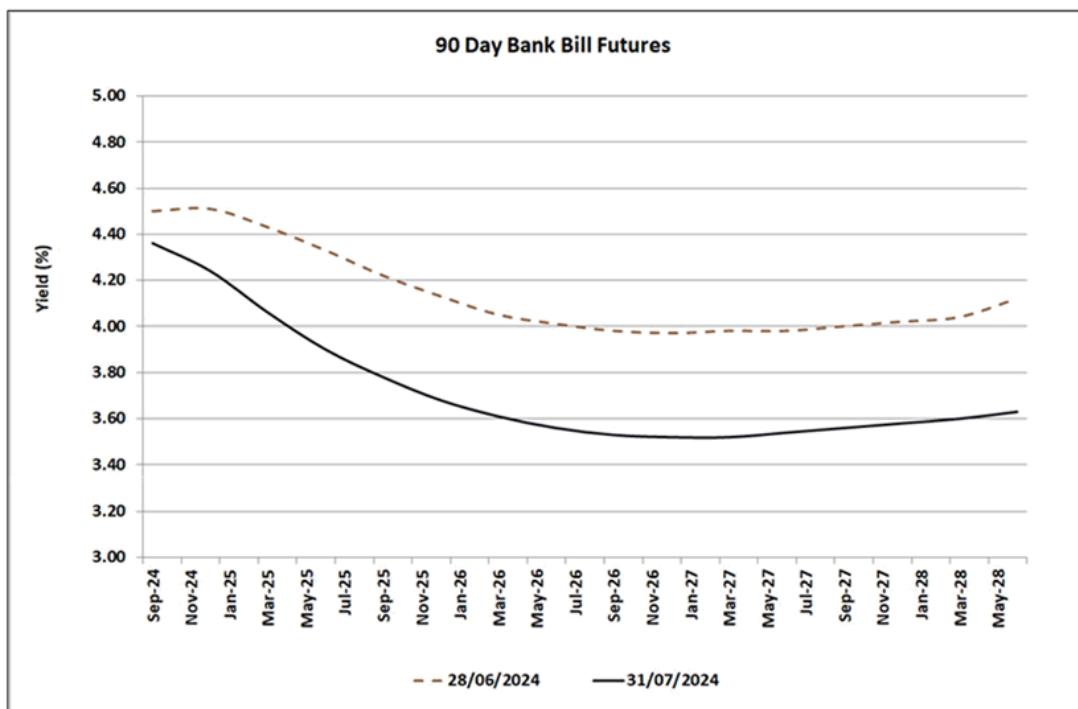
Index	July 2024	June 2024
RBA Official Cash Rate	4.35%	4.35%
90 Day (3 month) BBSW Rate	4.49%	4.45%
3yr Australian Government Bonds	3.76%	4.07%
10yr Australian Government Bonds	4.11%	4.31%
US Fed Funds Rate	5.25%-5.50%	5.25%-5.50%
2yr US Treasury Bonds	4.29%	4.71%
10yr US Treasury Bonds	4.09%	4.36%

Source: RBA, ASX, US Department of Treasury



90 Day Bill Futures

Bill futures fell across the board this month, following the movement in the global bond market.



Source: ASX

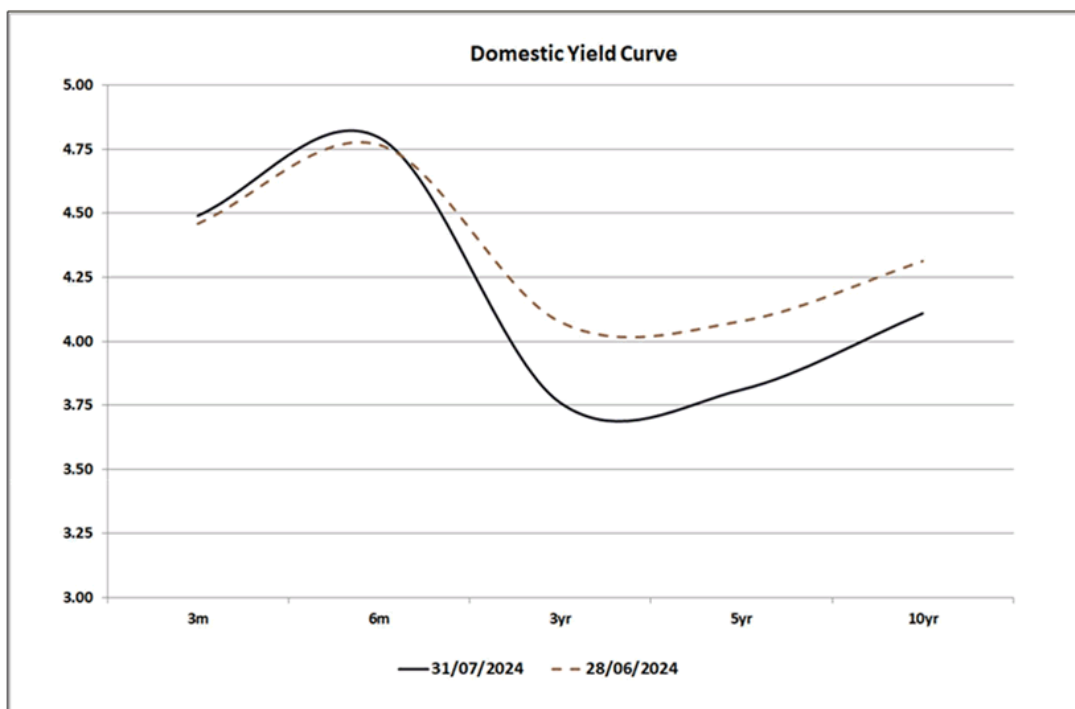


Fixed Interest Outlook

US Fed Chair Powell commented that policy “seems restrictive” but not severely so and believes the neutral rate has “probably risen” from the intercrisis era. He also commented that the Fed is becoming more convinced that inflation is headed back to its 2% target and that the Fed would cut rates before the pace of price increases actually reached that point. The futures market expects the policy rate would be cut 2–3 times this year, down from at least 3–5 reductions earlier this year. The longer-run median US Fed dot plot is currently around 2.80%.

Domestically, as is the case with most central banks at the moment, the RBA is waiting for current economic data to show a clear trend before taking any decisive action. After a softer than expected inflation print on 31st July, the RBA will continue to be able to forecast inflation around the midpoint of the target by 2026 and is likely to temper some of the discussion of upside risk to the inflation outlook evident in June. Despite Q2 inflation coming in better than feared, inflation still remains too high, and has shown less progress than the RBA had been expecting. The conditions for a cut remain a long way off, partially due to a tight labour market, whilst gradually cooling, remains resilient.

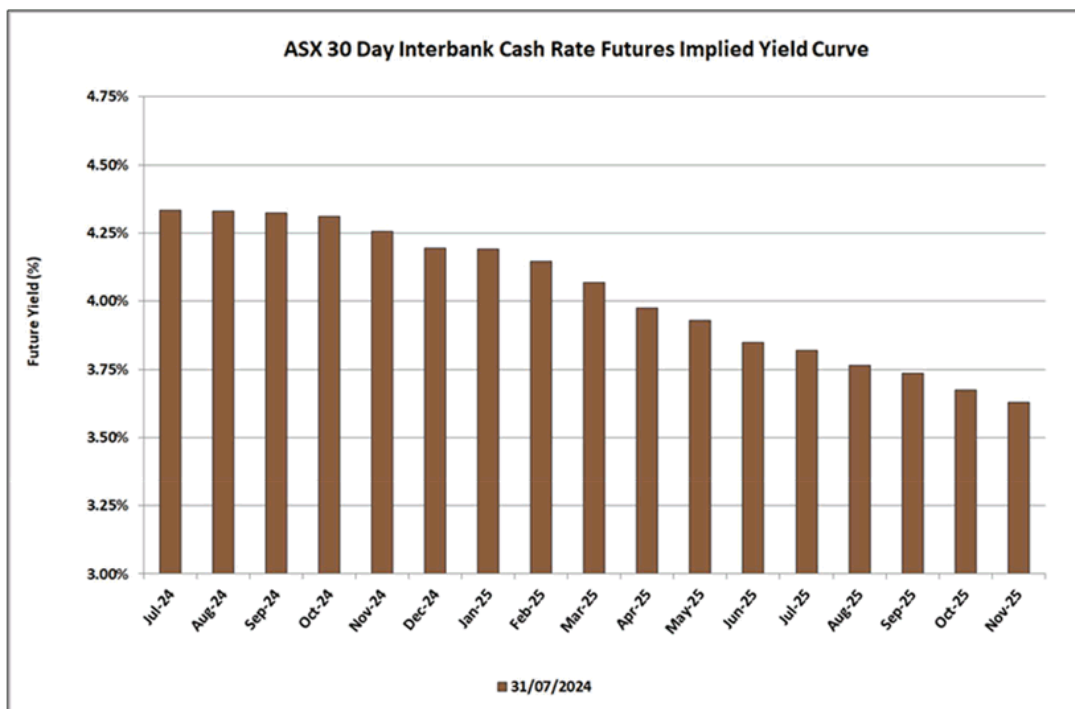
Over the month, longer-term yields fell up to 30bp at the very long end of the curve (remains an inverse yield curve):



Source: ASX, RBA



The market is now factoring no further rate hikes for the remainder of the calendar year. Financial markets have moved up their expectations of rate cuts, with the first cut pencilled in by the end of Q1 2025.



Source: ASX

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Investment Report

01/07/2024 to 31/07/2024



Portfolio Valuation as at 31/07/2024

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Auswide Bank	BBB	TD	GENERAL	At Maturity	14/12/2023	01/08/2024	5.4600	3,000,000.00	3,000,000.00	103,665.21	13,911.78
Auswide Bank	BBB	TD	GENERAL	At Maturity	14/12/2023	08/08/2024	5.4600	3,000,000.00	3,000,000.00	103,665.21	13,911.78
JUDO BANK	BBB	TD	GENERAL	At Maturity	15/02/2024	15/08/2024	5.1800	4,500,000.00	4,500,000.00	107,289.86	19,797.53
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	11/08/2023	15/08/2024	5.5000	4,000,000.00	4,000,000.00	18,684.93	18,684.93
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	16/08/2023	22/08/2024	5.5000	3,000,000.00	3,000,000.00	14,013.70	14,013.70
AMP Bank	BBB+	TD	GENERAL	At Maturity	15/12/2023	05/09/2024	5.2500	2,000,000.00	2,000,000.00	66,164.38	8,917.81
ICBC Sydney Branch	A	TD	GENERAL	Annual	13/09/2022	12/09/2024	4.4000	2,300,000.00	2,300,000.00	89,555.07	8,595.07
Bank of Sydney	Unrated	TD	GENERAL	At Maturity	19/12/2023	19/09/2024	5.4700	3,000,000.00	3,000,000.00	101,607.12	13,937.26
Bank of Sydney	Unrated	TD	GENERAL	At Maturity	19/12/2023	26/09/2024	5.4700	2,000,000.00	2,000,000.00	67,738.08	9,291.51
Suncorp Bank	AA-	TD	GENERAL	At Maturity	12/01/2024	03/10/2024	5.1700	4,000,000.00	4,000,000.00	114,448.22	17,563.84
Police Credit Union SA	Unrated	TD	GENERAL	At Maturity	12/01/2024	10/10/2024	5.1800	4,000,000.00	4,000,000.00	114,669.59	17,597.81
AMP Bank	BBB+	TD	GENERAL	Annual	13/10/2022	17/10/2024	4.7500	2,000,000.00	2,000,000.00	76,260.27	8,068.49
ICBC Sydney Branch	A	TD	GENERAL	Annual	21/10/2021	21/10/2024	1.3000	4,000,000.00	4,000,000.00	40,317.81	4,416.44
JUDO BANK	BBB	TD	HORWOOD	At Maturity	22/04/2024	24/10/2024	5.2100	5,000,000.00	5,000,000.00	72,083.56	22,124.66
AMP Bank	BBB+	TD	GENERAL	At Maturity	21/12/2023	24/10/2024	5.1000	1,500,000.00	1,500,000.00	46,947.95	6,497.26
Great Southern Bank	BBB+	FRN	GENERAL	Quarterly	24/10/2019	24/10/2024	5.5900	1,751,085.00	1,750,000.00	2,144.11	2,144.11
ICBC Sydney Branch	A	TD	GENERAL	Annual	29/10/2021	29/10/2024	1.6500	1,000,000.00	1,000,000.00	12,476.71	1,401.37
JUDO BANK	BBB	TD	HORWOOD	At Maturity	22/04/2024	31/10/2024	5.2100	5,000,000.00	5,000,000.00	72,083.56	22,124.66



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Australian Unity Bank	BBB+	TD	GENERAL	At Maturity	16/01/2024	07/11/2024	5.1600	4,000,000.00	4,000,000.00	111,964.93	17,529.86
MyState Bank	BBB	TD	GENERAL	At Maturity	09/11/2023	14/11/2024	5.5600	3,000,000.00	3,000,000.00	121,558.36	14,166.58
ICBC Sydney Branch	A	TD	GENERAL	Annual	15/11/2021	14/11/2024	1.7900	3,000,000.00	3,000,000.00	38,252.05	4,560.82
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/11/2021	14/11/2024	1.6800	3,000,000.00	3,000,000.00	36,729.86	4,280.55
ICBC Sydney Branch	A	TD	GENERAL	Annual	19/11/2021	21/11/2024	1.7500	4,750,000.00	4,750,000.00	58,073.63	7,059.93
Police Bank	BBB+	TD	GENERAL	At Maturity	16/01/2024	05/12/2024	5.1600	4,000,000.00	4,000,000.00	111,964.93	17,529.86
ICBC Sydney Branch	A	TD	GENERAL	Annual	13/12/2021	12/12/2024	1.8600	3,000,000.00	3,000,000.00	35,467.40	4,739.18
ICBC Sydney Branch	A	TD	GENERAL	Annual	10/12/2021	12/12/2024	1.8200	4,000,000.00	4,000,000.00	46,671.78	6,183.01
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	01/10/2021	16/12/2024	1.0000	3,000,000.00	3,000,000.00	18,904.11	2,547.95
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	09/09/2021	16/12/2024	0.9000	2,500,000.00	2,500,000.00	2,897.26	1,910.96
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	24/11/2020	16/12/2024	0.9000	1,000,000.00	1,000,000.00	5,671.23	764.38
ICBC Sydney Branch	A	TD	GENERAL	At Maturity	24/04/2024	19/12/2024	5.2200	4,000,000.00	4,000,000.00	56,633.42	17,733.70
AMP Bank	BBB+	TD	GENERAL	At Maturity	20/12/2023	19/12/2024	5.2500	3,000,000.00	3,000,000.00	97,089.04	13,376.71
Suncorp Bank	AA-	TD	GENERAL	At Maturity	09/02/2024	09/01/2025	5.1600	4,000,000.00	4,000,000.00	98,393.42	17,529.86
ING Bank (Australia) Ltd	A	TD	GENERAL	At Maturity	12/01/2024	16/01/2025	5.2600	4,000,000.00	4,000,000.00	116,440.55	17,869.59
ICBC Sydney Branch	A	TD	HORWOOD	At Maturity	22/04/2024	23/01/2025	5.3000	5,000,000.00	5,000,000.00	73,328.77	22,506.85
ING Bank (Australia) Ltd	A	TD	GENERAL	At Maturity	17/01/2024	23/01/2025	5.2600	3,500,000.00	3,500,000.00	99,363.56	15,635.89
ICBC Sydney Branch	A	TD	HORWOOD	At Maturity	22/04/2024	30/01/2025	5.3000	5,000,000.00	5,000,000.00	73,328.77	22,506.85



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
ING Bank (Australia) Ltd	A	TD	GENERAL	At Maturity	18/01/2024	30/01/2025	5.2600	3,500,000.00	3,500,000.00	98,859.18	15,635.89
ING Bank (Australia) Ltd	A	TD	GENERAL	At Maturity	19/01/2024	06/02/2025	5.2200	4,000,000.00	4,000,000.00	111,550.68	17,733.70
Bank of Us	BBB+	TD	GENERAL	At Maturity	21/05/2024	13/02/2025	5.3200	5,000,000.00	5,000,000.00	52,471.23	22,591.78
P&N Bank	BBB+	TD	GENERAL	At Maturity	27/05/2024	20/02/2025	5.2700	3,300,000.00	3,300,000.00	31,446.74	14,770.44
Rabobank Australia Limited	A	TD	GENERAL	At Maturity	27/05/2024	06/03/2025	5.2500	3,300,000.00	3,300,000.00	31,327.40	14,714.38
Move Bank	Unrated	TD	GENERAL	Annual	15/03/2024	13/03/2025	5.2500	2,000,000.00	2,000,000.00	39,986.30	8,917.81
Summerland Bank	Unrated	TD	GENERAL	At Maturity	13/03/2024	13/03/2025	5.2000	2,000,000.00	2,000,000.00	40,175.34	8,832.88
Auswide Bank	BBB	TD	GENERAL	At Maturity	10/04/2024	20/03/2025	5.1300	3,000,000.00	3,000,000.00	47,645.75	13,070.96
Move Bank	Unrated	TD	GENERAL	At Maturity	15/03/2024	27/03/2025	5.2500	2,000,000.00	2,000,000.00	39,986.30	8,917.81
Auswide Bank	BBB	TD	GENERAL	At Maturity	10/04/2024	03/04/2025	5.1300	3,000,000.00	3,000,000.00	47,645.75	13,070.96
Auswide Bank	BBB	TD	GENERAL	At Maturity	10/04/2024	10/04/2025	5.1300	3,000,000.00	3,000,000.00	47,645.75	13,070.96
Move Bank	Unrated	TD	GENERAL	At Maturity	12/04/2024	17/04/2025	5.2000	1,000,000.00	1,000,000.00	15,813.70	4,416.44
ICBC Sydney Branch	A	TD	HORWOOD	At Maturity	22/04/2024	24/04/2025	5.2500	5,000,000.00	5,000,000.00	72,636.99	22,294.52
Arab Bank Australia	Unrated	TD	HORWOOD	At Maturity	22/04/2024	24/04/2025	5.2500	5,000,000.00	5,000,000.00	72,636.99	22,294.52
ICBC Sydney Branch	A	TD	GENERAL	Annual	22/04/2022	24/04/2025	3.6800	15,000,000.00	15,000,000.00	152,745.21	46,882.19
ICBC Sydney Branch	A	TD	GENERAL	At Maturity	01/05/2024	01/05/2025	5.3200	2,000,000.00	2,000,000.00	26,818.63	9,036.71
ICBC Sydney Branch	A	TD	GENERAL	At Maturity	02/05/2024	15/05/2025	5.3500	7,000,000.00	7,000,000.00	93,368.49	31,806.85
ICBC Sydney Branch	A	TD	GENERAL	Annual	02/05/2024	15/05/2025	5.3500	25,000,000.00	25,000,000.00	333,458.90	113,595.89



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
NAB	AA-	TD	GENERAL	Annual	12/05/2021	15/05/2025	1.0500	3,000,000.00	3,000,000.00	6,904.11	2,675.34
Rabobank Australia Limited	A	TD	GENERAL	At Maturity	20/05/2024	22/05/2025	5.3400	6,000,000.00	6,000,000.00	64,080.00	27,212.05
RACQ Bank	BBB+	FRN	GENERAL	Quarterly	23/05/2022	23/05/2025	5.5850	1,001,775.00	1,000,000.00	10,710.96	4,743.42
Rabobank Australia Limited	A	TD	GENERAL	At Maturity	29/05/2024	05/06/2025	5.3700	2,000,000.00	2,000,000.00	18,831.78	9,121.64
State Bank of India, Sydney Branch	BBB-	TD	GENERAL	At Maturity	07/06/2024	11/06/2025	5.4000	3,000,000.00	3,000,000.00	24,410.96	13,758.90
Summerland Bank	Unrated	TD	GENERAL	At Maturity	07/06/2024	11/06/2025	5.3600	3,000,000.00	3,000,000.00	24,230.14	13,656.99
P&N Bank	BBB+	TD	GENERAL	At Maturity	30/05/2024	12/06/2025	5.4000	4,000,000.00	4,000,000.00	37,282.19	18,345.21
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	20/05/2021	16/06/2025	1.1000	3,500,000.00	3,500,000.00	4,957.53	3,269.86
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	16/06/2025	1.1000	3,000,000.00	3,000,000.00	4,249.32	2,802.74
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	16/02/2021	16/06/2025	0.9000	1,000,000.00	1,000,000.00	1,109.59	764.38
Rabobank Australia Limited	A	TD	GENERAL	At Maturity	31/05/2024	19/06/2025	5.3600	5,000,000.00	5,000,000.00	45,523.29	22,761.64
Rabobank Australia Limited	A	TD	GENERAL	At Maturity	03/06/2024	26/06/2025	5.3600	9,000,000.00	9,000,000.00	77,976.99	40,970.96
NAB	AA-	TD	GENERAL	At Maturity	03/07/2024	03/07/2025	5.4800	3,000,000.00	3,000,000.00	13,061.92	13,061.92
State Bank of India, Sydney Branch	BBB-	TD	GENERAL	At Maturity	11/07/2024	10/07/2025	5.4800	3,000,000.00	3,000,000.00	9,458.63	9,458.63
State Bank of India, Sydney Branch	BBB-	TD	GENERAL	At Maturity	29/07/2024	17/07/2025	5.4500	3,000,000.00	3,000,000.00	1,343.84	1,343.84
UBS AG	A+	FRN	GENERAL	Quarterly	30/07/2020	30/07/2025	5.3610	3,259,629.75	3,250,000.00	954.70	954.70



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
QBANK	BBB	TD	GENERAL	Annual	26/07/2023	31/07/2025	5.8200	2,000,000.00	2,000,000.00	1,913.42	1,913.42
State Bank of India, Sydney Branch	BBB-	TD	GENERAL	At Maturity	30/07/2024	07/08/2025	5.4500	3,000,000.00	3,000,000.00	895.89	895.89
P&N Bank	BBB+	TD	GENERAL	At Maturity	11/08/2023	14/08/2025	5.3000	3,000,000.00	3,000,000.00	155,079.45	13,504.11
QBANK	BBB	TD	GENERAL	Annual	21/08/2023	21/08/2025	5.4100	2,000,000.00	2,000,000.00	102,567.67	9,189.59
ICBC Sydney Branch	A	TD	GENERAL	Annual	24/08/2022	25/08/2025	4.7500	2,000,000.00	2,000,000.00	89,273.97	8,068.49
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/09/2022	11/09/2025	4.5200	3,500,000.00	3,500,000.00	140,863.01	13,436.16
JUDO BANK	BBB	BOND	GENERAL	Semi-Annual	14/12/2023	26/09/2025	6.4000	1,996,694.00	2,000,000.00	44,887.67	10,871.23
Bendigo and Adelaide	AAA	FRN	GENERAL	Quarterly	11/11/2022	11/11/2025	5.3204	4,016,500.00	4,000,000.00	46,644.60	18,074.78
Bank Australia	BBB+	FRN	GENERAL	Quarterly	22/12/2022	24/11/2025	5.9403	1,307,508.80	1,300,000.00	14,598.49	6,558.74
ICBC Sydney Branch	A	FRN	GENERAL	Quarterly	19/01/2023	19/01/2026	5.4950	1,506,471.00	1,500,000.00	2,935.68	2,935.68
Suncorp Bank	AA-	TD	GENERAL	Annual	19/01/2024	22/01/2026	5.0500	4,000,000.00	4,000,000.00	107,917.81	17,156.16
Bank of Us	BBB+	TD	GENERAL	Annual	09/02/2024	12/02/2026	4.9700	5,000,000.00	5,000,000.00	118,463.01	21,105.48
NAB	AA-	TD	GENERAL	At Maturity	04/03/2021	05/03/2026	1.3400	3,000,000.00	3,000,000.00	137,230.68	3,414.25
Rabobank Australia Limited	A	TD	HORWOOD	Annual	22/04/2024	23/04/2026	5.1000	10,000,000.00	10,000,000.00	141,123.29	43,315.07
P&N Bank	BBB+	TD	GENERAL	Annual	28/04/2023	28/04/2026	4.8000	4,500,000.00	4,500,000.00	55,627.40	18,345.21
Rabobank Australia Limited	A	TD	GENERAL	Annual	02/05/2024	04/05/2026	5.2600	14,000,000.00	14,000,000.00	183,595.62	62,543.56
NAB	AA-	TD	GENERAL	Annual	12/05/2021	14/05/2026	1.3000	3,000,000.00	3,000,000.00	8,547.95	3,312.33
Bendigo and Adelaide	A-	FRN	GENERAL	Quarterly	15/05/2023	15/05/2026	5.6200	2,016,538.00	2,000,000.00	24,019.73	9,546.30



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Rabobank Australia Limited	A	TD	GENERAL	Annual	21/05/2024	21/05/2026	5.2200	5,000,000.00	5,000,000.00	51,484.93	22,167.12
NAB	AA-	TD	GENERAL	Annual	20/05/2021	21/05/2026	1.3000	3,500,000.00	3,500,000.00	9,100.00	3,864.38
Rabobank Australia Limited	A	TD	GENERAL	Annual	31/05/2024	28/05/2026	5.2600	5,000,000.00	5,000,000.00	44,673.97	22,336.99
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	15/06/2026	1.3000	3,000,000.00	3,000,000.00	5,021.92	3,312.33
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	16/02/2021	15/06/2026	1.0000	5,000,000.00	5,000,000.00	6,164.38	4,246.58
ING Bank (Australia) Ltd	AAA	BOND	GENERAL	Semi-Annual	19/08/2021	19/08/2026	1.1000	559,075.20	600,000.00	2,965.48	560.55
Macquarie Bank	A+	FRN	GENERAL	Quarterly	14/09/2023	14/09/2026	5.2178	2,408,512.80	2,400,000.00	16,468.23	10,635.73
BOQ	A-	BOND	HORWOOD	Semi-Annual	07/05/2024	27/10/2026	2.1000	2,440,570.60	2,600,000.00	14,061.37	4,637.26
QBANK	BBB	FRN	GENERAL	Quarterly	01/12/2023	01/12/2026	5.9992	1,006,082.00	1,000,000.00	9,697.34	5,095.21
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	09/09/2021	15/12/2026	1.4000	5,000,000.00	5,000,000.00	9,013.70	5,945.21
Commonwealth Bank	AA-	FRN	GENERAL	Quarterly	14/01/2022	14/01/2027	5.1533	1,302,717.00	1,300,000.00	3,120.22	3,120.22
BOQ	A-	BOND	GENERAL	Semi-Annual	05/10/2023	27/01/2027	4.7000	1,490,221.50	1,500,000.00	579.45	579.45
Bendigo and Adelaide	A-	FRN	GENERAL	Quarterly	27/01/2023	27/01/2027	5.8300	1,112,551.00	1,100,000.00	527.10	527.10
Heritage and Peoples Choice Limited	BBB+	FRN	GENERAL	Quarterly	08/02/2024	08/02/2027	5.9787	2,118,188.10	2,100,000.00	29,238.30	10,663.38
Great Southern Bank	BBB+	FRN	GENERAL	Quarterly	09/02/2023	09/02/2027	6.0275	758,448.00	750,000.00	10,403.63	3,839.43
Bank Australia	BBB+	FRN	GENERAL	Quarterly	22/02/2023	22/02/2027	5.8850	1,408,808.80	1,400,000.00	16,026.55	6,997.51
ING Bank (Australia) Ltd	A	FRN	GENERAL	Quarterly	22/03/2024	22/03/2027	5.3423	1,004,344.00	1,000,000.00	5,561.85	4,537.30



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
Rabobank Australia Limited	A	TD	HORWOOD	Annual	22/04/2024	22/04/2027	5.0800	10,000,000.00	10,000,000.00	140,569.86	43,145.21
Suncorp Bank	AA-	FRN	GENERAL	Quarterly	24/11/2023	24/05/2027	5.4403	1,768,128.25	1,750,000.00	17,997.70	8,085.93
Teachers Mutual Bank	BBB+	FRN	GENERAL	Quarterly	21/06/2024	21/06/2027	5.7056	1,002,382.00	1,000,000.00	6,409.03	4,845.85
ANZ Bank	AA-	FRN	GENERAL	Quarterly	04/11/2022	04/11/2027	5.6117	4,062,168.00	4,000,000.00	53,503.33	19,064.41
NAB	AA-	FRN	GENERAL	Quarterly	25/11/2022	25/11/2027	5.5350	1,725,778.80	1,700,000.00	17,014.44	7,991.63
Bank Australia	BBB+	FRN	GENERAL	Quarterly	21/02/2024	21/02/2028	6.0426	1,513,336.50	1,500,000.00	17,879.47	7,698.11
ANZ Bank	AA-	FRN	GENERAL	Quarterly	31/03/2023	31/03/2028	5.5053	1,516,708.50	1,500,000.00	7,692.34	7,013.60
Rabobank Australia Limited	A	TD	HORWOOD	Annual	22/04/2024	27/04/2028	5.1300	10,000,000.00	10,000,000.00	141,953.42	43,569.86
Bendigo and Adelaide	AAA	FRN	GENERAL	Quarterly	16/06/2023	16/06/2028	5.5209	1,211,299.20	1,200,000.00	8,167.91	5,626.78
Commonwealth Bank	AA-	FRN	GENERAL	Quarterly	17/08/2023	17/08/2028	5.2950	3,022,215.00	3,000,000.00	33,075.62	13,491.37
ANZ Bank	AA-	FRN	GENERAL	Quarterly	11/09/2023	11/09/2028	5.2873	3,521,203.00	3,500,000.00	25,857.07	15,717.04
NAB	AA-	FRN	GENERAL	Quarterly	16/11/2023	16/11/2028	5.3842	4,140,175.90	4,100,000.00	46,569.64	18,748.82
UBS AG	A+	FRN	GENERAL	Quarterly	24/11/2023	24/11/2028	5.7903	2,551,440.00	2,500,000.00	27,365.12	12,294.47
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	19/01/2024	19/01/2029	5.1800	4,000,000.00	4,000,000.00	110,695.89	17,597.81
ANZ Bank	AA-	FRN	GENERAL	Quarterly	05/02/2024	05/02/2029	5.3717	3,523,425.50	3,500,000.00	44,813.22	15,967.93
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	09/02/2024	09/02/2029	5.0500	5,000,000.00	5,000,000.00	120,369.86	21,445.21
Newcastle Greater Mutual Group Ltd	BBB+	FRN	GENERAL	Quarterly	14/02/2024	14/02/2029	6.2203	1,528,081.50	1,500,000.00	20,194.67	7,924.49
Suncorp Bank	AA-	FRN	GENERAL	Quarterly	19/03/2024	19/03/2029	5.3568	2,512,722.50	2,500,000.00	15,776.88	11,374.03



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
NAB	AA-	FRN	GENERAL	Quarterly	22/03/2024	22/03/2029	5.2923	3,514,119.00	3,500,000.00	19,284.27	15,731.91
P&N Bank	BBB+	TD	GENERAL	Annual	16/04/2024	16/04/2029	5.1400	2,000,000.00	2,000,000.00	30,135.89	8,730.96
Rabobank Australia Limited	A	TD	HORWOOD	Annual	19/04/2024	19/04/2029	5.1600	5,000,000.00	5,000,000.00	73,512.33	21,912.33
Rabobank Australia Limited	A	TD	HORWOOD	Annual	22/04/2024	26/04/2029	5.2000	5,000,000.00	5,000,000.00	71,945.21	22,082.19
BOQ	A-	BOND	HORWOOD	Semi-Annual	30/04/2024	30/04/2029	5.3000	8,086,376.00	8,000,000.00	108,032.88	36,010.96
Rabobank Australia Limited	A	TD	GENERAL	Annual	29/04/2024	30/04/2029	5.3900	4,500,000.00	4,500,000.00	62,464.93	20,600.14
BOQ	A-	FRN	HORWOOD	Quarterly	30/04/2024	30/04/2029	5.7710	8,301,100.50	8,250,000.00	2,608.81	2,608.81
ANZ Bank	AA-	FRN	HORWOOD	Quarterly	18/06/2024	18/06/2029	5.2314	3,507,178.50	3,500,000.00	22,072.21	15,550.87
Rabobank Australia Branch	A+	FRN	GENERAL	Quarterly	17/07/2024	17/07/2029	5.3561	1,905,570.80	1,900,000.00	4,182.16	4,182.16
Macquarie Bank	A+	CASH	GENERAL	Monthly	31/07/2024	31/07/2024	4.6000	30,627.20	30,627.20	119.17	119.17
NAB	AA-	CASH	GENERAL	Monthly	31/07/2024	31/07/2024	4.6000	39,618,250.01	39,618,250.01	162,197.35	162,197.35
CFS WGCIF	A	FUND	GENERAL	Monthly	30/06/2016	08/08/2027	0.0000	16,023,186.77	16,023,186.77	-	-
NSWTC IM LTGF	Unrated	FUND	GENERAL	Annual	31/10/2017	08/08/2029	0.0000	39,635,879.68	39,635,879.68	-	-
AMP Bank	BBB+	CASH	GENERAL	Monthly	31/07/2024	31/07/2024	4.8000	174,157.89	174,157.89	707.20	707.20
Commonwealth Bank	AA-	CASH	GENERAL	Monthly	31/07/2024	31/07/2024	4.6000	83,904.14	83,904.14	331.33	331.33
TOTALS								580,595,135.69	580,166,005.69	7,151,646.68	1,987,609.58

REPORTS TO COUNCIL - FOR NOTATION

ITEM NUMBER	12.4
SUBJECT	Status Report: Entrepreneur Grants Program
REFERENCE	F2024/00282 - D09518244
REPORT OF	Community Capacity Building Manager
PREVIOUS ITEMS	14.4 - Proposed Establishment of an Entrepreneur Grant Program - Council - 27 May 2024 6.30PM

CSP THEME: Fair, Innovative and Thriving

WORKSHOP/BRIEFING DATE: N/A

PURPOSE:

To report on the options for an entrepreneur grant program including financial assistance or non-financial assistance options.

RECOMMENDATION

That Council receive and note the report.

BACKGROUND

1. At its meeting of 27 May 2024 Council resolved:
 - a. *That a report come back to a Council meeting in August 2024 on details of an entrepreneur grant program including financial assistance or non-financial assistance options.*
 - b. *That the CEO investigate potential funding sources.*

Legislative Requirements for Financial Assistance to Individuals and Groups

2. Section 356 of the *Local Government Act 1993* prescribes the requirements for when a council wishes to provide financial assistance to others (including charitable, community and sporting organisations and private individuals).
3. The Act requires councils to give at least 28 days public notice of a proposal to pass a resolution to grant financial assistance prior to doing so.
4. In line with the Act, Council has adopted a Grants and Donations Policy and related Grants and Donations Procedures which sets out the requirements for establishing a new grant program. Grants to profit-making entities or individuals are not permitted.
5. That is, all new proposed grant programs should align to objectives outlined in the Community Strategic Plan and Operational Plan. The Policy requires that each grant program must set guidelines, objectives and outcomes sought by the grant activity, specific eligibility criteria, method for application, assessment pathway, decision making, the funding pool made available and funding limits.

6. This is consistent with advice from the Office of Local Government to ensure considered and transparent decisions are made on grants of financial assistance. <https://www.olg.nsw.gov.au/circulars/circular-06-32-provision-of-financial-assistance-under-section-356/>
7. To establish any entrepreneur grants program would require a new grant program to be designed and developed in full, as the objectives and requirements of Council's existing grants programs cannot be expanded to include an entrepreneur grant component. New funding sources would also need to be identified, or alternatively savings from existing programs would need to be realised.
8. This report canvases a range of initial options about a new grant program following desktop research and internal discussions with subject matter experts.

ISSUES/OPTIONS/CONSEQUENCES

Options for an Entrepreneur Grant Program

9. Council recognises the value of and importance of supporting new ideas and entrepreneurs in the City of Parramatta. However, in establishing a grant program on this subject matter, several challenges or limitations would first need to be addressed. These include:
 - a. Council's Grants and Donations Policy requires that grants must be made to program or project costs that can be assessed for value for money and effectiveness against other applications. Grants must not be a contribution to a fundraising objective of an applicant (section 3.8).
 - b. In any entrepreneur grant program, close consideration would need to be given to establishing guidelines on how a fair assessment can be made of the value for money and effectiveness of financial support to individuals who may be engaged across a range of different entrepreneurial businesses. As there are significant risks associated with scalability and commercial success of innovative startups, the assessment of the value and effectiveness of the financial support can prove to be unreliable. Council would likely need to seek external assessors to perform this task.
 - c. Close consideration will need to be given to whether entrepreneur grants can be given for a specific, measurable item, activity or service. There is a risk that, in providing funds to directly support an individual or startup business, it may be hard to validate what the funds are used for and to provide suitable evidence for grant acquittal. In addition, any early failure of the recipient entrepreneurial businesses may be perceived as a waste of public monies by some residential and business ratepayers.
 - d. Council's Grants and Donations Procedures exclude profit making activities where the profits are allocated to shareholders, owners or members from eligible activities for funding (section 6.4). Legal advice will be required to ensure that in developing a grant program to support private individuals or startups or entrepreneurial growth, that the Council's funds do not result in profit-making activities.

10. The findings of a recent comparative review of grant making by eight Sydney councils, reported to the Grants Committee in March 2024, did not identify any councils undertaking an equivalent entrepreneurial grants program. While all councils provide program-based support for local businesses, any financial support is provided through in-kind subsidies to attend an accelerator or incubator program or participate in mentoring activities.
11. State and Federal Governments provide some innovation and startup grants, but these programs are very different to Council's current grants programs, particularly in terms of greater funding pools and grant size, significant cash matching requirements (up to 50%) and strict technical validation requirements. The required levels of seed funding that these programs offer to startups are also well outside the bounds of what Local Government could meaningfully offer.

Council's Commitment to Supporting New Ideas and Innovation

12. Council recognises the importance of supporting new ideas, innovation and entrepreneurship in the City of Parramatta and has a long-standing strategic commitment to supporting improved outcomes in this space.
13. This is reflected in the following strategic document actions:

Community Strategic Plan 2018-2038
Innovative i.3.1: Attract and support leading research, education and start-ups to grow and thrive.
Smart City & Innovation Strategy 2024-2033
Objective 5.2: Support the innovation ecosystem in Parramatta 5.2.2 - Advocate for improved amenity and connection across the innovation ecosystem
Draft Economic Development Strategy 2023-2032 (exhibited 2023)
Objective 1.1: Our Industry sectors are diverse and competitive 1.1.7 - Collaborate with industry bodies and stakeholders to inform decision making to support the start-up ecosystem in Parramatta

14. The Parramatta 2050 strategic vision for our City outlines, at a high level, the industry priorities for the five Districts and examines the sectoral opportunities of each being: health innovation at Westmead; IT sector in Parramatta; advanced and future manufacturing at Rosehill-Camellia and Silverwater, and sports tech at Sydney Olympic Park.
15. Parramatta 2050 builds on the strengths evident in each district, with a concentration of health and medical research institutes in Westmead creating opportunities for startups in medical research and advanced technology, while a concentration of information technology businesses in the CBD allows opportunities for the growth of IT startups.
16. In recent years, Council has been actively engaging with the Parramatta startup ecosystem, working with strategic partners and stakeholders to provide support through programming, events, promotion, advocacy, and research. These include:

- a. local incubators and hubs
 - b. Launch Pad at Western Sydney University
 - c. Spacecubed at the Western Sydney Startup Hub; and
 - d. Cicada in Westmead.
17. Council has also worked closely with Investment NSW/Department of Planning on the Westmead Place Strategy to inform support and growth of the innovation ecosystem. Council is also a member of the Westmead Alliance.
18. This work has included both financial and non-financial approaches such as:
 - a. Funding of Startup Masterclasses in collaboration with Launch Pad, including a networking event as part of Spark Festival - 2022
 - b. Participation in the Office Hours Mentorship Program in collaboration with Spacecubed - 2023
 - c. Funding wayfinding signage for Parramatta North to support the Western Sydney Startup Hub - 2023
 - d. Funding and general support of Start-up Muster research project with Innovation and Entrepreneurship Unit UTS – 2023/2024
 - e. Funded and produced two industry sector showcase videos on 'innovation' and 'startups' featuring Cicada, Spacecubed, and Launch Pad – 2023/2024
 - f. In-kind support including promotion via Council's digital channels and newsletter of startup hubs and their programs – ongoing.
19. In addition to this, Council has continued to run its long standing and sector recognised Social Enterprise Program that has included access to annual grant funding pool of \$75,000 in support of social entrepreneurs, and the Pitch For Good crowdfunding campaign in partnership with StartSomeGood.

Evidence Base – Startup Muster research

20. Startup Muster is Australia's largest and most comprehensive survey of the national startup ecosystem. The 2023 survey, the first since 2018, surveyed 1,106 people, with 585 of respondents identifying as startup founders, with 56 indicating that they are based in the Parramatta region. The survey looked at the demographic data of founders, the key sectors they are working in, and the main challenges they are facing.
21. Council commissioned Startup Muster to draw out data from the 2023 survey to identify the key features and challenges of startups in the Parramatta geographic region, with the aim of developing a baseline understanding of the local startup sector, to assist Council to target programming and support.

22. Initial findings from the survey so far suggest that local startups are more likely to be working in AI, medtech, manufacturing, and robotics than the national average and the uptake of coworking and incubation space was also higher. They also suggest that fewer founders in the Parramatta region are actively seeking new funding sources, and significantly fewer are applying for available State and Federal grants.
23. The 2024 Startup Muster survey is currently in progress, and Council has again commissioned a report on the Parramatta region. This second year of data will provide stronger evidence to better inform strategy, programming and partnerships to meet the specific needs of the local startup ecosystem.
24. Should Council wish to proceed with the next steps of exploring a new grant program, it is recommended that any alternative program design and delivery be deferred until the full insights from the 2024 Startup Muster survey are received and findings analysed.

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
19 June and 4 July 2024	Council Staff	Council has undertaken a several activities to better understand and support entrepreneurship and the sector in CoP. Council's most effective and impactful role would be to expand on this work rather than provide grants of relatively small monetary value	Response outlined in the report	Community & Culture – Social & Community Services

LEGAL IMPLICATIONS FOR COUNCIL

26. There are no legal implications for Council associated with this report although it is noted that advice would need to be sought on the relevant policy implications if Council resolved to establish this grants program.

FINANCIAL IMPLICATIONS FOR COUNCIL

27. Should Council resolve to take further steps to establish an Entrepreneur Grants Program, it would be an unfunded initiative and a new funding source would need to be identified in the 2025/26 budget process.

Rodrigo Gutierrez
Community Capacity Building Manager

John Angilley
Executive Director Finance & Information

David Moutou
Acting Executive Director Community Services

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

REFERENCE MATERIAL

REPORTS TO COUNCIL - FOR COUNCIL DECISION

26 AUGUST 2024

13.1	Minutes of the Parramatta Traffic Committee Meeting of 18 June 2024	198
13.2	Minutes of the Parramatta Traffic Committee Meeting of 7 August 2024	261
13.3	NSW Environment Protection Legislation Amendment (Stronger Regulation and Penalties) Bill 2024.....	506
13.4	Proactive Management of Abandoned Shopping Trolleys.....	510
13.5	Q4 Progress Report - Delivery Program and Operational Plan 2023/24	514
13.6	Public Exhibition: Draft Youth Inclusion Framework	574
13.7	Preparation of the Comprehensive Heritage Review (Scope)	642
13.8	Approval of Deed of Variation to a Planning Agreement (Land at 20-22 Macquarie Street and 197-207 Church Street/89 Marsden Street, Parramatta)	653
13.9	Approval of Deed of Variation to a Planning Agreement (Land at 264-268 Pennant Hills Road, AKA 3A Homelands Avenue, Carlingford).....	739
13.10	Proposed Adjustment to Harris Park Suburb Boundary - Outcome of Community Consultation	771

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.1
SUBJECT	Minutes of the Parramatta Traffic Committee Meeting of 18 June 2024
REFERENCE	F2024/00282 - D09514134
REPORT OF	Traffic and Transport Manager

CSP THEME: Accessible

WORKSHOP/BRIEFING DATE: Nil

PURPOSE:

The purpose of this report is to provide Council with the minutes of the Parramatta Traffic Committee held on 18 June 2024 and seek Council approval for the recommendations of the Committee.

RECOMMENDATION

- (a) That Council note the minutes of the Parramatta Traffic Committee held on 18 June 2024, provided at Attachment 1.
- (b) That Council approve the recommendations of the Parramatta Traffic Committee from the meeting held on 18 June 2024, provided at Attachment 1 and in this report, noting the following financial implications for each item.

I. PTC 2406 A1 LLOYDS AVENUE AT PENNANT HILLS ROAD, CARLINGFORD - INSTALLATION OF AN 'ALL TRAFFIC LEFT ONLY' RESTRICTION

The estimated cost of the proposed replacement of 'No Right Turn' restriction with an 'All Traffic Left Turn Only' in Lloyds Avenue at Pennant Hills Road, Carlingford is \$500 (Incl GST). This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line marking in 2024/25.

II. PTC 2406 A2 HILL ROAD AND HOLKER STREET, SYDNEY OLYMPIC PARK AND WENTWORTH POINT - PROPOSED BILLBERGIA BENNELONG BRIDGE RUN ON SUNDAY 20 OCTOBER 2024

- III. The proposed traffic management is to be implemented by the organiser of Billbergia Bennelong Bridge Run at no cost to Council. Therefore, this matter has no direct financial impact upon Council's budget.

IV. PTC 2406 A3 AUCTIONEER LANE, PARRAMATTA – RELOCATION OF BOOM GATE AND MEDIAN ISLAND FOR CAR PARK

This work is being funded through the Integrated Parking Project budget. The cost estimate for this component is \$50,000.

BACKGROUND

1. Transport for NSW (TfNSW) is legislated as the organisation responsible for the control of traffic on all roads in New South Wales under the *Road Transport (Safety & Traffic Management) Act 1999*. To deal with the large number and range of traffic related matters effectively, TfNSW has delegated certain aspects of the control of traffic on local roads to councils. TfNSW has retained both the control of traffic on the State's classified road network and the control of traffic signals on all roads.
2. The TfNSW Delegation to Councils limits the types of prescribed traffic control devices and traffic control facilities that Council can authorise and imposes certain conditions on councils. One of these conditions requires councils to obtain the advice of TfNSW and the Police prior to proceeding with any proposal. This is most commonly achieved by councils establishing a Local Traffic Committee.
3. The Committee is composed of four formal members each with one vote. These four members are a representative from Council, the Police, TfNSW and the Local State Member of Parliament or their nominee. The Parramatta Traffic Committee is an advisory body only, having no decision-making powers. It is, primarily, a technical review committee that is required to advise the Council on traffic related matters referred to it by Council. In general, Council makes the decision, however, the Police and TfNSW can appeal Council's decision to the Regional Traffic Committee.

ISSUES/OPTIONS/CONSEQUENCES

4. The most recent meeting of the Parramatta Traffic Committee was held on 18 June 2024. The meeting was attended by Councillors Paul Noack (Chairperson), Patricia Prociv, and Henry Green. The minutes of that meeting and the reports to that meeting are in Attachment 1 and Attachment 2 of this report.
5. The recommendations from the Parramatta Traffic Committee meeting are provided below.

ITEM NO

2406 A1 LLOYDS AVENUE AT PENNANT HILLS ROAD, CARLINGFORD - INSTALLATION OF AN 'ALL TRAFFIC LEFT ONLY' RESTRICTION

Recommendation from Parramatta Traffic Committee:

That the existing 'No Right Turn' restriction in Lloyds Avenue at Pennant Hills Road, Carlingford be replaced with an 'All Traffic Left Turn Only' restriction.

Unanimous Support.

2406 A2 HILL ROAD AND HOLKER STREET, SYDNEY OLYMPIC PARK AND WENTWORTH POINT - PROPOSED BILLBERGIA BENNELONG BRIDGE RUN ON SUNDAY 20 OCTOBER 2024

Recommendation from Parramatta Traffic Committee:

1. That the proposed 'Billbergia Bennelong Bridge Run' event scheduled to be held on Sunday 20 October 2024 be classified as a Class 2 Event in accordance with the Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of Holker Street (eastbound bus lane between Avenue of Africa and Jamieson Street), Jamieson Street (northbound lanes between Holker Street and shared path), and Hill Road (southbound between Holker Street and Bennelong Parkway) in Sydney Olympic Park and Wentworth Point for the 'Billbergia Bennelong Bridge Run 2024' event as detailed in the Special Event Traffic Management Plan attached to the report be approved subject to adherence with the following:
 - a. That the Event Organiser complies with the attached traffic-related conditions.
 - b. That written approval of Special Event Traffic Management Plan (SETMP) be obtained from Council and TfNSW prior to the event.
 - c. That all costs associated with the 'Billbergia Bennelong Bridge Run 2024' Event be funded and paid by the Event Organiser at no cost to Council.
 - d. That a notification letter to businesses and residents regarding the closure of roads and travel lanes within Parramatta LGA be distributed at least 28 days prior to the event and a copy of this letter be submitted to Council.
 - e. That the bus service provider be requested to notify its affected commuters regarding the closure of bus stops and a copy of this correspondence be submitted to Council.
 - f. That written evidence obtaining a Road Occupancy License (ROL) approval from the Transport Management Centre (TMC) of Transport for NSW (TfNSW) to implement traffic controls be submitted to Council.
 - g. That written evidence of a satisfactory Hostile Vehicle Mitigation and Pedestrian Management Plan approved by Auburn Police Area Command be submitted to Council, unless Police deem such a plan unnecessary.
 - h. That a valid Public Liability Insurance with a cover of at least \$20,000,000 be submitted to Council.

3. That the Event Organiser obtain approval from the Sydney Olympic Park Authority (SOPA) and Wentworth Point Strata Management to close roads that are under its care and control including Holker Street between Jamison Street and Hill Road.
4. That the Event Organiser obtain approval from the Parramatta Light Rail Stage 2 (PLR) team of TfNSW to ensure no conflict with any enabling works that may commence in the near future.
5. That the Event Organiser obtain required approvals from SOPA and install event notification signs (made of waterproof materials) on off-road cycleways at least 28 days prior to the event, so that the users of these facilities are aware of the Event.

Unanimous support.

2406 A3 AUCTIONEER LANE, PARRAMATTA – RELOCATION OF BOOM GATE AND MEDIAN ISLAND FOR CAR PARK

Recommendation from Parramatta Traffic Committee:

That Council approve the construction of concrete medians and boom gates in Auctioneer Lane at the Eat Street Carpark entrance and removal of an existing concrete blister island, as shown in Figure 2 of this report, except with the median island extended to 8.9m long.

Unanimous Support.

CONSULTATION & TIMING

6. Details of the consultation undertaken with the community, agencies and Councillors for each item, are included in **Attachment 2** and **Attachment 3**.

LEGAL IMPLICATIONS FOR COUNCIL

7. There are no legal implications for Council associated with any of the items in this report.

FINANCIAL IMPLICATIONS FOR COUNCIL

8. There is no financial impact on the budget arising from approval of this report as summarised in the table below.

ITEM	
2406 A1	The estimated cost of the proposed replacement of 'No Right Turn' restriction with an 'All Traffic Left Turn Only' in Lloyds Avenue at Pennant Hills Road, Carlingford is \$500 (Incl GST). This work will be funded by Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line marking in 2024/25.
2406 A2	The proposed traffic management is to be implemented by the organiser of Billbergia Bennelong Bridge Run at no cost to Council.

	Therefore, this matter has no direct financial impact upon Council's budget.
2406 A3	This work is being funded through the Integrated Parking Project budget. The cost estimate for this component is \$50,000.




Mark Leotta
Group Manager - Development and Traffic Services

Jennifer Concato
Executive Director City Planning and Design

John Angilley
Executive Director Finance & Information

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

- | | | |
|--|---|-------------|
| 1  | PTC 2406 Minutes for the Parramatta Traffic Committee meeting held on 18 June 2024 | 4
Pages |
| 2  | PTC 2406 Item Reports of Parramatta Traffic Committee meeting held on 18 June 2024 | 51
Pages |
| 3  | PTC 2406 Attachment 3 Consultation and Timing for Parramatta Traffic Committee meeting held on 18 June 2024 | 3
Pages |

REFERENCE MATERIAL

PARRAMATTA TRAFFIC COMMITTEE MEETING**TUESDAY 18 JUNE 2024****MINUTES****MINUTES OF THE PARRAMATTA TRAFFIC COMMITTEE MEETING HELD TUESDAY 18 JUNE 2024 AT 11:30AM. MEETING HELD IN PERSON AT COUNCIL'S PHIVE BUILDING, 5 PARRAMATTA SQUARE, PARRAMATTA OR OPTIONAL ATTENDANCE VIA MICROSOFT TEAMS**

The Parramatta Traffic Committee Chairperson Councillor Paul Noack declared the meeting open at 11:32am.

PRESENT:	
NAME:	REPRESENTATIVE OF
Paul Noack	Councillor and Chairperson
Patricia Prociv	Councillor and Representative for Member for Parramatta Donna Davis MP
Henry Green	Councillor
Donna Davis	Member for Parramatta
Nazli Tzannes	Transport for NSW (TfNSW)
Sergeant Jack Makhoul	Parramatta Police Area Command (PAC)
Philippa Scott	Representative for Member for Reid Sally Sitou MP
Pam Kendrick	Representative for the Parramatta Bicycle Committee and Bicycle NSW
Michael Perrone	CDC Buses
Ben Cantor	Busways
Richard Searle	Traffic and Transport Manager, CoPC
Saniya Sharmeen	Traffic and Transport Team Leader, CoPC - Minutes Secretary

APOLOGIES:	
NAME:	REPRESENTATIVE OF
Nil	

DECLARATIONS OF CONFLICT OF INTEREST:

There were no declarations of conflict of interest.

CONFIRMATION OF THE MINUTES OF MEETING HELD ON 21 FEBRUARY 2024:

That the report of the Parramatta Traffic Committee meeting held on 24 April 2024 be taken as read and confirmed as a true record of the meeting.

BUSINESS ARISING:

Nil

SECTION A ITEMS:**PTC 2406 A1 LLOYDS AVENUE AT PENNANT HILLS ROAD, CARLINGFORD - INSTALLATION OF AN 'ALL TRAFFIC LEFT ONLY' RESTRICTION****Ward:** North Rocks**State Electorate:** Epping**Recommendation to Parramatta Traffic Committee**

That the existing 'No Right Turn' restriction in Lloyds Avenue at Pennant Hills Road, Carlingford be replaced with an 'All Traffic Left Turn Only' restriction.

Recommendation from Parramatta Traffic Committee:

That the existing 'No Right Turn' restriction in Lloyds Avenue at Pennant Hills Road, Carlingford be replaced with an 'All Traffic Left Turn Only' restriction.

PTC 2406 A2 HILL ROAD AND HOLKER STREET, SYDNEY OLYMPIC PARK AND WENTWORTH POINT - PROPOSED BILLBERGIA BENNELONG BRIDGE RUN ON SUNDAY 20 OCTOBER 2024**Ward:** Rosehill**State Electorate:** Parramatta**Recommendation to Parramatta Traffic Committee**

1. That the proposed 'Billbergia Bennelong Bridge Run' event scheduled to be held on Sunday 20 October 2024 be classified as a Class 2 Event in accordance with the Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of Holker Street (eastbound bus lane between Avenue of Africa and Jamieson Street), Jamieson Street (northbound lanes between Holker Street and shared path), and Hill Road (southbound between Holker Street and Bennelong Parkway) in Sydney Olympic Park and Wentworth Point for the 'Billbergia Bennelong Bridge Run 2024' event as detailed in the Special Event Traffic Management Plan attached to the report be approved subject to adherence with the following:
 - a. That the Event Organiser complies with the attached traffic related conditions.
 - b. That all costs associated with the 'Billbergia Bennelong Bridge Run 2024' Event be funded and paid by the Event Organiser at no cost to Council.
 - c. That a notification letter to businesses and residents regarding the closure of roads and travel lanes within Parramatta LGA be distributed at least 28 days prior to the event and a copy of this letter be submitted to Council.
 - d. That the bus service provider be requested to notify its affected commuters regarding the closure of bus stops and a copy of this correspondence be submitted to Council.
 - e. That written evidence obtaining a Road Occupancy License (ROL) approval from the Transport Management Centre (TMC) of Transport for NSW (TfNSW) to implement traffic controls be submitted to Council.

- f. That written evidence of a satisfactory Hostile Vehicle Mitigation and Pedestrian Management Plan approved by Auburn Police Area Command be submitted to Council, unless Police deem such a plan unnecessary.
 - g. That a valid Public Liability Insurance with a cover of at least \$20,000,000 be submitted to Council.
3. That the Event Organiser obtain approval from the Sydney Olympic Park Authority (SOPA) and Wentworth Point Strata Management to close roads that are under its care and control including Holker Street between Jamison Street and Hill Road.
4. That the Event Organiser obtain approval from the Parramatta Light Rail Stage 2 (PLR) team of TfNSW to ensure no conflict with any enabling works that may commence in the near future.
5. That the Event Organiser obtain required approvals from SOPA and install event notification signs (made of waterproof materials) on off-road cycleways at least 28 days prior to the event, so that the users of these facilities are aware of the Event.

Recommendation from Parramatta Traffic Committee:

1. That the proposed 'Billbergia Bennelong Bridge Run' event scheduled to be held on Sunday 20 October 2024 be classified as a Class 2 Event in accordance with the Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
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 - b. That written approval of Special Event Traffic Management Plan (SETMP) be obtained from Council and TfNSW prior to the event.
 - c. That all costs associated with the 'Billbergia Bennelong Bridge Run 2024' Event be funded and paid by the Event Organiser at no cost to Council.
 - d. That a notification letter to businesses and residents regarding the closure of roads and travel lanes within Parramatta LGA be distributed at least 28 days prior to the event and a copy of this letter be submitted to Council.
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3. That the Event Organiser obtain approval from the Sydney Olympic Park Authority (SOPA) and Wentworth Point Strata Management to close roads that are under its care and control including Holker Street between Jamison Street and Hill Road.
4. That the Event Organiser obtain approval from the Parramatta Light Rail Stage 2 (PLR) team of TfNSW to ensure no conflict with any enabling works that may commence in the near future.
5. That the Event Organiser obtain required approvals from SOPA and install event notification signs (made of waterproof materials) on off-road cycleways at least 28 days prior to the event, so that the users of these facilities are aware of the Event.

Unanimous support.

PTC 2406 A3 AUCTIONEER LANE, PARRAMATTA – RELOCATION OF BOOM GATE AND MEDIAN ISLAND FOR CAR PARK

Ward: Parramatta

State Electorate: Parramatta

Recommendation to Parramatta Traffic Committee

That Council approve the construction of concrete medians and boom gates in Auctioneer Lane at the Eat Street Carpark entrance and removal of an existing concrete blister island, as shown in Figure 2 of this report.

Recommendation from Parramatta Traffic Committee:

That Council approve the construction of concrete medians and boom gates in Auctioneer Lane at the Eat Street Carpark entrance and removal of an existing concrete blister island, as shown in Figure 2 of this report, except with the median island extended to 8.9m long.

BUSINESS ITEMS:

Nil

The Chairperson closed the meeting at 11:42am.



CITY OF PARRAMATTA COUNCIL

Parramatta Traffic Committee Agenda Item

ITEM NO: 2406 A1

SUBJECT: Lloyds Avenue at Pennant Hills Road, Carlingford - Installation of an 'All Traffic Left Only' restriction

APPLICANT: City of Parramatta Council

REPORT OF: Traffic and Transport Engineer

WARD: North Rocks

SED: Epping

Purpose

This report seeks approval for the replacement of the existing 'No Right Turn' restriction with an 'All Traffic Left Turn Only' restriction in Lloyds Avenue at the intersection with Pennant Hills Road, Carlingford. The proposed alteration is required to improve road safety by restricting motorists from travelling straight through from Lloyds Avenue onto Evans Road whilst crossing five lanes of traffic.

OFFICER'S RECOMMENDATIONS:

That the existing 'No Right Turn' restriction in Lloyds Avenue at Pennant Hills Road, Carlingford be replaced with an 'All Traffic Left Turn Only' restriction.

Background

The intersection of Pennant Hills Road, Lloyds Avenue and Evans Road is a cross intersection. Pennant Hills Road is a state road with three travel lanes (including a right turn lane) in the eastbound direction and two travel lanes in the westbound direction. Lloyds Avenue and Evans Road are local roads. Lloyds Avenue provides access to Carlingford light rail stop and high density housing. A location map of the area around the intersection is shown in Figures 1 and 2.

Pennant Hills Road carries on average 30,000 vehicles a day. At present, a 'No Right Turn' restriction applies for motorists exiting Lloyds Avenue. However, there is no restriction for motorists wishing to cross five lanes of Pennant Hills Road to travel straight into Evans Road. As a result, a very small number of motorists that are waiting to travel straight into Evans Road restrict other motorists wanting to turn left from Lloyds Avenue into Pennant Hills Road.

According to a traffic count survey undertaken in 2018, only two vehicles travelled straight from Lloyd Avenue to Evans Road between 3:15pm and 4:15pm. These motorists can use Coleman Avenue to turn left into Pennant Hills Road and then right into Evans Road.

According to Transport for NSW crash data, there were twelve recorded accidents during the 5-year period between July 2018 and June 2023 at the intersection of Lloyds Avenue, Pennant Hills Road and Evans Road, Carlingford. Of these accidents one cross traffic

accident occurred involving the straight through movement from Lloyds Avenue onto Evans Road (southbound). This was a serious injury collision with a westbound vehicle in Pennant Hills Road, Carlingford.

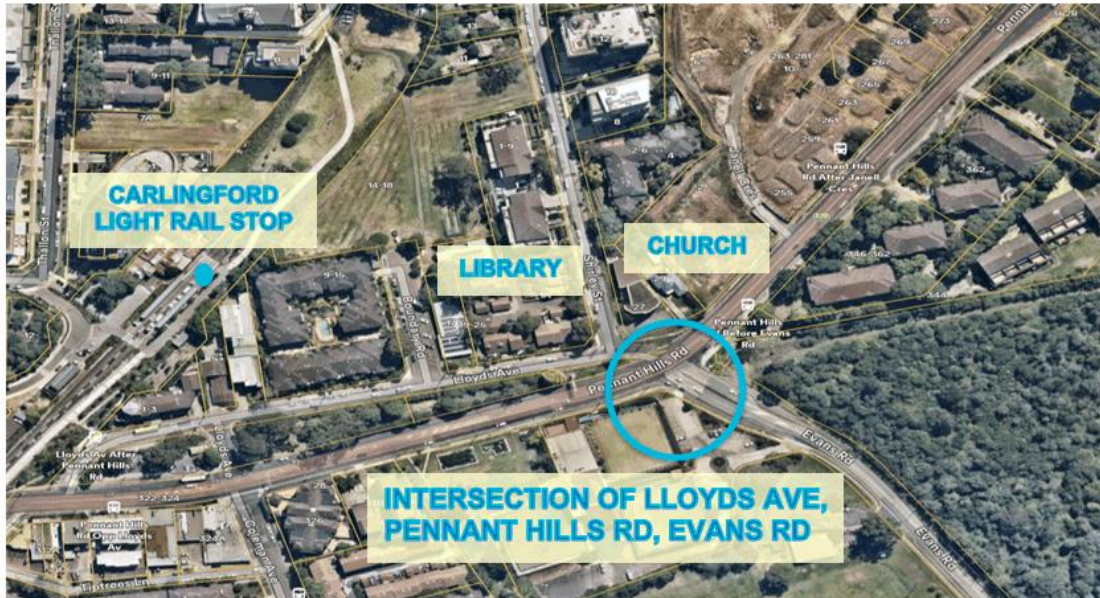


Figure 1: Location map of the area around the intersection of Pennant Hills Road, Evans Road and Lloyds Avenue, Carlingford



Figure 2: Street view looking south from Lloyds Avenue at Pennant Hills Road and Evans Road Carlingford

In light of the above, it is proposed to replace the existing 'No Right Turn' restriction in Lloyd Avenue at Pennant Hills Road, Carlingford Road with an 'All Traffic Left Only' restriction as shown in Figure 3.

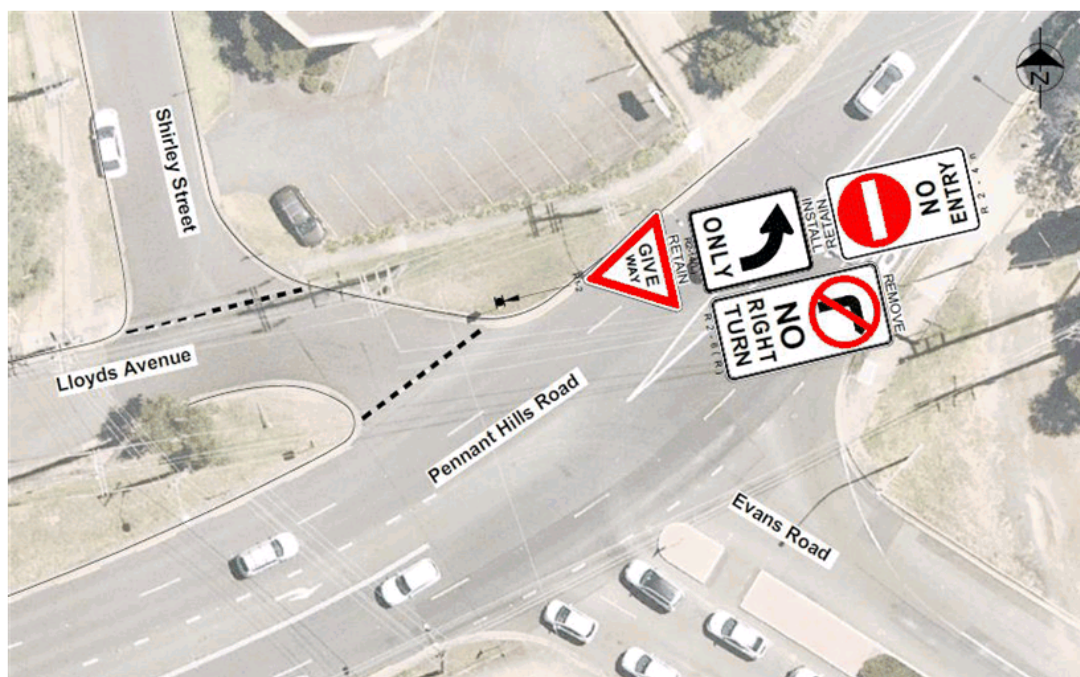


Figure 3: Concept plan of the proposed 'All Traffic Left Turn Only' restriction in Lloyds Avenue at Pennant Hills Road and Evans Road, Carlingford

Consultation

Consultation letters were sent to affected residents and businesses seeking comments on the proposal to install 'All Traffic Left Only' restriction in Lloyds Avenue at Pennant Hills Road.

The consultation invited submissions by 17 August 2021 and involved the City of Parramatta website (On-Exhibition page), Parra News, mailout to property owners and occupiers, and on-site corflute signs.

Council received no responses from affected residents and businesses on the proposal.

There are no bus services that travel straight from Lloyd Avenue into Evans Road.

FINANCIAL IMPLICATIONS

The estimated cost of the proposed replacement of 'No Right Turn' restriction with an 'All Traffic Left Turn Only' in Lloyds Avenue at Pennant Hills Road, Carlingford is \$500 (Incl GST). This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line marking in 2024/25.

Zulfiqar Ali
Traffic and Transport Engineer
8/04/2024



CITY OF PARRAMATTA COUNCIL

Parramatta Traffic Committee Agenda Item

ITEM NO: 2406 A2
Hill Road and Holker Street, Sydney Olympic Park and Wentworth Point
- Proposed Billbergia Bennelong Bridge Run on Sunday 20 October
SUBJECT: 2024

APPLICANT: True Sports Events

REPORT OF: Traffic and Transport Engineer

WARD: Rosehill

SED: Parramatta

Purpose

This report seeks approval of a Special Event Traffic Management Plan (SETMP) for the Billbergia Bennelong Bridge Run scheduled to be held on Sunday 20 October 2024.

OFFICER'S RECOMMENDATIONS:

1. That the proposed 'Billbergia Bennelong Bridge Run' event scheduled to be held on Sunday 20 October 2024 be classified as a Class 2 Event in accordance with the Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of Holker Street (eastbound bus lane between Avenue of Africa and Jamieson Street), Jamieson Street (northbound lanes between Holker Street and shared path), and Hill Road (southbound between Holker Street and Bennelong Parkway) in Sydney Olympic Park and Wentworth Point for the 'Billbergia Bennelong Bridge Run 2024' event as detailed in the Special Event Traffic Management Plan attached to the report be approved subject to adherence with the following:
 - a. That the Event Organiser complies with the attached traffic related conditions.
 - b. That all costs associated with the 'Billbergia Bennelong Bridge Run 2024' Event be funded and paid by the Event Organiser at no cost to Council.
 - c. That a notification letter to businesses and residents regarding the closure of roads and travel lanes within Parramatta LGA be distributed at least 28 days prior to the event and a copy of this letter be submitted to Council.
 - d. That the bus service provider be requested to notify its affected commuters regarding the closure of bus stops and a copy of this correspondence be submitted to Council.
 - e. That written evidence obtaining a Road Occupancy License (ROL) approval from the Transport Management Centre (TMC) of Transport for NSW (TfNSW) to implement traffic controls be submitted to Council.

- f. That written evidence of a satisfactory Hostile Vehicle Mitigation and Pedestrian Management Plan approved by Auburn Police Area Command be submitted to Council, unless Police deem such a plan unnecessary.
- g. That a valid Public Liability Insurance with a cover of at least \$20,000,000 be submitted to Council.
3. That the Event Organiser obtain approval from the Sydney Olympic Park Authority (SOPA) and Wentworth Point Strata Management to close roads that are under its care and control including Holker Street between Jamison Street and Hill Road.
4. That the Event Organiser obtain approval from the Parramatta Light Rail Stage 2 (PLR) team of TfNSW to ensure no conflict with any enabling works that may commence in the near future.
5. That the Event Organiser obtain required approvals from SOPA and install event notification signs (made of waterproof materials) on off-road cycleways at least 28 days prior to the event, so that the users of these facilities are aware of the Event.

Background

City of Parramatta Council has received a request from True Sports Events to hold the 'Billbergia Bennelong Bridge Run' event in Sydney Olympic Park and Wentworth Point on Sunday 20 October 2024. This event has 4 options:

1. 21.1km Half Marathon Race along the route shown in Figure 1a (6:50am -9:50am)
2. 10km Wheelchair Race along the route shown in Figure 1b (7:00am to 8:30am)
3. 10km Community Run along the route shown in Figure 1b (7:10am to 8:35am)
4. 2km Family Run along the route shown in Figure 1c (9am to 10am)



Figure 1: Overview of the proposed Billbergia Bennelong Bridge Run route (a) 21.1km Half marathon race (b) 10km Wheelchair Race and 10km Community Run; (c) 2km Family Run

The Billbergia Bennelong Bridge Run was introduced in 2017. As part of the Traffic Management Plan for the 'Billbergia Bennelong Bridge Run', it is proposed to close various public and private roads for the event between 5am and 11am on Sunday 20 October 2024. An overview of the proposed lane and road closures are shown in Figure 2 and the attached Traffic Guidance Schemes.

Bus Services

Bus route 526 will terminate at Olympic Park Wharf, it will not cross Bennelong Bridge and service Rhodes. The following stops will be missed; 213859, 213863, 2138100, 2127110, 212716, 2127109, 213899, 213864, 213859. Traffic Controllers will allow bus access to Olympic Park Wharf. The bus stop on western side of Hill Road north of Holker Street will not be serviced between 05:00hrs & 10:00hrs on Sunday 20th October 2024.

Bus route 533 is to be rerouted around the event footprint due to the closure of the Bennelong Bridge. It will detour via Australia Avenue, Homebush Bay Drive, Oulton Avenue, Rider Boulevard and Mary Street. The following stops will be missed due to the detour; 2127111, 2127112, 212715, 212719, 212746, 212793, 212797, 212752, 2127109, 2127110, 213899 and 2138100. Signage will be installed at these stops informing customers that they must go to either TSN 212755 (Olympic Park Station) or TSN 213863 (Rhodes Station, Walker Street, Stand C) between 05:00hrs & 10:00hrs on Sunday 20th October 2024.

A copy of the Special Event Traffic Management Plan including event overview and Traffic

Guidance Scheme is attached to this report.

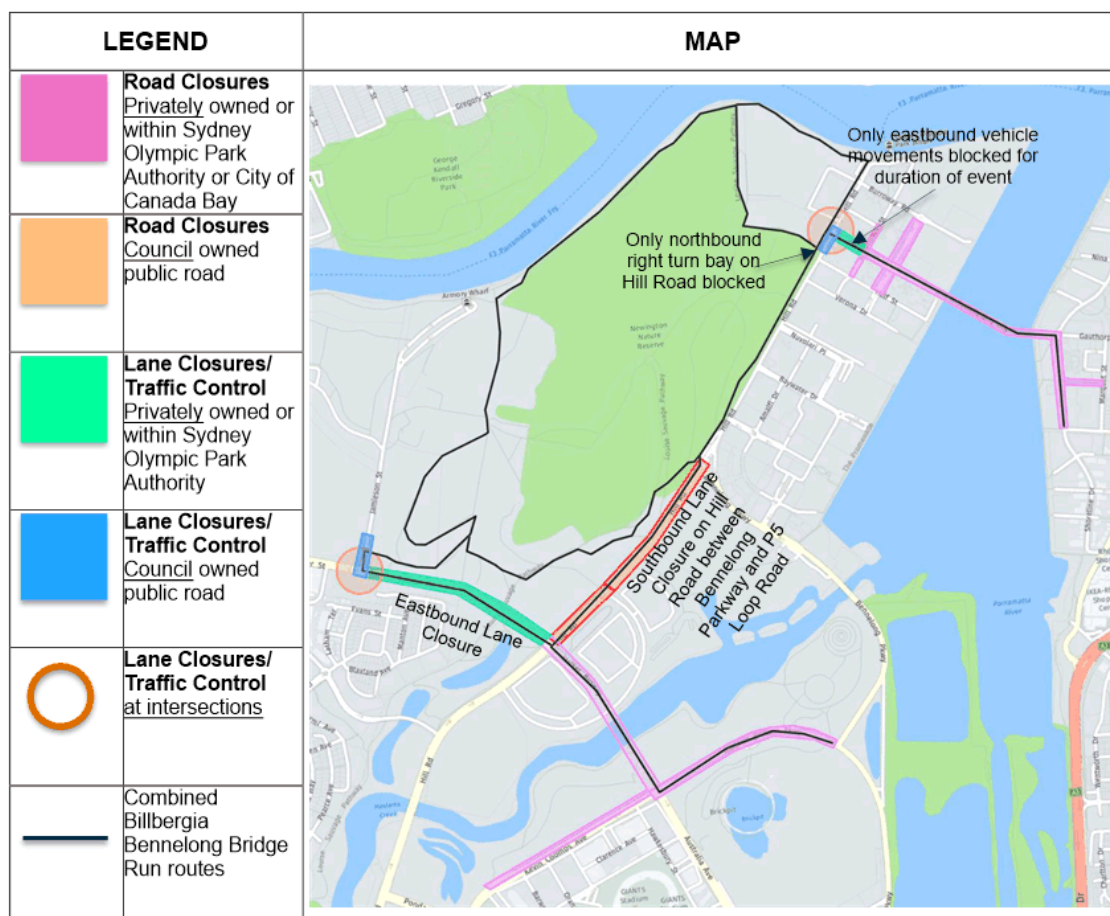


Figure 2: Overview of the proposed road closures in Sydney Olympic Park and Wentworth Point

Approval Process

Holker Street, Jamieson Street and Hill Road are local roads under the care and control of Council. Accordingly, only traffic control and closures on these roads are considered as part of this report. The remaining roads within the proposed route are private roads located in either Sydney Olympic Park or Wentworth Point. Accordingly, the Event Organiser is to obtain approvals from the Sydney Olympic Park Authority and Wentworth Point Strata Management to undertake traffic control and close roads/lanes under their care and control.

The Event Organiser is also required to obtain approval from Traffic Management Centre (TMC) of TfNSW. This is because the event is expected to affect streets in Sydney Olympic Park. Further to this, it is noted that TfNSW will commence works for the PLR 2 enabling works in the near future, which will include a declaration of a Transitway. This declaration may occur before the event takes place. Accordingly, it is considered appropriate to obtain approval from the PLR 2 team to ensure that the proposed event will not interfere with their works.

Advisory Signs On Off-road Cycleways

The Event Organiser is required to install event notification signs (made of waterproof materials) on off-road cycleways at least 28 days prior to the event. This is required to advise recreational cyclists and families that regularly use the off-road cycleways on weekends.

Community Notification

The Event Organiser will notify all local residents via letter box drop. Notice of the road closures will also be placed in local newspapers, at least 28 days prior to the event.

Portable Variable Message Sign (VMS) boards will also be placed to advise the motorists of the changed traffic conditions for the event as shown in the attached Traffic Guidance Scheme.

Classification of the Event

The proposed road closures for the 'Billbergia Bennelong Bridge Run' event will disrupt local traffic, non-participating members of the community and transport systems but not major traffic and transport systems. It is therefore proposed to classify the event as a Class 2 Event in accordance with the Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.

FINANCIAL IMPLICATIONS

The proposed traffic management is to be implemented by the organiser of Billbergia Bennelong Bridge Run at no cost to Council. Therefore, this matter has no direct financial impact upon Council's budget.



Zulfiqar Ali
Traffic and Transport Engineer
12 June 2024

Attachments

1. Traffic related Conditions
2. Special Event Traffic Management Plan
3. Traffic Guidance Scheme

**ATTACHMENT 1: TRAFFIC RELATED CONDITIONS
FOR BILLBERGIA BENNELONG BRIDGE RUN 2024****Prior to the event:**

1. In accordance with the Transport for NSW Guide to Traffic and Transport Management for Special Events, the Event Organiser is to submit a signed and completed 'Special Event Transport Management Plan Template' form and all supporting documents to Council. (Refer to page 91)
2. The Event Organiser to provide to council the contact details, including mobile phone number of the Traffic Controller who will undertake the closure.
3. The Event Organiser to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting City of Parramatta and Transport for NSW as interested parties on the Policy and that Policy to cover both on-road and off-road activity.
4. The Event Organiser is to advertise the event in the local press and the traffic impact/ delays due to the event at least at least 28 days prior to the event; a copy of the proposed advertisement is to be submitted to Council (indicating the advertising medium). Directly affected residents and businesses are also to be notified via letter box drop at least seven (7) days prior to the event.
5. The Event Organiser is to notify the details of the event to the NSW Police, NSW Ambulance Services, NSW Fire Brigade / Rural Fire Service and SES at least at least 28 days prior to the event; a copy of the correspondence be submitted to Council.
6. The Event Organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses affected by the proposed event at least at least 28 days prior to the event.
7. The Event Organiser is to assess the risk and addressing the suitability of the entire route as part of the risk assessment considering the possible risks for all participants traveling on winding, narrow, uneven gravel roads with steep roadside embankments and sharp bends; this assessment should be carried out by visual inspection of the route/site by the Event Organiser prior to preparing the TMP and prior to the event.
8. The Event Organiser is to carry out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and design and implement a risk elimination or reduction plan in accordance with the Work Health and Safety Act 2011; (information for Event Organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>). Note that the safety of all road users and personnel on or affected by the event is the responsibility of the Event Organiser.

During the event:

9. Access is to be maintained for businesses, residents and their visitors.
10. All traffic controllers/marshals operating within the public road network are to hold appropriate certification required by the TfNSW.
11. In accordance with the submitted Special Event Traffic Management Plan and associated Traffic Guidance Scheme, appropriate advisory signs, including temporary speed restriction signs, shall be placed at the Event Organiser's expense after all the required approvals are obtained from the relevant authorities, and traffic control devices be placed during the event along the route under the direction of a traffic controller holding appropriate certification required by the TfNSW.

After the event:

12. All roads and marshalling points are to be kept clean and tidy, with all directional signs removed immediately on completion of the activity.



BILLBERGIA
BENNELONG BRIDGE RUN

TRAFFIC MANAGEMENT PLAN

Billbergia Bennelong Bridge Run

Sunday 20th October 2024

PREPARED ON BEHALF OF



Version 1.1
30th April 2024

By
WHO DARES PTY LTD

TRAFFIC PLANNERS
SAFETY CONSULTANTS

SHED 8 / 1 CANAL ROAD
LEICHHAROADT 2040
P.O. BOX 187
FIVE DOCK 2046

Ph: 02 9569 9922
Fax: 02 9569 9933

Event Organiser: True Sports Events

Document Author: Tim Emslie
Who Dares Pty Ltd
Prepare a Work Zone Traffic Management Plan
Certificate: 0048945001
Phone: 02 9569 9922

Version Control

Version	Date	Status	Comments
Version 1.0	26 April, 2024	DRAFT	First Draft
Version 1.1	30 April, 2024	DRAFT	Minor Amendments

1. INTRODUCTION

1.1. Introduction

This plan has been prepared for **True Sports Events**.

It has been prepared after discussions with True Sports Events and Who Dares.

The plan relates to traffic management arrangements for the *Billbergia Bennelong Bridge Run* event held on Sunday 20th October 2024.

1.2. Objective

It is the objective of this report to set out the means and measures by which roads may managed so that the *Billbergia Bennelong Bridge Run* can take place.

The plan will include a description and detailed plan of the proposed measures, will identify and assess the impact of the proposed measures, will discuss the impact of re-assigned traffic, the proposal's effect on public transport services and what provisions are to be made for Emergency Services vehicles, heavy vehicles, cyclists and pedestrians. Furthermore, the plan will assess the effect of the proposal on existing and future developments within the vicinity, the possible flow on effects for traffic in adjoining Council Areas and finally will include a discussion about the requirement for a public consultation process with respect to the proposal.

1.3. Authority of the TMP

This Transport Management Plan (TMP) when approved by the relevant authorities becomes the prime document detailing the traffic, transport and pedestrian arrangements under which the Lunar Lanes event, will operate.

In case of emergencies, or for the management of incidents, the NSW Police are not subject to the conditions of this TMP but should endeavour to inform other agencies of the nature of the incident and the Police response.

2. EVENT DETAILS

2.1. Event summary

Event Name	Billbergia Bennelong Bridge Run
Event Date:	Sunday 20 th October 2024
Half Marathon Event Times:	06:50 hours - 09:50 hours
Wheelchair Event Times:	07:00 hours - 08:30 hours
10km Event Times:	07:10 hours - 08:35 hours
2km Event Times:	09:00 hours – 10:00 hours
Event Set Up Time:	05:00 hours
Event Pack Down Finish Time:	11:00 hours

2.2. Brief Description of the event

The Rhodes, Sydney Olympic Park and Wentworth Point areas are experiencing a huge redevelopment and growth phase. We believe a successful community run will not only showcase these suburbs but will also add to the liveability of the area.

In its seventh year now, the event will deliver a Half Marathon in addition to the 10km Wheelchair race, 10km community run and 2km family run. The event will highlight and promote the area as a fun vibrant place to live, as well as help build a cohesive active community.

2.3. Contact Names

True Sports Events**Stephanie Lebeau**

Race Director

Phone**Mobile** 0411 346 273**E-mail** steph@bbbrun.com.au**Sydney Olympic Park****Stephen Kennett****Phone** 02 9714 7928**E-mail** stephen.kennett@sopa.nsw.gov.au**City of Canada Bay Council****Saskia Vromans**

Place Manager Rhodes

Phone 02 9911 6548**Mobile** 0407 104 739**E-mail** saskia.vromans@canadabay.nsw.gov.au**Parramatta City Council****Saniya Sharmeen**

Traffic and Transport

Team Leader

Phone 02 9806 5645**Mobile** 0408 980 718**E-mail** ssharmeen@cityofparramatta.nsw.gov.au**Transport for NSW****Kenneth Seeto**

Transport Operators Planner

Major Events

Phone 8396 1536**Mobile** 0418 289 549**E-mail** kenneth.seeto@transport.nsw.gov.au**Transport for NSW - Buses****Steven Blight**

A/Transport Planning Project Manager

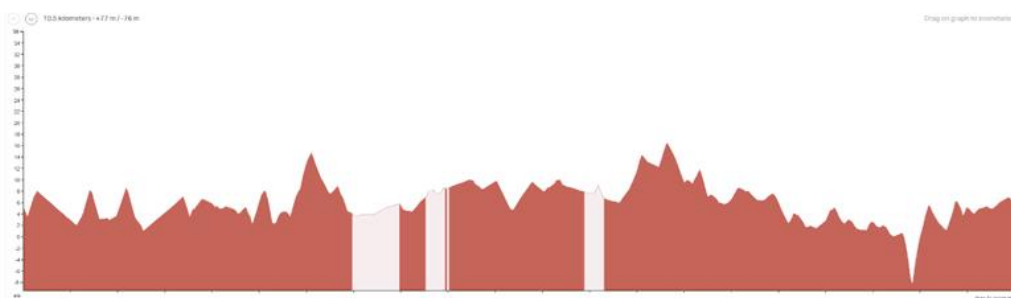
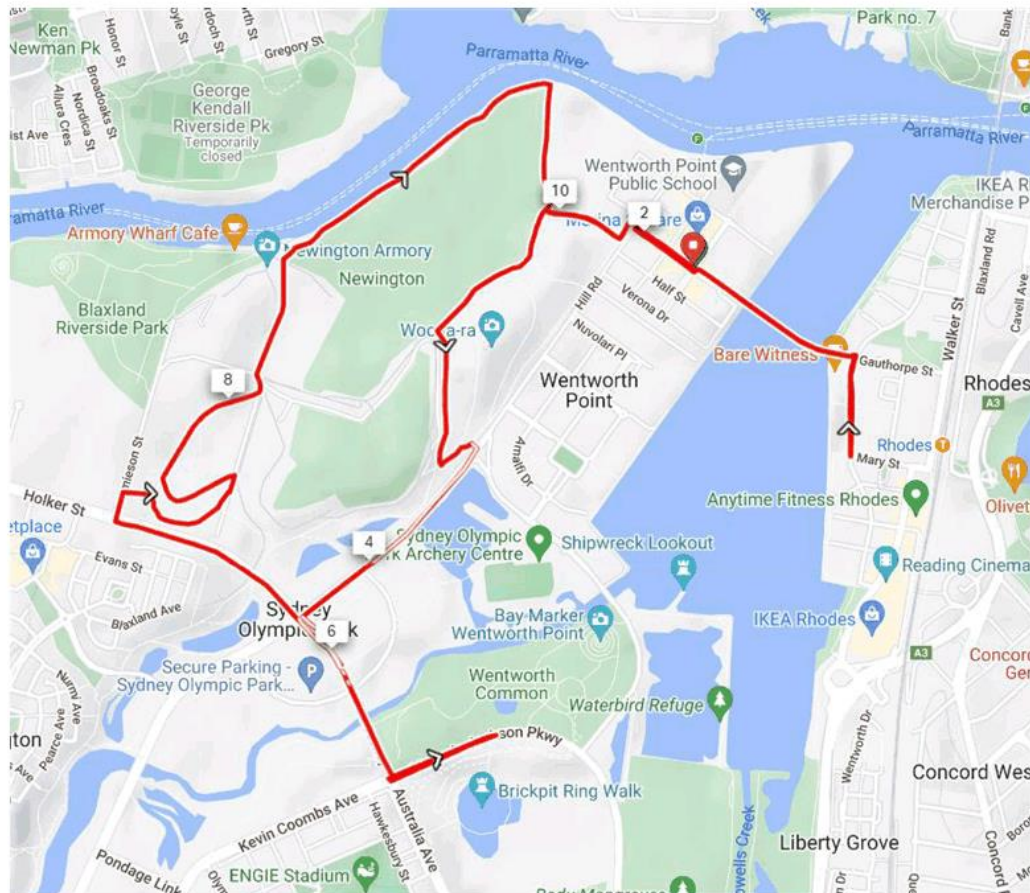
Phone**Mobile** 0447 377 450**Email** steven.blight2@transport.nsw.gov.au**Who Dares Pty Ltd****Tim Emslie**

Senior Events Manager

Phone 02 9569 9922**Mobile** 0477 014 173**E-mail** tim@whodares.com.au

3. TRAFFIC AND TRANSPORT MANAGEMENT

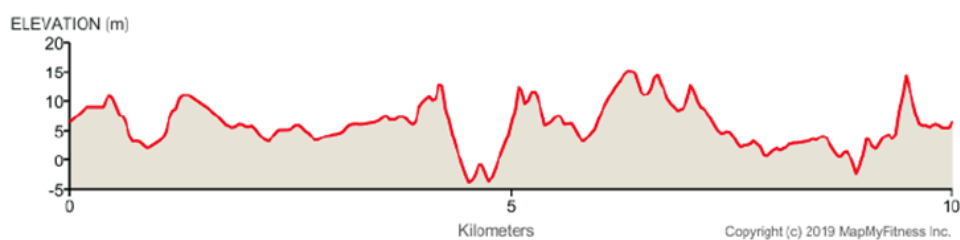
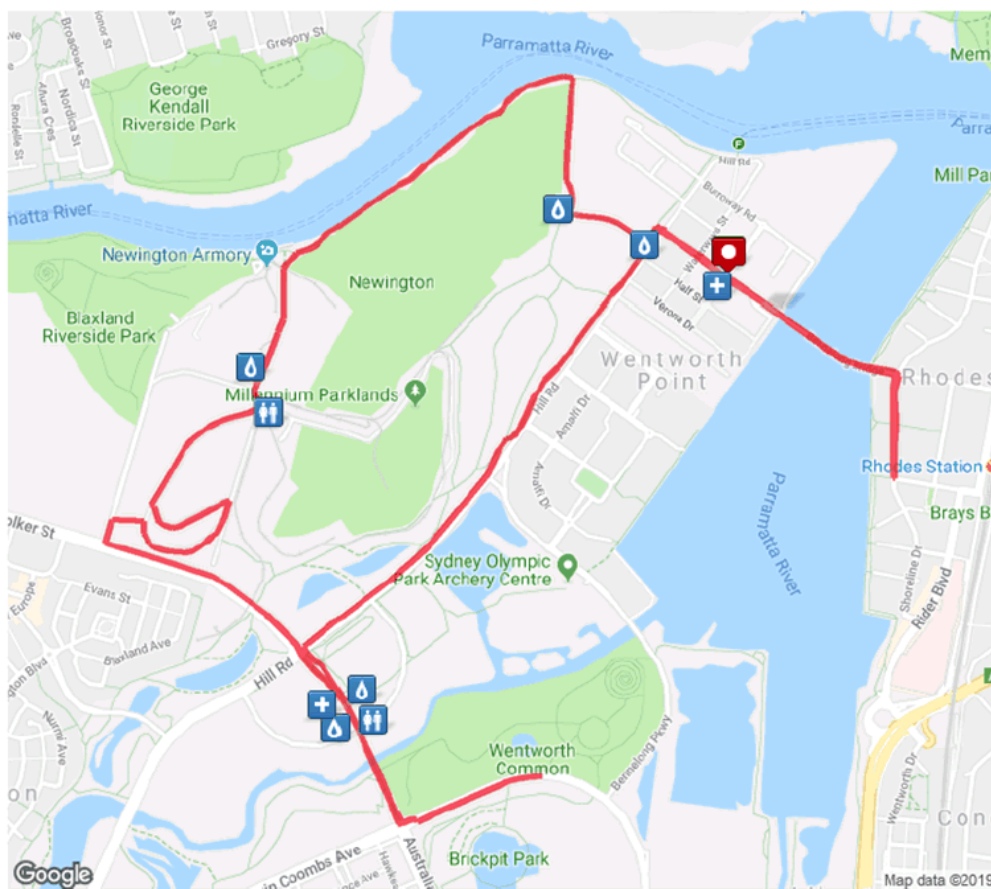
3.1. Half Marathon Route



3.2. Half Marathon Route Cues

Distance (km)	Notes
0	START
0.20	Continue onto Bennelong Bridge
0.60	Turn right onto Shoreline Drive
0.90	Perform U-Turn at Mary Street and return north on Shoreline Drive
1.20	Turn left onto Bennelong Bridge
1.50	Continue onto Footbridge Blvd
2.0	Cross Hill Road and turn left onto Louise Sauvage Pathway
2.14	Turn right onto shared path (towards Louise Sauvage Pathway)
2.40	Turn left onto Louise Sauvage Pathway
3.36	Turn left onto Shared Path
3.48	Turn right into carpark and then right onto Hill Road
4.26	Turn left onto Holker Busway
4.84	Turn left onto Marjorie Jackson Parkway
5.20	Perform U-Turn at Wentworth Common Carpark and return west on Marjorie Jackson Parkway
5.54	Turn right onto Holker Busway
6.15	Continue straight onto Holker Street
6.81	Turn right onto Jamieson St
6.91	Turn right into Newington Armoury
7.00	Turn Right onto Newington Armoury Criterium Circuit
8.10	Turn Left towards Parramatta River
8.54	Turn right onto River Walk
9.56	Turn right onto Louise Sauvage Pathway
9.95	Turn left towards Hill Road
10.21	Turn left, cross Hill Road and continue straight onto Footbridge Blvd
10.50	START OF LAP 2 / FINISH

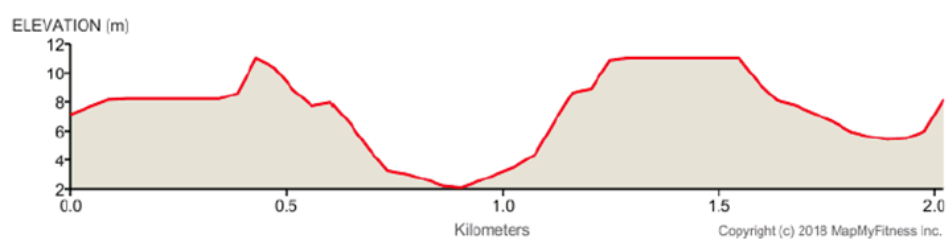
3.3. 10km Route



3.4. 10km Route Cues

Distance (km)	Notes
0	START
0.20	Continue onto Bennelong Bridge
0.60	Turn right onto Shoreline Drive
0.90	Perform U-Turn at Mary Street and return north on Shoreline Drive
1.20	Turn left onto Bennelong Bridge
1.50	Continue onto Footbridge Blvd
2.0	Cross Hill Road and turn left onto Louise Sauvage Pathway
2.91	Veer left onto Hill Road
3.65	Turn left onto Holker Busway
4.24	Turn left onto Marjorie Jackson Parkway
4.73	Perform U-Turn at Wentworth Common Carpark and return west on Marjorie Jackson Parkway
5.15	Turn right onto Holker Busway
5.75	Continue straight onto Holker Street
6.44	Turn right onto Jamieson St
6.53	Turn right into Newington Armoury
6.60	Turn Right onto Newington Armoury Criterium Circuit
7.61	Turn Left towards Parramatta River
8.11	Turn right onto River Walk
9.15	Turn right onto Louise Sauvage Pathway
9.50	Turn left towards
9.70	Turn left, cross Hill Road and continue straight onto Footbridge Blvd
10.10	FINISH

A map of Rhodes, NSW, Australia, showing a red route. The route starts at a red square icon labeled 'SS Ayrfield Shipwreck' on the left side of the map, near the 'Parramatta River' and 'Homebush Bay or The Flats'. It follows a path through 'Wentworth St', 'Burroway Rd', and 'Bunoway Rd' towards the right. The route then turns south along 'Shoreline Dr' and 'Gauthorpe St' to a red circle icon labeled 'Rhodes'. The map includes various streets such as Hill Rd, Burroway Rd, Bunoway Rd, Wentworth St, Half St, Verona Drive, Nuvolari Pl, Paywater Dr, Amalfi Dr, Stromboli Strait, Marine Parade, Amalfi Dr, Mary St, Marquet St, Walker St, and Blaxland Rd. Other landmarks include 'Rhodes Point' and 'Brays Bay'. The map is credited to 'Map data ©2018 Google'.



3.6. 2km Route Cues

Distance (km)	Notes
0	START
0.14	Continue onto Bennelong Bridge
0.62	Turn right onto Shoreline Dr
0.93	Perform U-Turn at Mary Street and return north on Shoreline Drive
1.20	Turn left onto Bennelong Bridge
1.90	Make U-Turn at Waterways Street and return east on Footbridge Boulevard
2.01	FINISH

3.7. Road closures 05:00 hours – 10:00 hours Sunday 20th October 2024

- Wentworth Place between Burroway Road & Footbridge Boulevard
- Bennelong Bridge between Shoreline Drive and Waterways Street.
- Waterways Street between Park Street North and Half Street.
- Wentworth Place between Footbridge Boulevard & Half Street
- Shoreline Dr between Mary St & Gauthorpe St
- Annie Leggett Promenade between Marquet Street & Shoreline Drive
- Hill Road between Holker Street and the P5 Loop Road (both directions).
- Hill Road between the P5 Loop Road and Bennelong Parkway (northbound).
- Holker Busway between Hill Rd and Kevin Coombs Avenue
- Kevin Coombs Avenue between Olympic Boulevard and Australia Avenue (eastbound)

3.8. Lane closures 05:00 hours – 10:00 hours Sunday 20th October 2024

- Jamieson Street Southbound lane between shared path and Holker Street (approx. 80 metres).
- Holker Street Eastbound between Jamieson Street and Hill Road (approx. 650 metres).

3.9. Intermittent Stop Slow Traffic Control from 05:00 hours – 10:00 hours Sunday 20th October 2024

- Intersection of Hill Road & Footbridge Boulevard.
- Jamison St between Holker Street and shared path.

3.10. Detours

Access around the Road closure on Hill Road will be via P5 Loop Road.

3.11. Cleaning

Prior to the reopening of the roads at 10:00 hours Sunday 20th October 2024, the event organiser will commence cleaning operations and make sure all roads are cleaned of any event waste before reopening's occur.

3.12. Modification to existing signage

There will be no requirement to modify any existing street signage.

3.13. Transit Systems amended route changes

- Bus route 526 will terminate at Olympic Park Wharf, it will not cross Bennelong Bridge and service Rhodes. The following stops will be missed; 213859, 213863, 2138100, 2127110, 212716, 2127109, 213899, 213864, 213859.
- Traffic Controllers will allow bus access to Olympic Park Wharf.
- Bus stop on western side of Hill Road north of Holker Street will not be serviced between 05:00hrs & 10:00hrs on Sunday 20th October 2024.

3.14. Busways Northwest amended route changes

- Bus route 533 will need to detour around the event footprint due to the closure of the Bennelong Bridge. It will detour via Australia Avenue, Homebush Bay Drive, Oulton Avenue, Rider Boulevard and Mary Street.
- The following stops will be missed due to the detour; 2127111, 2127112, 212715, 212719, 212746, 212793, 212797, 212752, 2127109, 2127110, 213899 and 2138100. Signage will be installed at these stops informing customers that they must go to either TSN 212755 (Olympic Park Station) or TSN 213863 (Rhodes Station, Walker Street, Stand C) between 05:00hrs & 10:00hrs on Sunday 20th October 2024.

3.15. Parking

Event parking for participants will be in any legal street parking spaces or local pay parking stations. The event organiser will encourage all participants to use public transport given the proximity to Rhodes train station.

3.16. Construction, traffic calming and traffic generating developments

At present, there are no indication of construction works that will be impact the event. There are no traffic calming devices or traffic generating developments along the route.

3.17. Traffic Control

An accredited Who Dares Traffic Manager and NSW Police will oversee implementation of the Traffic Guidance Schemes.

Temporary traffic control signage, barricades and equipment as per the supplied Traffic Guidance Schemes must be installed by TfNSW or SafeWork accredited traffic controllers with a current "Implement Traffic Control Plan" certificate. Any person operating a Stop/Slow bat onsite must hold a current "Traffic Controller" certificate.

3.18. Pedestrian and Cycle Management Control

There will be no affect to pedestrians, they will be able to use all the existing pedestrian paths along with the event participants. Cyclists will be asked to dismount and walk past the event or detour around the event if they do not wish to dismount.

3.19. Heavy Vehicle impacts

A Portable VMS will be positioned at the intersection of Hill Road and Old Hill Link to advise heavy vehicles wanting to access Wentworth Point to use the suggested detour of Old Hill Link, Edwin Flack Avenue, Sarah Durack Avenue, and Bennelong Parkway. This will avoid going under the 4.5metre bridge on the P5 Loop Road and then having a tight right hand turn back onto Hill Road to enter the contra low in place for general traffic.

3.20. Special Event Clearways

No special event clearways will be installed for this event.

4. RISK MANAGEMENT - TRAFFIC

4.1. Occupational Health & Safety – Traffic Control

“Temporary traffic management (TTM) is one of the highest risk activities on a roadwork site.”*

True Sports Events are the Risk Managers for their event operations. It is True Sports Events policy to identify and treat hazards by endeavouring to prevent or eliminate health and safety risk as far as is reasonably practicable (SFAIRP).

Who Dares as the contracted Traffic Control Company engaged by True Sports Events is the Delivery Partner and will fulfill all its legal duty to advise during consultation to deliver traffic plans that reflect the joint efforts of Who Dares, True Sports Events and all agencies assigned to the process of devising a plan that creates traffic and other arrangements appropriate to the safe delivery of the event.

The appropriateness of the arrangements is directly linked to the desirability of the event to the community compared with what is reasonably practicable to ameliorate inconvenience and safety risks.

Any risk treatment measure implemented by Who Dares through the Traffic Guidance Systems (TGS)s that are addended to this TMP will be consistent with their obligations in accordance with the Work Health and Safety Act 2011 (NSW), Work Health and Safety Regulations 2017 (NSW) and AS/NZS ISO 31000:2018 Risk Management- guidelines.

The risk methods in this TMP will adhere to a feasibility hierarchy firstly endeavouring to eliminate risk by detouring traffic around effected areas completely separating traffic from the event. Secondly if traffic is unable to be detoured around traffic will be planned to pass the event using engineering methods to isolate risk. Some through methods will be considered under very controlled methods such as limited crossover points or emergency access.

True Sports Events must develop with the help of Who Dares a plan that is appropriately resourced through accumulating sufficient data to evaluate options to produce a draft TMP for consultation and development that will create the best achievable outcome for all stakeholders.

Who Dares in its capacity as the traffic management specialist and will do all that is reasonably practicable to give advice for options to ameliorate risks that are identified.

* Transport for NSW Traffic Control at work sites, Technical Manual issue 6.1, 2022, 31.

4.2. Public Liability Insurance

Public liability insurance in the value of \$20,000,000 has been arranged by the event organiser.

A copy is included as **Annex 1**

4.3. Hostile Vehicle Mitigation

Hostile Vehicle mitigation strategies may be undertaken in accordance with the event's Vulnerability Report and NSW Police direction. This information is to remain confidential.

4.4. Police

Burwood and Flemington Local Area Commands are to be notified of the event and a Public Assembly Form submitted to Police.

4.5. Fire and Rescue NSW and NSW Ambulance

Fire and Rescue NSW and NSW Ambulance will be notified in writing of the event by the event organiser.

4.6. Risk & Contingency Plans

True Sports Events has compiled Risk Assessments and Site-Specific Safety Plans for the events that are not included in this Transport Management Plan

Item	Verified	Action Taken
All one-way streets are as described	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Road closures, barricade and signage installed. Point duty by NSW Police and or authorised Traffic Controllers.
Block access to local businesses	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Confirm list of letters to residents, businesses, and car parks. Advertisement of event to general public.
Block Police vehicle access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block Ambulance access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block fire station access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Normal access to fire station facilities are maintained Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block heavy vehicle access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	All heavy vehicles are diverted before the closure.
Restricted movements – banned turns, heavy/high vehicles	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	All vehicles are diverted before the closure.
Block Public facility (football oval, car park etc.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Confirm list of letters to residents, businesses, and car parks. Advertisement of event to general public.
Block public transport access	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Bus 526 & 533 will be impacted by the Bennelong Bridge closure.
Can route use alternatives such as bicycle tracks, paths, parks, bush tracks etc.?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	None required
Construction – existing, proposed that may conflict	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	None required
Numbers of lanes and their width are as described	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	None required

Item	Verified	Action Taken
Road signage – existing/temporary	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>Temporary signage Installed and removed by Who Dares Traffic Management.</i>
Route impeded by traffic calming devices?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<i>None required</i>
Signalised intersections (flashing yellow? Point duty?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	<i>NSW Police to control intersections as required</i>
Tidal flows	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<i>None required</i>
Traffic generators – shopping centres, schools, churches, industrial area, hospitals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>Advertisement of event to general public.</i>
Traffic movement contrary to any Notice	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	<i>Under the direction of Police or traffic controllers</i>
Traffic signals are as described	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>Controlled by TfNSW</i>
Turning lanes are as described	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<i>None required</i>
Letter Drop Zone Maps to indicate precincts mailed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<i>None required</i>

This section of the Transport Management Plan describes the contingency plans for the event. The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event.

Issues/Risks	Applicable	Action Taken
Heavy Weather	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If heavy weather may cause crowds to depart early
Flood hazard on the route	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	TfNSW and Police provide diversions around flooded area
Flood hazard at the parking area	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Event organiser to close parking area and direct to hardstand parking
Parking during Wet weather	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Local Car parks only
Bush fire hazard	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	For major local/regional bushfire hazard affecting general public health or transport to greater Sydney, take direction from NSW Police
Accident on the route	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If CCTV monitored by TfNSW. Facilitate emergency response to area
Breakdown	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If CCTV monitored by TfNSW. Facilitate response to area.
Absence of marshals and volunteers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Re-deploy existing staff as required.
Block public transport access	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	526 & 533 services impacted by Bennelong Bridge closure
Slow participants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cutoffs enforced
Delayed Event	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cutoffs enforced
Cancellation of Event	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cancellation of any aspect of the event will be communicated by the event organiser
Security of participants/general public	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Provided by event organiser
Security of very important persons (VIP's)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	As Required

It shall be noted that Transport Management Plan (TMP) and particularly Traffic Guidance Schemes (TGS) are seen as risk control measures, but alone they cannot substitute for a compliant and detailed event Risk Assessment.

Contingency forms part of the risk assessment and management plan and will be addressed in the overall Event Risk Assessment.

4.7. Regulatory Framework

This Transport Management Plan has been written in accordance with the following Act, Regulation, Australian Standards and Road Design Technical Direction

- NSW WHS Act 2011
- NSW WHS Regulation 2017
- AS/NZS ISO 31000:2018 Risk Management - Guidelines
- ISO/IEC 31010:2019 - Risk Management - Risk Assessment Techniques
- ISO Guide 73:2009 - Risk Management – Vocabulary
- Traffic Control at Work Sites – (TfNSW) V6.1 Feb 2022
- AS 1742.2:2009 Manual of uniform traffic control devices - Traffic control devices for general use
- AS 1743:2018 Road signs - Specifications
- AS/NZS 1906.4:2010 Retro-reflective materials and devices for road traffic control purposes - High-visibility materials for safety garments
- AS 3996-2019 Access covers and grates
- AS 1742.10-2009 Manual of uniform traffic control devices - Pedestrian control and protection
- AS 1742.13-2009 Manual of uniform traffic control devices - Local area traffic management
- AS 1742.3-2009 Manual of uniform traffic control devices - Traffic control for works on roads
- RMS Guide to Traffic & Transport Management for Special Events - Version 3.5 June 2018

5. MINIMISING IMPACT ON THE NON-EVENT COMMUNITY AND EMERGENCY SERVICES

5.1. Emergency Lane

A minimum 4 metre emergency lane will be maintained along the entire closure. Traffic controllers will be onsite to assist emergency vehicles through the closure points.

5.2. Advertise the traffic management arrangements

All residents will be notified of the event through:

- Letterbox drop will be conducted for impacted residents within and near the road closure precinct at least two weeks prior to the event.
- Notice of the road closures will be placed in Public Notice in the metropolitan newspapers, at least two weeks prior to the event.

5.3. Portable variable message signs

VMS 1 – Located on Median Strip on Hill Road 75 metres south of P5 Loop Road facing north bound traffic. This will be utilised to advertise the road closure times and the detour to Wentworth Point.

VMS 2 – Located on grass area at the intersection of Bennelong Parkway and Hill Road facing south bound traffic. This will be utilised to advertise the road closure times and the detour back to Hill Road.

VMS 3 – Located on footpath on Hill Road near Old Hill Link facing north bound traffic. This will be utilised to advertise the suggested heavy vehicle detour to Wentworth Point.

Refer TGS & detour map for location of VMS boards and messages.

6. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, Transport for NSW (TfNSW), or Local Government.

I declare that the details in this application are true and complete. I understand that:

The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document;

I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993;

Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding;

The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information";

The "personal information" held by the Police, TfNSW or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event;

The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

7. APPROVAL

TMP Approved by: Date:

Event Organiser – True Sports Events

8. AUTHORITY TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Date:

Parramatta City Council

Regulation of traffic authorised by: Date:

City of Canada Bay Council

Regulation of traffic authorised by: Date:

Sydney Olympic Park Authority

TfNSW's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Date:

Transport for NSW

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and TfNSW require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Attachments

Annex 1 – Public Liability Insurance

Annex 2 – Sydney Olympic Park Authority Traffic Guidance Schemes

Traffic Guidance Schemes

Who Dares Traffic Guidance Schemes 1-10

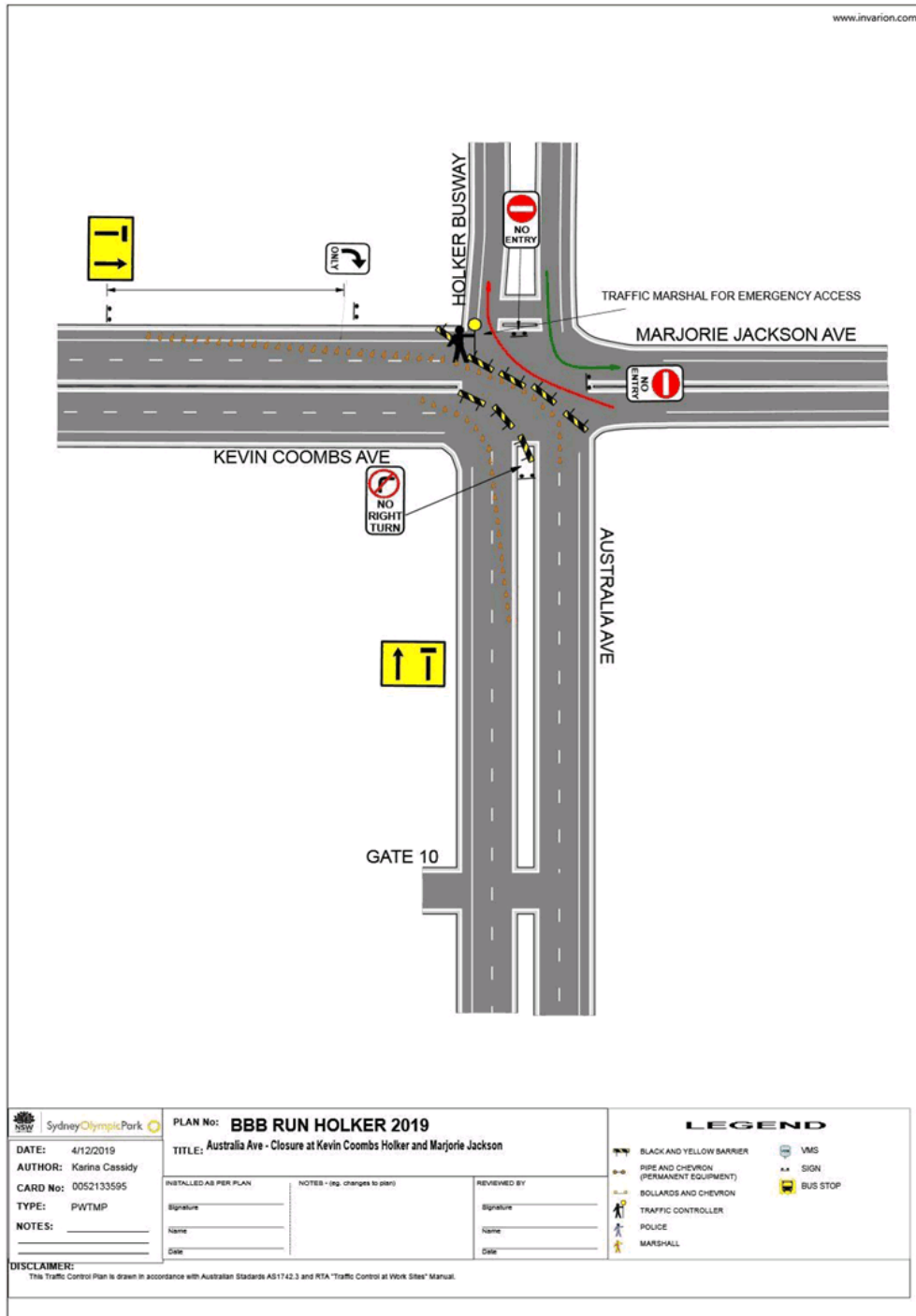
ANNEX 1

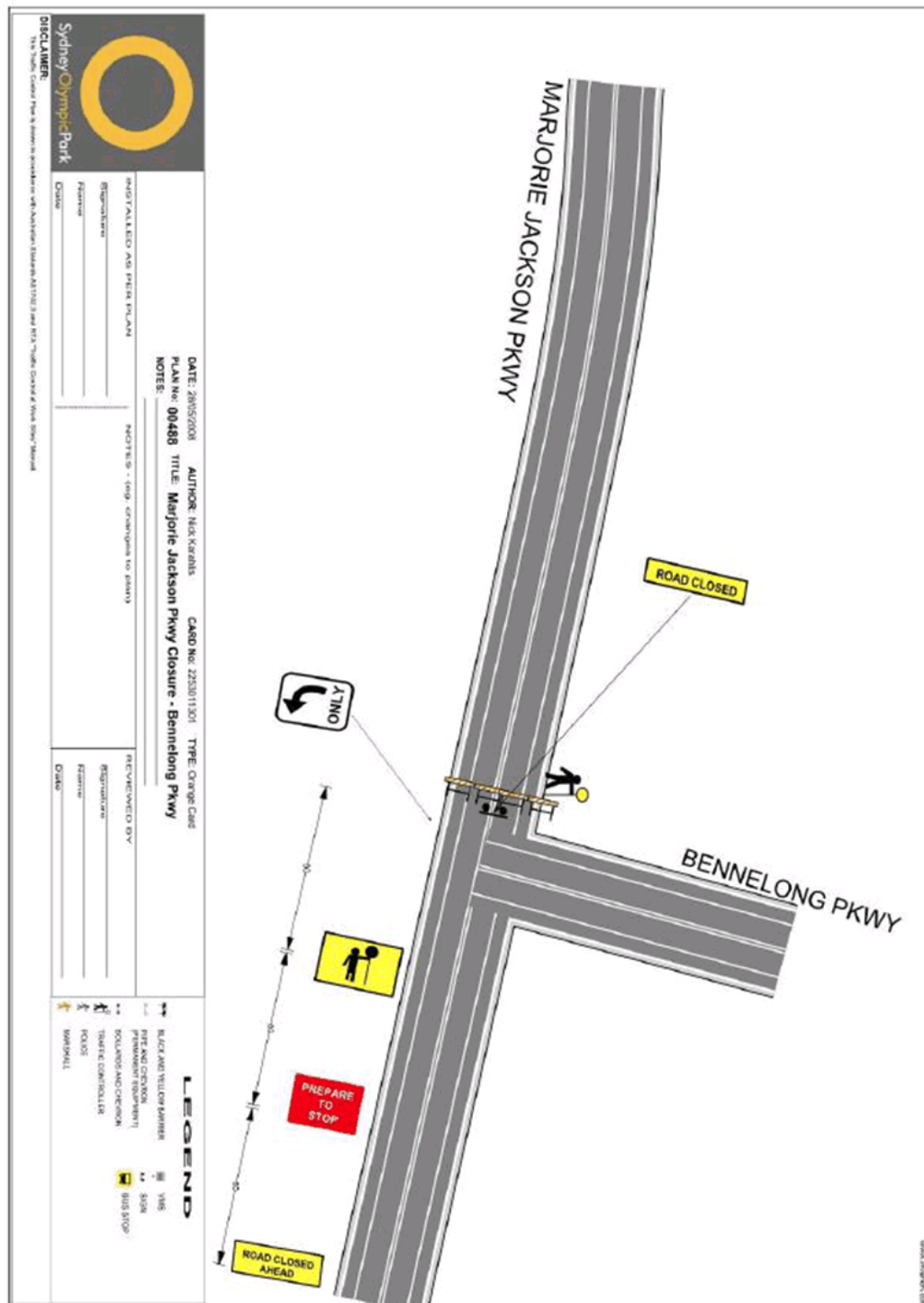
PUBLIC LIABILITY INSURANCE

(Attach when available)

ANNEX 2

SYDNEY OLYMPIC PARK AUTHORITY TRAFFIC GUIDANCE SCHEMES





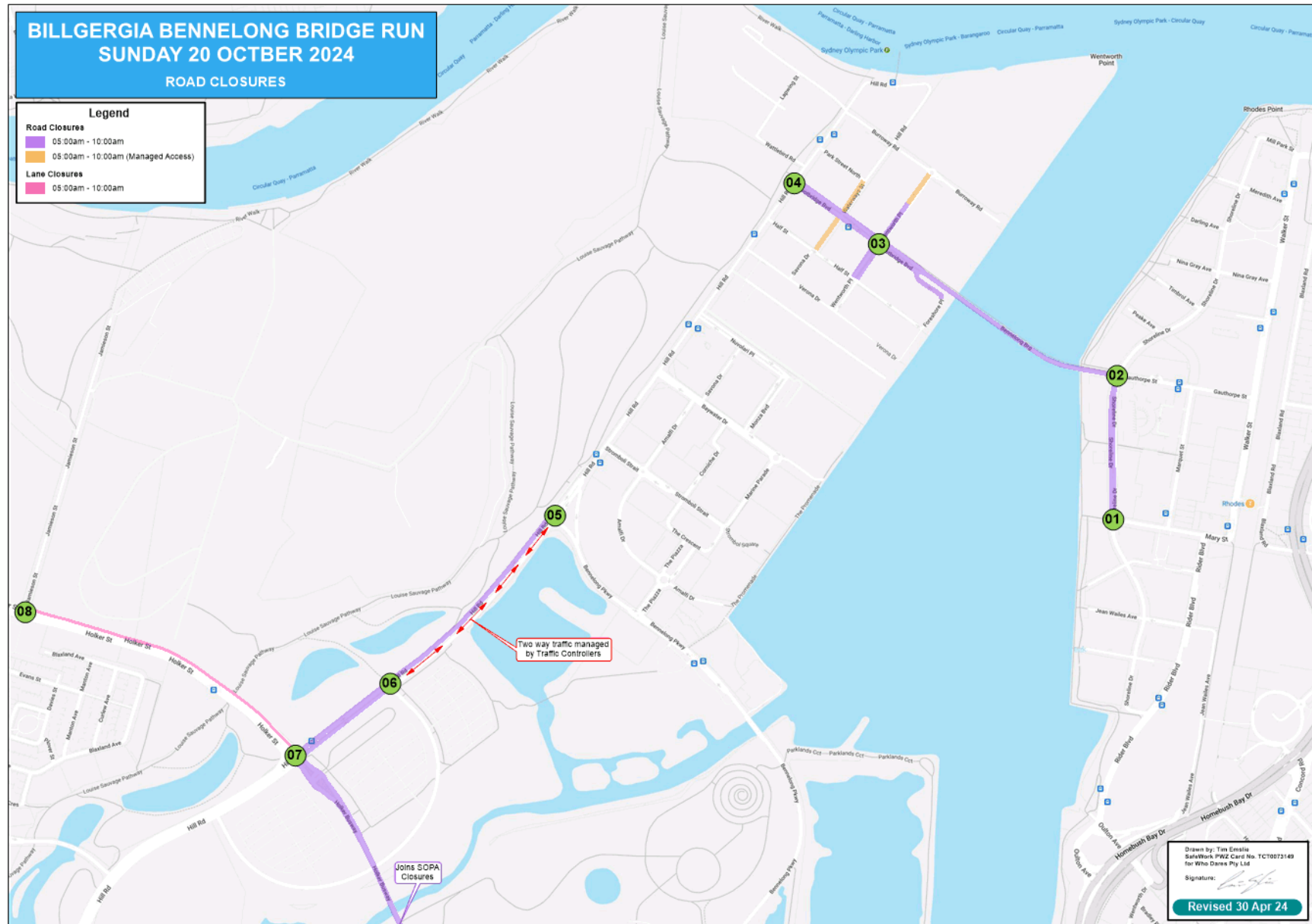
TRUE SPORTS EVENTS BILLGERGIA BENNELONG BRIDGE RUN SUNDAY 20th OCTOBER 2024 TRAFFIC GUIDANCE SCHEMES

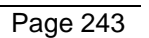


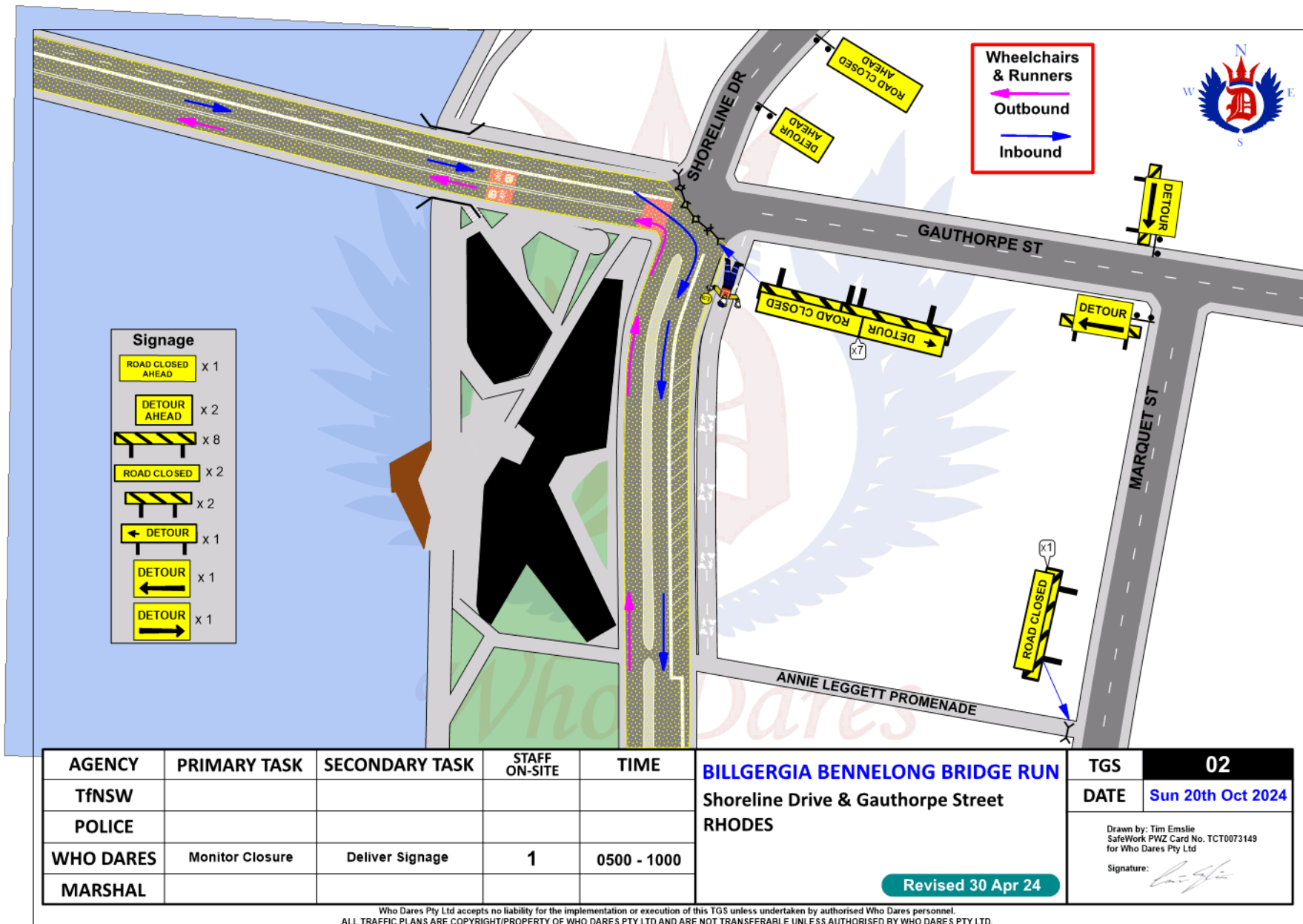
TGS 01 Shoreline Dr & Mary St
TGS 02 Shoreline Dr & Gauthorpe St
TGS 03 Footbridge Blvd & Wentworth Pl
TGS 04A Waterways St, Burroway Rd & Hill St
TGS 04B Waterways St, Burroway Rd & Hill St
TGS 05 Hill St & Benelong Pkwy
TGS 06 Hill St & P5 Loop Rd
TGS 07 Hill St & Ave of Oceania
TGS 08 Holker St & Jamieson St
TGS 09 VMS locations
TGS 10 Detour map

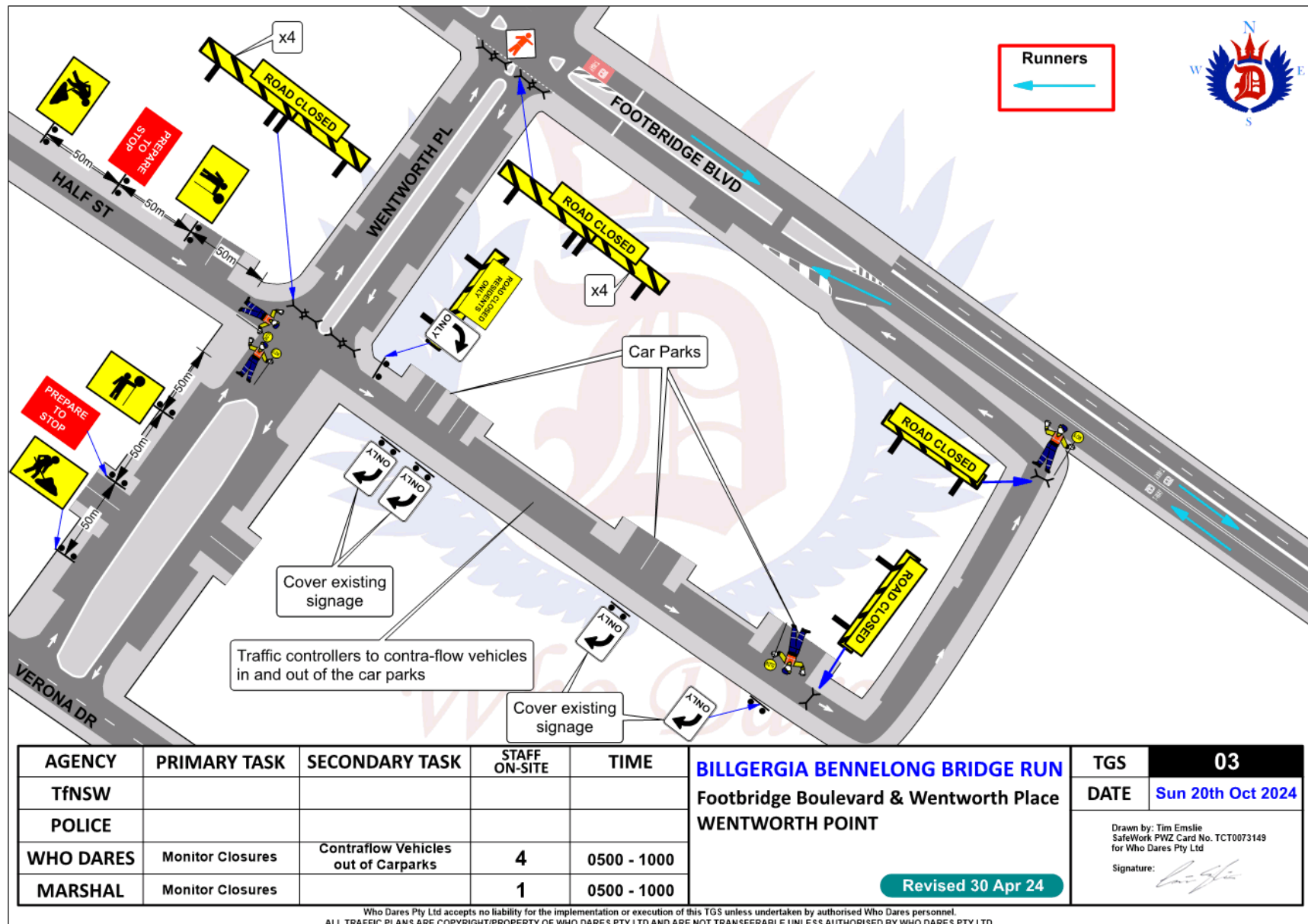
Version 1.1

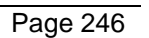
Revised 30 Apr 24

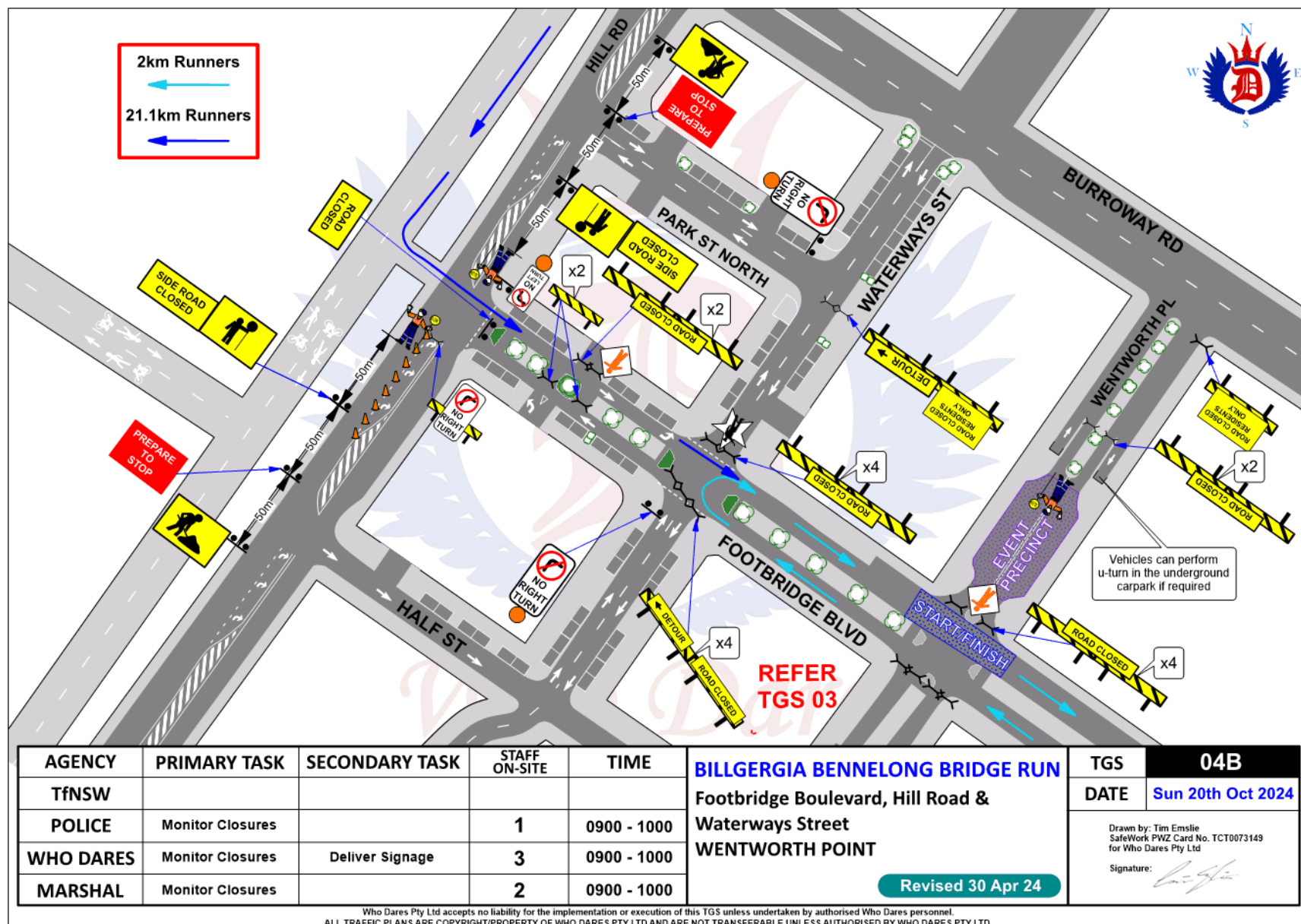


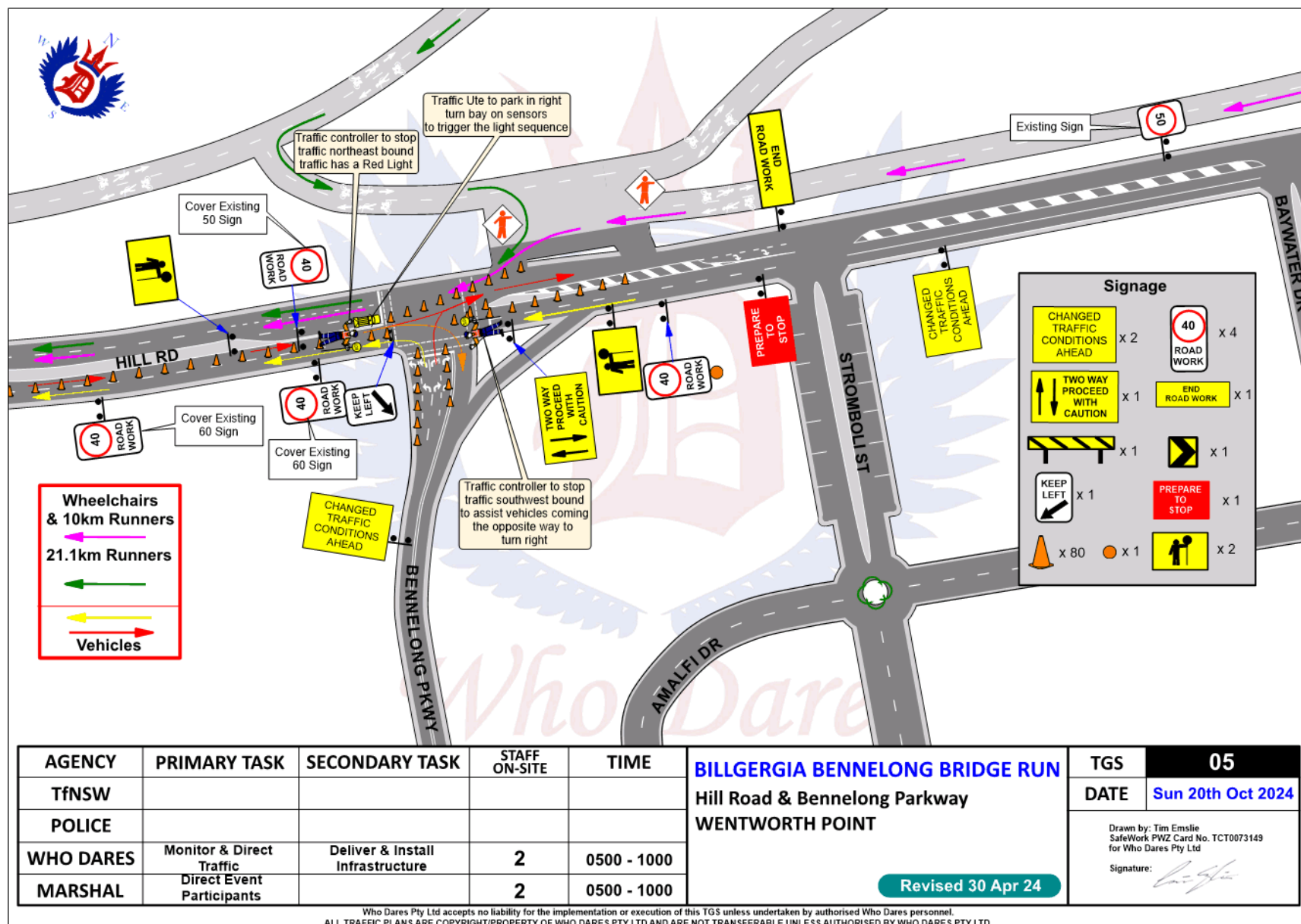


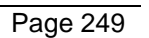


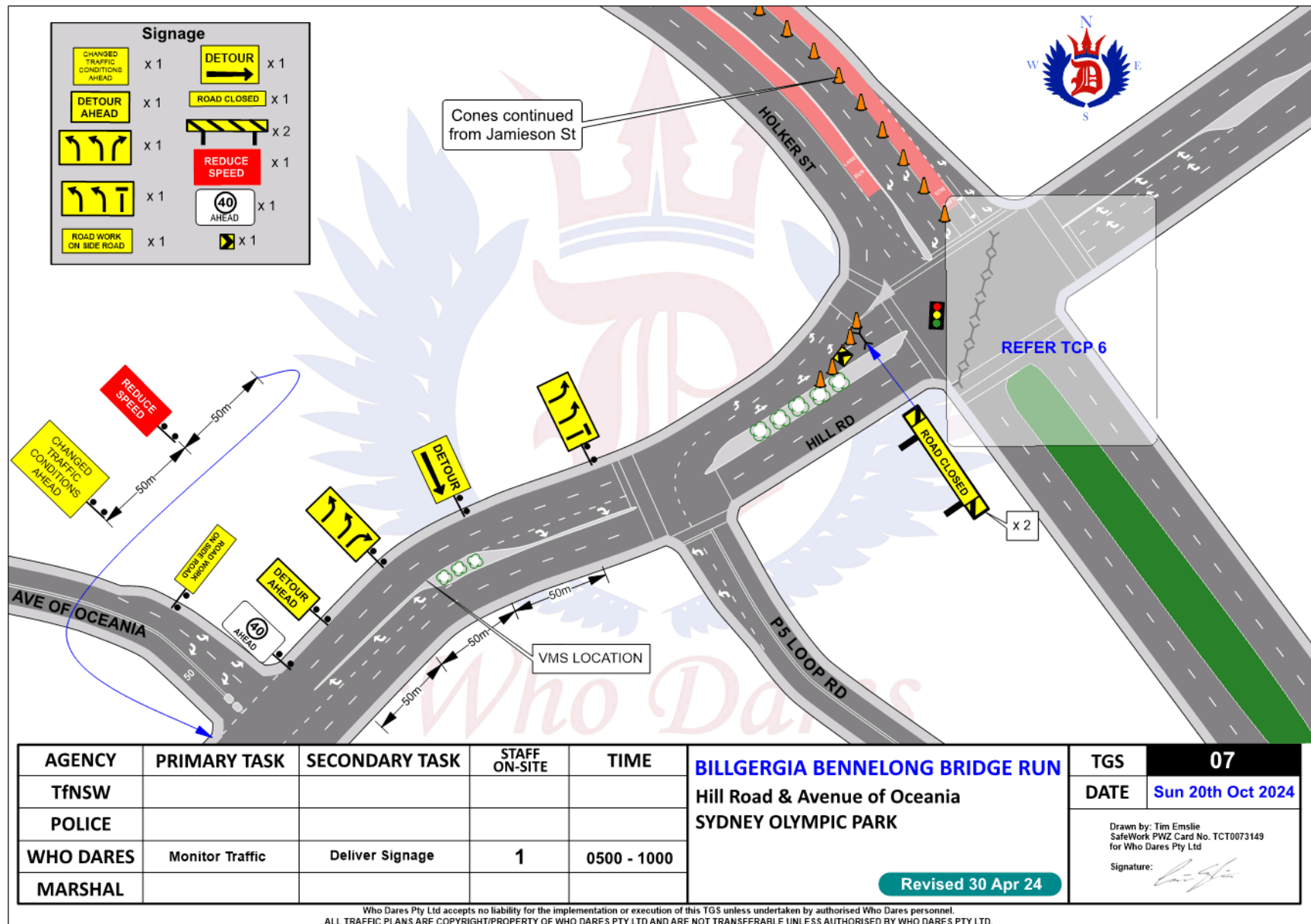


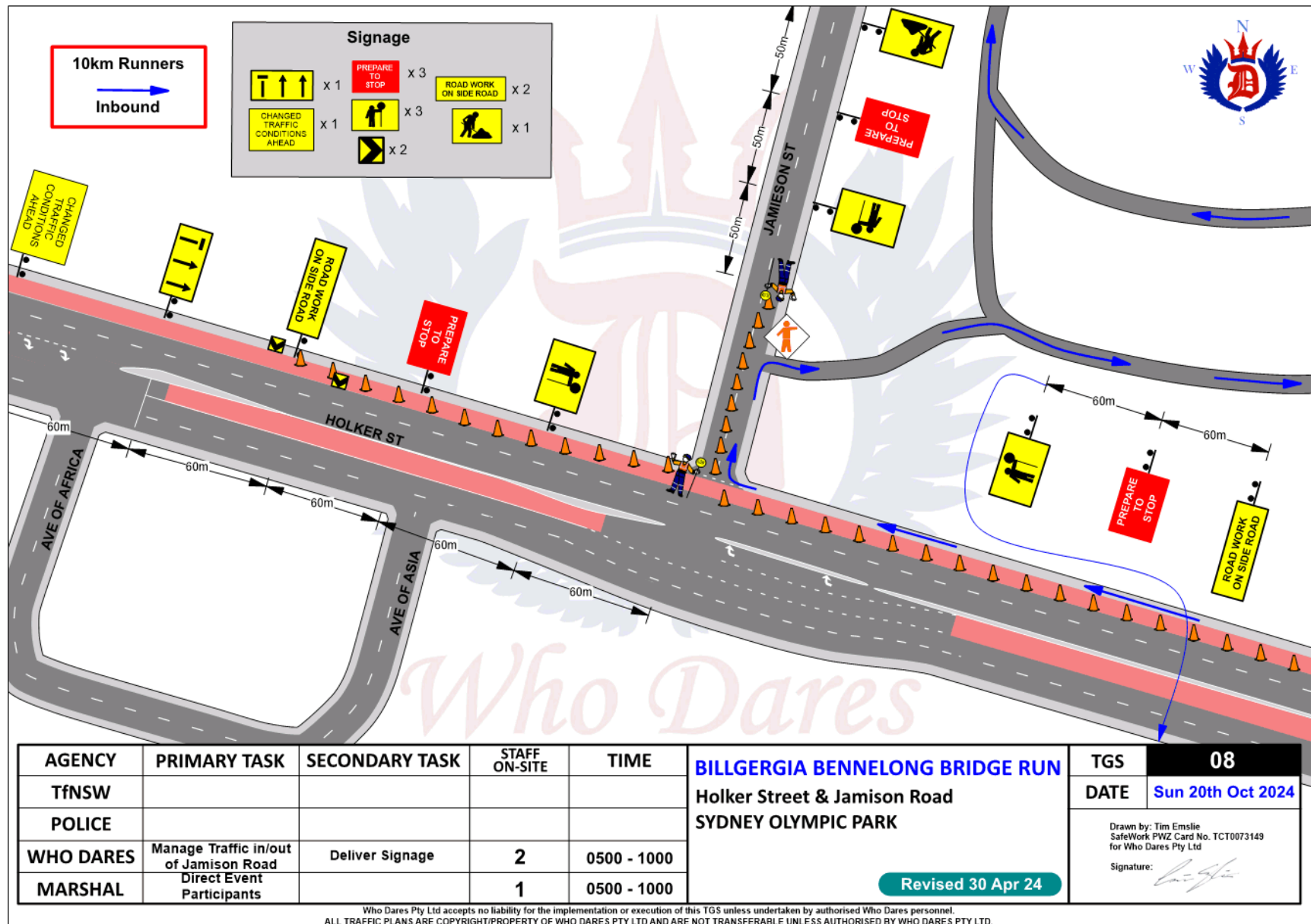





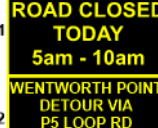

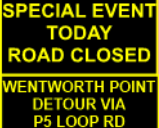

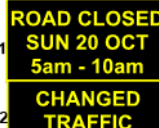

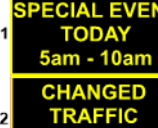






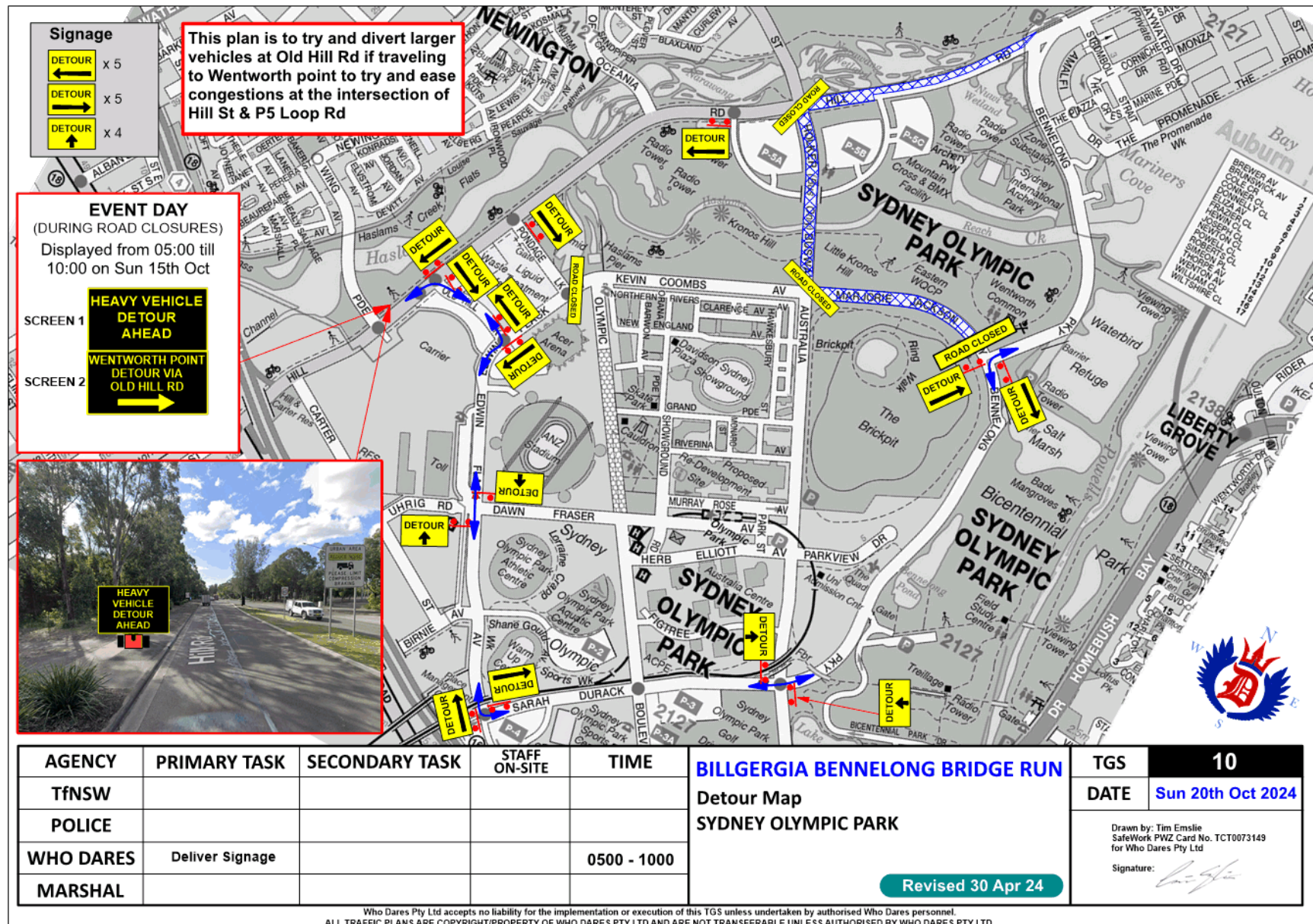






									
PRIOR TO EVENT From Fri 11th Oct till 23:59 on Sat 19th Oct SCREEN 1 		EVENT DAY (BEFORE ROAD CLOSURES) Displayed from 00:00 till 05:00 on Sun 20th Oct SCREEN 1  SCREEN 2 		EVENT DAY (DURING ROAD CLOSURES) Displayed from 05:00 till 10:00 on Sun 20th Oct SCREEN 1  SCREEN 2 		PRIOR TO EVENT From Fri 11th Oct till 23:59 on Sat 19th Oct SCREEN 1  SCREEN 2 		EVENT DAY (BEFORE ROAD CLOSURES) Displayed from 00:00 till 10:00 on Sun 20th Oct SCREEN 1  SCREEN 2 	
AGENCY	PRIMARY TASK	SECONDARY TASK	STAFF ON-SITE	TIME	BILLGERGIA BENNELONG BRIDGE RUN Holker Street & Jamison Road SYDNEY OLYMPIC PARK Revised 30 Apr 24		TGS	09	
TfNSW							DATE	Sun 20th Oct 2024	
POLICE							Drawn by: Tim Emslie SafeWork PWZ Card No. TCT0073149 for Who Dares Pty Ltd Signature: 		
WHO DARES									
TRUE SPORTS EVENTS	Supply VMS Boards								

Who Dares Pty Ltd accepts no liability for the implementation or execution of this TGS unless undertaken by authorised Who Dares personnel.
 ALL TRAFFIC PLANS ARE COPYRIGHT/PROPERTY OF WHO DARES PTY LTD AND ARE NOT TRANSFERABLE UNLESS AUTHORISED BY WHO DARES PTY LTD.





CITY OF PARRAMATTA COUNCIL

Parramatta Traffic Committee Agenda Item

ITEM NO: 2406 A3
SUBJECT: Auctioneer Lane, Parramatta – Relocation of boom gate and median island for car park
APPLICANT: City of Parramatta Council
REPORT OF: Elias Shirt
WARD: Parramatta
SED: Parramatta

Purpose

This report seeks approval for the relocation of a concrete median and boom gate at the Auctioneer Lane entrance to the Eat Street carpark and removal of an existing concrete blister island. The purpose of the proposal is to allow for the reversal of traffic flow at the Auctioneer Lane entrance/exit during peak periods, such as at the completion of events at Parramatta Stadium.

OFFICER'S RECOMMENDATIONS:

That Council approve the construction of concrete medians and boom gates in Auctioneer Lane at the Eat Street Carpark entrance and removal of an existing concrete blister island, as shown in Figure 2 of this report.

Background

Egress from the Eat Street carpark is currently undertaken from a single point onto Erby Place. During periods of peak usage, such as at the completion of events at Parramatta Stadium, traffic flow from the car park is constrained. Figure 1 shows the existing access and egress points from the Eat Street carpark.

To provide an additional egress point during peak periods, Council is proposing to convert the existing entrance from Auctioneer Lane into a tidal flow entrance/exit. The entrance from Auctioneer Lane would operate as an exit during peak periods.

To cater for this modification, new boom gates are required to be constructed. To ensure the efficient function of number plate recognition technology, and to provide adequate manoeuvring space for exiting vehicles, it is necessary for the boom gates and associated concrete median to be constructed partially within Auctioneer Lane. Figure 2 shows the locations of the proposed concrete medians and boom gates.



Figure 1: Existing access and egress arrangements for Eat St Carpark



Figure 2: Proposed construction of concrete medians and boom gates within Auctioneer Lane

As can be seen in Figure 3, the new boom gate and concrete median will not impact on vehicle movements within Auctioneer Lane.

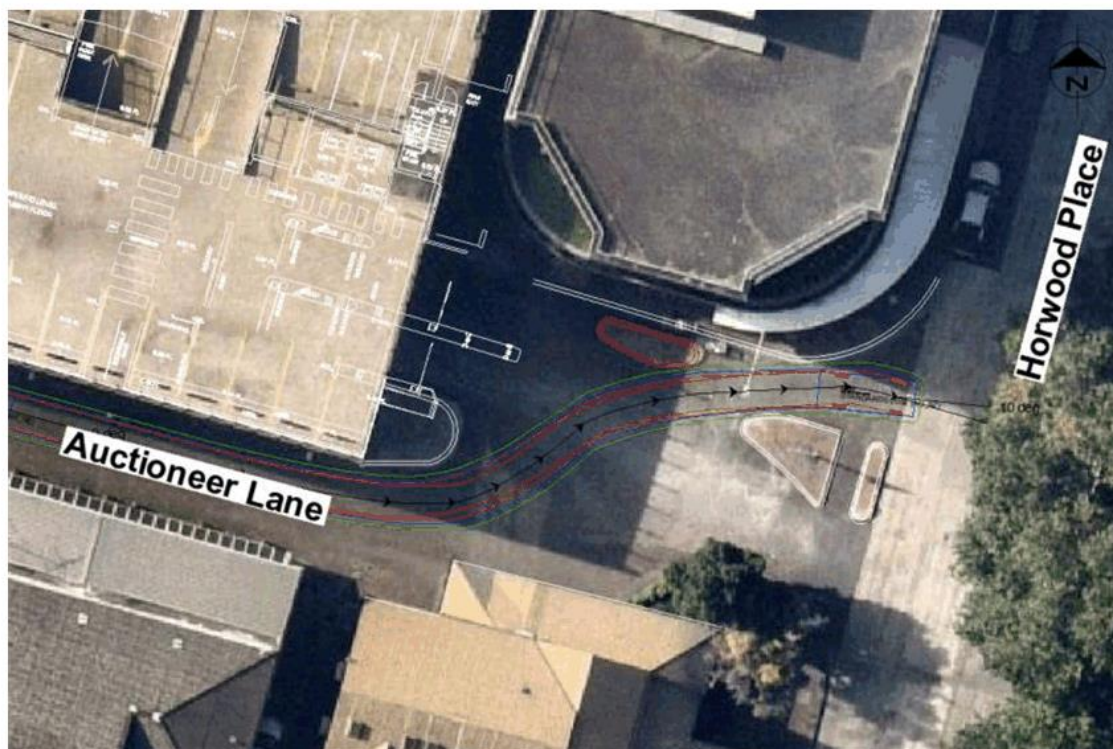


Figure 3: B99 turning paths in Auctioneer Lane, Parramatta

CONSULTATION & TIMING

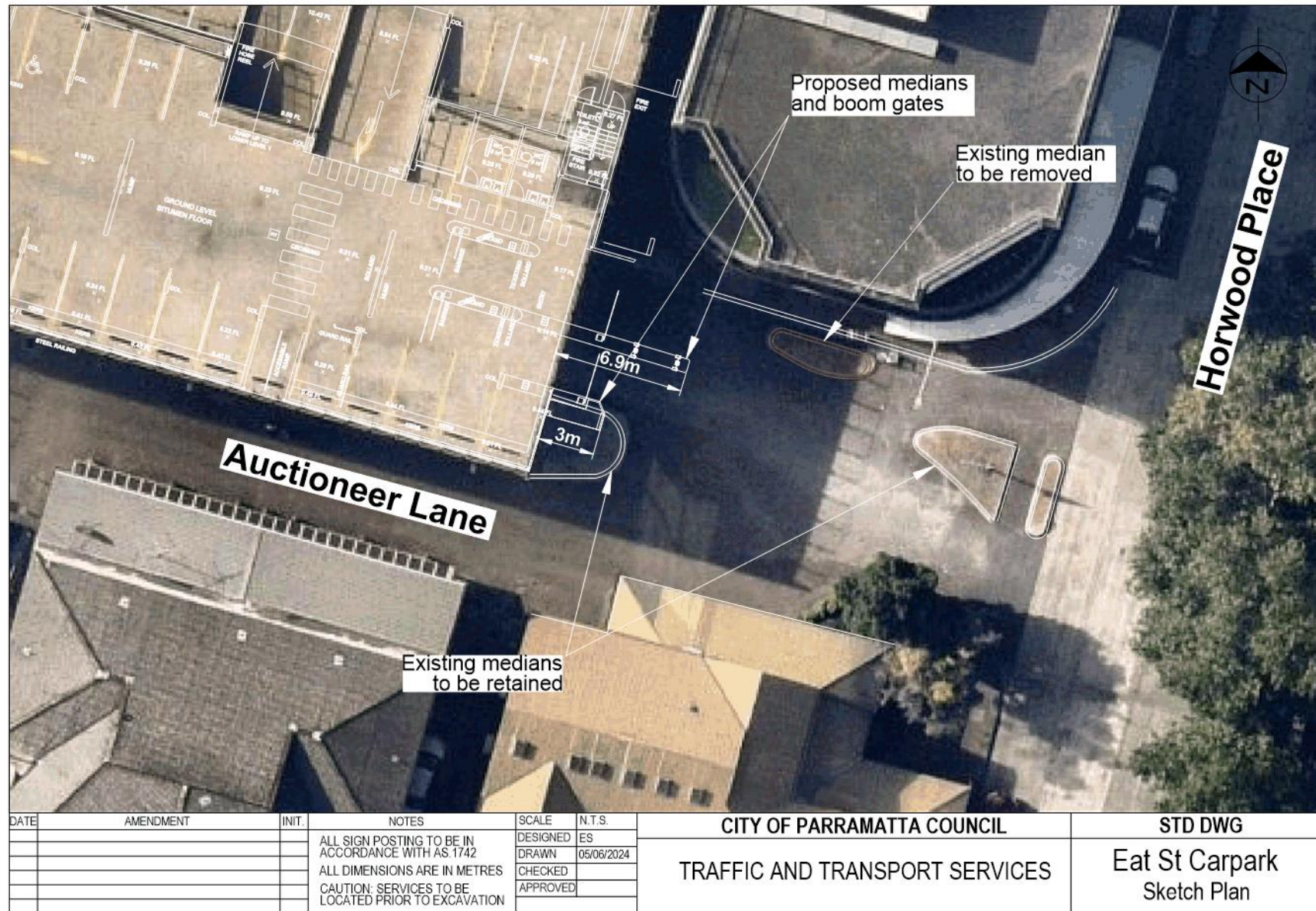
Given the minimal extension of the infrastructure into Auctioneer Lane, and that the operation of Auctioneer Lane is not impacted, consultation is not required.

FINANCIAL IMPLICATIONS

This work is being funded through the Integrated Parking Project budget. The cost estimate for this component is \$50,000.

Elias Shirt
Student Project Officer
5 June 2024

Attachments – A. Sketch Plan – Eat Street Carpark Modifications



Attachment 3**Parramatta Traffic Committee meeting held on Tuesday, 18 June 2024****Consultation & Timing: Items A1 to A3****PTC 2406 A1 LLOYDS AVENUE AT PENNANT HILLS ROAD, CARLINGFORD -
INSTALLATION OF AN 'ALL TRAFFIC LEFT ONLY' RESTRICTION****Stakeholder Consultation**

A record of all submissions and responses is provided in the attachments to the Parramatta Traffic Committee report and Council report on the matter.

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 11 June 2024 and the meeting was held on 18 June 2024. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
18 June 2024	PTC	Support recommendation	Mr Richard Searle	Manager Traffic & Transport

Councillor Consultation

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 11 June 2024 and the meeting was held on 18 June 2024. The below Councillor comments were received.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
18 June 2024		Support recommendation	Mr Richard Searle	Manager Traffic & Transport

**PTC 2406 A2 HILL ROAD AND HOLKER STREET, SYDNEY OLYMPIC PARK AND
WENTWORTH POINT - PROPOSED BILLBERGIA BENNELONG BRIDGE RUN ON
SUNDAY 20 OCTOBER 2024****Stakeholder Consultation**

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18 June 2024		Support recommendations	Mr Richard Searle	Manager Traffic & Transport

PTC 2406 A3 AUCTIONEER LANE, PARRAMATTA – RELOCATION OF BOOM GATE AND MEDIAN ISLAND FOR CAR PARK

Stakeholder Consultation

A record of all submissions and responses is provided in the attachments to the Parramatta Traffic Committee report and Council report on the matter.

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REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.2
SUBJECT	Minutes of the Parramatta Traffic Committee Meeting of 7 August 2024
REFERENCE	F2024/00282 - D09518584
REPORT OF	Traffic and Transport Manager

CSP THEME: Accessible

WORKSHOP/BRIEFING DATE: Nil

PURPOSE:

The purpose of this report is to provide Council with the minutes of the Parramatta Traffic Committee held on 7 August 2024 and seek Council approval for the recommendations of the Committee.

RECOMMENDATION

- (a) That Council note the minutes of the Parramatta Traffic Committee held on 7 August 2024, provided at Attachment 1.
- (b) That Council approves the recommendations of the Parramatta Traffic Committee from the meeting held on 7 August 2024, provided at Attachment 1 and in this report, noting the following financial implications for each item.

I. PTC 2408 A1 PARRAMATTA LANES 2024 – SPECIAL EVENT TRAFFIC MANAGEMENT PLAN

The Special Event Traffic Management Plan (SETMP) for Parramatta Lanes 2024 event will be funded from Council's Major Events and Festivals budget.

II. PTC 2408 A2 WIGRAM STREET, HARRIS PARK – INSTALLATION OF A PERMANENT CYCLEWAY

The design of the Harris Park cycleway project is funded by Transport for NSW (TfNSW). The construction funding for this project will be the subject of a future application to the TfNSW Active Transport Program. It is intended to commence construction when the funding for the entire project becomes available.

III. PTC 2408 A3 HILAR AVENUE, KARINGAL AVENUE AND MURUBA AVENUE, CARLINGFORD – PROPOSED CHANGES TO PARKING AND TURN RESTRICTIONS DURING THE AFTERNOON SCHOOL PEAK PERIOD

The estimated cost of the proposed turning restriction in Hilar Avenue and Karingal Avenue, Carlingford is \$1,500. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2024/25.

IV. PTC 2408 A4 FIRST AVENUE AT CHELMSFORD AVENUE, EPPING – INSTALLATION OF A PART-TIME ‘ALL TRAFFIC LEFT ONLY’ RESTRICTION

The estimated cost of the proposed part-time ‘All Traffic Left Only 8am-9:30am, 2:30pm-4pm School Days’ restriction in First Avenue at Chelmsford Avenue, Epping is \$750. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2024/25.

V. PTC 2408 A5 WIGRAM STREET, HARRIS PARK – DIWALI FESTIVAL 2024

The proposed Diwali Event is not approved by the PTC, regardless there is no cost to Council.

BACKGROUND

1. Transport for NSW (TfNSW) is legislated as the organisation responsible for the control of traffic on all roads in New South Wales under the *Road Transport (Safety & Traffic Management) Act 1999*. To deal with the large number and range of traffic related matters effectively, TfNSW has delegated certain aspects of the control of traffic on local roads to councils. TfNSW has retained both the control of traffic on the State's classified road network and the control of traffic signals on all roads.
2. The TfNSW Delegation to Councils limits the types of prescribed traffic control devices and traffic control facilities that Council can authorise and imposes certain conditions on councils. One of these conditions requires councils to obtain the advice of TfNSW and the Police prior to proceeding with any proposal. This is most commonly achieved by councils establishing a Local Traffic Committee.
3. The Committee is composed of four formal members each with one vote. These four members are a representative from Council, the Police, TfNSW and the Local State Member of Parliament or their nominee. The Parramatta Traffic Committee is an advisory body only, having no decision-making powers. It is, primarily, a technical review committee that is required to advise the Council on traffic related matters referred to it by Council. In general, Council makes the decision, however, the Police and TfNSW can appeal Council's decision to the Regional Traffic Committee.

ISSUES/OPTIONS/CONSEQUENCES

4. The most recent meeting of the Parramatta Traffic Committee was held on 7 August 2024. The meeting was attended by Councillors Paul Noack (Chairperson), Patricia Prociv, and Henry Green. The minutes of that meeting and the reports to that meeting are in **Attachment 1** and **Attachment 2** of this report.
5. The recommendations from the Parramatta Traffic Committee meeting are provided below.

ITEM NO**PTC 2408 A1 PARRAMATTA LANES 2024 – SPECIAL EVENT TRAFFIC MANAGEMENT PLAN**

1. That the proposed Parramatta Lanes Festival scheduled to be held on 23-26 October 2024 at 16 locations in the Parramatta CBD be classified as a Class 2 Event in accordance with the Austroads Guide to Traffic Management, Part 9 – Traffic Operations (Table 6.4 – Special Event Planning Matrix) and Guide to Traffic and Transport Management for Special Events.
2. That the closure of Macquarie Street (Marsden Street and Church Street), George Street (Freemasons Arms Lane and shared path), Phillip Street (Freemasons Arms Lane and Erby Place) Street, and Erby Place (southbound only), Parramatta for the Parramatta Lanes 2024 event as detailed in the Special Event Traffic Management Plan attached to the report be approved subject to the George Street closure occurring from 1pm instead of 2pm.
3. That two traffic controllers be provided between 3pm and 6pm at the intersection of Phillip Street and Church Street to ensure that traffic does not queue across the Parramatta Light Rail tracks.
4. That the event organiser engage a TfNSW SCATS Officer over the four festival nights to manage key intersections to help clear any congestion caused due to the road closures.
5. That a debrief session be held immediately after the event on each night by the Traffic Control company and event staff to document traffic impact observations as a result of the event. The data collected from the sessions is to inform traffic management measures for any future events of a similar nature.
6. That the removal of on-street parking spaces from Macquarie Street (Marsden Street to Church Street) and George Street (Freemasons Arms Lane to Horwood Place), Parramatta from 8am on Tuesday 22 October 2024 to 12:00am on Saturday 26 October 2024 be approved subject to corflute signs being installed to advise motorists of the changes to parking restrictions at least 7 days prior to the event.
7. That Recommendations 1 to 3 are subject to adherence with the following:
 - a. Written approval of Special Event Traffic Management Plan (SETMP) being obtained from Council and TfNSW prior to the event.
 - b. Road Occupancy License (ROL) being obtained from Transport Management Centre of TfNSW prior to the event.
 - c. Crowd Management Plan for the event be prepared and implemented to the satisfaction of Parramatta Police Area Command.
 - d. Written concurrences from Parramatta Light Rail and Greater River City Light Rail being obtained and any conditions imposed by them are being adhered to.
 - e. Local community be notified of the traffic impact/ delays due to the

event via letter box drop at least 28 days prior to the event.

- f. VMS boards being installed as per the approved Special Event Traffic Management at least 7 days prior to the event to advise motorists of the road closures.
- g. The attached traffic related conditions being adhered to.
- h. All identified funding being available.

Unanimous support.

PTC 2408 A2 WIGRAM STREET, HARRIS PARK – INSTALLATION OF PERMANENT CYCLEWAY

1. That Council approves works as part of the conversion of the existing temporary cycleway in Wigram Street and Cambridge Street, Harris Park to a permanent cycleway as detailed below and shown in Figures 3 to 5 of the report:
 - a. Installation of a 'One-Way' (southbound) restriction and associated signage and pavement markings in Wigram Street between Allen Street and Bowden Street.
 - b. Construction of a raised pedestrian crossing in Wigram Street south of Allen Street.
 - c. Conversion of the existing marked pedestrian crossing in Allen Street at Wigram Street to a raised pedestrian crossing.
 - d. Construction of continuous footpath treatments in Cambridge Street at Station Street West and Tottenham Street.
 - e. Widening of the shared path on the north verge of Cambridge Street railway bridge subject to consent being obtained from Sydney Trains, as this bridge is their asset.
 - f. Widening of the shared path on the south verge of Cambridge Street between Wigram Street and the existing raised pedestrian and cyclist crossing to allow for separated pedestrian and cyclist paths and street tree planting.
2. That Recommendation 1 is subject to the following:
 - a. Detailed design plans being approved by Transport for NSW (TfNSW).
 - b. The Traffic Management Plan for the one-way (southbound) restriction being approved by the TfNSW.
 - c. Construction funding being available.

Unanimous support.

PTC 2408 A3 HILAR AVENUE, KARINGAL AVENUE AND MARUBA AVENUE, CARLINGFORD – PROPOSED CHANGES TO PARKING AND TURN RESTRICTIONS DURING THE AFTERNOON SCHOOL PEAK PERIOD

1. That 'No Right Turn 2:30pm-4:00pm School Days' and 'No Left Turn 2:30pm-4:00pm School Days' restrictions be installed for eastbound and westbound motorists at the following locations:
 - a. In Hilar Avenue at Muruba Avenue, Carlingford as shown in Figure 2 of this report
 - b. In Karingal Avenue at Hilar Avenue, Carlingford as shown in Figure 3 of this report
2. That an approximately 85m long '1/4P 2:30pm-4:00pm School Days' restriction be installed on the south side of Hilar Avenue, Carlingford outside house Nos. 11 to 19 as shown in Figure 2 of this report.

Unanimous support.

PTC 2408 A4 FIRST AVENUE AT CHELMSFORD AVENUE, EPPING – INSTALLATION OF A PART-TIME 'ALL TRAFFIC ONLY' RESTRICTION

That an 'All Traffic Left Only 8am-9:30am 2:30pm-4pm School Days' restriction be installed for southbound motorists in First Avenue at Chelmsford Avenue, Epping as shown in Figure 3 of this report subject to Traffic Management Plan being approved by Transport for NSW.

Unanimous support.

PTC 2408 A5 WIGRAM STREET, HARRIS PARK – DIWALI FESTIVAL 2024

1. That the Diwali Event is not approved due to the date being within a week of a similar event that is approved for this location and the impact of this on the local community. It is recommended that the event organiser seek to host an event at a later date, subject to the applicant submitting an application at least 3 months prior to the event.
2. That the applicant be advised of the above decision.

Unanimous support.

CONSULTATION & TIMING

6. Details of the consultation undertaken with the Community, Agencies and Councillors for each item, are included in **Attachment 2** and **Attachment 3**.

LEGAL IMPLICATIONS FOR COUNCIL

7. There are no legal implications for Council associated with any of the items in this report.

FINANCIAL IMPLICATIONS FOR COUNCIL

8. There are no new financial impacts on the budget arising from approval of this report as summarised in the table below.

Item	Financial Implications
2408 A1	The Special Event Traffic Management Plan (SETMP) for Parramatta Lanes 2024 event will be funded from Council's Major Events and Festivals budget.
2408 A2	The design of the Harris Park cycleway project is funded by Transport for NSW (TfNSW). The construction funding for this project will be the subject of a future application to the TfNSW Active Transport Program. It is intended to commence construction when the funding for the entire project becomes available.
2408 A3	The estimated cost of the proposed turning restriction in Hilar Avenue and Karingal Avenue, Carlingford is \$1,500. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2024/25.
2408 A4	The estimated cost of the proposed part-time 'All Traffic Left Only 8am-9:30am, 2:30pm-4pm School Days' restriction in First Avenue at Chelmsford Avenue, Epping is \$750. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2024/25.
2408 A5	The proposed Diwali Event is not approved by the PTC, regardless there is no cost to Council.



Richard Searle
Traffic and Transport Manager

Jennifer Concato
Executive Director City Planning and Design

John Angilley
Executive Director Finance & Information

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

1 	PTC 2408 Minutes	7 Pages
2 	PTC 2408 Item Reports	229 Pages
3 	PTC 2408 Attachment 3	3 Pages

REFERENCE MATERIAL

PARRAMATTA TRAFFIC COMMITTEE MEETING

WEDNESDAY 7 AUGUST 2024

MINUTES

MINUTES OF THE PARRAMATTA TRAFFIC COMMITTEE MEETING HELD 7 AUGUST 2024 AT 1.30PM. MEETING HELD IN PERSON AT 5 PARRAMATTA SQUARE, PARRAMATTA OR OPTIONAL ATTENDANCE VIA MICROSOFT TEAMS

The Parramatta Traffic Committee Chairperson Councillor Paul Noack declared the meeting open at 1:41pm.

PRESENT:	
NAME:	REPRESENTATIVE OF
Paul Noack	Councillor and Chairperson
Henry Green	Councillor
Patricia Prociv	Councillor and Representative for Member for Parramatta Donna Davis MP
Nazli Tzannes	Transport for NSW (TfNSW)
Sergeant Jack Makhoul	Parramatta Police Area Command (PAC)
L.S.C. William Graham	Cumberland Police Area Command (PAC)
Pam Kendrick	Representative for the Parramatta Bicycle Committee and Bicycle NSW
Michael Perrone	CDC Buses
Ben Cantor	Busways
Richard Searle	Traffic and Transport Manager, CoPC
Saniya Sharmeen	Traffic and Transport Team Leader, CoPC
Michael Jollon	Transport Planning Manager
Behzad Saleh	Traffic and Transport Executive Engineer, CoPC – Minutes Secretary
Michael Kolos	Project Officer Transport
Nathan McLauchlan	Traffic and Transport Engineer
Varun Nayyar	Traffic and Transport Engineer
Sergeant Robert Gallagher	Ryde Police Area Command (PAC)
Mohammed T	
James D	

APOLOGIES:	
NAME:	REPRESENTATIVE OF
Nil	

DECLARATIONS OF CONFLICT OF INTEREST:

There were no declarations of conflict of interest.

CONFIRMATION OF THE MINUTES OF MEETING HELD ON 18 JUNE 2024:

That the report of the Parramatta Traffic Committee meeting held on 18 June 2024 be taken as read and confirmed as a true record of the meeting.

BUSINESS ARISING:**SECTION A ITEMS:****PTC 2408 A1 PARRAMATTA LANES 2024 – SPECIAL EVENT TRAFFIC MANAGEMENT PLAN**

Ward: Parramatta

State Electorate: Parramatta

Recommendation to Parramatta Traffic Committee

1. That the proposed Parramatta Lanes Festival scheduled to be held on 23-26 October 2024 at 16 locations in the Parramatta CBD be classified as a Class 2 Event in accordance with the Austroads Guide to Traffic Management, Part 9 – Traffic Operations (Table 6.4 – Special Event Planning Matrix) and Guide to Traffic and Transport Management for Special Events.
2. That the closure of Macquarie Street (Marsden Street and Church Street), George Street (Freemasons Arms Lane and shared path), Phillip Street (Freemasons Arms Lane and Erby Place) Street, and Erby Place (southbound only), Parramatta for the Parramatta Lanes 2024 event as detailed in the Special Event Traffic Management Plan attached to the report be approved.
3. That the removal of on-street parking spaces from Macquarie Street (Marsden Street to Church Street) and George Street (Freemasons Arms Lane to Horwood Place), Parramatta from 8am on Tuesday 22 October 2024 to 12:00am on Saturday 26 October 2024 be approved subject to corflute signs being installed to advise motorists of the changes to parking restrictions at least 7 days prior to the event.
4. That Recommendations 1 to 3 are subject to adherence with the following:
 - a. Written approval of Special Event Traffic Management Plan (SETMP) being obtained from Council and TfNSW prior to the event.
 - b. Road Occupancy License (ROL) being obtained from Transport Management Centre of TfNSW prior to the event.
 - c. Crowd Management Plan for the event be prepared and implemented to the satisfaction of Parramatta Police Area Command.
 - d. Written concurrences from Parramatta Light Rail and Greater River City Light Rail being obtained and any conditions imposed by them are being adhered to.
 - e. Local community be notified of the traffic impact/ delays due to the event via letter box drop at least 28 days prior to the event.
 - f. VMS boards being installed as per the approved Special Event Traffic Management at least 7 days prior to the event to advise motorists of the road closures.

- g. The attached traffic related conditions being adhered to.
- h. All identified funding being available.

Recommendation from Parramatta Traffic Committee:

1. That the proposed Parramatta Lanes Festival scheduled to be held on 23-26 October 2024 at 16 locations in the Parramatta CBD be classified as a Class 2 Event in accordance with the Austroads Guide to Traffic Management, Part 9 – Traffic Operations (Table 6.4 – Special Event Planning Matrix) and Guide to Traffic and Transport Management for Special Events.
2. That the closure of Macquarie Street (Marsden Street and Church Street), George Street (Freemasons Arms Lane and shared path), Phillip Street (Freemasons Arms Lane and Erby Place) Street, and Erby Place (southbound only), Parramatta for the Parramatta Lanes 2024 event as detailed in the Special Event Traffic Management Plan attached to the report be approved subject to the George Street closure occurring from 1pm instead of 2pm.
3. That two traffic controllers be provided between 3pm and 6pm at the intersection of Phillip Street and Church Street to ensure that traffic does not queue across the Parramatta Light Rail tracks.
4. That the event organiser engage a TfNSW SCATS Officer over the four festival nights to manage key intersections to help clear any congestion caused due to the road closures.
5. That a debrief session be held immediately after the event on each night by the Traffic Control company and event staff to document traffic impact observations as a result of the event. The data collected from the sessions is to inform traffic management measures for any future events of a similar nature.
6. That the removal of on-street parking spaces from Macquarie Street (Marsden Street to Church Street) and George Street (Freemasons Arms Lane to Horwood Place), Parramatta from 8am on Tuesday 22 October 2024 to 12:00am on Saturday 26 October 2024 be approved subject to corflute signs being installed to advise motorists of the changes to parking restrictions at least 7 days prior to the event.
7. That Recommendations 1 to 3 are subject to adherence with the following:
 - a. Written approval of Special Event Traffic Management Plan (SETMP) being obtained from Council and TfNSW prior to the event.
 - b. Road Occupancy License (ROL) being obtained from Transport Management Centre of TfNSW prior to the event.
 - c. Crowd Management Plan for the event be prepared and implemented to the satisfaction of Parramatta Police Area Command.
 - d. Written concurrences from Parramatta Light Rail and Greater River City Light Rail being obtained and any conditions imposed by them are being adhered to.
 - e. Local community be notified of the traffic impact/ delays due to the event via letter

box drop at least 28 days prior to the event.

- f. VMS boards being installed as per the approved Special Event Traffic Management at least 7 days prior to the event to advise motorists of the road closures.
- g. The attached traffic related conditions being adhered to.
- h. All identified funding being available.

Unanimous support.

PTC 2408 A2 WIGRAM STREET, HARRIS PARK – INSTALLATION OF PERMANENT CYCLEWAY

Ward: Rosehill

State Electorate: Parramatta

Recommendation to Parramatta Traffic Committee

1. That Council approves works as part of the conversion of the existing temporary cycleway in Wigram Street and Cambridge Street, Harris Park to a permanent cycleway as detailed below and shown in Figures 3 to 5 of the report:
 - a. Installation of a 'One-Way' (southbound) restriction and associated signage and pavement markings in Wigram Street between Allen Street and Bowden Street.
 - b. Construction of a raised pedestrian crossing in Wigram Street south of Allen Street
 - c. Conversion of the existing marked pedestrian crossing in Allen Street at Wigram Street to a raised pedestrian crossing
 - d. Construction of continuous footpath treatments in Cambridge Street at Station Street West and Tottenham Street
 - e. Widening of the shared path on the north verge of Cambridge Street railway bridge subject to consent being obtained from Sydney Trains, as this bridge is their asset
 - f. Widening of the shared path on the south verge of Cambridge Street between Wigram Street and the existing raised pedestrian and cyclist crossing to allow for separated pedestrian and cyclist paths and street tree planting
2. That Recommendation 1 is subject to the following:
 - a. Detailed design plans being approved by Transport for NSW (TfNSW)
 - b. The Traffic Management Plan for the one-way (southbound) restriction being approved by the TfNSW
 - c. Construction funding being available.

Recommendation from Parramatta Traffic Committee:

1. That Council approves works as part of the conversion of the existing temporary cycleway in Wigram Street and Cambridge Street, Harris Park to a permanent cycleway as detailed below and shown in Figures 3 to 5 of the report:
 - a. Installation of a 'One-Way' (southbound) restriction and associated signage and pavement markings in Wigram Street between Allen Street and Bowden Street.

- b. Construction of a raised pedestrian crossing in Wigram Street south of Allen Street
 - c. Conversion of the existing marked pedestrian crossing in Allen Street at Wigram Street to a raised pedestrian crossing
 - d. Construction of continuous footpath treatments in Cambridge Street at Station Street West and Tottenham Street
 - e. Widening of the shared path on the north verge of Cambridge Street railway bridge subject to consent being obtained from Sydney Trains, as this bridge is their asset
 - f. Widening of the shared path on the south verge of Cambridge Street between Wigram Street and the existing raised pedestrian and cyclist crossing to allow for separated pedestrian and cyclist paths and street tree planting
2. That Recommendation 1 is subject to the following:
- a. Detailed design plans being approved by Transport for NSW (TfNSW)
 - b. The Traffic Management Plan for the one-way (southbound) restriction being approved by the TfNSW
 - c. Construction funding being available.

Unanimous support.

**PTC 2408 A3 HILAR AVENUE, KARINGAL AVENUE AND MARUBA AVENUE,
CARLINGFORD – PROPOSED CHANGES TO PARKING AND TURN RESTRICTIONS
DURING THE AFTERNOON SCHOOL PEAK PERIOD**

Ward: North Rocks

State Electorate: Epping

Recommendation to Parramatta Traffic Committee

1. That 'No Right Turn 2:30pm-4:00pm School Days' and 'No Left Turn 2:30pm-4:00pm School Days' restrictions be installed for eastbound and westbound motorists at the following locations:
 - a. In Hilar Avenue at Muruba Avenue, Carlingford as shown in Figure 2 of this report
 - b. In Karingal Avenue at Hilar Avenue, Carlingford as shown in Figure 3 of this report
2. That an approximately 85m long '1/4P 2:30pm-4:00pm School Days' restriction be installed on the south side of Hilar Avenue, Carlingford outside house Nos. 11 to 19 as shown in Figure 2 of this report.

Recommendation from Parramatta Traffic Committee:

1. That 'No Right Turn 2:30pm-4:00pm School Days' and 'No Left Turn 2:30pm-4:00pm School Days' restrictions be installed for eastbound and westbound motorists at the following locations:
 - a. In Hilar Avenue at Muruba Avenue, Carlingford as shown in Figure 2 of this report
 - b. In Karingal Avenue at Hilar Avenue, Carlingford as shown in Figure 3 of this report

2. That an approximately 85m long '1/4P 2:30pm-4:00pm School Days' restriction be installed on the south side of Hilar Avenue, Carlingford outside house Nos. 11 to 19 as shown in Figure 2 of this report.

Unanimous support.

PTC 2408 A4 FIRST AVENUE AT CHELMSFORD AVENUE, EPPING – INSTALLATION OF A PART-TIME 'ALL TRAFFIC ONLY' RESTRICTION

Ward: Epping

State Electorate: Ryde

Recommendation to Parramatta Traffic Committee

That an 'All Traffic Left Only 8am-9:30am 2:30pm-4pm School Days' restriction be installed for southbound motorists in First Avenue at Chelmsford Avenue, Epping as shown in Figure 3 of this report subject to Traffic Management Plan being approved by Transport for NSW.

Recommendation from Parramatta Traffic Committee

That an 'All Traffic Left Only 8am-9:30am 2:30pm-4pm School Days' restriction be installed for southbound motorists in First Avenue at Chelmsford Avenue, Epping as shown in Figure 3 of this report subject to Traffic Management Plan being approved by Transport for NSW.

Unanimous support.

PTC 2408 A5 WIGRAM STREET, HARRIS PARK – DIWALI FESTIVAL 2024

Ward: Rosehill

State Electorate: Parramatta

Recommendation to Parramatta Traffic Committee

1. That the proposed Diwali Festival scheduled to be held in Wigram Street, Harris Park on Sunday 13 October 2024 be classified as a Class 2 Event in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of Wigram Street (Marion Street - Una Street), Harris Park for the events detailed in recommendation 1 be approved subject to the following:
 - a. That written approval of Special Event Traffic Management Plan (SETMP) be obtained from Council and TfNSW prior to the event.
 - b. That written approval from Cumberland Police and concurrence from the Fire Station at 110 Wigram Street, Harris Park be obtained and submitted to Council and TfNSW before the SETMP can be approved.
 - c. That Road Occupancy Licences (ROL) be obtained from Transport Management Centre of TfNSW prior to the events.
 - d. That the Crowd Management Plan for the event be implemented to the satisfaction of Cumberland Police Area Command.
 - e. That managed vehicle access be provided in Ada Street and Wigram Street (Ada Street to Una Street), Harris Park for the event.

- f. That the removal of on-street parking spaces from the event area commence from 3pm on Saturday 12 October 2024 and corflute signs be installed to advise motorists of the changes to parking restrictions at least 7 days prior to the event.
 - g. That medium rigid vehicles be used as part of Hostile Vehicle Mitigation Plan.
 - h. That affected businesses and residents are to be notified of the traffic management plan for the Diwali events via notification letters at least 28 days prior to the event and a proof of the notifications be submitted to Council.
 - i. That two VMS boards be installed at least 7 days prior to each of the events to advise motorists of the road closure.
 - j. That the attached traffic related conditions be adhered to for each of the events.
 - k. That all costs associated with the Diwali Festival event be funded and paid for by the Event Organiser at no cost to City of Parramatta Council.
3. That Council no longer requires Special Event Clearway restrictions for events in Wigram Street, Harris Park.

Recommendation from Parramatta Traffic Committee:

1. That the Diwali Event is not approved due to the date being within a week of a similar event that is approved for this location and the impact of this on the local community. It is recommended that the event organiser seek to host an event at a later date, subject to the applicant submitting an application at least 3 months prior to the event.
2. That the applicant be advised of the above decision.

Unanimous support.

BUSINESS ITEMS:

Nil.

The Chairperson closed the meeting at 2:12pm.

**CITY OF PARRAMATTA COUNCIL****Parramatta Traffic Committee Agenda Item**

ITEM NO: 2408 A1
SUBJECT: Parramatta Lanes 2024 – Special Event Traffic Management Plan
APPLICANT: City of Parramatta Council
REPORT OF: Traffic and Transport Team Leader
WARD: Parramatta
SED: Parramatta

Purpose

This report seeks approval of a Special Event Traffic Management Plan (SETMP) for the Parramatta Lanes Festival event scheduled to be held at 16 locations in the Parramatta CBD on 23-26 October 2024.

OFFICER'S RECOMMENDATION:

1. That the proposed Parramatta Lanes Festival scheduled to be held on 23-26 October 2024 at 16 locations in the Parramatta CBD be classified as a Class 2 Event in accordance with the Austroads Guide to Traffic Management, Part 9 – Traffic Operations (Table 6.4 – Special Event Planning Matrix) and Guide to Traffic and Transport Management for Special Events.
2. That the closure of Macquarie Street (Marsden Street and Church Street), George Street (Freemasons Arms Lane and shared path), Phillip Street (Freemasons Arms Lane and Erby Place) Street, and Erby Place (southbound only), Parramatta for the Parramatta Lanes 2024 event as detailed in the Special Event Traffic Management Plan attached to the report be approved.
3. That the removal of on-street parking spaces from Macquarie Street (Marsden Street to Church Street) and George Street (Freemasons Arms Lane to Horwood Place), Parramatta from 8am on Tuesday 22 October 2024 to 12:00am on Saturday 26 October 2024 be approved subject to corflute signs being installed to advise motorists of the changes to parking restrictions at least 7 days prior to the event.
4. That Recommendations 1 to 3 are subject to adherence with the following:
 - a. Written approval of Special Event Traffic Management Plan (SETMP) being obtained from Council and TfNSW prior to the event.
 - b. Road Occupancy License (ROL) being obtained from Transport Management Centre of TfNSW prior to the event.
 - c. Crowd Management Plan for the event be prepared and implemented to the satisfaction of Parramatta Police Area Command.
 - d. Written concurrences from Parramatta Light Rail and Greater River City Light Rail being obtained and any conditions imposed by them are being adhered to.

- e. Local community be notified of the traffic impact/ delays due to the event via letter box drop at least 28 days prior to the event.
- f. VMS boards being installed as per the approved Special Event Traffic Management at least 7 days prior to the event to advise motorists of the road closures.
- g. The attached traffic related conditions being adhered to.
- h. All identified funding being available.

Background

Altus Traffic Pty Ltd on behalf of City of Parramatta Council's Major Events Team has prepared a Special Event Traffic Management Plan (SETMP) and Traffic Guidance Schemes (TGSs) for the Parramatta Lanes Festival event. The event is scheduled to be held at 16 locations in the Parramatta CBD from 5pm to 10pm on Wednesday 23 and Thursday 24 October and 5pm to 10.30pm on Friday 25 and Saturday 26 October 2024. These locations are shown in Figure 1.



Figure 1: Map showing the location of Parramatta Lanes Event within the Parramatta CBD

The festival aims to activate lanes and spaces in the Parramatta CBD with food, music and art, to encourage city workers to stay after hours in the CBD and to attract residents and visitors to Parramatta. The total expected crowd for the duration of the event is around 200,000.

Special Event Traffic Management Plan (SETMP)

As part of the SETMP for the Parramatta Lanes Festival, it is proposed to implement traffic controls at the below Parramatta CBD locations from Wednesday 23 to Sunday 26 October 2024.

- Macquarie Street between Marsden Street and Church Street as per TGS-24-PCC-PL-01
 - Removal of parking from the north side of the street from 8am on Tuesday 22 October 2024 to 12:00am on Saturday 26 October 2024

- Full road closure from 3:00pm to 12:00am (midnight) daily on 23-26 October 2024
- George Street between Freemasons Arms Lane and Horwood Place
 - Removal of parking (except bus stop) from both sides from 8am on Tuesday 22 October 2024 to 12:00am on Saturday 26 October 2024 as per TGS-24-PCC-PL-02
 - Full road closure from 2:00pm to 12:00am (midnight) daily on 23-26 October 2024 as per TGS-24-PCC-PL-02A
- Erby Place south of Phillip Street
 - Southbound road closure from 2:00pm to 12:00am (midnight) daily on 23-26 October 2024 as per TGS-24-PCC-PL-02A
- Phillip Street between Freemasons Arms Lane and Erby Place from 6:00pm to 10:30pm daily on 24-26 October 2024 as per TGS-24-PCC-PL-03A
 - Full road closure with soft closure at Marsden Street and at Horwood Place with local traffic access only

Deliveries to affected businesses will be provided in accordance with agreed arrangements. All emergency vehicles will be able to access all road closures.

A special event clearway restriction is not proposed as part of the SETMP for this event.

Six portable Variable Message Signs (VMS) for motorists and five for pedestrians are to be installed from Monday 14 to Sunday 26 October 2024 to advise the changed traffic conditions.

Public Transport

Parramatta Light Rail (PLR)

Church Street north of Macquarie Street and Macquarie Street east of Church Street are within the Parramatta Light Rail route. Currently, Light Rail is in the testing phase, however, this should be fully operational during the event in October 2024. To minimise the pedestrian impact on the light rail corridor, the following measures are proposed to be undertaken:

- Philip Street between Freemasons Arms Lane and Erby Place to be closed during the peak crowd hours from 6pm to 10:30pm daily between Thursday 24 and Saturday 26 October 2024
- Pedestrian barriers are to be installed on both sides of Church Street from Macquarie Street to Phillip Street with a gap at signalised pedestrian crossings, PLR stops and at mid-block locations that are manned with traffic controllers.

Bus Services

The bus routes as detailed below run along Phillip Street and George Street that are proposed to be closed as part of the SETMP for the Parramatta Lanes event:

- Route 900 Free Shuttle Services through Philip Street and George Street
- School Service 2080 (CDC) through George Street
- School Service 697W (Busways) through Philip Street

Route 900 is proposed to be discontinued when the light rail operation commences. As such, rerouting of this service is unlikely to be required. The Phillip Street closure is outside the school bus operating hours and therefore Service 697W is unlikely to be affected by the proposal. TfNSW advised that if required, arrangements can be made to reroute other services that are affected by the proposal.

Traffic Modelling Study to assess the impact of the proposed road closures

City of Parramatta engaged B-Line to undertake SIDRA modelling to assess the traffic impact created by the temporary closure of George Street between Marsden Street and Smith Street from 5pm to 6pm. This scenario differs from the proposed closure as Horwood Place and George Street (between Smith Street and Horwood Place) would remain open. Accordingly, the proposed road closure should have less impact on Smith Street than what has been modelled. The modelling was undertaken at four signalised intersections as shown in Figure 2 with an assumption that most of the redirected traffic would use Phillip Street instead of George Street. The results of modelling are shown in Figure 3.



Figure 2: Map showing the intersections (blue dots) that were modelled to identify the impacts of the closure of George Street, Parramatta

Intersection	TCS #	Scenario		
			Exist S1	Redirected S2
George St / Marsden St	1093	Delay	18	16
		D/S	0.55	0.73
		LoS	B	B
George St / Smith St	1101	Delay	32	27
		D/S	0.71	0.70
		LoS	C	C
Phillip St / Marsden St	1092	Delay	19	22
		D/S	0.53	0.70
		LoS	B	C
Phillip St / Smith St	1100	Delay	25	27
		D/S	0.49	0.68
		LoS	C	C

Figure 3: Traffic modelling results

Traffic modelling has not been carried out for the Phillip Street closure from 6pm as traffic volumes are substantially less at this time. A copy of the traffic modelling study is attached to the report.

Hostile Vehicle Mitigation (HVM)

HVM in the form of 'jersey kerb' and parked trucks will be placed at the western end of the Macquarie Street closure and at both ends of the George Street closure. Emergency vehicles will have a facilitated route through the event precinct should a need to access the site arise.

Classification of the Special Event Traffic Management Plan (SETMP)

The proposed road closures for the Parramatta Lanes event will disrupt local traffic, non-participating members of the community and transport systems but not major traffic and transport systems. It is therefore proposed to classify the event as a Class 2 Event in accordance with the Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.

The SETMP, Traffic Guidance Schemes (TGSs), Security/Risk Assessment report and the Variable Message Sign overview plan are attached to the report.

Special Event Traffic Management Plan (SETMP) Approval

The SETMP requires separate approvals from Transport for NSW (TfNSW) and Parramatta Police Area Command (PAC). Accordingly, the SETMP is to be forwarded to TfNSW and Parramatta PAC for review and approval.

As the event locations are adjacent to the PLR route in Parramatta CBD, concurrences must be obtained from PLR and Greater River City Light Rail prior to the event being held and any conditions attached to the concurrence are to be adhered to.

Furthermore, as the proposed road closures affect traffic signals at various intersections, Road Occupancy Licenses (ROL) are also required to be obtained from the Transport Management Centre of TfNSW.

Community Notification

Council's Major Events Team has consulted with the affected businesses during the planning stage of Parramatta Lanes 2024.

Council's Major Events Team will also notify the community via local newspapers, website publications, social media streams and a letter box drop to properties and businesses within areas affected by the event.

FINANCIAL IMPLICATIONS

The Special Event Traffic Management Plan (SETMP) for Parramatta Lanes 2024 event will be funded from Council's Major Events and Festivals budget.



Iman Mohammadi
Senior Traffic and Transport Engineer



Saniya Sharmeen
Traffic and Transport Team Leader
29/07/2024

Attachments –

1. Traffic related conditions
2. Traffic Management Plan
3. Traffic Guidance Schemes
4. Variable Message Sign overview
5. Security Crowd Management Plan
6. Traffic Modelling Study

TRAFFIC RELATED CONDITIONS FOR PARRAMATTA LANES 2024**Prior to the event:**

1. In accordance with the TfNSW Guide to Traffic and Transport Management for Special Events, the Event Organiser is to submit a signed and completed 'Special Event Transport Management Plan Template' form and all supporting documents to Council. (Refer to page 84 of the RMS Guide).
2. The Event Organiser providing to council contact details, including mobile phone number of the Traffic Controller who will undertake the closure.
3. The Event Organiser submitting to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting Council and TfNSW as an interested parties on the Policy and that Policy to cover both on-road and off-road activity.
4. The Event Organiser advertising the event in the local press and the traffic impact/ delays due to the event four weeks prior to the event; a copy of the proposed advertisement be submitted to Council (indicating the advertising medium). Directly affected residents and businesses are also to be notified via letter box drop at least seven (7) days prior to the event.
5. The Event Organiser notifying the details of the event to the NSW Ambulance Services, NSW Fire Brigade / Rural Fire Service and SES at least two weeks prior to the event; a copy of the correspondence be submitted to Council.
6. The Event Organiser directly notifying relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses affected by the proposed event at least two weeks prior to the event.
7. The Event Organiser assessing the risk and addressing the suitability of the entire route as part of the risk assessment considering the possible risks for all participants traveling on winding, narrow, uneven gravel roads with steep roadside embankments and sharp bends; this assessment should be carried out by visual inspection of the route/site by the Event Organiser prior to preparing the TMP and prior to the event.
8. The Event Organiser carrying out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and designing and implementing a risk elimination or reduction plan in accordance with the Work Health and Safety Act 2011; (information for Event Organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>). Note that the safety of all road users and personnel on or affected by the event is the responsibility of the Event Organiser.

During the event:

9. Affected residents and businesses are to be consulted prior to restricting vehicle accesses for their properties.
10. All traffic controllers/marshals operating within the public road network holding appropriate certification required by the SafeWork NSW.
11. In accordance with the submitted TMP and associated TCP, appropriate advisory signs, including temporary speed restriction signs, shall be placed at the Event Organiser's expense after all the required approvals are obtained from the relevant authorities, and traffic control devices be placed during the event along the route under the direction of a traffic controller holding appropriate certification required by the TfNSW.

After the event:

12. All roads and marshalling points are to be kept clean and tidy, with all directional signs are to be removed immediately on completion of the activity.



Traffic Management Plan

Parramatta Lanes 2024

23rd – 26th October 2024

ALTEV2024PL2024

Prepared For



Victoria
South Australia
New South Wales / ACT
Queensland
Western Australia
Tasmania
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CONTACT INFORMATION

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DOCUMENT INFORMATION

Prepared for City of Parramatta	Job Reference ALTEV2024PL2024
Project Name Parramatta Lanes 2024	Date 25/07/2024
File Reference ALTEV2024PL2024	
Version Number 1	

DOCUMENT HISTORY

Author: Bader Sumrain – TCT0007192

Job title: Event Manager -NSW

Approved By: Ashley Kelly – Card No TCT0006840

Job title: Traffic Planner - NSW

Date Approved: 25/07/2024

Version	Effective Date	Description of Revision	Prepared by	Reviewed by
1	20.05.2024	Initial Draft	Bader Sumrain	Ashley Kelly
1	25.07.2024	Submission, Added Traffic Study, VMS Boards	Bader Sumrain	Ashley Kelly

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CONTENTS

Contents

Contents	3
1 DEFINITIONS	4
2 REFERENCES	4
3 EVENT OVERVIEW	5
4 EVENT INFORMATION	6
4.1 DATE OF EVENT	6
4.2 EVENT LOCATION	6
4.2 IMPORTANT EVENT CONTACT DETAILS	6
5 PROPOSED TRAFFIC MANAGEMENT	7
5.1 ENTRY/EXIT PHASE	7
5.2 BUMP IN/OUT PHASE	7
5.3 EXECUTION/IMPLEMENTATION OF EVENT SIGNAGE	8
5.4 PUBLIC TRANSPORT	8
5.5 HOSTILE VEHICLE MITIGATION	8
5.6 EMERGENCY VEHICLES	8
5.7 EVENT NOTIFICATION	8
5.8 APPROVALS	9
5.9 TRAFFIC MODELLING	9
5.10 EAT STREET CARPARK	9
6 COMPETENCIES	9
6.1 TRAFFIC CONTROLLER AND IMPLEMENT TRAFFIC CONTROL PLANS	9
7 SAFE WORK METHOD STATEMENT / OH&S	9
8 SITE ASSESSMENT	10
8.1 PROVISION TO ADDRESS ENVIRONMENTAL CONDITIONS	10
1. Adverse Weather	10
2. Rain	10
3. Floods	10
4. Other Adverse Weather (Strong Winds, Thunderstorms, etc)	10
5. Sun Glare	10
6. Fog, Dust and Smoke	11
7. Road Geometry, Terrain, Vegetation and Structures	11

Appendices

APPENDIX A TRAFFIC GUIDANCE SCHEMES

APPENDIX B SWMS

APPENDIX C EVENT NOTIFICATION

APPENDIX D APPROVALS
 APPENDIX E INSURANCE
 APPENDIX F EVENT MANAGEMENT PLAN
 APPENDIX G Security / Risk Assessment
 APPENDIX H TRAFFIC STUDY

1 DEFINITIONS

Road User	Any driver, rider, passenger or pedestrian using the road
Traffic Guidance Scheme (TGS)	A diagram showing signs and devices arranged to warn traffic and guide it around, past or, if necessary, through a work site or temporary hazard.
Traffic Management Plan (TMP)	A plan detailing work to be undertaken and describing its effect on the general area, especially its effect on public transport and passengers, cyclists, pedestrians, motorists and commercial operations
Traffic Controller (TC)	A trained person whose duty is to control traffic at a work site
Work Site	The specific area on the road or bridge or within the upgrade work is being undertaken

2 REFERENCES

Road Occupancy Licence (ROL)	
Road Occupancy Licence (ROL)	A permit which allows the applicant to use or occupy as specified road space at approved times, provided that certain conditions are met.
Traffic Control at Work Sites Manual (TC@WS) Version 6.1 - 2023	NSW manual of uniform traffic control devices

3 EVENT OVERVIEW

Altus Traffic have been engaged by City of Parramatta to prepare a Traffic Management Plan (TMP) for the proposed event Parramatta Lanes held across the streets and alleys of Parramatta CBD

This TMP will outline the proposed traffic management prior and during the event as follows:

- Traffic Management - Entry Phase/ Exit Phase
- Traffic Management – Bump In/Bump Out
- Traffic Management - Parking Restrictions

This TMP is prepared to meet the requirements of contract and also to ensure the event is managed in accordance with Drawings, Specifications and Codes of Practice and TC@WS Manual Version 6.1.

This TMP describes how CoP (City of Parramatta) proposes to safely manage vehicular and pedestrian traffic during the event, so that all objectives of the Contract are fully realised and all requirements in relation to implementation of proposed traffic control devices are fully understood.

CoP acknowledges the safety of participants, and the effective management of traffic is paramount to a successful event. This TMP seeks to ensure the certainty of the entry and exit phase of the prescribed requirements for vehicles and pedestrians and participants by providing a safe environment and to ensure minimal impact on the surrounding footpaths and road network.

This TMP operates as the master document and is applicable to all staff, employees, subcontractors and volunteers until event completion and its implementation and on-going development will be managed by the CoP Team and permitting officers.

4 EVENT INFORMATION

4.1 DATE OF EVENT

The event will be held from Wednesday the 23rd of October to Saturday the 26th of October.

4.2 EVENT LOCATION

As shown in Figure 4.2, the Event is held across various locations.

Figure 4.2 Aerial View of Site



4.2 IMPORTANT EVENT CONTACT DETAILS

Name	Stakeholder	Position	Phone Number
Bader Sumrain	Altus Traffic	Traffic Manager	0429 120 248
Shelley Broadbridge	CoP	Event Producer	0477 706 382

5 PROPOSED TRAFFIC MANAGEMENT

5.1 ENTRY/EXIT PHASE

Entry/Exit Phase will describe traffic arrangements for the commencement and conclusion of the event daily.

Traffic Treatments: 23rd – 26th Oct

Traffic management personnel will be setting up and manning a number of sites in accordance with the approved Traffic Guidance Schemes

The below table outlines the location, traffic management control, TGS Number and the time of operation.

Location	Control Type	TGS Number	Hours of Operation
Macquarie Street	Road Closure / Pedestrian Management	01	1500PM – 1200AM
George Street	Road Closure / Pedestrian Management	02A	1400PM – 1200AM
Erby Place	Southbound Road Closure	04	1500PM – 1200AM
Philip Street	Road Closure / Pedestrian Management	03A	1800PM – 1030PM

All the sites named above have a comprehensive Bump In/Out and aftercare strategy.

TGS' can be found in Appendix 01 – Traffic Guidance Schemes

5.2 BUMP IN/OUT PHASE

Bump In/Out Phase will briefly describe traffic arrangements for the mobilisation of event specific requirements, before and after event date/time

CoP in conjunction with Altus Traffic will be utilising event spaces listed in 5.1 before and after event days and timings for the purpose of setting up the event space.

Certain locations will be under traffic management control while others will have traffic management devices in an aftercare state.

See below table for a list of locations, dates, times, and treatments in place. Appendix F – Event Management Plan

Location	Control Type	TGS	Hours of Operation	Dates
Macquarie Street	Parking Removal / TC Gate Keeping	01	0800AM – 1200AM * Parking Removal 0600AM – 1300PM * Gate Keeping	22 nd Oct – 26 th Oct * Parking Removal 17 th – 23 rd Oct / 25 th – 28 th Oct * Gate Keeping
George Street	Parking Removal	02	0800AM – 1400PM	22 nd Oct – 26 th Oct
Erby Place	TC Gate Keeping	04	0600AM – 1300PM	21 st Oct – 23 rd Oct / 27 th Oct – 29 th Oct

5.3 EXECUTION/IMPLEMENTATION OF EVENT SIGNAGE

The following activities will take place for the success of the road closure:

- On event days, all signage approaching the event precinct are to be implemented prior to event commencement.
- Emergency Service vehicles will have access at all times if they present to the event precinct with their lights on-Emergency Vehicle are to enter the site via the entry points.

To ensure the safe passage for the community at all times, additional control measures are to be adopted, as required:

- Increase number of staff onsite.
- Implement additional traffic management treatments.
- Delay exiting phase of the closed road due to large numbers of participants; and
- Increase advance signage approaching the event precinct.

Any changes to the site conditions must be authorised with an Altus supervisor in conjunction with police or CoP staff onsite prior to the changes and be documented in the TGS by the traffic controller at the specific location.

5.4 PUBLIC TRANSPORT

Consultation has been made with TfNSW regarding the closure of George St and its impact on buses.

Further, Light Rail is in the testing phase as of the date of this document and may be fully operation at time of event delivery. Consultations with TfNSW and GRCLR are ongoing regarding the operational requirements and safety risks with the interaction of a large amount of pedestrian traffic and live Light Rail.

As per Appendix G "Security / Risk Assessment" the recommendation currently stands that light rail cannot operate along the Church Street corridor in a safe manner with the high volume of pedestrian movement expected over the event duration.

5.5 HOSTILE VEHICLE MITIGATION

HVM in the form of "Jersey Kerbs" and Vehicles will be placed on the western end of Macquarie St and both ends of George St and Phillip St Closures. Emergency Vehicles will still have a facilitated route through the event precinct should a need to access the site arises.

A separate HVM Assessment is recommended to be undertaken.

5.6 EMERGENCY VEHICLES

All emergency vehicles will be able to access any and all road closures in the TGS pack in Appendix A. This is a conscious effort by CoP to minimise the impact the event will have on stakeholders.

5.7 EVENT NOTIFICATION

CoP will notify all CBD business and residents of the event 8 weeks prior.

This will be supplemented by the use of a VMS board 1 week prior to event start date at Cnr Macquarie St and Marsden St for through traffic, further VMS Boards will be placed around the CBD of Parramatta further notifying traffic of changed traffic conditions

VMS Boards will also be utilised and can be found in Appendix A – TGS 06A

A copy of the Notification Letter can be found in Appendix C.

5.8 APPROVALS

Approvals for the event are currently on-going with a variety of stakeholders.

The closure of Macquarie St will need to gain the approval of TfNSW, GRCLR, CoP, and NSWPF among others.

A copy of Approvals secured to date of document will be included in Appendix D and will be updated as they are granted.

5.9 TRAFFIC MODELLING

B- Line has been contracted to provide Traffic Modelling Evaluation.

This can be found in Appendix G

5.10 EAT STREET CARPARK

CoP has consulted with Point Parking, the operator of the Eat Street Carpark, to ensure the optimal operation of the carpark in conjunction with Parramatta Lanes.

Staff will be dedicated to the management of the carpark and it's capacity and will work in conjunction with TCs, CoP Staff, and Point Parking officers to ensure that operation is smooth.

Concerns that this will address is the possibility of the car park reaching capacity and in turn, overflow to the entries and the surrounding roads.

6 COMPETENCIES

PoC have engaged Altus Traffic to prepare this Traffic Management Plan and associated controls for the works.

6.1 TRAFFIC CONTROLLER AND IMPLEMENT TRAFFIC CONTROL PLANS

Altus will ensure that at all times during working hours all persons conducting traffic control are accredited in:

- RIIWHS205D Control traffic with stop-slow bat
- RIIWHS302D Implement traffic management plan.
- RIIWHS201D Work safely and follow WHS policies and procedures.
- RIICOM201D Communicate in the workplace.

It is also recommended that traffic controllers (TC) used on the day of the event are experienced in different traffic volume situations and have completed the recommended accredited courses in traffic control.

7 SAFE WORK METHOD STATEMENT / OH&S

Altus Traffic implements all traffic management in compliance with Australian Standards 1742.3, 2019 and the Traffic Control at Work Sites Manual (TC@WS) Version 6.1 - 2023. All Traffic Control Plans will be implemented by trained personnel. Altus Traffic have been assessed and registered as complying with the requirements of the Australian/New Zealand Standards AS/NZS 4801:2001 – Occupational health and safety management systems.

A copy of the current SWMS can be found in the Appendix B.

8 SITE ASSESSMENT

8.1 PROVISION TO ADDRESS ENVIRONMENTAL CONDITIONS

1. Adverse Weather

Weather is not expected to adversely impact on the effectiveness of the traffic control detailed on the attached TGS. Notwithstanding this, should adversely weather conditions be encountered during the works, the following contingency plans should be activated. Note: any adjustments to the plan shall be risk assessed and approved by the Traffic Manager/Planner. Major changes will require road authority approval.

2. Rain

In the event of rain, an on-site assessment shall be made and sign spacing, and tapers may be extended by 25% to account for increased stopping distances. Slippery (T3-3) signs may be placed as required and all changes shall be recorded in the daily diary.

If rain occurs, Traffic Management Personnel shall inspect the site and where signage and / or devices are not clearly visible, signage may need to be adjusted to improve visibility or if necessary, provide additional signage and delineation. Where stopping distances are adversely affected by wet surfaces, spacing between signs may need to be adjusted to provide increased reaction time for drivers. In cases where it is determined that the rain is so heavy that the risk is considered unacceptable, all work shall cease until rain has cleared.

All changes shall be noted in the Sign Diary.

3. Floods

Should works be affected by flooding to the extent that the worksite becomes impassable, or risk is considered unacceptable, all work shall cease immediately and Traffic Controllers (and other personnel if necessary) shall be deployed immediately to close the site and direct traffic around the flooded area (under the direction of the project manager or traffic manager). Emergency services and the Road Authority shall be notified immediately, and Traffic Controllers shall remain onsite until emergency services and the Road Authority personnel arrive and take control of the site.

4. Other Adverse Weather (Strong Winds, Thunderstorms, etc)

When adverse weather such as strong winds and/or thunderstorms, is identified as adversely affecting the works and work site safety, weights on signs and delineations to be used to contrast strong winds effect; in case of thunder storms all powered equipment shall be turned off and shelter to be sought after.

Should works be affected to the extent that the worksite becomes impassable, or risk is considered unacceptable, all work shall cease immediately and Traffic Controllers (and other personnel if necessary) shall be deployed immediately to close the site and remove TM arrangements.

All changes are to be noted in the Sign Diary.

5. Sun Glare

Where sun glare is identified as adversely affecting a driver's ability to sight signage and / or traffic control devices, sign locations may need to be adjusted and additional delineation and/or traffic control devices provided to address the risk from glare. Additionally, in the event that

traffic control is adversely affected by glare at sunset and sunrise, traffic controllers may need to assist in maintaining low traffic speeds.

All changes are to be noted in the Sign Diary.

6. Fog, Dust and Smoke

Where fog, dust or smoke is identified as adversely affecting a driver's ability to sight signage and / or traffic control devices, sign locations may need to be adjusted and additional delineation and/or traffic control devices provided to address the risk. All changes are to be noted in the daily diary.

Should works be affected by fog, dust or smoke to the extent that risk is considered unacceptable, all work shall cease immediately, and Traffic Controllers (and other personnel if necessary) shall be deployed immediately to close the site.

Emergency services and the Road Authority shall be notified immediately, and Traffic Controllers shall remain onsite until emergency services and the Road Authority personnel arrive and take control of the site.

7. Road Geometry, Terrain, Vegetation and Structures

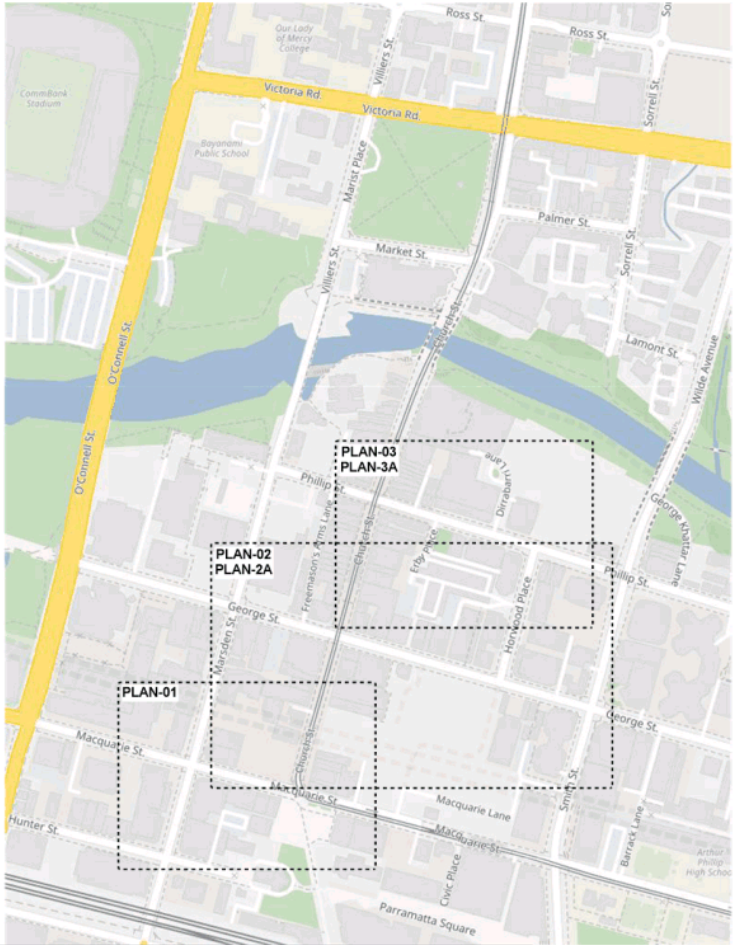
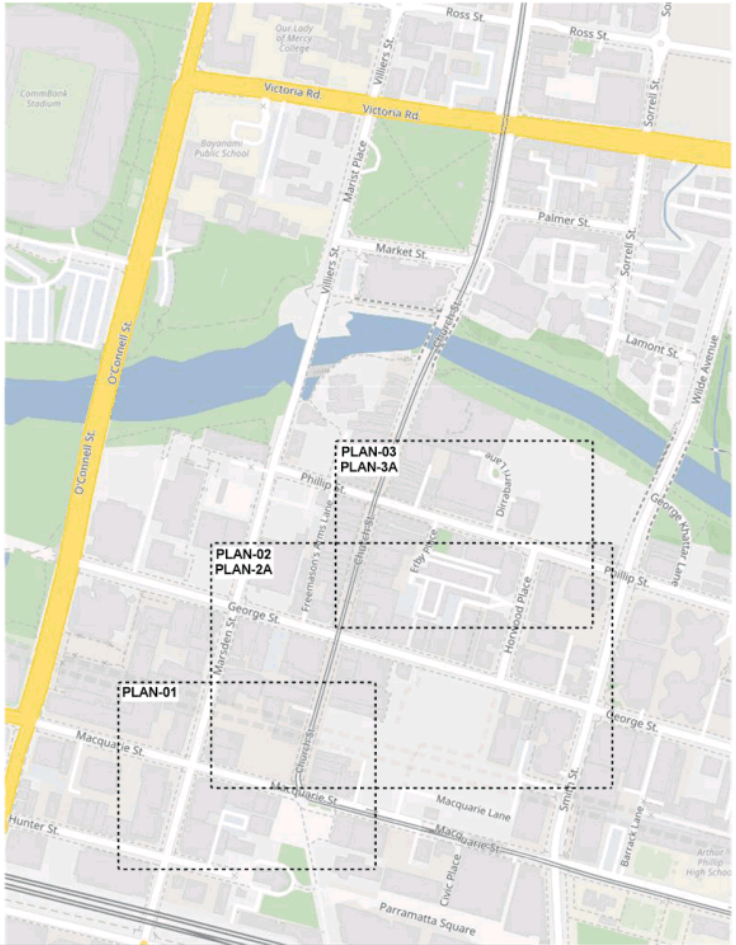
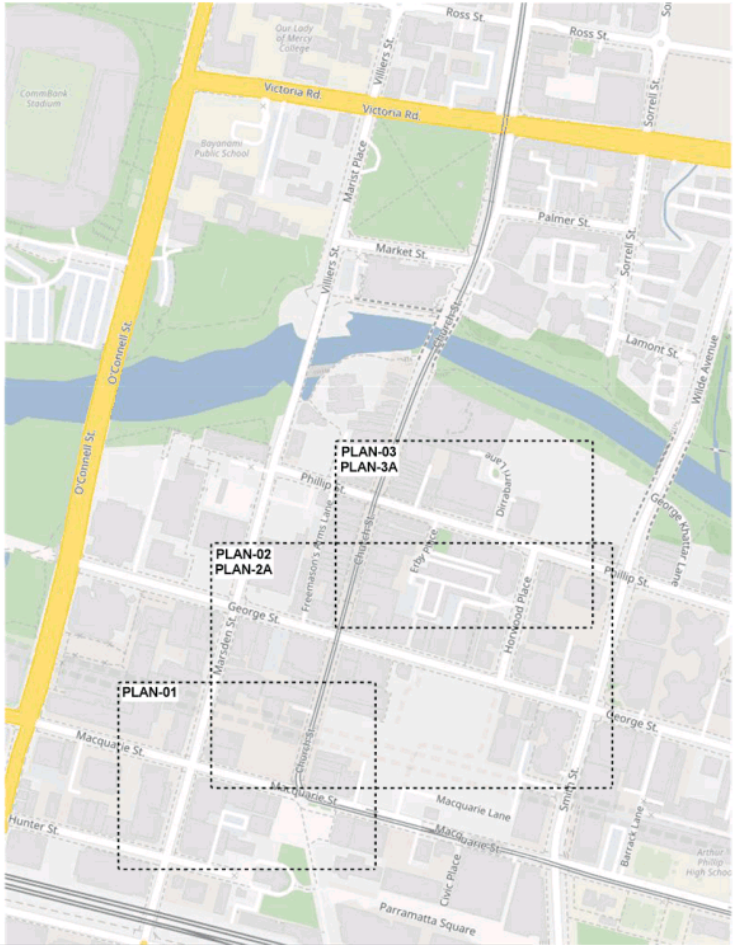

All existing vegetation surrounding the location of the works shall be maintained. Site assessment to be conducted prior to signs being erected on site. Should any existing landscape create obstruction and/or decreases the visibility of advanced warning signage prior to the work area, signs are to be moved accordingly. Traffic Controllers shall adjust sign locations and provide additional delineation and traffic control devices necessary to address the risk from existing vegetation. All changes are to be noted in the daily diary.

There are no structures affecting sight lines or access. The surrounding environment is built-up and/or landscaped.


APPENDIX



TRAFFIC GUIDANCE SCHEMES

TABLE OF CONTENTS		TGS OVERVIEW				
						
LOCATION OVERVIEW						
SIGNS MANIFEST						
<p>WHEN PRINTING ENSURE SITE SETUP & RISK ASSESSMENT IS PRINTED WITH THIS TGS</p>		<p>DURATION: LONG TERM TYPE OF CONTROL: ROAD CLOSURE REQUIRED WORK: ROAD CLOSURE OF VARIOUS LOCATIONS PARRAMATTA LANES 2024 EVENT</p>				
<p>BEST VIEWED DIGITALLY NOT TO SCALE PRINT A3</p>	<p>DATE OF DESIGN:</p> <p>WORKS LOCATION:</p> <p>BETWEEN ROADS:</p> <p>WORKSITE ROAD AUTHORITY:</p> <p>ESTIMATED JOB DATE:</p> <p>ESTIMATED JOB TIME:</p> <p>GARBAGE COLLECTION DAY:</p>	<p>SITE SETUP TGS AND RISK ASSESSMENT</p> <p>NSU01-SS</p> <p>MELWAY REF:</p>	<p>ALTUS DESIGN NUMBER:</p> <p>CLIENT REFERENCE NUMBER:</p> <p>GENERAL DISCLAIMER:</p>	<p>ARS:</p> <p>WORKSITE REQUIREMENTS:</p> <p>SPECIALIST VEHICLE REQUIREMENTS:</p> <p>DEVICE / EQUIPMENT REQUIREMENTS:</p>	<p>APPROVED FOR IMPLEMENTATION <small>WHEN USED WITH ROAD AUTHORITY APPROVAL</small></p> <p>APPROVED BY - DESIGNER:</p> <p>REVIEW OR DEPARTURE APPROVED BY:</p> <p>APPROVAL DATE:</p> <p>ALTUS NOMINATED CONTACT:</p> <p>SHEET NO:</p>	<p>CLIENT CONTACT:</p> <p>CITY OF PARRAMATTA</p>
 <p>ALTUS GROUP</p> <p><small>NOT SCALE NOT SCALE NOT SCALE</small></p>						

SITE MARKER COMMON LEGEND		DEVICE COMMON LEGEND		COMMON VEHICLE LEGEND		CLIENT VEHICLES																						
ALTUS GENERAL NOTES - LIMITED TO NECESSARY NOTATIONS																												
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PRE-START REQUIREMENT/S <div style="height: 150px;"></div>		VULNERABLE ROAD USER/S <div style="height: 150px;"></div>		EMERGENCY ARRANGEMENTS <div style="height: 150px;"></div>																								
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BEST VIEWED DIGITALLY NOT TO SCALE PRINT A3		DATE OF DESIGN: SITE SETUP TGS AND SETUP RISK ASSESSMENT NSU01-SS		ALTUS DESIGN NUMBER: _____ ARS: _____		WORKSITE REQUIREMENTS : _____ <div style="text-align: center; color: red; font-weight: bold;">or</div>																						
WORKS LOCATION : _____ MELWAY REF: _____		CLIENT REFERENCE NUMBER: _____		SPECIALIST VEHICLE REQUIREMENTS : _____		APPROVED FOR IMPLEMENTATION <small>WHEN USED WITH ROAD AUTHORITY APPROVAL</small>																						
BETWEEN ROADS : _____ WORKSITE ROAD AUTHORITY : _____ ESTIMATED JOB DATE : _____ ESTIMATED JOB TIME : _____ GARBAGE COLLECTION DAY : _____		GENERAL DISCLAIMER: _____		DEVICE / EQUIPMENT REQUIREMENTS: _____		APPROVED BY - DESIGNER : _____ REVIEW OR DEPATURE APPROVED BY: _____																						
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ISSUE	DESG	DATE	AMENDMENT DESCRIPTION																									
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 AROUND THROUGH PAST ANALYSIS & RISK ASSESSMENT							
Assessment of:		VARIOUS LOCATIONS					
		ROAD TRAFFIC		PEDESTRIAN TRAFFIC		CYCLE PATH TRAFFIC	
Option Type	Option Treatment	Comment	Adoption	Comment	Adoption	Comment	Adoption
			Adopted		Possible		Possible
			Not Suitable		Not Suitable		Not Suitable
			Not Suitable		Not Suitable		Not Suitable
			Not Suitable		Not Suitable		Not Suitable

RISK MATRIX

		CONSEQUENCE				
		1. Insignificant	2. Minor	3. Major	4. Severe	5. Catastrophic
LIKELIHOOD	A. Almost Certain					
	B. Likely					
	C. Possible					
	D. Unlikely					
	E. Rare					

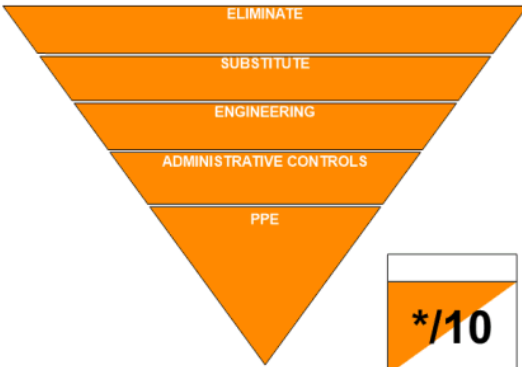
LIKELIHOOD DESCRIPTOR TABLE



Likelihood	Description	Frequency	Probability
A. Almost Certain		One or more events per month	>95% probability
B. Likely		One event every 6 months	80-95% probability
C. Possible		One event every 6-12 months	20-80% probability
D. Unlikely		One event every 1-5 years	5-20% probability
E. Rare		Less than 1 event every 5-10 years	<5% probability

CONSEQUENCE DESCRIPTOR TABLE

	HEALTH, SAFETY & ENVIRONMENT
5. CATASTROPHIC	
4. SEVERE	
3. MAJOR	
2. MINOR	
1. INSIGNIFICANT	

RATING OF CONTROLS

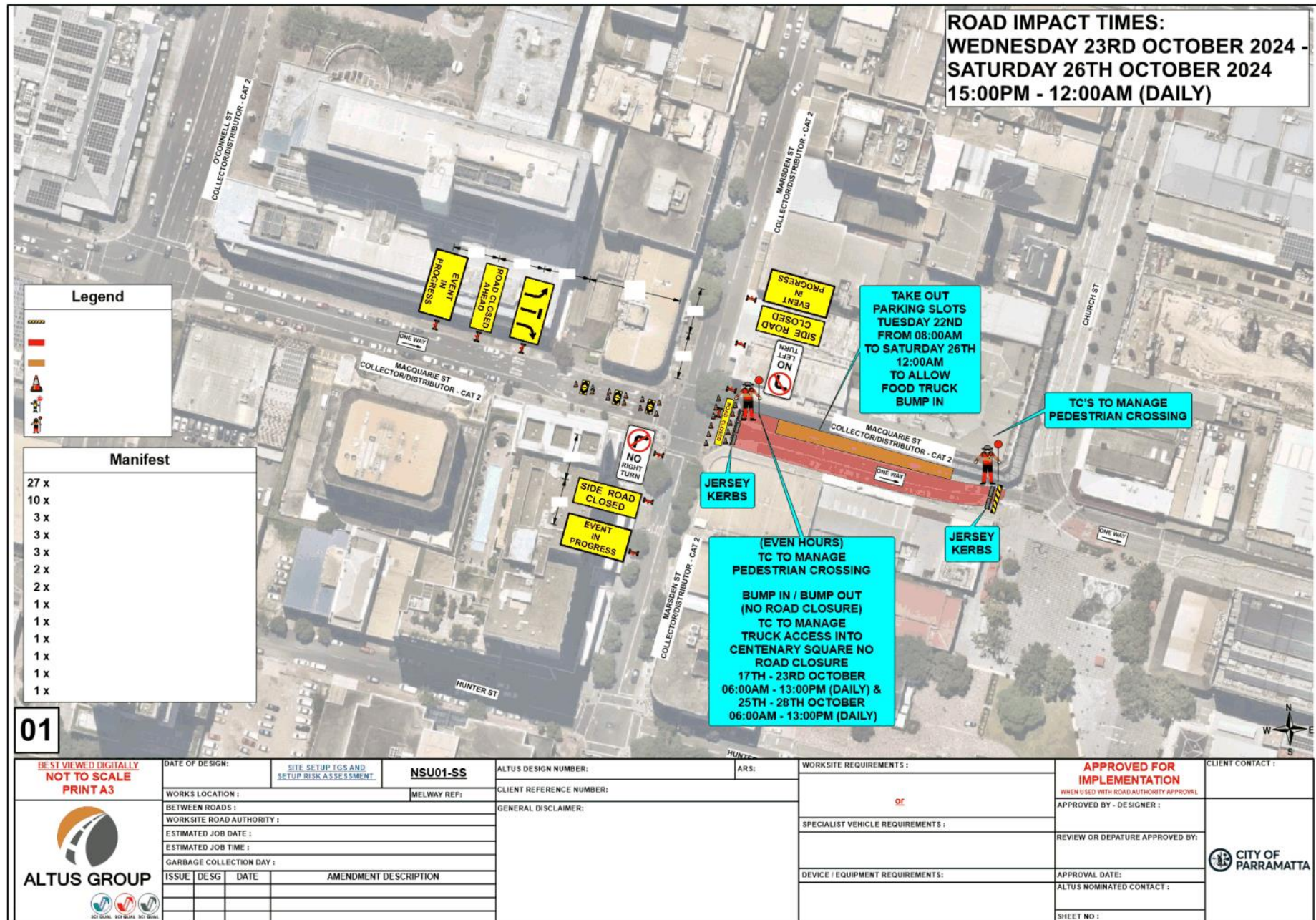


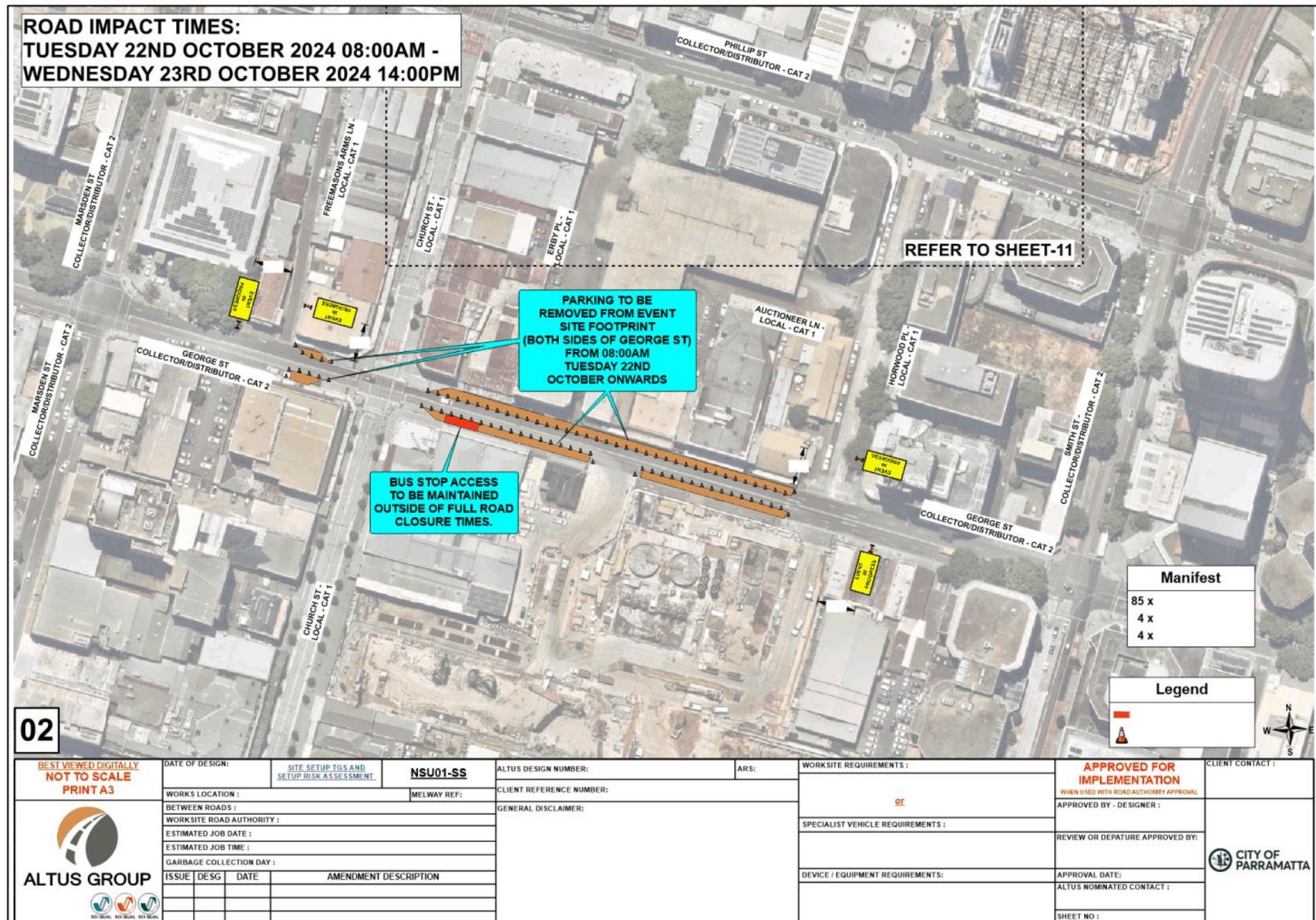
<p style="color: red; font-weight: bold;">BEST VIEWED DIGITALLY NOT TO SCALE PRINT A3</p>  <p style="font-weight: bold;">ALTUS GROUP</p> <p style="font-size: small;">NOT SCALE NOT SCALE NOT SCALE</p>	DATE OF DESIGN:	SITE SETUP TGS AND SETUP RISK ASSESSMENT	NSU01-SS	ALTUS DESIGN NUMBER:	ARS:	WORKSITE REQUIREMENTS:	APPROVED FOR IMPLEMENTATION <small>WHEN USED WITH ROAD AUTHORITY APPROVAL</small>	CLIENT CONTACT:
	WORKS LOCATION:		MELWAY REF:	CLIENT REFERENCE NUMBER:		or	APPROVED BY - DESIGNER:	 <p>CITY OF PARRAMATTA</p>
	BETWEEN ROADS:		GENERAL DISCLAIMER:		SPECIALIST VEHICLE REQUIREMENTS:		REVIEW OR DEPARTURE APPROVED BY:	
	WORKSITE ROAD AUTHORITY:				DEVICE / EQUIPMENT REQUIREMENTS:		APPROVAL DATE:	
	ESTIMATED JOB DATE:						ALTUS NOMINATED CONTACT:	
ESTIMATED JOB TIME:								
GARBAGE COLLECTION DAY:								
ISSUE	DESG	DATE	AMENDMENT DESCRIPTION					

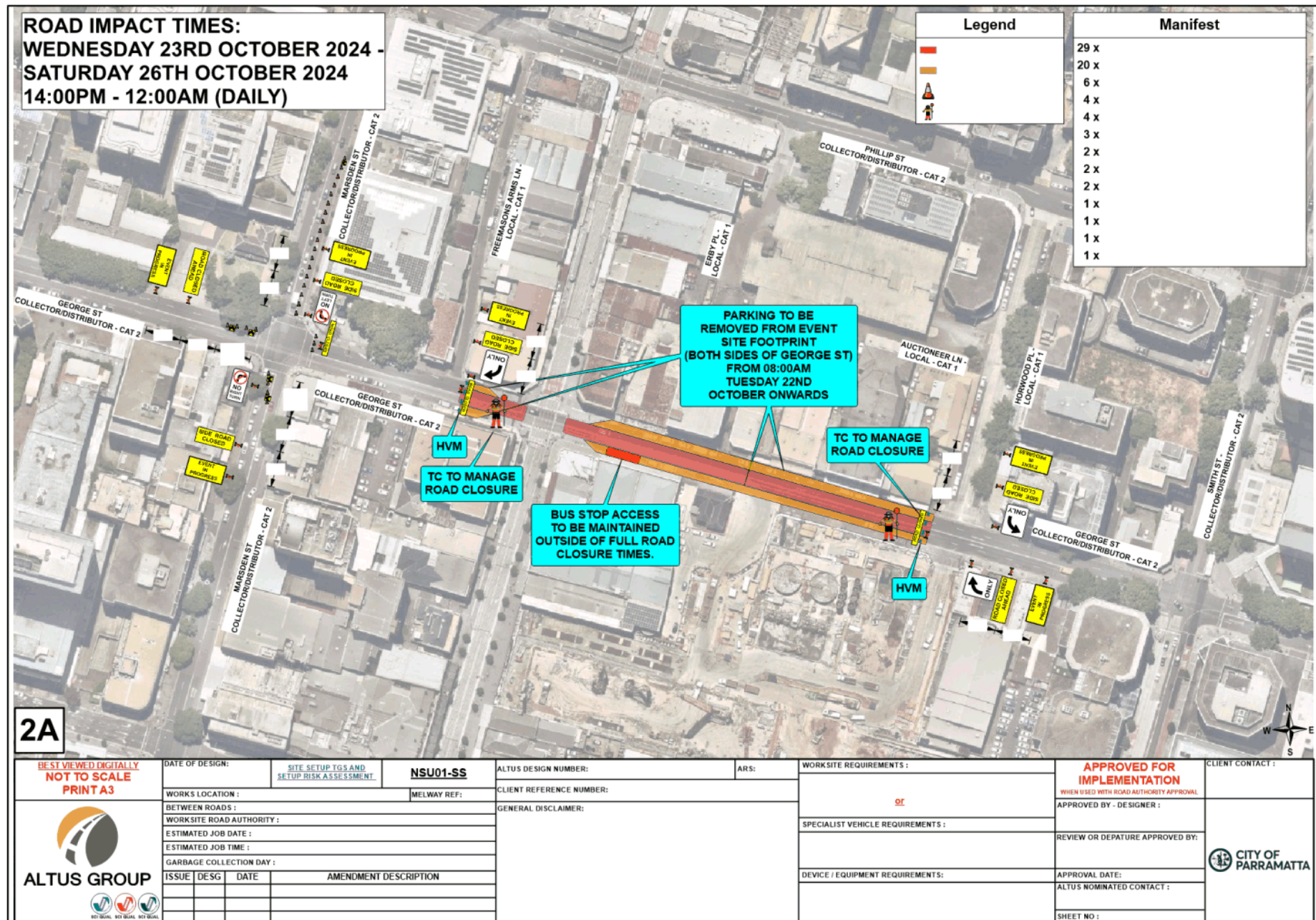
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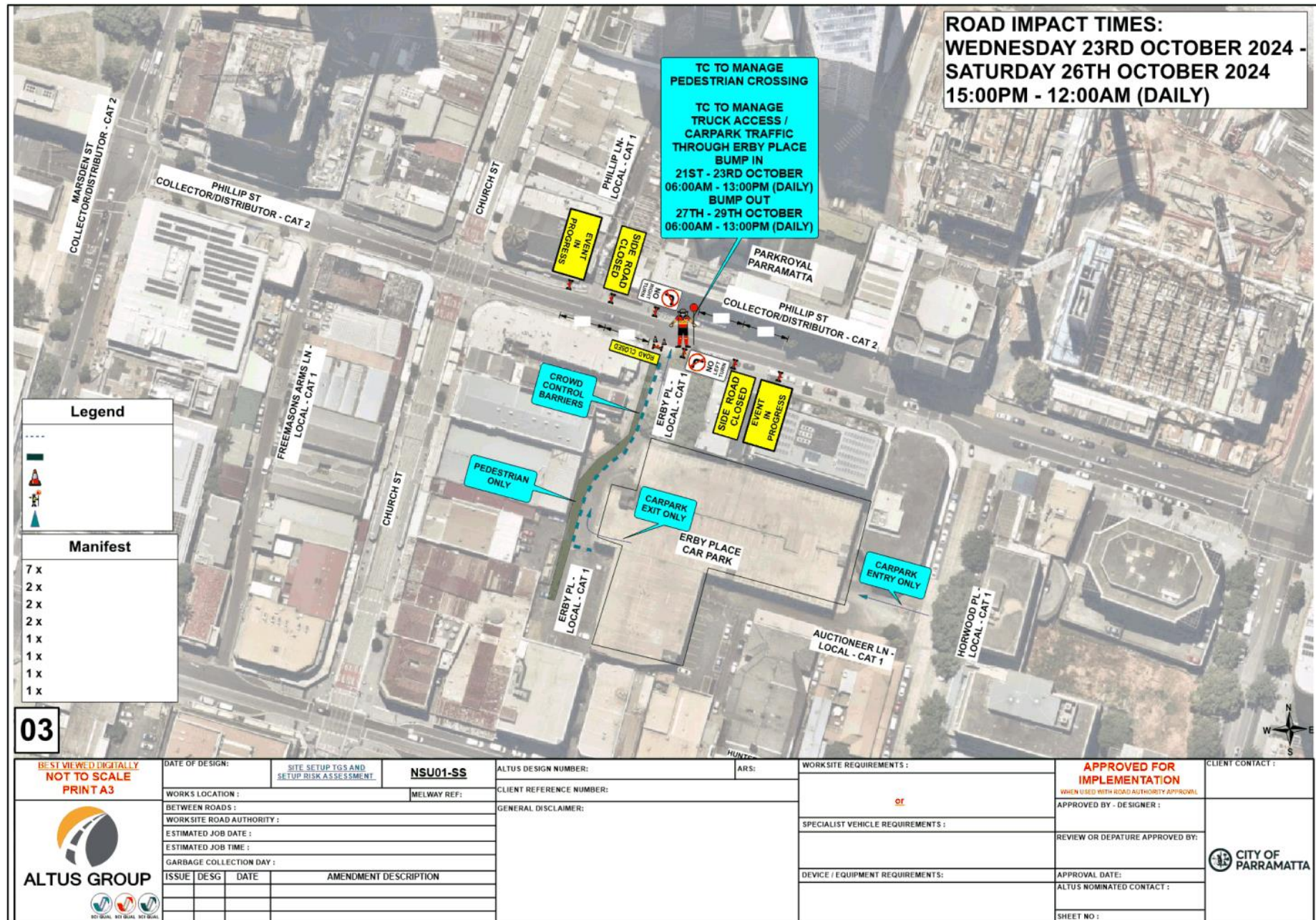
Task	Hazard Type	Description <small>(Describe the Hazard and any possible consequences)</small>	Inherent Risk	Control Measures	Residual Risk

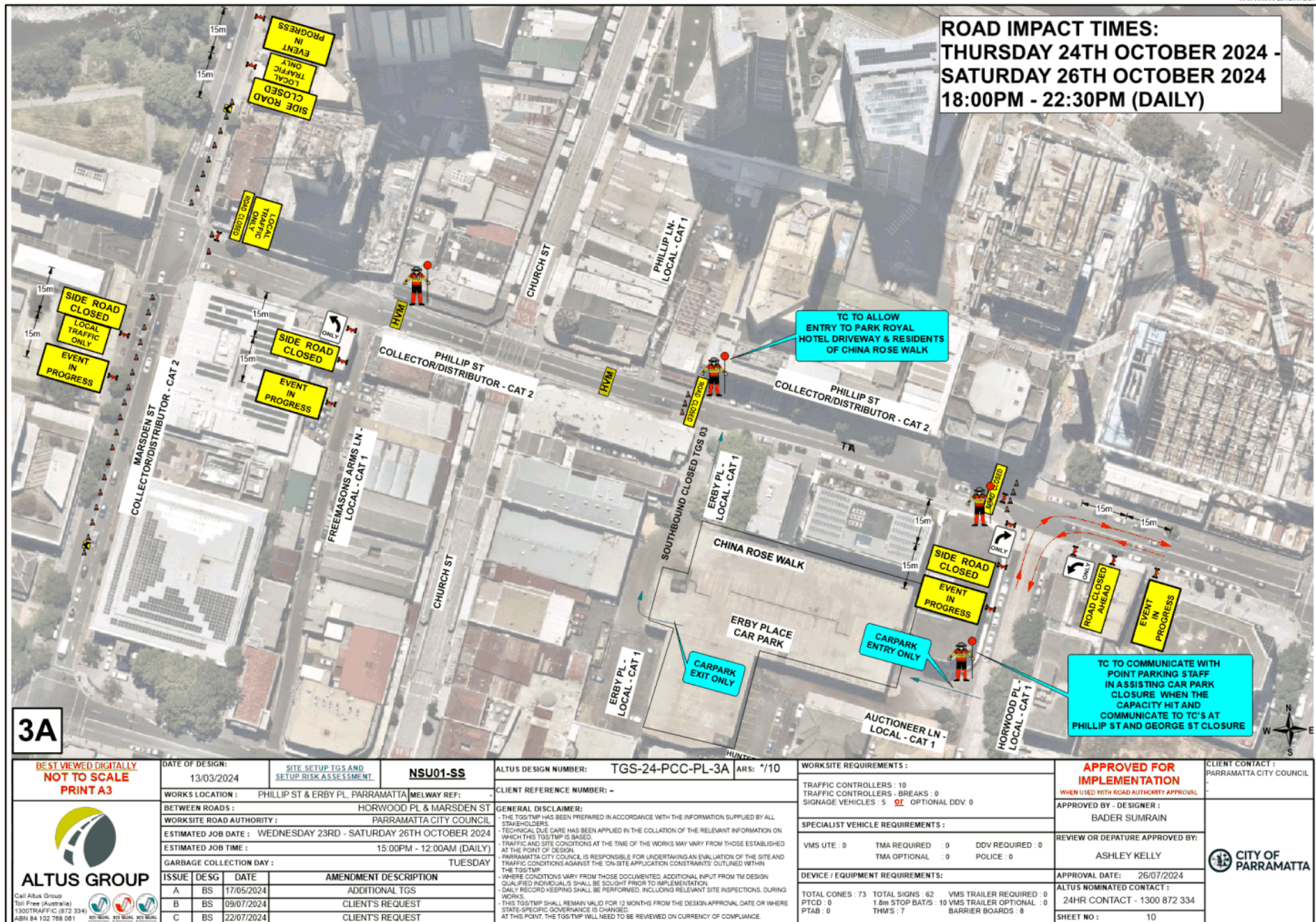
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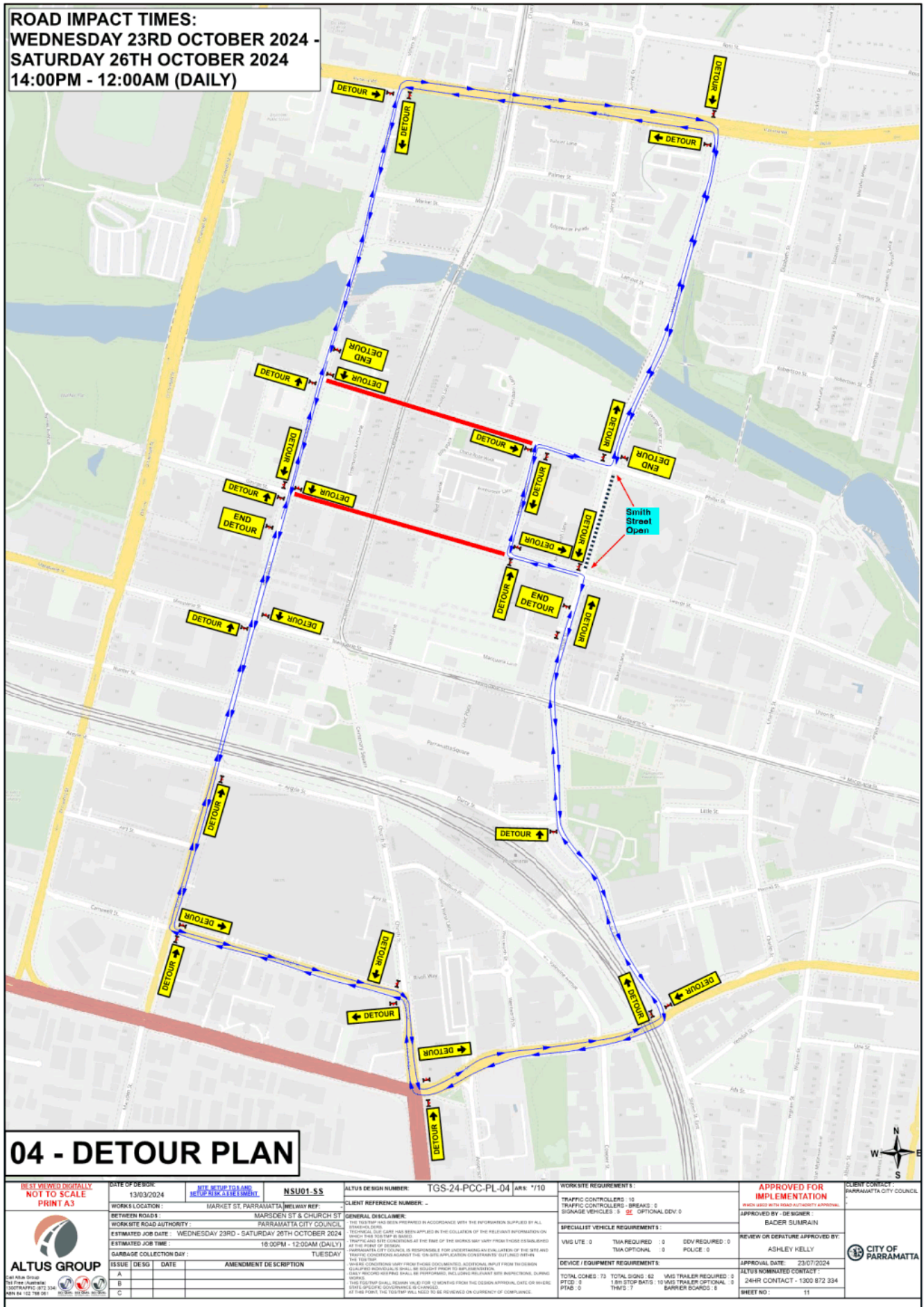


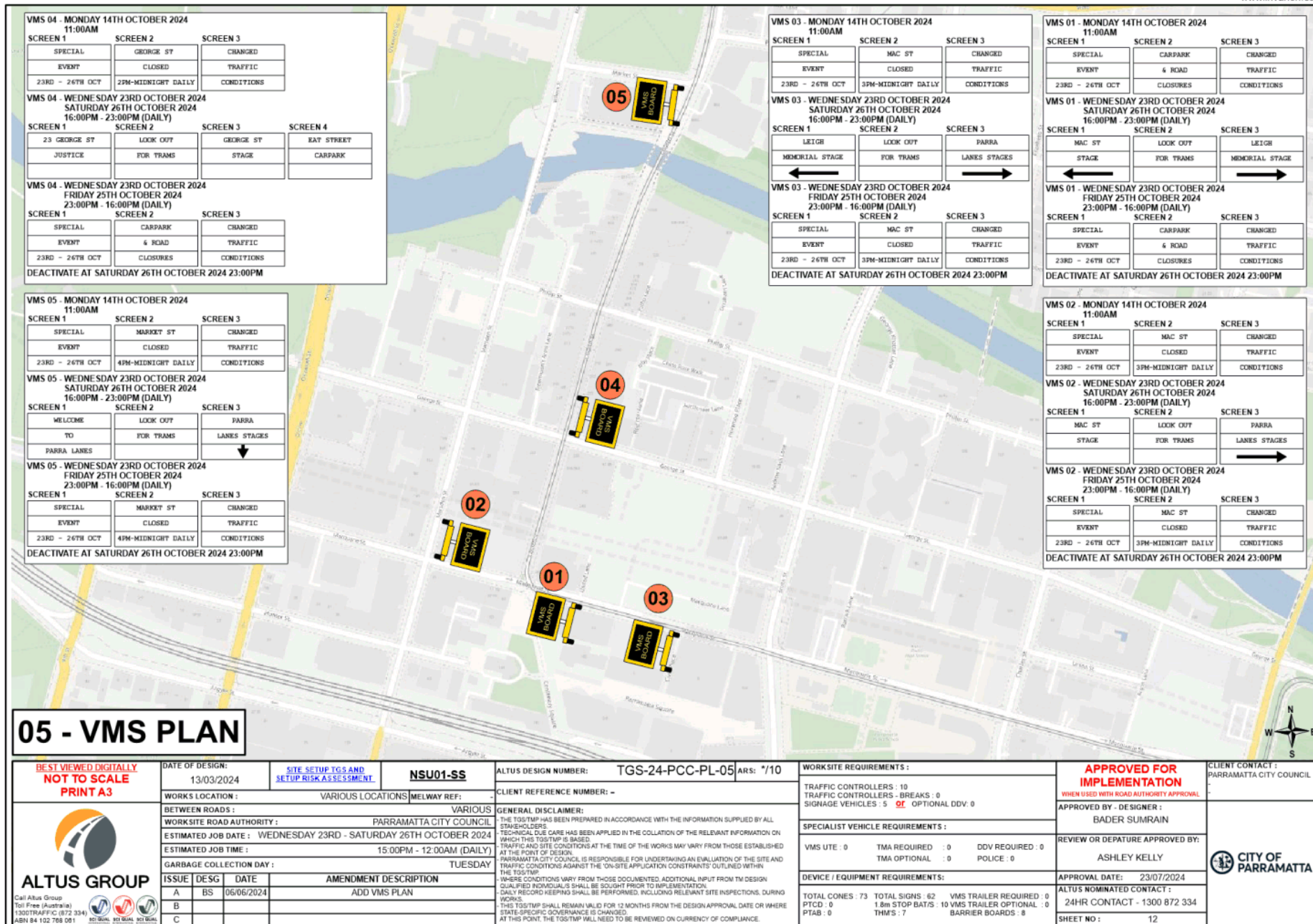


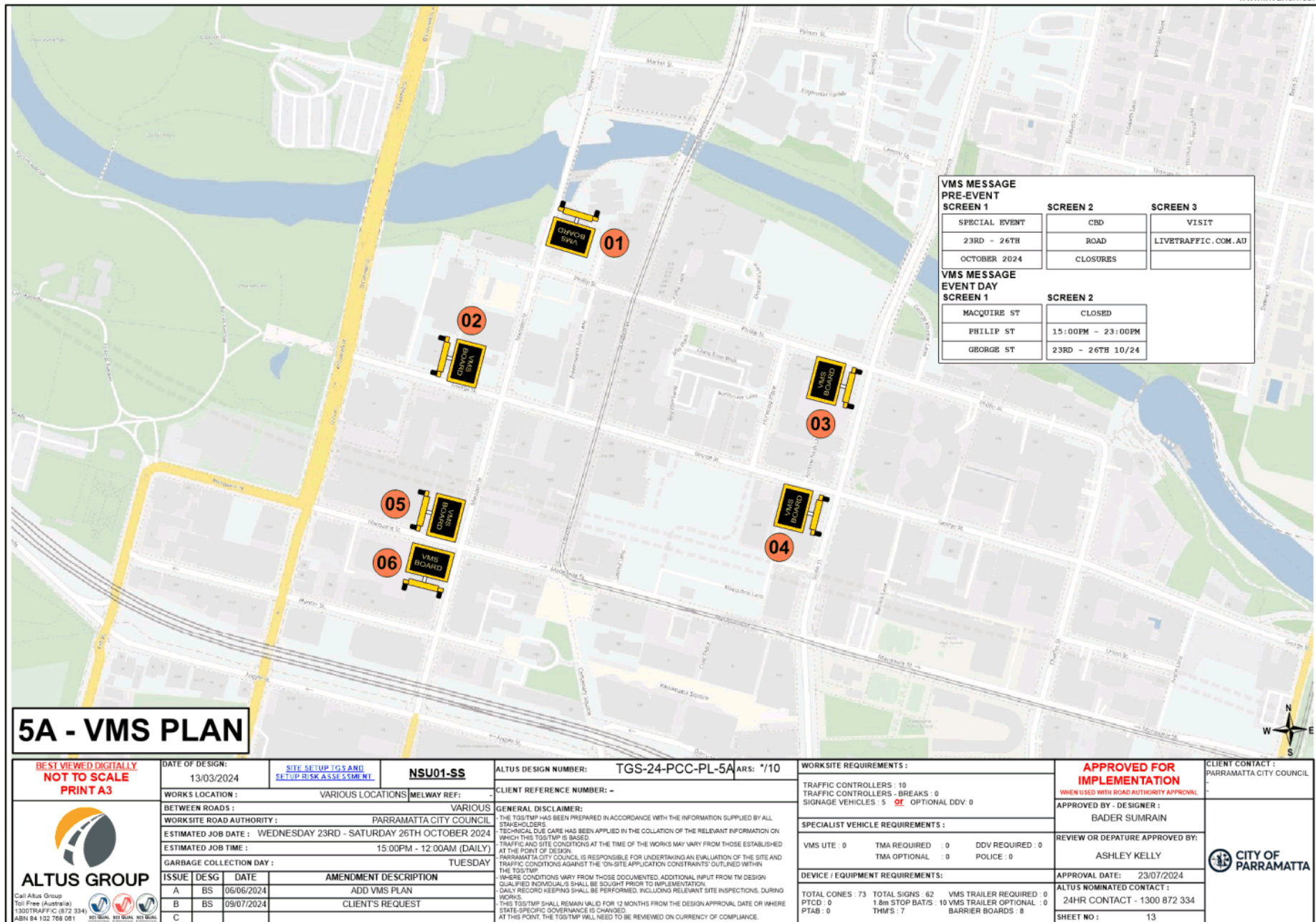












APPENDIX

B

SWMS



SWMS AT A GLANCE – WHAT MUST GO RIGHT

YOUR LIFE SAVING RULES -

"KNOW THE RIGHT THING, DO THE RIGHT THING, CALL OUT THE WRONG THING"

ALTUS GROUP

LIFE SAVING RULES

If you are pressured to break a life-saving rule, or feel there is no other option to get the job done, **STOP** and call your supervisor.

If you choose to break the life-saving rules, you are choosing not to work for Altus Group.

DRUG AND ALCOHOL FREE WORKPLACE
Attend work free of any trace of alcohol or illegal drugs

SAFE DRIVING
Drive to conditions and follow safe driving laws, procedures and rules

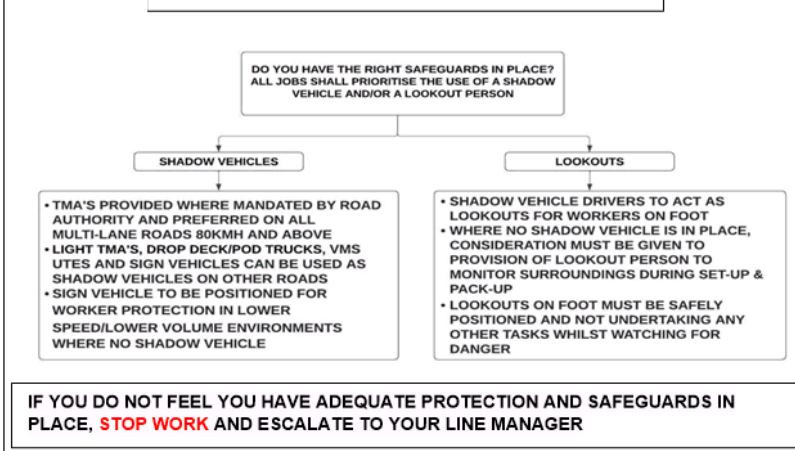
EXCLUSION ZONES
Maintain established exclusion and drop zones around mobile plant and machinery

MOBILE PHONES
No use of phones while performing Stop/Slow duties

WORKING IN AND AROUND LIVE TRAFFIC
Minimise exposure to live traffic

SAFETY CONTROLS
Follow all procedures for safety critical activities

SAFETY DURING SET-UP & PACK-UP-



HAVE YOU GOT THE RIGHT PPE FOR THE JOB?



WHAT MUST GO RIGHT?





OUR BEHAVIOURS

DON'T RUSH	Don't succumb to pressure from the client or your workmates to rush. Rushing leads to shortcuts and mistakes and increases the likelihood that you will be injured.
COMMUNICATE	Ensure everyone knows what they are doing and how to do it safely. Maintain proactive communication with your team-mates and workers throughout the shift
WATCH YOUR MATES	Act as a Lookout person whenever your team-mates are in the line of fire. When doing so, don't be distracted by other tasks. Continually watch for danger and be ready to warn/act
SPEAK-UP	Report safety concerns immediately. All staff are empowered to speak up and stop work if it's not safe. Closing safety gaps can prevent significant incidents
MAKE IT SAFE / KEEP IT SAFE	Set up safely and continually monitor your work area for hazards. Immediately communicate changing conditions or emerging hazards so they can be managed

OUR ACTIONS

BEWARE OF LIVE TRAFFIC	Ensure you always have an escape route, minimise exposure to live traffic and never cross a live lane on multi-lane roads (any speed) or other roads with permanent speeds 80km/h or above
PRE-START	Complete vehicle and equipment pre-starts PRIOR to use! All TC's to participate in the identification of hazards and controls at pre-start. Identify the Team Leader for the escalation of all issues
REVERSING VEHICLES	Prioritise travel in a forward direction at all times -no reversing in live lanes; At other times, if reversing is unavoidable, you MUST have a Lookout person or apply the GOAL principle -Get Out And Look!
EXCLUSION ZONES	Always maintain a safe exclusion zone around mobile plant. Establish agreed exclusion zones with the client at the pre-start and stay well clear!
SAFETY CONTROLS	Observe critical safety controls –use harnesses on drop decks and in TMA's! Establish safe areas to control traffic; Set-up sites as per a supplied TGS–No TGS, No set-up!

ONE LIFE – TWO CHOICES – ZERO INJURIES

 ALTUS GROUP	Altus Group National Generic SWMS 01 Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	   SCI QUAL SCI QUAL SCI QUAL INTERNATIONAL INTERNATIONAL INTERNATIONAL
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Employer/Contractor: Altus Traffic Pty Ltd


ABN: 84 102 768 061


Regions: WA, SA, TAS, VIC, NSW, QLD





ACN: 102 768 061

Head Office: 1.05, 3 Thomas Holt Drive, Macquarie Park, NSW 2113

Contact Number: 1300 TRAFFIC (872 334)





High Risk Activity:	Working on, in or adjacent to a road or other traffic corridor in use by traffic other than pedestrians Working in proximity to powered mobile plant		Comments Directors and Executive/State Managers to ensure sufficient resources and management support are provided to enable controls to be effective. All staff are to be briefed and inducted on SWMS prior to commencing works. SWMS will be reviewed annually or following any significant incident or high potential near miss Employee submissions accepted at any time via the Health and Safety Committee or by contacting hseq@altustraffic.com.au . Altus Group's Life Saving Rules Drug and Alcohol-Free Workplace – Attend work free of any trace of alcohol or illicit drugs Safe Driving – Drive to conditions and follow safe driving laws, procedures and rules Exclusion Zones – Maintain established exclusion and drop zones around mobile plant and machinery Mobile Phones – No use of phones while performing Stop/Slow duties Working in and around Live Traffic – Minimise exposure to live traffic Safety Controls – Follow all procedures for safety critical activities including SWMS, SOP's and Work Instructions If you are pressured to break a life-saving rule or feel there is no other option to get the job done, STOP and call a manager or supervisor. If you choose to break the life-saving rules, you are choosing not to work for Altus Group. <i>Note: Clients who have their own safety-based rules which exceed the Altus Group Life Saving Rules will take precedence. For example, some clients/projects may have rules forbidding the entering of any live lane at any time.</i>
Client:	Refer to Traffic Management Risk Assessment for the client, work location and worker details		
Date:			
Location and limits of the control area:			
ALTUS Team Leader Name and signature			
Client Crew Leader Name and signature			
Document prepared by	National HSEQ Team		
Document consulted and reviewed by	State-based Health and Safety Committees (incl consultation opportunity for wider staff base)		
Document approved by	Chris Thornton 	Executive General Manager - Health, Safety, Environment & Quality	
Version	Version: Nat 7		
Date of Issue	October 2023		
Next review date	End October 2024		
References	This Safe Work Method Statement acknowledges the responsibilities for the safe conduct of work as detailed in relevant WH&S Legislation and Regulations, Codes of Practice, and Road Authority guides and manuals.		

Continuous Improvement Cycle	 Altus Group encourages all staff to engage in the Continuous Improvement Cycle by: Planning all tasks; Carrying out all tasks safely; Checking that your work methods or controls are effective and; Taking action if controls need to be altered
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 ALTUS GROUP	Altus Group National Generic SWMS 01 Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	   SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL
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NOTE – ALL TASKS & ACTIVITIES DETAILED IN THIS SWMS REQUIRE MANDATED ITEMS OF PPE SPECIFIED BELOW TO BE WORN AT ALL TIMES





Plant and Equipment Approved for this Activity (May vary from State to State)	<ul style="list-style-type: none"> • Traffic Control Vehicle (complete with beacons, arrow-board, signage, traffic cones, traffic flags, sign weights etc). • Stop/Slow bats • Hand-held two-way radios • Trucks – including Drop Deck/Cone Deployment vehicles • Trailer mounted Variable Message Signs (VMS), arrow-boards and traffic lights • Truck Mounted Attenuator (TMA) vehicle • Portable Traffic Control Devices – including free-standing traffic lights, boom gate units and speed radar units • Trailers • Pedestrian Control Devices - Pedestrian Tape / “Tiger Tails” • Bollards and bollard bases • Star pickets & Barrier Mesh (only when approved for use) 		
Altus approved and supplied Personal Protective Equipment (PPE) required (mandatory and project specific):	All Shifts <ul style="list-style-type: none"> • Long pants • Long sleeve hi-vis, fluorescent shirts and/or vests • Hard hat (with brim and shade cloth or Gola in daylight hours) • Compliant hard hat alternative (ONLY when approved and supplied by local Branches and subject to documented Risk Assessment) • Safety glasses/Prescription/Over Safety Glasses • Lace up steel cap ankle high boots – to AS/NZS 2210 – correctly fitted. (No jogger-style steel caps) • Cut-5 Resistant Gloves 	Periods of darkness/poor light <ul style="list-style-type: none"> • Night wand • Approved long sleeve hi-vis, fluorescent shirts or TC Vest • Bio-motion compliant reflective hoops on pants and shirts • Clear/Yellow Safety Glasses 	Other – as required <ul style="list-style-type: none"> • Water resistant jacket/pants • Dust mask • Face mask • Hard hat chin straps • LED Head Lamps • Ear plugs
Personnel Qualifications Required for this Activity (Must be available for inspection on site)	<ul style="list-style-type: none"> • Prepare to Work Safely in the Construction Industry (OHS White Card) - CPCCWHS1001 • Control Traffic with a Stop/Slow Bat- RIIWHS205E or equivalent • Implement Traffic Management Plans- RIIWHS302E or equivalent 		
Permits/Licences Required for this Activity	<ul style="list-style-type: none"> • Current copies of Traffic Guidance Scheme (TGS) and Permits kept on site and made available upon request. 		
Specific Training Required for this Activity	<ul style="list-style-type: none"> • All workers must: <ul style="list-style-type: none"> ○ Have completed the Altus Group induction ○ Have completed relevant Altus Group E-Learning modules ○ Be trained, inducted and work in compliance with this SWMS ○ Have completed Verification of Competency (VOC) requirements before using specified equipment • All workers must complete project or client specific inductions as required 		
List Safety Data Sheets (SDS) required for this Activity	<ul style="list-style-type: none"> • Sunscreen provided is non-hazardous according to NOHSC criteria • No SDS's required for this activity 		

 ALTUS GROUP	Altus Group National Generic SWMS 01 Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	  
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
1 a)	Safe vehicle operation	<ul style="list-style-type: none"> Increased likelihood of incident or injury due to undetected vehicle faults 	High (3C)	<ul style="list-style-type: none"> Complete Vehicle Pre-Start Checklist Escalate any faults that you deem may affect the safe operation or roadworthiness of the vehicle immediately to an Altus Management representative DO NOT drive vehicles that you deem are unsafe or unroadworthy – request for them to be tagged out 	Medium (3D)	<ul style="list-style-type: none"> Vehicle Driver All Site Staff
1 b)	Safe vehicle operation	<ul style="list-style-type: none"> Increased likelihood of incident or injury due to unsafe driving 	High (3C)	<ul style="list-style-type: none"> Ensure all drivers hold a current driver's licence specific to the vehicle Seat belts MUST be worn at all times whilst operating vehicles Drive to conditions, check mirrors/blind spots when changing lanes Road rules and speed limits must be obeyed at all times – this includes no U-turns over solid white lines or multiple traffic lanes unless signed or marked otherwise 	Low (3E)	<ul style="list-style-type: none"> Altus Group Management representative Vehicle Driver
1 c)	Safe vehicle operation	<ul style="list-style-type: none"> Unsecured equipment becoming a hazard to other road users Equipment damaged due to improper loading/unrestrained 	High (3C)	<ul style="list-style-type: none"> Ensure that loads are correctly restrained when operating a vehicle (consult Ratchet Strap SOP if required) Where transporting portable traffic control devices ensure that purpose-built storage areas, bags etc are utilised as designed Ensure trailers are correctly and safely secured – DO NOT hitch or unhitch a trailer unless you have completed the relevant VOC 	Low (3E)	<ul style="list-style-type: none"> Vehicle Driver
1 d)	Safe vehicle operation	<ul style="list-style-type: none"> Obscured rear vision due to rear loads – accidents when reversing, changing lanes etc 	High (3C)	<ul style="list-style-type: none"> Comply with Life Saving Rule – drive to conditions/follow road rules To reduce the likelihood of U-Turn vehicle incidents, utilise side streets, driveways or other safe turn-around areas so that vehicles are re-entering traffic with clear visibility of approaching traffic from both directions Always check mirrors for blind spots before changing lanes. Prioritise driving in a forward direction wherever possible. If reversing vehicles, use a Lookout person wherever practicable, if no Lookout person is available, perform a 360 degree walk around to confirm clearance to reverse safely All reversing at walking pace only Vehicles to be fitted with reverse beepers and/or reverse cameras Where practicable, advise other team members on site of your intention to reverse on two-way radio and wait for acknowledgement 	Medium (2C)	<ul style="list-style-type: none"> Vehicle Driver
1 e)	Safe vehicle operation	<ul style="list-style-type: none"> Distracted/fatigued drivers causing traffic accident 	High (3C)	<ul style="list-style-type: none"> Comply with Life Saving Rules - Mobile Phones NO mobile phone use whilst driving unless using an approved hands-free device DO NOT continue driving if fatigued. Rotate driving or pull off road to revive before continuing journey If unfit to drive, escalate to a line manager to confirm your location and to make alternate travel or accommodation arrangements 	Medium (3D)	<ul style="list-style-type: none"> Vehicle Driver

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3

 ALTUS GROUP	Altus Group National Generic SWMS 01 Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	  
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
1 f)	Safe vehicle operation	<ul style="list-style-type: none"> Unsecured vehicle being stolen or becoming a runaway – injury to people or damage to property/equipment 	Medium (3D)	<ul style="list-style-type: none"> When exiting vehicle, place vehicle in 1st gear (Manual) or Park (Automatic), turn off motor and apply handbrake. Lock vehicle and maintain possession of keys. Turn wheels to kerbside to “control the roll” Where vehicles are left idling to maintain arrow board charge, the driver must remain in close proximity to the vehicle at these times 	Low (3E)	<ul style="list-style-type: none"> Vehicle Driver
1 g)	Safe vehicle operation	<ul style="list-style-type: none"> Vehicles or trailers on slopes rolling and hitting or crushing people or other vehicles 	High (3C)	<ul style="list-style-type: none"> Avoid parking on steep slopes wherever possible. If unavoidable: <ul style="list-style-type: none"> Ensure handbrakes are engaged If available, place chocks on trailed equipment to prevent unplanned rolling or movement; otherwise utilise trailer stabiliser legs allowing tyres to be elevated 	Low (3E)	
2	Arrive at site and prepare for work	<ul style="list-style-type: none"> Increased likelihood of incident or injury due to: <ul style="list-style-type: none"> No assessment of site-specific risks and hazards No understanding of scope of works 	High (3C)	<ul style="list-style-type: none"> Complete Site Traffic Management Risk Assessment clearly identifying site specific hazards not referenced in this SWMS and how the risks have been controlled. ie: wet weather, night works, pedestrian management, proximity to intersections, school zones, blind corners, excavations/fall hazards etc All Traffic Controllers must participate in and sign on to the Traffic Management Risk Assessment to confirm an understanding of site specific hazards and controls Complete Pre-Start Meeting/Toolbox with Client and Contractors and sign-on to Pre-Start documentation Discuss process for set-up and pack-up sequence in addition to toilet, rest and meal breaks and emergency assembly point with client at pre-start/toolbox Verify Plans & Approvals are appropriate, and all staff are aware of convoy arrangements (mobile works) and set-up sequence (static sites) Conduct a drive-through of the approaches to the work area to identify safe and compliant locations for the placement of signage and devices 	Medium (3D)	<ul style="list-style-type: none"> Team Leader All Site Staff
3 a)	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Vehicle placement Exiting/entering vehicle 	<ul style="list-style-type: none"> Approaching traffic unaware of workers on foot ahead – <ul style="list-style-type: none"> Worker struck by traffic Vehicle damaged by passing traffic 	High (3C)	<ul style="list-style-type: none"> Exit vehicle from non-traffic side if possible or where there is a suitable break in traffic. Do not open vehicle door until all approaching traffic has passed and a suitable gap in traffic exists Use a shadow vehicle when provided for the physical protection of workers on foot. Shadow vehicle driver to act as a Lookout person Where a Lookout person is monitoring approaching traffic, they must be located off the travelled path with an unobstructed escape route where they can clearly monitor approaching traffic and provide early warning of errant vehicles. Lookout person not to be undertaking any other tasks while undertaking lookout duties. 	Medium (3D)	<ul style="list-style-type: none"> Team Leader All Site Staff

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4

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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
3a) (cont)	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Vehicle placement Exiting/entering vehicle 	<ul style="list-style-type: none"> Exposure to vehicle being struck by passing traffic during set-up/pack-up process 	High (3C)	<ul style="list-style-type: none"> On lower risk roads where no shadow vehicle is present, park off the travelled path where possible, being mindful of creating a hazard to pedestrians and/or cyclists. Activate flashing beacons/strobes & utilise roof-mounted arrow-board (if fitted) – check for overhead obstructions such as tree branches before raising arrow boards Use arrow to advise of requirement to merge on multi-lane roads; on single lane roads, activate hazard configuration to provide warning of obstruction 	Medium (3D)	<ul style="list-style-type: none"> Team Leader All Site Staff
3 b)	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Exiting/entering vehicle 	<ul style="list-style-type: none"> Uneven surfaces – slips, trips, falls, stumbling into live traffic 	High (3C)	<ul style="list-style-type: none"> If parked on shoulder or off-road, look for sloping, uneven, unsteady or rough surfaces, grass-covered holes and concealed objects when entering/exiting vehicle Do not rush – investigate surroundings before exiting vehicle Ensure appropriate footwear – correctly fitted ankle-high lace/zip boots Do not use off-road areas as personal amenities areas 	Medium (3D)	<ul style="list-style-type: none"> Team Leader All Site Staff
3 c)	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Reversing vehicles 	<ul style="list-style-type: none"> Injuries and damage to equipment caused by reversing with undue care and attention 	High (3C)	<ul style="list-style-type: none"> Comply with Life Saving Rule – do not drive in a way which could be regarded as dangerous, negligent or careless Prioritise travel in a forward direction on any road No reversing in live lanes Use a Lookout person If no Lookout person, apply GOAL principle – Get Out And Look All reversing strictly at walking pace only All vehicles to be fitted with reverse awareness technology (cameras, beepers and/or alarms but do not rely solely on this control) 	Medium (3D)	<ul style="list-style-type: none"> Team Leader All Site Staff
4 a)	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Unloading and loading vehicles 	<ul style="list-style-type: none"> Approaching traffic unaware of workers on foot ahead Exposure to/being struck by passing traffic Shadow or traffic control vehicle being shunted by third-party vehicle, striking workers on foot 	High (4C)	<ul style="list-style-type: none"> Comply with Life Saving Rule – minimise exposure to live traffic Shadow vehicle shall be considered for worker protection based upon an assessment of road type, traffic volumes etc On lower risk roads, where no shadow vehicle is present, the signage vehicle shall be utilised as protective cover Maintain a safe and suitable distance from the front of the vehicle as an exclusion zone in the event of a third-party rear vehicle strike The provision of a Lookout person is strongly encouraged for all jobs whilst installing or removing signs and devices In situations where shadow vehicles and/or Lookout personnel are required but not available for the task, STOP work and escalate to your Manager Prioritise suitable gaps in traffic before accessing equipment Arrange signage prior to commencement of set-up to minimise exposure to trafficked side of road whilst accessing equipment 	High (4D)	<ul style="list-style-type: none"> Team Leader All Site Staff

 ALTUS GROUP	Altus Group National Generic SWMS 01 Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	  
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
4a) (cont)				<ul style="list-style-type: none"> Access signage from off-side of road wherever possible – minimise exposure to live traffic at the rear of the vehicle; where this is unavoidable, a Lookout person and suitable gaps in traffic are a mandatory requirement Maintain unobstructed escape route Pack-up site in reverse order to set-up ensuring advance warning signage remains in place whilst delineation is dismantled All staff to assist with pack-up (ie: act as a Lookout Person, share manual handling) – no-one to leave site until all signage and devices have been collected. Do not turn your back to traffic Wear required PPE—most notably hi-vis garments, gloves & hard hat 		
4 b)	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Unloading and loading vehicles 	<ul style="list-style-type: none"> Manual Handling injuries as a result of handling portable traffic devices, signs, bollards cones and other equipment 	High (3C)	<ul style="list-style-type: none"> Adopt correct manual handling techniques – do not over-exert. Never attempt to lift weights beyond comfort levels, seek assistance for heavy lifts if required. Take additional precaution when handling signs in windy conditions Job not to be rushed, plan lift and be aware of surroundings (Obstructions, uneven ground, clearance from traffic etc) Perform all movements in a controlled, balanced and comfortable position Minimise repetitive bending, twisting and over-reaching movements Complete VOC training on all portable traffic control devices 	Medium (3D)	<ul style="list-style-type: none"> Team Leader All Site Staff
4 c)	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Unloading and loading vehicles 	<ul style="list-style-type: none"> Sign covers and permanent signage maintenance – fall from heights 	High (3C)	<ul style="list-style-type: none"> No ladders to be used at all to access signs for covering/uncovering or changing. Escalate if signs cannot be safely accessed from ground level Utilise supplied clips, hooks or brackets to safely secure sign covers 	Low (3E)	<ul style="list-style-type: none"> Team Leader All Site Staff
4 d)	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Unloading and loading vehicles 	<ul style="list-style-type: none"> Signage becoming a hazard to road users 	High (3C)	<ul style="list-style-type: none"> Signage to be weighted down (ie: with sandbags, weight-bases or "weight-mates") and regularly checked for effectiveness against wind gusts and/or passing heavy vehicles Signage not to obstruct bike-lanes or create a hazard for pedestrians or approaching traffic. Place traffic cones adjacent to signs to provide additional visibility 	Low (3E)	<ul style="list-style-type: none"> Team Leader All Site Staff
5	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> All multi-lane road environments Two-way roads (Permanent posted 	<ul style="list-style-type: none"> Risk of injury/death by crossing live lanes of traffic or by positioning vehicle unprotected in a live lane 	Extreme (5C)	<ul style="list-style-type: none"> Comply with Life Saving Rules - on all multilane roads (any speed) and all other roads with a permanent posted speed of 80km/h and above, live lanes are not to be crossed under any circumstances. Shadow vehicles shall be considered for worker protection on these roads 	Medium (4E)	<ul style="list-style-type: none"> Team Leader All Site Staff

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6

 ALTUS GROUP	Altus Group National Generic SWMS 01 Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	  
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
5 (cont)	speed of 80 km/h and above)			<ul style="list-style-type: none"> TMA's are strongly recommended on all multi-lane roads with a permanent posted speed of 80> kmph (may be mandatory in some jurisdictions) Light TMA's may be considered for use on multilane road environments of 70km/h or less subject to availability and an assessment of risk. Advance warning vehicle types shall be considered in accordance with safety and road authority requirements A Lookout person is mandatory for all jobs on these roads (this can be the driver of a shadow vehicle) unless a risk assessment deems otherwise. Avoid exiting vehicles on the traffic side wherever possible – where this is unavoidable, prioritise gaps in traffic and use of a Lookout person Ensure buffer/shadow vehicle remains a suitable distance from workers on foot, a minimum distance of 40 metres Crews shall do a circuit (loop) to place signs on the opposite side of a multi-lane road. Do not reverse up a lane or shoulder in order to cross multiple lanes to access the other side of a multi-lane road 		
6	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Two-way roads (Permanent posted speed less than 80 km/h) 	<ul style="list-style-type: none"> Risk of injury/death by crossing live lanes of traffic or by positioning vehicle unprotected in a live lane 	High (4C)	<ul style="list-style-type: none"> Comply with Life Saving Rule – minimise exposure to live traffic Crossing live lanes of traffic on two-way roads with a permanent posted speed of less than 80kmh shall be avoided wherever possible. However, where workers assess that this is the safest option due to local geographic/road conditions, suburban low speed/low volume roads etc, at least two of the following controls must be met: <ul style="list-style-type: none"> Lookout person to warn of approaching motorists Identify suitable gaps in traffic to install signs safely Shadow vehicle suitable to the permanent posted speed and volume of traffic provided for physical protection Where no shadow vehicle is on site, position the work vehicle to provide a buffer to passing vehicles with flashing beacons and/or arrow-board activated Ensure ample visibility for approaching traffic in either direction (min 200 metres in either direction recommended on roads with speeds above 50km/h) In situations considered to be unsafe without at least two of the above controls able to be safely implemented, STOP work and contact the Principal Contractor representative and/or your line manager and await further instruction. 	Medium (4E)	<ul style="list-style-type: none"> Team Leader All Site Staff

 ALTUS GROUP	Altus Group National Generic SWMS 01 Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	  
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
7 a)	Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)	<ul style="list-style-type: none"> Entering live lane and being struck by vehicle Poor selection of control point increasing likelihood of injury 	High (4C)	<ul style="list-style-type: none"> Comply with Life Saving Rule – no mobile phone use whilst directing traffic Maintain escape route at all times Do not leave your control point to converse with drivers – this may increase your exposure to live traffic and may reduce your visibility to other road users When using a Stop/Slow bat, remain outside of live lanes until multiple vehicles are safely stopped a minimum of 6 metres from your control point and you have established eye contact with the lead driver When operating PTCD's, a control point should be established a safe distance from the device (10 metre minimum where possible) taking into account the risk of devices becoming projectiles if struck Private vehicles are not to be parked in close proximity to control points where they may impede visibility and/or confuse approaching traffic. All efforts must be made to keep private vehicles clear of control points. PTCD's are not to be operated from inside a private vehicle - this limits the workers ability to monitor traffic movements and increases the likelihood of being distracted. Stop/Slow operations (either with a bat or operating a PTCD) must not be performed whilst leaning against a vehicle. This compromises the escape route. "Stop Here When Directed" sign to be placed minimum of 6 meters from the PTCD. 	Medium (4E)	<ul style="list-style-type: none"> Team Leader All Site Staff
7 b)	Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)	<ul style="list-style-type: none"> Motorists confused by changed conditions – breach of work zone or traffic accident on site Potential breach of procedure leading to double send of traffic 	High (4C)	<ul style="list-style-type: none"> Do not turn your back to traffic Ensure control point is clearly visible to approaching drivers. During night works ensure control points are appropriately illuminated. Always maintain escape routes. Remain vigilant for speeding, distracted or reckless drivers. Utilise two-way radios to maintain clear communication with team members to be able to control traffic safely and respond to emergency situations In the instance of a breach, alert all personnel over the radio (Examples include: "Breach, Breach, Breach" or "Abort, Abort, Abort" (Confirm how site breaches will be communicated at your pre-start) Avoid stopping heavy vehicles at the front of a traffic queue and ensure approaching vehicles have ample time to stop safely at the control point 	Medium (4E)	<ul style="list-style-type: none"> Team Leader All Site Staff

 ALTUS GROUP	Altus Group National Generic SWMS 01 Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	  
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
7 c)	Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)	<ul style="list-style-type: none"> Uneven ground and trip hazards causing injuries as a result of slips, trips and falls 	High (2B)	<ul style="list-style-type: none"> Ensure control points are established on even ground, free of obstructions and hazards 	Low (2D)	<ul style="list-style-type: none"> Team Leader All Site Staff
7 d)	Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)	<ul style="list-style-type: none"> Fitness for work – risk of being struck by traffic or causing vehicle incident 	High (4C)	<ul style="list-style-type: none"> Comply with Life Saving Rules – drug and alcohol-free workplace Arrive for shift well rested and with plenty of food and water Ensure rest, fatigue and rotation of duties breaks are observed as required. If you are feeling fatigued, escalate immediately to a team member or manager. Escalate immediately to a line manager (as per 7f) if access to breaks is an issue. 	Medium (4E)	<ul style="list-style-type: none"> Team Leader All Site Staff
7 e)	Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)	<ul style="list-style-type: none"> Workers at risk of being struck by passing traffic Potential for vehicle accidents/vehicle breaches into work site. 	High (4C)	<ul style="list-style-type: none"> Monitor work site for changes to conditions, queue lengths and traffic flow – conduct periodic sign checks (preferably every 2 hours) When workers are within 1.2 metres of live traffic, reduce speed to a maximum of 40km/h (may be less in some States (such as SA) or as a result of a risk assessment) Monitor workers activities and maintain delineation devices to ensure workers remain separated from live traffic If 1.2m cannot be achieved, speed must be reduced to 40km for a maximum of 500m. Do not allow work vehicles to drive through a STOP bat or red PTCD signal to access a work site. This encourages trailing vehicles to ignore STOP signals and potentially breach work areas or to drive towards oncoming traffic On long sites with a heightened risk of driver non-compliance, consider use of an escort vehicle to regulate traffic flow at correct speed 	Medium (4E)	<ul style="list-style-type: none"> Team Leader All Site Staff
7 f)	Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)	<ul style="list-style-type: none"> Distracted by mobile phone usage – being struck by vehicle or plant or causing vehicle incident 	High (4C)	<ul style="list-style-type: none"> Comply with Life Saving Rule – Digital device/mobile phone use is prohibited whilst performing Stop/Slow – including operating PTCD's (eStops, Trilights, Portabooms, etc) or operating a Stop/Slow bat. At other times devices may only be used in accordance with OPS 510 – Acceptable Use of Mobile Phones & Portable Electronic Devices. Confine use to break times unless use is work-related If taking or making a call, advise team members and locate yourself a safe area away from site where there is no risk of being struck by vehicles or plant Do not wear noise-emitting headphones (for music or phone conversations whilst on site) 	Medium (4E)	<ul style="list-style-type: none"> Team Leader All Site Staff

 ALTUS GROUP	Altus Group National Generic SWMS 01 Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	  
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
7 g)	Controlling traffic around vulnerable road users	<ul style="list-style-type: none"> Pedestrians, cyclists, mobility scooters at risk of unauthorised entry to site or being struck by passing traffic 	High (4C)	<ul style="list-style-type: none"> Discuss proximity of vulnerable road users to work area Ensure signage is not placed on designated bike lanes Ensure adequate signage, barricading and traffic control is in place to manage vulnerable road users Escort vulnerable road users through the site where required Ensure plant movements and work activities cease where vulnerable road users are in close proximity 	Medium (4E)	<ul style="list-style-type: none"> Team Leader All Site Staff
8 a)	Working around mobile plant and machinery (ie: bobcats, rollers, forklifts, trucks, pavers, utes etc)	<ul style="list-style-type: none"> Being struck by moving plant 	High (4C)	<ul style="list-style-type: none"> Comply with the Life Saving Rule – maintain exclusion zones Discuss risks associated with Plant Movements at pre-start Observe 10-metre minimum No-Go Zone (or higher if mandated by client or as a result of completing a risk assessment) Personnel movements within this zone only after direct comms with plant operator where plant movements are on hold Do not stand in blind spots or within No-Go Zones. Maintain eye contact with plant and machinery operators 	Medium (4E)	<ul style="list-style-type: none"> Team Leader All Site Staff
8 b)	Working around mobile plant and machinery (ie: bobcats, rollers, forklifts, trucks, pavers, utes etc)	<ul style="list-style-type: none"> Noise affecting radio comms Noise affecting hearing 	High (3C)	<ul style="list-style-type: none"> Ensure communication is maintained either via eye contact, hand signals or radio comms (or combination of these) Assess control point – remove from noise source if possible Consider ear plugs where relocation from noise source is not possible 	Low (3E)	<ul style="list-style-type: none"> Team Leader All Site Staff
8 c)	Working around mobile plant and machinery (ie: bobcats, rollers, forklifts, trucks, pavers, utes etc)	<ul style="list-style-type: none"> Exposure to fumes 	Medium (3D)	<ul style="list-style-type: none"> Assess control point – remove from fume source if possible Rotate or relocate staff where possible to minimise ongoing exposure to noise/fumes Escalate to a line manager if unable to comply 	Low (3E)	<ul style="list-style-type: none"> Team Leader All Site Staff
9 a)	Controlling Traffic – Hazardous Environmental Conditions: <ul style="list-style-type: none"> Exposed/Extreme Environments 	<ul style="list-style-type: none"> Exposure to weather extremes whilst conducting traffic management duties causing injury/illness: <ul style="list-style-type: none"> Heat-related illness Hypothermia 	High (3C)	<ul style="list-style-type: none"> Refer Pg2 – PPE. Apply and re-apply sunscreen as per manufacturer's instructions Access to breaks commensurate with conditions and industry requirements, constant hydration and nourishment during shift Liaise with client re: shift lengths, start times, resources etc Escalate immediately to a direct Line Manager if feeling fatigued 	Medium (3D)	<ul style="list-style-type: none"> Team Leader All Site Staff
9 b)	Controlling Traffic – Hazardous Environmental Conditions: <ul style="list-style-type: none"> Isolation/remote works 	<ul style="list-style-type: none"> Dehydration/heat stress/fatigue increasing likelihood of incident or injury Long grass on verges - potential for snakes & fire risk from hot exhaust 	High (3C)	<ul style="list-style-type: none"> Ensure regular breaks and hydration – take ample supply of water Consider shade stations if exposed to elements consistently and where no shade is available (i.e.: ongoing remote project works) Avoid parking in long grass Ensure First Aid Kit is fully stocked including pressure bandages Check vehicle has fire extinguisher, within test and tag date and correctly pressurised. 	Medium (3D)	<ul style="list-style-type: none"> Team Leader All Site Staff

 ALTUS GROUP	Altus Group National Generic SWMS 01 Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	   SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL SCI QUAL INTERNATIONAL
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Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences Eg: sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
9 c)	Controlling Traffic – Hazardous Environmental Conditions: <ul style="list-style-type: none"> Isolation/remote works 	<ul style="list-style-type: none"> Break in communications with workers, unable to verify whereabouts and well-being of workers Driving or workplace incident resulting in injury to workers in remote location 	High (4C)	<ul style="list-style-type: none"> Create a Journey Management Plan for journeys in excess of 200kms or 2 hours in remote regions to establish a communications program and ensure regular breaks from driving Send teams in convoy, rotate drivers every 2 hours wherever possible when driving long distances Consider Satellite Phone (or other communication devices) for enhanced comms in remote regions No single-person crews to work in remote locations 	Medium (4E)	<ul style="list-style-type: none"> Team Leader All Site Staff
9 d)	Controlling Traffic – Hazardous Environmental Conditions: <ul style="list-style-type: none"> Emergency situations 	<ul style="list-style-type: none"> Incident or injury arising from accident, fire, explosion, flood etc 	High (4C)	<ul style="list-style-type: none"> Discuss emergency procedures and assembly area prior to shift commencement Ensure the Field Emergency Response Plan is available and followed in the event of an emergency event Contact and assist Emergency Services (000) on site where required Maintain escape routes in case emergency evacuation is required Fire extinguishers & first aid kits accessible, all items in date Work area clear of debris & fire hazards controlled Vehicles kept clear of long grass or flood prone areas Remain vigilant at all times and communicate any sudden changes in weather conditions – monitor weather notifications when safe to do so Never attempt to cross flooded roads – "If it's flooded, forget it." If working in proximity to downed overhead wires as a result of storm or work activities, always treat wires as live. Create an exclusion zone around the area and escalate the hazard to the site foreman or a line manager. 	Medium (4E)	<ul style="list-style-type: none"> Team Leader All Site Staff
10	Interactions with Hostile Members of Public	<ul style="list-style-type: none"> Verbal and/or physical abuse/assault from hostile members of public causing physical and/or psychological injury 	High (3C)	<ul style="list-style-type: none"> TC's shall strive to remain polite, calm, and professional – do not raise voice or engage in retaliatory, posturing behaviour TC's to engage two-way radio 'talk button' to alert others on site of confrontation and seek assistance TC's shall strive to remove themselves from volatile situations if they feel they are in physical danger TC's to risk assess control points – ensure line of sight to other work crew members where possible, particularly in high risk environments such as CBD night works etc. Avoid working in isolation wherever possible. TC's to escalate all hostile interactions either directly to a line manager or raise an incident report via Alloc8. If TC is threatened or assaulted, police to be contacted immediately on 000 	Medium (3D)	<ul style="list-style-type: none"> Team Leader All Site Staff





 ALTUS GROUP	Altus Group National Generic SWMS 01 Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	  
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1. RISK RATING TABLE (USE FOR INITIAL AND RESIDUAL RISK ASSESSMENTS).

LIKELIHOOD	CONSEQUENCE					
		1. Insignificant	2. Minor	3. Major	4. Severe	5. Catastrophic
	A. Almost Certain	Medium (1A)	High (2A)	Extreme (3A)	Extreme (4A)	Extreme (5A)
	B. Likely	Medium (1B)	High (2B)	High (3B)	Extreme (4B)	Extreme (5B)
	C. Possible	Low (1C)	Medium (2C)	High (3C)	High (4C)	Extreme (5C)
	D. Unlikely	Low (1D)	Low (2D)	Medium (3D)	High (4D)	High (5D)
	E. Rare	Low (1E)	Low (2E)	Low (3E)	Medium (4E)	High (5E)

2. CONSEQUENCE DESCRIPTOR TABLE (USED TO ASSESS HOW SEVERE AN EVENT COULD BE IF IT OCCURRED).


	HEALTH, SAFETY & ENVIRONMENT
5. CATASTROPHIC	Fatality or multiple fatalities. Catastrophic Environmental harm with long term serious impact or is not rectifiable.
4. SEVERE	Permanent Injury – damage which permanently alters a person's future. Significant Environmental harm with medium to long term impact before rectification
3. MAJOR	Lost Time Injury (LTI) – damage which temporarily alters a person future Major Environmental harm that can be rectified in the medium term (1-3 months)
2. MINOR	Medical Treatment Injury (MTI) – damage which temporarily inconveniences a person. Localised reversible environmental harm that can be rectified <1 month
1. INSIGNIFICANT	First Aid Injury (FAI) – an actual injury which requires either no treatment or simple first aid. Minimal environmental harm that can be quickly rectified

 ALTUS GROUP	Altus Group National Generic SWMS 01 Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	  
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3. LIKELIHOOD DESCRIPTOR TABLE (USED TO ASSESS HOW LIKELY AN EVENT IS TO HAPPEN).

Likelihood	Description	Frequency	Probability
A. Almost Certain	The threat is a common or frequent occurrence.	One or more events per month	>95% probability
B. Likely	The threat is known to occur, or "It has happened from time to time".	One event every 6 months	80-95% probability
C. Possible	The threat could occur sometime, or "I've heard of it happening".	One event every 6-12 months	20-80% probability
D. Unlikely	The threat is improbable	One event every 1-5 years	5-20% probability
E. Rare	The threat is conceivable but only in exceptional circumstances.	Less than 1 event every 5-10 years	<5% probability

4. HIERARCHY OF CONTROLS

Hierarchy of Controls		
OHS Hazards	Most preferred  Least Preferred	Environmental Hazards
Elimination (ELIM) - controlling the hazard at source ie: closing a road		Pollution prevention/ avoidance
Substitution (SUBS) - replace a substance or activity with a less hazardous one		Re-use and Recycling
Engineering (ENG) - eg: Isolation, use of crash barriers to separate workers from traffic		Energy recovery
Administration (ADMIN) - policies and procedures for safe work practices		Treatment and containment
Personal Protective Equipment (PPE) eg: hi-vis garments, hard hats		Procedures and disposal

Note: Look to utilise combination of more than one control method.

 ALTUS GROUP	Altus Group National Generic SWMS 01 Working On or Adjacent to Roads and in Proximity to Powered Mobile Plant	   SCI QUAL SCI QUAL SCI QUAL INTERNATIONAL INTERNATIONAL INTERNATIONAL
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SWMS ACKNOWLEDGEMENT -

I have been trained and consulted in the specific safety requirements described in this SWMS. I will work in accordance with the SWMS as an integral part of fulfilling my Workplace Health & Safety responsibilities. If changes to this SWMS are required, I will consult with my supervisor or team leader.

Note: This Acknowledgement Sheet is only required to be completed if a hard copy is presented for sign-off by the client at pre-start.

DATE	NAME	SIGN

DATE	NAME	SIGN

APPENDIX

C

EVENT NOTIFICATION



1 August 2024

Dear Business Owner or Resident,

Re: Parramatta Lanes 2024

On behalf of the City of Parramatta I wish to inform you of the upcoming Parramatta Lanes event which will take place across various locations within the Parramatta CBD from Wednesday 23rd October and Thursday 24th October, 5:00pm – 10:00pm, and Friday 25th October and Saturday 26th October 2024, 5:00pm – 10:30pm.

This is an event aimed at families, residents, city-workers, and visitors to the city with a view to reinvigorating the way small quiet spaces in the CBD are utilised, with a sophisticated offering of gourmet food, art and music. There are 16 sites in the Parramatta CBD which will be activated:

1. Prince Alfred Square
2. Riverside Theatre & Courtyard
3. Phillip Lane
4. Baba Ghanouj
5. Eat St Carpark
6. Red Cow Lane
7. George St
8. Justice Precinct
9. Brislington Medical and Nursing Museum
10. 23 George St
11. Macquarie St
12. Centenary Square
13. Leigh Memorial Church Carpark
14. St John's Cathedral Lawn
15. Town Hall
16. Parramatta Square

Each laneway will host artworks or a number of food stallholders, and will be decorated with beautiful lighting and scenic design treatments. There will be temporary bars operating at Centenary Square, 23 George Street, Eat Street Carpark, Leigh Memorial Church Carpark and Justice Precinct.

There will be numerous art installations along the event walking route, and each laneway will host a range of musical performances and/or activities throughout the festival.

Contact us:

council@cityofparramatta.nsw.gov.au | 02 9806 5050
@cityofparramatta | PO Box 32, Parramatta, NSW 2124
ABN 49 907 174 773 | cityofparramatta.nsw.gov.au



Traffic management strategies will be in place throughout the CBD to manage vehicular movement and pedestrian thoroughfare. Please see the following overview and maps of the relevant road closures and car park changes below:

Road closures, access and car park changes:

- **Macquarie Street** - (between Marsden and Church Streets) closed from 3:00pm – 12:00am daily on event days - Wednesday 23rd October through Saturday 26th October.
- **George Street** - (between Freemasons Lane and Horwood Place) closed from 2:00pm – 12:00am daily on event days - Wednesday 23rd October through Saturday 26th October.
- **Eat Street Car Park** - ground level restricted access and rooftop level closed from 8:00am Monday 21st October through 5:00pm Monday 28th October. Access into the Eat Street Carpark will be via Horwood Place ONLY with one way exit ONLY onto Erby Place 3:00pm – 12:00am daily on event days - Wednesday 23rd October through Saturday 26th October.
- **Phillip Street** - closed from 6:00pm – 10:30pm daily on event days - Thursday 24th October through Saturday 26th October.
-

Parking Impacts:

There will be parking restrictions throughout the Parramatta CBD over event days – please read all signage carefully and travel with care when driving through the City on event days.

Light Rail:

Light Rail may be operational during event hours. Please be aware when travelling close to or across light rail tracks and always use the pedestrian crossings.

Additional traffic management measures will include marshalled pedestrian crossing points. Please be aware there may be traffic delays in the CBD on event evenings and take care when travelling through the city.

If you are a business in the hospitality industry, we strongly encourage you to stay open and trade during the event hours and take advantage of the high volume of patrons in the City.



For further information, please see www.parramattalanes.com/lanes

Yours sincerely,



CITY OF PARRAMATTA

- 1 Prince Alfred Square
- 2 Riverside Theatre & Courtyard
- 3 Phillip Street Closure (Thursday – Saturday)
- 4 Baba Ghanouj
- 5 Eat St Carpark
- 6 Red Cow Lane
- 7 George St
- 8 Justice Precinct
- 9 Brislington Medical and Nursing Museum
- 10 23 George St
- 11 Macquarie St
- 12 Centenary Square
- 13 Leigh Memorial Church Carpark
- 14 St John's Cathedral Lawn
- 15 Town Hall
- 16 Parramatta Square

- Event Site
- Road Closure
- Church St Corridor



APPENDIX

D

APPROVALS



Sue-Ellen Hogan
Director, UNE Metro and Regions
University of New England
28 George St Parramatta
NSW 2150

Phone 02 6773 5782
shogan23@une.edu.au
www.une.edu.au

23 April 2024

Shelley Broadbridge
Event Producer
City of Parramatta
126 Church St Parramatta
NSW 2150

Dear Shelley,

The University of New England (UNE) is pleased to support the City of Parramatta's application to The Open Streets Program to support the closure and programming of George St for the 2024 Powerhouse Lane event.

As a business located in the proposed George St Powerhouse Lane precinct and a long-term venue partner of the Parramatta Lanes Festival, UNE recognises the significant contribution that the Parramatta Lanes Festival has for the local community, local business and tourism for the Parramatta region.

UNE has been a venue partner of Parramatta Lanes Festival since 2018 through our locations at 211 Church St and carpark at Erby Lane. The closure and programming of the George St zone in 2024 will not impact our operations or access to our building and will provide us and other businesses in the identified precedent an opportunity engage with the pedestrian traffic throughout the Festival period.

The significant increase in attendance at the 2023 Festival provides the opportunity to increase programming across the Parramatta CBD. Powerhouse Lane will be an invaluable expansion to the Lanes Festival that will amplify the reach and offering to the community. The partnership with Powerhouse will elevate the creative and cultural programming on offer, providing the community an opportunity to gather and connect.

UNE is pleased to support the City of Parramatta's 2024 activation plan for Powerhouse Lane.

Regards,

Sue-Ellen Hogan

Sue-Ellen Hogan
Director, UNE Metro and Regions



24 April 2024

Shelley Broadbridge
Event Producer
City of Parramatta

Letter of Support – Parramatta Lanes 2024 street impacts

Dear Shelley,

Thank you for the opportunity to comment on the proposal for the George Street closure during the Parramatta Lanes event in October 2024.

As communicated through Sydney Metro, all our vehicles turn left into the Parramatta metro station site approaching the site from the East and turn left out of site, which would take them straight into the Stage 2 shutdown of George Street which starts at 2pm. Given this, we will look to implement the following for the three days this affects us (Wednesday 23 October to Friday 25 October 2024):

- Spoil disposal - GLC to obtain Out Of Hours Works (OOHW) approval to start loading truck and dogs earlier in the morning if excavating. We can then finish loading out earlier with last trucks leaving site before 2pm in the afternoon.
- Other deliveries – All deliveries on the 3 days will need to be on and off site Before 2pm. We will make this work for 3 days.
- Light vehicles/small trucks – We will need to enter and exit from GATE 1 (opposite Horwood Place intersection/alongside Roxy) after 2pm just at the east end of the Stage 3 shutdown so we can get in and out of site. Given George Street will be closed West of Horwood Place this should not be an issue.

The key item for GLC will be that the George Street road closure does not commence before 2pm. As agreed, we ask that someone from Council contacts the site prior to commencing the road closure each event day to confirm all heavy vehicles have left the Sydney Metro Parramatta station box site that require access to the West end of George Street.

GLC are happy to work with Parramatta Council to ensure the Parramatta Lanes event is successful.

Regards

A handwritten signature in blue ink, appearing to read 'David Leaver'.

David Leaver
Project Manager
Gamuda Australia and Laing O'Rourke Consortium
0448 117 308
David.Leaver@glcwtp.com.au

From: [Saniya Sharmeen](#)
To: [Shelley Broadbridge](#); [Sandra Di Palma](#)
Subject: RE: Parramatta Lanes Planning & Traffic Committee Dates - 2024
Date: Wednesday, 24 April 2024 10:25:01 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Hi Shelley and Sandra,

I have spoken to our rep at TfNSW regarding the closure of George Street and Macquarie Street (Church St to Marsden St) for 4 nights (12pm to midnights) from 23 to 26 October 2024. It is understood that Phillip St will not be closed as part of the event.

The road closure as detailed above is supported in principle subject to concurrence being obtained from Metro Team and Road Occupancy Licence is being obtained from Traffic Management Centre of TfNSW.

Please do not hesitate to contact me if you like to discuss this further.

With Regards



Saniya Sharmeen

Traffic & Transport Team Leader | Development & Traffic Services

☎ (02) 9806 5645

✉ ssharmeen@cityofparramatta.nsw.gov.au

From: Shelley Broadbridge <sbroadbridge@cityofparramatta.nsw.gov.au>

Sent: Wednesday, April 24, 2024 9:24 AM

To: Saniya Sharmeen <ssharmeen@cityofparramatta.nsw.gov.au>

Cc: Sandra Di Palma <sdipalma@cityofparramatta.nsw.gov.au>

Subject: RE: Parramatta Lanes Planning & Traffic Committee Dates - 2024

Hi Saniya,

I am on a day off today and am therefore CCing in my Team Leader.

Any response from Transport NSW on the George Street closure – please send through and CC in Sandra?

Would you be able to send us a letter of support also? Just stating that the CoP Traffic Team supports Powerhouse Lane (name of George Street activation)?

You could comment on the positive impact such activations have in local businesses and community.

APPENDIX

E

INSURANCE

Honan Insurance Group
 Level 5
 1 York Street
 Sydney NSW 2000
 P.O. Box R1782
 Royal Exchange NSW 1225
 t — +61 2 9299 0767
 f — +61 2 9299 0747
 honan.com.au

Honan.

17/4/2024

CONFIRMATION OF INSURANCE

This letter is to confirm that the appointed insurance broker has arranged the following contract of insurance. The policy referred to is current as at the date of issue of this confirmation and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Named Insured:	Altus Group Holdings Pty Ltd,	79 163 179 691
	Altus Group Pty Ltd,	92 137 788 544
	Altus Traffic Pty Ltd,	84 102 768 061
	Altus Training Pty Ltd,	13 161 243 214
	Altus People Pty Ltd	85 656 004 189
	Pacific 2021 TopCo E Pty Ltd	
	Traffic Diversions Group Pty Ltd	
	and/or any other companies as provided for by the policy and as may be declared to and agreed by the Underwriter.	
Policy Class:	Primary Public, Product, & Umbrella Liability	
Primary Limit/s:	\$20,000,000 Any one occurrence and \$20,000,000 in the aggregate in respect of Products Liability Insurer: QBE – Policy Number 41-A411566-PLB	
Umbrella Liability:	\$30,000,000 Any one occurrence in Excess of Primary Limit/s Insurer: QBE – Policy Number 41-A007234-UMB	
Policy Period:	From: 30 th April 2024 at 4:00pm local standard time To: 30 th April 2025 at 4:00pm local standard time	

Signed:



Adam Richardson
 Honan Insurance Group

Insurance.
 Advice.
 Support.

Australia — New Zealand — Singapore — Malaysia — USA

Honan Insurance Group
Level 5
1 York Street
Sydney NSW 2000
P.O. Box R1782
Royal Exchange NSW 1225
t — +61 2 9299 0767
f — +61 2 9299 0747
honan.com.au

The Honan logo is a large, stylized 'H' shape that fills the right side of the page. It has a blue-to-purple gradient and a wavy, organic edge on its right side. The word 'Honan.' is written in white, sans-serif font across the top of the 'H'.

30 April 2024

CONFIRMATION OF INSURANCE

This letter is to confirm that the appointed insurance broker has arranged the following contract of insurance. The policy referred to is current as at the date of issue of this confirmation and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Named Insured: Altus Group Holdings Pty Ltd, Traffic Logistics Pty Ltd, Shield Services Group PTY Limited, and/or its/their subsidiary and/or related bodies corporate, as defined in the Corporations Act 2001, for their respective rights and interests.

Policy Class: Professional Indemnity

Limit: \$10,000,000 Any one occurrence and
\$20,000,000 in the Aggregate

Insurer Insurer: Berkshire Hathaway
Policy Number 47-ZEP-328100-01

Policy Period From: 30th April 2024 at 4:00pm local standard time
To: 30th April 2025 at 4:00pm local standard time

Retroactive Date: Unlimited

Signed:

A handwritten signature in black ink, appearing to be 'Adam Richardson', is written over a faint, light blue circular stamp.

Adam Richardson
Honan Insurance Group

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Advice.
Support.

Australia — New Zealand — Singapore — Malaysia — USA



Certificate of Insurance

HDI Global SE, Australia

30 April 2024

This is to certify that the following Policy remains current for the term noted under "Period of Insurance" below. This Policy only comes into force for the "Period of Insurance" provided the premium and any applicable charges are paid in full by the required date.

This certificate provides a summary of the policy cover and is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document.

The issuance of this Certificate of Currency imparts no obligation on the Insurer to notify the addressee or any party relying upon it that the Policy may not have come into force or has been cancelled.

Class of Insurance:	Motor Fleet
Policy Number:	205-01817138-14007
The Insured:	Altus Group Holdings Pty Ltd, Altus Group Pty Ltd, Altus Traffic Pty Ltd, Altus Training Pty Ltd, Altus People Pty Ltd, Pacific 2021 TopCo E Pty Ltd, Traffic Diversions Group Pty Ltd and/or any other companies as provided for by the policy and as may be declared.
The Business:	Principally, Traffic Management, Traffic Management Safety Assessments and Audits, Traffic Management Project Consultancy, Traffic Control Training, Engineering Services that Adds Value to Traffic Management Function Through Technical Analysis Modelling Planning and Design Services, Property Owners, Occupier, Tenants, Lessee and any Other Activity Incidental Thereto, Property owners, occupier, tenants, lessees and any other activity incidental thereto in which the Insured engages or may become engaged during the period of insurance.
Period of Insurance:	From: 30 April 2024 at 4:00 p.m. local standard time. To: 30 April 2025 at 4:00 p.m. local standard time.
Situation/ Territorial Scope:	Anywhere in Australia & New Zealand.
Limits of Liability:	Section 1 – Damage to Your Vehicle Market value at time of loss or any specific sum insured contained in your declaration of vehicles, whichever is the lesser. Limited to \$15,000,000 any one event which is inclusive of any Additional Covers under Section 1. Section 2 – Third party legal liability \$35,000,000, but if Your Vehicle involved in the Event is being used for the transportation of Dangerous Goods, the most we will pay is \$1,000,000.
Declared Values:	As Declared.
Indemnity Period:	365 days.

HDI Global SE trading as HDI Global SE, Australia
ABN 55 460 279 016 ARBN 134 049 951
Level 19, 20 Martin Place
Sydney NSW 2000
Tel: (02) 8274 4200 Fax (02) 8274 4299
www.hdi.global

Handelsregister: Registered office Hannover
HR Hannover B 60320
VAT registration ID DE 219828782

HDI Global SE, HDI-Platz 1, 30659 Hannover, Germany
Chairman of the Supervisory Board: Torsten Leue Board of Management: Dr. Edgar Puls (Chairman), Ralph Beutter, Dr. Mukadder Erdönmez, Dr. Christian Hermelingmeier, David Hüllin, Dr. Thomas Kührt, Claire McDonald
Commercial register: Amtsgericht Hannover HRB 60320, Registered office: Hannover, Germany

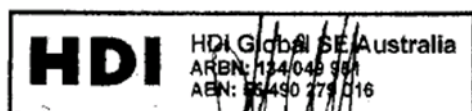


HDI Capacity:	100%
---------------	------

Currency:	AUD
-----------	-----

In witness thereof this Certificate has been signed on behalf of HDI Global SE.

Issued at Melbourne on 30 April 2024



HDI Global SE trading as HDI Global SE, Australia
ABN 55 490 279 016 ARBN 134 049 951
Level 19, 20 Martin Place
Sydney NSW 2000
Tel: (02) 8274 4200 Fax (02) 8274 4299
www.hdi.global

Handelsregister: Registered office Hannover
HR Hannover B 60320
VAT registration ID DE 219828782

HDI Global SE, HDI-Platz 1, 30659 Hannover, Germany
Chairman of the Supervisory Board: Torsten Leue Board of
Management: Dr. Edgar Puls (Chairman), Ralph Beutter, Dr.
Mukadder Erdönmez, Dr. Christian Hermelingmeier, David
Hullin, Dr. Thomas Kuhn, Claire McDonald
Commercial register: Amtsgericht Hannover HRB 60320,
Registered office: Hannover, Germany

Honan Insurance Group

Level 9
IBM Centre, 60 City Road
Southbank VIC 3006

P.O. Box 4747
Melbourne VIC 3001

t — +61 3 9947 4333

f — +61 3 9947 4300

honan.com.au

Honan.

CONFIRMATION OF PLACEMENT

This letter is to confirm that the appointed insurance broker has arranged the following contract of insurance. The policy referred to is current as at the date of issue of this confirmation and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date. This letter is not a substitute for the Policy of insurance. The policy, not this letter, details the rights and obligations of the Insured and the extent of the insurance cover.

Named Insured:	Altus Group Holdings Pty Ltd, Traffic Logistics Pty Ltd, Shield Services Group PTY Limited, and/or its/their subsidiary and/or related bodies corporate, as defined in the Corporations Act 2001, (including those acquired or incorporated during the Period of Insurance) for their respective rights and interests.		
Business Description:	Principally, Traffic Management, Traffic Management Safety Assessments and Audits, Traffic Management Project Consultancy, Traffic Control Training, Engineering Services that Adds Value to Traffic Management Function Through Technical Analysis Modelling Planning and Design Services, Property Owners, Occupier, Tenants, Lessee and any Other Activity Incidental Thereto, Property owners, occupier, tenants, lessees and any other activity incidental thereto in which the Insured engages or may become engaged during the period of insurance		
Policy Type:	Commercial Motor Fleet		
Insurer:	HDI		
Policy Number:	205-01817138-14007		
Policy Period:	From: 30/04/2024	at 4.00pm local standard time	
	To: 30/04/2025	at 4.00pm local standard time	
Limit of Indemnity:	Section 1	<p>Section 1 – Damage to Your Vehicle Market value at time of loss or any specific sum insured contained in your declaration of vehicles, whichever is the lesser.</p> <p>Limited to \$15,000,000 any one event which is inclusive of any Additional Covers under Section 1.</p> <p>Section 2 – Third party legal liability \$35,000,000, but if Your Vehicle involved in the Event is being used for the</p>	

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transportation of Dangerous Goods, the most we will pay is
\$1,000,000.

Signed:



Adam Richardson
National Client Manager
Honan Insurance Group

Dated: 30 April 2024

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Interim Certificate of Insurance

Employer's information

Employer name	Altus People Pty Ltd
ABN	85656004189
ACN	656004189
Policy number	WSS211253004
Insurance type	Accident Insurance Policy

Statement of insurance

This certificate issued on **23 May 2024** is an interim Certificate of Insurance, which provides cover under the *Workers' Compensation and Rehabilitation Act 2003* for their:

- (a) legal liability for compensation; and
- (b) legal liability for damages.

The amount of insurance under the workers' compensation scheme is unlimited subject to the provisions of the *Workers' Compensation and Rehabilitation Act 2003* and the *Workers' Compensation and Rehabilitation Regulation 2014* and the employer's compliance with their requirements. In some instances, non-compliance can jeopardise an employer's insurance cover but will not prevent an injured worker from being compensated pursuant to the Act.

This interim Certificate of Insurance is valid from **01 July 2024 until 30 September 2024** when WorkCover insurance premiums are due.

A full Certificate of Currency will be available to the policyholder following payment of premium.

WorkCover industry classification

771928 - Traffic Control Services

For more information, please contact us on 1300 362 128 or visit our website at worksafe.qld.gov.au.

APPENDIX

F

EVENT MANAGEMENT PLAN

CITY EVENTS AND FESTIVALS EVENT MANAGEMENT PLAN V1

**Project****Parramatta Lanes 2024****Project Leads**

Shelley Broadbridge – Production Manager
SBroadbridge@cityofparramatta.nsw.gov.au

Sharna Motti – Production Manager
SMotti@cityofparramatta.nsw.gov.au

Date

Wednesday 23 October – Saturday 26 October 2024

Time

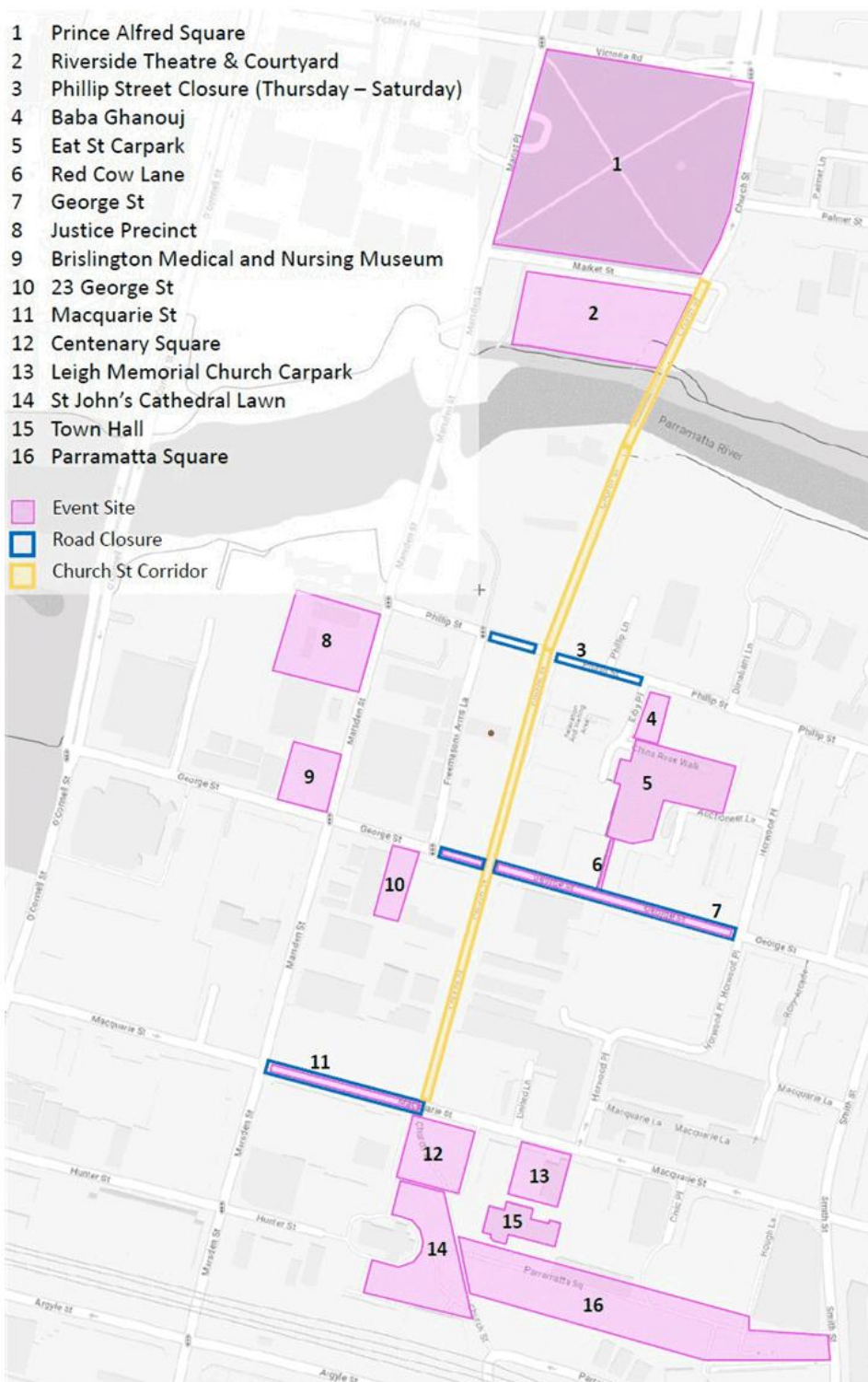
5pm – 10pm Wednesday and Thursday
 5pm – 10.30pm Friday and Saturday

Venue

20 Event Sites across the Parramatta CBD

Prince Alfred Square
 Riverside Theatre & Courtyard
 Phillip Lane
 Baba Ghanouj
 Eat St Carpark
 Red Cow Lane
 George St
 Justice Precinct
 Brislington Medical and Nursing Museum
 23 George St
 Macquarie St
 Centenary Square
 Leigh Memorial Church Carpark
 St John's Cathedral Lawn
 Town Hall
 Parramatta Square

CITY EVENTS AND FESTIVALS EVENT MANAGEMENT PLAN V1



CITY EVENTS AND FESTIVALS EVENT MANAGEMENT PLAN V1



Event Background

2024 marks the 13th season of the Parramatta Lanes festival, celebrating food, music, art and local culture. Developed in 2012 in response to the City of Parramatta's Urban Planning Unit's strategy to improve the look, use and feel of Parramatta CBD laneways, the event aims to change the perceptions of Parramatta and encourage visitation from outside the LGA as well as encourage Parramatta workers to stay and engage in the cultural life of the city after work. It aims to provide a safe and high-quality event template that encourages the audience to re-think the potential use of these laneways and spaces.

The festival also aligns with Strategic Goal 2: 'Diversity is our strength, and everyone is Welcome' through its inclusive program celebrating different cultures and backgrounds present in Parramatta and the inclusion of multiple local partner organisations. The festival supports a significant public art program, live music program and the involvement of local businesses, aligning closely with the additional strategic goals from the Cultural Plan.

The festival is highly respected within the local council and events' communities having won Best Cultural, Arts or Music Event at the Australian Event Awards 2021 and RH Dougherty Award for Innovation in Special Events 2021.

Bump In

Thursday 17th October through to Wednesday 23rd October 2024

Bump Out

Saturday 26th October through to Wednesday 30th October 2024

Expected Attendance

200,000 over four nights – 40,000 – 50,000 per night

Capacity

TBC based on final site selection – aim for 60,000 per night

Food Trucks

60 across 20 sites

Tickets

Free to attend.

Fireworks

No fireworks at this event.

Security

ACES Group (City of Parramatta tendered security firm) will provide on-site event security and asset protection.

First Aid

EMT medics will be onsite over event delivery in both a roving and stationary (First Aid Tent) capacity.

Traffic Management

An extensive Traffic Manage Plan will be delivered across the CBD which will include the closure of a number of roads and laneways, to ensure safe pedestrian movement through the City for guests and to provide unique laneway sites. Traffic will be managed through the bump in and bump out across a number of sites to ensure minimal impact on traffic in the area. Parking will also be impacted in key sites and road closures.

This traffic plan is delivered with the key aim to ensure safe movement through the City for our guests and reduce the risk of pedestrian/ vehicle clashes.

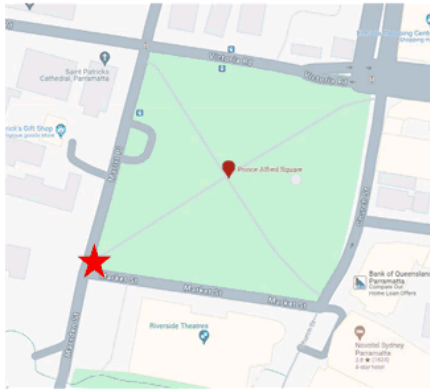
CITY EVENTS AND FESTIVALS EVENT MANAGEMENT PLAN V1



Bump in/ Bump Out Traffic Support

Site 1. Prince Alfred Square

Bump In: Cnr Market Street & Marsden Street via access gate



Bump In Schedule: *No bump in over School Zone Operational times

Friday 18 October 6am – 3pm

Saturday 19 October 6am – 3pm

Monday 21 October 6am – 3pm

Tuesday 22 October 6am – 3pm

Wednesday 23 October 12 noon – 5pm

Bump Out: *No bump out over School Zone Operational times

Facilitated via the same entry as noted above.

Saturday 26 October 10.30pm – 12am

Sunday 27 October 12pm – 6pm

Monday 28 October 6am – 3pm

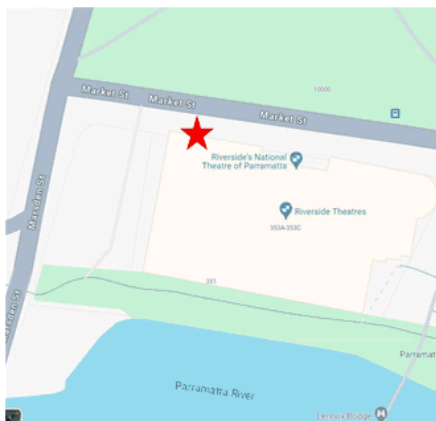
Tuesday 29 October 6am – 3pm

Altus TC Support:

Adhoc support by ticketed City of Parramatta staff member – no Altus support required.

Site 2. Riverside Theatres

Bump In: Via Loading Dock entrance on Market Street



CITY EVENTS AND FESTIVALS EVENT MANAGEMENT PLAN V1



Bump In Schedule: *No bump in over School Zone Operational times

Monday 21 October 6am – 3pm

Tuesday 22 October 6am – 3pm

Wednesday 23 October 12 noon – 5pm



Bump Out: *No bump out over School Zone Operational times

Facilitated via the same entry as noted above.

Saturday 26 October 10.30pm – 12am

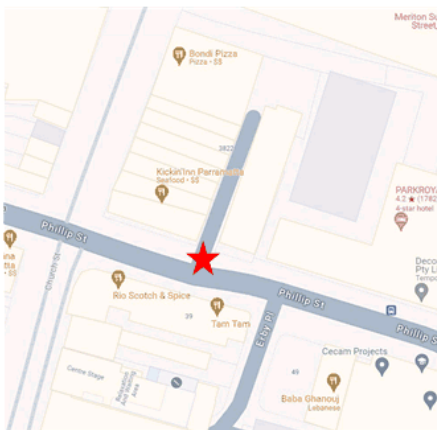
Sunday 27 October 12pm – 6pm

Altus TC Support:

Adhoc support by ticketed City of Parramatta staff member – no Altus support required.

Site 3. Phillip Lane Closure and Bump In *TGS 05

Bump In: Via Phillip Lane off Phillip Street, Parramatta



NOTE: Can we please adjust **TGS 05** to the back section of the Lane closed from **Monday 21 October 7:00am**
Back section of Lane will reopen by **Tuesday 29 October 4:00pm**

Bump In Schedule:

Monday 21 October 7am – 3pm *TC Onsite from 6am to ensure back section of Lane clear

Tuesday 22 October 6am – 3pm

Wednesday 23 October 12 noon – 5pm

Bump Out:

Saturday 26 October 10.30pm – 12am

Sunday 27 October 12pm – 6pm

Monday 28 October 6am – 3pm

Tuesday 29 October 6am – 3pm

Altus TC Support:

Monday 21 October 7am – 3pm *TC Onsite from 6am to ensure back section of Lane clear of vehicles

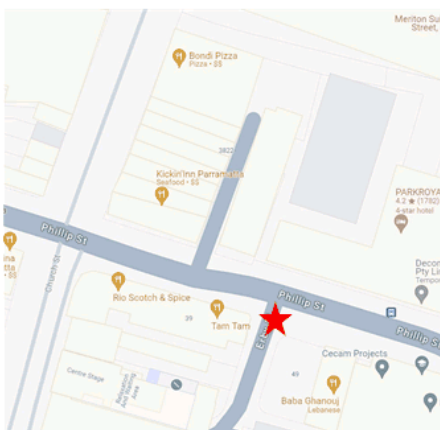
TC onsite daily Wednesday 23 – Saturday 26 from 2.30pm – 12 midnight to close down Lane for event delivery.

CITY EVENTS AND FESTIVALS EVENT MANAGEMENT PLAN V1



Site 4-6. Baba Ghanoush/ Eat Street Rooftop & Red Cow Lane

Bump In: Via Erby Place into Eat Street Carpark for rooftop



Bump In Schedule:

Monday 21 October 6am – 3pm

Tuesday 22 October 6am – 5pm

Wednesday 23 October 12 noon – 5pm

Bump Out:

Saturday 26 October 10.30pm – 12am

Sunday 27 October 12pm – 6pm

Monday 28 October 6am – 6pm

Altus TC Support:

Monday 21 October 6am – 1pm

Tuesday 22 October 6am – 1pm

Wednesday 23 October 12 noon – 5pm

Sunday 27 October 12pm – 6pm

Monday 28 October 6am – 1pm

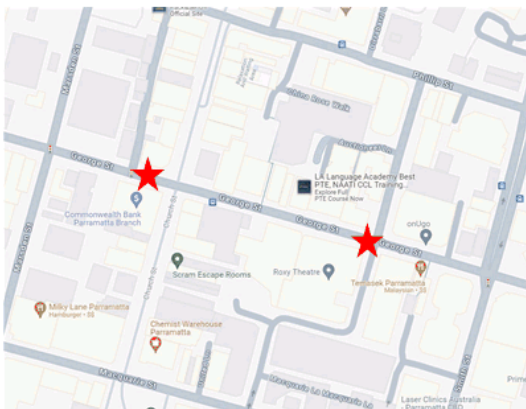
Tuesday 29 October 6am – 1pm

CITY EVENTS AND FESTIVALS EVENT MANAGEMENT PLAN V1



Site 7. George Street

Bump In: Along George Street – once parking has been removed from event site as per TGS 02/ 02A



Bump In Schedule:

Tuesday 22 October 8am – 5pm

Wednesday 23 October 12 noon – 5pm

Bump Out:

Saturday 26 October 10.30pm – 1am

Sunday 27 October 12pm – 6pm

Altus TC Support:

Tuesday 22 October 7am – 5pm – Removal of parking spaces along event footprint

Wednesday 23 October 11 am – 2pm – Ensure no cars parked in event footprint before road closure at 2pm

Daily Wednesday 23 October – Saturday 26 October – 5pm – 11pm – TC/ Marshalls with Traffic wands positioned on either side of Church St intersection reminding guests that Light Rail is active / to use pedestrian crossings and to be aware of Light Rail movement through the area. **I will allocate security in this area also.

Sunday 27 October 12pm – 6pm

Monday 28 October 6am – 1pm

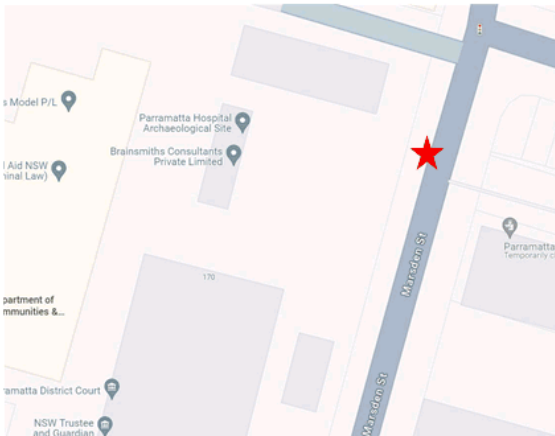
Tuesday 29 October 6am – 1pm

CITY EVENTS AND FESTIVALS EVENT MANAGEMENT PLAN V1



Site 8-9. Heritage Cottage / Justice Precinct

Bump In: Via Access Gate at Jeffrey House – 160 Marsden Street



Bump In Schedule:

Friday 18 October 6am – 3pm
Saturday 19 October 6am – 3pm
Monday 21 October 6am – 3pm
Tuesday 22 October 6am – 3pm
Wednesday 23 October 12 noon – 5pm

Bump Out:

Saturday 26 October 10.30pm – 12am
Sunday 27 October 12pm – 6pm
Monday 28 October 6am – 3pm
Tuesday 29 October 6am – 3pm

Altus TC Support:

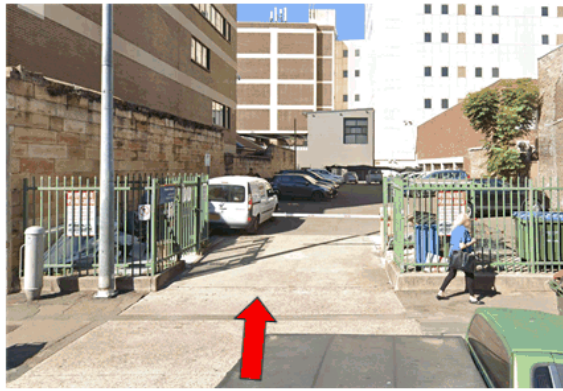
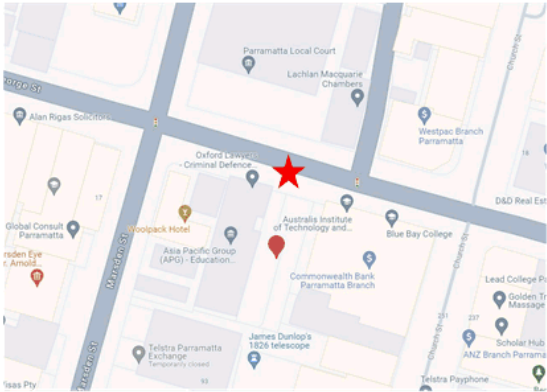
Adhoc support by ticketed City of Parramatta staff member – no Altus support required.

CITY EVENTS AND FESTIVALS EVENT MANAGEMENT PLAN V1



Site 10. 23 George Street

Bump In: Via Access Gate at 23 George Street



Bump In Schedule:

Saturday 19 October 6am – 3pm

Monday 21 October 6am – 3pm

Tuesday 22 October 6am – 3pm

Wednesday 23 October 12 noon – 5pm

Bump Out:

Saturday 26 October 10.30pm – 12am

Sunday 27 October 12pm – 6pm

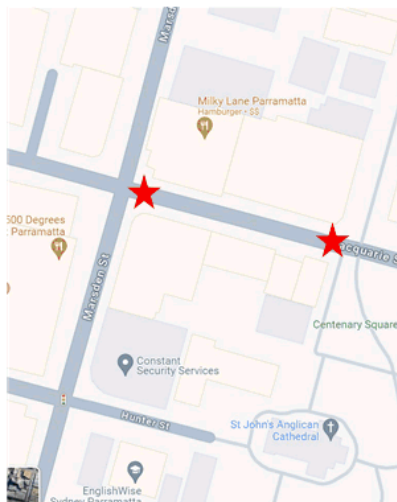
Monday 28 October 6am – 3pm

Altus TC Support:

Adhoc support by ticketed City of Parramatta staff member – no Altus support required.

Site 11. Macquarie Street Closure

Bump In: Along Macquarie Street – once parking has been removed from event site as per TGS 01



CITY EVENTS AND FESTIVALS EVENT MANAGEMENT PLAN V1



Bump In Schedule:

Tuesday 22 October 9am – 3pm

Wednesday 23 October 12 noon – 5pm

Bump Out:

Saturday 26 October 10.30pm – 12am

Sunday 27 October 12pm – 6pm

Monday 28 October 6am – 3pm

Altus TC Support:

Tuesday 22 October 8am – 3pm – Removal of parking spaces along event footprint

Wednesday 23 October 11 am – 3pm – Ensure no cars parked in event footprint before road closure at 2pm

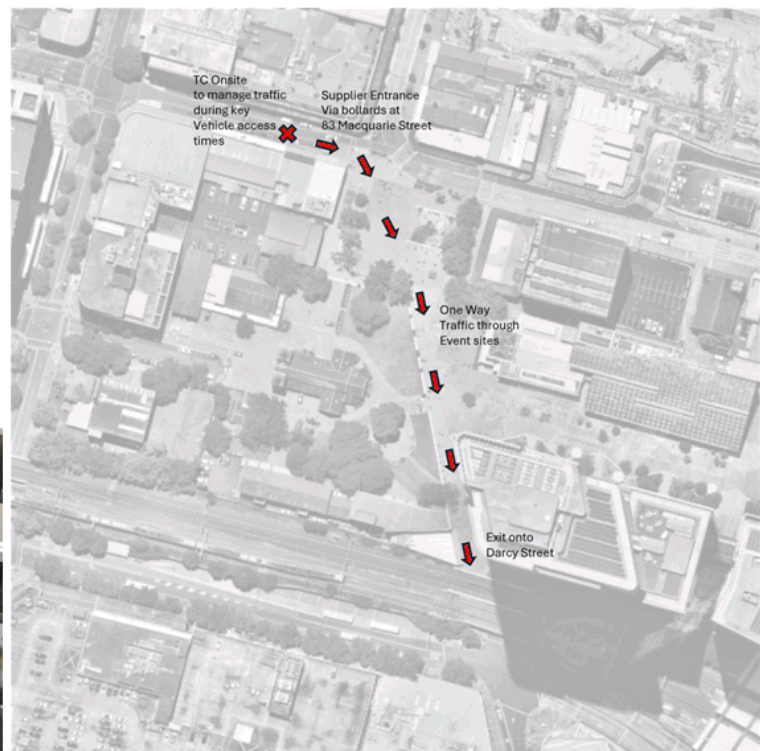
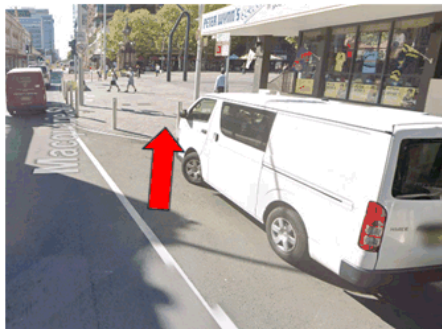
Daily Wednesday 23 October – Saturday 26 October – 5pm – 11pm – 1 x TC/ Marshall with Traffic wands positioned on either side of Church St intersection reminding guests that Light Rail is active / to use pedestrian crossings and to be aware of Light Rail movement through the area. **I will allocate security in this area also.

In addition to TCs maintaining road closure.

Site 12/ 14-16. Cent Square/ St Johns Church/ Town Hall/ Parramatta Square

Bump In: Via bollards at outside 83 Macquarie Street. TC onsite to ensure bollard access is maintained and direct trucks through entry.

Traffic flow will be one way – from Macquarie Street through to Darcy Street.



CITY EVENTS AND FESTIVALS EVENT MANAGEMENT PLAN V1



Bump In Schedule:

Friday 18 October 6am – 3pm
 Saturday 19 October 6am – 3pm
 Sunday 20 October 8am – 3pm
 Monday 21 October 6am – 3pm
 Tuesday 22 October 6am – 3pm
 Wednesday 23 October 12 noon – 5pm

Bump Out:

Via Darcy Street
 Saturday 26 October 10.30pm – 1am
 Sunday 27 October 12pm – 6pm
 Monday 28 October 6am – 3pm
 Tuesday 29 October 6am – 3pm

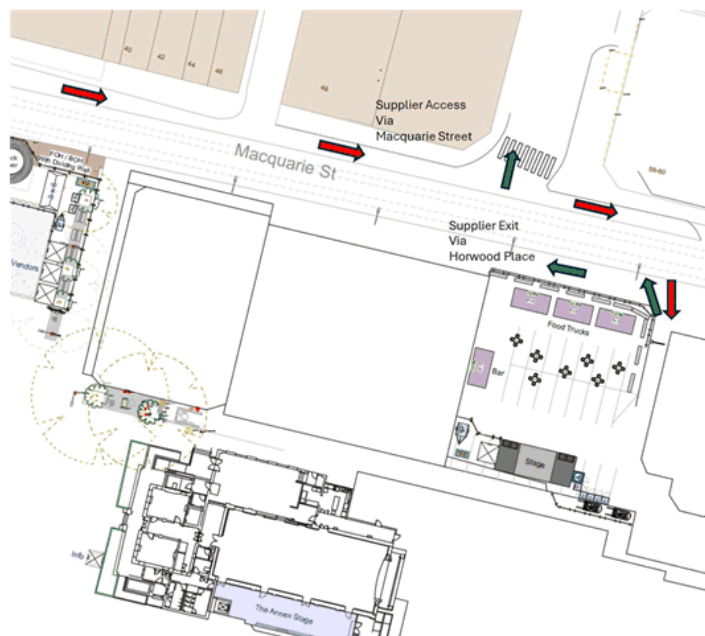
Altus TC Support:

All bump in ensure access into bollards at Macquarie Street is available. This area is usually a load zone – do we have to create a different loading zone further along Macquarie Street?

Friday 18 October 6am – 3pm
 Saturday 19 October 6am – 3pm
 Monday 21 October 6am – 3pm
 Tuesday 22 October 6am – 3pm
 Wednesday 23 October 12 noon – 5pm

Site 13. Leigh Memorial Church Carpark

Bump In: Will be facilitated through the Church driveway at 119 Macquarie Street.



CITY EVENTS AND FESTIVALS EVENT MANAGEMENT PLAN V1



Bump In Schedule:

Monday 21 October 6am – 5pm

Tuesday 22 October 6am – 5pm

Wednesday 23 October 12 noon – 5pm

Bump Out:

From Church driveway into Horwood Place.

Saturday 26 October 10.30pm – 3am

Monday 28 October 6am – 3pm.

Altus TC Support:

Adhoc support by ticketed City of Parramatta staff member – no Altus support required.

APPENDIX

G

SECURITY / RISK ASSESMENT

TARGETED RISK ASSESSMENT



PURPOSE

This Targeted Risk Assessment (TRA) was developed by Avert Risk to address safety risk for the event or activity. The aim is to guide client focus towards key risks and provide support in identifying what is reasonably practicable to be done as required by applicable legislation.

The level of complexity of this document shall not be seen as indication that the event or activity poses acceptable risks. Duty holders shall commit attention to this document and ensure they apply the risk controls to effectively reduce risk exposures and impact.

Clients shall share this document with other duty holders and interested parties and seek to consult about risk and the listed controls. It is imperative that duty holders implement processes to see that real risk controls are actually applied and function as intended. Persons responsible for the implementation of these controls shall sign the risk register for every control they have personally verified. This is an important assurance process aligned with duty of care obligations of any enterprise.

Completed TRA documents shall be kept on file as evidence of events and activities supported by this process.

This TRA was prepared in reference with ISO 31000 Risk management - Guidelines.



PG 1 of 11

PROJECT DETAILS	
Client:	City of Parramatta (from here on referred to as CoP).
Event/Activity Title:	'Parramatta Lanes' crowds while LightRail in operation.
Event/Activity Date(s):	23 October 2024 – 26 October 2024 and ongoing in future years.
Description of Works:	'Parramatta Lanes' has proven to be one of CoP's most successful public events. The event popularity has been growing and the last event attracted tens of thousands over the event period (expected 180,000–200,000pax over the 2024 event period. Given the Parramatta CBD build environment, event crowds inevitably share paths with the new LightRail corridor. Whether the event footprint is amended or not, public are likely to encounter the LRV.
Location(s):	Parramatta CBD - Church Street and Macquarie Street in particular.
Key Risk Areas Identified:	Pedestrian (public or worker) struck by a LightRail Vehicle (LRV). Pedestrians consuming the rail corridor (reliable barriers are cost prohibitive and not reliable) and causing delay/total stop of LRV - distress to LRV driver and passengers (including reputation risk to the LightRail corridor operator and Transport for NSW.
Scope of Assessment:	Work Health and Safety, and Public Safety Related Risks; V2.
PREPARED BY	
Name:	Momtchil 'Momo' Vassilev.
Role:	Risk Assessor (CPRA-RMIA; Dip in WHS; 20 years industry exp).
Company:	Avert Risk Management Services (Avert).
Contact:	momo@avertrisk.com.au, 0416120848, 0296997711.
APPROVED BY	
Name:	
Signature	
Date:	

+61 2 9699 7711

www.avertrisk.com.au
www.assuresafety.com.au
services@avertrisk.com.au
services@assuresafety.com.au

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TARGETED RISK ASSESSMENT



PG 2 of 11

CONSULTATION

Avert consulted with Shelley Broadbridge - Event Producer, City Events & Festivals, City Engagement & Experience (CoP) and Garry Yuen (ACESGroup Event Security and Crowd Management specialist) via e-mail and teleconference call. During this consultation, both the CoP and ACESGroup representatives indicated that:

- Crowd volumes have been increasing through the years and in future, this tendency will continue. Expected capacity for the 2024 event is 180,000 – 200,000pax over the event period; and
- Based on Avert measurements (carried out using online resources - see image inserted further in this document) and established crowd/pedestrian throughput capacities, it is obvious that the projected event crowds cannot proceed across or along Church Street and Macquarie Street while LRV proceed along the corridor without a direct conflict.

This document was updated and reflecting input from CoP following review of V1. Further consultation is required between CoP and the LightRail corridor operator to establish positions based on risk appetite.

Avert also undertook internal/peer consultation to validate risk perspectives.

RESEARCH AND REFERENCES

For risk identification Avert referred to the following:

- LightRail Induction training (City of Sydney, 2019) and in particular - Minimum safety clearances of 1250mm between a person on foot and the LRV and stopping distances diagram (included further in this document); and
- <https://tracksafefoundation.com.au/resource/fatalities-injuries-on-the-australian-light-rail-network/>. Extract: 'Between 2016 – 2023 there were 8 fatalities and 976 injuries plus 13 people who attempted suicide but were not injured. Most incidents occur in Melbourne which has the largest light rail network. Of the fatalities, 1 was the result of a fall on a light rail vehicle, 6 were incidents with pedestrians and 1 was an incident with a road vehicle. Between 2016-2021 62% of serious and minor injuries were the result of slips, trips and falls onboard or alighting or disembarking'; and
- <https://tracksafefoundation.com.au/wp-content/uploads/2024/04/2016-2023-Light-Rail-Fatalities-Injuries-April-2024.pdf> (extracts included further in this document); and
- <https://www.transdev.com.au/news-en/light-rail-near-misses-put-spotlight-on-safety/>. Extract: 'The latest figures from Transdev show there have been 138 near misses on the light rail network since December, most involving pedestrians. It indicates many people are not paying attention when it comes to sharing the roads with trams travelling from Randwick and Kingsford to Circular Quay, and from Dulwich Hill to Central Station. Since the opening of the L2 Randwick Line in December, there have been 67 near misses involving pedestrians, 52 relating to cars and 19 concerning cyclists...Transdev's network of CCTV cameras has also captured scores of incidents of people walking into the paths of oncoming trams, which, when fully-laden, can weigh as much as 120 tonnes. "Many pedestrians attempt to cross the line as a tram is passing, wrongly assuming the other track is clear," Transdev Sydney Managing Director, Arsene Durand-Raucher, explained'; and
- <https://www.nsw.gov.au/driving-boating-and-transport/projects/parramatta-light-rail/community/safety>. Extract: 'Pedestrian safety - If you're walking near the light rail:
 - Be alert – trams move quickly and quietly so you may not hear them coming,
 - Watch out for trams and don't be distracted by your phone,
 - Use footpaths and pedestrian crossings,
 - If you have a pram or use a wheelchair, cross in a straight line so the wheels don't get stuck,
 - Don't try to board trams during testing'; and
- <https://www.youtube.com/watch?v=ZZ2F9Dyesug>

Avert made reference to:

- Work Health & Safety Act 2011 NSW and Work Health & Safety Regulation 2017 NSW,
- Civil Liability Act 2002 NSW (particularly Section 5 and relevant subsections),
- ISO 31000:2018 'Risk Management – Guidelines' and AS/NZS IEC 31010:2020 'Risk management – Risk assessment techniques',
- Codes of Practice 'How to Manage Work Health & Safety Risks', 'Work Health & Safety Consultation, Co-operation and Co-ordination', 'Managing Psychological Hazards in the Workplace', and 'First Aid in the Workplace'.

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TARGETED RISK ASSESSMENT

CONSEQUENCE - Consequence table used for this Risk Assessment

Severity	Health and Safety	Example
5	One or more fatalities or permanent disability/ill health to one or more persons	Electrocution, explosion, fire, permanent loss of vision, hearing or mobility
4	Serious Injury or Illness requiring immediate hospital admission via ambulance (in-patient)	Serious head injury, eye injury, burns, laceration, loss of consciousness, infection, amputation or spinal injury
3	Moderate Injury or Illness requiring hospitalisation via ambulance (out-patient)	Fractures, minor head injuries i.e. concussion, minor burns, dislocation
2	Minor Injury or temporary ill health requiring treatment by medical practitioner	Sprains, strains, musculoskeletal disorders and food poisoning
1	First aid treatment on site	Minor cuts, ice or band aids

LIKELIHOOD - Likelihood table used for this Risk Assessment

A	Almost Certain	The risk will occur
B	Likely	The risk will probably occur
C	Possible	The risk might occur
D	Unlikely	The risk is not expected to occur
E	Rare	The risk is not known to occur in most circumstances



PG 3 of 11

RISK MATRIX - Risk level scoring table used for this Risk Assessment

Likelihood	Consequence				
	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Very Low	Low	Medium	Medium	High

HIERARCHY OF CONTROL

Where it is not reasonably practicable for the risk to be eliminated, you must minimise risks so far as is reasonably practicable by using the 'hierarchy of control'. The hierarchy provides for a series of general control measures to be implemented in a step-wise way. A combination of these control measures may be used if a single control is insufficient in minimising the risk.



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PG 4 of 11

#	Hazard / Risk Source	Risk	Likelihood	Consequence	Inherent Risk	Risk Controls	Residual Risk	Risk Owner Sign Off
1	High pedestrian volumes unable to fit along the limited width footpaths willingly or inadvertently jaywalking onto the rail corridor.	Pedestrian (public) struck by a LightRail Vehicle (LRV).	B Likely - The risk will probably occur	4 Serious Injury or Illness requiring immediate hospital admission via ambulance (in-patient)	B4 B4 - High	1. CoP and LightRail operator consult and align perspectives on risk and its gravity. 2. LightRail operator consult with Transport for NSW and schedule: No LRV traffic over key areas where large crowds are expected (as similarly done during large scale event in Sydney CBD such as New Years Eve and Vivid), and if seen viable - partial network use by LRV outside of these 'No-Go' event time zones, 3. CoP partner with the LightRail operator to increase public awareness through educational campaigns, public messaging and use of event communications.	E2 E2 - Low	CoP, LightRail operator.
2	High pedestrian volumes unable to fit along the limited width footpaths willingly or inadvertently jaywalking onto the rail corridor.	Pedestrian (worker) struck by a LightRail Vehicle (LRV).	C Possible - The risk might occur	4 Serious Injury or Illness requiring immediate hospital admission via ambulance (in-patient)	C4 C4 - High	1. CoP and LightRail operator consult and align perspectives on risk and its gravity. 2. LightRail operator consult with Transport for NSW and schedule: No LRV traffic over key areas where large crowds are expected (as similarly done during large scale event in Sydney CBD such as New Years Eve and Vivid), and if seen viable - partial network use by LRV outside of these 'No-Go' event time zones, 3. CoP partner with the LightRail operator to increase worker awareness through educational campaigns - sharing of LightRail safety related publications with event contractors to distribute and instruct their workers, 4. Workers, who have been instructed on key safety rules around LRV to wear appropriate rail corridor type Day and Night use rated high visibility PPE.	E2 E2 - Low	CoP, LightRail operator.
3	High pedestrian volumes unable to fit along the limited width footpaths willingly or inadvertently jaywalking onto the rail corridor.	Pedestrians consuming the LightRail corridor (and causing delay or a total stop of LRV resulting in distress to LRV driver and passengers.	B Likely - The risk will probably occur	2 Minor Injury or temporary ill health requiring treatment by medical practitioner	B2 B2 - Medium	1. CoP and LightRail operator consult and align perspectives on risk and its gravity. 2. LightRail operator consult with Transport for NSW and schedule: No LRV traffic over key areas where large crowds are expected (as similarly done during large scale event in Sydney CBD such as New Years Eve and Vivid), and if seen viable - partial network use by LRV outside of these 'No-Go' event time zones, 3. CoP partner with the LightRail operator to include public advertising of the changed schedule and track use and educate the public on the public safety reasoning behind it.		CoP, LightRail operator.

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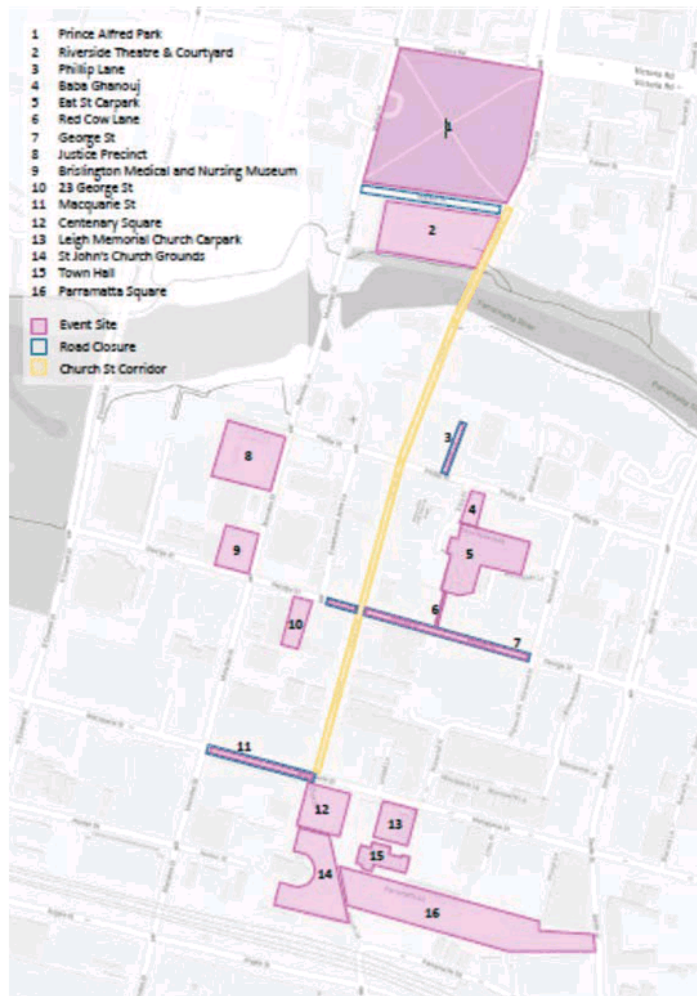
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PG 5 of 11



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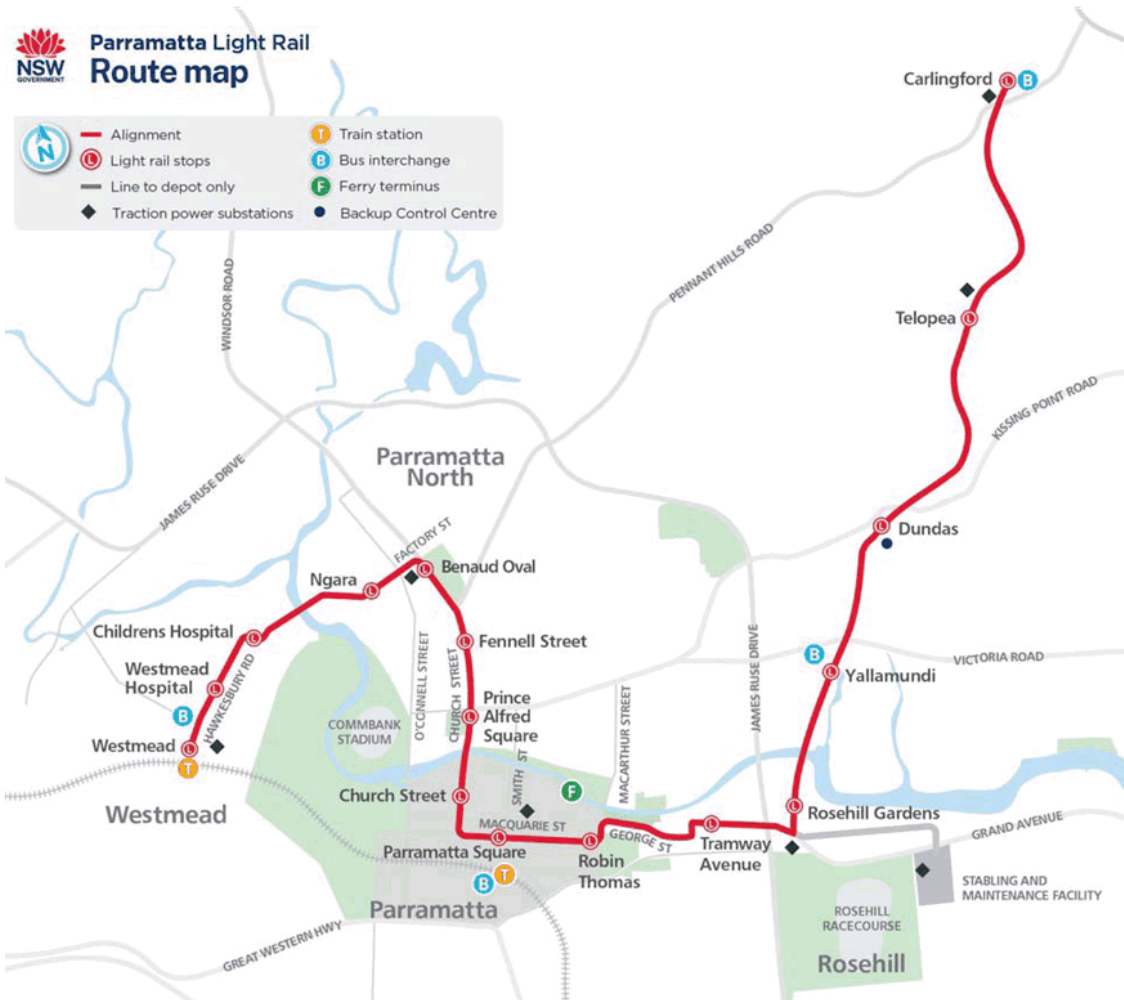
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PG 6 of 11



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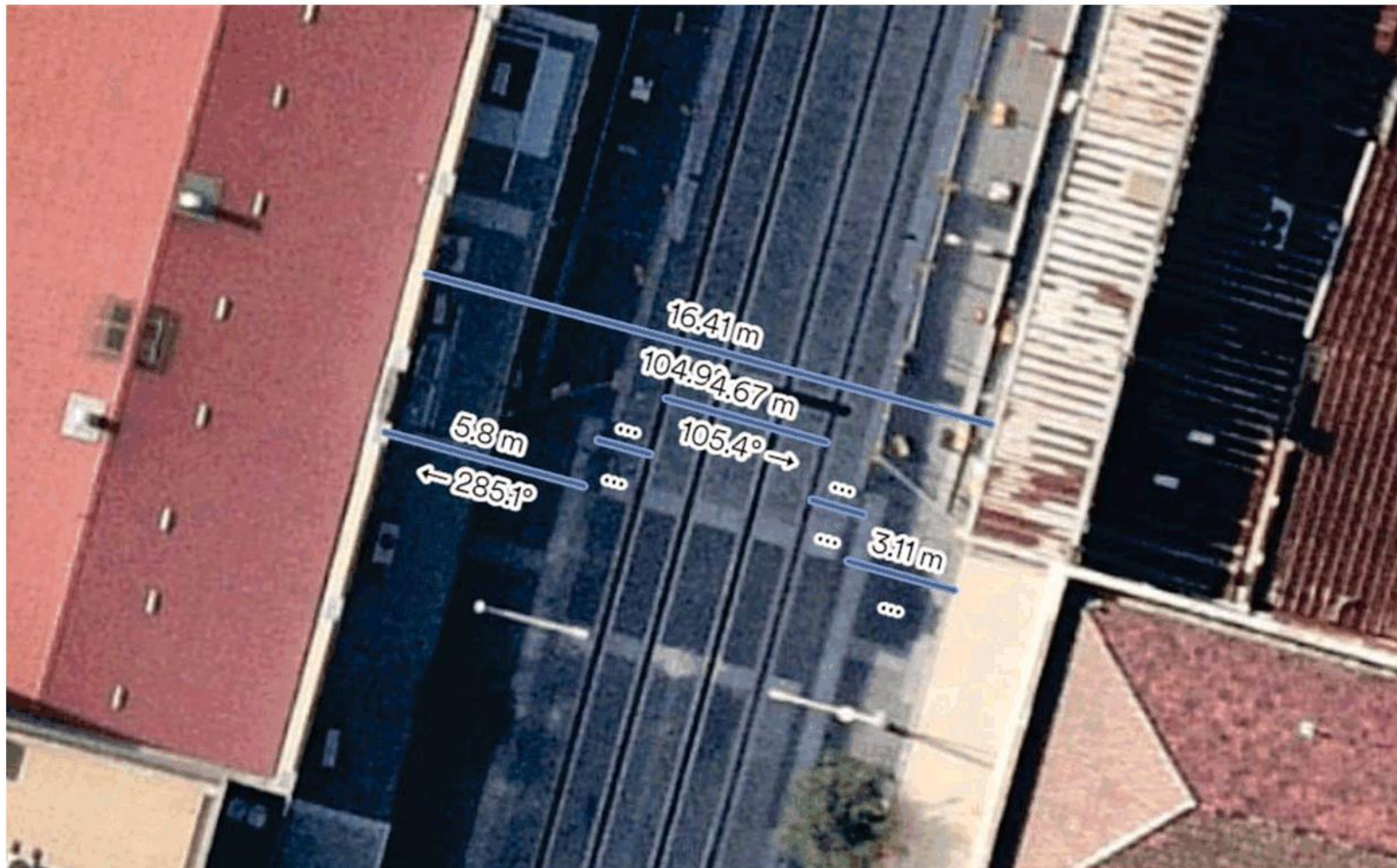
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PG 7 of 11



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PG 8 of 11

Stopping distance (Emergency Brake / driver reaction time considered 1s)



Fully loaded the LRV weighs up to 120 tons.

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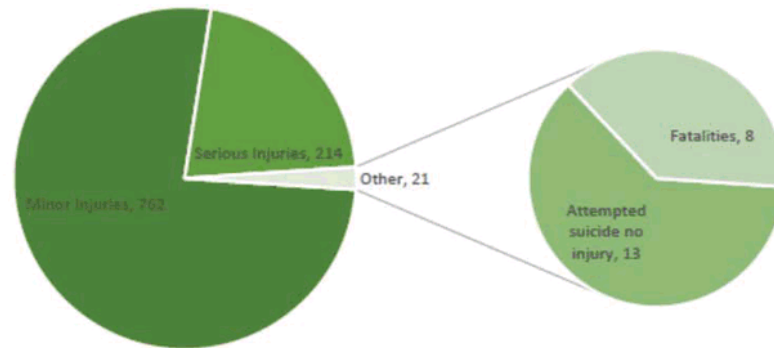
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PG 9 of 11



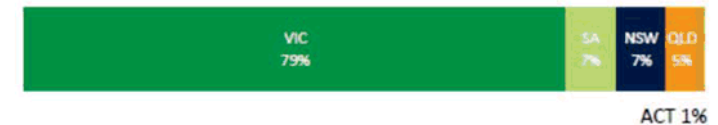
Between 2016 – 2023 there were 8 fatalities and 976 injuries plus 13 people who attempted suicide but were not injured. Most incidents occur in Melbourne where Yarra Trams operate a network of approximately 250km of track. There is currently 16 km of operational track in Adelaide, 25km in Sydney, 3km in Newcastle, 20km on the Gold Coast and 12km in Canberra.

Of the fatalities, 1 was the result of a fall on a light rail vehicle, 6 were incidents with pedestrians and 1 was an incident with a road vehicle.

Between 2016-2021 62% of serious and minor injuries were the result of slips, trips and falls onboard or alighting or disembarking2.

	ACT	NSW	NT	QLD	SA	TAS	VIC	WA	Total
Fatality	0	1	0	0	1	0	6	0	8
Serious Injury	2	2	0	4	3	0	203	0	214
Minor Injury	10	69	0	42	66	0	575	0	762
Attempted suicide no injury	0	2	0	0	4	0	7	0	13
Total	12	74	0	46	74	0	791	0	997

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PG 10 of 11

SERIOUS INJURIES

Between 2016 – 2021, 61% of serious injury occurrences were because of slips, trips and falls alighting, disembarking or while travelling on the light rail. Most falls are in response to the driver applying the break to avoid a collision. Between 2016-2023 if slips, trips and falls are excluded², most incidents (90%, 74) are because of collisions between pedestrian, cyclists, cars and trucks and the light rail vehicle. There were 5 attempted suicides.

	ACT	NSW	QLD	SA	VIC	TOTAL
2016	0	0	1	1	39	41
2017	0	0	1	0	40	41
2018	0	0	1	0	33	34
2019	1	0	0	0	28	29
2020	0	0	0	2	21	23
2021	0	0	1	0	19	20
2022	1	2	0	0	11	14
2023	0	0	0	0	12	12
TOTAL	2	2	4	3	203	214

MINOR INJURIES

Between 2016-2021, 62% of minor injury occurrences were because of slips, trips and falls alighting, disembarking or while travelling on the light rail. Most falls are in response to the driver applying the break to avoid a collision. Between 2016-2023 if slips, trips and falls are excluded², almost all incidents (98%, 324) are because of collisions between pedestrians, cyclists, cars and trucks and the light rail vehicle. There were 3 attempted suicides.

	ACT ³	NSW	QLD	SA	VIC	TOTAL
2016	0	0	12	13	99	124
2017	0	0	14	12	114	140
2018	1	3	8	5	116	133
2019	5	9	2	10	109	135
2020	1	21	1	5	37	65
2021	1	11	4	9	45	70
2022	2	24	0	12	31	69
2023	0	1	1	0	24	26
TOTAL	10	69	42	66	575	762

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PG 11 of 11

Risk Implementation Process



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SECURITY CROWD MANAGEMENT PLAN

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PARRAMATTA LANES 2024 - PARRAMATTA CBD

23rd - 26th October 2024

City of Parramatta

Security Crowd Management Plan **Version 1 [DRAFT]****Compiled by: Garry Yuen****Reviewed by: Travis Semmens, Licensed 2A Security Consultants**

Friday 3rd May 2024

This document shall be read as a preliminary planning document. It is intended to facilitate stakeholder consultation and attract more information and input leading to a mutually-agreed version.



SECURITY CROWD MANAGEMENT PLAN

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1. CREDENTIALS

1.1. AUTHOR CREDENTIALS

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Licensed NSW 1AC

1.2. REVIEWED BY

Travis Semmens (Managing Director, Security Consultant)

Diploma in Security Risk Management

Licensed NSW 2A Security Consultant

Security Master Licence Nominated Person



SECURITY CROWD MANAGEMENT PLAN

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1.3. VERSION CONTROL

This document is updated on a regular basis. Amendments and/or versions of this document are to be recorded in the following table.

Version:	Amendment:	Approved Date:	Approved By:	Status
V0.5	Initial planning document developed for limited release and peer review	22/04/2024	Travis Semmens	Working Draft
V1	Initial planning document developed for limited release; additional event details subject to be provided.	03/05/2024	Travis Semmens	Draft v1

1.4. ENDORSEMENT

Role	Name	Organisation
Approval:	Sharna Motti	City of Parramatta
Primary Author:	Garry Yuen	ACESGroup
Subject Matter Expert:	Travis Semmens	ACESGroup
Quality Review:	Shelley Broadbridge	City of Parramatta

SECURITY CROWD MANAGEMENT PLAN

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1.5. TABLE OF CONTENTS

1.	CREDENTIALS	2
1.1.	AUTHOR CREDENTIALS	2
1.2.	REVIEWED BY	2
1.3.	VERSION CONTROL	3
1.4.	ENDORSEMENT	3
1.5.	TABLE OF CONTENTS	4
2.	DOCUMENT PRELIMINARIES	7
2.1.	DEFINITIONS	7
2.1.1.	Crowd	7
2.1.2.	Crowd Management	7
2.2.	REFERENCE MATERIAL	7
2.3.	REFERENCES	7
3.	PURPOSE	8
4.	SCOPE	9
4.1.	COORDINATION WITH OTHER PLANS AND AGENCIES	9
4.2.	INTEGRATION WITH RELATED STAKEHOLDERS	9
5.	EVENT INFORMATION	10
5.1.	EVENT OVERVIEW – PARRAMATTA LANES, 2024	10
5.2.	EVENT SUMMARY	12
5.3.	EVENT SITE PROFILE – PARRAMATTA CBD	13
	Parramatta CBD	13
	Getting There	13
6.	LEVEL OF SERVICE MODELS FOR WALKING CROWDS	14
6.1.	PEDESTRIAN LEVEL OF SERVICE	14
6.1.1.	Principles of Pedestrian Flow	14
6.1.2.	Walkways Design Factors	14
6.1.3.	Speed	15
6.1.4.	Density	15
6.1.5.	Effective Walkway Width	16
6.1.6.	Level of Service Standards	17
7.	EVENT DEMOGRAPHIC PROFILE	19
7.1.	EVENT GENRE	19
7.2.	PATRON DEMOGRAPHIC	19
7.3.	EVENT OPERATIONAL PROFILE	19
8.	SECURITY CROWD MANAGEMENT STRATEGY	20



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

8.1.	APPLICATION TO CROWD MANAGEMENT PRACTICES	21
8.1.1.	Review Risk Versus Incident Causation.....	21
8.2.	THE HAZOP STUDY OF FLOW ON CONSEQUENCES.....	24
8.4.	PREVIOUS OBSERVATIONS - 2023.....	25
8.5.	PREVIOUS OBSERVATIONS - PRIOR TO COVID.....	26
8.7.	CROWD CONTROL RECOMMENDATIONS.....	27
	Scenario 1	27
	Scenario 2	27
8.8.	SECURITY COMMAND LOCATIONS	29
8.9.	SECURITY SECTORS.....	29
8.9.1.	Security Management	29
8.9.2.	Crowd Control.....	29
9.	SECURITY COMMAND ORGANISATION [EVENT OPERATIONS].....	30
9.1.	SECURITY COMMUNICATIONS PROTOCOL	30
9.1.1.	Two Way Radio.....	30
9.1.2.	Loud Hailers.....	30
11.	SECURITY OPERATIONS OVERVIEW	31
11.1.	SECURITY SCHEDULE AND RATIO	31
12.	MEDICAL.....	32
13.	RISK & EMERGENCY MANAGEMENT.....	32
14.	RSA MANAGEMENT	32
14.1.	LICENSED AREAS.....	32
14.2.	EVENT CONDITIONS.....	33
14.3.	RSA SECURITY STRATEGY	33
14.4.	REGISTERS	34
14.5.	MANAGING PATRONS BEHAVIOR	35
14.5.1.	PREVENTING INTOXICATION CHECKLIST	35
14.5.2.	PROCEDURES FOR DEALING WITH INTOXICATION INCIDENTS.....	35
14.5.3.	PREVENTING UNDERAGE DRINKING	36
15.	SECURITY FUNCTION SPECIFIC OPERATIONAL PLAN.....	37
15.1.	MANAGEMENT SECURITY OPERATIONS	37
16.	SUPPLEMENTARY CROWD MANAGEMENT AND SECURITY PLANNING CONSIDERATIONS	38
16.1.	ASSET REGISTER	38
16.2.	CROWD MANAGEMENT EVENT REPORTING	38
16.3.	SECURITY PROCEDURES	38
17.	APPENDIX 1 – SITE PLANS.....	39
17.1.	OVERVIEW MAP (ALL SITES)	39
	SCHEDULE IS PENDING AND IN DRAFT FORMAT; MOST UPTO DATE VERSION WILL BE AVAILABLE FROM CITY OF PARRAMATTA.....	39

SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

19.	APPENDIX 2 – SECURITY RISK REGISTER	40
20.	APPENDIX 3 – SECURITY SCHEDULE	45



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

2. DOCUMENT PRELIMINIARIES

2.1. DEFINITIONS

Plan specific definitions are included below.

2.1.1.CROWD

A crowd is a large group of people that are gathered or considered together. A crowd may be definable through a common purpose or set of emotions, such as at a political rally, a sports event, or during looting (this is known as a psychological crowd), or may simply be made up of many people going about their business in a busy area.

2.1.2.CROWD MANAGEMENT

Crowd Management is defined as techniques used to manage lawful public assemblies before, during and after an event for the purpose of maintaining health and safety of a person(s).

2.2. REFERENCE MATERIAL

This Plan responds to the list of documents prepared and provided by the City of Parramatta for Parramatta Lanes 2024.

2.3. REFERENCES

This Plan is prepared with consideration of:

- 'Loveparade Prosecution Charges Rejected' Landgericht Duisburg Der Pressesprecher at <<http://www.lgduisburg.nrw.de/behoerde/loveparade/>> (accessed 15th May 2016)
- Australia Emergency Management (1999) Manual 2—Safe and Healthy Mass Gatherings. A Health, Medical and Safety Planning Manual for Public Events (Commonwealth of Australia: Dickson ACT).
- Austroads (2013) Guide Information for Pedestrian Facilities, Sydney: Austroads, pp. 24-25.
- Boyd, John R. Organic design for command and control: A discourse on winning and losing (1987).
- Football Licensing Authority, (2008) Guide to safety at Sports Grounds 5th Edition pp 83.
- Fruin, Dr. John J. (1993) 'The Causes and Prevention of Crowd Disasters' presented at the First International Conference on Engineering for Crowd Safety, London, England.
- Health and Safety Executive: The Event Safety Guide (A Guide to Health, Safety and Welfare at Music and Similar Events). London: Her Majesty's Stationery Office, 1999.
- Oberhagemann, Dr. Dirk (2012) Static and Dynamic Crowd Densities at Major Public Events, TechnischWissenschaftlicher Beirat (TWB) der Vereinigung zur Förderung des Deutschen Brandschutzes e.V.
- Still, G.K. (2013) Introduction to Crowd Science (CRC Press, Boca Raton).
- Zeitz, K.M., Tan, H.M and Zeitz, C.J. (2009). Crowd Behaviour at Mass Gatherings: A Literature Review. Prehospital and Disaster Medicine, 24 (1), p. 36



SECURITY CROWD MANAGEMENT PLAN

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3. PURPOSE

This Security Crowd Management Plan has been developed for City of Parramatta (COP) the local council for Parramatta, home of Parramatta Lanes, 2024.

This plan relates only to the COP Event - **Parramatta Lanes, 2024**

This document aims to centralise security crowd management planning documentation and provide thorough operational procedures that are agreed upon by COP.

The plan is prepared in accordance with crowd management best practice, including implementation of AS/NZS ISO31000 Risk Management and to meet the general legislative requirements of the NSW Workplace Health & Safety Act (2011) and NSW WHS Regulation (2017).

The event owners take their duty of care seriously and intend to plan so it is executed in an orderly and safe manner.



SECURITY CROWD MANAGEMENT PLAN

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4. SCOPE

This plan applies to Parramatta Lanes 2024 during the times of operation being;

Wednesday 23rd - Saturday 26th October 2024,

from 17:00 - 22:00 (Wednesday & Thursday) 17:00 - 22:30 (Friday & Saturday)

Details of the event footprint are contained with section appendices. This plan is prepared to provide an overall description of ACESGroup security operational activities for the Parramatta Lanes 2024 event.

This plan is applicable for staffing provision for ACESGroup Event Asset/Crowd Control/Event Security/RSA operations in accordance with best practice security management.

This plan excludes services:

- Public Area Precinct Services (the adjoining area is controlled and managed by City of Parramatta).

The plan is a summarised document, able to be operationally implemented for event purposes, it does not detail underpinning security crowd management theoretical concepts but outlines strategic security operations. It is supplemented by condensed brief sheets for guard reference and briefings prepared immediately before event operations.

This plan is supplemented by ACESGroup Policies, Standard Operating Procedures, Safe Work Procedures, Job Descriptions and where required event or venue specific Standing Orders.

The plan requires extensive ongoing consultation and refinement prior to finalising risk identification, analysis and control detail. It is provided in conformance with relevant International and Australian Standards.

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4.1. COORDINATION WITH OTHER PLANS AND AGENCIES

This plan does not specifically address access/traffic, emergency management, event risk management, event Work Health and Safety, event licensing or event operations which are prepared separately.

The plan does not override other event planning documents prepared by COP and related stakeholders excepting details of security operations. Where feasible this plan refers to but does not duplicate existing event plans.

4.2. INTEGRATION WITH RELATED STAKEHOLDERS

Delivery of this plan requires overall co-ordination and operational integration between landowners and event stakeholders, including;

- City of Parramatta (COP)
- RMS
- NSW Police
- MediFAST
- NSW Health

SECURITY CROWD MANAGEMENT PLAN

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5. EVENT INFORMATION

5.1. EVENT OVERVIEW – PARRAMATTA LANES, 2024

“Parramatta Lanes is back for 2024, bigger and brighter than ever.

Over four nights, discover all-new eats, beats and art as Parramatta is transformed into a maze of FREE, after-dark fun.

Try new flavours at our pop-up bars and food stalls, follow the rhythms of music and find fascinating art installations scattered throughout the laneways.

This year features more than 120 musical acts, over 40 food stalls and 3 giant artworks. With so much to experience one night won’t be enough, so soak up the full experience with special room discounts from local hotels”.

Parramatta Lanes is an annual festival which celebrates the current and future potential of Parramatta. Each October the City’s laneways light up with eats, beats and art, bringing together people from all walks of life.

A festival that inspires creativity and nourishes the soul, Lanes celebrates Parramatta’s unique culture and has woven into the fabric of the City’s identity.

Eats

Lanes is a foodie’s paradise with plenty of food stalls, pop-up bars and local eateries to excite the taste buds. With cuisines and flavours from around the world, the food at Lanes is as vibrant and diverse as the crowds it attracts.

Beats

Festival goers can also enjoy a line-up of incredible live music. At the Centre of Global Sydney, Parramatta is ideally positioned to attract local talent from Western and Greater Sydney. Lanes is also a place where artists emerge and thrive. An incubator for local talent, it provides a platform for up-and-coming artists to create, play and engage with the community. The live music scene is alive and well in Parramatta and Lanes helps to keep the beat going.

Art

The art scene in Parramatta and Greater Western Sydney finds an energetic hub of expression at our annual Lanes festival. With members of the Parramatta Artists’ Studios connecting their art with the community, Lanes is a great space to engage with local artists. The City’s streets are adorned with beautiful and thoughtful art installations with a sustainability focus, reflecting Parramatta’s environmental values.

Attendees are also encouraged to express their creative sides at art and dance workshops, listening to slam poets and interacting with roving theatrical performances.

SECURITY CROWD MANAGEMENT PLAN

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Parramatta Lanes is a multisite food, arts, and cultural festival intricately woven throughout the Parramatta CBD over four nights in October. 'Lanes' transforms the hidden pockets within our city into creative, wondrous and immersive spaces, bringing high-quality performance arts, installations, and family experiences to both locals and visitors alike.

The event aims to deliver a high quality and sophisticated option for both Parramatta locals and to attract new visitors to the city. The festival receives a high amount press coverage, through traditional, online and social media.

Since 2012, the event has seen continuous growth, attracting an average of 95,000 visitors.

The event is a free public event aimed at young corporate business professionals, family demographics and local residents that will include activations located within the below precincts;

1. Prince Alfred Park
2. Riverside Theatre & Courtyard
3. Phillip Lane
4. Baba Ghanouj
5. Eat St Carpark
6. Red Cow Lane
7. George St
8. Justice Precinct
9. Brislington Medical and Nursing Museum
10. 23 George St
11. Macquarie St
12. Centenary Square
13. Leigh Memorial Church Carpark
14. St John's Church Grounds
15. Town Hall
16. Parramatta Square

Full descriptions of precincts and entertainment profiles are available on the Parramatta Lanes website:

<https://atparramatta.com/lanes> Summary descriptions of entertainment and precinct location are available via the Parramatta Lanes website.



SECURITY CROWD MANAGEMENT PLAN

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5.2. EVENT SUMMARY

Event Type:	Public (Free) Outdoor Event
Event Date:	Wednesday 23rd – Saturday 26th October 2024
Event Start Time:	1700hrs (5:00PM)
Event Finish Time:	2200hrs (10:00PM) Wednesday & Thursday 2230hrs (10:30PM) Friday & Saturday
Event Security Start:	From 1630hrs (4:30PM)
Event Security Finish:	Up to 2245hrs (10:45PM)
Predicted Event Attendance (PAX):	Approx. 180,000-200,000 (expected in 2024) across Event period (4x nights approx. 5hrs each night)
Event Frequency:	Annual
Event Attendance Profile:	City Workers, Residents from the LGA or surrounding area, Visitors from outside the LGA, Mixed Predominately Ambulatory – walking calm*. Cohesive / spectator – watching specific activity* isolated to small pockets where entertainment or queuing may occur (low-medium impact). *as defined in AEM 'Safe & Healthy Mass Gatherings' , Vol 2 Part 3, Annex C to Ch. 8 (withdrawn but applied).
Event Demographic:	Family groups / local residents / City workers
Event Behaviour:	Orderly, Relaxed
Licencing (Alcohol):	There are five (5) event licenced spaces
Event Risk Profile	Low
Security Comms:	Primary security communication is via Two-way Radios.
Radio Channels:	Ch 1 Security 1 Ch 2 Security 2 Ch 3 Chat
Security Uniforms:	Standard Hi-vis Silver/Yellow Polo, Yellow Jacket.



SECURITY CROWD MANAGEMENT PLAN

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5.3. EVENT SITE PROFILE – PARRAMATTA CBD

Parramatta CBD

Parramatta (/ˌpærəˈmætə/) is a suburb of Sydney, Australia, 23 kilometres west of its central business district on the banks of the Parramatta River. Parramatta is the administrative seat of the City of Parramatta, one of four cities within the Sydney metropolitan area.

The suburb is colloquially known as Parra.

Getting There

Train: Parramatta is linked in all directions by train. Catch the Western line direct from Wynyard, Town Hall or Central, or if travelling on Northern or Southern lines, change at Strathfield. The park is approximately a 10 minute walk from the station.

Bus: All major bus services operate in Parramatta. From Circular Quay, take routes L20 or 520.

Ferry: The Parramatta River ferry operates from Circular Quay to the Parramatta ferry terminal (50 min) via Balmain, Drummoyne and Sydney Olympic Park. Prince Alfred Square is a 10 minute walk along the pathway from the terminal. Buses replace ferries between Parramatta and Rydalmere when tides are low. For more information on bus timetables and the latest tidal notice calendar, visit transportnsw.info.

Parking: Eat Street Car Park (off Erby Place or Horwood Place), the rooftop closes (being an event site) at 4pm each day with all remaining levels open to park in. Secure Car Parking operates City Centre Car Park accessible via Macquarie Street and Riverside Car Park accessible via George Khattar Lane during the event.

Road Closures: Road closures and event set-up may impact regular bus services, with updates being communicated by public transport providers. Visit Transport for NSW for bus routes/timetables and "Travel alerts and trackwork" for scheduled and unscheduled delays and travel advice. <https://transportnsw.info/plan>

For more information on road closures for the event, refer to the event Transport Management Plan (available via CoP).



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

Accessibility:

The accessibility of the event is expected to be as per usual for the location with existing paved surfaces.

There are temporary toilets provided within the Event space. The closest toilets (including accessible toilets) are expected to be located on appropriate side streets and on a flat sealed surface.

Event maps for Parramatta Lanes 2024 are attached as Appendix 1 of this plan.

6. LEVEL OF SERVICE MODELS FOR WALKING CROWDS

6.1. PEDESTRIAN LEVEL OF SERVICE

Pedestrian Level of Service standards provides a useful means of determining the environmental quality of a pedestrian space.

Pedestrian service standards related to walking are based on the freedom to select desired walking speeds and the ability to bypass slower-moving pedestrians. Other measures related to pedestrian flow include the ability to cross a pedestrian traffic stream, to walk in the reverse direction of a major pedestrian flow, and to manoeuvre without conflicts and changes in walking speed.

Level of service standards for queuing areas are based on available standing space and the ability to manoeuvre from one location to another. Since pedestrian level of service standards are based on the amount of pedestrian space available, these standards can be used to determine desirable design features such as platform size, number of stairs, corridor width, etc.

6.1.1. PRINCIPLES OF PEDESTRIAN FLOW

The relationship between density, speed, and flow for pedestrians is described in the following formula:

$$v = S \times D$$

Where:

v = flow (pedestrians per minute per metre);

S = speed (m/min); and

D = density (peds/m²).

6.1.2. WALKWAYS DESIGN FACTORS

The capacity of a walkway is controlled by the following factors:

- pedestrian walking speed,
- pedestrian traffic density, and
- walkway width.

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ACES GROUP

6.1.3. SPEED

Normal walking speeds of pedestrians may vary over a wide range, depending on many factors. Studies have shown that male walking speeds are typically faster than female walking speeds. Walking speeds have also been found to decline with age. Other factors influencing a pedestrian's selected walking speed include the following:

- time of day,
- temperature,
- traffic composition,
- trip purpose, and
- reaction to environment.

Free-flow walking speeds have been shown to range from 48 m/min to 155 m/min. On this basis, speeds below 48 m/min would constitute restricted, shuffling locomotion, and speeds greater than 155 m/min would be considered as running. A pedestrian walking speed typically used for design is 83 m/min.

6.1.4. DENSITY

Perhaps the most significant factor influencing pedestrian walking speed is traffic density. Normal walking requires sufficient space for unrestricted pacing, sensory recognition, and reaction to potential obstacles. Increasing density reduces the available space for walking, and therefore, reduces walking speed.

The figure below (Pedestrian Speed on Walkways) shows the relationship between walking speed and average pedestrian space (inverse of density). Observing this figure, pedestrian speeds are free-flow up to an average pedestrian space of 8.25 m² per person. For average spaces below this value, walking speeds begin to decline rapidly. Walking speeds approach zero at an average pedestrian space of approximately 1m² per person.

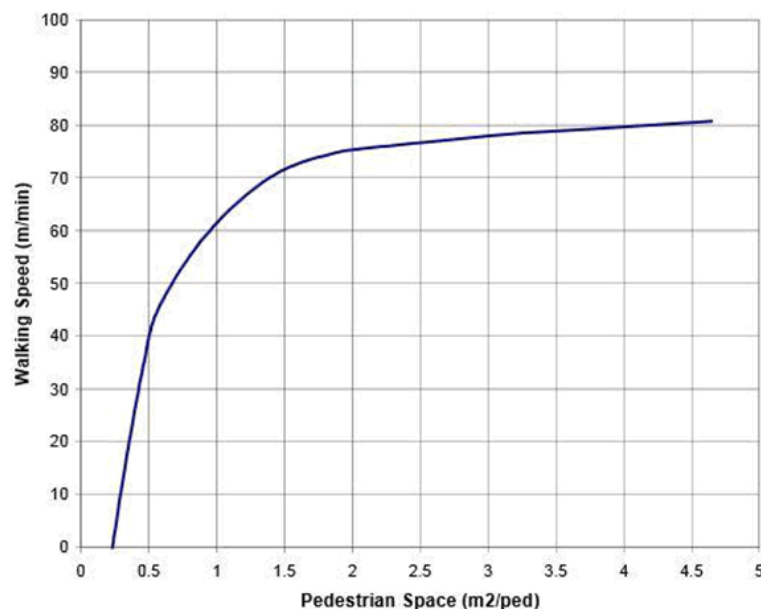


Figure 2: Pedestrian Speed on Walkways

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6.1.5.EFFECTIVE WALKWAY WIDTH

The final factor affecting the capacity of a walkway is the effective width available. Studies have shown that pedestrians keep as much as a 0.4-meter buffer between themselves and the edge of curb or the edge of passageway. This suggests that the effective width of a typical terminal corridor should be computed as the total width minus 1m, with 0.5m on each side.

The below figure (Pedestrian Unit Width Flow on Walkways) shows the relationship between pedestrian flow per unit width of effective walkway and average pedestrian occupancy. Curves are shown for uni-directional, bi-directional, and multi-directional (cross-flow) pedestrian traffic. As this exhibit shows, there is a relatively small range in variation between the three curves. This finding suggests that reverse and cross-flow traffic do not significantly reduce pedestrian flow rates.

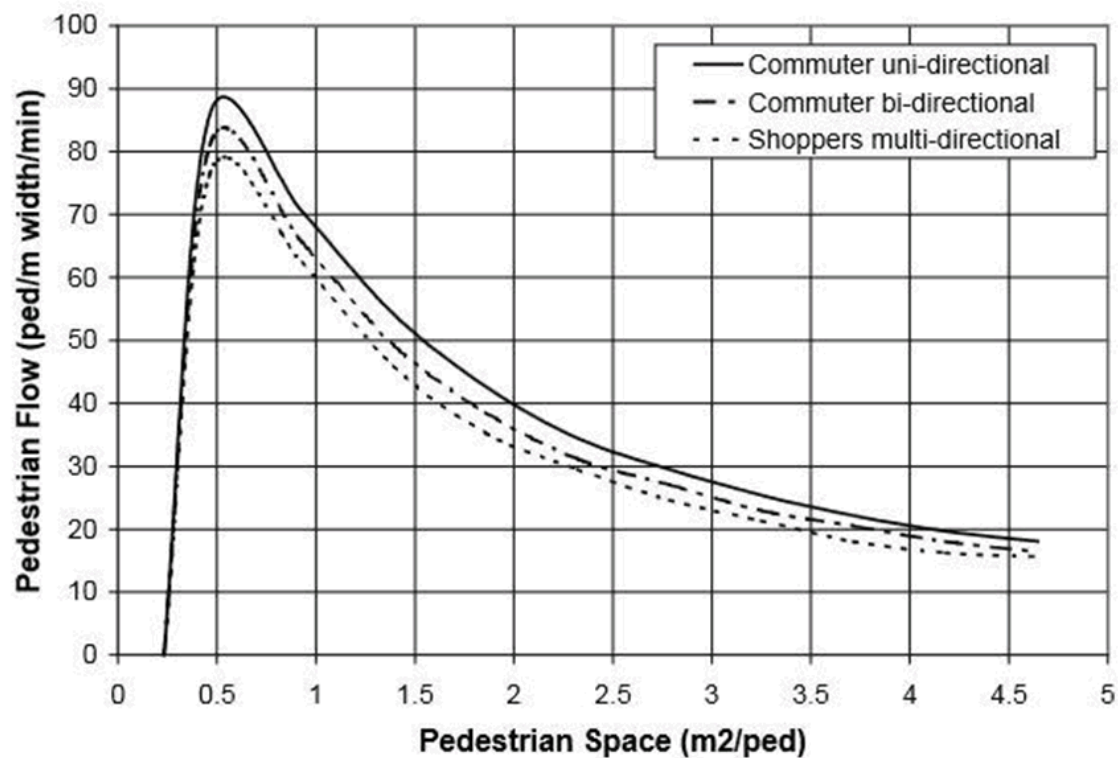


Figure 3: Pedestrian Unit Width Flow on Walkways

As shown in the above figure the maximum average peak flow rates (86.0, 81.0, and 76.4 persons/m of walkway for uni-directional, bi-directional, and multi-directional flow, respectively) occur at an average occupancy of 1.65 m² per person. Many authorities have used these maximum flow rates as a basis for design. This practice, however, may result in a limited walkway section that operates at capacity and restricts normal locomotion. The following section presents procedures for designing walkways based on level-of-service design standards.

SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

6.1.6. LEVEL OF SERVICE STANDARDS

From a planning consideration for ambulatory crowds it is not desirable to design walkways based on capacity, but on a desired pedestrian level of service. The desirable pedestrian environment allows sufficient space for the pedestrian to:

- walk at a relaxed walking speed,
- bypass slower pedestrians,
- avoid conflicts with oncoming or crossing pedestrians, and
- interact visually with surroundings.

The following level-of-service standards are given as a relative scale based on achieving this desirable pedestrian environment.

Pedestrian Demand

When estimating the pedestrian demand for a particular facility, it is important to consider short peak periods and surges within the peak. For design purposes, a 15-minute peak period is recommended. However, because micro-peaking (temporary higher volumes) are likely to occur, consequences of these surges within the peak should be considered. Micro-peaking may result in restricted space for a given time period, but the short duration and the fact that most users are knowledgeable of the transit facilities may justify the temporary lower level of service.

Level of Service

The below figure (Pedestrian Level of Service on Walkways) lists the criteria for pedestrian level of service on walkways. This level of service standards are based on average pedestrian space and average flow rate. Average speed and volume-to-capacity ratio are shown as supplementary criteria. Graphical illustrations and descriptions of walkway levels of service are shown in figure (Illustration of Walkway Levels of Service). Capacity is taken to be 76 pedestrians per minute per meter (level of service E).

Pedestrian Level of Service	Space (m ² /ped)	Expected Flows and Speeds		
		Avg. Speed, S (m/min)	Unit Width Flow, v (ped/min/m)	Vol/Capacity Ratio
A	≥ 12.1	≥ 79.2	≤ 6.1	≤ 0.08
B	≥ 3.7	≥ 76.2	≤ 21.3	≤ 0.28
C	≥ 2.2	≥ 73.2	≤ 30.5	≤ 0.40
D	≥ 1.4	≥ 68.6	≤ 45.7	≤ 0.60
E	≥ 0.6	≥ 45.7	≤ 76.2	≤ 1.00
F	< 0.6	< 45.7	Variable	

Figure 4: Pedestrian Level of Service on Walkways

SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

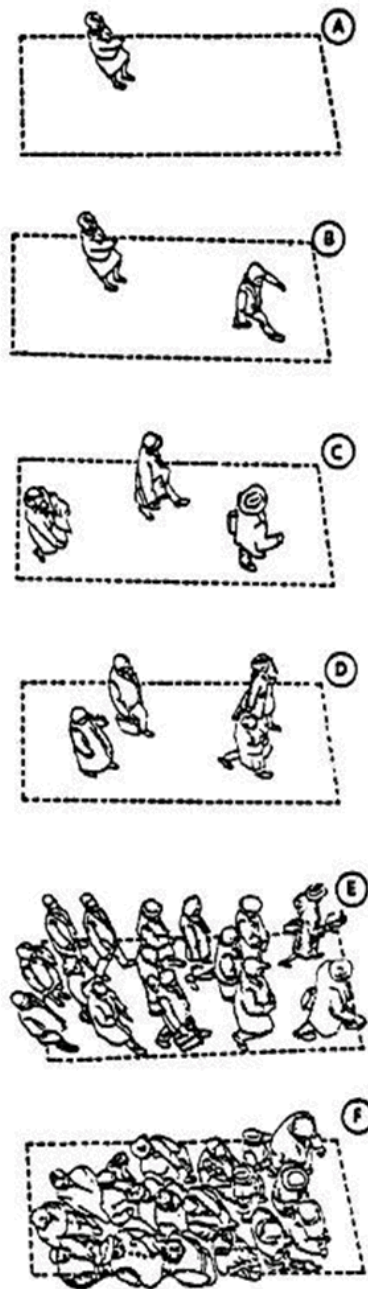


Figure 5: Illustration of Walkway Levels of Service

LEVEL OF SERVICE APedestrian Space: $\geq 12.1 \text{ m}^2/\text{ped}$ Unit Width Flow: $\leq 6.1 \text{ ped}/\text{min}/\text{m}$

Description: Walking speeds are freely selected; conflicts with other pedestrians are unlikely.

LEVEL OF SERVICE BPedestrian Space: $\geq 3.7 \text{ m}^2/\text{ped}$ Unit Width Flow: $\leq 21.3 \text{ ped}/\text{min}/\text{m}$

Description: Walking speeds are freely selected; pedestrians become aware of others and respond to their presence.

LEVEL OF SERVICE CPedestrian Space: $\geq 2.2 \text{ m}^2/\text{ped}$ Unit Width Flow: $\leq 30.5 \text{ ped}/\text{min}/\text{m}$

Description: Walking speeds are freely selected; passing is possible in unidirectional streams; minor conflicts will exist for reverse or crossing movements.

LEVEL OF SERVICE DPedestrian Space: $\geq 1.4 \text{ m}^2/\text{ped}$ Unit Width Flow: $\leq 45.7 \text{ ped}/\text{min}/\text{m}$

Description: Freedom to select desired walking speeds and to pass others is restricted; high probability of conflicts for reverse or crossing movements.

LEVEL OF SERVICE EPedestrian Space: $\geq 0.6 \text{ m}^2/\text{ped}$ Unit Width Flow: $\leq 76.2 \text{ ped}/\text{min}/\text{m}$

Description: Walking speeds and passing ability are restricted for all pedestrians; forward movement is possible only by shuffling; reverse or cross movements are possible only with extreme difficulties; traffic volumes approach limit of walking capacity.

LEVEL OF SERVICE FPedestrian Space: $\leq 0.6 \text{ m}^2/\text{ped}$ Unit Width Flow: $\leq \text{variable}$

Description: Walking speeds are severely restricted; frequent, unavoidable contact with others; reverse or cross movements are virtually impossible; flow is sporadic and unstable.

SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

7. EVENT DEMOGRAPHIC PROFILE

7.1. EVENT GENRE

The event is a short-term street festival held in multiple locations. Key event activations will include several stages, multiple food vendors & stalls, and five (5) bars / licensed areas.

The overall risk assessment of the event is deemed **Low Risk**.

7.2. PATRON DEMOGRAPHIC

The event demographic is all ages but is targeted towards City Workers & residents from the LGA.

The demographic when considered in context to the event profile is not considered to have incidents involving alcohol, other substances or violence.

The overall risk assessment of the patron demographic is deemed **Low Risk**.

7.3. EVENT OPERATIONAL PROFILE

This plan addresses event operational profile only. Parramatta Lanes 2024 will have a phased operational profile as outlined below.



Figure 6: Security Operations phased event operations

SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

8. SECURITY CROWD MANAGEMENT STRATEGY

ACESGroup primary crowd management strategy is delivery of effective customer service to prevent patron dissatisfaction and crowd degeneration.

Critical to ACESGroup strategy is effective communication between event stakeholders, directional information and visible security presence to ensure event numbers do not reach a critical density disrupting public thoroughfare corridors and to reduce the possibility of anti-social persons and issue motivated groups (IMG's) causing event disruptions.

The best deterrent is to have a distinct presence within the event area so that there is a visual impact of control systems in place as the public access and observe the event site. This includes protection of community assets within the event area.

This will ensure the public's perception of the event is that of a safe site controlled by proper authorities, this will also reduce the incidents that may occur. This perception is best achieved by the existence of adequate staffing resources (and related infrastructure and technological resources).

The strategy is supported by bright distinct Hi-vis event uniforms, with strategic positions supported by Hi-vis vests.

ACESGroup personnel provide internal event specific security functions (within the defined event area) and specified external locations. Any general issues outside the event area are the responsibility of either local area authorities and/or Police (as relevant).

This planning document is limited to ACESGroup provision for internal security services [crowd direction, crowd behaviour, restricted area access control].

The aim of ACESGroup security service provision is to:

- ✓ Deliver effective patron (customer) service
- ✓ provide a visible security presence
- ✓ maintain access control
- ✓ maintain a professional security image throughout the event operations
- ✓ implement documented crowd control measures
- ✓ respond to COP and associated stakeholders security concerns

The plan is reliant on coordinated application of effective risk management to mitigate security and safety risk hazards; including;

- ✓ Event overlay considering safety by design principles
- ✓ Effective access control infrastructure
- ✓ Effective access control accreditation systems
- ✓ Effective access control policies and procedures
- ✓ Committed harm minimisation practice
- ✓ Effective communications systems and protocols

SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

The plan incorporates the following strategies;

1. Physical security recommendations (access control infrastructure, crowd management infrastructure communications systems)
2. Administrative security controls (preventative security procedures, incident response procedures),
3. Human resource (manpower) security controls / deployment (control and command, static, response, patrols).

8.1. APPLICATION TO CROWD MANAGEMENT PRACTICES

Case Study: Love Parade Tragedy

Lessons can be learned from the Love Parade tragedy that occurred at Duisburg on 24th July 2010. Professor Keith Still provided an expert report regarding the crowd technicalities that caused the crush, with specific details on safe density calculations and crowd dynamics.

The major failing in the Love Parade tragedy was that peak crowd loads from ingress to egress were not calculated or allowed for despite the fact they were easily foreseeable. Professor Keith Still provides evidence how the pedestrian access-ways could have been predicted to fail by the sheer volume of people and the narrow aperture ways. A brief overview of the facts reveals that although the area inside the event had been spatially designed for the expected crowd of approximately 250,000 people the access-ways via twin tunnels leading to a central corridor into the site were only 18.28 metres which at best could only handle a volume of 89,790 people per hour. On the day of the event obstacles within the corridor reduced the width to 10.59 metres or 52,103 people per hour. As the ingress crowd collided with the crowd starting to leave the event (egress) between 4 and 5 pm approximately 145,000 people were flowing between the two directions requiring a 29.5 metre egress which was not available.

His report points out the necessity to measure crowd flows in both directions whether it is ingress or egress or merely exiting an arena to gain use of facilities or hospitality.

8.1.1. REVIEW RISK VERSUS INCIDENT CAUSATION

Security Risk Assessment of Crowd Flows – What Could Go Wrong?

An understanding of what risks can occur and why risks precipitate to become incidents is the fundamental basis of risk management. To determine if event capacities are achievable within the event space detailed risk identification and causation needs to be considered and included. This research needs to include and outline the principles of crowd incident causation from bottlenecks to overcrowding to security interaction and communication with the crowd. Even with a pre-determined capacity and egress model completed the fact remains with a large crowd in a public uncontrolled environment may experience significant surge to any area that may be perceived as a prime vantage point and could cause crowd pressure to escalate to a dangerous level. Crowd crushes have been avoided in the past by a number of “defences” including event programming, audience self-removal and security restrictions or capacity constraints. With an increased crowd size these risks need to be closely analysed to ensure adequate defences are designed and set to ensure the risk does not become an incident.



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

Crowd Movement Risks

The top three crowd movement related risks are:

- Crowd crush in a bottleneck from crowds moving from either performance viewing areas or to seek shelter from inclement weather, storms or hail,
- Crowd crush in the key viewing locations due to crowd capacity, patrons moving in and out key viewing locations before or after performances / displays or to get food and beverage or toilets,
- Emergency scenarios within the key viewing areas or access corridors causing a panic and crowd rush.

Risk versus Incident Causation

When considering mass movement of crowds and human behaviour the levels of complexity create a multitude of interrelated risks. There are various models that consider risk and incident causation.

Structured methods include formal security risk assessment. Security risk assessment is outlined in HB167:2006 previously attached to AS/NZS 4360:2009 now superseded into ISO 31000:2018. It provides a landscape of security risk assessment for people, assets and information. The primary variation of security risk assessment from standard risk assessment is the acknowledgement that people may wilfully or maliciously commit an act which changes the likelihood or consequence probability.

In terms of crowd management, the emotion of the crowd and their desire to respond and move towards the performers or viewing areas is the additional variable element in the assessment process. To account for this possibility a threat and vulnerability assessment is added. Applied security risk assessment overarching methodology is not commonly used in Australia as much as it should be for crowd management due to the lack of experienced practitioners. As an alternative this report considers other methods of reviewing incident causation that may be more simply applied by Venue Management.

The Swiss Cheese Model

For crowd management techniques James Reasons' 'Swiss Cheese Model' has some relevant applications. This model was proposed in the 1970's to identify the defences that failed in allowing a major incident to occur. Prof. Reason used the analogy that major incidents occur when the holes in various layers of 'Swiss Cheese' lined up, therefore allowing a hazard to become an incident or loss. He prophesized the hole in a layer was like a failure and when failures lined up, and all the layers contributed to the process, the hazard became an incident.

A given system is broken down into defensive layers or slices of cheese. These slices are the defensive elements that exist between the decision-making process and failure causation. Holes exist in each layer, representing opportunities for an accident or error to occur, allowing a clear passage through to the subsequent layer. Each slice is dynamic in nature and holes are continually appearing, disappearing, and changing position. When holes align through all layers an accident or error is able to occur.

To develop layers for crowd management planning the initial consideration would be to consider the factors that affect crowd management. The fundamental factors would follow John J Fruin F.I.S.T model which acknowledged the Force of the crowd, Information the crowd was given, the physical Space they had and the Time relative to the movements. Refer to adapted F.I.S.T. model below.



SECURITY CROWD MANAGEMENT PLAN

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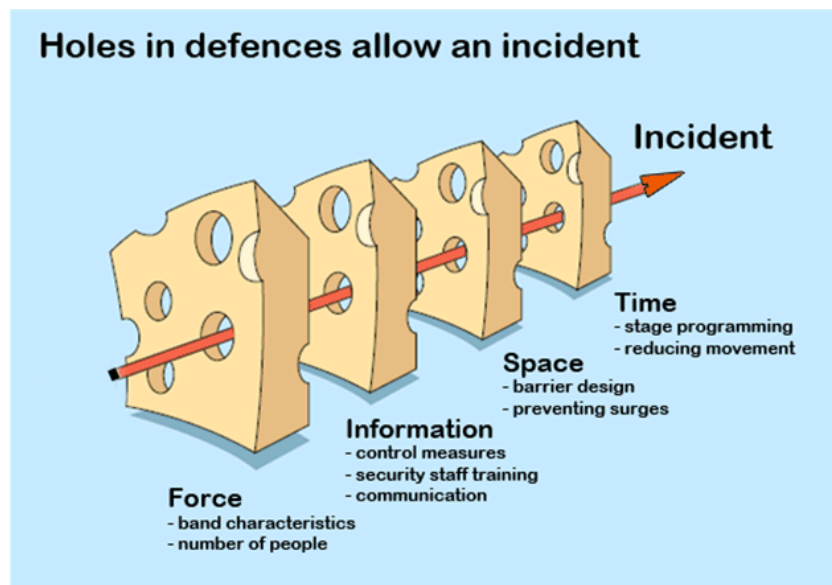


Figure 7: Adapted F.I.S.T model

1. **Force** and emotion relate to how excited the crowd is. This includes their anticipation to get into an event, the size of the crowd, their intention or desire to get to a certain place, such as the barricade, preferred viewing location and need to rendezvous with family or friends
2. **Information** relates to the expectations and information given to the crowd relating to entry procedures, event timings, information related areas that may have imposed entry restrictions due to Conditions of Entry.
3. **Space** relates to how much physical space was calculated for the people and time relates to if the audience is trying to move in a calm and structured manner or in an excited state i.e.: when performances start, or a panicked/frightened state if a live threat emergency exists.
4. **Time** is time between acts, act delays, amenities queues, food & beverage delays and any other instance that can compound scheduling delays.

Two types of holes can appear in defensive layers, the first type is known as active failures caused by a human interaction.

- Active failures that could impact on goals include;
- Poor site management such as leaving or allowing food stalls in pathways,
- Poor communication and briefing,
- failure of security to implement and hold crowd flows when capacity has been reached,
- Incorrect decisions by command center.

The second hole is a **systematic failure in design**. This can be attributed to:

- **Knowledge** - What information was given to the crowd about entry procedures, amenities availability etc.?



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

- **Culture** – This relates to emotion and characteristics of the crowd, but also the interaction and characteristics of the control services such as security and emergency services. What has been the crowd perception of security control in the past?
- **Training** – relates to the understanding, experience and training procedures by the operators or the controllers of the event.
- **Design / Engineering** - relates to types of barrier used and how they are installed. Will high pressure points have mojo barrier, “mega gate” and “gate keeper” systems rather than bike rack and fence panels.
- **Procedures** – relate to how crowd pressure is reduced, released or people are removed for their own safety out of a tight crowd situation. A special security team needs to be briefed, trained and prepared.

8.2. THE HAZOP STUDY OF FLOW ON CONSEQUENCES

A hazard and operability study (HAZOP) is a structured and systematic examination of a planned or existing process or operation in order to identify and evaluate problems that may represent risks to personnel or equipment or prevent efficient operation.

Essentially this was a risk identification process first, to ask the right questions to start the thought process. The HAZOP technique was initially developed to analyse chemical process systems but has later been extended to other types of systems and also to complex operations and to software systems.

A HAZOP is a qualitative technique based on guide-words and is carried out by a multi-disciplinary team (HAZOP Team) during a set of meetings.

This was a qualitative technique produced around structured scenario planning methods which applied a set of variations or deviations from the objective to test the robustness of design and engineering process. This is easily adaptable to crowd management because the design objective of crowd flow, crowd management and barricade design is often tested once a sedate crowd becomes excited or forceful or too many people try to approach too small and opening therefore building up crowd pressure which results in the hazard of crowd crush.

HAZOP requires the design objectives to be tested by a structured scenario called deviations to consider the consequences and the flow on consequences. Deviations for a crowd management HAZOP would include:

- The crowd approaching too fast, creating a build-up of pressure, the crowd being excited or forceful in anticipation of the event.
- The crowd becoming forceful or violent due to concerns of inequality or disappointment due to delayed act or cancelled act.
- The use of drugs and alcohol, which may affect rational judgment and exaggerate human panic in a crowd crush.
- If the pathway of the crowd is convoluted and or constricted at peak load and flow times (including 2 way traffic) crowd flow may slow or cease which in turn allows a buildup of pressure to occur which may end up in a crush situation if no other controls are in place.
- The design objectives are to ensure no matter what the crowd flow a crowd crush does not occur. In engineering sense this means a shut off valve must be installed wherever pressure can build up and a system to monitor and activate that valve when required.



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

8.3. PREVIOUS OBSERVATIONS - 2023

Observations from previous Parramatta Lanes events hosted by City of Parramatta Council have identified the event overall has historically had a healthy crowd flow with large crowd movements between each of the unique sites.

Despite the brief hiatus of the event due to Covid-19, over-extended construction work in Centenary Square, and throughout Parramatta CBD due to the Light Rail, the event has returned to its pre-covid format, with large attendance and crowd movement throughout the Parramatta CBD.

The last two years has seen a return to previous crowd numbers with substantial growth in overall attendance as well as crowds being more consistent across all four nights, with the final night being a Saturday night. In 2023 the event had experienced a noticeable strong uplift, with record attendance.

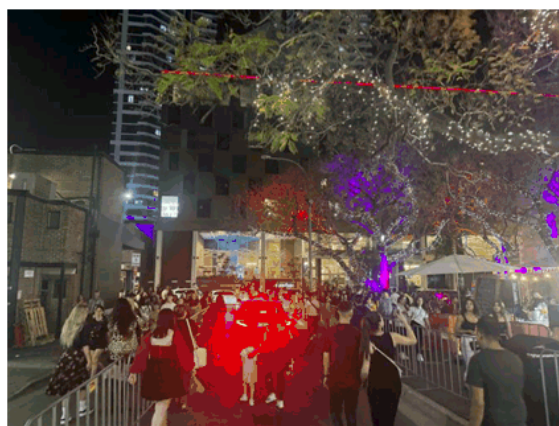
A review of sites, as well as road closures, and the recommendation the light rail not being in operation for the duration of the event across the four days needs to be considered to ensure the safety of patrons and allow the overall crowd flow to not be impacted.



East Street Carpark - Rooftop at 21:00PM



Church Street (Between George/Macquarie St) at 19:45PM



Erby Place x Phillip Street at 20:30PM



Church Street (Between George/Macquarie St) at 22:15PM

SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

8.4. PREVIOUS OBSERVATIONS - PRIOR TO COVID

Since 2016, the event experienced a significant increase in attendance and crowd accumulation. ACESGroup are aware and have been advised that overall visitor engagement statistics increased.

These larger crowds resulted in laneways reaching capacity in particular areas during the initial (early) hours of the event on both Thursday and Friday evenings. Two pinch-points were evident in both Erby Place and Roxy Carpark (2016) and in Willow Grove (2017) resultant from contraflow within congested crowd areas. Security resources were required multiple occasions to be redeployed to redirect crowds.

Based on anticipation of increasing event success for the 2017 event and a review of 2016 post-event assessments, changes were made (during the planning stages), implemented to address evident and anticipated crowd management issues for the 2017 event. In 2017 this evidently alleviated both pinch-points and other crowd congestion / capacity with similar reasonably high crowd congestion experienced.

Similar levels of attendance and crowd accumulation were expected in 2018. However, in 2018, there was an overall decrease with attendance due to weather; however, there were still large crowd movements, with unforeseen (manageable) surges of crowd-flow at times on both the Thursday and Friday (between 1830-1930).

With extensive consultation and pre-planning initiatives set for 2019, and amendments made prior to the event site layout/design, including slight changes to the mix of food vendors being showcased, additional active site and zones, strategic placement of high-profile vendors and a more open event footprint. These measures have been introduced to ensure there is a safe flow of crowds between each precinct area.

Consultation with CoP and stakeholders has indicated that there is no intended or significant change in marketing, media or entertainment programming, and there is no intelligence to suggest a significant change in crowd profile or visitation patterns from previous events.

Historical peak attendance timings have been observed primarily between 1800hrs to 2030hrs and generally between 1730 – 2200 for the (Friday) last night of the event.

SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

8.6. CROWD CONTROL RECOMMENDATIONS

The ability to monitor crowd movements is essential to the success of making informed decisions in regards to crowd management.

ACESGroup recommends that both direct (persons on the ground) and indirect (CCTV) observation of crowds within and approaching the precinct is implemented.

ACESGroup recommends consideration of utilising software Dynamic Crowd Measurement (DCM) for Parramatta Lanes 2024, to provide and support the overall operation of crowd management enabling ECC to have better understanding of crowd density, crowd flow and the general overall mood of the crowd.

Road closures for Phillip Street on the Friday and Saturday nights will also need to be considered.

SCENARIO 1

No capacity control measures in place at the various approaches to the site allowing high numbers of crowds to enter the various event sites possibly resulting in overcrowding, pinch points developing and crowd crush to occur which may lead to crowd degeneration/panic.

Controls

- Restrict/control inflow of crowds into the various event sites – fencing infrastructure to be available to physically isolate the precinct in advance of actual capacity limit reached,
- Develop and establish a strategy for diverting crowd from a 'reached capacity' in one area/zone to other areas/zones to relieve crowd pressures
- Develop public communication strategy / public messaging framework
- Establish commitment for support by NSW Police Force and other key stakeholders during the event period
- Have mutually-agreed upon Show Stop procedure as contingency measure if public safety is under threat due to overcrowding,
- Security deployments to be re-deployed where necessary to manage and redirect patrons due to overcrowding
- Adequate first aid/paramedic provisions and triage capabilities to be considered and in place.

SCENARIO 2

Unclear command / control / communications model causing delays to operational decision making.

Controls

- CoP to consult with ACESGroup Security Supervisor to establish defined areas of responsibility in regards to obligations under WHS legislation as Officer's (event organisers / land owner obligations).
- CoP communicate outcomes to key stakeholders such as emergency services.
- CoP ensures they have robust communication procedures in place to ensure operational information is moving freely between CoP and all stakeholders including ACESGroup Security Supervisors operational assets and decision makers (i.e. management).

Further recommendations

SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

- Adequate Traffic infrastructure is positioned on George Street/Horwood Place intersection, as well as Phillip Street/Horwood Place T section approach points to enforce closure(s) if required along with adequate staffing to maintain closure.
- CoP and relevant Land Owners place Variable Message Signs in key locations on approach to the precinct to advise approaching crowds of event status and crowd levels.
- CoP engage with State Transport Authorities to facilitate information updates on precinct status at transport hubs.
- CoP engage with Transport Management Centre (TMC) and NSW Police Force to establish emergency road closures to manage excessive crowds on road ways and redirect to adjacent precincts.
- Contingency planning to control crowd capacity and dispersion within the Eat Street Carpark site.
- Loud hailers are deployed to staff for means of conveying crowd, venue or emergency information.



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

8.7. SECURITY COMMAND LOCATIONS

The event will operate a primary Command Centre (Command & Control)

Command	Name	Description	Location
Security COMMAND	Command & Control	Overall Security Command	Roving
		Event Comms Centre (radio control)	Roving / Static
		Monitor RSA areas	Static
		Sign-On	Static

8.8. SECURITY SECTORS

The Event Security deployment is scheduled by 2 security functions as detailed below.

Function	Description
Roving Security	Monitor and report on crowd behaviour in association with COP instruction, assist with emergency procedures where required and assist with pedestrian crowd management at controlled points.
Static Security (RSA – licensed area)	Monitor and report on alcohol management status & patron behaviour in the allocated area of responsibility.

A summary of the security operational activities implemented for Parramatta Lanes 2024 is outlined below;

8.8.1. SECURITY MANAGEMENT

- Plan and conduct staff briefings
- Direct security staff activities
- Monitor and Assess Crowd Behavior
- Coordinate responses to emerging security and public safety issues as required
- Liaise with stakeholders as required

8.8.2. CROWD CONTROL

- Monitor and respond to Crowd Behavior issues
- Observe and prevent mass crowd action by pre-emptive intervention
- Respond to emerging security and public safety issues as directed / required
- Liaise with stakeholders as required

SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

9. SECURITY COMMAND ORGANISATION [EVENT OPERATIONS]

COP Event Management will be responsible for resolving issues and making decisions on any issues escalated to them. Emergency Management Coordination will be conducted in consultation with emergency services.

9.1. SECURITY COMMUNICATIONS PROTOCOL

COP should develop a Communications Plan which governs event communications. Security Operations shall be integrated into the overall event communications protocols.

9.1.1. TWO WAY RADIO

The primary communication across the event is via two-way radio. All key security positions will be allocated a two-way radio. Security will operate on separate dedicated communications; COP will provide a dedicated radio to ACESGroup for Site to communicate with Security Event Supervisor.

BASED ON THE VOLUME OF STAFF AND FREQUENCY OF COMMS, ACESGROUP REQUIRES A MINIMUM OF 2 CHANNELS.

- CH 1 – Zone 1 Security
- CH 2 – Zone 2 Security
- CH 3 – Zone 3 Security

Contingency Channels:

- CH 4 – ECC
- CH 5 – Chat (Spare)

All security are trained in the use of two-way radio and radio communications. ACESGroup prepares and implements its own radio call signs.

All security officers will be supplied with radio communication earpieces where necessary to enable communication within a high noise environment between security officers.

9.1.2. LOUD HAILERS

Nominated Emergency Wardens and Security Supervisors should be equipped with supplementary loud hailers which will be available for emergency communication. Loud hailers are primarily used when a power outage or emergency egress requires a power shut down, so PA systems are not able to provide emergency or safety messaging. Pre-recorded emergency messaging and emergency site egress plans should be at all production areas if PA power is still available to assist emergency directions.

Whilst ambient noise and entertainment may inhibit the effectiveness of loud hailers they provide optimum redundancy in emergency scenarios, particularly for situations which restrict the use of two-way radio and/or failure of primary communications systems. Similarly standard emergency protocols for performance require 'show stop' procedures to be implemented for stage areas assisting the implementation of emergency response and enhancing the efficiency of loud hailers.



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

11. SECURITY OPERATIONS OVERVIEW

To deter unwanted or criminal behaviour, Event Security will patrol the precinct, supported by NSWPF as required / available. During patrols Event Security will monitor, report and respond (where safe to do so) to security and safety incidents within the event footprint.

Provision of Security services does not guarantee risk elimination or a safe environment. In this instance Security is provided as a visual presence as part of the overall inherent risk reduction strategy. The security strategies and resources (including security guards) in this plan are limited by the commercial restraints and tolerability of COP of the ALARP (As Low As Reasonably Practicable) principle as noted in HB167:2006 Security Risk Management.

A summary of the security operational activities implemented for Parramatta Lanes 2024 is outlined below;

- *The provision of highly visible, safety conscious, motivated Event Security.*
- *The provision of effective leadership and management for the operation thereby promoting effective resource management and positive motivation within an operational environment that will be physically demanding.*
- *To provide effective customer service through the provision of safety, security and logistics services in addition to providing direction to facilities and general information to the public.*
- *To cater for the venue security environment regarding criminal or offensive behaviour aimed at harming visitors, staff and personal possessions,*
- *To minimise opportunities for unobserved, unauthorised access to restricted areas,*
- *To minimise the effect of a security incident through monitoring, patrolling and response,*
- *To provide response to emergencies, to ensure as much as is practical, the safety of the public, local tenants, employees and contractors, and*
- *To enable timely and accurate monitoring and reporting on the implementation, capability and effectiveness of Event Security initiatives.*
- *Event Security will serve as first respondents and refer all cases for primary medical response to MediFAST via radio.*

11.1. SECURITY SCHEDULE AND RATIO

Security figures are based on but not limited to the following:

- *Expected event attendance*
- *Risk identification of client and associated stakeholders (final deployment determined by event organisers (subject to risk perception, tolerance and budget constraints)*
- *Responsibility for immediate defined event areas only*
- *External review by all related regulatory authorities*
- *Psychological crowd classification of calm demographic ambulatory event mode*
- *Staff redeployment authorised as required as events proceed*
- *Current World Political Climate*

It is noted that the final deployment will be determined in consultation with City of Parramatta as planning continues and is attached as Appendix 2 to this document.



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

12. MEDICAL

ACESGroup recommends that event organisers engage an event medical service provider for special advice and engagement of onsite first aid during peak event periods to supplement security first aid response capability.

City of Parramatta have engaged MediFAST for Parramatta Lane 2024.

13. RISK & EMERGENCY MANAGEMENT

COP have developed a Risk Assessment. COP have engaged AvertRisk/AssureSafety to develop an Emergency Management Plan (EMP). This SCMP will not detail Risk Management or Emergency Management procedures. The EMP directs the procedures for emergency response implemented by COP and Emergency Services at the event. ACESGroup Security will serve as Area Wardens (where nominated) and act in accordance with directions of the Emergency Command Organisation (ECO), with particular responsibility for emergency evacuation.

In case of an Evacuation, ACESGroup Security in conjunction with Emergency Services will liaise with staff on site and notify them of the need to evacuate. Security will usher event staff towards key exit points away from any emerging danger or specifically isolated areas. The EMP & COP Event manual provide more detail regarding evacuation routes.

The TRA, EMP & COP Event Manual for Parramatta Lanes 2024 are available through City of Parramatta Council.

14. RSA MANAGEMENT

The service of alcoholic beverages will be from five (5) public bars as outlined in 'Licensed Areas' section. The bars will be located in designated licensed areas with dedicated Security to monitor RSA.

The service of alcohol will be from five (5) bars throughout Wednesday – Saturday. The hours of operation of the bars will be from 17:00 to 22:00 hrs (Wednesday – Thursday) with last call for drinks at 2130 hrs. For Friday and Saturday, bars will be from 17:00 to 22:30 hrs with last call for drinks at 2200 hrs.

14.1. LICENSED AREAS

Location	Licensee	Capacity	Security
Centenary Square	TBC	TBC	TBC
Eat Street Carpark Rooftop	TBC	TBC	TBC
Leigh Memorial	TBC	TBC	TBC
Justice Precinct	TBC	TBC	TBC
Riverside Theatre Courtyard	TBC	TBC	TBC

SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

14.2. EVENT CONDITIONS

- Acceptable Proof of Age as per Liquor Licensing Requirements is required to purchase and consume alcohol in the licensed area.
- All products will be sold in plastic cups, plastic bottles or cans.
- Except for still and sparkling wine, no drink over 5% Alcohol by Volume will be sold
- Light Beer will be available
- Free drinking water will be available at the bar with signage promoting this
- Security will be positioned at the entry and exit of the licensed area to supervise entry and to ensure no alcohol is brought in and no alcohol is taken out of the licensed area.
- Signage will be clear, advising any patron over the age of 18 years supplying liquor to a minor will be evicted from the site
- All staff serving alcoholic drinks will have completed the Responsible Service of Alcohol course
- No alcoholic drinks will be permitted to be brought onto the site
- No drinks will be permitted to be removed from the site
- No intoxicated person will be permitted on the site
- Food will be available at all times that the liquor license is being exercised.

14.3. RSA SECURITY STRATEGY

Guards will actively patrol the designated event space where alcohol is being served, they will continually monitor patrons' behaviour and identify, observe and report any signs of intoxication.

Protocol for security when an intoxicated patron is identified; will be as follows:

- RSA / Security staff to notify (Security Supervisor)
- Security Supervisor to attend and also notify on site Event Manager
- Relevant security staff will be dispatched to assist and provide further observations
- Security Supervisor to attend (where possible) liaise with on-site Police should incident escalate
- Incident register will be completed by security staff (in attendance) and Security Supervisor.
- Incident Register will be located at Security Sign-On / Event Control

Security staff will be providing ID Checks and RSA evaluations on patrons entering designated event space where alcohol is being served, with continual spot checks on patrons to ensure perception of an active security presence. Any patrons deemed to be showing possible signs of intoxication, will be evaluated, and advised to slow-down, have water, warned that they should consider having some food, and/or withhold from having further drinks for a set period of time. Patrons whom are deemed intoxicated, will be cut-off from being served anymore alcohol, and asked to leave the designated event space where alcohol is being served.



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

14.4. REGISTERS

The Event Security Command will contain an Incident Register Book for Security. The Security Supervisor and Security officer involved will immediately (thereafter – where time permits) complete an entry in the Incident Register following any incident as well as notify the Event Manager and relevant bar manager who will then notify the licensee via radio for more severe incidents.

RSA Register: Security	Location: Security Sign-On/Event Control
Person responsible for Updating RSA Register	Licensee – <i>(As stipulated in PL19 Complete Alcohol Management Plan document)</i>
RSA Register: Bar Staff	Location: Bar Sign on Area at the Bar
Person responsible for Updating RSA Register	Bar Manager/Supervisor TBC
RSA Register contents	<ul style="list-style-type: none"> ✓ A Copy of the licensee's manager's RSA Certificate. ✓ A Copy of staff RSA Certificates
Incident Register - Security	Location: Event Command
Person responsible for Updating RSA Register	Security Supervisor
Types of Incidents recorded in the Register	<ul style="list-style-type: none"> ✓ Fail to Quit ✓ Refuse Entry due to Intoxication ✓ Removal / Exclusions of Patron/s ✓ Minors ✓ Signs of aggression by a Patron ✓ Criminal incidents ✓ All incidents logged by security will be kept in this register.
Incident Register – Individual Bar Areas	Location: Bar Manager
Person responsible for Updating RSA Register	Bar Manager
Types of Incidents recorded in the Register	<ul style="list-style-type: none"> ✓ Fail to Quit ✓ Refuse Entry due to Intoxication ✓ Removal / Exclusions of Patron/s ✓ Minors ✓ Signs of aggression by a Patron ✓ Criminal incidents.

Generally, all crowd related behaviour away from bar areas will be logged into security incident registers as individual crowd behaviour is away from bar areas. All incidents including bar staff / security in the vicinity of the bar is logged in the bar incident register. This includes all bar related incidents including bar staff related incidents.

All incident registers are then kept by the licensee for future reference.

SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

14.5. MANAGING PATRONS BEHAVIOR

14.5.1. PREVENTING INTOXICATION CHECKLIST

Low-alcohol beer available	✓ Yes
Non-alcoholic beverages available	✓ Yes
Free drinking water available	✓ Yes
Food available	✓ Yes
Procedures are in place to help staff deal with patrons who may be intoxicated	✓ Yes
Staff are trained in these procedures	✓ Yes
Midstength	✓ Yes

14.5.2. PROCEDURES FOR DEALING WITH INTOXICATION INCIDENTS

Type of Incident: Intoxicated person trying to gain access to premises	
Responsibility:	Action to be taken:
Security	Random bag checks will be carried out at the entrances (and within) the event footprint. Security will refuse entry to any persons showing signs of intoxication.
Security	Security to notify the Security Supervisor and on-site Event Manager
Bar Manager	Log occurrence and notify licensee
Type of Incident: Refusal of service to intoxicated person	
Responsibility:	Action to be taken:
Bar Staff	Refuse service and notify Bar Manager and Security
Security	Security to explain to patron, provide free water and monitor patron and report it. If patron refuses to comply and follow instruction then will be asked to leave. If patron refuses to leave the premises or nearby area - Parramatta Local Area Command to be notified
Bar Manager and Security Supervisor	Log occurrence and notify licensee
Type of Incident: Removal of intoxicated person from premises	
Responsibility:	Action to be taken:
Security	If patron refuses to comply and follow instructions, they will then be asked to leave. If patron refuses to leave the premises or nearby area, on-site Police will be advised.
Security	Security will try to place patron with family or friends or arrange some form of public transport arrangement and then will report removal.
Bar Manager and Security Supervisor	Log occurrence and notify licensee



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

14.5.3. PREVENTING UNDERAGE DRINKING

Checklist:	
Proof of ID Checks are in place in the venue	Yes
Staff check ID for all patrons who look 25 years or younger	Yes
Staff are trained in ID checking procedures	Yes
ID checking devices are in place (eg Blacklight)	No
Minors Area Authorisation and bar area signs are displayed in relevant areas	Yes
Signs about the secondary supply offence are displayed in all bars	Yes
Staff are trained to recognise situations when second parties may be supplying liquor to minors	Yes
Procedures are in place to help staff deal with suspected second party supply incidents	Yes

Checking Proof of Age:		
Location of checking	Responsibility	What is checked
Bar queue/or line runs	Security/RSA Marshalls	Drivers Licence, Passport, NSW Photo Card (or equivalent interstate documents), Overseas visitors must produce passport.
Bar	Bar staff/Bar Mangers	Drivers Licence, Passport, NSW Photo Card (or equivalent interstate overseas documents), overseas visitors must produce passport.

Procedures for dealing with underage drinking issues and incidents

Suspected fraudulent proof of age ID	
Type of incident	Action to be taken
Patron presents Identification that appears to be fraudulent	Matter reported to onsite Police via Security

Dealing with suspected second party supply incidents		
Type of Incident	Responsibility	Action to be taken
Second party supply incidents	Bar Staff/ Bar Managers/Security RSA Marshalls	All incidents referred to the onsite Police for further investigation



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

15. SECURITY FUNCTION SPECIFIC OPERATIONAL PLAN

15.1. MANAGEMENT SECURITY OPERATIONS

Title:	SECURITY OPERATIONS		
Event	Parramatta Lanes 2024		
Incorporates:	Security Management, Roving Security, Static Security (RSA – licensed area)		
Primary Hazards:	Communications Failure, Delayed Response to Security Risks, anti-social persons, crowd related issues, Road closure breach		
Manager:	TBC	Radio Call-sign:	Sierra 1
Supervisor (2IC):	TBC	Radio Call-sign:	Sierra 2
General Function:	Manage overall security operations		
	Inform and liaise with all stakeholders as required (<i>COP, NSW Police, Emergency Services, MediFast, Stallholders</i>)		
	Administer overall security operations (<i>including deployment, break relief, equipment distribution, occurrences and incidents</i>)		
Security Positions:	Specific Role:	Radio Call Sign:	
Response Security	<ol style="list-style-type: none"> 1. Maintain a non-threatening but high visibility presence and proactively patrol known and emerging high risk areas of event area 2. Inform Control/Supervisor of all threats, occurrences and incidents 3. Respond attend and manage agreed response to all threats, occurrences and incidents, control situation (within WHS constraints), 4. Conduct crowd patrols as directed by Control during periods where specific response is not required (deliver non-threatening friendly effective communication, customer service throughout crowd mass and monitor for signs of intoxication, patron distress or inappropriate behaviour) 	As per assigned positions – call signs (refer to Security Schedule)	
Event Security	<ol style="list-style-type: none"> 1. Maintain a non-threatening but high visibility presence and proactively patrol known and emerging high risk areas of event area 2. Inform Control/Supervisor of all threats, occurrences and incidents 3. Respond attend and manage agreed response to all threats, occurrences and incidents, control situation (within WHS constraints), 4. Conduct crowd patrols as directed by Control during periods where specific response is not required (deliver non-threatening friendly effective communication, customer service throughout crowd mass and monitor for signs of intoxication, patron distress or inappropriate behaviour) 5. Assist with pedestrian crowd management in traffic controlled areas within the event. 	As per assigned positions – call signs (refer to Security Schedule)	
Static Security (RSA - licensed areas)	<ol style="list-style-type: none"> 1. Observe and monitor staff entering and exiting the site compound area ensuring that only staff enter 2. Maintain a non-threatening but high visibility presence and proactively monitor local traffic & pedestrian movements 3. Inform Control/Supervisor of all threats, occurrences and incidents at your position 4. Respond attend and manage agreed response to threats, occurrences and incidents, control situation (within WHS constraints) 	As per assigned positions – call signs (refer to Security Schedule)	



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

16. SUPPLEMENTARY CROWD MANAGEMENT AND SECURITY PLANNING CONSIDERATIONS

16.1. ASSET REGISTER

Specific itemised lists of event and production Site Assets [infrastructure] ACESGroup is required to observe during operations (information yet to be supplied). ACESGroup will monitor and respond to incidents however is not responsible for loss of assets on site.

16.2. CROWD MANAGEMENT EVENT REPORTING

ACES Group supplies the following reports:

- Incident Reports (individual reports for each incident).
- Incident Register (ACESGroup enterprise specific).
- Event Shift Report (overall summary).
- Post Event Debrief.

16.3. SECURITY PROCEDURES

ACESGroup will implement Standard Operating Procedure Safe Work Procedures for this event.

These procedures encompass Incident Action Plans for various incident / emergency types and form part of the ACESGroup SAI Global Certified Work, Health, Safety, Quality & Environmental Management System. These remain available upon request.

N.B. All ACES Documents are subject to limited distribution, and remain the sole property of ACESGroup.

17. APPENDIX 1 – SITE PLANS

17.1. OVERVIEW MAP (ALL SITES)

Schedule is pending and in draft format; most upto date version will be available from City of Parramatta.

SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

19. APPENDIX 2 – SECURITY RISK REGISTER

#	Hazard / Risk Source	Risk	Existing Controls	Likelihood	Consequence	Inherent Risk Rating	Controls	Residual Risk Rating	Risk Owner
Security Risk Register									
1	Extreme Weather - windy/gusty conditions.	Items may become airborne or displaced, causing injury	EMP procedure for emergency evacuation	C	3	C3 High Risk	<ul style="list-style-type: none"> Weather monitored prior (record predicted wind speeds) and throughout the day (readings recorded using anemometer or via the Beaufort Scale within the Appendix) using www.bom.gov.au, Anemometer onsite to gauge wind speed, Compile prescribed maximum wind speeds for temporary structures and print for quick reference onsite, If wind speeds meet temporary structures wind ratings or above Beaufort Number 7, equipment to be packed away, structure to be abandoned, minimum 2 times the height of the structure and no patron in the path of the prevailing winds. 	D2 Low Risk	Safety Officer COP Event Producer
2	Crowd Management	Approaching/reaching capacity resulting in crowd crush Patron injury Crowd degeneration Patron movement/crowd	Crowd Management Plan developed by ACESGroup Temporary infrastructure and staffing deployed at key locations	C	3	C3 High Risk	<ul style="list-style-type: none"> Establish communication protocols for communicating the event site has reached capacity, Discuss scenarios listed within the SCMP with key stakeholders (Operations Manager, Security Manager, Event Managers), Confirm suitable CCB is in place to implement control measures for the scenarios 	D2 Low Risk	COP ACESGroup Event Producer NSWPF



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

#	Hazard / Risk Source	Risk	Existing Controls	Likelihood	Consequence	Inherent Risk Rating	Controls	Residual Risk Rating	Risk Owner
		flow being obstructed					<p>discussed within the CMP,</p> <ul style="list-style-type: none"> Additional security rostered to initiate contingency response procedures, Place VMS along pedestrian routes to communicate in advance to patrons Use online forums, social media platforms, and other available options to assess in advance the likely attendance to the event, Position temporary crowd control infrastructure at key locations to manage pedestrian flow. 		
3	Medical Incident	Possible delayed treatment or inadequate facilities causing further injury	<p>First aid located onsite</p> <p>All security staff trained in first aid response</p> <p>Medifast/St John's staff trained in first aid response</p> <p>EMP procedures developed for a Medical Incident</p>	B	2	B2 Medium Risk	<ul style="list-style-type: none"> Private medical provider engaged to provide onsite first aid services, First aid locations are located appropriately on site to allow easy access to the crowd Security to respond to first aid incident and report via security management incident details for escalation where required. Consult with first aid provider to determine likely first aid incidents including cuts, scratches, etc. and the likely response procedures, Confirm that appropriate facilities in place to respond to the above injuries, First Aid reports to be completed for each first aid 	C1 Low Risk	<p>COP</p> <p>MediFast</p> <p>ACESGroup</p> <p>Site Manager</p>



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

#	Hazard / Risk Source	Risk	Existing Controls	Likelihood	Consequence	Inherent Risk Rating	Controls	Residual Risk Rating	Risk Owner
							treatment as well as any escalation, <ul style="list-style-type: none"> First aid location to be clearly signposted and communicated to patrons using maps, 		
4	Intoxication	Intoxication resulting in risk taking behaviour (offensive or aggressive behaviour) causing injury to themselves or others	COP and NSW Police to manage external areas of event site	C	2	C2 Medium Risk	<ul style="list-style-type: none"> Event Security engaged to monitor crowd behaviour, Event security attend the intoxicated person/s area and makes an assessment. In the event security request they leave the event site at the closest exit. Event security must advise NSWPF for handover to ensure they leave the precinct. Intoxicated patrons to be identified and referred to GSP or NSW Police if required 	D2 Low Risk	COP NSW Police ACESGroup
5	Unsafe Venue Layout /Conditions	Slips, trips or falls on flooring surface or infrastructure	Security to monitor and report on patron interaction	B	3	D3 Medium Risk	<ul style="list-style-type: none"> Event specific PAC completed pre event noting trip/slip hazards, Cable trays used where cords are required to cross paths or pedestrian corridors, Additional lighting on standby for lowly lit areas, Crowd Control Barriers on standby to isolate hazardous areas or re direct patrons, 	D1 Low Risk	COP Safety Officer Event Producer
6	Vehicle/ pedestrian conflict	Motor Vehicle Accident	Access to the event site limited to authorised vehicles	D	3	D3 Medium Risk	<ul style="list-style-type: none"> Security given production schedule noting vehicle access times, names and contact phone numbers, 	E2 Low Risk	COP ACESGroup



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

#	Hazard / Risk Source	Risk	Existing Controls	Likelihood	Consequence	Inherent Risk Rating	Controls	Residual Risk Rating	Risk Owner
			Designated access point for vehicles Vehicle entry procedure communicated to contractors				<ul style="list-style-type: none"> Contact made with the event team prior to a vehicle entering the event site, Contractor to be escorted with hi viz vest to their designated work location by security. 		Event Producer
7	Worksite Isolation	Unauthorised worker or patron access to restricted areas	Keys and/or passes issued to required personnel only Event site limited to authorised vehicles with controlled access points manned by security	D	3	D3 Medium Risk	<ul style="list-style-type: none"> Event areas to be closed off, access points secured when not in use, Security given the production schedule detailing contractor name, access time and location of work, Security to notify event team when a contractor arrives onsite (site induction arranged), Event areas to be closed off and doors closed <p>Hazardous areas to be isolated using delineation devices such as barriers and be adequately sign-posted.</p>	D2 Low Risk	Event Producer Safety Officer ACESGroup
8	Contraband brought into the event site	Items causing injury to themselves or others	Banned items within the precinct include kites, fishing rods, drone, model cars, planes and drones etc. Items banned by Regulations	D	3	D3 Medium Risk	<ul style="list-style-type: none"> Security to monitor the use of any banned items and inform the patron to stop the activity if seen, All drone operations to be reported to CCBC. 	D2 Low Risk	COP Event Producer ACESGroup
9	Missing/lost Child	Lost or missing child and the resultant injury	Standard Operating Procedure (SOP) in place	B	2	B2 Medium	<ul style="list-style-type: none"> Designate a lost child meeting location, Response teams initiated to locate missing children, 	B1 Medium Risk	COP Event Producer



SECURITY CROWD MANAGEMENT PLAN

ACES GROUP

#	Hazard / Risk Source	Risk	Existing Controls	Likelihood	Consequence	Inherent Risk Rating	Controls	Residual Risk Rating	Risk Owner
			for lost children Security briefed in SOP for lost children				<ul style="list-style-type: none"> Communication with Event Control via radio, Police assistance required when parent/guardian cannot be immediately located or when escalation is required. 		ACESGroup

Schedule is pending and in draft format; most upto date version will be available from City of Parramatta.

Page 45 of 45



APPENDIX

H

TRAFFIC MODELLING EVALUATION

Traffic Modelling Evaluation

Parramatta Lanes Festival October 2024

George St Closure – Marsden St to Smith St



**Prepared by B-Line
for City of Parramatta**

Rev 1 (19/07/2024)

INTRODUCTION

Objective

B-Line has been engaged by 'City of Parramatta' to provide SIDRA modelling to assess the traffic impact created by the temporary closure of George Street between Marsden Street and Smith Street at Parramatta starting Wednesday 23 October 2pm – 10pm daily to Saturday 26 October 2024.

Specifically, the modelling is to determine the effects of the displacement of the east and westbound traffic from George Street into Smith St at the eastern approach and into Marsden Street at the western approach. The traffic at either end of George Street will be forced to turn left or right with a focus in the traffic model that most of the redirected traffic will use Phillip St to rejoin George Street via Smith and Marsden Sts. This method covers a worst-case scenario at the modelled intersections as it unlikely all motorists will use Phillip St.

Study Scope

Specifically, the traffic modelling is based on the following;

- Existing 1 February 2024 traffic counts undertaken by Matrix Traffic and Transport Data.
- Weekday PM Peak Period 5pm – 6pm
- Closure of George Street between Marsden Street and Smith Street
- Existing traffic flows at 4 x signalised sites
- Redirection traffic flows with 'George Street Closure' at 4 x signalised sites
- The heavy vehicle counts not used in the traffic analysis. Low in the CBD environment

1. INTERSECTION / ROUTE ASSESSMENT

The closure of George Street involves the analysis of four (4) signalised intersections that have been assessed using the SIDRA traffic modelling software. The four intersections are:-

- George St / Marsden St (TCS #1093)
- George St / Smith St (TCS #1101)
- Phillip St / Marsden St (TCS #1092)
- Phillip St / Smith St (TCS #1100)

Figure 2-1 – Location of the four intersections



Modelled Scenarios

The modeling involved development of Two (2) scenarios to allow assessment / comparison to be undertaken.

- Scenario 1 Existing PM traffic conditions (60 min traffic counts)
- Scenario 2 Redirection of George St east and west bound traffic via Phillip St

Assumptions

- Cycle length of 80 seconds used for all intersection (supplied by TfNSW)
- Bus Lanes not modelled, due to low bus volumes and no jump start features used in intersection modelled. I.e. No Late Start conditions to be applied to through traffic
- Where Bus Lanes do exist or are proposed, the number of through lanes has been reduced from 2 to 1 lane and a 35 to 100m left lane modelled.

Eastbound Approach

- 100% of through eastbound traffic in George to turn left into Marsden St. A No Right Turn ban exist for the right turn movement.
- Local traffic is allowed to enter and exit George St.
- Suggest lane 2 eastbound in George St be closed off and allow left run only from lane 1
- Northbound right turn in Marsden St at George St to turn right into Phillip
- Southbound left turn in Marsden St at George St to continue straight ahead southbound.
- The 100% of the redirected northbound traffic in George St then turns right into Phillip St.
- At the intersection of Phillip St / Smith St 5% of the redirected eastbound traffic in Phillip St to turn left northbound into Wilde Ave, 45% to continue straight ahead eastbound and 50% to turn right southbound into Smith St
- At the intersection of Smith St / George St all of the redirected 50% traffic turning right at Phillip St is to turn left into George St eastbound.

Westbound Approach

- 50% of through westbound traffic in George to turn left and the other 50% to turn right into Smith St.
- The westbound No Right Turn ban to be removed (sign covered during Festival Road Closure Times)
- Local Traffic is allowed to enter George St westbound
- The eastbound section of carriageway in George St between Horwood Place and Smith St to be closed off
- At the intersection of Smith St / Phillip St all f the 50% George St redirected traffic then turns left into Phillip St westbound.

- At the intersection of Phillip St / Marsden St all of the 50% George St redirected traffic then turns left into Marsden St southbound.
- At the intersection of Marsden St / George St all the redirected traffic from George St westbound continues straight ahead southbound in Marsden St due to the No Right Turn Ban at the intersection for southbound motorists

Intersections were analysed using the criteria outlined in **Table 2-1**, as specified by the Transport for NSW

Table 2-1 Level of Service Criteria for intersections

Level of Service	Description	Average Delay Per Vehicle (secs/veh)
A	Good operation	Less than 14
B	Good with acceptable delays and spare capacity	15 to 24
C	Satisfactory	25 to 42
D	Operating near capacity	43 to 56
E	At capacity and incidents will cause excessive delays	57 to 70
F	Unsatisfactory and requires additional capacity	more than 70

The LOS at signal intersections is determined on the basis of Average Vehicle Delay (AVD) and the Degree of Saturation (DS) and is best explained by way of a basic example:-

- Road Approach - Green Time Available = 10 seconds
- Rate of flow across the stop line = 1 vehicle every 2 seconds
- Number of Vehicles on approach at each cycle = 4

In the example above it is obvious that in 10 seconds all 4 vehicles will clear the intersection with some 2 spare seconds available. i.e. 4 vehicles clear the intersection in 8 seconds. This relationship between traffic volume and available green time is known as Degree of Saturation. Now consider there were 10 vehicles on this same approach. During the 10 second green time only 5 vehicles clear with the remaining 5 vehicles left to wait until the same corresponding green time comes around again. This waiting period is known as the Vehicle Delay.

2. INTERSECTION LAYOUTS & PHASING

Figure 3.1 – George St / Marsden St

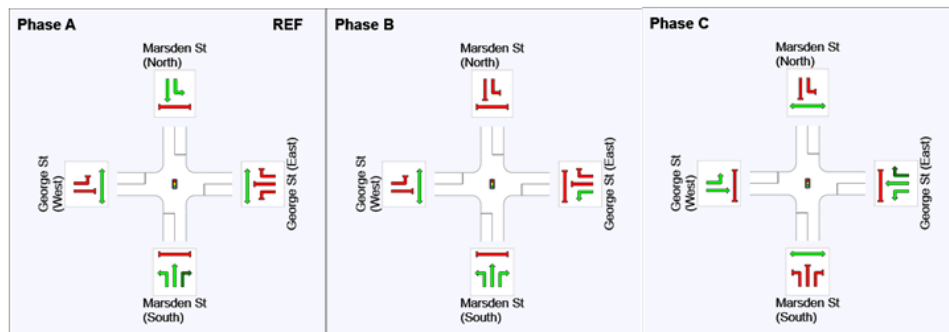
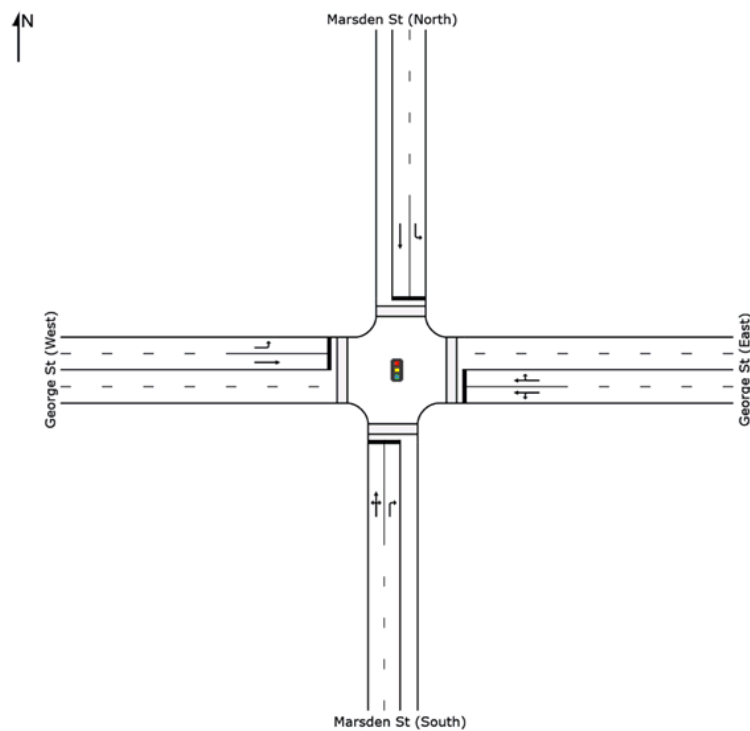


Figure 3.2 – George St / Smith St

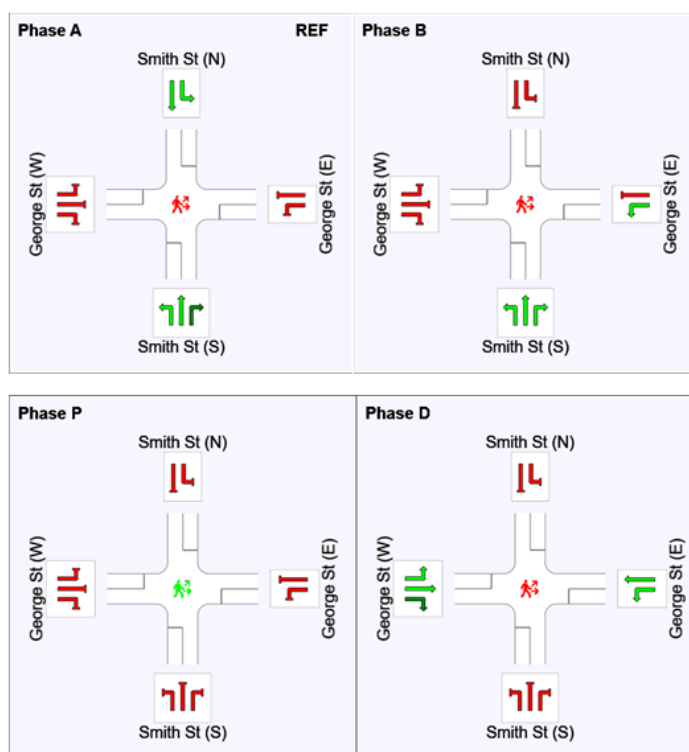
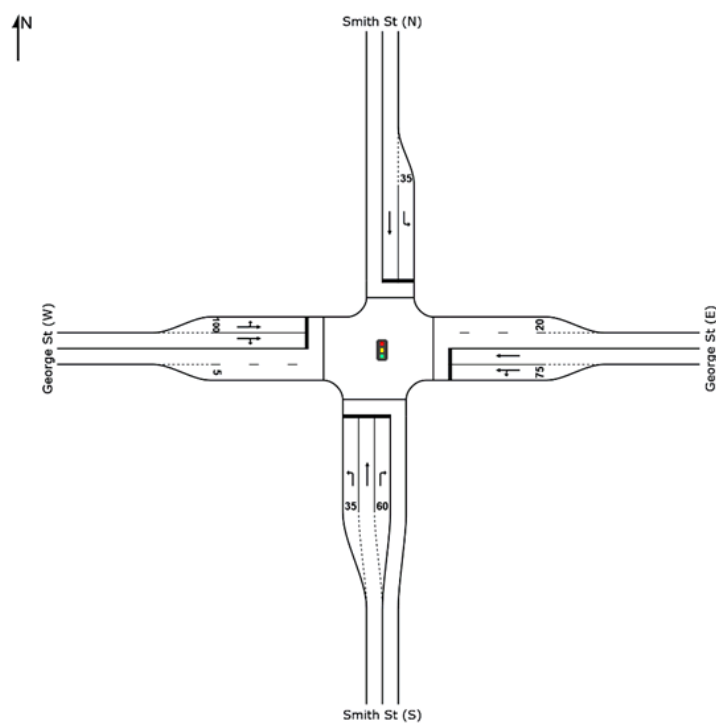


Figure 3.3 – Phillip St / Marsden St

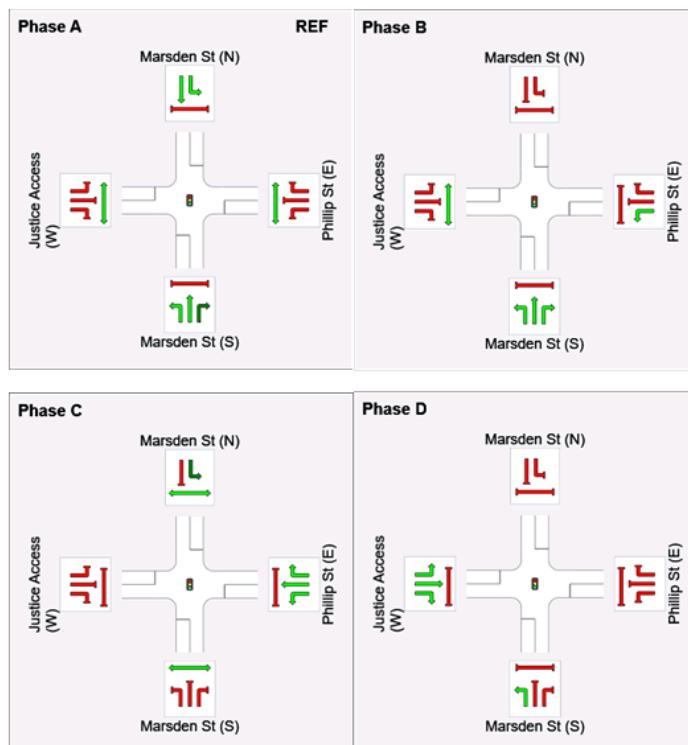
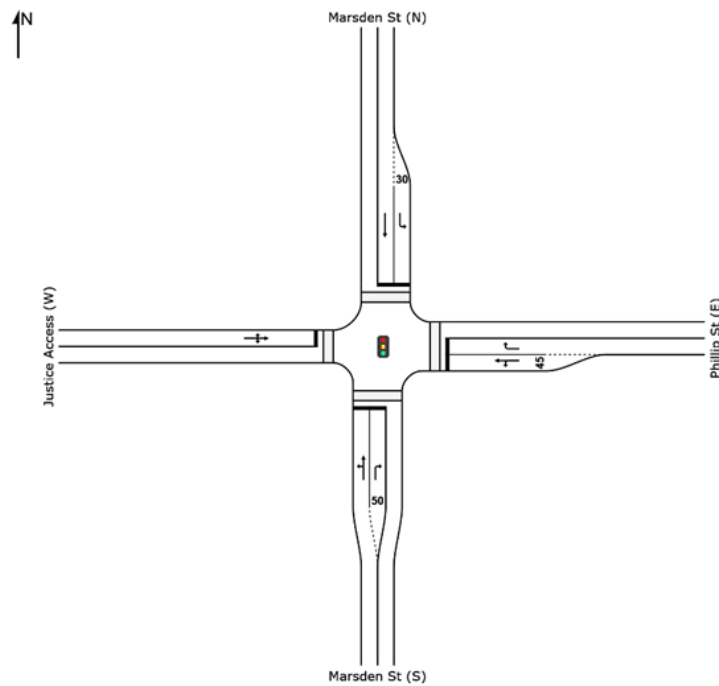
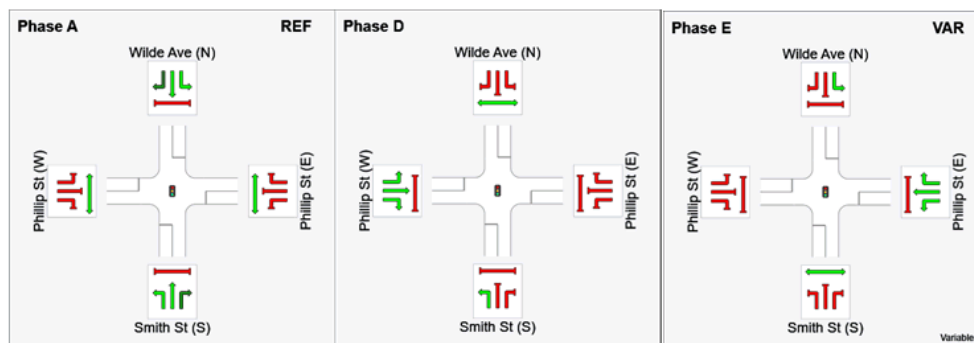
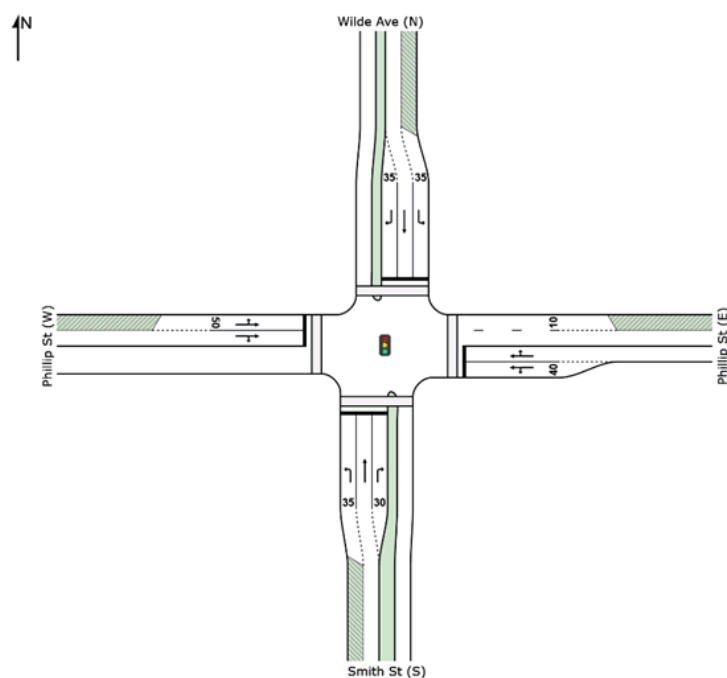
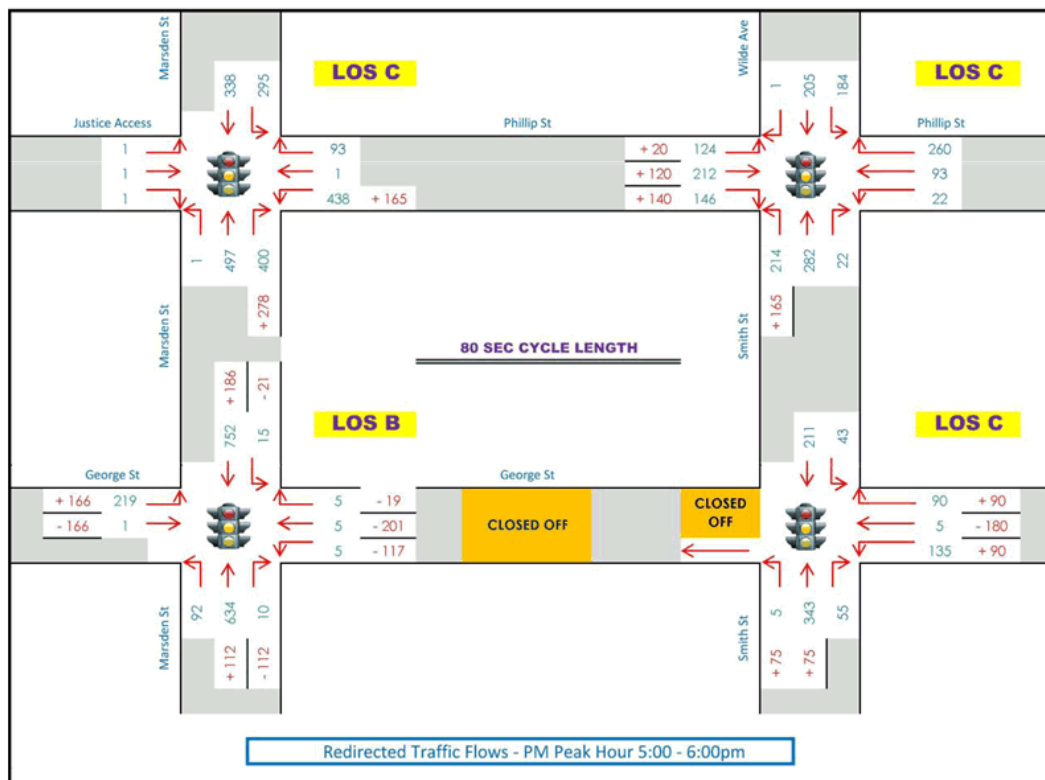
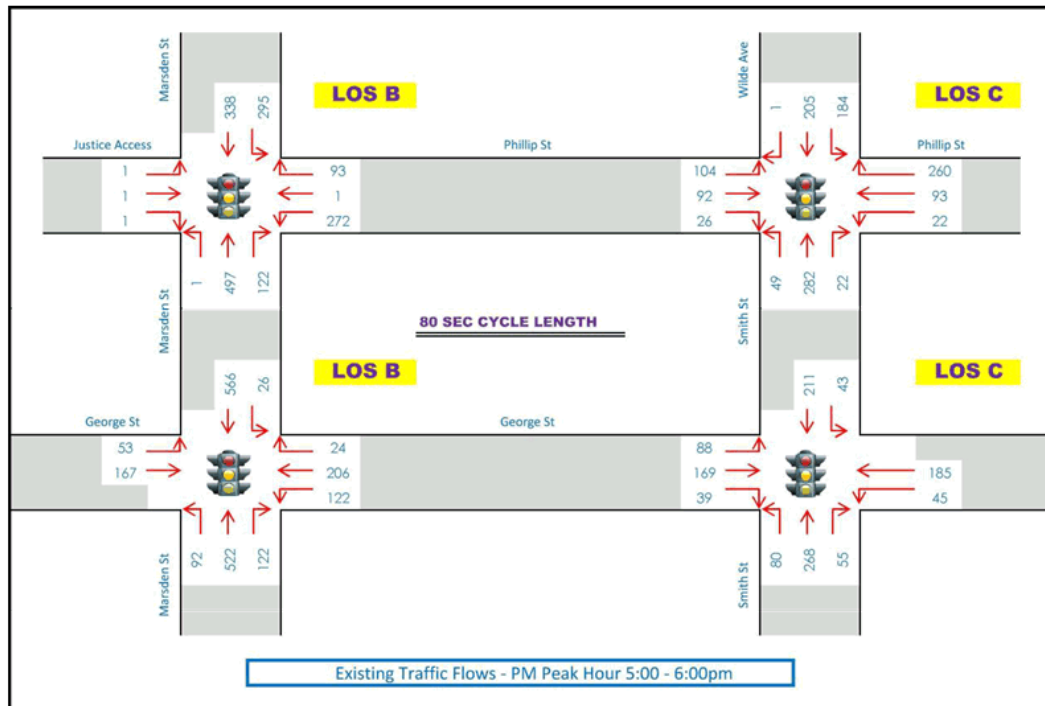


Figure 3.4 – Phillip St / Smith St



3. TRAFFIC FLOWS (PM) & REDISTRIBUTION TRAFFIC FLOWS



4. INTERSECTION PERFORMANCE

Results – Existing PM (S1) & Redirected Traffic (S2)

Intersection	TCS #	Scenario		
			Exist S1	Redirected S2
George St / Marsden St	1093	Delay	18	16
		D/S	0.55	0.73
		LoS	B	B
George St / Smith St	1101	Delay	32	27
		D/S	0.71	0.70
		LoS	C	C
Phillip St / Marsden St	1092	Delay	19	22
		D/S	0.53	0.70
		LoS	B	C
Phillip St / Smith St	1100	Delay	25	27
		D/S	0.49	0.68
		LoS	C	C

Evaluation

The analysis revealed that the intersection for the four intersections currently operate at a LOS B or C in PM peak time. LoS 'B' or 'C' is considered a 'good' performance and operating satisfactorily

As evidenced in the traffic model results of the redirected traffic via the east and westbound alternate route of Phillip St all four intersections operate at an LoS of 'B' or 'C'. The intersection George St / Smith St LoS performance decreases from 'B' to 'C' only because the Average Vehicle Delay (AVD) crossed over into the 27 sec delay range .

It is considered the closure of George St between Marsden St and Smith St during a weekday PM peak with southbound lane in George St on the approach to Marsden St closed off and the southbound carriageway between Horwood Place and Smith St closed off completely to traffic will continue to operate satisfactory with most intersection operating at an LoS of 'C' with a low end Average Vehicle Delay of 27 sec resulting in scope of each intersection to have spare capacity.

MOVEMENT SUMMARY

Site: 1 [Marsden_George_Existing_PM]

Four-way intersection with 2-lane approaches (Signals)

Signals - Fixed Time Isolated Cycle Time = 80 seconds (User-Given Cycle Time)

Movement Performance - Vehicles

Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Marsden St (South)											
1	L2	92	0.0	0.475	11.2	LOS B	11.4	79.5	0.52	0.50	45.1
2	T1	522	0.0	0.475	6.6	LOS A	11.4	79.5	0.52	0.50	45.5
3	R2	122	0.0	0.273	18.5	LOS B	2.9	20.6	0.71	0.74	39.4
Approach		736	0.0	0.475	9.2	LOS A	11.4	79.5	0.55	0.54	44.3
East: George St (East)											
4	L2	122	0.0	0.525	35.5	LOS D	7.3	51.4	0.94	0.79	34.0
5	T1	206	0.0	0.525	33.1	LOS C	7.3	51.4	0.95	0.78	33.9
6	R2	24	0.0	0.525	39.1	LOS D	5.5	38.2	0.96	0.78	33.5
Approach		352	0.0	0.525	34.3	LOS C	7.3	51.4	0.95	0.79	33.9
North: Marsden St (North)											
7	L2	26	0.0	0.027	14.2	LOS B	0.5	3.4	0.50	0.63	41.5
8	T1	566	0.0	0.550	13.6	LOS B	14.7	103.0	0.72	0.64	42.1
Approach		592	0.0	0.550	13.7	LOS B	14.7	103.0	0.71	0.64	42.1
West: George St (West)											
10	L2	53	0.0	0.164	35.5	LOS D	1.8	12.6	0.88	0.73	33.4
11	T1	167	0.0	0.495	33.2	LOS C	6.1	42.7	0.95	0.77	34.4
Approach		220	0.0	0.495	33.8	LOS C	6.1	42.7	0.93	0.76	34.1
All Vehicles		1900	0.0	0.550	18.1	LOS B	14.7	103.0	0.72	0.64	40.0

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians

Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Distance m	Prop. Queued	Effective Stop Rate per ped
P1	South Full Crossing	142	33.5	LOS D	0.3	0.3	0.92	0.92
P2	East Full Crossing	58	13.8	LOS B	0.1	0.1	0.59	0.59
P3	North Full Crossing	95	33.4	LOS D	0.2	0.2	0.92	0.92
P4	West Full Crossing	57	7.7	LOS A	0.1	0.1	0.44	0.44
All Pedestrians		352	26.1	LOS C			0.79	0.79

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

Site: 1 [Smith_George_Existing_PM]

Four-way intersection with 2-lane approaches (Signals)

Signals - Fixed Time Isolated Cycle Time = 80 seconds (User-Given Cycle Time)

Movement Performance - Vehicles

Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Smith St (S)											
1	L2	67	0.0	0.115	26.7	LOS C	1.9	13.1	0.75	0.73	40.9
2	T1	268	0.0	0.440	23.9	LOS C	8.4	59.1	0.85	0.71	43.1
3	R2	55	0.0	0.209	35.6	LOS D	1.9	13.2	0.92	0.73	37.1
Approach		390	0.0	0.440	26.0	LOS C	8.4	59.1	0.84	0.72	41.8
East: George St (E)											
4	L2	45	0.0	0.094	17.9	LOS B	0.8	5.5	0.77	0.70	45.5
5	T1	174	0.0	0.471	31.9	LOS C	6.2	43.2	0.94	0.76	39.4
Approach		219	0.0	0.471	29.1	LOS C	6.2	43.2	0.90	0.75	40.5
North: Smith St (N)											
7	L2	43	0.0	0.142	37.3	LOS D	1.5	10.4	0.89	0.73	36.6
8	T1	211	0.0	0.666	35.9	LOS D	8.2	57.3	0.99	0.84	37.8
Approach		254	0.0	0.666	36.1	LOS D	8.2	57.3	0.97	0.82	37.6
West: George St (W)											
10	L2	88	0.0	0.253	36.2	LOS D	3.0	21.1	0.89	0.76	37.0
11	T1	169	0.0	0.712	37.2	LOS D	8.3	58.1	1.00	0.88	36.9
12	R2	39	0.0	0.712	42.8	LOS D	8.3	58.1	1.00	0.88	36.4
Approach		296	0.0	0.712	37.6	LOS D	8.3	58.1	0.97	0.84	36.9
All Vehicles		1159	0.0	0.712	31.8	LOS C	8.4	59.1	0.91	0.78	39.2

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians

Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Distance m	Prop. Queued	Effective Stop Rate per ped
PD	Diagonal Crossing	200	33.6	LOS D	0.2	0.0	0.92	0.92
All Pedestrians		200	33.6	LOS D			0.92	0.92

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

Site: 1 [Marsden_Phillip_Existing_PM]

Four-way intersection with 2-lane approaches (Signals)

Signals - Fixed Time Isolated Cycle Time = 80 seconds (User-Given Cycle Time)

Movement Performance - Vehicles

Mov ID	OD Mov	Demand Flows		Deg. Satn	Average Delay	Level of Service	95% Back of Queue		Prop. Queued	Effective Stop Rate	Average Speed
		Total veh/h	HV %	v/c	sec		Vehicles veh	Distance m		per veh	km/h
South: Marsden St (S)											
1	L2	1	0.0	0.464	17.2	LOS B	11.7	81.9	0.65	0.57	49.2
2	T1	497	0.0	0.464	11.7	LOS B	11.7	81.9	0.65	0.57	50.3
3	R2	107	0.0	0.263	22.6	LOS C	2.8	19.9	0.76	0.76	42.7
Approach		605	0.0	0.464	13.6	LOS B	11.7	81.9	0.67	0.61	48.8
East: Phillip St (E)											
4	L2	272	0.0	0.493	30.7	LOS C	8.9	62.3	0.87	0.81	39.2
5	T1	1	0.0	0.493	25.2	LOS C	8.9	62.3	0.87	0.81	39.9
6	R2	93	0.0	0.334	39.6	LOS D	3.4	23.6	0.94	0.77	35.6
Approach		366	0.0	0.493	32.9	LOS C	8.9	62.3	0.89	0.80	38.2
North: Marsden St (N)											
7	L2	295	0.0	0.302	11.5	LOS B	3.6	25.5	0.60	0.74	49.3
8	T1	338	0.0	0.533	18.8	LOS B	9.6	67.3	0.77	0.66	45.8
Approach		633	0.0	0.533	15.4	LOS B	9.6	67.3	0.69	0.70	47.4
West: Justice Access (W)											
10	L2	1	0.0	0.021	43.9	LOS D	0.1	0.8	0.95	0.61	34.9
11	T1	1	0.0	0.021	38.3	LOS D	0.1	0.8	0.95	0.61	35.5
12	R2	1	0.0	0.021	43.8	LOS D	0.1	0.8	0.95	0.61	34.8
Approach		3	0.0	0.021	42.0	LOS D	0.1	0.8	0.95	0.61	35.1
All Vehicles		1607	0.0	0.533	18.8	LOS B	11.7	81.9	0.73	0.69	45.4

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians

Mov ID	Description	Demand Flow	Average Delay	Level of Service	Average Back of Queue		Prop. Queued	Effective Stop Rate
		ped/h	sec		Pedestrian ped	Distance m		per ped
P1	South Full Crossing	50	33.4	LOS D	0.1	0.1	0.91	0.91
P2	East Full Crossing	50	17.6	LOS B	0.1	0.1	0.66	0.66
P3	North Full Crossing	50	33.4	LOS D	0.1	0.1	0.91	0.91
P4	West Full Crossing	50	9.5	LOS A	0.1	0.1	0.49	0.49
All Pedestrians		200	23.5	LOS C			0.75	0.75

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

 Site: 101 [Smith_Phillip_Existing_PM]

Signals - Fixed Time Isolated Cycle Time = 80 seconds (User-Given Cycle Time)

Variable Sequence Analysis applied. The results are given for the selected output sequence.

Movement Performance - Vehicles

Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Smith St (S)											
1	L2	49	0.0	0.051	15.9	LOS B	0.9	6.6	0.52	0.68	46.6
2	T1	282	0.0	0.474	24.1	LOS C	9.0	62.7	0.85	0.72	43.0
3	R2	22	0.0	0.078	31.7	LOS C	0.7	4.8	0.81	0.71	38.6
Approach		353	0.0	0.474	23.4	LOS C	9.0	62.7	0.80	0.71	43.2
East: Phillip St (E)											
4	L2	22	0.0	0.099	25.1	LOS C	1.7	11.9	0.72	0.61	43.5
5	T1	93	0.0	0.493	21.4	LOS C	9.8	68.4	0.79	0.71	42.7
6	R2	260	0.0	0.493	28.5	LOS C	9.8	68.4	0.85	0.79	40.7
Approach		375	0.0	0.493	26.5	LOS C	9.8	68.4	0.82	0.76	41.3
North: Wilde Ave (N)											
7	L2	184	0.0	0.137	9.1	LOS A	2.2	15.1	0.32	0.66	51.0
8	T1	205	0.0	0.336	23.0	LOS C	6.2	43.5	0.81	0.67	43.6
9	R2	1	0.0	0.004	33.3	LOS C	0.0	0.2	0.82	0.60	38.1
Approach		390	0.0	0.336	16.4	LOS B	6.2	43.5	0.58	0.67	46.8
West: Phillip St (W)											
10	L2	104	0.0	0.448	42.3	LOS D	4.0	27.7	0.97	0.78	34.9
11	T1	92	0.0	0.489	36.9	LOS D	4.5	31.6	0.98	0.77	36.9
12	R2	26	0.0	0.489	42.5	LOS D	4.5	31.6	0.98	0.77	36.5
Approach		222	0.0	0.489	40.1	LOS D	4.5	31.6	0.97	0.77	35.9
All Vehicles		1340	0.0	0.493	25.0	LOS C	9.8	68.4	0.77	0.72	42.2

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians

Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Distance m	Prop. Queued	Effective Stop Rate per ped
P1	South Full Crossing	135	26.6	LOS C	0.3	0.3	0.82	0.82
P2	East Full Crossing	84	25.7	LOS C	0.2	0.2	0.80	0.80
P3	North Full Crossing	50	34.3	LOS D	0.1	0.1	0.93	0.93
P4	West Full Crossing	140	25.8	LOS C	0.3	0.3	0.80	0.80
All Pedestrians		409	27.0	LOS C			0.82	0.82

MOVEMENT SUMMARY

Site: 1 [Marsden_George_Festival_PM]

Four-way intersection with 2-lane approaches (Signals)

Signals - Fixed Time Isolated Cycle Time = 80 seconds (User-Given Cycle Time)

Movement Performance - Vehicles

Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Marsden St (South)											
1	L2	92	0.0	0.569	11.9	LOS B	15.0	105.2	0.57	0.55	44.7
2	T1	644	0.0	0.569	7.3	LOS A	15.0	105.2	0.57	0.55	45.1
3	R2	1	0.0	0.003	21.3	LOS C	0.0	0.2	0.70	0.59	38.3
Approach		737	0.0	0.569	7.9	LOS A	15.0	105.2	0.57	0.55	45.1
East: George St (East)											
4	L2	5	0.0	0.041	32.6	LOS C	0.5	3.3	0.83	0.62	35.3
5	T1	10	0.0	0.041	28.4	LOS C	0.5	3.3	0.84	0.62	35.4
6	R2	5	0.0	0.041	42.5	LOS D	0.2	1.4	0.94	0.65	31.5
Approach		20	0.0	0.041	33.0	LOS C	0.5	3.3	0.86	0.62	34.3
North: Marsden St (North)											
7	L2	15	0.0	0.016	14.1	LOS B	0.3	1.9	0.50	0.62	41.6
8	T1	752	0.0	0.731	15.8	LOS B	22.6	158.3	0.83	0.75	41.1
Approach		767	0.0	0.731	15.7	LOS B	22.6	158.3	0.83	0.75	41.1
West: George St (West)											
10	L2	220	0.0	0.680	40.1	LOS D	8.5	59.8	0.99	0.85	32.1
11	T1	1	0.0	0.003	29.1	LOS C	0.0	0.2	0.84	0.50	35.7
Approach		221	0.0	0.680	40.0	LOS D	8.5	59.8	0.99	0.85	32.1
All Vehicles		1745	0.0	0.731	15.7	LOS B	22.6	158.3	0.74	0.68	41.1

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians

Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Distance m	Prop. Queued	Effective Stop Rate per ped
P1	South Full Crossing	142	33.5	LOS D	0.3	0.3	0.92	0.92
P2	East Full Crossing	58	13.8	LOS B	0.1	0.1	0.59	0.59
P3	North Full Crossing	95	33.4	LOS D	0.2	0.2	0.92	0.92
P4	West Full Crossing	57	7.7	LOS A	0.1	0.1	0.44	0.44
All Pedestrians		352	26.1	LOS C			0.79	0.79

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

Site: 1 [Smith_George_Festival_PM]

Four-way intersection with 2-lane approaches (Signals)

Signals - Fixed Time Isolated Cycle Time = 80 seconds (User-Given Cycle Time)

Movement Performance - Vehicles

Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Smith St (S)											
1	L2	5	0.0	0.007	21.4	LOS C	0.1	0.8	0.63	0.63	43.5
2	T1	343	0.0	0.455	19.7	LOS B	10.0	70.0	0.79	0.68	45.3
3	R2	55	0.0	0.162	29.0	LOS C	1.7	11.6	0.84	0.74	39.7
Approach		403	0.0	0.455	21.0	LOS C	10.0	70.0	0.80	0.69	44.5
East: George St (E)											
4	L2	135	0.0	0.388	22.1	LOS C	2.6	18.0	0.92	0.77	43.2
5	T1	5	0.0	0.454	37.8	LOS D	3.7	25.7	0.98	0.77	35.2
6	R2	90	0.0	0.454	43.3	LOS D	3.7	25.7	0.98	0.77	34.6
Approach		230	0.0	0.454	30.7	LOS C	3.7	25.7	0.94	0.77	39.2
North: Smith St (N)											
7	L2	188	0.0	0.426	34.0	LOS C	6.4	44.6	0.90	0.80	37.8
8	T1	211	0.0	0.456	28.7	LOS C	7.2	50.4	0.90	0.75	40.8
Approach		399	0.0	0.456	31.2	LOS C	7.2	50.4	0.90	0.77	39.3
All Vehicles		1032	0.0	0.456	27.1	LOS C	10.0	70.0	0.87	0.74	41.2

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians

Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Distance m	Prop. Queued	Effective Stop Rate per ped
PD	Diagonal Crossing	200	33.6	LOS D	0.2	0.0	0.92	0.92
All Pedestrians		200	33.6	LOS D			0.92	0.92

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY



Site: 1 [Marsden_Phillip_Festival_PM]

Four-way intersection with 2-lane approaches (Signals)

Signals - Fixed Time Isolated Cycle Time = 80 seconds (User-Given Cycle Time)

Movement Performance - Vehicles

Mov ID	OD Mov	Demand Flows		Deg. Satn	Average Delay	Level of Service	95% Back of Queue		Prop. Queued	Effective Stop Rate	Average Speed
		Total veh/h	HV %	v/c	sec		Vehicles veh	Distance m		per veh	km/h
South: Marsden St (S)											
1	L2	1	0.0	0.435	15.3	LOS B	10.7	74.9	0.59	0.53	50.5
2	T1	497	0.0	0.435	9.8	LOS A	10.7	74.9	0.59	0.53	51.7
3	R2	385	0.0	0.699	29.8	LOS C	12.3	86.4	0.94	0.94	39.4
Approach		883	0.0	0.699	18.5	LOS B	12.3	86.4	0.75	0.71	45.5
East: Phillip St (E)											
4	L2	438	0.0	0.708	28.5	LOS C	14.5	101.5	0.88	0.84	40.1
5	T1	1	0.0	0.708	23.0	LOS C	14.5	101.5	0.88	0.84	40.9
6	R2	93	0.0	0.445	43.2	LOS D	3.6	25.1	0.98	0.77	34.4
Approach		532	0.0	0.708	31.1	LOS C	14.5	101.5	0.89	0.83	39.0
North: Marsden St (N)											
7	L2	295	0.0	0.379	15.4	LOS B	5.3	37.2	0.73	0.76	46.9
8	T1	338	0.0	0.703	25.2	LOS C	11.3	78.8	0.87	0.77	42.4
Approach		633	0.0	0.703	20.6	LOS C	11.3	78.8	0.81	0.77	44.4
West: Justice Access (W)											
10	L2	1	0.0	0.021	43.9	LOS D	0.1	0.8	0.95	0.61	34.9
11	T1	1	0.0	0.021	38.3	LOS D	0.1	0.8	0.95	0.61	35.5
12	R2	1	0.0	0.021	43.8	LOS D	0.1	0.8	0.95	0.61	34.8
Approach		3	0.0	0.021	42.0	LOS D	0.1	0.8	0.95	0.61	35.1
All Vehicles		2051	0.0	0.708	22.4	LOS C	14.5	101.5	0.80	0.76	43.3

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians

Mov ID	Description	Demand Flow	Average Delay	Level of Service	Average Back of Queue		Prop. Queued	Effective Stop Rate
		ped/h	sec		Pedestrian ped	Distance m		per ped
P1	South Full Crossing	50	33.4	LOS D	0.1	0.1	0.91	0.91
P2	East Full Crossing	50	21.8	LOS C	0.1	0.1	0.74	0.74
P3	North Full Crossing	50	33.4	LOS D	0.1	0.1	0.91	0.91
P4	West Full Crossing	50	8.1	LOS A	0.1	0.1	0.45	0.45
All Pedestrians		200	24.2	LOS C			0.75	0.75

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

 Site: 101 [Smith_Phillip_Festival_PM]

Signals - Fixed Time Isolated Cycle Time = 80 seconds (User-Given Cycle Time)

Variable Sequence Analysis applied. The results are given for the selected output sequence.

Movement Performance - Vehicles

Mov ID	OD Mov	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Smith St (S)											
1	L2	214	0.0	0.192	13.2	LOS B	3.7	26.2	0.48	0.70	48.2
2	T1	282	0.0	0.665	29.4	LOS C	10.0	70.0	0.93	0.80	40.5
3	R2	22	0.0	0.102	37.5	LOS D	0.8	5.3	0.88	0.71	36.4
Approach		518	0.0	0.665	23.1	LOS C	10.0	70.0	0.74	0.75	43.1
East: Phillip St (E)											
4	L2	22	0.0	0.135	30.9	LOS C	2.0	13.8	0.81	0.66	40.7
5	T1	93	0.0	0.674	28.0	LOS C	11.3	79.2	0.89	0.76	39.6
6	R2	260	0.0	0.674	35.8	LOS D	11.3	79.2	0.95	0.84	37.6
Approach		375	0.0	0.674	33.6	LOS C	11.3	79.2	0.93	0.81	38.3
North: Wilde Ave (N)											
7	L2	184	0.0	0.172	14.1	LOS B	3.4	23.5	0.50	0.71	47.7
8	T1	205	0.0	0.421	27.6	LOS C	6.8	47.8	0.89	0.73	41.3
9	R2	1	0.0	0.006	39.2	LOS D	0.0	0.2	0.89	0.60	35.9
Approach		390	0.0	0.421	21.2	LOS C	6.8	47.8	0.70	0.72	44.1
West: Phillip St (W)											
10	L2	124	0.0	0.243	30.1	LOS C	3.8	26.7	0.82	0.76	39.4
11	T1	212	0.0	0.681	28.8	LOS C	12.9	90.0	0.95	0.84	39.8
12	R2	146	0.0	0.681	34.4	LOS C	12.9	90.0	0.95	0.84	39.2
Approach		482	0.0	0.681	30.8	LOS C	12.9	90.0	0.92	0.82	39.5
All Vehicles		1765	0.0	0.681	27.0	LOS C	12.9	90.0	0.82	0.78	41.2

Site Level of Service (LOS) Method: Delay (SIDRA). Site LOS Method is specified in the Parameter Settings dialog (Site tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

Movement Performance - Pedestrians

Mov ID	Description	Demand Flow ped/h	Average Delay sec	Level of Service	Average Back of Queue Pedestrian ped	Distance m	Prop. Queued	Effective Stop Rate per ped
P1	South Full Crossing	135	32.6	LOS D	0.3	0.3	0.91	0.91
P2	East Full Crossing	84	29.9	LOS C	0.2	0.2	0.87	0.87
P3	North Full Crossing	50	29.0	LOS C	0.1	0.1	0.85	0.85
P4	West Full Crossing	140	29.9	LOS C	0.3	0.3	0.87	0.87
All Pedestrians		409	30.7	LOS D			0.88	0.88

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)

Pedestrian movement LOS values are based on average delay per pedestrian movement.

Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

**CITY OF PARRAMATTA COUNCIL****Parramatta Traffic Committee Agenda Item**

ITEM NO: 2408 A2
SUBJECT: Wigram Street, Harris Park - Installation of Permanent Cycleway
APPLICANT: City of Parramatta Council
REPORT OF: Senior Traffic and Transport Engineer
WARD: Rosehill
SED: Parramatta

Purpose

This report seeks approval for the conversion of the existing temporary cycleway in Wigram Street and Cambridge Street, Harris Park to a permanent cycleway. A new raised pedestrian crossing in Wigram Street, continuous footpath treatments in Cambridge Street, widening of shared paths in Cambridge Street, one-way (southbound) travel restriction in Wigram Street (between Allen Street) and upgrade of the existing marked pedestrian crossing in Allen Street to a raised crossing are also proposed as part of this project.

OFFICER'S RECOMMENDATIONS:

1. That Council approves works as part of the conversion of the existing temporary cycleway in Wigram Street and Cambridge Street, Harris Park to a permanent cycleway as detailed below and shown in Figures 3 to 5 of the report:
 - a. Installation of a 'One-Way' (southbound) restriction and associated signage and pavement markings in Wigram Street between Allen Street and Bowden Street.
 - b. Construction of a raised pedestrian crossing in Wigram Street south of Allen Street
 - c. Conversion of the existing marked pedestrian crossing in Allen Street at Wigram Street to a raised pedestrian crossing
 - d. Construction of continuous footpath treatments in Cambridge Street at Station Street West and Tottenham Street
 - e. Widening of the shared path on the north verge of Cambridge Street railway bridge subject to consent being obtained from Sydney Trains, as this bridge is their asset
 - f. Widening of the shared path on the south verge of Cambridge Street between Wigram Street and the existing raised pedestrian and cyclist crossing to allow for separated pedestrian and cyclist paths and street tree planting
2. That Recommendation 1 is subject to the following:
 - a. Detailed design plans being approved by Transport for NSW (TfNSW)
 - b. The Traffic Management Plan for the one-way (southbound) restriction being approved by the TfNSW
 - c. Construction funding being available.

Background

The popup cycleway, a trial initiated by TfNSW as a Covid-19 response, was installed in Wigram Street and Cambridge Street, Harris Park in late 2021 to connect the M4 shared path to the Parramatta CBD (refer to Figure 1). City of Parramatta Council has received state government funding to undertake a design to make this existing temporary popup cycleway permanent.

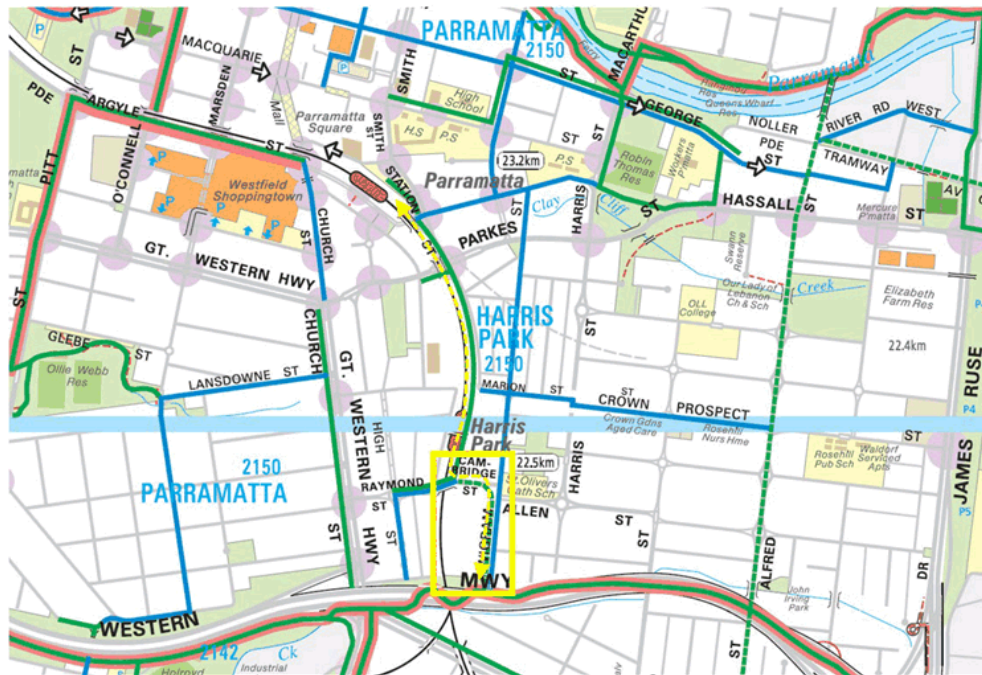


Figure 1: Location map of Wigram Street cycleway (in yellow box) showing the shared path connection between the M4 shared path and Parramatta Railway Station

Works proposed to be included as part of this permanent cycleway project are detailed below and shown in Figures 2 and 5:

- One-way (southbound) restriction with associated signage and pavement markings on Wigram Street between Bowden Street and Allen Street.
- Make permanent and widen the separated cycleway from 2.4m to 3.0m.
- Replacement of the pop-up cycleway's temporary barrier with a low 1.0m wide concrete separator.
- Removal of one on-street parking space on the east verge of Wigram Street south of Bowden Street.
- Widening of the Cambridge Street south verge between Wigram Street and the zebra crossing near the rail bridge by 1.5m to allow for a widened footpath and separated cycleway.
- Reinstating 7 on-street parking spaces along the south verge of Cambridge Street between Wigram Street and the zebra crossing near the rail bridge.
- Widening of the existing 2.1m wide shared path on the north verge of the Cambridge Street rail bridge to 3.5m wide.

- Construction of a new continuous footpath treatment on Cambridge Street at Tottenham Street.
- Construction of a new continuous footpath treatment on Cambridge Street at Station Street West.
- Construction of a new raised zebra crossing on Wigram Street south of Allen Street.
- Raising the existing zebra crossing on Allen Street near Wigram Street.
- Installation of marked parking bays.

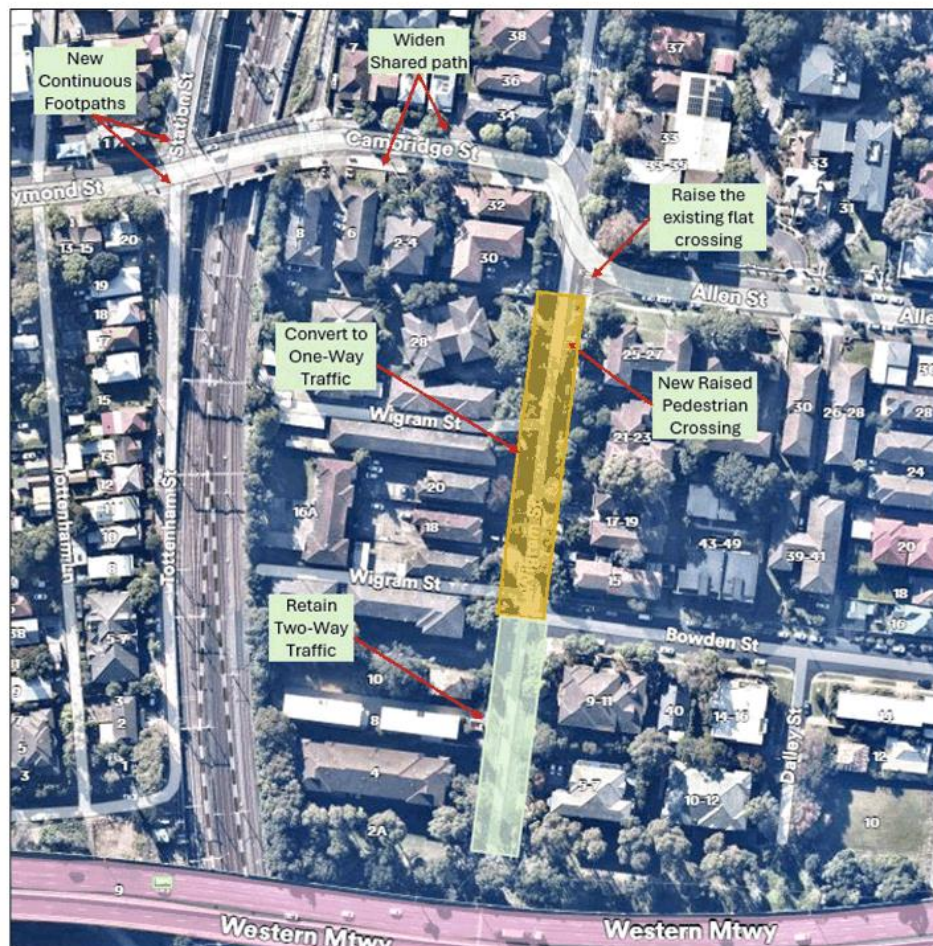
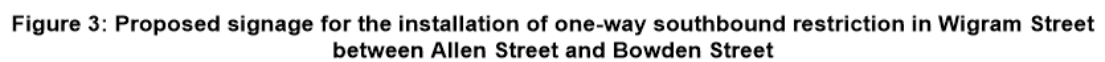


Figure 2: A map showing the proposed works area



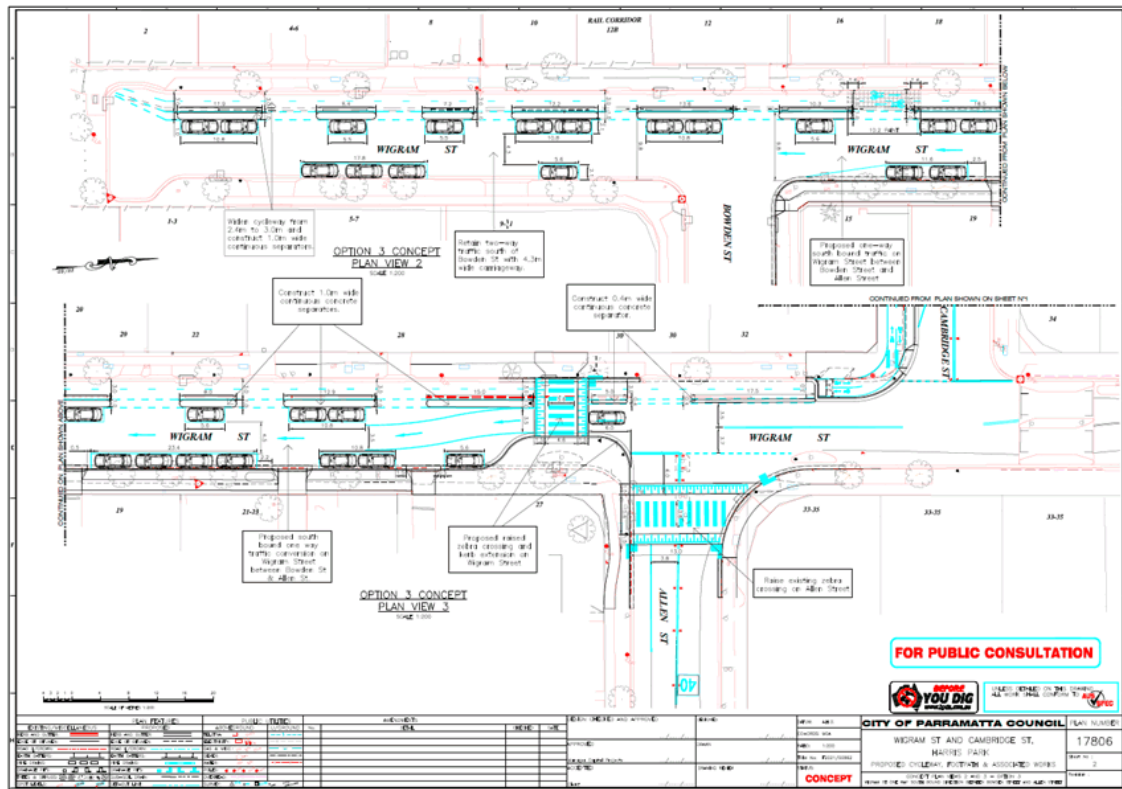


Figure 5: Works proposed in Wigram Street and Allen Street

One-way (southbound) restriction in Wigram Street

In early 2023, Council invited the community to comment on the conversion of the Wigram Street pop-up cycleway to a permanent arrangement with additional streetscape improvements. The below two options were given:

- Option 1 - Existing bike route with a change to one-way northbound traffic on Wigram Street between Bowden Street and Allen Street.
- Option 2 - Existing pop-up cycleway route with two-way traffic retained.

Option 1 (one-way traffic between Bowden Street and Allen Street) was preferred by most survey participants, including NSW Fire and Rescue, which has a station around 750m north on Wigram Street. NSW Fire and Rescue also commented that if traffic be made one-way, then this be one-way southbound as this will help it in responding to incidents within Granville or Clyde via Wigram Street (southbound) then left (east) onto Bowden Street and then right (south) onto Good Street.

The outcome of this initial consultation also indicated a preference for widening the cycleway from 2.4m with 0.4m temporary rubber separators to 3.0m wide with permanent 1.0m wide concrete separators. To achieve this, it is necessary to reconfigure the traffic flow from two-way to a one-way direction. It is to be noted that with this option, parking can be retained on both sides of the street.

To evaluate the implications of the proposed one-way restriction in Wigram Street, a traffic count survey was conducted at the intersection of Wigram Street and Allen Street in May 2022 from 6am to 8pm. The count indicated that northbound peak traffic volumes on Wigram

Street south of Allen Street were 43 vehicles in the morning between 11am and 12pm (refer to Figure 6) and 65 in the afternoon peak from 12pm to 1pm (refer to Figure 7). Weekend counts were conducted, but being about 75% lower, were not further considered.

These statistics indicate that a small number of motorists will be affected by the proposal. These motorists can use Bowden Street, Harris Street and Allen Street or other streets to the north to access Wigram Street northbound (refer to Figure 8). This would be a detour of up to 500m.

It is to be noted that the dominant movements at the intersection are vehicles turning left from Wigram Street into Allen Street and turning right from Allen Street into Wigram Street. The additional right turn movements from Allen Street into Wigram Street can be accommodated at this intersection due to the low southbound traffic volumes. Furthermore, this low volume of rerouted traffic would have minimal impact on neighboring streets.

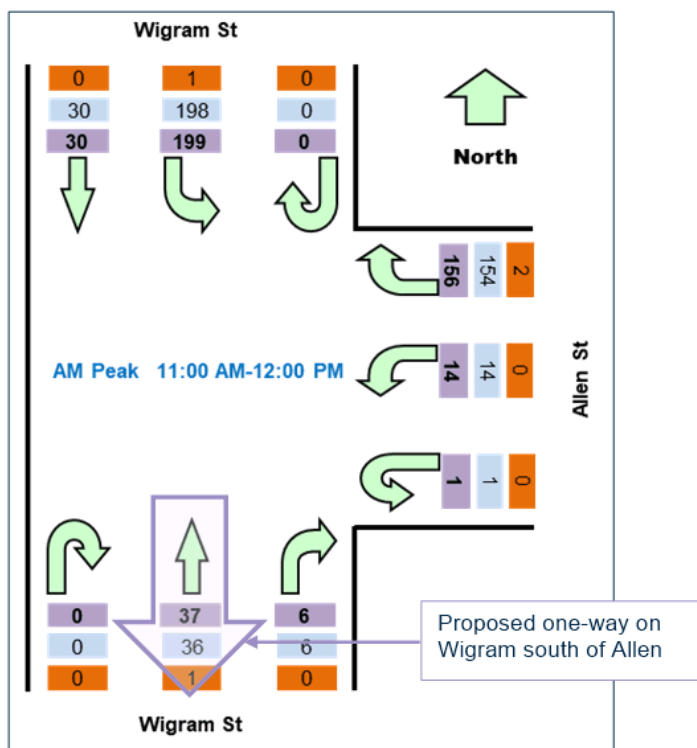


Figure 6: AM Weekday Peak Hour Traffic Counts at Wigram and Allen Streets Harris Park May 2022

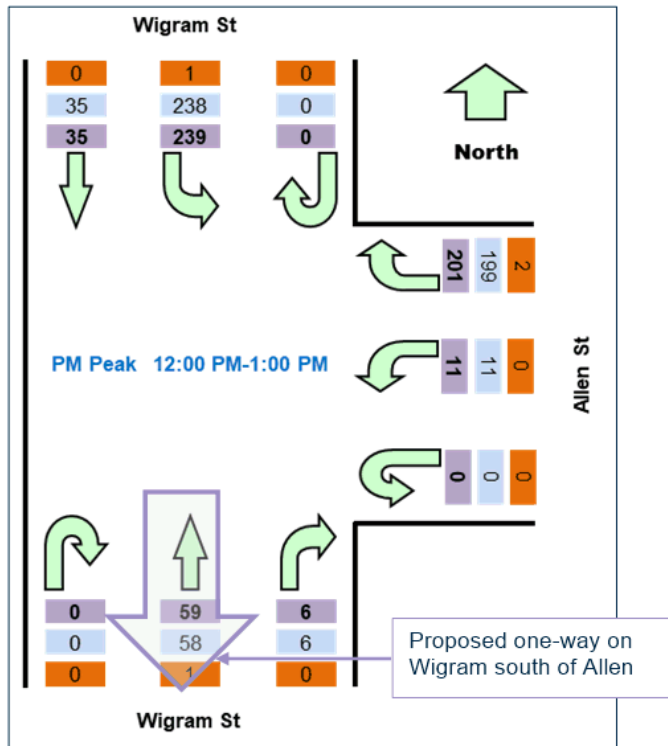


Figure 7: PM Weekday Peak Hour Traffic Counts at Wigram and Allen Streets, Harris Park (May 2022)

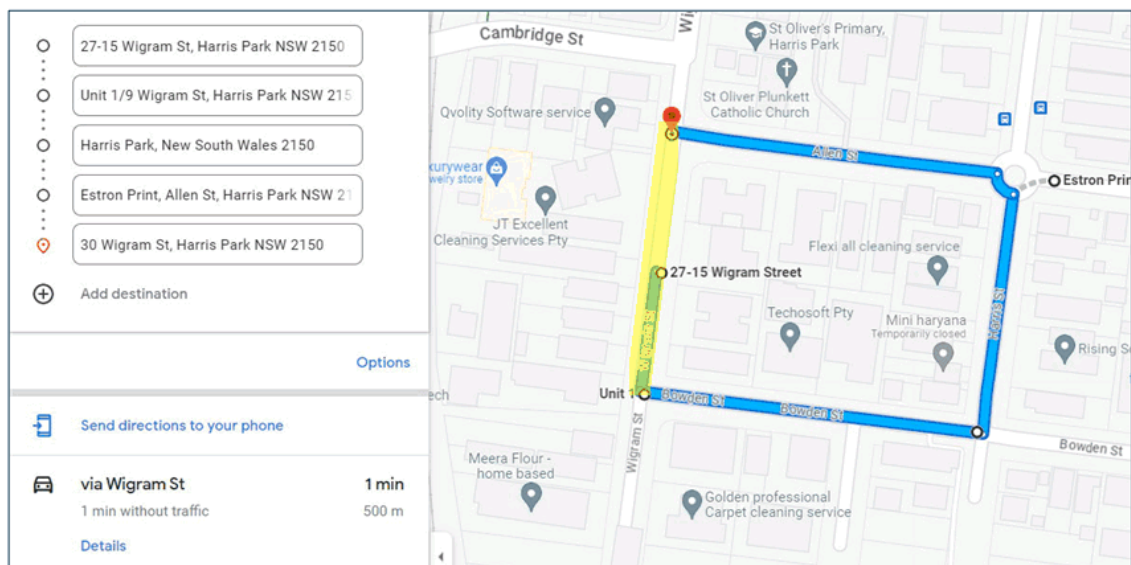


Figure 8: A map showing the detour for northbound vehicles on Wigram Street between Allen Street and Bowden Street

Wigram Street south of Bowden Street is an 80m long 'No Through Road' and provides access for local residents. Accordingly, the volume of traffic in this section of Wigram Street is low. As such, a single travel lane for two-way traffic movements is considered to be adequate as motorists can use driveways, and gaps between parking spaces to give way to oncoming traffic.

A Traffic Management Plan was submitted to Transport for NSW (TfNSW) for concurrence of the proposed one-way restrictions.

Warrants for the installation of a Pedestrian Crossing

On 22 February 2021, Council adopted interim guidelines for the installation of pedestrian crossings on local roads within the Parramatta LGA with speed limits of 50km/h or less. According to the guidelines, pedestrian crossings can be installed on local roads if the number of pedestrians per hour crossing the road is 20 or more.

A traffic count survey undertaken on Saturday 7 May 2022 from 6am to 8pm indicates that Wigram Street south of Allen Street meets Council's minimum numerical requirements for installation of a pedestrian crossing.

Installation of Continuous Footpath Treatment

In accordance with TfNSW Technical Direction, the minimum requirements for the installation on Continuous Footpath Treatment are:

- *A maximum of 45 vehicles per hour moving through the treatment*
- *There should be few, if any, heavy vehicles frequenting the treatment*
- *There is no minimum requirements for pedestrian volume*
- *The width of driveway laybacks must be $\leq 7m$*

Tottenham Street and Station Street West are both one-way (northbound) streets. A 7-day tube count survey undertaken on Saturday 3 June 2023 indicates that a maximum of 20 vehicles per hour travelled northbound along Tottenham Street. The total heavy vehicles that travelled through this street was negligible with a total of 4 heavy vehicles in 7-day period.

Similarly, a manual intersection count was undertaken on 1, 2 and 3 July 2024 at the intersection of Station Street West and Raymond Street /Cambridge Street. The result revealed that the total number of vehicles traveling in northerly direction in Station Street West was 34 which is also less than the maximum requirement of 45 vehicles per hour.

Consultation

Community consultations were undertaken in two stages and in the following form:

- Letterboxing 670 affected residents and businesses.
- 12 temporary notices placed on poles at lengths along affected streets.
- Notices placed at Council's libraries and Customer Service Centre.
- Published in the 'Parra News' local newspaper in accordance with the Roads Act 1993.
- Emails to local bicycle user groups.
- Council's social media channels; and on
- Council's website.

Consultation was carried out in January 2023 for the concept plan, which included an option for the installation of a one-way (northbound) restriction in Wigram Street between Allen Street and Bowden Street, Harris Park. Council received 100 responses with 70 agreeing to the cycleway. Of these 70 responses that supported the proposal, 40 respondents selected one-way restriction in Wigram Street between Allen Street and Bowden Street, Harris Park. NSW Fire and Rescue Services which operates from the premises near the northern end of Wigram Street preferred a one-way restriction and requested that the one-way restriction be installed in the southbound direction to assist it in responding to incidents in Granville in an efficient manner. Some respondents also requested a wider cycleway. Figure 9 shows the summary of feedback received for the consultation.

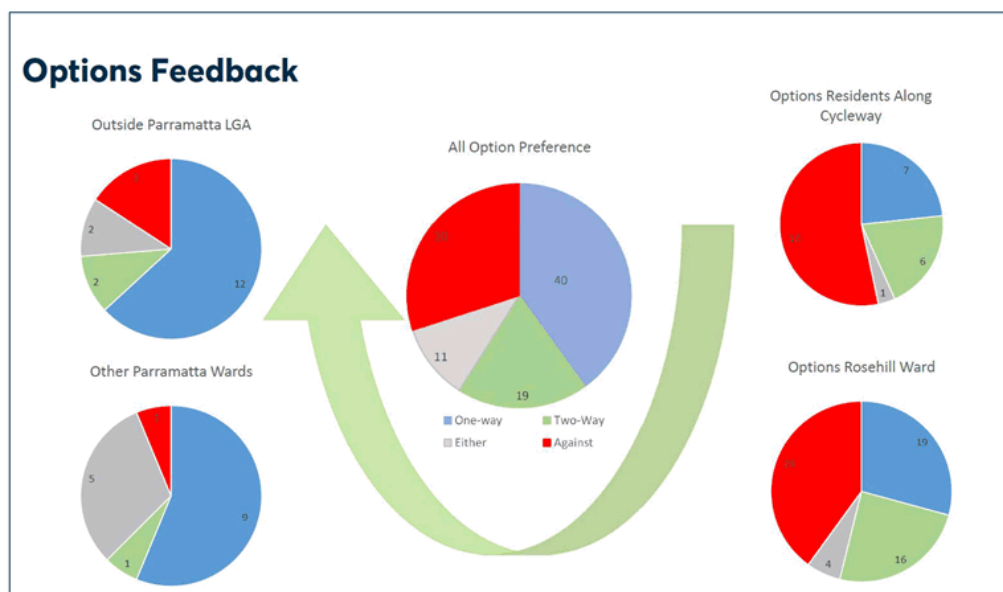


Figure 9: A summary of feedback received for the first round of consultation

Feedback received from the first round of consultation was used to develop the concept plan for this project. This plan went to a second round of consultation in August 2023 for 28 days. Council received 29 responses to the consultation from 14 residents, 10 cyclists, 4 drivers and one from Bicycle NSW. Of these responses, 10 agreed with the proposal, 6 agreed with it to an extent, and 13 objected to the proposal.

Of the 14 residents that responded to the survey, 10 objected to the proposal with 8 suggesting that two-way traffic movements be retained in the street and two preferred a one-way restriction in the northbound direction. The table in Attachment 1 provides the feedback received and Council officer comments.

Ward Councilors were briefed in May 2023 and were generally supportive of the proposed one-way southbound restriction.

Council originally proposed a northbound one-way restriction, however, due to the request from Parramatta Fire Station, a one-way (southbound) restriction is proposed to facilitate its response to emergencies. Due to the limited width of the street, it is not possible to retain two travel lanes, the desirable width for cycling facilities, and parking on both sides of the street. Accordingly, at the concept plan stage, following the first round of consultation, it was decided that the street would have one travel lane and become one-way.

FINANCIAL IMPLICATIONS

The design of the Harris Park cycleway project is funded by Transport for NSW (TfNSW). The construction funding for this project will be subject of a future application to the TfNSW Active Transport Program. It is intended to commence construction when the funding for the entire project becomes available.



Iman Mohammadi
Senior Traffic and Transport Engineer
24/07/2024

Attachments:

1. Details of the feedback received and Council officer comments
2. Concept Plans

ATTACHMENT 1

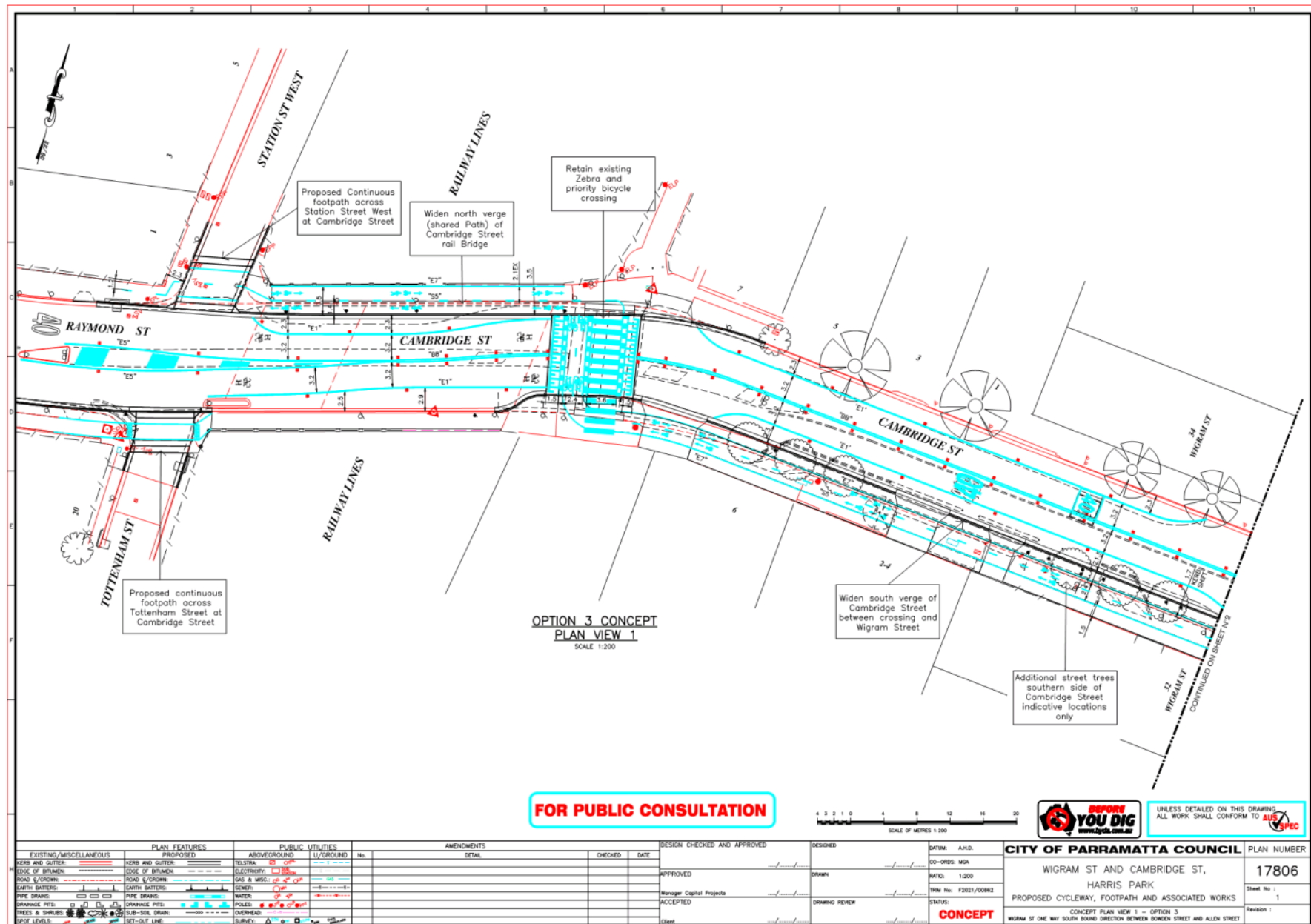
Feedback received from the Public Consultation undertaken in August 2024 and Council officer comments

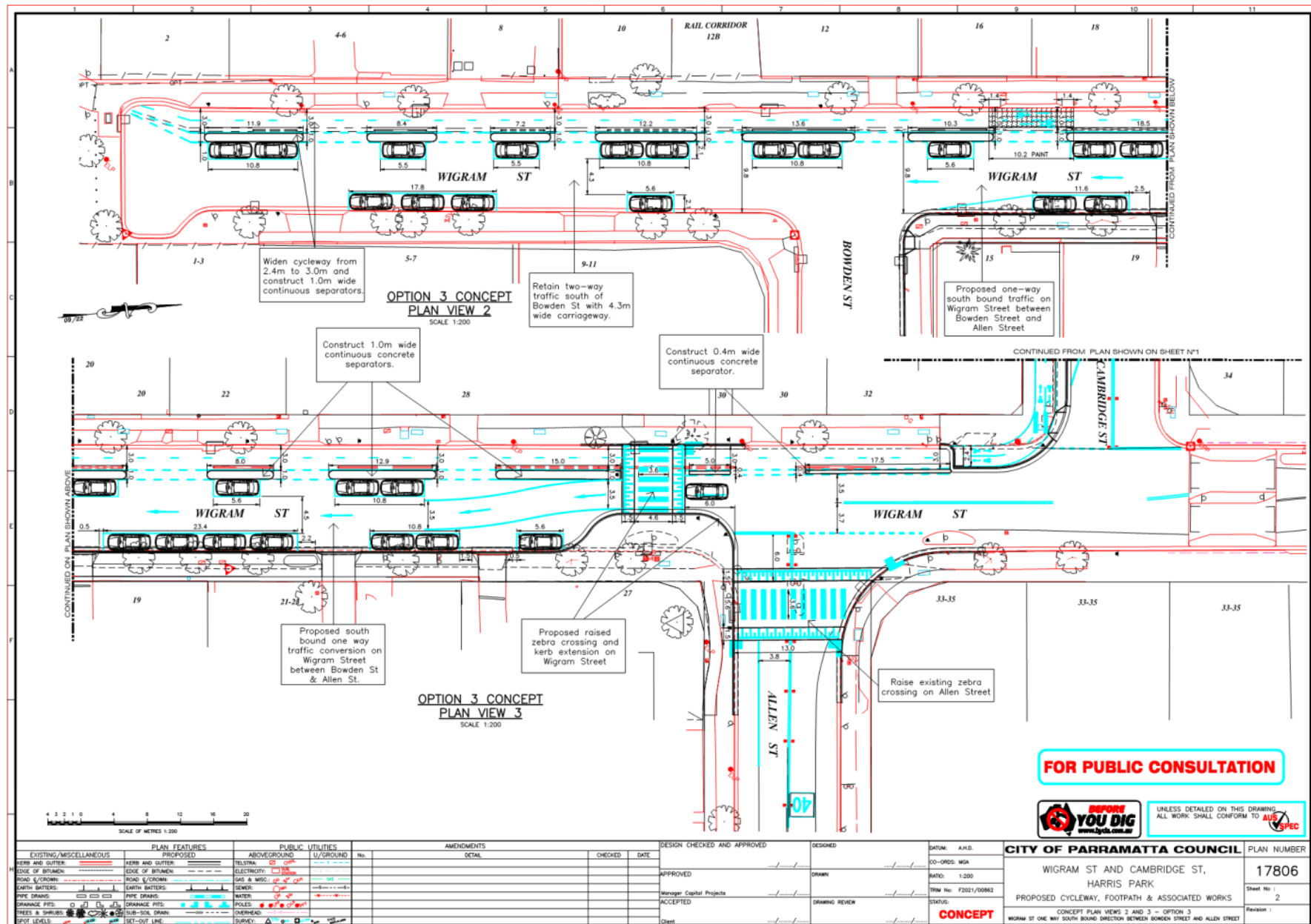
Support (Yes, Yes to an extent, No)	Stakeholder	Stakeholder Comment	Council Officer Response
Yes	Bicycle NSW	Strongly support the plan	Noted
Yes	Cycleway user	-	-
Yes	Cycleway user	Reduce the speed limit in the area from 40 km/h to 30 km/h.	Speed limits are under the care and control of TfNSW and outside the scope of this project.
Yes	Cycleway user	Proposed kerb blisters need to be cyclist friendly.	This is taken into account during the design process
Yes	Cycleway user	Any initiative to make cycling safer in Parramatta is very welcome. People will not cycle unless the chosen route is safe. Separate cycleways are preferable.	Noted
Yes	Cycleway user	-	-
Yes	Resident	It's great enabling safe active transport in the area. I think it's appropriate to take on board FRNSW's request as it will maintain the commitment to improving cycle infrastructure while accommodating the need for emergency vehicle access.	Noted
Yes	Resident	Instead of southbound one-way prefer northbound one way. Wigram St is downhill from Allen street intersection towards Bowden street so vehicles have higher speed and risk of collision is greater.	While northbound one-way was originally proposed, emergency services request southbound one-way to facilitate their responses from Parramatta Fire Station
Yes	Cycleway user	-	-
Yes	Resident	1. If possible having raised & spaced-out barriers on the proposed 1.0m wide concrete separator e.g. planter boxes with plants in them 2. Consider lowering the speed limit to 30 or 40 km/h for the areas in question	1. Planter boxes are not proposed as they will affect sightlines between cyclists and motorists that are accessing the driveways. 2. The speed limit of the affected streets is already 40km/h.
Yes, to an extent	Cycleway user	I hope the cycleway option will continue to be available	Noted
Yes, to an extent	Cycleway user	I like it how it is, with two-way traffic.	To widen the existing 2.4m wide cycleway to 3m and provide 1m wide concrete separator, it is necessary to reconfigure the traffic flow from two-way to a one-way direction. The detour arising

			from this restriction would be around 500m and take an additional 2min.
Yes, to an extent	Cycleway user	-	-
Yes, to an extent	Resident	Congestion and parking concerns, would like area under M4 south of Wigram be made parking	Outside the scope of this project
Yes, to an extent	Driver	Concerned about cycleways in close proximity to a busy school drop off zone and the congestion/confusion it could cause.	The cycleway has not affected parking near the school which is opposite and across from an intersection to the cycleway
Yes, to an extent	Driver	This may reduce traffic flow it with barely used cycleways. This area is very busy during school drop off and pick up times	The proposal should reduce congestion by encouraging people of wide-ranging abilities to ride rather than drive to Parramatta CBD or the station
No	Resident	There's not a lot of cycle lane usage. One-way will restrict access to Great Western Hwy and Westfields	Counter records confirm average daily use of around 50 riders per day. The detour arising from this restriction would be around 500m and take an additional 2min. As such, access to Great Western Hwy and Westfields would not be affected by the proposal.
No	Resident	I would prefer to have two way traffic between Allen Street and Bowden Street	Noted
No	Resident	It will cause inconvenience for the residents of Wigram Street if we want to go towards the railway station. We would have to travel through Bowden, Allen and then Wigram Street. I want the Wigram Street to be open both ways.	The detour arising from this restriction would be around 500m and take an additional 2min. If proceeding towards the station it may be easier and shorter to walk than drive
No	Resident	I oppose either one way traffic, Wigram Street south end is usually a quieter however with lots of both way parking.	Overall, the proposal will return on-street parking to affected streets.
No	Resident	Emergency services would be better served by left turn into Allen St and then right into Good St	NSW Fire and Rescue have stated their preference to use Bowden St then right into Good St
No	Resident	Concern with parking on both sides of the street. If it goes ahead and eliminates the one side of the parking for 50-60 bicycle users, I don't understand why public funds are spent on a less important issue.	Overall the proposal will return on-street parking to affected streets. The proposal should reduce congestion by encouraging people of wide ranging abilities to ride rather than drive to Parramatta CBD or the station
No	Resident	Should be 2 way and cyclists can already use the road. It's disrupting the flow of traffic	While cyclists may use the road, the proposal should reduce congestion by encouraging people of wide

		and going in and out of cycle ways. Allow any cycle ways to remain narrow and enforce cyclists to use them rather than in main roads where available	ranging abilities to ride rather than drive to Parramatta CBD or the station
No	Resident	I think the cycle way should be 2 metres, and it should still be a 2-way street as that has always been the working way and making life easier for everyone. These plans will make it harder especially during rush/peak hour	Widening the cycleway from 2.4m to 3m may reduce congestion by encouraging people of wide ranging abilities to ride rather than drive to Parramatta CBD or the station
No	Resident	Any changes in this area need careful consideration and should address issues impacting the area. At school drop off there is severe traffic congestion. Peak hour there is traffic congestion due to toll evaders. Road markings and crossings are poorly visible.	The proposal is considered to have minimal effect on streets fronting the school. Toll evaders are an outcome of WestConnex work and may be addressed with TfNSW. Road markings will be renewed as part of this project.
No	Resident	Northbound one-way would be good as the street goes downhill southbound, For the safety of pedestrians and residents around the area, I support northbound one-way.	While northbound one-way was originally proposed, emergency services request southbound one-way to facilitate their responses from Parramatta Fire Station
No	Driver	The road is already to congested, cyclists (even with dedicated lanes) make the street more unsafe and more congested.	The proposal should reduce congestion by encouraging people of wide ranging abilities to ride rather than drive to Parramatta CBD or the station
No	Cycleway user	Consideration for pedestrian and cycle safety closest to the school. There needs to be a pedestrian access and mobility plan to ensure that there are appropriate traffic calming at the ingress and egress points. Pedestrians should be always given right of way. Making the street one way is a poor plan. The bike lane is fine, it's when you get to the top of the hill, how do you cross in peak hour safely? Remember the health of primary age kids that are obese and need to make streets safer for walking and cycling. Check out what Yarra City Council in Victoria is doing - making streets safe for 8year olds to 80 year olds	The purpose of the proposed cycleway is to connect to Parramatta Station and CBD. Access to the school will be facilitated by a new raised crossing of Wigram St south of Allen St and raising the existing crossing of Allen St at Wigram St

No	Driver	This plan takes parking away and increases traffic. Nobody uses those cycleways	Overall the proposal will return on-street parking to affected streets. Counter records confirm average daily use of around 50 riders per day.
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**CITY OF PARRAMATTA COUNCIL****Parramatta Traffic Committee Agenda Item**

ITEM NO: 2408 A3

SUBJECT: Hilar Avenue, Karingal Avenue and Muruba Avenue, Carlingford – Proposed changes to parking and turn restrictions during the afternoon school peak period

APPLICANT: City of Parramatta Council

REPORT OF: Traffic and Transport Engineer

WARD: North Rocks

SED: Epping

Purpose

This report seeks approval for restricting entry into Muruba Avenue from Hilar Avenue and into Hilar Avenue from Karingal Avenue, Carlingford during the school afternoon peak period. The purpose of the restrictions is to maximise traffic flow during the school afternoon peak period. In addition to turn restrictions, approval is also sought for the installation 5 minutes parking (2:30pm-4pm school days) restriction in Hilar Avenue to provide additional pick-up areas for the school community.

OFFICER'S RECOMMENDATIONS:

1. That 'No Right Turn 2:30pm-4:00pm School Days' and 'No Left Turn 2:30pm-4:00pm School Days' restrictions be installed for eastbound and westbound motorists at the following locations:
 - a. In Hilar Avenue at Muruba Avenue, Carlingford as shown in Figure 2 of this report
 - b. In Karingal Avenue at Hilar Avenue, Carlingford as shown in Figure 3 of this report
2. That an approximately 85m long '1/4P 2:30pm-4:00pm School Days' restriction be installed on the south side of Hilar Avenue, Carlingford outside house Nos. 11 to 19 as shown in Figure 2 of this report.

Background

Hilar Avenue and Muruba Avenue are 7.8m wide narrow residential streets. Carlingford West Public School is situated south of Hilar Avenue and accessible via the pedestrian laneway between 21 Hilar Avenue and 5 Billyard Place. Hilar Avenue and Muruba Avenue provide unrestricted parking except for the section of Hilar Avenue between Billyard Place and Muruba Avenue where school peak period restrictions as detailed below are in place (refer to Figure 1).

- 'No Stopping' (AM and PM peak periods on school days) on the north side to maintain two-way traffic movements in the street

- 'No Parking' (PM peak period on school days) on the south side to provide a pickup area for the school



Figure 1: Location map of the area around Hilar Avenue and Karingal Avenue, Carlingford

Due to the narrow road width, when vehicles are parked on both sides of these streets, Hilar Avenue and Muruba Avenue provide only a single travel lane for two-way traffic. Generally, motorists can use driveways, intersections, and gaps between parked vehicles to yield to oncoming traffic. However, during school afternoon peak hours, when demand for on-street parking is high and there is an increased flow of traffic, this 'give way' arrangement becomes insufficient. As a result, this area experiences traffic conflict.

To encourage motorists to travel in one direction and to facilitate pick-up from the south side of Hilar Avenue during the afternoon school peak period, Council is proposing to install 'No Left Turn 2:30pm-4:00pm School Days' and 'No Right Turn 2:30pm-4:00pm School Days' restrictions for eastbound and westbound motorists at the following intersections.

- In Hilar Avenue at Muruba Avenue, Carlingford as shown in Figure 2
- In Karingal Avenue at Hilar Avenue, Carlingford as shown in Figure 3

With this arrangement, motorists wishing to access Hilar Avenue will be required to enter the street via Billyard Place or Muruba Avenue. This will ensure that the majority of vehicles travelling in Hilar Avenue are proceeding in a westbound direction, in turn helping to improve traffic flow during the school afternoon peak period.

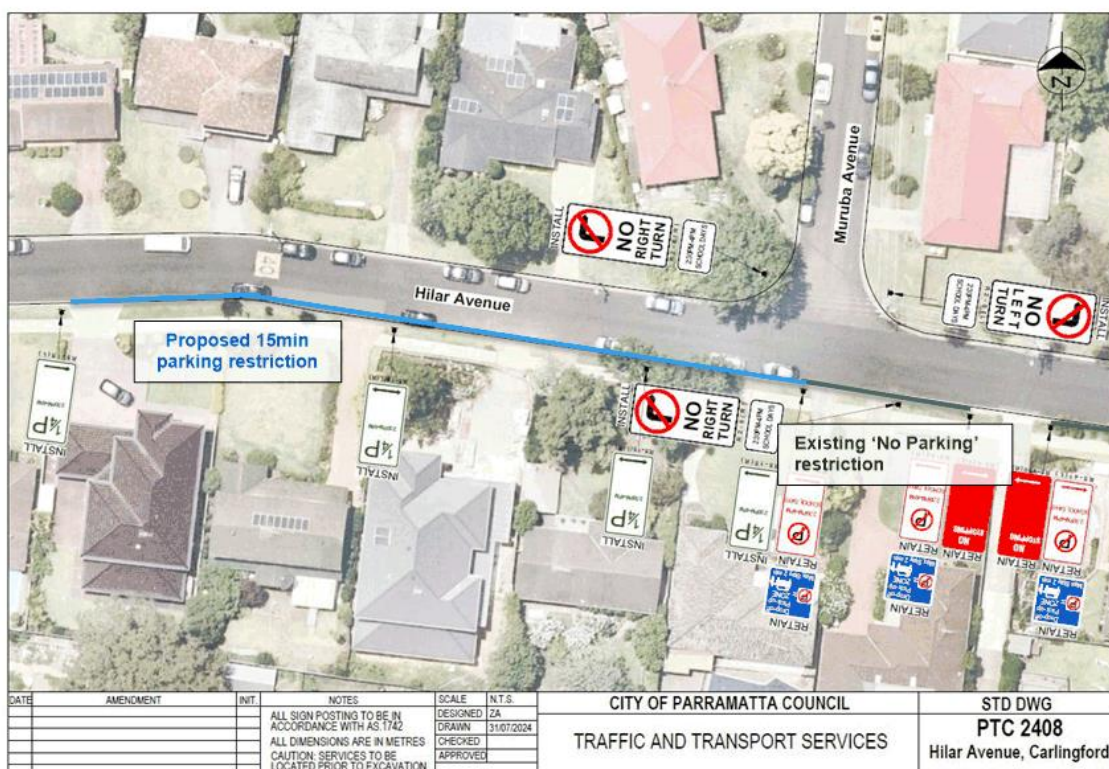


Figure 2: Concept plan of the proposed part-time turn restrictions in Hilar Avenue at Muruba Avenue, Carlingford



Figure 3: Concept plan of the proposed part-time turn restrictions in Karingal Avenue at Hilar, Carlingford

In conjunction with the turn restrictions, it is also proposed to install an approximately 85m long '1/4P 2:30pm - 4:00pm School Days' restriction on the south side of Hilar Avenue outside House Nos. 11 -19 to the boundary of No.9 and No.11 (refer to Figure 2). The purpose of the restriction is to provide an additional pick-up area for the school children during the afternoon peak period.

The proposed turn restrictions will have minimal effect on the surrounding areas. Motorists can access Muruba Avenue via Karingal Avenue (refer to Figure 4) and Hilar Avenue via Muruba Avenue or Pindari Avenue and Billyard Place (refer to Figure 5).

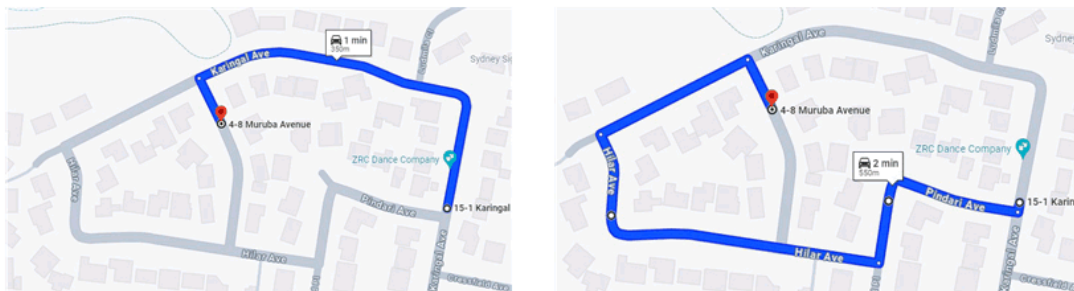


Figure 4: Route for vehicles accessing Hilar Avenue via Muruba Avenue, Carlingford

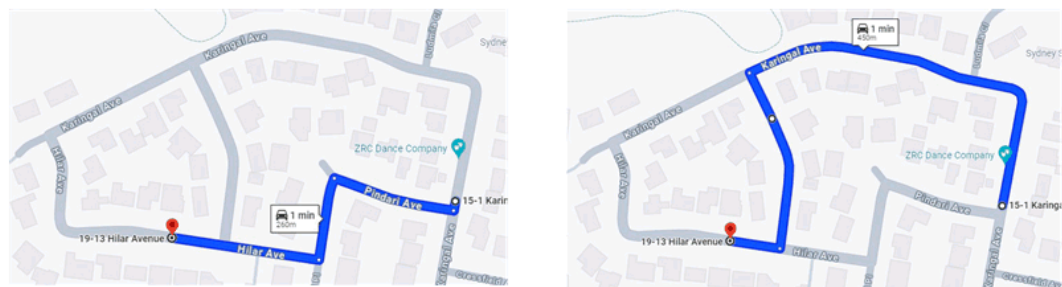


Figure 5: Route for vehicles accessing Hilar Avenue via Billyard Place and Pindari Avenue, Carlingford

Traffic Management Plan Approval

The installation of turning restrictions require approval of a Traffic Management Plan (TMP) from Transport for NSW (TfNSW). Accordingly, an approval has been obtained from TfNSW for the TMP for the proposed part-time turning restriction in Hilar Avenue and Karingal Avenue, Carlingford (see attached).

Community Consultation

Consultation letters were sent to affected residents and businesses on 23 April 2024 seeking comments on the proposed turning restrictions and extension of the 'No Parking' restriction in Hilar Avenue and Karingal Avenue, Carlingford. The consultation invited submissions by 21 May 2024 and involved the engagement channels listed below:

- City of Parramatta website (On-Exhibition page)
- Local Parramatta newspaper

- Mailout to owners & occupiers

Council received nine responses to the consultation from seven residents and two parents.

Turn restrictions:

Of the 9 respondents, two supported the proposal, four did not provide a clear preference on the turn restrictions, and three objected to the proposal. Among the three objections, two acknowledged that the turn restriction could improve traffic flow if adhered to by drivers, however, they advised that the restrictions would not work as they are unlikely to be enforced regularly.

In light of the above, it is proposed to proceed with the turn restrictions in Hilar Avenue at Muruba Avenue and in Karingal Avenue at Hilar Avenue, Carlingford

Parking restrictions:

Council originally proposed a part time 'No Parking' restriction to facilitate pick up and set down of students. Of the 9 respondents, two supported the proposal and seven objected to the installation of 'No Parking 2:30pm-4pm School Days' restriction in Hilar Avenue. The main concerns raised by the respondents are that the proposed 'No Parking' restriction would not provide time to park and walk to the school. It was also stated that 3-point turns would still occur in the street, in part to access parking on the opposite side of the street.

In response to the feedback, it is proposed to install a '1/4P 2:30pm-4pm School Days' restriction in Hilar Avenue outside House Nos. 11 to 19. This should clear the area of long stay parking but still provide adequate time for pick-up of students. It would also encourage the long stay parking to occur on the other side of the road, which reduces the demand to make a 3-points turn to access this parking. It is noted that some motorists may still make the 3-point turn to exit the area. However, Council will encourage the school to educate parents to follow the dominate westbound traffic flow as intended.

FINANCIAL IMPLICATIONS

The estimated cost of the proposed turning restriction in Hilar Avenue and Karingal Avenue, Carlingford is \$1,500. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2024/25.



Nathan McLauchlan
Traffic and Transport Engineer
29/07/2024

Attachments –

1. Public Consultation Comment
2. TMP Approval from TfNSW

Attachment 1: Public Consultation Comments and Council Officer's Response in relation to the proposed 'No Right Turn', 'No Left Turn' restrictions and 'No Parking' restrictions

Date	Stakeholder	Stakeholder Comment	Council Officer Response
03/05/2024	Resident (D09434760)	Supported both parking and turn restrictions <ul style="list-style-type: none"> Requested enforcement for this to be effective 	Noted
04/05/2024	Resident (D09434789)	Supported both parking and turn restrictions <ul style="list-style-type: none"> Questioned the necessity of the 'No Right Turn' restriction for eastbound traffic in Karingal Avenue at Hilar Avenue as there is no driveways at the western leg of the intersection. 	<ul style="list-style-type: none"> The 'No Right Turn' restriction is required to discourage motorists to turn right into Hilar Avenue by making a U-turn at the cul-de-sac of Karingal Avenue
07/05/2024	Resident (D09436899)	<p>Objected to both parking and turn restrictions</p> <ul style="list-style-type: none"> Resident agreed that the turn restriction may alleviate congestion, however it will likely shift the problem to the eastern side of Hilar Avenue. Inconvenience for residents. Also, the current kiss-and-ride area is sufficient for the needs of the 	<ul style="list-style-type: none"> North side of Hilar Avenue east of Muruba Avenue is currently restricted with a 'No Stopping' restriction during morning and afternoon peak hours to provide two travel lanes for two way traffic movements. Accordingly, it is unlikely that the turn restrictions would have any effect on this section of the street. It is acknowledged that the parking restriction would be inconvenient for residents, however,

		<p>school, especially considering that younger students require parental assistance for pick-up.</p>	<p>the restriction will make parking to be available for the school community on the school side of the street and thereby, reduce the need for driving around the block to find a space or make a U-turn to park on the opposite side of the street and crossing the road to walk to the school. However, to allow for parents to walk to the school, it is proposed to install 15 minutes parking instead of 'No Parking' restriction in the street.</p> <p>It is to be noted that both restrictions will reduce traffic congestion in the street and improve access for residents.</p>
09/05/2024	Parent (D09441629)	<p>Did not comment on turn restriction</p> <p>Objected to No Parking restriction as this will not allow them to park and walk to the school</p>	<p>It is proposed to install 15 minutes parking instead of 'No Parking' restriction in the street so that parents can park and walk to the school to pick-up their children.</p>
10/05/2024	Parent (D09444781)	<p>Did not comment on turn restriction</p> <p>Objected to 'No Parking' restriction as this will not allow them to park and walk to the school including OOSH.</p>	<p>It is proposed to install 15 minutes parking instead of 'No Parking' restriction in the street so that parents can park and walk to the school to pick-up their children. It is to be noted that the</p>

			restriction will conclude at 4pm and therefore would not affect parents who are collecting their children from the OOSH.
13/05/2024	Resident (D09446178)	<p>Objected</p> <ul style="list-style-type: none"> Turn restrictions will force drivers into Hilar Avenue and increase the risk of accidents involving pedestrians crossing the road or standing near parked cars. Proposed 'No Parking' restriction will not allow the school community to park and walk to the school and this will increase 3-point turns in the street to park on the opposite side of the street. 	<ul style="list-style-type: none"> The proposed turn restrictions are to encourage motorists to drive in one direction in Hilar Avenue and Marubra Avenue. The restrictions should not increase traffic volume in these streets. It is proposed to install 15 minutes parking instead of 'No Parking' restriction in the street so that parents can park and walk to the school to pick-up their children.
20/05/2024	Resident (Petition signed by 3 residents) (D09457481)	<p>Did not comment on turn restriction</p> <p>Objected to No Parking restriction</p> <ul style="list-style-type: none"> The proposed No Parking restriction will direct more traffic to park in Karingal Avenue 	<ul style="list-style-type: none"> It is proposed to install 15 minutes parking instead of 'No Parking' restriction in the street so that parents can park and walk to the school to pick-up their children.
20/5/2024	Resident (D09457494)	<p>Did not comment on turn restriction</p> <p>Objected to No Parking restriction</p> <ul style="list-style-type: none"> Raised concerns that some motorists will make 3-point turns at driveways to access parking on the opposite side of the street. 	<ul style="list-style-type: none"> It is proposed to install 15 minutes parking instead of 'No Parking' restriction in the street so that parents can park and walk to the

			school to pick-up their children.
21/05/2024	Resident (D09459575)	<p>Objected</p> <ul style="list-style-type: none"> Acknowledged that the turn restriction would improve traffic flow, however, the restrictions will not work as they are unlikely to be enforced regularly. Installation of set-down and pick-up area will remove parking for residents and increase noise pollution arising from door alarms, car engines and human voices. Requested replacing the existing No Parking area outside their residence with a No Stopping area 	<ul style="list-style-type: none"> Turn restrictions are regulatory signs and if required arrangements will be made for enforcement by Police. It is acknowledged that drop off and pick up times around schools are particularly busy and inconvenience for residents. However, the set-down and pick-up areas are required to assist the school community to safely drop-off and collect their children.

Transport for NSW

Traffic Management Plan

Turning restrictions (2:30pm to 4:00pm School Days) on Hilar Ave,
and Karingal Ave, Carlingford

**Introduction**

City of Parramatta Council is seeking approval for the installation of turn restrictions at key intersections with Hilar Avenue, Carlingford to maximise traffic flow during the school afternoon peak period, in response to concerns about traffic circulation issues and near “head-on” incidents along Hilar Avenue and adjoining intersecting streets during the after-school pick-up (including after school care).

Details

Hilar Avenue and Muruba Avenue are narrow residential streets with a carriageway width of approximately 7.8 meters. When cars are parked on both sides of the street, the carriageway is reduced to only one lane for traffic, which can cause congestion during the afternoon school peak period. There is currently ‘No Parking’ (2:30pm to 4:00pm School Days) on the south side of Hilar Avenue from No.5 to No.19.

The proposed turn restrictions are:

1. ‘No Right Turn’ Hilar Avenue into Muruba Avenue (2:30pm to 4:00pm School Days)
2. ‘No Left Turn’ Hilar Avenue into Muruba Avenue (2:30pm to 4:00pm School Days)
3. ‘No Left Turn’ Karingal Avenue into Hilar Avenue (2:30pm to 4:00pm School Days)
4. ‘No Right Turn’ Karingal Avenue into Hilar Avenue (2:30pm to 4:00pm School Days)

In conjunction with the turn restrictions, ‘No Parking’ (2:30pm to 4:00pm School Days) on the south side of Hilar Avenue from No.19 to the boundary of No.9 and No.11 (approximately 85 metres) is also proposed and will be considered by the Parramatta Traffic Committee as a delegated authority item.

The provision of the turn restrictions will encourage traffic to move in a westerly/clockwise direction along Hilar Avenue. The extension of the no parking restriction on the south side of Hilar Avenue is expected to increase the capacity for pick-up of school children in the afternoon peak.

No traffic counts were undertaken for this proposal. According to Council’s analysis, the volume of traffic along Hilar Avenue and surrounding streets will not change, and the measures proposed would encourage a one-way movement (westbound) along Hilar Avenue.

The time-based turn and parking restrictions will have no impact on any public transport service. Cyclist and pedestrian access will be maintained, as well as access for emergency service vehicles and heavy vehicles. The proposal is also not expected to have impact on any adjoining council areas and on existing and future developments within the precinct.

Comprehensive public consultation which included presenting plans depicting the proposed turn restrictions and parking changes for the project, was undertaken from 23 April – 21 May 2024 via letter drop to affected residential properties, emergency services (Fire and Rescue NSW, NSW Ambulance), Carlingford West Public School, Cumberland High School, and Bicycle NSW. A specific advertisement for the proposal was also published on the online and printed editions of the ParraNews on 23 April 2024.

OFFICIAL

4 Parramatta Square, 12 Darcy St Parramatta NSW 2150
PO Box 973 Parramatta CBD NSW 2124
transport.nsw.gov.au

1

Transport for NSW

Traffic Management Plan

Turning restrictions (2:30pm to 4:00pm School Days) on Hilar Ave,
and Karingal Ave, Carlingford



Comments were received expressing support (1 submission), another stating proposal being unnecessary and inconvenient (1 submission), and an objection along with a proposal that existing pedestrian footway be converted to a vehicle throughfare (1 submission).

Recommendation

The submission from City of Parramatta Council has satisfactorily addressed the necessary requirements of the TMP process and is **RECOMMENDED FOR APPROVAL**.

RECOMMENDED
Angelica Abragan

A/Network & Safety Officer
Network and Asset Management

RECOMMENDED

28/06/2024

Kshitij Shah

Network & Safety Services Manager
Network and Asset Management

APPROVED

1/7/2024

Nicolas Kocoski

Senior Manager Network & Safety Services
Network and Asset Management

OFFICIAL

4 Parramatta Square, 12 Darcy St Parramatta NSW 2150
PO Box 973 Parramatta CBD NSW 2124
transport.nsw.gov.au

2

**CITY OF PARRAMATTA COUNCIL****Parramatta Traffic Committee Agenda Item**

ITEM NO: 2408 A4
SUBJECT: First Avenue at Chelmsford Avenue, Epping – Installation of a part-time 'All Traffic Left Only' restriction
APPLICANT: City of Parramatta Council
REPORT OF: Traffic and Transport Engineer
WARD: Epping
SED: Ryde

Purpose

This report seeks approval for the installation of an 'All Traffic Left Only 8am-9:30am 2:30pm-4pm School Days' restriction in First Avenue at Chelmsford Avenue, Epping. The purpose of the restriction is to improve traffic flow and reduce congestion without removing on-street parking from First Avenue.

OFFICER'S RECOMMENDATIONS:

That an 'All Traffic Left Only 8am-9:30am 2:30pm-4pm School Days' restriction be installed for southbound motorists in First Avenue at Chelmsford Avenue, Epping as shown in Figure 3 of this report subject to Traffic Management Plan being approved by Transport for NSW.

Background

The intersection of First Avenue, Chelmsford Avenue and Grimes Lane forms a T-intersection, with First Avenue being the terminating street. Grimes Lane is a westbound one-way street. Ngarala Public School is situated on the south side of Chelmsford Avenue and Grimes Lane, opposite First Avenue. There is a raised pedestrian crossing in Grimes Lane at this intersection. Grimes Lane also serves as a set-down and pick-up area for the school. Parking is generally unrestricted on First Avenue and Chelmsford Avenue and is commonly used by the school community for parking their vehicles while picking up or dropping off their children. Figure 1 shows the area near the intersection.

Site observations during school peak hours revealed that vehicles from the set-down and pick-up area often queue back into the Chelmsford Avenue and First Avenue intersection. Pedestrians also cross at the pedestrian crossing. Consequently, westbound motorists on Chelmsford Avenue and southbound motorists on First Avenue experience delays at the intersection as they wait to access the set-down and pick-up area on Grimes Lane.



Figure 1: Location map of the area around the intersection of First Avenue at Chelmsford Avenue and Grimes Lane, Epping

There are 'No Stopping' and 'Bus Zone' restrictions on the south side of Chelmsford Avenue outside the Ngarala Public School. Westbound motorists on Chelmsford Avenue queue at this area. However, southbound motorists on First Avenue waiting to turn right into Grimes Lane block the intersection and restrict any vehicles wanting to turn right from Chelmsford Avenue into First Avenue from proceeding northbound. Additionally, First Avenue is approximately 7.8 meters wide. Due to the narrow road width, when vehicles are parked on both sides of the street, it provides only a single travel lane for two-way traffic. Generally, motorists use driveways, intersections, and gaps between parked vehicles to yield to oncoming traffic. However, during school peak hours, when demand for on-street parking is high and there is a continuous flow of traffic, this 'give way' arrangement becomes ineffective. As a result, this area experiences traffic gridlock.

To improve traffic conditions in the street, Council is proposing to install an 'All Traffic Left Only 8am-9:30am 2:30pm-4pm School Days' restriction for southbound motorists in First Avenue at Chelmsford Avenue and Grimes Lane, Epping as shown in Figure 2. With this arrangement, motorists wishing to access the set-down and pick-up area in Grimes Lane would need to approach in the westbound direction on Chelmsford Avenue, which would

eliminate right turn movements for southbound motorists and improve traffic flow at the intersection

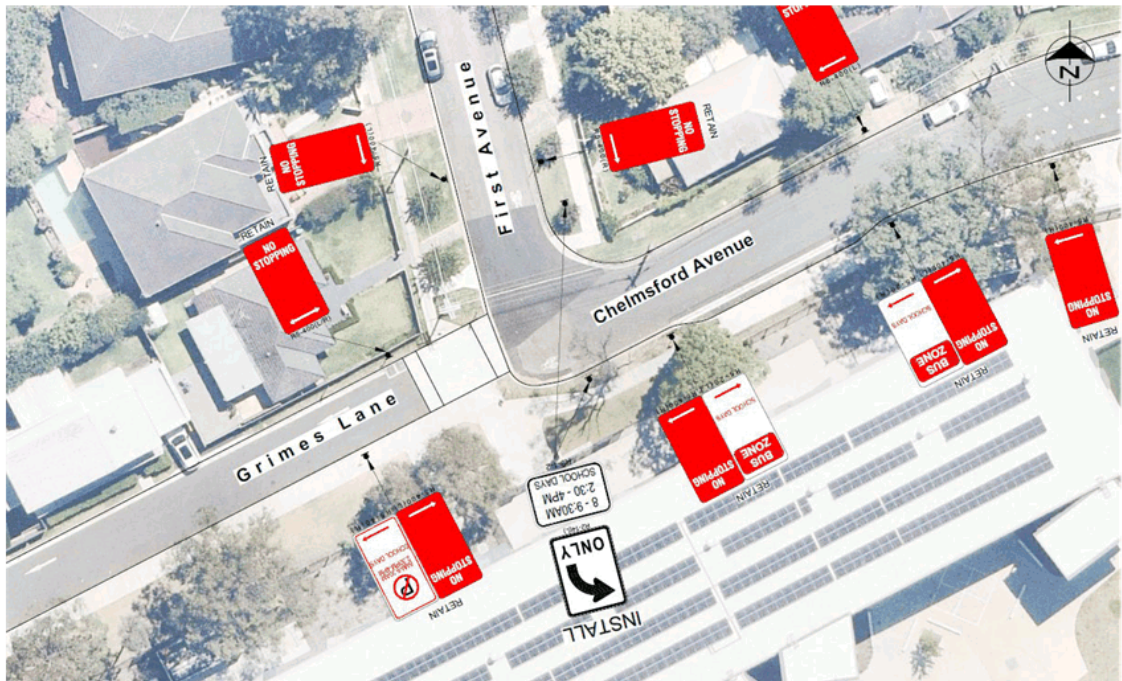


Figure 2: Concept plan of the proposed part-time 'All Traffic Left Only 8am-9:30am, 2:30pm-4pm School Days' restriction in First Avenue at Chelmsford Avenue, Epping

Impact of re-assigned traffic

Motorists coming from the west will need to travel an extra 500 meters to reach Grimes Lane via Edenlee Street and Chelmsford Avenue (refer to Figure 3). Currently, motorists experience long wait times due to traffic gridlock at the intersection of First Avenue, Chelmsford Avenue, and Grimes Lane. Therefore, the increased travel distance would not have a proportional increase in travel time.

Traffic Management Plan Approval

The installation of turn restrictions require approval of a Traffic Management Plan (TMP) from Transport for NSW (TfNSW). Accordingly, the TMP has been submitted to TfNSW seeking approval for the proposed part-time 'All Traffic Left Only 8am-9:30am, 2:30pm-4pm School Days' restriction in First Avenue at Chelmsford Avenue, Epping.

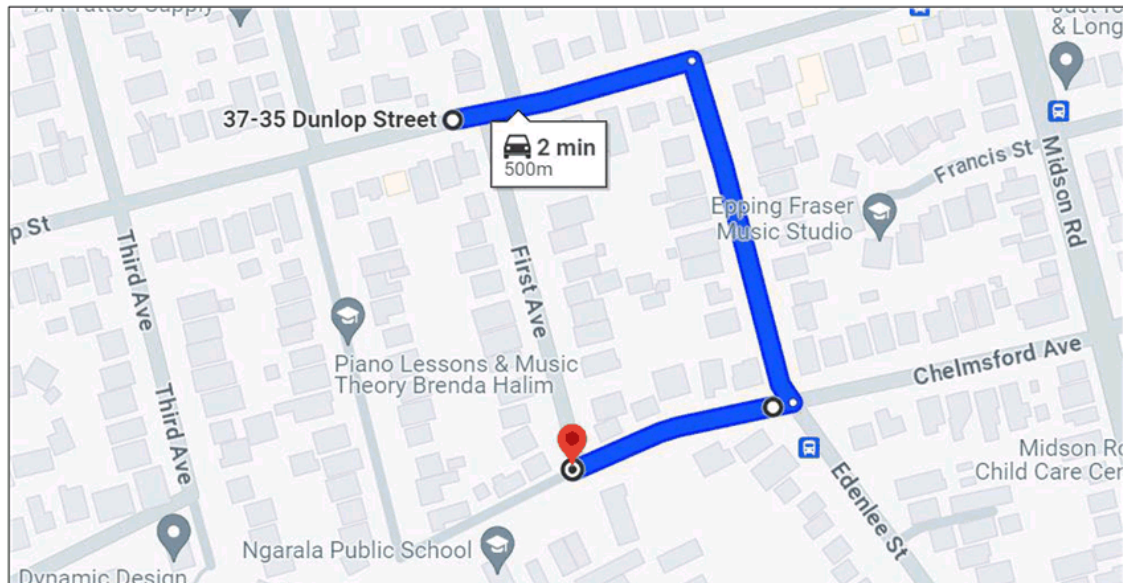


Figure 3: Route for motorists coming from the west, requiring an additional 500 meters via Edenlee Street and Chelmsford Avenue to reach Grimes Lane

Community Consultation

Consultation letters were sent to affected residents and businesses on 20 May 2024 seeking comments on the proposal to install a 'All Traffic Left Only 8am-9:30am, 2:30pm-4pm School Days' restriction in First Avenue at Chelmsford Avenue, Epping.

The consultation invited submissions by 17 June 2024 and involved the engagement channels listed below:

- City of Parramatta website (On-Exhibition page)
- Local Parramatta newspaper
- Mailout to owners & occupiers
- On-site corflute signs

Council received five responses to the consultation, one from Ngarala Public School P&C Association and four from residents. Of these responses, three including the school P&C supported the proposal, one objected to it and one did not provide a clear indication. Accordingly, it is proposed to install a 'All Traffic Left Only 8am-9:30am, 2:30pm-4pm School Days' restriction in First Avenue at Chelmsford Avenue, Epping.

The resident who objected to the proposal raised concerns that the restriction would necessitate all vehicles travelling across the frontage of the school to access Second Avenue. It is to be noted that the proposed restriction will not increase traffic volume into Grimes Lane and Second Avenue, rather this will redirect southbound traffic into Edenlee Street (southbound) and Chelmsford Avenue (westbound) so that motorists can drive straight into Grimes Lane without blocking the intersection.

Some of the respondents also suggested a review of the current parking restrictions in Chelmsford Avenue and First Avenue, including installation of part-time 'No Parking' in First Avenue and removal of 'Bus Zone' restrictions in Chelmsford Avenue. It is proposed to review the parking restrictions in First Avenue and Chelmsford Avenue after the installation of the proposed 'All Traffic Left Only 8am-9:30am, 2:30pm-4pm School Days' restriction.

However, Council Officers will consult with bus service provider before organizing the removal of the 'Bus Zone' restriction.

In light of the above, it is recommended that Council proceeds with the installation of 'All Traffic Left Only 8am-9:30am, 2:30pm-4pm School Days' restriction in First Avenue at Chelmsford Avenue, Epping.

FINANCIAL IMPLICATIONS

The estimated cost of the proposed part-time 'All Traffic Left Only 8am-9:30am, 2:30pm-4pm School Days' restriction in First Avenue at Chelmsford Avenue, Epping is \$750. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2024/25.



Nathan McLauchlan
Traffic and Transport Engineer
22/07/2024

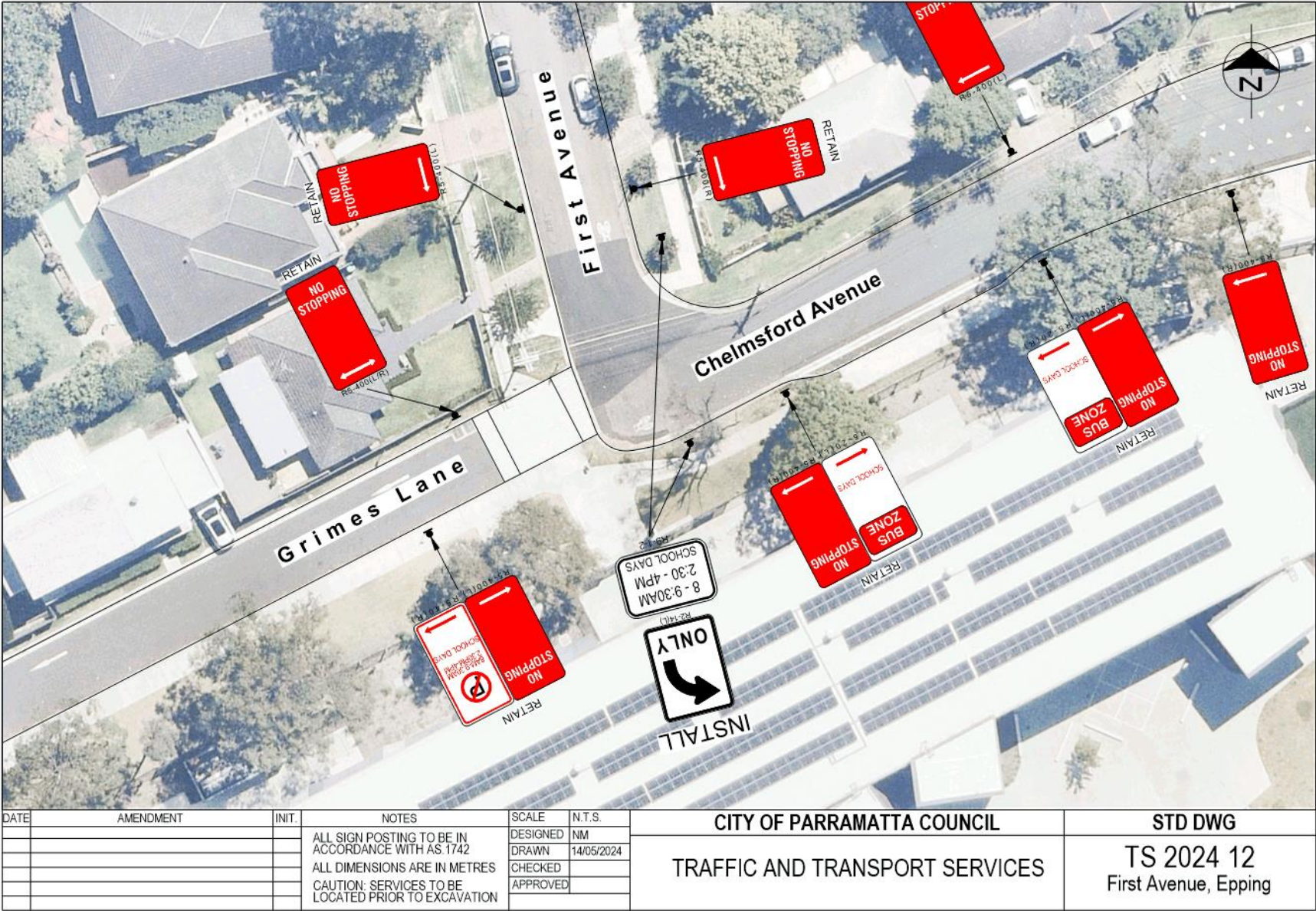
Attachments –

1. Public Consultation Comment
2. Sketch Plan of 'All Traffic Left' restriction in First Avenue at Chelmsford Avenue

Attachment 1: Public Consultation Comments and Council Officer's Response

Date	Stakeholder	Stakeholder Comment	Council Officer Response
21/05/2024	Resident (D09459562)	Supported	Noted
30/05/2024	Resident (D09474890)	Supported <ul style="list-style-type: none"> Motorists may not understand School Days restriction. Requested that the restriction be installed with specific times e.g. Mon-Fri. 	<ul style="list-style-type: none"> The School Days restrictions are standard practice and this will coincide with 40km/h school zone restriction.
03/06/2024	Resident (D09480059)	Objected <ul style="list-style-type: none"> This will redirect traffic across school frontage to Second Avenue 	<ul style="list-style-type: none"> the proposed restriction will not increase traffic volume into Grimes Lane and Second Avenue, rather this will redirect southbound traffic into Edenlee Street (southbound) and Chelmsford Avenue (westbound) so that motorists can drive straight into Grimes Lane without blocking the intersection.
06/06/2024	Resident (D09485560)	Did Not Comment <ul style="list-style-type: none"> Requested removal of parking from one side of First Avenue and Chelmsford Avenue and allow unrestricted parking in Grimes Lane. 	<ul style="list-style-type: none"> It is proposed to review parking restrictions in First Avenue and Chelmsford Avenue after the installation of 'All Traffic Left Only' (school peak period) restriction in First Avenue (southbound) at Chelmsford Avenue.
18/06/2024	Ngarala Public School P&C (D09501595)	Supported Also requested: <ul style="list-style-type: none"> Removal of on street parking from one side of First Avenue 	<ul style="list-style-type: none"> This will be investigated after the installation of the 'All Traffic Left Only' restriction in First Avenue at Chelmsford Avenue.

		<ul style="list-style-type: none"> • Installation of Pedestrian crossing in First Avenue at Chelmsford Avenue or in Chelmsford Avenue at Edenlee Street • Installation of concrete footpath on the west side of Edenlee Street • Removal of redundant 'Bus Zone' restriction from outside the school in Chelmsford Avenue 	<p>It is envisaged that the southbound vehicle volume would decrease upon the installation of the restriction as they need to travel westbound in Chelmsford Avenue to access Grimes Lane.</p> <ul style="list-style-type: none"> • Will be investigated separately. • Will be investigated separately • Will be investigated separately.
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CITY OF PARRAMATTA COUNCIL

Parramatta Traffic Committee Agenda Item

ITEM NO: 2408 A5
SUBJECT: Wigram Street, Harris Park – Diwali Festival 2024
APPLICANT: Little India Australia
REPORT OF: Traffic and Transport Team Leader
WARD: Rosehill
SED: Parramatta

Purpose

This report seeks approval for the Special Event Traffic Management Plan (SETMP) for the Diwali Festival to be held in Wigram Street, Harris Park on Sunday 13 October 2024.

OFFICER'S RECOMMENDATIONS:

1. That the proposed Diwali Festival scheduled to be held in Wigram Street, Harris Park on Sunday 13 October 2024 be classified as a Class 2 Event in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of Wigram Street (Marion Street - Una Street), Harris Park for the events detailed in recommendation 1 be approved subject to the following:
 - a. That written approval of Special Event Traffic Management Plan (SETMP) be obtained from Council and TfNSW prior to the event.
 - b. That written approval from Cumberland Police and concurrence from the Fire Station at 110 Wigram Street, Harris Park be obtained and submitted to Council and TfNSW before the SETMP can be approved.
 - c. That Road Occupancy Licences (ROL) be obtained from Transport Management Centre of TfNSW prior to the events.
 - d. That the Crowd Management Plan for the event be implemented to the satisfaction of Cumberland Police Area Command.
 - e. That managed vehicle access be provided in Ada Street and Wigram Street (Ada Street to Una Street), Harris Park for the event.
 - f. That the removal of on-street parking spaces from the event area commence from 3pm on Saturday 12 October 2024 and corflute signs be installed to advise motorists of the changes to parking restrictions at least 7 days prior to the event.
 - g. That medium rigid vehicles be used as part of Hostile Vehicle Mitigation Plan.
 - h. That affected businesses and residents are to be notified of the traffic management plan for the Diwali events via notification letters at least 28 days prior to the event and a proof of the notifications be submitted to Council.

- i. That two VMS boards be installed at least 7 days prior to each of the events to advise motorists of the road closure.
 - j. That the attached traffic related conditions be adhered to for each of the events.
 - k. That all costs associated with the Diwali Festival event be funded and paid for by the Event Organiser at no cost to City of Parramatta Council.
3. That Council no longer requires Special Event Clearway restrictions for events in Wigram Street, Harris Park.

Background

City of Parramatta has received an application from Little India Australia to hold a Diwali Festival in Wigram Street, Harris Park. The details of the event are provided below:

Event details:

Application Date: 15 July 2024

Event Organiser: Little India Australia

Event Traffic Management implemented by: RD Traffic Control

Event Managed by: TBA

Event: Diwali Festival on Sunday 13 October 2024 from 12pm to 9pm

Road Closure Details: Wigram Street from Marion Street to Una Street, Harris Park from 5am to 11:30pm on the event day

Expected Attendance for the event: 5,000+ patrons over the day

Special Event Traffic Management Plan (SETMP)

As part of the submitted SETMP for the Harris Park Diwali Festival Event, Wigram Street between Marion Street and Una Street, Harris Park is proposed to be closed from 5am to 11:30pm on Sunday 13 October 2024. Managed vehicle access is proposed to be provided in Ada Street and Wigram Street (between Ada Street and Una Street). A detour is proposed to be in place to divert vehicles around the Wigram Street closure via Una Street, Albion Street and Marion Street. A map of the proposed road closure and detour is shown in Figure 1.

Bus Services

Wigram Street between Marion Street and Una Street is not within a bus route, and therefore bus services will not be affected by these closures.

Fire Brigade Services

Parramatta Fire Station is located in Wigram Street between Ada Street and Una Street. According to the submitted SETMP, managed access will be provided for Fire Brigade vehicles. However, the Event Organiser is to consult and provide Council written concurrence from the Fire Brigades prior to the event.



Figure 1: Map showing the event area in Wigram Street and detour route

Crowd Management Plan

The event area is to be fenced off to control the crowd numbers. This is required to reduce the risk of a crowd crush. A crowd management plan has been prepared to manage the queue of pedestrians waiting to access the event, particularly if a larger number of patrons arrive than what the event area can safely accommodate. A map of the proposed crowd management plan of the event is shown in Figure 2.

Hostile Vehicle Mitigation Plan

Medium rigid heavy vehicles are to be used in Wigram Street at Ada Street and Marion Street and in Ada Street as part of Hostile Vehicle Mitigation Plan. However, a ute would be acceptable on the laneway adjacent to 64 Wigram Street.

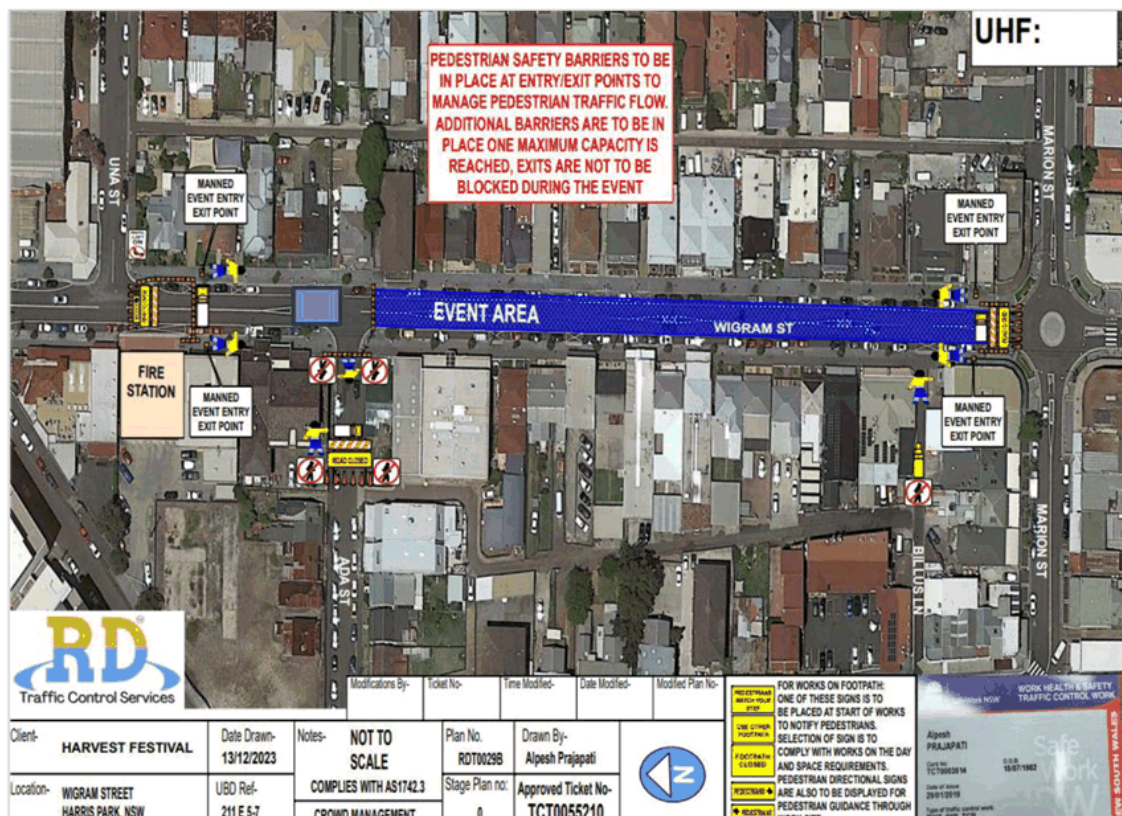


Figure 2: Crowd Management Plan of the Event

Special Event Clearway Restriction

Council has previously resolved that all special events to be held in Wigram Street must obtain approval of a Special Event Clearway from the Traffic Management Centre (TMC) of TfNSW with the application to be submitted at least three months in advance to allow for sufficient administration time. This resolution was in response to feedback received from both the TfNSW and Police representatives at the Parramatta Traffic Committee.

The Special Event Clearway is under the care and control of TMC of TfNSW. As such, Council has discussed this matter with a TMC representative, and they have advised that the TMC does not have sufficient resources and will not be approving special event clearways for Wigram Street. Furthermore, they have suggested that Police explore alternative means of clearing parking vehicles using their existing powers.

It is to be noted that Special Event Clearway restrictions were not installed during recent road closures in Harris Park. During those events, the event area was cleared of vehicles by allowing event organisers to remove on street parking spaces using barricades from 3pm on the previous day of the event. As such, it is proposed to implement a similar strategy for this event. The event organiser is to install temporary corflute signs in Wigram Street at least 7 days prior to the event advising motorists of the upcoming changes to parking restriction in the street. Furthermore, it is recommended that Council no longer require events in Wigram Street to have special event clearway restrictions.

Classification of the Diwali Festival Event

The closure of Wigram Street will disrupt local traffic, the non-event community and transport systems but not major traffic and transport systems. It is therefore proposed to classify this Diwali event as a Class 2 Event in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.

A copy of the submitted SETMP with relevant attachments is attached to the report.

Approvals

The event is within 100m of the signalised intersection of Parkes Street and Wigram Street, Harris Park. As such, the Event Organiser is required to obtain a Road Occupancy License (ROL) from the Transport Management Centre (TMC) of Transport for NSW (TfNSW) prior to the event.

In accordance with the Transport for NSW Guide to Traffic and Transport Management for Special Events, the Special Event Transport Management Plan is to be approved prior to the event.

Community Notification

The Event Organiser is required to undertake community notification of the road closure in the following form:

- Publishing the road closure to local newspaper at least 28 days prior to the event and a proof of the notifications is to be submitted to Council prior to each of the event
- Notification to motorists via two portable VMS boards in Wigram Street (one at Una Street facing southbound motorists and the other one at Marion Street facing northbound motorists) for at least 7 days prior to each of the event.

Council approved another Diwali Festival on Wigram Street, Harris Park for the following Saturday 19 October 2024. To avoid confusion among residents and businesses, it is proposed that Council's Major Event Team send letters to local residents and businesses to advertise the road closures for the two events on 13 and 19 October 2024.

FINANCIAL IMPLICATIONS

The proposed Diwali Festival event in Wigram Street, Harris Park on 13 October 2024 is to be delivered by Little India Australia at no cost to Council. Council will undertake letterbox notification for two events in this location in October 2024 from within existing budgets.



Saniya Sharmeen
Traffic and Transport Team Leader
2/08/2024

Attachments – 1. Traffic related Conditions
2. Special Event Traffic Management Plan for Diwali Festival on 13 October 2024

**Attachment 1: TRAFFIC RELATED CONDITIONS FOR DIWALI FESTIVAL ON 13
OCTOBER 2024**

Prior to the event:

1. In accordance with the Transport for NSW Guide to Traffic and Transport Management for Special Events, the Event Organiser is to obtain written concurrence of Special Event Transport Management Plan Template from Council and TfNSW prior to the event being held.
2. The Event Organiser to provide Council the contact details, including mobile phone number of the Traffic Controller who will undertake the road closure.
3. The Event Organiser to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting City of Parramatta and Transport for NSW as interested parties on the Policy and that Policy to cover both on-road and off-road activity.
4. The Event Organiser is to notify the details of the event to the NSW Police, NSW Ambulance Services, NSW Fire Brigade / Rural Fire Service and SES at least at least 28 days prior to the event; a copy of the correspondence be submitted to Council.
5. The Event Organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses affected by the proposed event at least at least 28 days prior to the event. A proof of the notification to be submitted to Council prior to the event.
6. The Event Organiser is to assess the risk and addressing the suitability of the entire route as part of the risk assessment considering the possible risks for all participants traveling on winding, narrow, uneven gravel roads with steep roadside embankments and sharp bends; this assessment should be carried out by visual inspection of the route/site by the Event Organiser prior to preparing the TMP and prior to the event.
7. The Event Organiser is to carry out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and design and implement a risk elimination or reduction plan in accordance with the Work Health and Safety Act 2011; (information for Event Organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>). Note that the safety of all road users and personnel on or affected by the event is the responsibility of the Event Organiser.

During the event:

8. Access being maintained for businesses, residents and their visitors in accordance with the approved SETMP.
9. All traffic controllers/marshals operating within the public road network holding appropriate certification required by the RMS/Transport for New South Wales.
10. In accordance with the submitted TMP and associated TCP, appropriate advisory signs, including temporary speed restriction signs, shall be placed at the Event Organiser's expense after all the required approvals are obtained from the relevant authorities, and traffic control devices be placed during the event along the route under the direction of a traffic controller holding appropriate certification required by the RMS.

After the event:

11. All roads and marshallings points are to be kept clean and tidy, with all directional signs are to be removed immediately on completion of the activity.

RD Traffic Control



Traffic Management Plan (TMP)

Diwali 2024, Wigram Street, Harris Park, NSW
Class 2 Event

Prepared by: RD Traffic Control

4/17/24

Alpesh Prajapati
Licence TCT0003514

Traffic Management Plan

Event Organiser: Little India Australia

Document Author: **RD Traffic Control**
Alpesh Prajapati
Phone: 1800 507 552
Mb: 0423 727 063



Revision Record

Issue No.	Author	Reviewed/Approved	Description	Date
1.	Alpesh Prajapati	Alpesh Prajapati	Rev 01	17/04/24
2.	Alpesh Prajapati	Alpesh Prajapati	Rev 02	5/08/24
3.			Rev 03	
4.			Rev 04	
5.			Rev 05	
6.			Rev 06	

Traffic Management Plan

1. EVENT DETAILS

1.1. Event summary

Event Name: **Harris Park Diwali 2024**

Event Date: Sunday 13th October 2024.

Event Start Time: 12:00 hours

Event Finish Time: 21:00 hours

Event Bump in: Sunday 13th October 05:00 hours

Event bump out: Sunday 13th October 23:30 hours

Event is: **Community Festival**

Expected Attendance: 5,000+

1.2. Contact Names

Name	Position	Phone	Email
Monique Annette	Event Management	0410 660 060	monique@amaconnect.com.au
Gurmeet Tuli	Event Coordinator	0451 141 999	harrisparkbizz@gmail.com
Michelle Carter	City of Parramatta Council: Event & festival manager	0447 680 014	mcarter1@cityofparramatta.nsw.gov.au
Tim	Cumberland Pac		TBA
Alpesh Prajapati	Traffic Control: Coordinator	0423 727 063	admin@rdfacilitiesmanagement.com.au

1.3. Description of the event

Little India Australia is bringing the Diwali 2024 to Harris Park - the heart and soul of Indian community. Harris Park is well known as 'Little India' because of the large number of local businesses predominantly from an Indian background having presence in Harris Park. These businesses are fulfilling cultural needs and offering various cuisines from the Indian sub-continent. The Diwali 2024, will be a colourful and exciting celebration for people to experience India's rich culture and cuisine.

1.4. Controlled Entry

Controlled entry is to be in place around the stage/sitting area, pedestrian safety barriers are to be in place at both ends of this area as shown in the attached TGS on page 22 of the TMP.

HR vehicles are to be in place at all entry points as well as a Ute to be placed on Billus Place.

Authorised traffic controllers or wardens are to manage the controlled entrance areas & direct pedestrians at these points into the event/ stage /sitting areas.

2. TRAFFIC AND TRANSPORT MANAGEMENT

2.1. The Location

The Event will be held within a closed section of Wigram Street between Ada Street and Marion Street, Harris Park, with an expected attendance of 5000+ attendees at any one time. This section of Wigram Street will be closed to vehicular traffic, access will remain for a section between Ada Street & Una Street for Fire Brigade & event vehicles, with additional traffic control to move on persons that may be loitering within the fire station access ways.



2.2. Parking

The event is aimed at local residents and it is anticipated that most local residents will walk to the event. The use of public transport will be promoted and public parking will be in the surrounding streets.

There will be no onsite parking within the road closure. Staff and stallholders will be instructed to park in surrounding streets.

There are two parking stations available within 600 metres walk from the event site:

- Wilson Parking - 30 Cowper Street

https://www.wilsonparking.com.au/park/2207_30-Cowper-St-Car-Park_30-Cowper-Street-Parramatta

- Secure Parking – 10 Valentine Avenue

<https://www.secureparking.com.au/en-au/car-parks/australia/new-southwales/sydney/parramatta/10-valentine-avenue>

2.3. Sydney Buses

Bus route 906 operates on Wigram Street & Una Street between Fairfield and Parramatta. There are 2 stops near the northern end of the event site on Wigram Street. This service will run to a normal timetable.

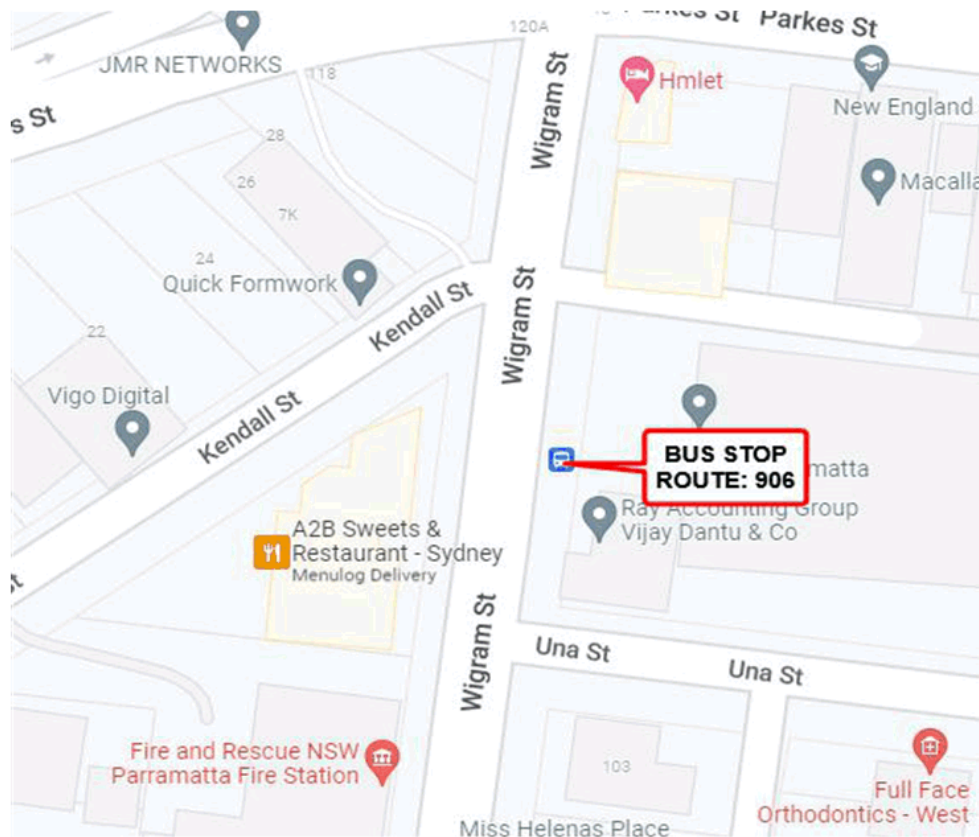
There are a number of additional services that stop at the Parramatta Interchange, a short walk from the event site.

For public transport timetables and planning visit:

Traffic Management Plan

<http://www.transportnsw.info/>

2.3. Bus Stop – Route 906



2.4. Sydney Trains

The closest railway station is Harris Park Station, a 400-meter walk from the event site.

For public transport timetables and planning visit:

<http://www.transportnsw.info/>

2.5. Parked Cars within the Event Site

Police and Council will approve No Stopping parking restrictions at the event area to allow for vehicles to be towed away if they are parked within the area, traffic control is to be in place from 3pm on Saturday 12th October to place barricades in parking spaces, no vehicles will be permitted to park in this area until the road is reopened at midnight, 12am on Sunday 13th October, the posting of the No Stopping signs will enable the towing away of any vehicles still within the site prior to the commencement of the event.

2.6. Crowd Control Measures

Crowd control measures for ingress & egress to from the event are to be in place at Una Street & Marion Street, access to the event will not be available from Ada Street or Bilius Lane. Crowd control barriers are to be used to create the entry & exit points at both locations with a count to be taken & communicated via 2-way radio when the maximum capacity is reached, at this point access is to be stopped using the barriers, access will then be managed as follows, if 20 people leave then 20 will be given access. Crowd control measures will be overseen by authorised wardens/marshals/traffic control (see plan on page 22).

Traffic Management Plan

2.6.1 Crowd Management Plan

To ensure a controlled & secure movement of visitors at the event, the crowd management plan will be executed to control the access crowd:

1. Little India Australia will use the user pay police system & have a presence of 2 police officers from 6pm to 10pm.
2. High visibility vest security personnel will be strategically positioned to oversee visitor accountability & once the event reaches its maximum capacity, our security personnel will temporarily restrict access to ne attendees.
3. The isolation of specific event areas (VIP & sitting area) will be maintained through the strategic placement of barricades & supervised by high visibility security personnel.

In the event of any concerns or issues arising at the site, our designated event manager, who will be present on site, will promptly address & try to resolve it.

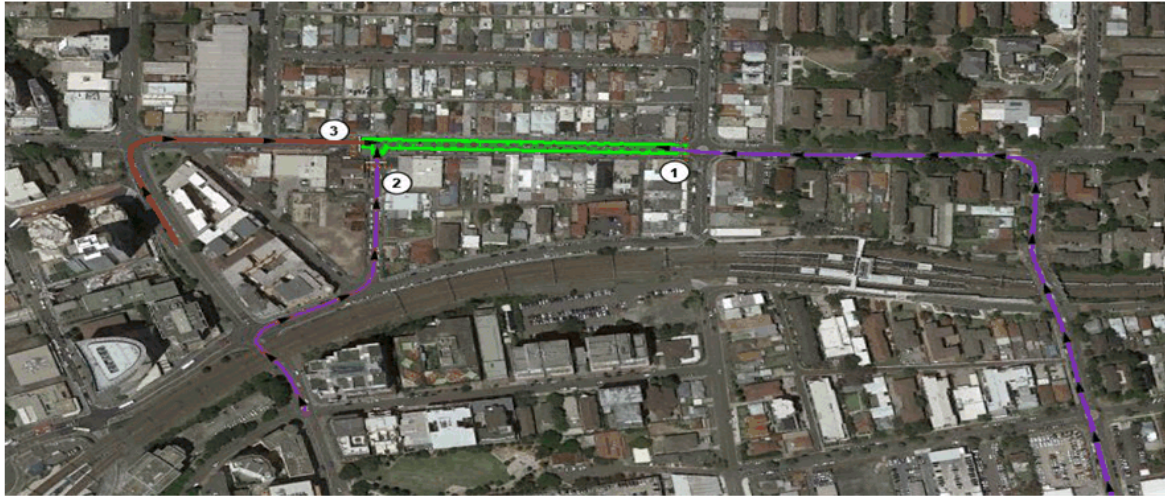
2.7. Medium Rigid Vehicle Mitigation plan

Medium Rigid Vehicles are to be used for mitigating hostile vehicles from the event site, medium Rigid vehicles will be positioned at the following locations during the event:

1. On Wigram Street at the Marion Street roundabout end, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site from Cambridge Street & then Wigram Street & will be positioned to stop vehicles accessing the pedestrian area during the event.
2. On Ada Street, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site from Station Street East & will be positioned to stop vehicles accessing the pedestrian area during the event.
3. On Wigram Street near Ada Street, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site coming from Parkes Street & then onto Wigram Street just past Ada Street & will be positioned to stop vehicles accessing the pedestrian area during the event.

All vehicle access points will have a standalone Medium Rigid vehicle in place between the entry point & the amusement ride to act as a barrier to stop hostile vehicles from entering the event site & causing injury to those in attendance.

Traffic Management Plan



2.8. Traffic management requirements unique to this event

RD Traffic Controllers will close Wigram Street between Una Street & Marion Street for the event. Access to the fire station on Wigram Street will remain, there will be no access to Ada Street from Wigram Street. This closure will be in place between 5:00am on Saturday 12th October 2024 till 11.30pm on Sunday 13th October 2024.

From 3pm Saturday 12th October 2024, the team will be out on Wigram Street putting out barriers to block out cars vacating the spot(s). From 5.00am Sunday 13th October 2024; Traffic closure will commence. Registrations for any remaining vehicles left at 9am will be collated and passed onto Senior Leading Constable (at the time), who will assist us in contacting the owners of the said vehicle(s), or organising for vehicles to be towed.

There will be a detour in place to divert vehicles around the Wigram Street closure via Una Street, Albion Street & Marion Street, as well as along Kendall Street to Station Street East. Communication around No parking on event day will be made to businesses in Harris Park via Little India Australia.

No buses will need to be diverted for the event.

(Refer TGS RDT0029A on page 21)

2.9. Traffic Control

RD Traffic Control will be employed to oversee implementation of the Traffic Control Plans and monitor traffic conditions throughout the day. All traffic controllers will always be in radio contact.

Temporary traffic control signage, barricades and equipment as per the supplied Traffic Control Plans must be installed by Safework/RMS accredited traffic controllers with a Safework/RMS "Implement Traffic Control Plan" certificate. Any person operating a Stop/Slow bat onsite must hold a Safework/RMS "Traffic Controller" certificate.

2.10. Heavy Vehicle impacts

There will be no impact to heavy vehicles during this event.

2.11. Special Event Clearways

Special Event Clearway is not required for this event.

Traffic Management Plan

2.12. Cleaning

Event Organisers will ensure that the event area is cleaned at the end of the event and any remaining infrastructure is removed from site.

2.13. Road Occupancy Licence

ROL's to be in place for road closures – TMC to be notified of the event.

3. RISK MANAGEMENT - TRAFFIC**3.1. Occupational Health & Safety – Traffic Control**

Little India Australia are the Risk Managers for their individual event operations. It is Little India Australia policy to treat identified hazards by endeavouring to prevent or eliminate health and safety risk where it is in their reasonable authority, to endeavour to minimise the likelihood of risks occurring when outside their authority and when risks occur to minimise the consequence of the risk activity. Any risk treatment measure implemented by Little India Australia will be consistent with their obligations in accordance with the 2011 WHS Regulations and/ or AS/NZS ISO 31000:2009 Risk Management-Principles and guidelines.

Little India Australia, by the nature of the event operations has accepted the uncontrollable risks such as weather, environment and crowd behaviour and will implement treatment programs to mitigate risk. Their role is to ensure the risk is transferred from the organisers to the expert contractors. The transfer needs to be formalised by way of contracts and key performance indicators.

Little India Australia needs to ensure that the staff/contractors have contemporary knowledge in their field and apply current safety regulations including J.S.A's and S.W.M.S's.

Little India Australia need to ensure that the attached checklists, where relevant are applied and completed. Little India Australia then has to ensure that any new emerging risks or safety concerns are controlled as and when they arise.

(Also Refer Annex 1)

3.2. Public Liability Insurance

Refer Annex 2

3.3. Vehicle Mitigation

Vehicle mitigation strategies will be undertaken within the road closure in accordance with the event risk assessment and NSW Police direction.

This information is to remain confidential.

3.4. Police

Cumberland PAC will be notified of the event and a Public Assembly Form submitted to Police by Little India Australia.

3.5. NSW Ambulance and Fire and Rescue NSW

NSW Ambulance and Fire and Rescue NSW will be notified in writing of the event by the event organiser.

Traffic Management Plan

3.6. Risk & Contingency Plans

Little India Australia have compiled Risk Assessments and Site-Specific Safety Plans for the event that is not included in this Transport Management Plan.

Item	Verified	Action Taken
All one-way streets are as described	Yes	Road closures, barricade and signage installed by authorised Traffic Controllers.
Block access to local businesses	Yes	Confirm list of letters to residents, businesses, and car parks. Advertisement of event to general public.
Block Emergency vehicle access	Yes	Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block heavy vehicle access	Yes	All vehicles are diverted before the closure with other traffic.
Restricted movements – banned turns, heavy/high vehicles	N/A	
Block Public facility (football oval, carpark, etc.)	No	None Required.
Block public transport access	No	None Required.
Can route use alternatives such as bicycle tracks, paths, parks, bush tracks etc.?	N/A	
Construction – existing, proposed that may conflict	No	None Required.
Numbers of lanes and their width are as described	Yes	
Road signage – existing/temporary	Yes	Temporary signage Installed and removed by Authorised Traffic Controllers.
Route impeded by traffic calming devices?	No	
Signalised intersections (flashing amber, Point duty?).	N/A	
Tidal flows	N/A	
Traffic generators - shopping centres, schools, churches, industrial area, hospitals	Yes	Advertisement of event to general public.
Traffic movement contrary to any Notice	N/A	Under the direction of traffic controllers
Traffic signals are as described	N/A	
Turning lanes are as described	Yes	Road closures, barricades and signage installed.
Letter Drop Zone Maps to indicate precincts mailed	No	

Traffic Management Plan

This section of the Transport Management Plan describes the contingency plans for the event. The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event.

Issues / Risks	Applicable	Action Taken
Heavy Weather	Yes	If heavy weather may cause crowds to depart early
Flood hazard on the route	Yes	TMC / RMS and Police provide diversions around flooded area.
Flood hazard at the parking area	Yes	Event organiser to close parking area and direct to hardstand parking.
Parking during Wet weather	Yes	Hardstand only.
Bush fire hazard	Yes	For major local/regional bushfire hazard affecting general public health or transport to greater Sydney, take direction from NSW Police
Accident on the route	Yes	If CCTV monitored by TMC. Facilitate emergency response to area.
Breakdown	Yes	If CCTV monitored by TMC. Facilitate response to area.
Absence of marshals and volunteers	Yes	Re-deploy existing staff as required.
Block public transport access	Yes	Divert general public to next available transport, considering safety and circumstances. Relevant transport agency to employ appropriate steps to accommodate.
Slow participants	No	
Delayed Event	Yes	Delay of any aspect of the event will be communicated by the event organiser.
Cancellation of Event	Yes	Cancellation of any aspect of the event will be communicated by the event organiser.
Security of participants/general public	Yes	Provided by event organiser.
Security of very important persons (VIP's)	Yes	As Required

It shall be noted that Traffic Management Plan (TMP) and particularly Traffic Guidance Schemes (TGS) are seen as risk control measures, but alone they cannot substitute for a compliant and detailed event Risk Assessment.

Contingency form part of the risk assessment and management plan.

3.7. Regulatory Framework

This Transport Management Plan has been written in accordance with the following Act, Regulation, Australian Standards and Road Design Technical Direction

- WHS Act and Regulation 2011
- AS/NZS ISO 31000: Risk Management - Principles and Guidelines
- ISO 31000:2018 - Principles and Guidelines on Implementation
- ISO/IEC 31010:2009 - Risk Management - Risk Assessment Techniques
- ISO Guide 73:2009 - Risk Management – Vocabulary

Traffic Management Plan

-
- Traffic Control at Work Sites – (RMS) V6.1 February 2022
 - AS 1742.2-2009 Manual of uniform traffic control devices - Traffic control devices for general use
 - AS 1743-2018 Road signs - Specifications
 - AS/NZS 1906.4:2010 Retro-reflective materials and devices for road traffic control purposes - High-visibility materials for safety garments
 - AS 3996-2006 Access covers and grates
 - AS 1742.10-2009 Manual of uniform traffic control devices - Pedestrian control and protection
 - AS 1742.13-2009 Manual of uniform traffic control devices - Local area traffic management
 - AS 1742.3-2009 Manual of uniform traffic control devices - Traffic control for works on roads
 - RMS Guide to Traffic & Transport Management for Special Event Version 3.5 – June 2018

4. MINIMISING IMPACT ON THE NON-EVENT COMMUNITY AND EMERGENCY SERVICES

4.1. Access for local residents, businesses hospitals and emergency vehicles

The impact on local community will also include an increased traffic and parking demand in surrounding streets. In order to limit parking and traffic impacts, event organisers will actively promote alternate modes of transport including walking, cycling and public transport to get to and from the event.

4.2. Emergency Lane

A minimum four (4) metre emergency lane will be maintained along the entire closure. Authorised Traffic Controllers will be onsite to assist emergency vehicles through the closure points.

Traffic Management Plan

4.3. Advertise the traffic management arrangements

All residents/motorists will be notified of the event through:

- Letterbox drop will be conducted for impacted residents and businesses within and near the road closure precinct at least two weeks prior to the event.

Dear Residents/motorists,

Road Closure of Wigram Street, between Marian Street & Una Street
Harris Park

Little India Australia will be holding the Diwali 2024 on Sunday 13th October 2024. Traffic control will be onsite from 5.00am to manage the road closures which will be in place until 11.30pm. We ask that any residents with vehicles that need to be moved from the event area to please relocate your vehicles before 3.00pm on Saturday 12th October 2024 as once the road is closed there will be no access, vehicles within the event area will be towed at the owner's expense...

PLEASE TAKE NOTE OF THE FOLLOWING IMPORTANT DETAILS

Full Road Closure: **Sunday 13th October 2024**

Affected Road: **Wigram Street, Harris Park, between Marian Street & Una Street**

Full Road Closure: **5.00am through to 11.30pm**

Traffic control will be onsite managing traffic from 5:00am

We aim to maintain a safe and clean environment during the event. Should a safety issue or concern arise, please don't hesitate to contact our Representative on the number listed below.

Alpesh | Mobile: 0423 727 063

Traffic Management Plan

4.4. Portable Variable message signs

VMS 1 - Eastern side of Wigram Street north of Una Street in the last 1P parking space. The sign will be facing the Southbound traffic.

VMS 2 - Western side of Wigram Street south of Marion Street in the last 1P parking space. The sign will be facing the Northbound traffic.

VMS messages:

Monday 8th October – 1am on Saturday 12th October 2024

Screen 1**Screen 2**

1am - midnight Saturday 12th October 2024

Screen 1**Screen 2**

Traffic Management Plan

5. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Maritime Services (RMS), or Local Government.

I declare that the details in this application are true and complete. I understand that:

The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document; I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993; Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding;

The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information"; The "personal information" held by the Police, RMS or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event; The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6. APPROVAL

TMP Approved by: Date:

Event Organiser

Traffic Management Plan

7. AUTHORITY TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Date:

City of Parramatta Council.

The RMS's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Date:

Road and Maritime Services.

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RMS require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Traffic Management Plan

8. Attachments

Annex 1 – Traffic Control Measures Checklist

Annex 2 – Public Liability Insurance

Annex 3 – Site Plan

Annex 4 – RD Traffic Management site documents

Traffic Management Plan

ANNEX 1

TRAFFIC CONTROL MEASURES CHECKLIST

This checklist can help you implement effective control measures in your workplace.

Using this checklist is not mandatory—you can use whatever means are most useful and practical to identify the traffic control measures to be used specific to your workplace.

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Separation			
Are separate entries and exits provided for vehicles and pedestrians including visitors?			
Do the entries and exits protect pedestrians from being struck by vehicles?			
Does the layout of the workplace effectively separate pedestrians, vehicles and powered mobile plant?			
Are systems in place to keep pedestrians and moving vehicles or plant apart like physical barriers, exclusion zones and safety zones?			
Vehicle routes			
Are the roads and pathways within the workplace suitable for the types and volumes of traffic?			
Are loading zones clearly marked?			
Do vehicle route designs take into account vehicle characteristics under all conditions, for example emergency braking, running out of fuel or adverse weather?			
Are there enough parking places for vehicles and are they used?			
Are traffic directions clearly marked and visible?			
If a one-way system is provided for vehicle routes within the workplace is it properly designed, signposted and used?			
Are vehicle routes wide enough to separate vehicles and pedestrians and for the largest vehicle using them?			
Do vehicle routes have firm and even surfaces?			
Are vehicle routes kept clear from obstructions and other hazards?			
Are vehicle routes well maintained?			
Do vehicle routes avoid sharp or blind corners?			
Pedestrian routes			
Are pedestrian walkways separated from vehicles?			
Where necessary are there safe pedestrian crossings on vehicle routes?			
Is there a safe pedestrian route which allows visitors to access the site office and facilities?			
Are pedestrian walkways clearly marked?			
Are pedestrian walkways well maintained?			

Traffic Management Plan

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Vehicle movement			
Have drive-through, one-way systems been used to reduce the need for reversing?			
Are non-essential workers excluded from areas where reversing occurs?			
Are vehicles slowed to safe speeds, for example speed limiters on mobile plant or chicanes on vehicle routes?			
Do drivers use the correct routes, drive within the speed limit and follow site rules?			
Signs			
Are there speed limit signs?			
Are there clear warnings of powered mobile plant hazards?			
Is there clear signage of pedestrian and powered mobile plant exclusion zones?			
Is there enough lighting to ensure signs are visible, particularly at night?			
Warning devices			
Are flashing lights, sensors and reversing alarms installed on powered mobile plant?			
Information, training and supervision			
Do powered mobile plant operators have relevant high risk work licences? Are they trained in operating the particular model of plant being used?			
Have workers received site specific training and information on traffic hazards, speed limits, parking and loading areas?			
Is information and instruction about safe movement around the workplace provided to visitors and external delivery drivers?			
Is the level of supervision sufficient to check traffic movement and ensure safety of pedestrians and drivers?			
Personal Protective Equipment			
Is PPE like high visibility clothing provided and used where necessary?			
Vehicle safety			
Have vehicles and powered mobile plant been selected which are suitable for the tasks to be done?			
Do vehicles have direct visibility or devices for improving vision like external and side mirrors and reversing sensors?			

Traffic Management Plan

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Are vehicles fitted with effective service and parking brakes?			
Do vehicles and powered mobile plant have seatbelts where necessary?			
Is there a regular maintenance program for all vehicles and powered mobile plant?			
Is there a system for reporting faults on all vehicles and powered mobile plant?			
Do drivers carry out basic safety checks before using vehicles?			
Are there any other control measures that should be implemented to manage risks at your workplace?			

Traffic Management Plan

ANNEX 2

PUBLIC LIABILITY INSURANCE

The Barn Underwriting Agency
43 George Street
The Rocks NSW 2000

W: thebarnagency.co
P: 1300 902 210



CERTIFICATE OF CURRENCY		Policy Number: BARNSTPL220140
Insured	RD Cleaning Professional Pty Ltd Tas R D Facilities Management	
The Business	Cleaning Contractor residential, commercial, strata, government buildings, schools, pubs, parks, gardening services, pest control and traffic management services and all ancillary activities thereto	
Period of Insurance	31/08/23 to 31/08/24 At 4pm Local Time	
Policy Wording	The Barn Specialty Trades Liability Insurance Policy GL2021.9	
Underwriter	Certain Underwriters at Lloyd's under Agreement No. B613322L0030000TB	
Limit of Indemnity		
Public Liability	\$20,000,000	any one occurrence
Products Liability	\$20,000,000	any one occurrence and in the aggregate for all Injury damage occurring during the period of insurance
Standard Excess	\$2,500	each and every occurrence (inclusive of costs and expenses)
Special Excesses	\$50,000 in respect of Injury to Contractors, Sub-Contractors & Labour Hire Personnel	

Date: August 18, 2023

David Porteous
Managing Director
The Barn Underwriting Agency
Trading as a Business Name of Market Lane Insurance Group Pty Ltd
ABN 64 625 224 642 - AFSL 509709

Coverholder at **LLOYDS**

Market Lane.
INSURANCE GROUP

Signed for and on behalf of Certain Underwriters at Lloyd's under Agreement No. B613322L0030000TB

Traffic Management Plan

TRAFFIC MANAGEMENT INDEMNITY INSURANCE



Level 2, 338 Pitt Street,
Sydney NSW 2000
Phone: 1300 295 262

Certificate of Currency

Professional Indemnity

This Certificate:

- is issued for informational purposes only, it does not form part of the Policy terms and conditions
- does not amend, extend or alter the coverage afforded by the policy listed;
- is only a summary of the cover provided. For full particulars, reference must be made to the current policy wording & schedule;
- In the case of inconsistency between this Certificate and the Policy Schedule, the Policy Schedule shall prevail.
- is current only at the date of issue.

Name Of Insured	RD Cleaning Professionals Pty Ltd T/as RD Traffic Managment (ABN: 30141909033)
Occupation/Professional Services	Consultancy Occupations
Policy Number	LPS016832716-19888
Insurance Period	4.00pm Local Standard Time on 31 Aug 2023 to 4.00pm Local Standard Time on 31 Aug 2024
Limit of Indemnity	Professional Indemnity: AUD\$10,000,000
Excess	Professional Indemnity: AUD\$0 each and every claim.
Retroactive Date	Unlimited
Insurer/Underwriter	AAI Limited ABN 48 005 297 807 trading as VERO Insurance
Signature	
Name of Signatory	Michael Gottlieb (BizCover for Brokers)
Capacity/Title	Director
Date of Issue	22 Aug 2023

Please note

- This Certificate is issued subject to the policy's terms and conditions and by reference to the insured's declaration. The information set out in this Certificate is accurate as at the date of signature and there is no obligation imposed on the signatory to advise of any alterations.
- The issue of this Certificate imparts no obligation on the insurer to notify any party relying on it should the policy later be cancelled or altered for any reason.
- This Certificate is issued as a matter of information only and confers no rights upon the certificate holder.

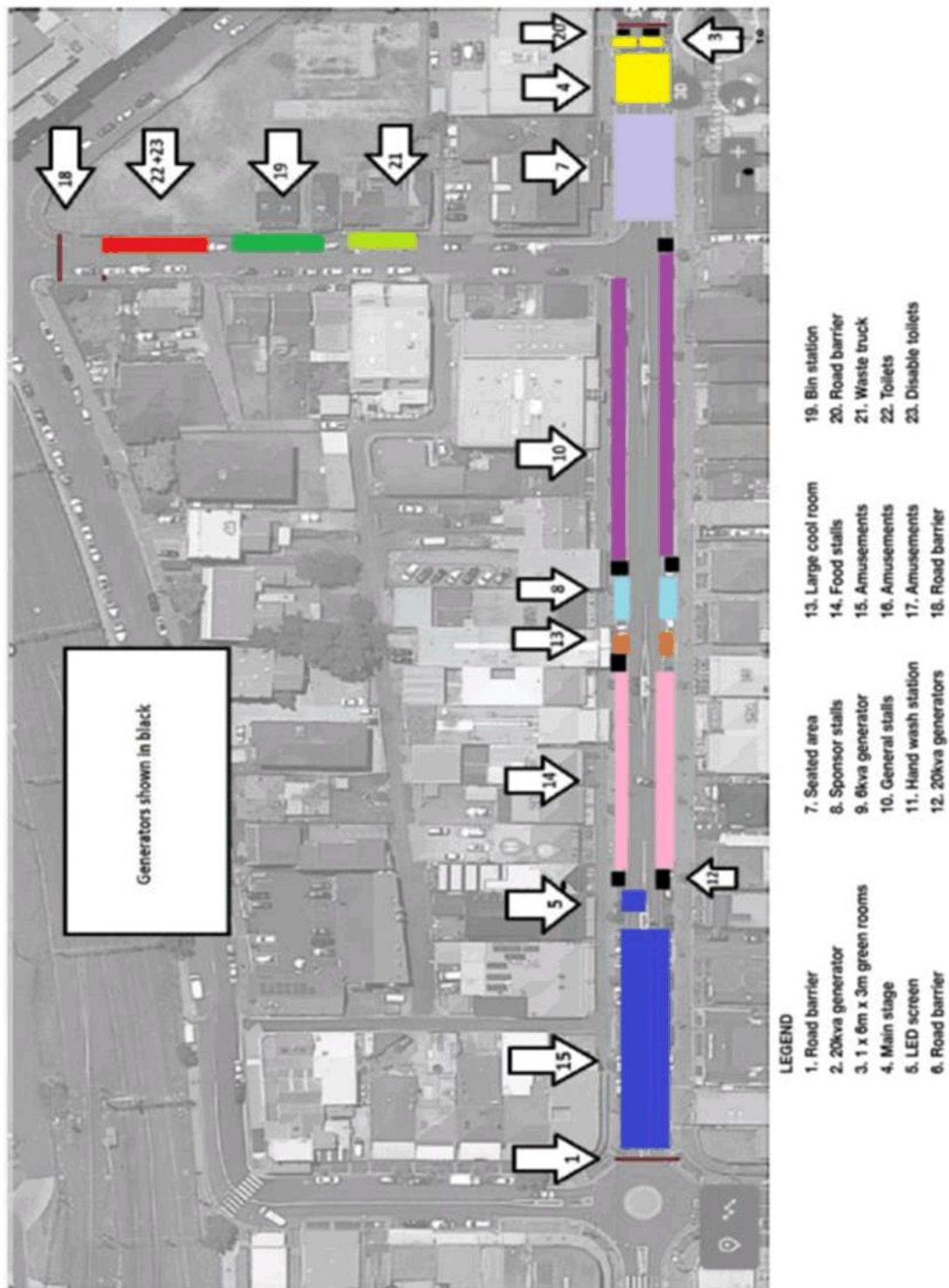
BizCover for Brokers is a business name of BizCover Pty Ltd (ABN 68 127 707 975; AFSL 501769) which acts under a binding authority given by the insurer to issue the insurance.

Mail to: Level 2, 338 Pitt Street, Sydney 2000 **T:** 1300 295 262 (1300 BIZCOVER) **E:** broker@bizcoverforbrokers.com.au

Traffic Management Plan

ANNEX 3

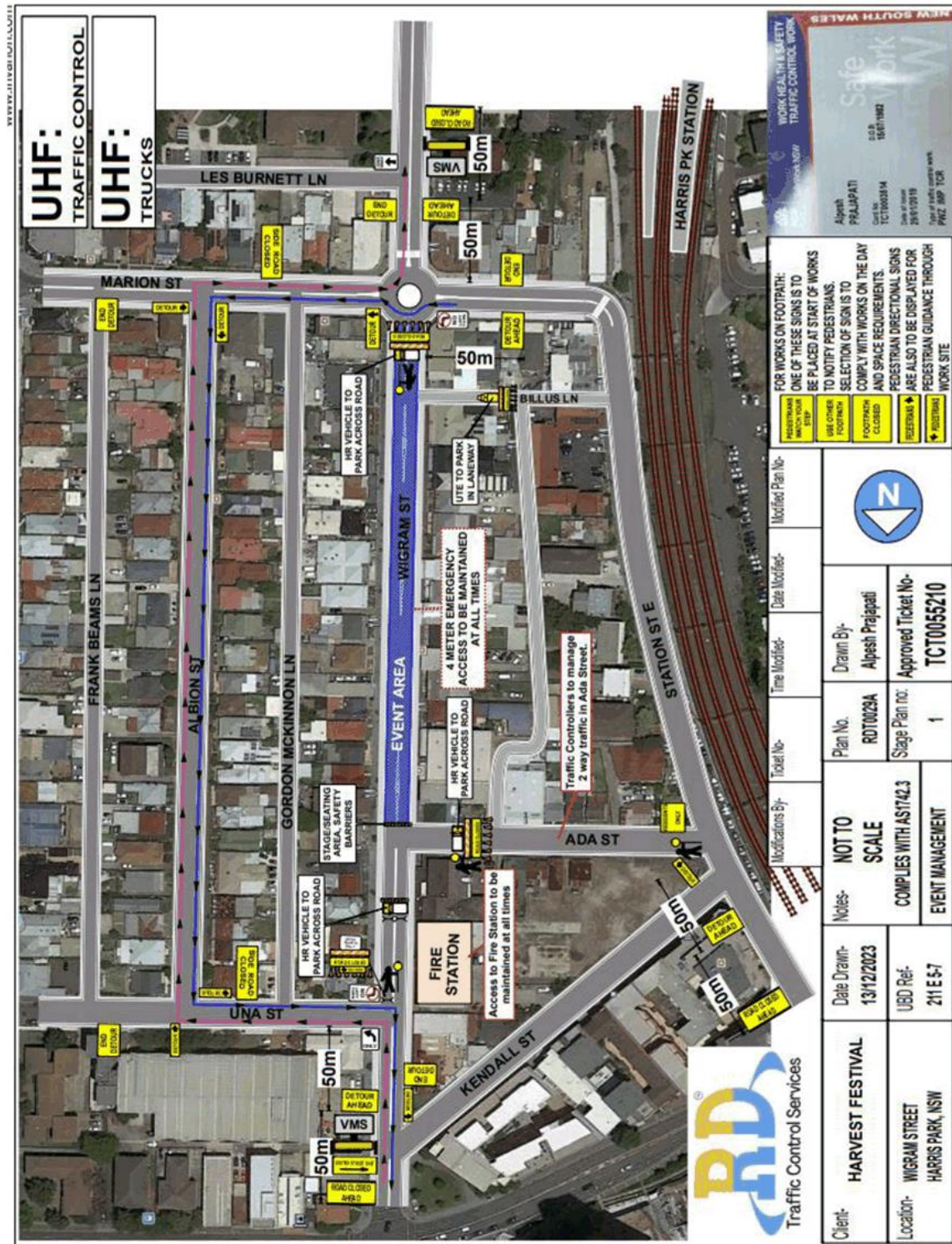
SITE PLAN



Traffic Management Plan

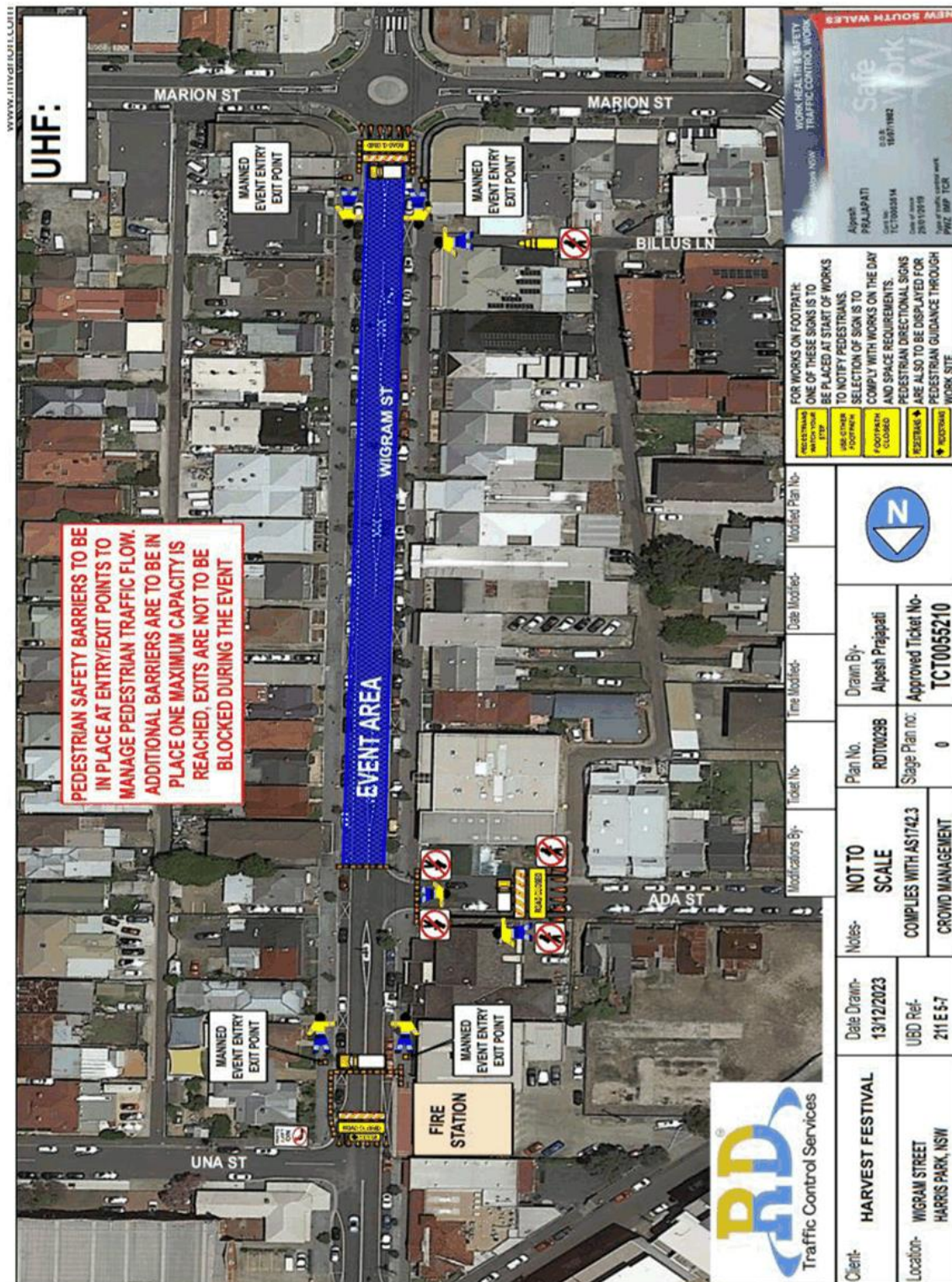
9. Traffic Control Plans

TCP 01 Wigram Street, Una Street & Marion St, HARRIS PARK



Traffic Management Plan

TCP 02 – Crowd Management Plan



Traffic Management Plan

ANNEX 4

		RD Cleaning Professionals Pty Ltd ABN: 30 141 909 033 Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146 Toll Free: 1800 507 552 Mobile: 0423 727 063 Email: enquiry@rdcleaning.com.au

Daily Toolbox / Pre-Start

Worksite Name: _____ Date: _____
 Worksite Address / Location: _____
 Meeting conducted by _____ Signed: _____

I have verbally and in person read and reviewed the below safety information with all personnel assigned to this Toolbox / Pre-start meeting. We discussed all questions, comments and concerns as listed.

Standard items to be addressed prior to commencement of any works:

1. ☐ Recent Accidents, incidents and near miss reports
2. ☐ WHS in general
3. ☐ Legislative requirements – Does all personnel hold current & related qualifications (cards/tickets)
4. ☐ **Scope of Works**
 - Ensure all staff have their Traffic Controller qualifications
 - Confirm they are aware of the Sign-on requirements & location
 - Brief of parking & vehicle access restrictions
 - Safety documentation to be completed
5. ☐ **TCP/s & Permits**
 - Implement TCPs accordingly
 - Work to permitted times of location / environment / ROL
6. ☐ **Equipment required to commence & complete works**
 - P.P.E & uniform requirements
 - C Class Flashing Arrow Board (if required)
 - Traffic & Pedestrian Signage & Devices (MUTCD - AS1742.3)
 - Radio Communication & Visual Signalling
7. ☐ **Personnel required to commence & complete works**
 - Primary Traffic Controls
 - Team Leader
 - Designated Spotter(s)

Other issues to be addressed

- ☐ Weather conditions ☐ Lighting conditions ☐ Road user / Motorist behaviour ☐ Manual Handling
☐ Fatigue / Alcohol / Drug Policy ☐ Fire / First Aid ☐ _____

Attendance Register: Print Name & Sign

1.		10.	
2.		11.	
3.		12.	
4.		13.	
5.		14.	
6.		15.	
7.		16.	
8.		17.	
9.		18.	

Traffic Management Plan

**RD Cleaning Professionals Pty Ltd**

ABN: 30 141 909 033

Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146

Toll Free: 1800 507 552 | Mobile: 0423 727 063

Email: enquiry@rdcleaning.com.au

Traffic Control Location Checklist

The following checklist shall be completed on site with the approved TCP for the work being undertaken, prior to TCP implementation. Use the checklist to determine if the TCP is appropriate for the work and make modifications to the TCP if required.

Location: _____

Type of Work: Traffic & Pedestrian Management Date: _____

Name of person completing inspection: _____ Signed: _____

Item No.		Yes	No	N/A
1.	Has provision been made for any intersections, on-loading or off-loading ramps within the worksite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will vehicles be entering or leaving the worksite from private or commercial driveways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a	Has provision been made for those vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is there adequate sight distance for road users to signs and traffic controllers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Will control measures be safe for the approach speeds of traffic? (Consideration should be given to the proximity of workers to through traffic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has consideration been given to traffic volumes expected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Has provision been made for bus stops & public transport (including school?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Has provision been made for pedestrians including those with impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Has provision been made for cyclists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are there any overhead power lines that might be a risk to vehicles and plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Has the time of day been adequately considered (i.e. night work, sun etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are there any contradictory signs or markings that may cause confusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Has provision been made for emergency vehicles (Maintained 3m wide path)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List the items that need to be addressed below and provide details of the action to be taken

Item No	Action to be taken

(comments if required)

Traffic Management Plan

**RD Cleaning Professionals Pty Ltd**

ABN: 30 141 909 033

Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146

Toll Free: 1800 507 552 | Mobile: 0423 727 063

Email: enquiry@rdcleaning.com.au

Worksite Risk Assessment

Name of worksite controller: _____ Date: _____

Work Description: Traffic & Pedestrian Management Time: _____

Location: _____

Are the workers familiar with the SWMS? Circle > Yes / No		Is the required SWMS available onsite? Circle > Yes / No	
HAZARD & RISK CONTROL CHECKLIST			
Hazard/s identified	Risk Rating	Control Measure/s	Final Risk Rating
<input type="checkbox"/> Sharps			
<input type="checkbox"/> Manual Handling			
<input type="checkbox"/> Tree Felling / Chainsaw use			
<input type="checkbox"/> Working alone / poor communication			
<input type="checkbox"/> Temperature / Weather extremes			
<input type="checkbox"/> Noise / hearing issue			
<input type="checkbox"/> Electricity			
<input type="checkbox"/> Excavation / Trench			
<input type="checkbox"/> Traffic		TCP No:	
<input type="checkbox"/> Moving equipment / Plant / Machine			
<input type="checkbox"/> Slips / Trips / Falls			
<input type="checkbox"/> Height / Falling objects			
<input type="checkbox"/> Fatigue			
<input type="checkbox"/> Underground / Overhead services			
<input type="checkbox"/> Other:			

Consequence	Probability			
	Very Likely	Likely	Unlikely	Very Unlikely
Death / permanent disability	1	1	2	3
Long term illness / serious injury	1	2	3	4
Medical attention / time off work	2	3	4	5
First Aid	3	4	5	6

Comments (if any):

I have participated in this Worksite Health Risk Assessment process, I understand the work activity, my responsibilities, hazards, and control measures that need to be in place and if any changes occur on-site I will report them to my immediate Supervisor.

Worksite Controller signature below confirms the risk assessment is adequate for work to commence safely.

Print Name: _____ Signature: _____ Date: _____

Traffic Management Plan

THIS TRAFFIC MANAGEMENT PLAN COMPLIES WITH AUSTRALIAN STANDARD 1742.3

All personnel dealing with traffic control, being either contractors or sub-contractors are to have the following current accreditation, for the management of each item listed below:

WHS&E general induction certificate (White card)

Safework/RMS Traffic Controller Card (for traffic control, performing stop/slow control)

Safework/RMS Implement Traffic Control Plans (for implementation of signage)

Safework/RMS Prepare Work Zone Traffic Management Plan (for selection & creation of TGS, TMP & inspection of existing traffic control plans)

All staff must be inducted on site before commencement of works

Staff must carry current accreditation on them at all times whilst on site

Appropriate PPE as outlined in the appropriate SWMS for the works.

Certificate of Currency



Vero Business Insurance

Policy number: SPX566539394



Vero Business Insurance

Policy number: SPX566539394

Policy:	Vero Business Insurance
Intermediary:	Sphere - 24/7 Insurance
Period of Insurance:	Effective from 5 August 2024 to 4:00pm on 5 August 2025
Insured:	LITTLE INDIA AUSTRALIA INCORPORATED ABN
Business Description:	Association operation (for promotion of community or sectional interests) - administration and office risk only
Property Damage	Not Insured
Theft	Not Insured
Money	Not Insured
Glass	Not Insured
Business Interruption	Not Insured
Public and Products Liability	Limit of Liability
Public Liability	\$20,000,000
Products Liability	\$20,000,000
Property in Your Custody or Control	\$250,000
Management Liability	Not Insured
Portable and Valuable Items	Not Insured
Equipment Breakdown	Not Insured
Tax Probe	Not Insured
Commercial Motor	Not Insured

Issue Date: 5 August 2024

| AAI Limited ABN 48 005 297 807 AFSL 230859 trading as Vero Insurance

1 of 2

Certificate of Currency



Vero Business Insurance

Policy number: SPX566539394

Goods in Transit

Not Insured

This Certificate certifies that as at the date of issue the stated policy is current for the period of insurance noted above. The issue of this Certificate imparts no obligation on the insurer to notify any party relying on it should the policy later be cancelled or altered for any reason. Full details of the insurance provided (including excesses and sub-limits) are set out in the Policy Schedule and Product Disclosure Statement (PDS) and any Supplementary PDS. This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This Certificate does not amend, extend or alter the coverage provided by the policy.

Issue Date: 5 August 2024

Attachment 3**Parramatta Traffic Committee meeting held on Wednesday, 7 August 2024****Consultation & Timing: Items A1 to A5****ITEM 2408 A1 PARRAMATTA LANES 2024 – SPECIAL EVENT TRAFFIC MANAGEMENT PLAN****Stakeholder Consultation**

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 1 August 2024 and the meeting was held on 7 August.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
7 August 2024	PTC	Support recommendations with conditions	Mr Richard Searle	Manager Traffic & Transport

Councillor Consultation

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
7 August 2024	All	Support recommendations with conditions	Mr Richard Searle	Manager Traffic & Transport

ITEM 2408 A2 WIGRAM STREET, HARRIS PARK – INSTALLATION OF PERMANENT CYCLEWAY**Stakeholder Consultation**

A record of all submissions and responses is provided in the attachments to the Parramatta Traffic Committee report and Council report on the matter.

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 1 August 2024 and the meeting was held on 7 August.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
7 August 2024	PTC	Support recommendations	Mr Richard Searle	Manager Traffic & Transport

Councillor Consultation

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
7 August 2024	All	Support recommendations	Mr Richard Searle	Manager Traffic & Transport

ITEM 2408 A3 HILAR AVENUE, KARINGAL AVENUE AND MARUBA AVENUE, CARLINGFORD – PROPOSED CHANGES TO PARKING AND TURN RESTRICTIONS DURING THE AFTERNOON SCHOOL PEAK PERIOD

Stakeholder Consultation

A record of all submissions and responses is provided in the attachments to the Parramatta Traffic Committee report and Council report on the matter.

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 1 August 2024 and the meeting was held on 7 August.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
7 August 2024	PTC	Support recommendations	Mr Richard Searle	Manager Traffic & Transport

Councillor Consultation

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
7 August 2024	All	Support recommendations	Mr Richard Searle	Manager Traffic & Transport

ITEM 2408 A4 FIRST AVENUE AT CHELMSFORD AVENUE, EPPING – INSTALLATION OF A PART-TIME ‘ALL TRAFFIC ONLY’ RESTRICTION

Stakeholder Consultation

A record of all submissions and responses is provided in the attachments to the Parramatta Traffic Committee report and Council report on the matter.

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 1 August 2024 and the meeting was held on 7 August.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
7 August 2024	PTC	Support recommendation	Mr Richard Searle	Manager Traffic & Transport

Councillor Consultation

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
7 August 2024	All	Support recommendation	Mr Richard Searle	Manager Traffic & Transport

ITEM 2408 A5 WIGRAM STREET, HARRIS PARK – DIWALI FESTIVAL 2024

Stakeholder Consultation

This item on the Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 5 August 2024 and the meeting was held on 7 August.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
7 August 2024	PTC	Does not support recommendations	Mr Richard Searle	Manager Traffic & Transport

Councillor Consultation

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
7 August 2024	Councillor Noack and Councillor Prociv	Does not support recommendations	Mr Richard Searle	Manager Traffic & Transport

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.3
SUBJECT	NSW Environment Protection Legislation Amendment (Stronger Regulation and Penalties) Bill 2024
REFERENCE	F2024/00282 - D09495826
REPORT OF	Health & Building Services Manager

CSP THEME: Green

WORKSHOP/BRIEFING DATE: NIL

PURPOSE:

To provide Council with advice on the Environmental Legislation Amendment (Stronger Regulation and Penalties) Act 2024 and how the new provisions can be used to promote awareness of the increased penalties.

RECOMMENDATION

That Council endorse all new educational material and programs shall reference the penalties under the Environmental Legislation Amendment (Stronger Regulation and Penalties) Act 2024.

BACKGROUND

1. On 15 May 2024 Council resolved:
 - (a) *That Council note the NSW Environment Protection Legislation Amendment (Stronger Regulation and Penalties) Bill 2024 has passed in the NSW Parliament on 21 March 2024.*
 - (b) *That Council note the new environmental reforms involve: doubling maximum penalties; raising on-the-spot fines; environmental recall powers; public transparency provisions; strengthened investigations; and environmental protection licence application bans.*
 - (c) *That the CEO prepare a report for a July 2024 Council meeting on how Council can best utilise the new provisions with community environmental education and improved enforcement to assist in reducing littering and dumping, and promoting raised public awareness of the increased penalties for offences in a manner which discourages poor environmental practice and rewards good environmental practice.*

ISSUES/OPTIONS/CONSEQUENCES

2. The Bill was passed on 21 March 2024, and on 3 April 2024 the Environmental Legislation Amendment (Stronger Regulation and Penalties) Act 2024 (**Amending Act**) was assented.

3. The Amending Act modifies several legislations pertinent to the Council's role as an enforcement authority, including:
 - a. The Protection of the Environment Operations Act 1997 (POEO Act)
 - b. The Protection of the Environment Operations (General) Regulation 2022 (General Regulation)
 - c. The Protection of the Environment Operations (Waste) Regulation 2014 (Waste Regulation)

Typically, the changes introduced by the Amending Act to these laws came into effect on 3 April 2024.

4. The primary purpose of the Amending Act was to increase the maximum penalty for various offences under the POEO Act, General Regulation and Waste Regulation for which Council is an appropriate regulatory authority.
5. The most significant changes within the Amending Act include:
 - (a) Insertion of section 93A to POEO Act
 - Development consent or approval is not required under the *Environmental Planning and Assessment Act 1979 (EPA Act)* or instrument made under the EPA Act to carry out clean-up action under a clean-up notice
 - (b) Insertion of section 109A to POEO Act
 - A clean-up notice may be given in respect of a matter the subject of proceedings for an offence
 - (c) Amendment to section 110(2) of POEO Act
 - Variation of a notices (including a clean-up notice)
 - (d) Amendment to section 112 of POEO Act
 - Offence for obstruction of persons
 - (e) Amendment to various sections of POEO Act to have the effect of doubling the maximum penalty for the following offences:
 - section 119: Tier 1 offences
 - section 142A: 'Pollution of land'
 - section 143: 'Unlawful transporting or depositing of waste'
 - section 144: 'Unlawful transporting or depositing of waste'
 - section 144AAA: 'Unlawful disposal of asbestos waste'
 - section 144AAB: 'Re-use and recycling of asbestos waste prohibited'
 - section 144AA: 'False or misleading information about waste'
 - section 152: Failure to notify of pollution incident
 - section 211: Offences relating to powers of regulatory authorities (inspection, entry, etc)
 - section 215: Proceedings for non-Tier 1 offences
 - (f) Insertion of Part 5.6AA to POEO Act
 - Introduction of unique offence for illegal dumping
 - Introduction of directions to remove litter or waste

- (g) Insertion of savings provisions relating to Amending Act in Schedule 5 of POEO Act.
 - (h) Amendments to maximum penalties for various offences in Schedule 6 of the General Regulation.
 - (i) Amendments to maximum penalties for various offences in Schedule 6 of the Waste Regulation.
6. The powers conferred on Council by the POEO Act, General Regulation and Waste Regulation have remained essentially un-changed however it is noted that they are discretionary. This includes any powers inserted or amended by the Amending Act.
 7. Council's discretion to exercise those powers in its role as an enforcement authority is tempered by the longstanding test of unreasonableness established in *Associated Provincial Picture Houses Ltd v Wednesbury Corporation* (1948) 1 KB 223. That case held that if a decision is so unreasonable that no reasonable person acting reasonably could have made it, then the decision will be 'unreasonable' and may be invalidated by the Court. However, a 'reasonable' decision made by a public authority is a legitimate exercise of the public authority's discretion, and cannot be disputed: see *Minister for Aboriginal Affairs and Anor v Peko-Wallsend Limited and Ors* (1985-1986) 162 CLR 24.
 8. As the Amending Act does not require Council to carry out any further functions, impose further obligations or modify Council's existing role, it does not have any impacts on Council's discretion as an enforcement authority.
 9. The recent legislative changes provide an opportunity for Council to enhance community awareness regarding the new penalties for illegal or environmentally harmful practices by integrating this information into existing educational campaigns. It is proposed to incorporate references to the new penalties in upcoming educational materials, including signs, brochures, and any waste education programs conducted by Council. Additionally, a working group consisting of members from the Council's Waste and Cleansing unit, Regulatory Services unit, and Marketing team will be formed to develop an awareness program aimed at informing the community about the increased penalties for offences under the amended Act.

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
21/7/24	Waste and Cleaning Business Unit	Waste and Cleansing run education programs and have material to educate the	Noted	Group Manager Waste and Cleansing

		community about dumped rubbish and litter. The new fines can be reflected in future print material and in programs		
--	--	--	--	--

LEGAL IMPLICATIONS FOR COUNCIL

11. There are no legal implications for Council arising outside of Council's usual role as the regulator.

FINANCIAL IMPLICATIONS FOR COUNCIL

12. All new printed education material will reference the new penalties. There will be no cost implications as the print charges are associated with quantities of printed material already provided for in the 24/25 budget.

Adrian Mihaila
Health & Building Services Manager

George Bounassif
Executive Director City Assets and Operations

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

REFERENCE MATERIAL

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.4
SUBJECT	Proactive Management of Abandoned Shopping Trolleys
REFERENCE	F2024/00282 - D09447524
REPORT OF	Health & Building Services Manager

CSP THEME Accessible

WORKSHOP/BRIEFING DATE: Nil

PURPOSE:

To update Council regarding the actions taken in relation to the management of abandoned shopping trolleys in the local government area.

RECOMMENDATION

- (a) That Council officers continue to work with the major retailers and shopping centres to ensure trolley collection services are timely and adequate with a particular focus on the CBD.
- (b) That Council officers continue to advocate for the installation of trolley wheel locking mechanisms at major shopping centres.
- (c) That Council officers continue to educate residents, business owners and visitors on how to self-report trolleys for collection to improve response times and the visual amenity of the City.

BACKGROUND

1. On 11 September 2023 Council resolved:

- (a) *That the CEO organise an urgent meeting with the major retailers that provide their customers with trolleys to advocate for increased street patrols and collection of their abandoned trolleys.*
- (b) *That the CEO organise a working team and program to urgently deal with the significant number of abandoned trolleys that are left all around the city and conduct an enforcement blitz to prevent the trolleys becoming a safety hazard throughout the city.*
- (c) *That the major retailers be requested to implement appropriate systems to ensure their trolleys are not able to leave a shopping centre or associated car park.*
- (d) *That the CEO provide a further report to Council including how many trolleys have been collected in the last 5 years, and the cost to Council.*

- (e) *That the CEO provide a report to Council related to reverting back to impounding trolleys and that the report include potential locations and any associated costs.*
- (f) *That the Lord Mayor write to the relevant NSW Minister and Shadow Minister outlining the ineffectiveness of the new Public Spaces (Unattended Property) Act 2021 in reducing the level of abandoned trolleys in our community, including the operational impacts to Council.*
- (g) *That the CEO prepare a report back to Council on the possibility of impounding abandoned shopping trolleys at our Community Recycling Centre and crushing those not collected for scrap metal.*

ISSUES/OPTIONS/CONSEQUENCES

2. Discussions with major retailers including Coles and Woolworths commenced in late 2023 and are ongoing.
3. In September 2023, a working group consisting of staff from Regulatory Services and Waste and Cleansing was created to monitor and report on unattended trolleys in the LGA.
4. Reporting has been conducted via the relevant reporting method for each retailer and this includes trolleys owned by Woolworths and affiliated stores Big W and Dan Murphy, Coles and its affiliated stores, Kmart and Target as well as Aldi.
5. Since the inception of the working group, Council has developed a strong working relationship with Coles and Woolworths who have been aiming to address the trolleys around Parramatta, Parramatta CBD, North Parramatta and Rosehill.
6. As a result of this relationship, both Coles and Woolworths have terminated their external contracts for trolley collection services due to trolleys reported by Council not being addressed in a timely and appropriate manner. The supermarkets now manage this function internally, providing greater control and this has resulted in faster response times in retrieving their unattended assets.
7. Furthermore, signage has been strategically erected at hotspot locations identified by Council's Project Officer during patrols where consumers and residents leave trolleys unattended. This signage indicates that fines apply for abandoning the trolley and encourages reporting the item for collection, providing a QR code with further reporting information.
8. Further to this, Council has distributed an educational postcard letterbox drop around small businesses in the CBD and locations that are occupied by multi-unit dwellings (MUDS) with high volumes of unattended trolleys, with instructions of how to report trolleys for collection.
9. The challenge in the CBD is slightly different than outer suburbs of the LGA. Businesses and residents in the CBD appear to use trolleys as a mode of transportation, carting their shopping home or use them for stock deliveries and then storing them outside their premises for collection.

10. Council has been liaising with Westfields' Concierge Centre Management Team and is negotiating the installation of signage at major exit points to indicate the practice is unlawful. Council has also requested that consideration be given to the installation of a wheel locking mechanism to prevent trolleys leaving the property, however public liability implications for shoppers have been identified, resulting in ongoing discussions.
11. As a result of the initiatives from all stakeholders, Council officers have identified a 70% reduction in the number of abandoned shopping trolleys.
12. The practice of Council officers collecting abandoned shopping trolleys has proved to be financially beneficial to the supermarket whilst imposing significant costs to Council.
13. It has been proven that by collecting the trolleys, Council was undertaking the work of the trolley contractor at no cost to the supermarket. In addition to storage space being identified as an issue, Council would be burdened with the disposal costs of the trolleys, as the price of a new trolley was less than Council's recovery cost.
14. The financial implications if Council was to continue to impound trolleys would require resources such as:
 - i. Vehicle and a purpose-built trailer
 - ii. Two person team
 - iii. Crusher
 - iv. Disposal costs (transport)
 - v. Depreciation
15. The Public Spaces (Unattended Property) Act and its associated regulations place onerous obligations on councils when abandoned property is impounded, including preventing any damage to the property, appropriate and safe storage, detailed record of each item impounded and restrictions in regard to the disposal of such property.
16. These new obligations will increase Council's liability and impose a significant burden on Council's budget.
17. In September 2023, the Lord Mayor wrote to the Minister for Local Government and to the Shadow Minister for Local Government, informing them of the Council resolution and inviting them to meet to discuss the issue of abandoned trolleys in further detail.
18. A response from the Minister was received by Council on 23 November 2023 advising that he considers the legislation to be appropriate for the purpose of councils managing abandoned shopping trolleys.

CONSULTATION & TIMING

Stakeholder Consultation

19. Consultation was conducted as detailed above.

LEGAL IMPLICATIONS FOR COUNCIL

20. Legal advice would be required if Council resolved to impound and crush/dispose of assets belonging to other parties such as supermarkets.

FINANCIAL IMPLICATIONS FOR COUNCIL

21. The operation of the current working group has no financial impact as the staff costs are covered within existing resources (the 2024/25 operating budget).
22. Should Council resolve to continue to collect abandoned trolleys throughout the LGA, the costs are estimated as follows:
 - a. Capital cost of plant and equipment for impounding and crushing trolleys is \$205,000; and
 - b. Operational cost (including depreciation) of impounding and crushing trolleys is \$212,685.
23. These financial costs are not currently budgeted and are not included in the FY24/25 or future budgets.

Adrian Mihaila
Health & Building Services Manager

George Bounassif
Executive Director City Assets and Operations

John Angilley
Executive Director Finance & Information

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

REFERENCE MATERIAL

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER 13.5
SUBJECT Q4 Progress Report - Delivery Program and Operational Plan 2023/24
REFERENCE F2024/00282 - D09397548
REPORT OF Corporate Strategy Manager

CSP THEME: FAIR

WORKSHOP/BRIEFING DATE: NIL

PURPOSE:

To present the Quarter Four (Q4) progress report on implementing the Delivery Program 2022-26 and Operational Plan (DPOP) 2023/24, and a proposed amendment to the DPOP 2024/25 (Fees & Charges) with the addition of a new 'Pre-Construction Coordination Fee' for public exhibition.

RECOMMENDATION

- (a) That Council receive and note the Quarter Four progress report on the DPOP 2023/24.
- (b) That Council endorse for the purposes of a 28-day public exhibition, the proposed amendment to the Fees and Charges 2024/25 (part of the DPOP 2024/25) with the addition of a new Pre-Construction Coordination Fee.

BACKGROUND

- 1. The Local Government Act 1993 via the Integrated Planning and Reporting Guidelines 2021 requires that the General Manager (Chief Executive Officer) provide progress reports to the Council with respect to the principal activities detailed in the Delivery Program at least every six months.
- 2. At its meeting of 26 June 2023, Council adopted an updated Delivery Program for 2022-2026, inclusive of the Year 2 Operational Plan and Budget for 2023/24 (together known as the 'DPOP'). The DPOP addresses Council's efforts in achieving the six Strategic Goals of the City's Community Strategic Plan (CSP) – *Fair, Accessible, Welcoming, Green, Thriving, and Innovative*.
- 3. The DPOP, which also includes an annual schedule of Fees & Charges, was further updated for the 2024/25 Financial Year and adopted by Council at its meeting of 24 June 2024.

DPOP PROGRESS REPORT – QUARTER FOUR 2023/24

- 4. The Q4 Progress Report (the Report) at Attachment 1 provides an update on progress made in the 2023/24 financial year against the Projects and Key Performance Indicators (KPIs) in the DPOP. An Exceptions Report listing only Projects 'off track' or 'on hold', and KPIs 'not achieved', is provided in the Report.

5. After notation by Council, the Report will be published on the *Quarterly and Annual Reporting* section of Council's website.

Q4 2023/24 status summary of Projects and Key Performance Indicators (KPIs)

6. At 30 June 2024, 81% of Council's 91 DPOP Projects were reported as either completed or progressing on track. A further 17% were reported as either progressing, off-track or on hold.
7. Reporting cited causes for off-track projects including wet weather, equipment purchases delays, dependencies on external stakeholder response and direction (e.g. State Government, legislation changes) impacting project timelines, and organisational realignment impacting project resourcing and timeframes.

Project status	#	%
Completed	34	37%
Progressing – on track	40	44%
Progressing – off track	13	14%
On hold / stopped	3	3%
Not due to start	1	1%

8. At 30 June 2024, 61% of Council's 94 DPOP KPIs were reported as achieved or on track to achieve their targets. 24% were reported as not achieved.
9. Reporting for not achieved KPIs indicated that overall utilisation and community satisfaction results were impacted by an increase in demand for some services, the opening, closure, and relocation of key community facilities, as well as resourcing impacts and ongoing process reviews. Some results also reflected wider industry trends (e.g., theatre attendance).
10. 14% of KPIs were reported as 'data not available' due to changes in reporting methodologies and engagement survey processes.

KPI status	#	%
Achieved / on track	57	61%
Not achieved	23	24%
Data not available	13	14%
Not due	1	1%
Total	94	100%

11. The Report for Q4 also includes annual comments which will be used to inform Council's Annual Report 2023/24, scheduled for completion by 30 November 2024.
12. The Annual Report will outline Council's operational performance for the 2023/24 financial year against the key strategic priorities of the CSP, Delivery Program 2022-26 and Operational Plan & Budget 2023/24.

PROPOSED AMENDMENT TO DPOP 2024/25 – FEES & CHARGESCurrent state: Pre-construction coordination of developer-led infrastructure

13. A significant increase in the amount of infrastructure being delivered for Council by developers has created an opportunity to improve the customer service interface between those developers and Council staff responsible for asset delivery and maintenance.
14. At present, there are a number of detailed design considerations, inspections and approval processes that need to be followed after a development consent has been obtained or a voluntary planning agreement has been signed. These processes often run parallel to each other with no clear contact for developers.
15. Council's business as usual approach to infrastructure delivery is not able to keep pace with the volume and complexity of infrastructure that is to be delivered.

Proposed introduction of a new *Pre-construction Coordination Fee*

16. A new Pre-construction Coordination fee is proposed to be levied for developers, which will support funding for a dedicated position in the City Assets and Operations directorate, with an objective to improve customer experience and community outcomes.
17. The new position would work with those delivering future Council assets to define a program of necessary approvals, inspection points, etc.
18. In addition to the improved customer experience, the creation of such an interface position would result in quicker and clearer decision making, leading to greater efficiency in staff resources and in asset delivery, as well as the potential for the delivery of a higher quality of asset for the community.
19. Details of the proposed fee are as follows:

Name	Pricing Policy Category	GST	Year 24/25		
			Fee (Excl GST)	GST	Fee (Incl GST)
Pre-construction coordination fee					
Multi-unit dwellings and commercial	J	Y	\$10,000	\$1,000	\$11,000
Multi-site /Precinct work – either: as above for each site or as negotiated on a bespoke precinct basis.					

20. If endorsed, the proposed new fee will be placed on public exhibition for a period of 28 days prior to the results of community engagement being returned to Council for decision.

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
April – June 2024	DPOP reporting officers; Executive Approvers	All business units with reportable items in the DPOP have been consulted to compile the Report, with approvals provided by Executive Directors.	Final draft report finalised.	All directorates and business units, led by Corporate Strategy

LEGAL IMPLICATIONS FOR COUNCIL

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

FINANCIAL IMPLICATIONS FOR COUNCIL

23. There are no unbudgeted financial implications associated with this report. The City Planning and Design budget will fund the public exhibition of the proposed new fee.

Jennifer Concato
Executive Director City Planning and Design

George Bounassif
Executive Director City Assets and Operations

John Angilley
Executive Director Finance & Information

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

1  Draft Quarterly Progress Report 56 Pages

REFERENCE MATERIAL



Draft Quarterly Progress Report

Delivery Program 2022-26, Operational Plan 2023/24

Quarter Four 2023/24



**CITY OF
PARRAMATTA**

CONTENTS

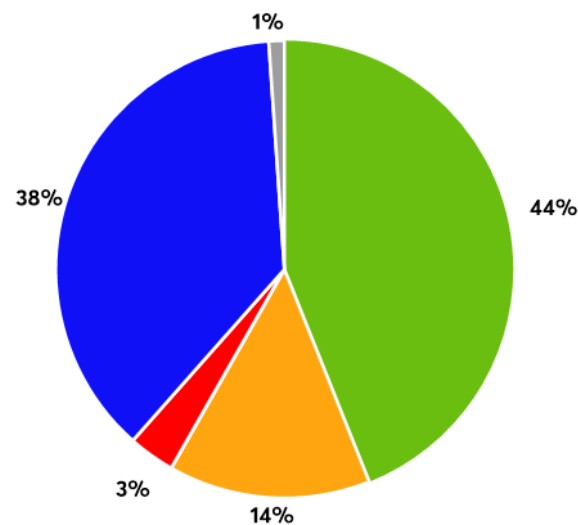
All of Council Summary	3
How to read this Report	4
Exceptions Report	5
Projects and Key Performance Indicators by Directorate	
City Assets and Operations	16
Capital Delivery	
Environment and Sustainability	
Fleet and Depot Operations	
Parks and Open Spaces	
Regulatory Services	
Roads and Civil Infrastructure	
Waste Management and Cleansing	
Community Services	26
Community Infrastructure	
Libraries	
Parramatta Artists' Studios and Cultural Services	
PHIVE and Community Hubs	
Riverside Theatres	
Social and Community Services	
City Engagement and Experience	34
Communication and Marketing	
Community Engagement and Research	
Customer Service Centre	
Events and Festivals	

City Planning and Design	37
City Design	
Development and Traffic Services	
Infrastructure Planning and Design	
Major Projects and Precincts	
Strategic Land Use Planning	
Property and Place	44
Place Services	
Project Delivery (Property Capital Projects)	
Property Development	
Property, Security, Assets and Services	
City Strategy	48
Corporate Strategy	
City Strategy	
Project Management Office	
People, Culture and Workplace	51
Finance and Information	54

All of Council Summary – Projects and KPIs

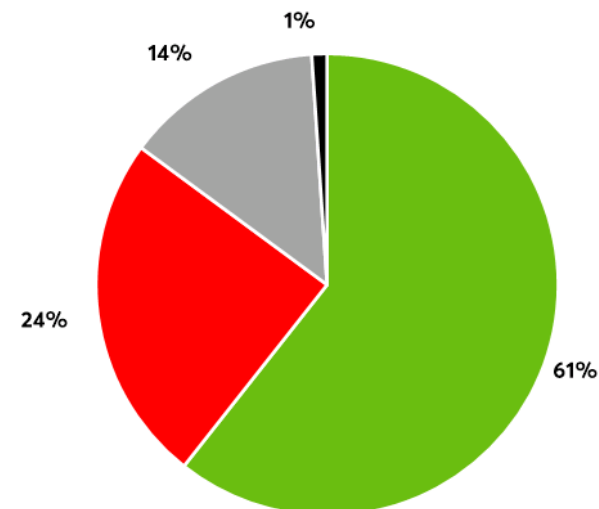
91 Projects

- 40 Progressing – On Track
- 13 Progressing – Off Track
- 1 Not Due to Start
- 34 Completed
- 3 On Hold / Stopped



94 KPIs


- 57 Achieved / On Track
- 23 Not Achieved / Not On Track
- 13 Data Not Available
- 1 Not Due



How to read this Report

Council's **Key Performance Indicators** and **Projects** are presented in tables like the examples below.

Key Performance Indicators - these measures consider the core business functions of our services.

Code	Measure and Target Description	Service	Target	Q1 Actual	Comments	Q1 Status
6C.M1	Percentage of contributions enquiries resolved within target timeframe	Infrastructure Planning and Design	≥ 80%	87%		

Reference Only

A description of the Service provided by Council to achieve the Strategic Objective. The Measure allows us to monitor & the target allows us to assess our delivery progress or performance.

Accountable Service Area

Target Full Year

Actual result for the quarter


Provides an overall unbiased, complete & balanced commentary, clearly & concisely identifying actual performance, goals & variances

Quarterly tracking indicator

Note that measures titled **Community Satisfaction** are based on the results from Council's Community Satisfaction Survey (unless stated otherwise in description) and are reported in Q4. These community ratings are measured with a mean score out of 5 and provide insights into which areas are meeting community needs and where further resources or improvements are required.

Other **Satisfaction** measures are collected directly from customers at the point of service (e.g. "Smiley Terminal") or via service-specific surveys (e.g. feedback forms for Council programs, or other internal feedback mechanisms).

Projects - these measures track progress against specific operational plan activities.

Code	Project	Due Date	Comments	Service	Progress	Q1 Status
1AP2	Alfred Street Cycleway Stage Two Pedestrian and cyclist upgrade along Alfred Street between Eleanor Street and George Street, Rosehill.	31/12/2023		Capital Delivery	10%	

Reference Only

Describes the specific action that will be undertaken to support the principal activity.
Council's roles:
Deliver a range of programs & services,
To build & facilitate strategic partnerships.
Advocate the needs & aspirations of the community

Date for completion

Provides an overall unbiased, complete & balanced commentary, clearly & concisely identifying actual performance, gaps & variances

Council team responsible for delivering this Project



What has been achieved this quarter?

Quarterly tracking indicator





Exceptions Report – Projects





 Progressing – On Track
  Progressing – Off Track
  Not Due to Start
  On Hold / Stopped
  Completed




New to Exceptions this quarter

Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
7A.P1	CBD Outdoor Dining Project 2 Outdoor dining upgrades at the corners of Church Street and Phillip Street.	30/06/2024	Delays due to impacts of the Parramatta Light Rail and community engagement.	Delays due to impacts of the Parramatta Light Rail and community engagement.	Place Services	30%		





Still Exceptions this quarter

Code	Project	Due Date	Comment	Annual Comment	Service	Progress	Q3 Status	Q4 Status
1A.P2	Alfred Street Cycleway Stage Two Pedestrian and cyclist upgrade along Alfred Street between Eleanor Street and George Street, Rosehill.	31/12/2023	Wet weather and latent conditions in the form of the discovery of utilities not identified during the site investigation phase has delayed the works. Project now scheduled to be completed by mid to end October 2024.	A continuation of the Alfred Street Cycleway which will provide separated pedestrian and cyclist paths along Alfred Street between Eleanor Street and George Street, Rosehill. Although a contractor was engaged as scheduled, delays associated with contractor availability, wet weather and unexpected utilities, has resulted in the project now being scheduled for completion by mid to end October 2024.	Capital Delivery	40%		
1A.P3	Barrack Lane, Parramatta Improve amenity and pedestrian safety.	30/06/2024	Detailed design has been completed to a point where heritage input is required. NBN already has two AHIPs in place for the northern half of Barrack Lane. Heritage NSW does not grant overlapping AHIPs. NBN anticipate completion by June 2024 at which time Council will lodge its own AHIP application.	The aim of this project is to the improve amenity and pedestrian safety along Barrack Lane, Parramatta. However, progress to date has been hampered due to the extent of heritage approvals required to complete services investigations to allow the detailed design to be finalised.	Capital Delivery	30%		

Code	Project	Due Date	Comment	Annual Comment	Service	Progress	Q3 Status	Q4 Status
1A.P7	Ermington Foreshore Stage 3 Stage 3 of separated walking and cycling paths along the river near Rydalmere Wharf.	31/12/2023	Construction commenced as planned in late April 2024. However, wet weather and latent conditions in the form of unexpected excess soil moisture/high ground water table has delayed the works. Construction now scheduled for completion mid to late September 2024.	This project will see construction of separated walking and cycling paths along the Parramatta River near Rydalmere Wharf. Similar to that constructed towards the east of this site. Although construction commenced as planned, adverse and unexpected site conditions have delayed delivery. Construction now scheduled for completion mid to late September 2024.	Capital Delivery	50%		
1A.P11	Norwest T-Way Shared Path Re-alignment of the TWay Cycleway to be shorter, safer, and better connected.	31/12/2023	On road sections of cycleway are now well advanced. However, wet weather and revisions to bridge engineering in response to archaeological finds uncovered during foundation works have delayed the overall delivery of the project. Bridge works now progressing smoothly with the project scheduled for completion by the end of September 2024.	The project will deliver a shorter, safer, and better-connected cycleway from the Norwest T-Way through to Briens Road, including a new bridge across Toongabbie Creek. Construction is now well advanced scheduled for completion by the end of September 2024.	Capital Delivery	70%		
1D.P8	PRIAP - FS Garside Upgrade and remediate F.S Garside Park to include recreation, district playground, upgraded sportsfield, dogpark and reconfigured car parking.	31/12/2023	Project delays have been caused due to wet weather.	Project delays have been caused due to wet weather.	Parks and Open Spaces	95%		
1G.P3	Recycling Centre Deliver a new Community Recycling Facility.	30/06/2024	Project requires detailed business plan and a Development Application which was an oversight due to the initial light business plan.	Project requires detailed business plan and a Development Application which was an oversight due to the initial light business plan.	Waste Management and Cleansing	65%		
2B.P2	Library ICT Upgrade Deliver an enhanced library service and customer experience via the implementation of the Library Services Transformation Program.	31/03/2024	Go live delayed to Q1 24/25.	Go live delayed to Q1 24/25.	Libraries	60%		







Code	Project	Due Date	Comment	Annual Comment	Service	Progress	Q3 Status	Q4 Status
6C.P5	Charles Street Footbridge An upgraded River Crossing at Parramatta Quay.	31/05/2024	Design has been delayed as technical investigations have failed to identify a full solution for flood conveyance and ferry operations. Outcomes of detailed flood modelling and impacts to Ferry operations have been provided to TfNSW and Transdev for feedback.	Feasibility testing has determined the potential downstream impacts arising from a bridge upgrade. These results are currently being assessed by TfNSW and Transdev for their potential impact to Ferry operations. Should they be considered acceptable, a new project with additional funding would be required to deliver the bridge in concert with amendments to the existing weir.	Infrastructure Planning and Design	10%		
6E.P2	Parramatta CBD Access Strategy Develop an Access Strategy for the Parramatta CBD.	30/06/2024	The State Government has not undertaken an Access Strategy for Parramatta CBD. Council officers will continue to work with TfNSW to coordinate transport planning and operations in Parramatta CBD.	The State Government has not undertaken an Access Strategy for Parramatta CBD. Council officers will continue to work with TfNSW to coordinate transport planning and operations in Parramatta CBD.	Strategic Land Use Planning	5%		
6E.P7	Local Housing Policy (Stage 2) Pursue Local Housing Strategy Actions and Department of Planning conditions to improve housing supply, mix and design outcomes.	30/06/2024	On hold pending the release of the NSW Government's Central City District Plan & Six Cities Region Plan.	The delay in the release of the NSW Government's Central City District Plan & Six Cities Region Plan has delayed commencement of this project due to the need to align with these new policy frameworks, as well as forthcoming reforms from the State Government in relation to low and mid rise housing. In addition, resources reallocated to other strategic planning work.	Strategic Land Use Planning	0%		
7A.P5*	Integrated Parking Solutions Program Smart Parking System for Council's on-street and off-street (MLCP) parking environments.	31/12/2025	New equipment for MLCPs has been procured. Installation of equipment delayed due to requirement to address ongoing major electrical issues in carparks.	Project progressing with revised schedule over next Financial Year to allow major electrical works that are required within the carparks.	Place Services	25%		
7C.P1	Central City Parkway Pilot Project Resolve land agreement with TfNSW for Pilot Project along with funding for Stage 1.	30/06/2024	There is no further progress on the project as we are still seeking a response from TfNSW.	There is no further progress on the project as we are still seeking a response from TfNSW.	Property Development	50%		
7D.P1*	CBD Parking	30/06/2025	New equipment for MLCPs has been procured. Installation of equipment delayed due to	Project progressing with revised schedule for new Financial Year to allow major electrical works.	Property, Security,	25%		













*7A.P5 and 7D.P1 are duplicate projects that will be combined in DPOP 24/25











Code	Project	Due Date	Comment	Annual Comment	Service	Progress	Q3 Status	Q4 Status
	Technology upgrade of on street parking and renewal/ upgrade of all multi-decks.		requirement to address ongoing major electrical issues in carparks.		Assets and Services			
8A.P23	City Economy Strategy and Action Plan Create a City Economy Strategy.	31/07/2023	Council officers are reviewing the strategies post exhibition with a view to aligning resources and budget. Team resources have been largely diverted to focus on draft Parramatta 2050, which sets key parts of Council's economic strategy. The revised date for completing this strategy is now December 2025 as adopted in DPOP 2024/25.	The draft Economic Development Strategy is being reviewed post its exhibition and in light of Parra 2050.	City Strategy	85%		
8B.P1	Business Planning Framework Develop a Council-wide business planning and service review framework.	30/06/2024	Preliminary work was prepared to inform a Council wide business and service review framework however has been delayed as priorities were reviewed within the team.	Preliminary work was prepared to inform a Council wide business and service review framework however has been delayed as priorities were reviewed within the team.	Corporate Strategy	30%		

*7A.P5 and 7D.P1 are duplicate projects that will be combined in DPOP 24/25

Back on Track

Code	Project	Due Date	Comment		Service	Progress	Q3 Status	Q4 Status
1A.P5	Carter Street Regional Cycleway (WI) Extension of the Haslams Creek and M4 Shared Path into Carter Street with two bridges and a cycleway.	31/12/2026		Council has completed pre-design works and is working with TfNSW and WestConnex on an interface agreement.	Capital Delivery	25%		
1A.P6	Duck River Cycleway (WI) Pedestrian and cyclist paths along the eastern and western banks of Duck River (where available) between the M4 and the Parramatta River.	31/12/2026		Council has completed project planning and a funding agreement with the State Government and has begun preliminary design.	Capital Projects	20%		
1A.P8	Finlaysons Creek Cycleway (WI) Regional pedestrian and cyclist path under Western Rail Line and up to Darcy Road, Westmead.	31/12/2026		Council has completed project planning, preliminary design and a funding agreement with the State Government.	Capital Delivery	25%		












Code	Project	Due Date	Comment		Service	Progress	Q3 Status	Q4 Status
6C.P1	Civic Link Develop detailed design for Civic Link Block 3.	31/12/2023		Design endorsed May 2024 after comprehensive public consultation. Design development and planning and technical approvals underway.	Infrastructure Planning and Design	50%		
6C.P2	Metro CBD Station - Civic Link Advocate for interim and permanent Civic Link through Metro CBD Station.	31/12/2023		Approval by Council on 24 June allows Sydney Metro West to fund improvement works along Smith Street as the preferred route between Parramatta Square to the Powerhouse in lieu of the temporary civic Link through the Metro site. Smith St improvement works to be completed May 2025 in time for Powerhouse opening in late 2025. Wayfinding is to be implemented to guide the public.	Infrastructure Planning and Design	100%		
6C.P6	Western Precinct Connections New and upgraded foreshore connections and access, includes a new Marsden Street pedestrian and cycle bridge and the Justice Precinct boardwalk.	31/07/2026		Feasibility investigations completed, funding agreements signed, delivery plan confirmed, and design procurement completed.	Infrastructure Planning and Design	25%		
6E.P9	Western Parramatta River and CBD Precinct Connections* Connect the Parramatta City Centre, its river and Parramatta Park, to promote walking and cycling.	31/12/2026		Feasibility investigations completed, funding agreements signed, delivery plan confirmed, and design procurement completed.	Strategic Land Use Planning	25%		
6E.P10	Eastern Parramatta River and CBD Precinct Connections (WI) Increase the safety, capacity along the Parramatta foreshore to improve the experience for pedestrians and cyclists.	31/12/2026		Council has completed project planning, preliminary design and a funding agreement with the State Government.	Strategic Land Use Planning	30%		
6E.P11	Parramatta CBD to Sydney CBD Cycleway (WI) Connect the M4 Cycleway and Haslams Creek paths into the Carter Street Precinct.	31/12/2026		Council has completed pre-design works and is working with TfNSW and WestConnex on an interface agreement.	Strategic Land Use Planning	25%		



Code	Project	Due Date	Comment		Service	Progress	Q3 Status	Q4 Status
7A.P4	Hill Road Master Plan – Pedestrian and Cycle Upgrades Minor streetscape and amenity improvements.	31/12/2023		The project to construct a new pedestrian refuge island and kerb ramps at on Hill Road, Wentworth Point near the intersection of Half Street is complete.	Place Services	100%		
7A.P8	Phillip Street Smart Street Stage 3 Streetscape upgrade.	31/12/2025		Project to commence in the new financial year.	Place Services	20%		
8A.P16	Tree Canopy Plan Develop a Tree Canopy Plan for the Parramatta LGA.	31/12/2023		The Tree Canopy Plan was endorsed by Council at its meeting on 8th July 2024.	City Strategy	100%		
8A.P25	Environmental Strategy and Action Plan Refresh Environmental Sustainability Strategy.	31/07/2023		A report has been prepared for Council consideration to approve the Environmental Sustainability Strategy in August 2024.	City Strategy	90%		
8C.P1	Project and Grants Management Framework Develop a Council-wide project and grants management framework.	30/06/2024		Current Project Management and Grants Framework is under review	Project Management Office	100%		

Exceptions Report – KPIs



 Achieved / On Track
  Not Achieved / Not On Track
  Data Not Available
  Not Due
  New Baseline Set

New to Exceptions this quarter











Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
1B.M3	Community Satisfaction with planting of trees in your local area - Annual Q4 only	Environment and Sustainability	Increase on previous year (3.38/5)	Not Due	3.34	Slight reduction in satisfaction rating compared to previous year. Overall, 56% of respondents were either satisfied or very satisfied with trees planted in the local area.		
1E.M3	Number of Building Information Certificates received - Annual Q4 only	Regulatory Services - Certification	Decrease on previous year (improved compliance) 2022/23 results: 89	Not Due	172	BIC applications have increased due to an increase in development in the LGA.		
1F.M4	Community satisfaction rating with provision of cycleways and facilities - Annual Q4 only	Roads and Civil Infrastructure	Increase on previous year (3.4/5)	Not Due	3.39	Just below previous year.		
1G.M3	Community satisfaction with waste collection services - Annual Q4 only	Waste Management and Cleansing	Increase on previous year (3.76/5)	Not Due	3.71	Resources have been reallocated.		
1G.M4	Community satisfaction rating with Council's efforts to increase recycling - Annual Q4 only	Waste Management and Cleansing	Increase on previous year (3.31/5)	Not Due	3.18	Slightly reduced from previous year. However, the introduction of FOGO anticipates an increase in survey results.		
1G.M5	Community satisfaction with the cleanliness of streets - Annual Q4 only	Waste Management and Cleansing	Increase on previous year (3.53/5)	Not Due	3.39	Resources have been reallocated from suburban roads to CBD.		
2C.M1	Number of art and cultural programs developed and delivered - Annual Q4 only	Parramatta Artists' Studios and Cultural Services	≥ 70	Not Due	54	Programming result is below target due to operational impact of establishing the PAS Granville site.		

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
2D.M1	Attendances at performances (events held at Riverside and elsewhere) - Annual target (Q4)	Riverside Theatres	≥ 165,000	Not Due	148,061	Overall attendance for Riverside Theatres for the year was 148,061, which reflects a attendance of more than 63% of capacity. Across the live performance sector economic conditions for consumers have had an impact on available discretionary spending.		
2E.M1	Annual average percentage utilisation of childcare and family support services - Annual Q4 only	Social and Community Services - Children and Family Services	Equal to or greater than 93%	Not Due	88%	The total average utilisation at the Early Learning Centres has slightly increased during Q4 but is still below the target. Four of the centres have a utilisation above the target but the low utilisation at Northmead has reduced the total average. Strategies to increase utilisation at Northmead to be implemented from Q1 24/25.		
2E.M4	Percentage of Community Grants recipient projects delivering on track and reporting on time - Annual Q4 only	Social and Community Services - Community Capacity Building	Equal to or greater than 90%	Not Due	75%	Grants in the annual round of the Community Grants programs and Representative Sports Grants are tracking at 90% delivering on track and reporting on time. The category that is behind KPI targets is the Quarterly Grants program, smaller grants of less than \$2,000. Process is being reviewed to make this step more manageable for staff and recipients.		
2E.M5	Utilisation of aquatic centres (Number of visits) - Annual Q4 only	Social and Community Services - Aquatic and Wellness	650,000 visits	Not Due	49,713	Ontrack to meet in the first 12 months of operation. PAC opened in September 2023 so figures reflect 10 months of operations.		
2E.M11	Customer satisfaction of aquatic centres - Annual Q4 only	Social and Community Services - Aquatic and Wellness	> 80%	Not Due	79%	General survey was conducted in May 2024 based on overall experience at the PAC. The survey was sent to all members including Health & Wellness, Aquatics and Programs with 1,211 surveys completed. Actual just under target. PAC is still within its first 12 months of operations so continues improvement is to be expect and to which the team are working towards as part of the steady state planning and implementation.		
2F.M2	Customer satisfaction rating with community hub services - Annual Q4 only	PHIVE and Community Hubs	Increase on same quarter previous year. 2022/23	Not Due	4.40	Overall customer satisfaction is slightly below target at 4.40 (88%) unweighted with PHIVE exceeding target at 4.60 (91%) and Wentworth Point Community Centre and Library below target at 4.10 (82%).		

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
			result: 4.50					
3B.M1	Percentage of Leadership development training completed - Annual Q4 only	People and Culture	90% completion for current leaders at all levels by 2024	Not Due	69%	EVOLVE Leadership training finalised at 69% of 90% targeted and the contract with the provider ceased. Leadership training programs are under review for a better return on investment. An interim internal run program has been put in place. The program KPI and measure are to be reviewed and updated for FY25.		
3B.M2	Employee Engagement rating - Annual Q4 only	People and Culture	5 percentage points increase on previous year. 2022/23 results: 55%	Not Due	50%	<p>The annual engagement score is 50%, which is encouraging, especially considering the significant project load and workplace changes within the organisation over the past year.</p> <p>Despite a decline from May 2023, engagement at City of Parramatta reflects a supportive, inclusive environment where employees are valued for their skills. The organization emphasises support for development, while providing year-round feedback for performance improvement.</p> <p>Perceptions of change management and culture have dipped, indicating a need for better alignment with target culture and transparent communication during changes.</p> <p>The survey has highlighted some important areas where we can improve, particularly in management satisfaction. This feedback is invaluable as it helps us understand where we need to focus our efforts. We are committed to addressing these concerns and working together to create a more supportive and satisfying work environment for everyone.</p>		
3C.M1	Number of lost time injuries occurring per 1 million hours worked - Annual Q4 only	Workplace, Health, and Safety	1.28	Not Due	6.60	Q4 had 2 LTIs from CA&O. Annual LTIFR was 6.6 being lower than 2022/23 however not reaching target of 1.6 that has been deemed to be unsustainable and reset to industry standard for 2024/25. Current Industry standard is 12.		
5B.M4	Community satisfaction rating with the opportunity to have your say on	Community Engagement	Increase on previous year (3.23/5)	Not Due	3.22	Maintained the score on last year.		







Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
	key issues affecting community - Annual Q4 only	and Research						
5E.M2	Community satisfaction rating with events and festivals delivered by Council - Annual Q4 only	Events and Festivals	Increase on previous year (3.66/5)	Not Due	3.60	Against an annual target of 250,000 attendance at Council events, we exceeded this with a total annual attendance of 407,352. Consideration will need to be made in relation to infrastructure and security measures to keep pace with the huge increase in attendance at Parramatta City Council events.		

Still Exceptions this quarter

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
1F.M3	Percentage of potholes made safe within 48 hours	Roads and Civil Infrastructure	90%	70%	75%	Target not met due to competing resourcing priorities; however, works are ordered to minimise or eliminate any immediate safety risks in the first instance.		
1F.M7	Percentage of potholes final repairs completed within 6 months	Roads and Civil Infrastructure	95%	85%	85%	Target not met due to competing resourcing priorities and staff resourcing; however, works are ordered to minimise or eliminate any immediate safety risks in the first instance.		
2E.M2	Number of Councils' Recreation programs hours	Social and Community Services - Children and Family Services	3,000 hours per year	438	450 (Yealy total: 2659)	No aquatic program hours due to end of lease at MGHS Pool in October 2023 and planned closure of EAC in early 2024 - programming ceased after Term 4 in 2023. Previous years data included these figures, hence the discrepancy. Active Parramatta and School Holiday programming has been performing very well. (Yealy total: 2659)		
5D.M1	Percentage of respondents who would consider visiting Parramatta - Annual only (Ever two years)	Communication and Marketing	Increase on previous Perception survey (63%)	Not Due	56%	Consideration to visit Parramatta has declined since the last survey. This downturn for FY24 is showing in many areas of Greater Sydney not just Parramatta. On the other hand, recommending Parramatta as a place to visit has increased. The strategic vision of Parramatta 2050 may act as a catalyst in influencing this result moving forward.		
6B.M4	Percentage of development applications determined within 180 days	Development & Traffic	90%	71%	71%	Timeframes impacted by proactively working with applicants to achieve better development outcomes wherever possible. Flood affectation for some sites		

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
		Services Section				throughout the LGA makes development applications on these sites more complex, with impact on timeframes.		

Back on Track


Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
1B.M2	Number of street trees planted	Environment and Sustainability	Increase based on same quarter previous year. 2022/23 results: Q1 125 Q2 210 Q3 268 Q4 1,000	220	1,730			
1E.M6	Percentage of compliant monitored vehicles in CBD timed parking spaces	Regulatory Services - Parking	90%	88%	90%			
6B.M2	Percentage of traffic safety service requests and temporary road occupancy resolved within standard of service	Development & Traffic services	≥70%	68%	75%			








Projects and Key Performance Indicators by Directorate







City Assets and Operations – KPIs

● Achieved / On Track
 ● Not Achieved / Not On Track
 ● Data Not Available
 ● Not Due
 ● New Baseline Set

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
1A.M1	Delivery of projects and associated expenditure as allocated in the DPOP - Annual Q4 only	Capital Delivery	100% (plus or minus 5%)	Not Due	83%		●	●
1B.M1	Tonnes of carbon emissions generated by Council operations - Annual Q4 only	Environment and Sustainability	Decrease on previous year 2022/23 result: 12,152	Not Due	3,004		●	●
1B.M2	Number of street trees planted	Environment and Sustainability	Increase based on same quarter previous year. 2022/23 results: Q1 125 Q2 210 Q3 268 Q4 1,000	220	1,730		●	●
1B.M3	Community Satisfaction with planting of trees in your local area - Annual Q4 only	Environment and Sustainability	Increase on previous year (3.38/5)	Not Due	3.34	Slight reduction in satisfaction rating compared to previous year. Overall, 56% of respondents were either satisfied or very satisfied with trees planted in the local area.	●	●
1C.M1	Percentage of non-compliant/safety issue rectified within recommended timeframe	Fleet and Depot Operations	100%	100%	100%		●	●









Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
1C.M2	Percentage of Heavy & Light Plant replaced on schedule - Annual Q4 only	Fleet and Depot Operations	90%	Not Due	100%			
1D.M1	Percentage of Sporting Fields/Playgrounds mowed to schedule - Annual target (Q4)	Parks and Open Spaces	95%	Not Due	95%			
1D.M2	Percentage of non-compliant/safety issues identified from programmed playground inspections rectified within the recommended timeframe	Parks and Open Spaces	95%	95%	95%			
1D.M3	Community satisfaction rating with the availability of parks, bushland, or other green spaces - Annual Q4 only	Parks and Open Spaces	Increase on previous year (3.70/5)	Not Due	3.78			
1E.M1	Percentage of inspections completed within recommended timeframe for registered/known food outlets - Annual Q4 only	Regulatory Services - Health & Building Compliance	100%	Not Due	190%			
1E.M3	Number of Building Information Certificates received - Annual Q4 only	Regulatory Services - Certification	Decrease on previous year (improved compliance) 2022/23 results: 89	Not Due	172	BIC applications have increased due to an increase in development in the LGA.		
1E.M5	Community satisfaction with patrolling and enforcement of parking regulations - Annual Q4 only	Regulatory Services - Parking	Increase on previous results (3.52/5)	Not Due	Data Not Available.	Not included in 2023 Community Satisfaction Survey.		
1E.M6	Percentage of compliant monitored vehicles in CBD timed parking spaces	Regulatory Services - Parking	90%	88%	90%			
1E.M7	Community satisfaction rating with cleanliness of food providers in LGA - Annual Q4 only	Regulatory Services - Health & Building Compliance	Increase on previous year	Not Due	Data Not Available.	Unable to substantiate this data field.		

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
1E.M8	Percentage of food outlets pass first inspection - Annual Q4	Regulatory Services - Health & Building Compliance	90% (plus or minus 2%)	Not Due	88%			
1F.M1	Square metres of new or renewed roads	Roads and Civil Infrastructure	40,000 sqm by the end of Q2, 80,000 sqm by end of Q4	92,830	160,821			
1F.M2	Square metres of new or renewed footpaths	Roads and Civil Infrastructure	8,000 sqm by the end of Q2, 16,000 sqm by the end of Q4	13,268	17,697			
1F.M3	Percentage of potholes made safe within 48 hours	Roads and Civil Infrastructure	90%	70%	75%	Target not met due to competing resourcing priorities; however, works are ordered to minimise or eliminate any immediate safety risks in the first instance.		
1F.M4	Community satisfaction rating with provision of cycleways and facilities - Annual Q4 only	Roads and Civil Infrastructure	Increase on previous year (3.4/5)	Not Due	3.39	Just below previous year.		
1F.M5	Community Satisfaction rating with the maintenance of footpaths - Annual Q4 only	Roads and Civil Infrastructure	Increase on previous year (3.24/5)	Not Due	3.24			
1F.M6	Community Satisfaction rating with the condition of local suburban roads - Annual Q4 only	Roads and Civil Infrastructure	Increase on previous year (2.96/5)	Not Due	3.10			
1F.M7	Percentage of potholes final repairs completed within 6 months	Roads and Civil Infrastructure	95%	85%	85%	Target not met due to competing resourcing priorities and staff resourcing; however, works are ordered to minimise or eliminate any immediate safety risks in the first instance.		
1G.M1	Turnaround time to correct missed service (bin) (Percentage within 3 Days)	Waste Management and Cleansing	≥ 90%	96%	99%			
1G.M2	Combined percentage of streets swept on a regular basis	Waste Management	≥ 90%	95%	94%			

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
		and Cleansing						
1G.M3	Community satisfaction with waste collection services - Annual Q4 only	Waste Management and Cleansing	Increase on previous year (3.76/5)	Not Due	3.71	Resources have been reallocated.		
1G.M4	Community satisfaction rating with Council's efforts to increase recycling - Annual Q4 only	Waste Management and Cleansing	Increase on previous year (3.31/5)	Not Due	3.18	Slightly reduced from previous year. However, the introduction of FOGO anticipates an increase in survey results.		
1G.M5	Community satisfaction with the cleanliness of streets - Annual Q4 only	Waste Management and Cleansing	Increase on previous year (3.53/5)	Not Due	3.39	Resources have been reallocated from suburban roads to CBD.		

City Assets and Operations – Projects













 Progressing – On Track
  Progressing – Off Track
  Not Due to Start
  On Hold / Stopped
  Completed









Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
1A.P2	Alfred Street Cycleway Stage Two Pedestrian and cyclist upgrade along Alfred Street between Eleanor Street and George Street, Rosehill.	31/12/2023	Wet weather and latent conditions in the form of the discovery of utilities not identified during the site investigation phase has delayed the works. Project now scheduled to be completed by mid to end October 2024.	A continuation of the Alfred Street Cycleway which will provide separated pedestrian and cyclist paths along Alfred Street between Eleanor Street and George Street, Rosehill. Although a contractor was engaged as scheduled, delays associated with contractor availability, wet weather and unexpected utilities, has resulted in the project now being scheduled for completion by mid to end October 2024.	Capital Delivery	40%		
1A.P3	Barrack Lane, Parramatta Improve amenity and pedestrian safety.	30/06/2024	Detailed design has been completed to a point where heritage input is required. NBN already has two AHIPs in place for the northern half of Barrack Lane. Heritage NSW does not grant overlapping AHIPs. NBN anticipate completion by June 2024 at which time Council will lodge its own AHIP application.	The aim of this project is to the improve amenity and pedestrian safety along Barrack Lane, Parramatta. However, progress to date has been hampered due to the extent of heritage approvals required to complete services investigations to allow the detailed design to be finalised.	Capital Delivery	30%		
1A.P4	Black Spot Program Various traffic safety initiatives.	30/06/2024		There were no projects funded by Blackspot grants in 2023/24.	Capital Delivery	100%		
1A.P5	Carter Street Regional Cycleway (W1) Extension of the Haslams Creek and M4 Shared Path into Carter Street with two bridges and a cycleway.	31/12/2026		Council has completed pre-design works and is working with TfNSW and WestConnex on an interface agreement.	Capital Delivery	25%		

Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
1A.P6	Duck River Cycleway (W) Pedestrian and cyclist paths along the eastern and western banks of Duck River (where available) between the M4 and the Parramatta River.	31/12/2026		Council has completed project planning and a funding agreement with the State Government and has begun preliminary design.	Capital Projects	20%		
1A.P7	Ermington Foreshore Stage 3 Stage 3 of separated walking and cycling paths along the river near Rydalmere Wharf.	31/12/2023	Construction commenced as planned in late April 2024. However, wet weather and latent conditions in the form of unexpected excess soil moisture/high ground water table has delayed the works. Construction now scheduled for completion mid to late September 2024.	This project will see construction of separated walking and cycling paths along the Parramatta River near Rydalmere Wharf. Similar to that constructed towards the east of this site. Although construction commenced as planned, adverse and unexpected site conditions have delayed delivery. Construction now scheduled for completion mid to late September 2024.	Capital Delivery	50%		
1A.P8	Finlaysons Creek Cycleway (W) Regional pedestrian and cyclist path under Western Rail Line and up to Darcy Road, Westmead.	31/12/2026		Council has completed project planning, preliminary design and a funding agreement with the State Government.	Capital Delivery	25%		
1A.P9	George Street East Cycleway New pedestrian and cyclist path on the southern bank of the Parramatta River between Alfred Street and the CBD.	31/12/2023		This project, located in Queens Wharf Reserve will see construction of new pedestrian and cyclist paths on the southern bank of the Parramatta River between Alfred Street and the CBD. Detailed design has been completed and heritage approvals are now in hand ready for tender late July 2024.	Capital Delivery	95%		
1A.P10	Get NSW Active Program Various traffic safety initiatives.	30/06/2024		The projects for the Get NSW active grant program have been constructed.	Capital Delivery	100%		
1A.P11	Norwest T-Way Shared Path Re-alignment of the TWay Cycleway to be shorter, safer, and better connected.	31/12/2023	On road sections of cycleway are now well advanced. However, wet weather and revisions to bridge engineering in response to archaeological finds uncovered during foundation works have	The project will deliver a shorter, safer and better-connected cycleway from the Norwest T-Way through to Briens Road, including a new bridge across Toongabbie Creek. Construction is now well advanced scheduled for	Capital Delivery	70%		

Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
			delayed the overall delivery of the project. Bridge works now progressing smoothly with the project scheduled for completion by the end of September 2024.	completion by the end of September 2024.				
1B.P1	Deliver Net Zero Emissions Maintain carbon neutral certification for Financial Year 2024.	30/06/2024		Emissions forecast for FY23 have been reconciled with actual consumption data and approved by certification authority. Public Disclosure Statements for the FY23 are being drafted for both the organisation and services within Parramatta Square and are on track for submission by end October 2024. These are required for Council to maintain carbon neutral certification.	Environment and Sustainability	100%		
1B.P2	Reduce flood risk in City Deliver key projects to reduce flood risk including the Parramatta Flood Study.	30/06/2024		Parramatta River Flood Study endorsed by Council on 11 th June 2024. Flood Studies for A'Becketts Creek Parramatta, Haslams Creek (Hill Rd) Wentworth Point, and Devlins Creek Carlingford are underway with grant funding. Design work for flood mitigation capital works completed, with construction scheduled for FY25.	Environment and Sustainability	100%		
1B.P3	Drainage Construction at Lyndelle Place, Carlingford Construction of bank stabilisation works to mitigate creek erosion.	30/06/2024		A consultant has been appointed to undertake the creek bank stabilisation design work. The survey of the creek and banks has been completed and design work has commenced. Construction will commence in FY25 to prevent further creek bank erosion and undermining of adjoining residential properties.	Environment and Sustainability	30%		
1B.P4	Parramatta River Flood Management Study Study to mitigate flood risks.	28/02/2024		The Flood study was endorsed by Council on 11 th June 2024. Work has now commenced on the next stage being the Flood Risk Management Study and Plan with a consultant expected to be appointed by December 2024. The draft Plan will be placed on public exhibition once completed.	Environment and Sustainability	100%		

Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
1B.P5	Parramatta River Flood Management Plan Reviews the flood study and develops mitigation options to reduce flood risk.	30/06/2025		The Parramatta River Flood Study was endorsed by Council on 11 th June 2024. Staff have started to prepare consultant briefs for the next stage of tender being the Flood Risk Management Study and Plan. This will explore options to reduce flood risk to property and will consider works such as levee banks, flood detention basins, house raising, property acquisition and community education.	Environment and Sustainability	0%		
1B.P6	Places To Swim Improvements to Lake Parramatta swimming area.	31/12/2023		Design is completed as per due date and construction has commenced.	Environment and Sustainability	70%		
1B.P7	Parramatta Light Rail Tree Offsets Planting of street and park trees to mitigate removal of trees that occurred within the light rail corridor.	30/06/2026		937 street and park trees have been planted.	Environment and Sustainability	100%		
1D.P1	Open Spaces & Recreation Plan Develop an Open Spaces & Recreation Plan.	30/06/2025		Draft for Stage 1 Open Space and Recreation Plan has been finalised. Stage 2 will commence following recommendations of Stage 1. Community consultation to be built into stage 2.	Parks and Open Spaces	15%		
1D.P2	Doyle Ground Sports Facility Improvements (WI) Transform Doyle Ground into a high-quality district sporting complex that accommodates multi-sport activities.	31/12/2026		Site investigations and design consultancy underway.	Parks and Open Spaces	15%		
1D.P3	Let's Play at Kilpack (WI) Undertake major upgrades and improvements at Kilpack Park.	31/12/2026		Council have presented a draft concept plan for the community and upon its finalisation will progress into detail design development and project delivery.	Parks and Open Spaces	15%		

















Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
1D.P4	Somerville Park Improvement (WI) Deliver a district-scale accessible playground, circulation paths, multi-purpose sports court space, outdoor fitness equipment, park furniture and shaded areas.	31/12/2026		Design and tender are complete construction has commenced.	Parks and Open Spaces	100%		
1D.P5	West Epping Park Dog Off-Leash Area (WI) Provide a dedicated dog off-leash area.	30/06/2024		Construction of the project is underway with an anticipated finish date for the end of August 2024 subject to weather conditions.	Parks and Open Spaces	60%		
1D.P6	Active youth are healthy youth (WI) Embellish youth-focused play activities in Dundas Ward, designed by young people in the community. Through providing spaces to explore, socialise and relax, the project will support young people.	31/12/2025		Procurement for consultancy underway for project development. Project on track.	Parks and Open Spaces	10%		
1D.P7	Max Ruddock Reserve Amenities (WI) Installation of a new amenities block.	31/12/2025		Project is on track in line with funding deed requirements. 80% Architectural design received.	Parks and Open Spaces	25%		
1D.P8	PRIAP - FS Garside Upgrade and remediate F.S Garside Park to include recreation, district playground, upgraded sportsfield, dogpark and reconfigured car parking.	31/12/2023	Project delays have been caused due to wet weather.	Project delays have been caused due to wet weather.	Parks and Open Spaces	95%		
1D.P9	Rydalmere Park Master Plan Design and construction of natural turf fields 1 and 2.	31/12/2023		This project delivered the new natural turf fields (Fields 1 & 2) in accordance with the Rydalmere Park Master Plan. The fields were open for use during the later half of 2023.	Parks and Open Spaces	100%		









Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
1D.P10	Strengthening the Heart of Play (WI) Deliver sporting and recreation open space across the five parks that form the Heart of Play network.	30/06/2026		Funding deed for the Heart of Play has been executed. Project is on track in line with the funding deed.	Parks and Open Spaces	5%		
1D.P11	Sue Savage Reserve Multigenerational Recreational Facility (WI) Passive and multi-generational recreational activities and facilities including accessible public toilets, skate park, fitness stations, car park, minor ponding improvements to channel street, BMX pump track.	31/12/2026		Heritage investigations complete. Progressing project to final design.	Parks and Open Spaces	25%		
1G.P2	Roll out full FOGO residential waste contract New domestic waste contract for all residential waste, including recyclables, that reduces landfill by diverting all food and organic scraps into the green waste bin for composting.	30/12/2024		On track to deliver FOGO to all properties 30 and under by 11 th November 2024 and will be commencing the roll out of FOGO to unit complexes 30+ following this process. The project due date has been extended to 30 th December 2026 to support the full roll out to all residential properties and the education requirements to manage contamination.	Waste Management and Cleansing	85%		
1G.P3	Recycling Centre Deliver a new Community Recycling Facility.	30/06/2024	Project requires detailed business plan and a Development Application which was an oversight due to the initial light business plan.	Project requires detailed business plan and a Development Application which was an oversight due to the initial light business plan.	Waste Management and Cleansing	65%		









Community Services – KPIs

● Achieved / On Track
 ● Not Achieved / Not On Track
 ● Data Not Available
 ● Not Due
 ● New Baseline Set

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
2B.M3	Number of visits to all City of Parramatta Libraries - Annual Q4 only	Libraries	Minimum of 750,000 visits per annum	Not Due	1,384,056		●	●
2B.M4	Lending Turnover rate - Annual Q4 only	Libraries	Rate of 3.5 per annum	Not Due	5.08		●	●
2B.M5	Percentage of library customers who view the library service as 'good' or 'very good' - Annual Q4 only	Libraries	≥ 85% of customers rate their satisfaction with the library as good or very good	Not Due	91%		●	●
2C.M1	Number of art and cultural programs developed and delivered - Annual Q4 only	Parramatta Artists' Studios and Cultural Services	≥ 70	Not Due	54	Programming result is below target due to operational impact of establishing the PAS Granville site.	●	●
2C.M2	Number of artists supported via cultural programs and projects - Annual Q4 only	Parramatta Artists' Studios and Cultural Services	≥ 110	Not Due	134		●	●
2C.M3	Community satisfaction with Parramatta Artists' Studios Cultural Program - Annual Q4 only	Parramatta Artists' Studios and Cultural Services	Increase on previous year (3.29/5)	Not Due	3.34		●	●









Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
2D.M1	Attendances at performances (events held at Riverside and elsewhere) - Annual target (Q4)	Riverside Theatres	≥ 165,000	Not Due	148,061	Overall attendance for Riverside Theatres for the year was 148,061, which reflects an attendance of more than 63% of capacity. Across the live performance sector economic conditions for consumers have had an impact on available discretionary spending.		
2D.M2	Student attendances at education performances or events (held at Riverside and elsewhere) - Annual Q4 only	Riverside Theatres	≥ 18,000	Not Due	48,850			
2D.M3	Attendance at Community based events or performances or events (held at Riverside and elsewhere) - Annual Q4 only	Riverside Theatres	≥ 16,000	Not Due	53,575			
2D.M4	Community satisfaction rating with Riverside Theatres - Annual Q4 only	Riverside Theatres	Increase on previous year (3.69/5)	Not Due	3.75			
2E.M1	Annual average percentage utilisation of childcare and family support services - Annual Q4 only	Social and Community Services - Children and Family Services	Equal to or greater than 93%	Not Due	88%	The total average utilisation at the Early Learning Centres has slightly increased during Q4 but is still below the target. Four of the centres have a utilisation above the target but the low utilisation at Northmead has reduced the total average. Strategies to increase utilisation at Northmead to be implemented from Q1 FY24/25.		
2E.M2	Number of Councils' Recreation programs hours	Social and Community Services - Children and Family Services	3,000 hours per year	438	450 (Yealy total: 2659)	No aquatic program hours due to end of lease at Macarther Girls High School Pool in October 2023 and planned closure of Epping Aquatic Centre in early 2024 - programming ceased after Term 4 in 2023. Previous years data included these figures, hence the discrepancy. Active Parramatta and School Holiday programming has been performing very well.		
2E.M3	Number of Seniors and Disability program hours	Social and Community Services - Community Care	25,000 hours per year	8,000.50	7,640 (Yearly Total: 29,970)			
2E.M4	Percentage of Community Grants recipient projects delivering on track and reporting on time - Annual Q4 only	Social and Community Services - Community	Equal to or greater than 90%	Not Due	75%	Grants in the annual round of the Community Grants programs and Representative Sports Grants are tracking at 90% delivering on track and reporting on time.		

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
		Capacity Building				The category that is behind KPI targets is the Quarterly Grants program, smaller grants of less than \$2,000. Process is being reviewed to make this step more manageable for staff and recipients.		
2E.M5	Utilisation of aquatic centres (Number of visits) - Annual Q4 only	Social and Community Services - Aquatic and Wellness	650,000 visits	Not Due	49,7113	Ontrack to meet in the first 12 months of operation. PAC opened in September 2023 so figures reflect 10 months of operations.		
2E.M6	Occupancy of Learn to Swim programs	Social and Community Services - Aquatic and Wellness	Maintain occupancy of over 75%	86%	85.69%			
2E.M7	Quality ratings as determined by independent accreditation body - Annual Q4 only	Social and Community Services - Children and Family Services	5 (Achieve 'Exceeding' rating)	Not Due	5			
2E.M8	Annual satisfaction rating of users of School Holiday and Active Parramatta programs - Annual Q4 only	Social and Community Services - Recreation Facilities and Programs	> 90%	Not Due	97%			
2E.M9	Participant satisfaction rating of community care - Annual Q4 only (Every two years)	Social and Community Services - Community Care	> 3.26	Not Due	Not Due	This survey is biennial and is due to be completed in Q's 1 and 2 of the FY 24/25.		
2E.M10	Satisfaction with community capacity building services - Annual Q4 only	Social and Community Services - Community Capacity Building	> 80%	Not Due	97%			

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
2E.M11	Customer satisfaction of aquatic centres - Annual Q4 only	Social and Community Services - Aquatic and Wellness	> 80%	Not Due	79%	General survey was conducted in May 2024 based on overall experience at the PAC. The survey was sent to all members including Health & Wellness, Aquatics and Programs with 1,211 surveys completed. Actual just under target. PAC is still within its first 12 months of operations so continuous improvement is to be expected and to which the team are working towards as part of the steady state planning and implementation.		
2E.M12	Community satisfaction of aquatic centres - Annual Q4 only	Social and Community Services - Aquatic and Wellness	Maintain on previous year. 2022/23 results: 78	Not Due	Data Not Available	This KPI relates to Macarthur Girls High School and Epping Aquatic Centre where operations were ceased during FY 23/24.		
2F.M2	Customer satisfaction rating with community hub services - Annual Q4 only	PHIVE and Community Hubs	Increase on same quarter previous year. 2022/23 result: 4.50	Not Due	4.40	Overall customer satisfaction is slightly below target at 4.40 (88%) unweighted with PHIVE exceeding target at 4.60 (91%) and Wentworth Point Community Centre and Library below target at 4.10 (82%).		
2F.M3	Combined utilisation of Community Hubs services (number of visits and participants in Community Hub programs) - Annual Q4 only	PHIVE and Community Hubs	500,000 visits	Not Due	631,228			

Community Services – Projects

 Progressing – On Track
  Progressing – Off Track
  Not Due to Start
  On Hold / Stopped
  Completed

Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
2B.P2	Library ICT Upgrade Deliver an enhanced library service and customer experience via the implementation of the Library Services Transformation Program.	31/03/2024	Go live delayed to Q1 FY 24/25.	Go live delayed to Q1 FY 24/25.	Libraries	60%		
2C.P2	Parramatta Artists' Studios (PAS) Relocation Relocation of the PAS studios to Granville.	31/10/2023		Parramatta Artists Studios relocation project was successfully delivered. Notably, Architect Sam Marshall completed the fit-out design. Construction and fit-out were completed in Q2, with the site operational and artists utilising studios from Q3. In Q4 a launch was delivered, and the PAS Artistic Program of workshops, tours, curatorial visits and events begun.	Parramatta Artists' Studios and Cultural Services	100%		
2D.P1	Riverside Redevelopment (WI)* Redevelopment project which will revitalise and substantially expand the current Riverside Theatres complex to provide a world class, state-of-the-art performing arts and cultural centre.	31/03/2027		Significant progress made in the past quarter with announcements of the winning Design Excellence Competition design/team, approval of the next phase funding and appointment for all key consultants. Detailed design has now commenced, and program has been revised to a target of end 2027 for practical completion.	Riverside Theatre	20%		
2E.P2	First Nations Strategy Complete a First Nations Strategy.	1/09/2023		Following Council endorsement in December 2023, the Strategy was launched in May 2024 and is now in implementation phase. Key priorities include development of implementation plan, development and implementation of a Cultural Learning Plan and Cultural Protocols document	Social and Community Services - Community Capacity Building	100%		

Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
2E.P3	Parramatta Aquatic Centre Deliver Parramatta Aquatic Centre business readiness planning, facility opening and operation.	30/09/2023		Parramatta Aquatic Centre officially opened on 25 September 2023 and quickly received high levels of visitation. A transition to steady state or business as usual program to now underway.	Social and Community Services - Aquatic and Wellness	100%		
2F.P1	Parramatta Town Hall Deliver business readiness planning, facility opening and operation.	31/01/2024		Parramatta Town Hall was successfully opened on 14 December 2023.	PHIVE and Community Hubs	100%		
2F.P3	Carter Street Community Centre Fit out (WI) The fit out and operationalisation of a new Community Centre in the Carter Street Precinct (Lidcombe).	30/06/2025		Finalising dedication of site to Council, completion of detailed design development to 85% by August (post DA approval). Scheduled Tender Finalisation to Council in October 2024 with Construction to begin early 2025.	PHIVE and Community Hubs	30%		

City Engagement and Experience – KPIs

















 Achieved / On Track









 Not Achieved / Not On Track

 Data Not Available

 Not Due

 New Baseline Set

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
5A.M2	Community satisfaction rating with the provision of information - Annual Q4 only	Communication and Marketing	Increase on previous year (3.24/5).	Not Due	3.25			
5B.M2	Number of members on Participate Parramatta panel - Annual Q4 only	Community Engagement and Research	5% increase on previous calendar year (from 15,878 to 16,671)	Not Due	18,191			
5B.M3	Number of visits to the Participate Parramatta engagement platform - Annual Q4 only	Community Engagement and Research	5% increase on previous calendar year (from 137,063 to 143,916)	Not Due	272,232			
5B.M4	Community satisfaction rating with the opportunity to have your say on key issues affecting community - Annual Q4 only	Community Engagement and Research	Increase on previous year (3.23/5)	Not Due	3.22	Maintained the score on last year.		
5C.M1	Percentage of calls answered within 30 seconds	Customer Service Centre	Equal to or greater than 80%	85%	85%			
5C.M3	Community mean rating of "I am confident that Council would respond if I contacted them" - Annual Q4 only	Customer Service Centre	Increase on previous year (3.18/5)	Not Due	3.31			
5C.M4	Percentage of formal Access to Information requests completed within GIPA Act legislation timeframe	Customer Service Centre	100%	100%	100%			
5C.M5	Percentage of Correspondence registered and actioned within 48 hours	Customer Service Centre	Equal to or greater than 90%	98.91%	97.55%			

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
5C.M6	Percentage of customers satisfied with Contact Centre - Annual Q4 only	Customer Contact Centre	Equal to or greater than 80%	Not Due	86.71%			
5D.M1	Percentage of respondents who would consider visiting Parramatta - Annual only (Ever two years)	Communication and Marketing	Increase on previous Perception survey (63%)	Not Due	56%	Consideration to visit Parramatta has declined since the last survey. This downturn for FY 23/24 is showing in many areas of Greater Sydney not just Parramatta. On the other hand, recommending Parramatta as a place to visit has increased. The strategic vision of Parramatta 2050 may act as a catalyst in influencing this result moving forward.		
5E.M2	Community satisfaction rating with events and festivals delivered by Council - Annual Q4 only	Events and Festivals	Increase on previous year (3.66/5)	Not Due	3.60	Against an annual target of 250,000 attendance at Council events, we exceeded this with a total annual attendance of 407,352. Consideration will need to be made in relation to infrastructure and security measures to keep pace with the huge increase in attendance at Parramatta City Council events.		
5E.M4	Attendance at events and festivals - Annual target (Q4)	Events and Festivals	≥ 250,000	Not Due	407,357			

City Engagement and Experience – Projects



 Progressing – On Track
  Progressing – Off Track
  Not Due to Start
  On Hold / Stopped
  Completed

Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
5A.P3	Marketing & Promotions for launch of Parramatta Aquatic Centre Deliver on the marketing, brand, and promotional programs to support major projects in particular the Parramatta Aquatic Centre.	30/09/2023		A 6-month launch campaign leading up to the opening of PAC on 25/09/23. Promotional channels were used to amplify foundation membership offers, learn to swim program and drive awareness of the centre via radio, digital and print advertising, bus wraps, mail outs and extensive media coverage. PAC opened with 4,351 memberships and the learn to swim program launched in 10/23 with 1,306 enrolments.	Communication and Marketing	100%		

City Planning and Design – KPIs









 Achieved / On Track
  Not Achieved / Not On Track
  Data Not Available
  Not Due
  New Baseline Set









Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
6A.M4	Percentage of referrals processed within relevant required timeframes - Annual Q4 only	City Design	80%	Not Due	93.60%			
6B.M2	Percentage of traffic safety service requests and temporary road occupancy resolved within standard of service	Development & Traffic services	≥70%	68%	75%			
6B.M3	Community satisfaction rating of Development Application Service - Annual Q4 only	Development & Traffic services	Increase on previous year (2.73/5)	Not Due	2.89			
6B.M4	Percentage of development applications determined within 180 days	Development & Traffic Services Section	90%	71%	71%	Timeframes impacted by proactively working with applicants to achieve better development outcomes wherever possible. Flood affectation for some sites throughout the LGA makes development applications on these sites more complex, with impact on timeframes.		
6C.M1	Percentage of contributions enquiries resolved within target timeframe	Infrastructure Planning and Design	≥ 80%	96%	99%			
6C.M5	Percentage of planning agreements that are compliant with milestone delivery timeframes - Annual Q4 only	Infrastructure Planning and Design	85%	Not Due	90%			
6D.M1	Planning proposals (low/medium/high complexity) determined within 12/18/24 months	Major Projects and Precincts	80%	Data Not Available	Data Not Available	No planning proposals finalised during the quarter.		
6D.M2	Community mean rating of "New developments are well planned" - Annual Q4 only	Major Projects and Precincts	Increase on previous	Not Due	2.90			

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
			year (2.72/5)					
6E.M2	Community mean rating of "New developments are well planned" - Annual Q4 only	Strategic Land Use Planning	Increase on previous year (2.72/5)	Not Due	2.90			

City Planning and Design – Projects

 Progressing – On Track
  Progressing – Off Track
  Not Due to Start
  On Hold / Stopped
  Completed

Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
6C.P1	Civic Link Develop detailed design for Civic Link Block 3.	31/12/2023		Design endorsed May 2024 after comprehensive public consultation. Design development and planning and technical approvals underway.	Infrastructure Planning and Design	50%		
6C.P2	Metro CBD Station - Civic Link Advocate for interim and permanent Civic Link through Metro CBD Station.	31/12/2023		Approval by Council on 24 th June 2024 allows Sydney Metro West to fund improvement works along Smith Street as the preferred route between Parramatta Square to the Powerhouse in lieu of the temporary civic Link through the Metro site. Smith Street improvement works to be completed May 2025 in time for Powerhouse opening in late 2025. Wayfinding is to be implemented to guide the public.	Infrastructure Planning and Design	100%		
6C.P3	Parramatta Light Rail Stage 1 Support delivery of Parramatta Light Rail Stage 1.	31/12/2023		The Independent Certifier is issuing final completion Certificates to Council ensuring defects are rectified and closed. GRCRL commenced night testing and recently daytime testing through CBD to Westmead in preparation for first passenger services. TfNSW is planning light rail launch and consulting with Council for banners in Church Street.	Infrastructure Planning and Design	100%		
6C.P4	Parramatta Light Rail Stage 2 Advocate to the NSW Government to make an investment decision and	31/12/2023		Parramatta Light Rail Stage 2 Enabling works will commence works in 2024, comprising design & construction of a new 320-metre public and active transport bridge	Infrastructure Planning and Design	80%		

Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
	progress Stage 2. Support full funding with civil and public domain design advice and assessment and preparation of a Development Agreement.			over Parramatta River, between Melrose Park and Wentworth Point. Planning Approval from DPHI for the whole PLR 2 alignment was determined 22 nd February 2024.				
6C.P5	Charles Street Footbridge An upgraded River Crossing at Parramatta Quay.	31/05/2024	Design has been delayed as technical investigations have failed to identify a full solution for flood conveyance and ferry operations. Outcomes of detailed flood modelling and impacts to Ferry operations have been provided to TfNSW and Transdev for feedback.	Feasibility testing has determined the potential downstream impacts arising from a bridge upgrade. These results are currently being assessed by TfNSW and Transdev for their potential impact to Ferry operations. Should they be considered acceptable, a new project with additional funding would be required to deliver the bridge with amendments to the existing weir.	Infrastructure Planning and Design	10%		
6C.P6	Western Precinct Connections New and upgraded foreshore connections and access, includes a new Marsden Street pedestrian and cycle bridge and the Justice Precinct boardwalk.	31/07/2026		Feasibility investigations completed, funding agreements signed, delivery plan confirmed, and design procurement completed.	Infrastructure Planning and Design	25%		
6D.P1	Camellia Precinct Advocate for and comment on the Camellia-Rosehill Place Strategy.	31/12/2023		The Place Strategy is complete and Council officers are awaiting further direction from the State Government regarding their plans for the precinct.	Major Projects and Precincts	100%		
6D.P3	Parramatta North & Westmead Innovation District (WID) Advocate for and comment on the Parramatta North Master Plan & Implement Place Strategy.	31/12/2024		Awaiting State Government release of proposed plan for Parramatta North precinct.	Major Projects and Precincts	45%		





Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
6D.P5	Epping Town Centre Undertake open space review and reclassify Epping Town Centre laneways.	30/06/2024		Council has resolved to draft a scope for the preparation for the Epping Town Centre.	Major Projects and Precincts	40%		
6D.P6	Telopea Precinct Advocate Council's position on Telopea.	31/12/2023		Feedback has been provided to the State Government on the planning agreement and State Significant Development Application.	Major Projects and Precincts	100%		
6E.P2	Parramatta CBD Access Strategy Develop an Access Strategy for the Parramatta CBD.	30/06/2024	The State Government has not undertaken an Access Strategy for Parramatta CBD. Council officers will continue to work with TfNSW to coordinate transport planning and operations in Parramatta CBD.	The State Government has not undertaken an Access Strategy for Parramatta CBD. Council officers will continue to work with TfNSW to coordinate transport planning and operations in Parramatta CBD.	Strategic Land Use Planning	5%		
6E.P4	Public Transport Network advocacy Advocate for public transport improvements including Westmead multi modal interchange, Active Travel Link funding and Bus network improvements.	30/06/2024		Highlights of Council's advocacy for public transport include officer consultation with the State Government on planning and infrastructure projects; advocacy for bus service additions such as a new trial bus stop for the PAC; and submissions to State Government inquiries into Metro West, transport needs of Western Sydney, and critical transport infrastructure supporting WSI and Bradfield.	Strategic Land Use Planning	100%		
6E.P6	Preparation of Integrated Transport Strategy Undertake Preliminary Analysis work to allow completion of Strategy in 2024/25.	30/06/2024		A project plan for the Integrated Transport Strategy was approved by Council in May 2024. The project is included in Council's Delivery Program 2022-26, Operational Plan and Budget 2024-25.	Strategic Land Use Planning	100%		
6E.P7	Local Housing Policy (Stage 2) Pursue Local Housing Strategy Actions and Department of Planning conditions to improve housing supply, mix and design outcomes.	30/06/2024	On hold pending the release of the NSW Government's Central City District Plan & Six Cities Region Plan.	The delay in the release of the NSW Government's Central City District Plan & Six Cities Region Plan has delayed commencement of this project due to the need to align with these new policy frameworks, as well as forthcoming reforms from the State Government in relation to low and	Strategic Land Use Planning	0%		

Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
				mid rise housing. In addition, resources reallocated to other strategic planning work.				
6E.P8	Parramatta CBD Growth Precincts Pursue Council endorsed CBD Growth Precincts including Parramatta North Precinct and West Auto Alley Precinct.	30/06/2024		The Church Street North Precinct work is expected to be completed in July 2024. Scoping work for the West Auto All precinct plan has commenced.	Strategic Land Use Planning	70%		
6E.P9	Western Parramatta River and CBD Precinct Connections* Connect the Parramatta City Centre, its river and Parramatta Park, to promote walking and cycling.	31/12/2026		Feasibility investigations completed, funding agreements signed, delivery plan confirmed, and design procurement completed.	Strategic Land Use Planning	25%		
6E.P10	Eastern Parramatta River and CBD Precinct Connections (WI) Increase the safety, capacity along the Parramatta foreshore to improve the experience for pedestrians and cyclists.	31/12/2026		Council has completed project planning, preliminary design and a funding agreement with the State Government.	Strategic Land Use Planning	30%		
6E.P11	Parramatta CBD to Sydney CBD Cycleway (WI) Connect the M4 Cycleway and Haslams Creek paths into the Carter Street Precinct.	31/12/2026		Council has completed pre-design works and is working with TfNSW and WestConnex on an interface agreement.	Strategic Land Use Planning	25%		
6E.P12	Sydney Metro West Advocacy Advocate for project and additional stations, including stations at Camellia and Newington.	31/12/2023		Submission by Council in September 2023, regarding Inquiry into Sydney Metro West project. Advocacy made through Department of Planning and Environment through rezoning proposal for Camellia town centre. Advocacy is ongoing for additional	Strategic Land Use Planning	100%		

Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
				Stations to be incorporated in Metro west rail line.				

Property and Place – KPIs













 Achieved / On Track
  Not Achieved / Not On Track
  Data Not Available
  Not Due
  New Baseline Set

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
7A.M1	Percentage of projects delivered on time and within +/-10% budget and timeframe	Place Services	100%	100%	100%			
7A.M2	Percentage of people who report enjoying a local public place in the last twelve months - Annual Q4 only	Place Services	Increase (up to above 85%)	Not Due	Data Not Available	Result from Community Satisfaction survey. Previous result and target based on place-based surveys that are no longer undertaken with team realignment.		
7B.M2	Percentage of reports to Major Projects Advisory Committee (MPAC) provided on time	Project Delivery	100%	100%	100%			
7D.M1	Utilisation of paid parking services	Property, Security, Assets and Services	Maintain or improve on same quarter previous year. 2022/23 results: Q1 62% Q2 71% Q3 No data Q4 No data	Data Not Available	Data Not Available	Data is unavailable until the completion of the installation of the equipment in the next FY.		
7D.M2	Leasing of community space (utilisation)	Property, Security, Assets and Services	90% utilisation	97%	97%			
7D.M4	Community satisfaction rating of Council's on-street and multi-level car parking facilities and services	Property, Security, Assets and Services	Increase on previous year. 2022/23	Data Not Available	Data Not Available	Data is unavailable until the completion of the installation of the equipment in the FY 24/25.		











Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
			results: No Data provided in 22/23					

Property and Place – Projects

 Progressing – On Track
  Progressing – Off Track
  Not Due to Start
  On Hold / Stopped
  Completed

Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
7A.P1	CBD Outdoor Dining Project 2 Outdoor dining upgrades at the corners of Church Street and Phillip Street.	30/06/2024	Delays due to impacts of the Parramatta Light Rail and community engagement.	Delays due to impacts of the Parramatta Light Rail and community engagement.	Place Services	30%		
7A.P2	Centenary Square Review Centenary Square Permanent Vehicle Mitigation - Bollards and Electrical Works.	30/06/2024		Further refinement of the design plans was conducted, identifying suitable locations for the proposed devices. Installation works to commence in the new year. Project schedule changed due to TfNSW approvals.	Place Services	55%		
7A.P4	Hill Road Master Plan – Pedestrian and Cycle Upgrades Minor streetscape and amenity improvements.	31/12/2023		The project to construct a new pedestrian refuge island and kerb ramps at on Hill Road, Wentworth Point near the intersection of Half Street is complete.	Place Services	100%		
7A.P5*	Integrated Parking Solutions Program Smart Parking System for Council's on-street and off-street (MLCP) parking environments.	31/12/2025	New equipment for MLCPs has been procured. Installation of equipment delayed due to requirement to address ongoing major electrical issues in carparks.	Project progressing with revised schedule over next Financial Year to allow major electrical works that are required within the carparks.	Place Services	25%		
7A.P7	Phillip Street Smart St Stage 2 Streetscape upgrade between Smith Street and Charles Street, extending from Stage 1.	30/06/2024		Delivered design and tender.	Place Services	100%		
7A.P8	Phillip Street Smart Street Stage 3 Streetscape upgrade.	31/12/2025		Project to commence in FY 24/25.	Place Services	20%		

Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
7A.P10	Southern Precinct Renewal Project East-West pedestrian link from Church Street to Rivoli Lane, reconfiguration of Parramatta Station Car Park entry from Parkes Street, and upgrades to Valentine Avenue and Wentworth Street.	31/12/2025		Streetscape upgrade works to commence in Wentworth Street and Woodhouse Lane early in the new year.	Place Services	60%		
7A.P12	Epping Town Centre: Oxford Street Urban Amenity & Reinvigoration Project Inject new life and vibrancy into the Epping Town Centre, reinvigorating outdoor dining, open spaces and bringing much needed shady street trees.	31/08/2025		Funding deed executed in Q3. The project is in concept design in line with the funding deed.	Place Services	5%		
7A.P14	Don Moore Multi-Purpose Community Hub (WI) Deliver the Don Moore Multi-Purpose Community Hub project which will consolidate existing buildings in Carlingford to deliver a community space that supports education and create arts.	31/12/2026		Lead Consultant has been engaged and is now supporting the internal client team with development of a detailed functional brief to inform design.	Place Services	10%		
7A.P15	Refurbish Rydalmere Bowling Club into a New Multi-Purpose Community Facility (WI) Adaptively reuse the existing premises to serve the community as a multipurpose community centre.	31/12/2026		Project planning and engagement of consultants for the Refurbishment of Rydalmere Bowling Club is underway and the project is on track in line with the funding deed.	Place Services	10%		
7B.P3	Parramatta Town Hall Deliver 7 Parramatta Square on time and on budget.	31/01/2024		The Parramatta Town Hall project was completed on time and within budget with the official re-opening civic event delivered on Thursday 14 th December 2023.	Project Delivery	100%		
7B.P4	3,4,6 & 8 PSQ & Public Domain 6 & 8 Parramatta Square: Deliver new public square and public domain upgrades.	31/12/2023		Public Domain fully open and in use.	Project Delivery	100%		









Code	Project	Due Date	Comment (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
7C.P1	Central City Parkway Pilot Project Resolve land agreement with TfNSW for Pilot Project along with funding for Stage 1.	30/06/2024	There is no further progress on the project as we are still seeking a response from TfNSW.	There is no further progress on the project as we are still seeking a response from TfNSW.	Property Development	50%		
7C.P2	Epping Pool Redevelopment Deliver new Epping Pool on time and on budget.	31/12/2024		Council waiting for Development Application consent.	Property Development	20%		
7C.P5	Sale of Horwood Place Complete the Horwood Place compulsory acquisition.	30/08/2024		Funds received and the appeal period has now passed.	Property Development	95%		
7C.P6**	Riverside Redevelopment (WI) Redevelopment project which will revitalise and substantially expand the current Riverside Theatres complex to provide a world class, state-of the-art performing arts and cultural centre.	31/03/2027		Significant progress made in the past quarter with announcements of the winning Design Excellence Competition design/team, approval of the next phase funding and appointment for all key consultants. Detailed design has now commenced, and program has been revised to a target of end 2027 for practical completion.	Property Development	20%		
7D.P1*	CBD Parking Technology upgrade of on street parking and renewal/ upgrade of all multi-decks.	30/06/2025	New equipment for MLCPs has been procured. Installation of equipment delayed due to requirement to address ongoing major electrical issues in carparks.	Project progressing with revised schedule for new Financial Year to allow major electrical works.	Property, Security, Assets and Services	25%		

*7A.P5 and 7D.P1 are duplicate projects that will be combined in DPOP 24/25

**7C.P6 and 2D.P1 are duplicate projects that will be combined in DPOP 24/25













City Strategy – KPIs

 Achieved / On Track
  Not Achieved / Not On Track
  Data Not Available
  Not Due
  New Baseline Set





Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comment	Q3 Status	Q4 Status
8A.M2	Community mean rating of "Council is forward thinking" - Annual Q4 only	City Strategy	Increase on previous year (3.15/5)	Not Due	3.23			
8A.M3	Percentage of City Strategy led Strategies and Action Plans reported on annually - Annual Q4 only	City Strategy	100%	Not Due	Data Not Available	Due to delays in finalising the City Strategy led strategies and action plans, reporting is yet to commence on these plans.		
8B.M1	Percentage of statutory plans & reports completed on time	Corporate Strategy	100%	100%	100%			
8C.M1	Stakeholder satisfaction rating - Annual Q4 only	Project Management Office	Improve on previous year results (Baseline TBD in 23/24)	Not Due	Data Not Available	PMO No longer exists.		

City Strategy – Projects

 Progressing – On Track
  Progressing – Off Track
  Not Due to Start
  On Hold / Stopped
  Completed

Code	Project	Due Date	Comments (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
8A.P14	Smart City and Innovation Strategy and Action Plan Create a Smart City Strategy.	31/07/2023		The Smart City and Innovation Strategy was endorsed by Council at its meeting on 8 th July 2024.	City Strategy	100%		
8A.P15	Social Strategy and Action Plan Refresh the Socially Sustainable Parramatta Framework.	31/07/2023		The Social Sustainability Strategy was endorsed by Council at its meeting on 11 th June 2024.	City Strategy	100%		
8A.P16	Tree Canopy Plan Develop a Tree Canopy Plan for the Parramatta LGA.	31/12/2023		The Tree Canopy Plan was endorsed by Council at its meeting on 8 th July 2024.	City Strategy	100%		
8A.P17	Visitor Economy Plan Review and revise the Visitor Economy plan for the city.	30/06/2025		The Destination Management Plan (DMP) expires in December 2024. All actions have been tracked during the FY 23/24. A review of the plan will be finalised in Q2 FY 24/25. The refresh of the DMP into a Visitor Economy Strategy (Plan) will commence in Q1, FY 24/25.	City Strategy	40%		
8A.P18	Parramatta River Plan Parramatta River Communications and Advocacy Platform.	30/06/2024		Action planning has been completed with key stakeholders and shared priorities identified supporting Councils Parramatta River Vision. A working group is being established and will seek to progress key actions identified.	City Strategy	100%		
8A.P19	Strategic Partnerships Review City Strategy's operating model for strategic partnerships.	30/06/2024		This review was completed and reported to Council at its meeting on 25 th March 2024.	City Strategy	100%		





Code	Project	Due Date	Comments (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
8AP20	WestInvest Deliver the WestInvest program.	31/12/2026		Throughout 2023 - 2024, the Western Sydney Infrastructure Grant Program has been able to execute 95% of the contracts for signing, with the final contract sitting with the Funding Partner for their signature. Multiple projects have progressed from investigation and planning to detailed design, with two projects in delivery phase.	City Strategy	100%		
8AP21	Affordable Housing Deliver the affordable housing action plan.	30/06/2025		Council approved the Affordable Housing Action Plan at its meeting on 11 th September 2023.	City Strategy	100%		
8AP22	Roxy Theatre Advocate for renewal of Roxy as a live performance theatre owned by NSW government.	30/06/2024		Advocacy to date has resulted in the State Government preparing a business case examining options for the Roxy Theatre.	City Strategy	100%		
8AP23	City Economy Strategy and Action Plan Create a City Economy Strategy.	31/07/2023	The draft Economic Development Strategy is being reviewed post its exhibition and in light of Parra 2050.	The draft Economic Development Strategy is being reviewed post its exhibition and in light of Parra 2050.	City Strategy	85%		
8AP24	Cultural Strategy and Action Plan Refresh 'Culture and our City' (Cultural Plan).	31/03/2024		The Cultural Strategy and Action plan has been developed in consultation with Councillors, Council staff, Creative and cultural sector, government stakeholders and community. The Draft is in the process of being finalised for exhibition in August 2024.	City Strategy	75%		
8AP25	Environmental Strategy and Action Plan Refresh Environmental Sustainability Strategy.	31/07/2023		A report has been prepared for Council consideration to approve the Environmental Sustainability Strategy in August 2024.	City Strategy	90%		
8AP27	Night Time Economy Plan Review and revise the Night Time Economy plan for the city.	31/12/2024		The Current Night City Framework is current until December 2024. Review and report of the actions has been completed in Q4 FY 23/24. A Re-fresh of the Night City Framework into a Night Time Economy Strategy for the	City Strategy	30%		

Code	Project	Due Date	Comments (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
				City will commence engagement in Q1 FY 24/25.				
8B.P1	Business Planning Framework Develop a Council-wide business planning and service review framework.	30/06/2024	Preliminary work was prepared to inform a Council wide business and service review framework however has been delayed as priorities were reviewed within the team.	Preliminary work was prepared to inform a Council wide business and service review framework however has been delayed as priorities were reviewed within the team.	Corporate Strategy	30%		
8C.P1	Project and Grants Management Framework Develop a Council-wide project and grants management framework.	30/06/2024		Current Project Management and Grants Framework is under review	Project Management Office	100%		

People, Culture and Workplace – KPIs

● Achieved / On Track
 ● Not Achieved / Not On Track
 ● Data Not Available
 ● Not Due
 ● New Baseline Set

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comments	Q3 Status	Q4 Status
3A.M2	Percentage of agreed audit recommendations actioned - Annual Q4 only	Audit and Risk	Equal to or greater than 90% within timeframe indicated	Not Due	90%		●	●
3B.M1	Percentage of Leadership development training completed - Annual Q4 only	People and Culture	90% completion for current leaders at all levels by 2024	Not Due	69%	EVOLVE Leadership training finalised at 69% of 90% targeted and the contract with the provider ceased. Leadership training programs are under review for a better return on investment. An interim internal run program has been put in place. The program KPI and measure are to be reviewed and updated for FY25.	●	●
3B.M2	Employee Engagement rating - Annual Q4 only	People and Culture	5 percentage points increase on previous year. 2022/23 results: 55%	Not Due	50%	<p>The annual engagement score is 50%, which is encouraging, especially considering the significant project load and workplace changes within the organisation over the past year.</p> <p>Despite a decline from May 2023, engagement at City of Parramatta reflects a supportive, inclusive environment where employees are valued for their skills. The organization emphasises support for development, while providing year-round feedback for performance improvement.</p> <p>Perceptions of change management and culture have dipped, indicating a need for better alignment with target culture and transparent communication during changes.</p> <p>The survey has highlighted some important areas where we can improve, particularly in management satisfaction. This feedback is invaluable as it helps us understand where we need to focus our efforts. We are committed to addressing these concerns and working together to create a more supportive and satisfying work environment for everyone.</p>	●	●

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comments	Q3 Status	Q4 Status
3B.M3	Employee Turnover rate - Annual Q4 only	People & Culture	Decrease turnover rate by 5%	Not Due	12.68			
3C.M1	Number of lost time injuries occurring per 1 million hours worked - Annual Q4 only	Workplace, Health, and Safety	1.28	Not Due	6.60	Q4 had 2 LTIs from CA&O. Annual LTIFR was 6.6 being lower than FY 22/23 however not reaching target of 1.6 that has been deemed to be unsustainable and reset to industry standard for FY 24/25. Current Industry standard is 12.		















People, Culture and Workplace – Projects

 Progressing – On Track  Progressing – Off Track  Not Due to Start  On Hold / Stopped  Completed

Code	Project	Due Date	Comments (by exception)	Annual Comment	Service	Progress	Q3 Status	Q4 Status
3A.P1	MyWorkplace - 9 Wentworth Street Deliver Council's new workplace at 9 Wentworth Street, Parramatta.	30/06/2024		Council to initiate staff relocation end July 2024	People & Culture	95%		



Finance and Information – KPIs

 Achieved / On Track
  Not Achieved / Not On Track
  Data Not Available
  Not Due
  New Baseline Set

Code	Measure and Target Description	Service	Target	Q3 Actual	Q4 Actual	Comments	Q3 Status	Q4 Status
4A.M1	Availability of Community Facing Systems (Websites; Service Portals)	ICT	99.5% excluding scheduled maintenance	100%	100%			
4A.M2	Customer rating of the ease of use of council's systems - Annual Q4 only	ICT	Increase on previous year	Not Due	Data Not Available	There is currently no accurate way of measuring this data		
4B.M1	Council Meeting agendas are published 7 days prior to a Council Meeting.	Governance	100%	100%	100%			
4B.M2	Stakeholder satisfaction rating- Annual Q4 only	Governance	Increase on previous year 2022/23 result: 7.29	Not Due	Data Not Available	Internal Stakeholder Satisfaction Survey not completed for FY 23/24.		
4C.M1	Percentage of statutory plans & reports completed on time (Financial and Committee) - Annual Q4 only.	Finance	100%	Not Due	100%			
4C.M2	Business services support satisfaction rating - Annual Q4 only	Finance	Increase on previous year. 2022/23 results: 6.72	Not Due	Data Not Available	Internal Stakeholder Satisfaction Survey not completed for FY 23/24.		
4D.M2	Internal stakeholder rating - Annual Q4 only	Legal Services	Increase on previous year. 2022/23 result: 7.26	Not Due	Data Not Available	Internal Stakeholder Satisfaction Survey not completed for FY 23/24.		

Finance and Information – Projects

 Progressing – On Track
  Progressing – Off Track
  Not Due to Start
  On Hold / Stopped
  Completed

Code	Project	Due Date	Comments (by exception)	Annual Comments	Service	Progress	Q3 Status	Q4 Status
4C.P5	TechOne 'One Council' Project Deliver system upgrades and modernisations of system platforms via the TechOne 'One Council' integrated solution, including Finance, Works & Assets, Procurement, P2P, CRM, GIS, and ECM systems.	30/06/2026		Council launched its Stage 1 Technology One - One Council project on schedule on the 1st July 2024. The project was achieved within budget and is currently in Hypercare. Council will commence working on Stage 2 in August 2024.	ICT	95%		

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.6
SUBJECT	Public Exhibition: Draft Youth Inclusion Framework
REFERENCE	F2024/00282 - D09368221
REPORT OF	Community Capacity Building Lead
PREVIOUS ITEMS	13.9 - Deferred from OCM 20 November 2023 - Proposed Youth Inclusion Framework - Council - 04 Dec 2023 6:30PM

CSP THEME: Welcoming

WORKSHOP/BRIEFING DATE: 29 MAY, 15 JULY 2024

PURPOSE:

To obtain Council approval to place the draft Youth Inclusion Framework on public exhibition.

RECOMMENDATION

- (a) That Council approve the draft Youth Inclusion Framework (Attachment 1) to be placed on public exhibition for a period of eight (8) weeks.
- (b) That a targeted consultation process be undertaken to engage with the community, including young people, that includes the following targeted consultation activities:
 - i. Conducting a youth focus group to:
 - a) Review the Draft Youth Inclusion Framework
 - b) Develop the Vision Statement
 - c) Develop a "Message from Young People"
 - ii. Conducting a youth led design project, where a professional artist will facilitate a group of young people and develop design and artwork to feature in the Youth Inclusion Framework.
 - iii. Targeted distribution via email of the Public Exhibition opportunity to High Schools and Youth Services.
- (c) That the Chief Executive Officer be delegated authority to make any minor editorial amendments or adjustments of a non-policy nature to this Framework.

BACKGROUND

1. Council endorsed a report on 4 December 2023, proposing the development of a Youth Inclusion Framework. The report highlighted the volume, scope and the range of opportunities available to young people in Parramatta (provided by Council and others) but recognised the need for a framework to guide greater coordination and youth engagement so that Council is able to achieve greater youth inclusion outcomes.

2. This report presents the draft Youth Inclusion Framework (at **Attachment 1**) for public exhibition, following a rigorous consultation and development process.

ISSUES/OPTIONS/CONSEQUENCES

3. The process of developing the Youth Inclusion Framework commenced in January 2024. Key elements of this process included:
- a. **Internal Scoping Sessions** - with Council teams delivering youth-related activities.
 - b. **Community Consultations** - these included surveys, interviews, idea walls, an on-line forum and a face-to-face youth forum, where we engaged with 259 young people resulting in over 500 individual responses being gathered.
 - c. **Other External Stakeholder Engagement** - including a services forum, surveys and individual interviews with service providers, peak bodies, research organisations and 4 other councils.
 - d. **Literature and Data Analysis** - to develop a deep understanding of the youth population and their vulnerabilities as well as evidence-based responses to those vulnerabilities and other priorities.
 - e. **Councillor Workshops** - total of two separate Councillor Workshops held since the commencement of the process which has included:
 - i. Briefing on the progress of the development of the Youth Inclusion Framework including results of the stakeholder engagement process to date and next steps in the Framework development process in May 2024.
 - ii. Briefing on the results of the research and engagement process and consultation on the proposed content of the Framework in July 2024.
4. This is the first Youth Inclusion Framework (YIF) for the City of Parramatta Council and our first strategically framed document specifically aimed at achieving improved outcomes for the young people who live, study, work, play or visit in the City of Parramatta. It was developed with an appreciation for young people, the value they provide and the support they need to address barriers and achieve their goals.
5. The proposed purpose of the Framework is to provide the evidence-base, methods and tools to support and enhance youth inclusion outcomes in any services, programs and projects that impact young people in Parramatta. It also provides the platform for its implementation and improved service coordination in Parramatta.
6. That purpose is reflected in the document's contents with key inclusions being:
- a. The role of Council in achieving improved youth inclusion outcomes
 - b. Research and engagement findings.

- c. A model for youth inclusion, which provides a hierarchy of recommended models that can be used together to achieve youth inclusion outcomes.
 - d. Implementation phasing and directions
 - e. Impact measurement
- 7. Reflecting the themes from our research and consultation results, we have identified 4 focus areas for improving youth inclusion outcomes in Parramatta:
 - a. **Youth Empowerment:** Providing opportunities for young people to have input into decisions and actions that affect them. Supporting platforms for young people to develop and showcase what they can contribute to the community.
 - b. **Service Delivery:** Youth specific or targeted services and activities. Youth services sector support and coordination. Making all Council services youth friendly and accessible.
 - c. **Infrastructure:** Ensuring young people are equitably included in engagement and design processes for all infrastructure that they might access. Understanding and responding to the needs for youth specific or targeted infrastructure.
 - d. **Advocacy:** Amplifying the voice and needs of young people, especially where Council does not have direct control.
- 8. The Framework will be accompanied and supported by a range of resources, actions and services:
 - a. A digital resource hub will be developed and continuously updated, providing detailed data and evidence used in developing the framework, key literature, guides and templates to support any stakeholder planning for youth inclusion outcomes.
 - b. The Community Capacity building team will develop and lead the frameworks implementation plan.
 - c. The Community Capacity Building team will liaise with stakeholders to develop plans for specific recommendations gathered in consultations.
 - d. The community Capacity Building Team will be made available to anyone in Parramatta wanting support to implement the framework in their practice.

CONSULTATION & TIMINGStakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
April to May 2024	Community	As per Attachment 2	Feedback considered and incorporated into the YIF	Community Capacity Building Team
May 2023 to July 2024	Services including Youth services, internal stakeholders, peak bodies, research organisations, government departments, and other councils.	As per Attachment 2	Feedback considered and incorporated into the YIF	Community Capacity Building Team

Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
29 MAY COUNCILLOR WORKSHOP	All Councillors invited	<p>Councillors supported the continued development of the Framework.</p> <p>Councillors requested more details on the types of activities available to young people (circulated after the workshop)</p> <p>Councillors requested that the vision</p>	<p>Council officers have continued to develop the Framework.</p> <p>Councillors were provided with detailed examples of different activities available to young people in Parramatta.</p> <p>Plans have been made, as proposed in this report, for a youth panel to further</p>	Community Capacity Building Manager

		statement language be guided by young people.	develop the vision statement during the public exhibition period.	
15 JULY COUNCILLOR WORKSHOP	All Councillors invited	<p>Councillors supported the continued development of the Framework.</p> <p>Request for a breakdown of the ages of young people engaged.</p> <p>Request for details on schools invited to participate.</p> <p>Can the introduction from young people have statements representing different age groups?</p>	<p>Council officers have continued to develop the Framework.</p> <p>Provided via Councillor portal.</p> <p>Provided via Councillor portal.</p> <p>Will be developed during the Public Exhibition</p>	Community Capacity Building Manager

LEGAL IMPLICATIONS FOR COUNCIL

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

FINANCIAL IMPLICATIONS FOR COUNCIL

12. If Council resolves to approve this report in accordance with the proposed resolution, there are no unbudgeted financial implications for Council's budget.



David Moutou
Group Manager Social and Community Services

John Angilley
Executive Director Finance & Information

Jon Greig
Executive Director Community and Culture

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

- | | | |
|---|---|---------|
| 1 | Attachment 2 - Youth Inclusion Framework Consultation Summary | 5 Pages |
|  | (separately enclosed) | |
| 2 | Youth Inclusion Framework 2025-2028 | 62 |
|  | | Pages |

REFERENCE MATERIAL

Photo credit: Cassandra Hannagan

Youth Inclusion Framework 2025-2028



**CITY OF
PARRAMATTA**

A city for young people

0.0

Contents

0.1	Recognition of and Commitment to the Dharug People	2
0.2	Message from the Lord Mayor	3
0.3	Message from Young People	4
1.0	Introduction	5
2.0	Vision and Purpose	7
2.1	Vision	8
2.2	Purpose	8
3.0	Strategic Context	9
3.1	Integrated Planning & Reporting (IP&R) Framework	11
3.2	City of Parramatta Community Strategic Plan (CSP)	13
3.3	Parramatta 2050	14
3.4	Other Legislation and Policies	15
3.5	Other Strategies, Frameworks and Plans	16
4.0	The Role of Council	17
5.0	Community Profile	19
5.1	Young People in Parramatta	20
5.2	The Sector and Stakeholders	22
5.3	Social and Community Infrastructure	24
6.0	Research and Engagement Findings	25
6.1	Research Process	26
6.2	Community Consultations	27
6.3	Stakeholder Consultations	31
6.4	Literature and Data	34
6.5	Themes and Priorities	35
6.6	Focus Areas	39
6.7	Considerations	40
7.0	A Model for Youth Inclusion	41
7.1	Youth Inclusion Model Hierarchy	43
7.2	Foundational Models	44
7.3	Supporting and Enhancement Models	51
8.0	Implementing the Framework	56
8.1	Implementation Phasing	57
8.2	Directions	58
8.3	Responding to Specific Needs and Ideas	59
9.0	Impact	60
9.1	Measuring Our Impact	61
10	Acknowledgements	62

0.1

Recognition and Commitment to the Dharug People

*Nunanglanungdyu baramada gulbanga
mawa naa Baramadagal darug ngurrawa
badura baramada darug*

We respectfully acknowledge the Traditional Owners of the land and waters of Parramatta, the Baramadagal Clan of the Dharug Nation.

City of Parramatta recognises the Dharug People 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 Baramadagal and Dharug peoples, the traditional custodians of the land we call the City of Parramatta today.

The Baramadagal and 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. As a community, we can learn from the resilience and community spirit of First Nations people to best ensure a sustainable City for all. Parramatta has always been an important meeting place for our First Nations people, particularly the Parramatta River, which has provided life and vitality since the beginning of time (The Dreaming).

The name Parramatta is derived from the word Baramada/Burramatta or 'place where the eels lie down' (breeding location for eels within the Parramatta River). City of Parramatta recognises the significance of this area for all First Nations people as a site of early contact between the First Australians and European Colonists, and Parramatta remains an important meeting place for the First Nations community.

First Nations people continue to play a vital role in the ecological, economic, 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 aspire to a future where the cultures, histories and rights of all First Nations people are understood, recognised, and respected by all Australians.

City of Parramatta is committed to playing an active role in making this future a reality. City of Parramatta is proud to acknowledge the ongoing stewardship of Country by Dharug and other First Nations people and to celebrate their enduring wisdom, strength, and resilience.

Always Was, Always Will Be, Aboriginal Land.



Photo credit: Ken Leanfore

0.2

Message from The Lord Mayor

Placeholder – to be developed with new Lord Mayor post Local Government Elections

Cr XX
Lord Mayor

0.3

Message from Young People

During the development of this framework, we prioritised youth inclusion, ensuring young people were actively involved and had opportunities to provide feedback, advice and to share their voice.

We invited local youth to participate in a focus group, where they reviewed the framework, provided valuable feedback and shared messages with our community. Here is what they had to say.

This is a placeholder for a message from young people that will be developed through a youth focus group.



1.0 Introduction

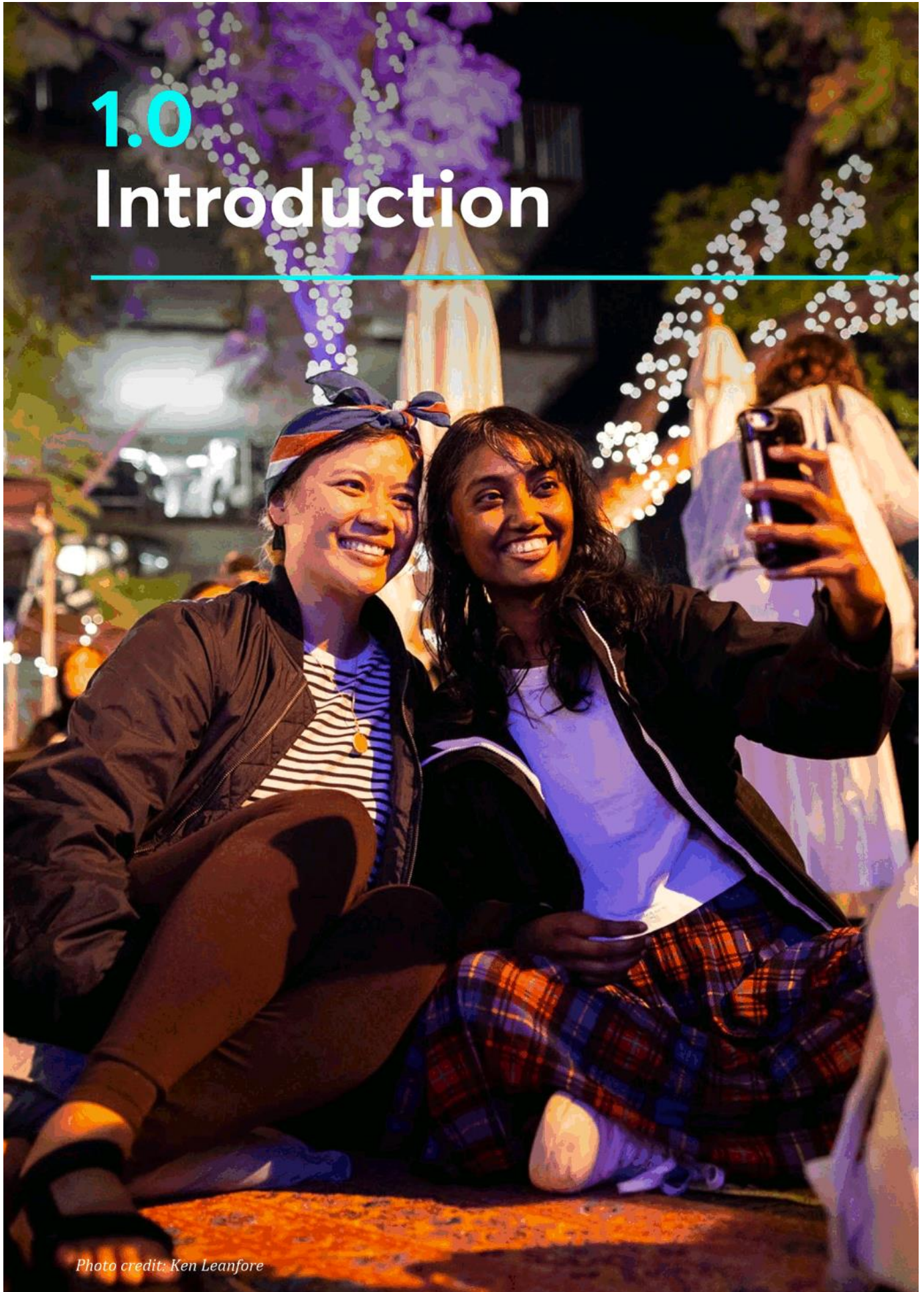


Photo credit: Ken Leanfore

1.0

Introduction

Council values the contributions to our community made by the almost 37,000 young people who live in Parramatta, as well as those who visit for work, study or play. This value is reflected in over 80 youth services and programs already being offered by Council in a typical year. These services span areas such as arts, technology, recreation, education, events, employment, community grants and community capacity building.

Our commitment to young people is showcased in our annual Youth Week festival, held in April every year. In 2024 we delivered our biggest Youth Week festival in over a decade, partnering with local youth services and young people to deliver a range of events and activities over ten days.

This is the first Youth Inclusion Framework (YIF) for City of Parramatta Council and our first strategically framed document specifically aimed at achieving improved outcomes for young people who live, study, work, play or visit in the City of Parramatta in over 15 years. It was developed with an appreciation for young people, the value they provide and the support they need to address barriers and achieve their goals.

In assessing the need for this framework, we identified a range of opportunities and services available to young people already provided by Council and others. In response, we sought to understand how we can best support anyone making decisions or providing services to optimise their youth inclusion outcomes. We did this by consulting extensively with the community (primarily young people), sector, internal stakeholders and other Councils as well as conducting extensive literature and data analysis.

The framework is informed by Council's existing strategies and provides an evidence-based approach to working with and for young people.

To achieve greater youth inclusion, the framework provides a vision of what a youth-inclusive City of Parramatta looks like and how the framework supports that vision. The strategic context outlines the basis and parameters that the framework was developed within and its implementation as well as other considerations for anyone implementing the framework.

The framework introduces the roles required from Council to achieve the vision through Youth Empowerment, Service Delivery, Infrastructure and Advocacy and describes the different roles Council plays to achieve these outputs: "Deliver, Partner, Advocate or Promote". Finally, the evidence base, methods and models are provided so that anyone can improve the youth inclusion outcomes in Parramatta and contribute to the vision by and for young people.

The framework provides the evidence-base, methods and tools to support and enhance youth inclusion outcomes in any service, program or project that impacts young people in Parramatta. It also provides the platform for its implementation and improved service coordination in Parramatta.

2.0 Vision and Purpose



2.0

Vision and Purpose

2.1

Vision

This framework sets an ambitious vision for youth inclusion in Parramatta. Mindful of all audiences, developed by young people and aligned with Parramatta 2050, our vision is that:

The City of Parramatta is a city for young people, where they consistently experience inclusion, empowerment and voice. They are celebrated for their valuable contributions and can access the help they need, when they need it, to address barriers they experience and achieve their goals.

Parramatta is known as a city for young people. Organisations, researchers and individuals look to Parramatta as a world leader in youth inclusion methods and outcomes.

This vision will be updated following a focus group with young people. We welcome further feedback during our public exhibition period.

2.2

Purpose

The framework provides the evidence-base, methods and tools to support and enhance youth inclusion outcomes in any services, programs and projects that impact young people in Parramatta.

It also provides the platform for its implementation and improved service coordination in Parramatta.

3.0

Strategic Context



3.0

Strategic Context

The framework is designed to align with key Council strategies to ensure a holistic and sustainable approach to youth inclusion, drawing on community engagement and existing strategies to inform and influence future developments.

In developing this framework, we have carefully considered the following strategic context:

- NSW local government legislation, particularly the Integrated Planning and Reporting (IP&R) Framework
- Various Local, State, Federal and international policies and publications
- The Draft Parramatta 2050 Strategic Vision
- The City of Parramatta Community Strategic Plan (CSP) and related documents, such as the Cultural Strategy, First Nations Strategy, Socially Sustainable Strategy, Environmental Sustainability, draft Economic Development Strategy, Community Engagement Framework and more
- Input from stakeholders in sectors like education, government agencies, community services and the community

The sections that follow describes the relevant and important aspects of these strategic considerations as it relates to developing, understanding and implementing this framework.

3.1

Integrated Planning & Reporting (IP&R) Framework

The IP&R Framework enables holistic and sustainable planning by integrating various strategic plans. It positions the YIF as a significant document in Council, fostering a feedback loop that informs and is informed by existing and future strategies.



OUR INTEGRATED PLANNING AND REPORTING FRAMEWORK

COMMUNITY ENGAGEMENT

Identifies community needs and priorities, and informs the development of Council's plans.

Relevant Regional Plans and Priorities

COMMUNITY STRATEGIC PLAN 20 YEARS

Highest level plan that Council prepares. The purpose of this plan is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals.

STATE AND REGIONAL PLANS



DELIVERY PROGRAM 3 YEARS

Sets out the principal activities that Council will deliver to the community during the Council term.

RESOURCING STRATEGY 10 YEARS

Contains the Long Term Financial Plan, Asset Management Strategy, Workforce Strategy and Technology Strategy.

OPERATIONAL PLAN 1 YEAR

Sets out the details of the Delivery Program — the individual projects, activities and budget for the financial year.

ONGOING MONITORING AND REVIEW

ANNUAL REPORT

3.2

City of Parramatta Community Strategic Plan (CSP)

The CSP is Council's plan that guides all other plans and strategies. The nature of the YIF and its intended influence across all Council operations, means it will eventually be connected and integrated throughout the CSP, ensuring collaboration and feedback loops that connect young people to council's goals. Future iterations of the CSP will be more representative of the diverse youth population as we will have better established youth engagement channels and methods.

Finally, the YIF adopts the same approach to "Council's Role". In implementing this framework and the action plans that follow, this will be a key decision attached to each action. In addition to the CSP's listed roles of "Deliver, Partner or Advocate", the YIF adds the role of "Promote" as a direct response to overwhelming feedback in our community and stakeholder consultations, highlighting the need for greater, targeted and tailored promotions of opportunities and supports available to young people and those who support them.



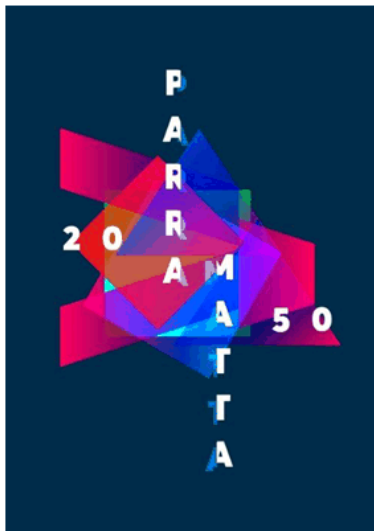
3.3

Parramatta 2050

Parramatta 2050 envisions Parramatta as a leading global city by 2050. The YIF aligns with this vision by focusing on youth inclusion, leveraging opportunities for young people and contributing to the overall strategic goals of Parramatta 2050.

The YIF and its implementation is connected to Parramatta 2050 in 3 ways:

- It is informed by Parramatta 2050: Following the vision to be a global city and a leader, the YIF sets a vision to be a city for young people and a world leader in youth inclusion.
- We will leverage opportunities: Many of the directions and opportunities set out in Parramatta 2050 are consistent with the needs and interests of young people and will benefit them, provided there are deliberate efforts to ensure young people are among the beneficiaries.
- It will contribute to the vision: If the YIF is effectively implemented, young people and those who support them, will make a significant impact toward the vision set out in Parramatta 2050.



3.4

Other Legislation and Policies

The development of this framework was informed by various global, national and NSW legislation, strategies and policies in addressing challenges faced by young people in Parramatta. These were compared to the findings from our stakeholder and community engagement, highlighting the common themes of ensuring young people are provided with opportunities to lead and advocate for the issues most important to them and ensuring young people's voices are listened to and included in services, programs and projects that impact them.



INTERNATIONAL

United Nations – Youth Strategy 2030

United Nations – Convention on the Rights of the Child

Article 12: Children have the right to say what they think should happen when adults are making decisions that affect them and to have their opinions taken into account.



NATIONAL

National Youth Policy Framework 2021

Office of the Advocate for Children and Young People (ACYP) – Strategic Plan 2022-2024

National Action Plan for the Health of Children and Young People 2020-2030



STATE (NSW)

Office of the Advocate for Children and Young People – NSW Strategic Plan for Children and Young People 2022-2024

NSW Children's Guardian - Child Safety Schedule 2021

NSW Child Protection legislation including the Child Safe Standards

The Local Government Act including Integrated Planning and Reporting

3.5

Other Strategies, Frameworks and Plans

Other strategies, frameworks and plans within Council should be considered by planners and managers as it relates to the intersectionality of services they provide, issues they address or outcomes they wish to achieve. The documents referred to in this framework should reflect the young people they are working with. These include:

- City of Parramatta Community Engagement Strategy and Framework
- First Nations Strategy
- Economic Development Strategy
- Socially Sustainable Strategy
- Environmental Sustainability Strategy
- Events and Festivals Strategy
- Cultural Strategy
- Resourcing Strategy
- Local Strategic Planning Statement
- Affordable Housing Action Plan
- Disability Inclusion Action Plan
- Homelessness Action Plan
- Prevention of Domestic & Family Violence Action Plan
- Delivery Program and Operational Plan
- Destination Management Plan

4.0

The Role of Council



4.0

The Role of Council

To support these focus areas (see section 0), this framework adopts the roles of Council identified in the Community Strategic Plan (CSP), with the addition of **"Promote"** as role, in response to the overwhelming feedback and suggestions centring on Council's role and the need for youth targeted promotions. The "focus areas" and "roles" will be integral as Council considers and designs responses to the communities needs and priorities or as they seek to enhance youth inclusion outcomes in their offerings.

Having identified what outcomes and outputs related to the focus areas (Youth Empowerment, Service Delivery, Infrastructure or Advocacy) are desired, Council can then identify how they can best achieve those outcomes by the choices to Deliver, Partner, Advocate or Promote. This allows for deliberate and specific action planning.



DELIVER

Council delivers a wide range of programs and services that directly and exclusively or indirectly impact young people.



PARTNER

Council builds strategic partnerships with government agencies, peak and research organisations, community organisations and a range of other stakeholders whose work contributes to delivering youth inclusion outcomes.



ADVOCATE

When not in direct control or partnership, Council gives voice to the needs and aspirations of young people.



PROMOTE

Council promotes participation and inclusion opportunities available to young people through targeted communications.

5.0 Community Profile



Photo credit: Department of Creative Industries, Tourism, Hospitality and Sport

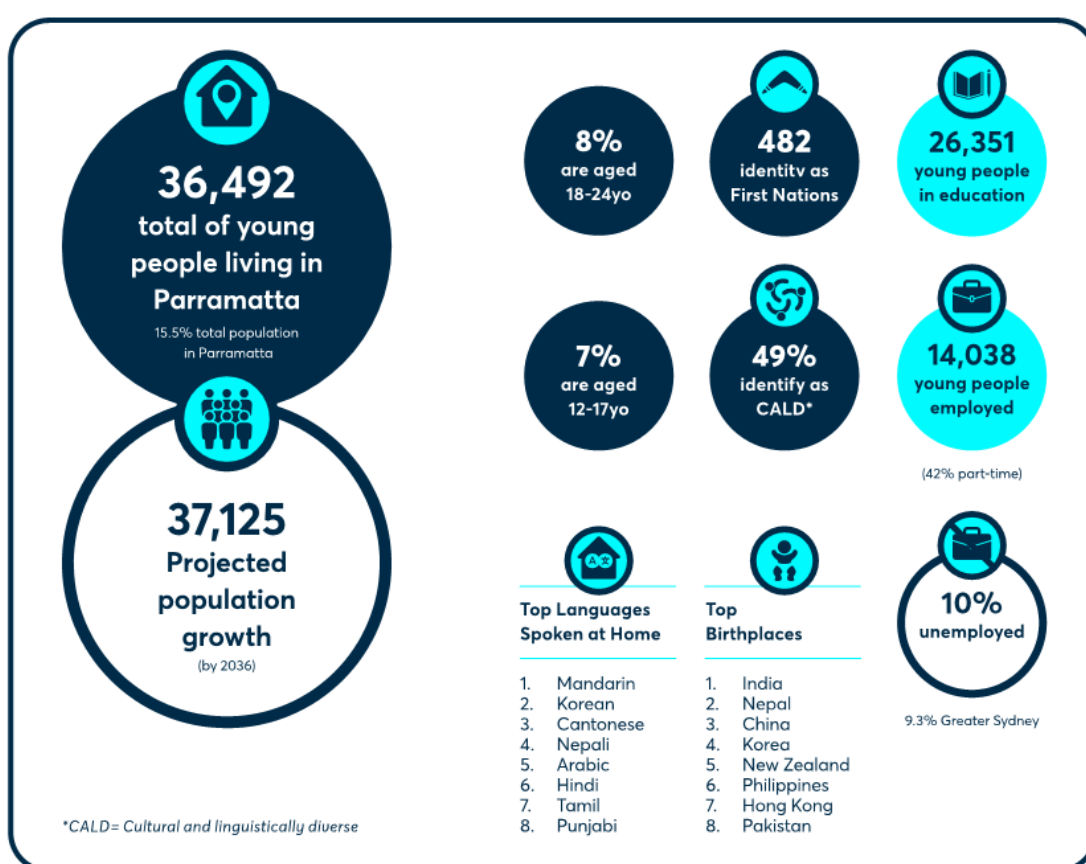
5.0

Community Profile

To plan for effective youth inclusion outcomes, it is important to understand the youth demographic profile in Parramatta. The following provides a snapshot of our youth population.

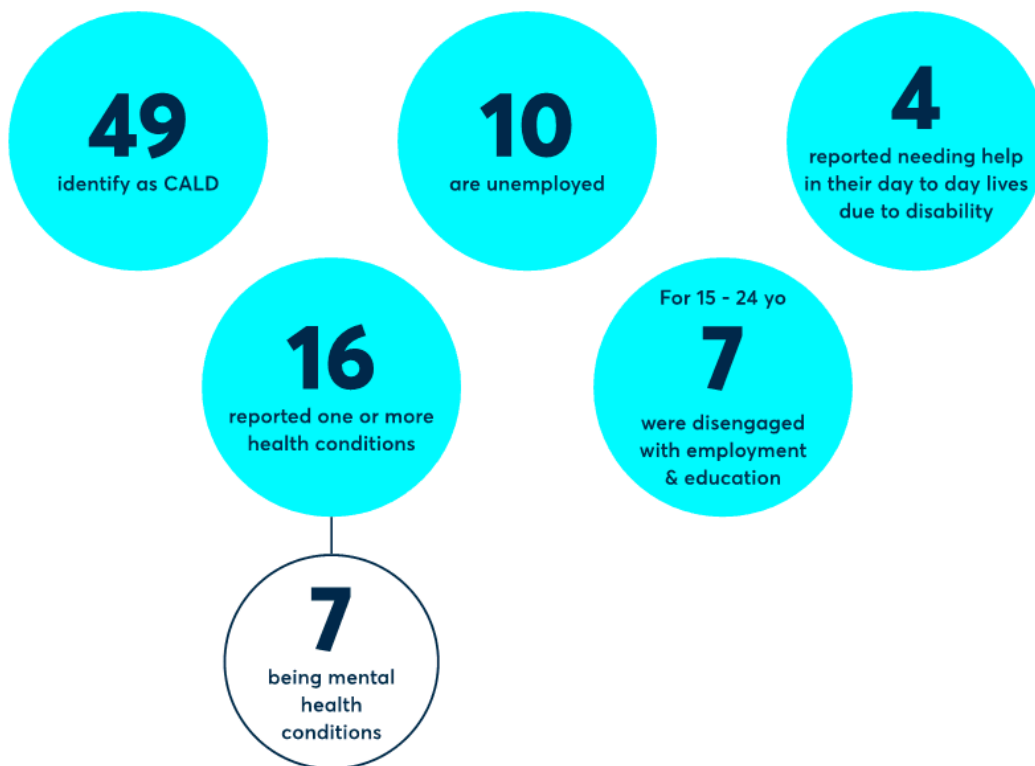
5.1

Young People in Parramatta

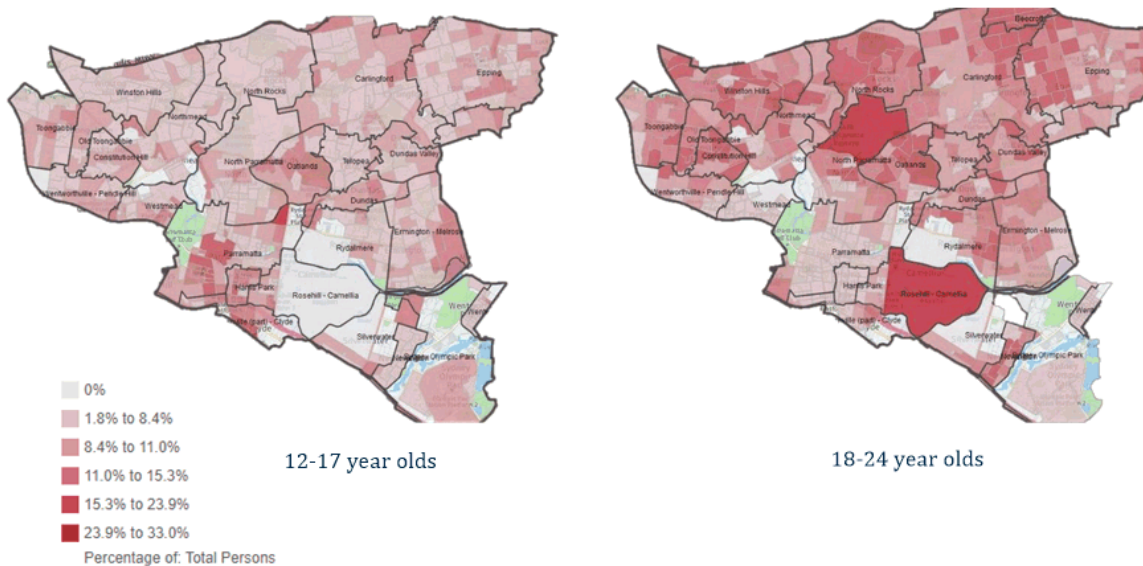




For every 100 young people...



WHERE YOUNG PEOPLE LIVE IN PARRAMATTA

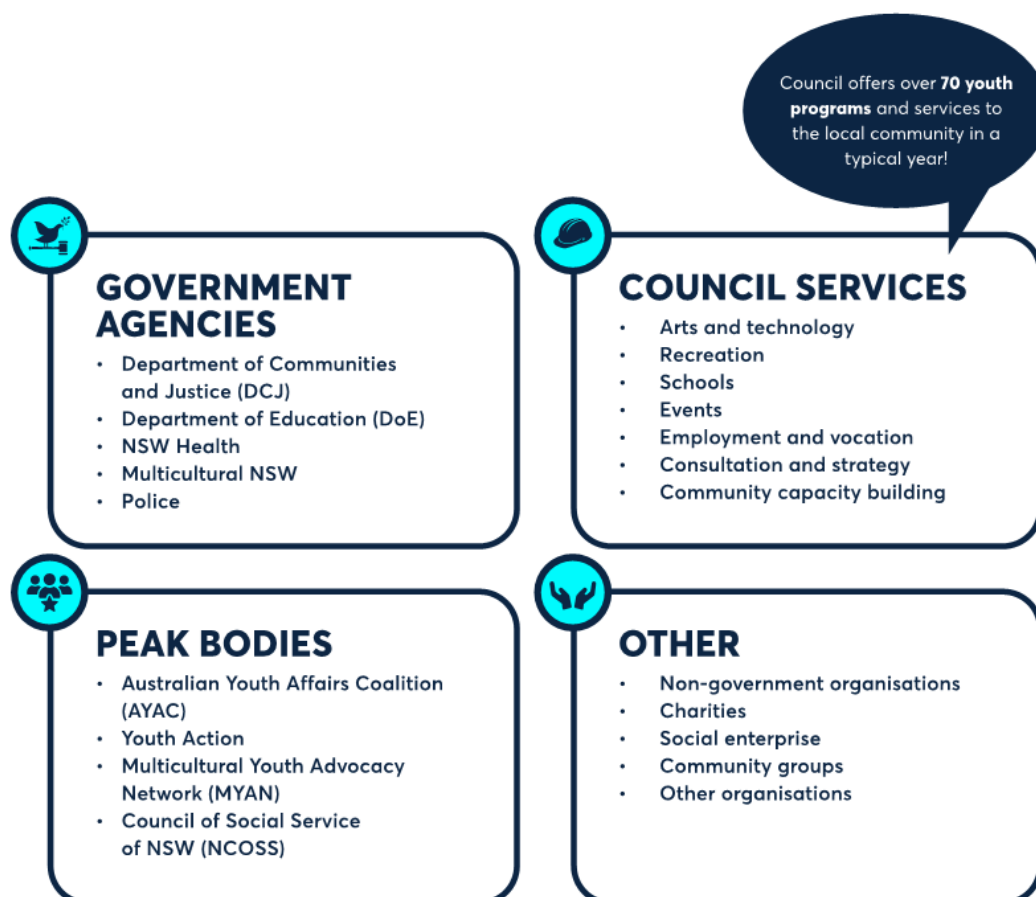


5.2

The Sector and Stakeholders

There is an important and collective effort within the youth sector to support young people in delivering youth development and capacity building to young people. Just as council and others need to consider relevant strategies, policies and evidence that reflect the intersectional attributes of the young people we work with, we should also consider collaborating with other stakeholders that reflect those attributes, ensuring young people receive holistic services from experts.

SNAPSHOT OF THE YOUTH SECTOR IN PARRAMATTA



The youth services sector in Parramatta comprises of diverse services to support the needs of young people to ensure that they have the right stepping stones to accomplish their goals and to thrive.

The types of services available to young people in Parramatta includes:



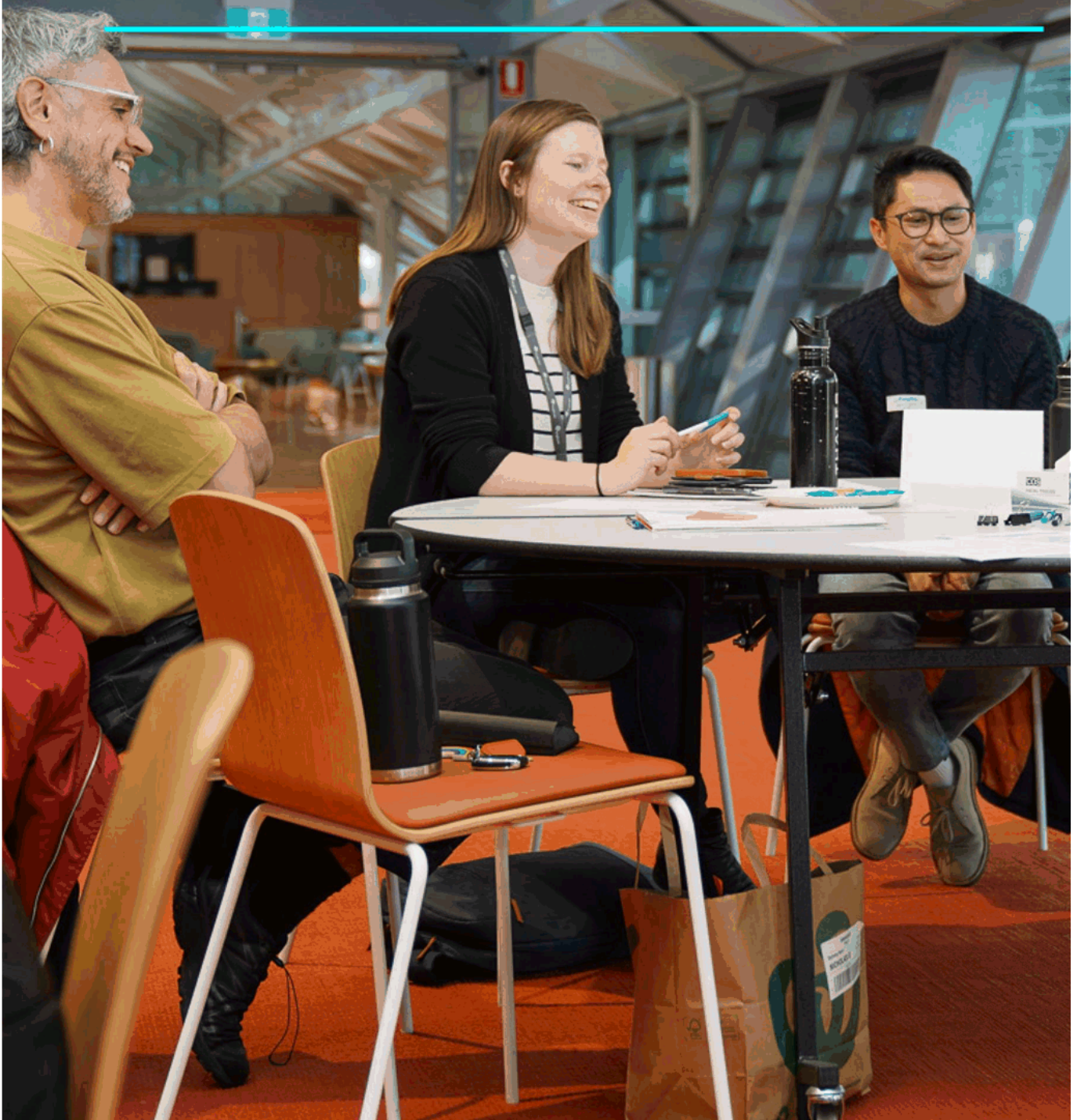
5.3

Social and Community Infrastructure

Parramatta offers a range of community and social infrastructures and spaces with regional, district and local catchments:

REGIONAL (WESTERN SYDNEY)	DISTRICT	LOCAL
<ul style="list-style-type: none"> • Westmead Hospital • Higher education (universities, tertiary educational institutions) • Major cultural and civic facilities such as function centres, exhibition spaces or performing arts centres (<i>Burramatta First Nations places of significance, Riverside Theatres, CommBank Stadium, Parramatta Square District, Arts and Cultural Exchange, Sydney Olympic Park, Powerhouse Parramatta</i>) 	<ul style="list-style-type: none"> • Medical and health centres • Secondary schools • District libraries • Emergency services (<i>police, fire, ambulance and SES services</i>) • District open spaces, historical places, parks, lakes and reserves (<i>Lake Parramatta, Sydney Olympic Park, Bicentennial Park</i>) • Community facilities • Aquatic centres (<i>Parramatta Aquatic Centre</i>) 	<ul style="list-style-type: none"> • Local community centres • Libraries • Open spaces: public parks and playgrounds • Recreational spaces: sporting fields, skateparks, outdoor courts • Integrated multipurpose facilities (<i>PHIVE, Town Hall</i>) • Aquatic centre (<i>Epping</i>) • Childcare centres and preschools • Cultural and creative spaces (<i>Parramatta Artist Studio, Eat Street, Little India in Harris Street</i>) • Community gardens • Men's and women's sheds • Places of worship • Community hubs (<i>Wentworth Point Community Centre and Library and PHIVE</i>)

6.0 Research and Engagement Findings



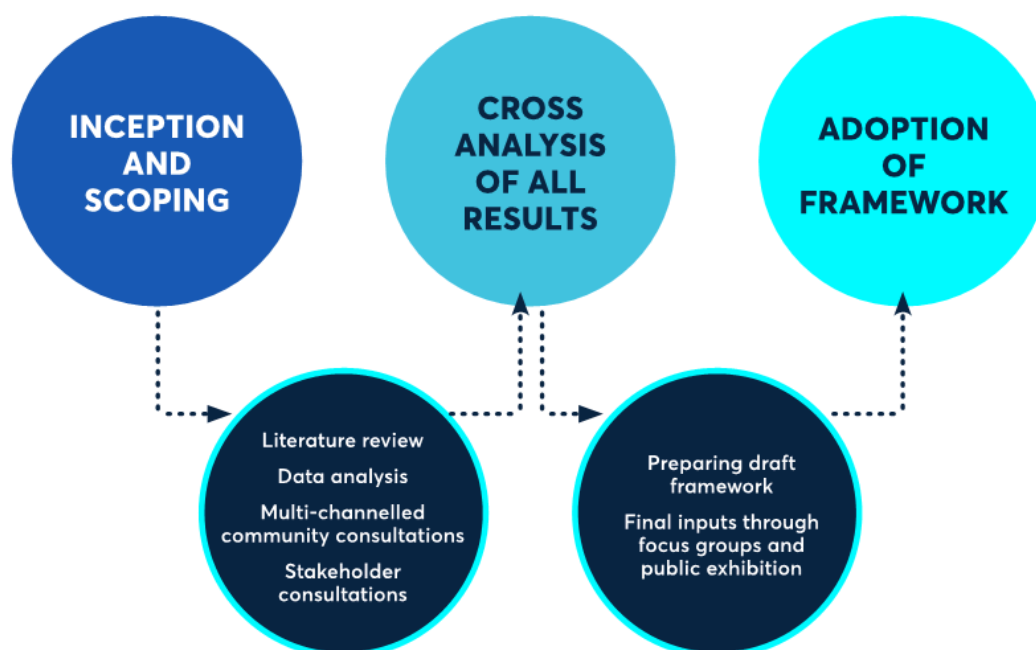
6.0

Research and Engagement Findings

6.1

Research Process

We conducted extensive mixed method research to ensure the framework itself was based on a strong foundation of evidence as shown in our process below:



6.2 Community Consultations

METHODS AND REACH

Extensive community consultations with young people have been conducted to determine youth priorities and responses for Parramatta, involving:

Youth and community:

- Surveys (face-to-face and online)
- Interviews (face-to-face and online)
- Idea walls
- 3-day "My Speak" Online Forum
- Youth Forum (face-to-face)

"I believe young people can represent the voice of the future of Parramatta and advocate for issues that matter the most to them."

Quote from a Parramatta young person

This all-encompassing approach ensures that the framework is reflective of the concerns, needs and voices of young people.

RESULTS

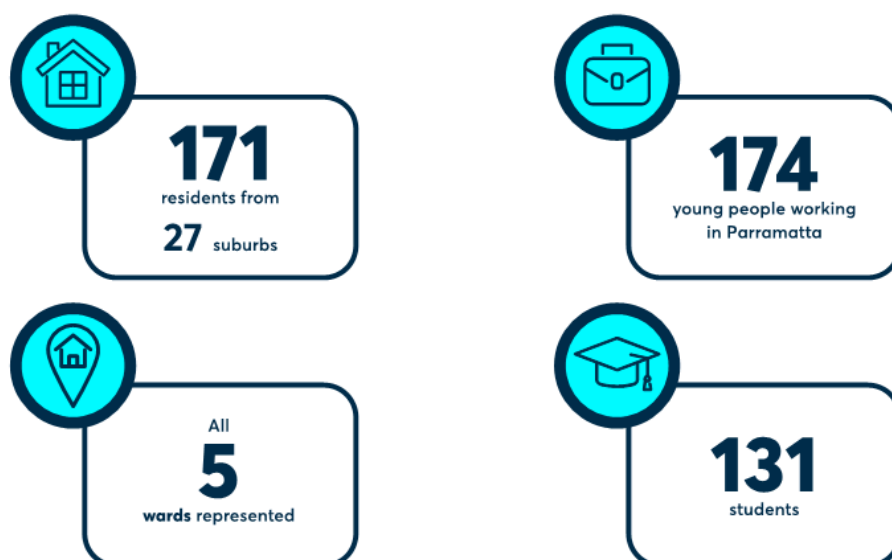
We spoke to a range of young people through multiple channels



Our consultations captured the diverse backgrounds of young people and the youth sector



Listened to residents, workers & students



We achieved representation (meaning the percentage of people identifying with different traits is reflective of the percentage of those people in the Parramatta population) across a range of backgrounds, identities and circumstances:

- Age
- Gender
- Location (by suburb)
- First Nations
- From culturally and linguistically diverse backgrounds (CALD)
- Migrant and refugee background
- LGBTQIA+
- Has a disability
- Attending high school
- Attending tertiary education
- Part of the workforce



6.3 Other Stakeholder Consultations

METHODS AND REACH

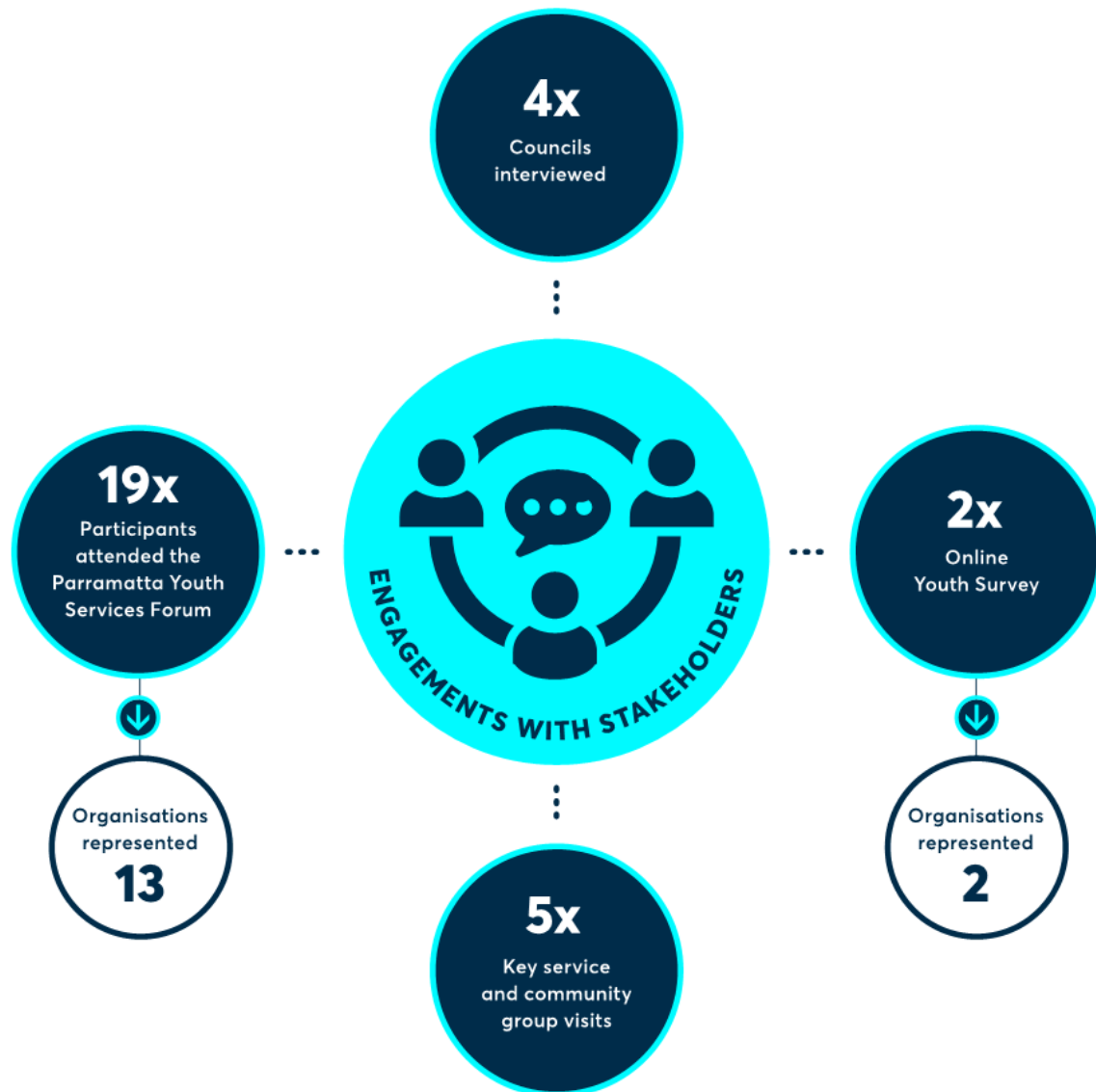
We used a targeted approach with consultations for other stakeholders and the youth sector to determine youth and sector priorities and responses for Parramatta, involving:

Stakeholders:

- Internal stakeholder consultations
- Interviews with peak, research and government organisations (including other Councils)
- Face-to-face youth services forum
- Online feedback survey

This multi channelled approach ensures that the framework is reflective of the concerns, needs and voices of stakeholders and the youth sector.

WE SPOKE TO STAKEHOLDERS THROUGH MULTIPLE CHANNELS



WHAT THE YOUTH SECTOR SAID WERE THE STRENGTHS IN THE COMMUNITY

A wide range of organisations providing specialised services.

Strong networks and partnerships among local youth organisations, fostering collaboration and shared resources.

Young people demonstrating leadership, resilience and a willingness to advocate to the causes and issues that relates to them and to engage in community initiatives.

Services and workers focus on individual strengths and person-centered services.

Young people are generally progressive, self-aware, emotionally intelligent, proactive, resilient, resourceful, adaptable and motivated.

One limitation of our consultations with the youth sector, is that we were unable to consult with services that provided youth specific services for First Nations and the disability area. We note the consultations already conducted with these services in the development of Council's First Nations Strategy and the Disability Inclusion Action Plan respectively and will seek further engagement with these sectors as this framework is implemented.

6.4 Literature and Data

RESULTS AND PRIORITIES IN YOUTH SOCIAL AND ECONOMIC FACTORS

Method and reach

- Demographic analysis tools: We utilised tools such as the Australian Bureau of Statistics (ABS), Profile ID, and SEIFA Indexes to understand social, economic and demographic characteristics.
- Focus: These tools highlighted the intersectionality of at-risk, vulnerable and disadvantaged issues faced by young people in Parramatta, comparing them to Greater Western Sydney.

Results

1. Young people in low-income households:
 - **Age structure:** Revealed varying reasons for low income, such as high pensioner populations or students
 - **Statistics:** 23.2% of young people in low-income households in Parramatta compared to 24.7% in Greater Sydney
 - **Key age groups:** Noted percentages of young people in low-income households for various age groups from 0-24 years
2. Youth unemployment in Parramatta:
 - **Overall rate:** In 2021, 10.4% of Parramatta's youth aged 15-24 were unemployed, slightly higher than Greater Sydney's 10.1%
 - **Areas with high unemployment:** Identified areas with high overseas-born populations had higher youth unemployment rates e.g. Harris Park, Granville, Parramatta, and Westmead
 - **Specific areas:** Highlighted areas like Toongabbie and Dundas with the highest youth unemployment rates
3. Youth disengagement in Parramatta:
 - **Overall rate:** In 2021, 6.8% of Parramatta's youth aged 15-24 were not employed or in education, lower than Greater Sydney's 8.9%.
 - **Specific areas:** Identified areas with high youth disengagement, such as Dundas, Constitution Hill and North Parramatta

SEIFA Index: Parramatta's SEIFA score for 2021 was 1030, with the most disadvantaged areas being Granville-Clyde, Harris Park, Telopea, Constitution Hill and Silverwater

6.5 Themes and Priorities

The information that follows is the result of our cross analysis of all the results, providing the priorities, themes and recommended types of responses. In addition to these high-level results, detailed data and specific recommendations will be included in resources and action plans to follow.

THE YOUTH PRIORITY GROUPS IDENTIFIED FOR PARRAMATTA

The following youth priority groups are the most at-risk, vulnerable and disadvantaged in Parramatta. Prioritising support for these young people is crucial to ensuring they receive equitable opportunities to thrive.

Research consistently emphasises the use of an intersectional lens in understanding social categories and their impact on inclusion, disadvantage and vulnerability.

For a number of reasons, young people face more challenges and disadvantages compared to their peers. Some young people who identify with a number of other attributes will experience compounding disadvantages. As a result, it is important to tailor appropriate programs and services to support the inclusion and equitable access of young people in these priority groups.

- Culturally and linguistically diverse (CALD)
- Migrant and refugees
- First Nations
- Experiencing physical health concerns
- Experiencing mental health concerns
- Having a disability
- LGBTQIA+
- Homeless

On prioritising youth issues

"All of these are important and often one goes hand in hand with another. Being housed impacts mental health and having income affects basically everything here."

Quote from a Parramatta young person

PRIORITY LOCATIONS FOR YOUNG PEOPLE

Identified areas:

- **Socioeconomic disadvantage:** Granville-Clyde, Harris Park, Telopea, Constitution Hill, Silverwater
- **Mental health:** Telopea, Constitution Hill, North Parramatta
- **Low-income households:** Telopea, Constitution Hill, North Parramatta
- **Youth disengagement:** Telopea, Dundas, Constitution Hill, North Parramatta
- **Youth unemployment:** Toongabbie, Dundas, Parramatta

COMMON THEMES AND PRIORITIES

Across both youth and the youth sector consultations, there were many shared themes. By focusing on these common themes, the framework can effectively address the needs and priorities of young people and the youth sector.

Themes and priorities for young people	
Mental health	Across all engagement activities, it was clear that mental health is an issue of great importance to young people in Parramatta. Topics related to mental health such as self-confidence, social media, bullying and the impacts other youth issues have on mental health, such as cost of living and employment, were shared by a high proportion of respondents across the different engagement activities.
Cost of living	Participants expressed significant concerns about the rising cost of living (particularly young adults, 17+). These economic pressures materialised across income and employment concerns as well as having an impact on young people's sense of community connection and accessibility to important services, recreational facilities and transportation due to their increasing cost.
Lack of awareness is a major barrier	One of the highest barriers to inclusion shared by young people during our engagement activities was a ' <i>Lack of awareness</i> '. Young people want to feel connected and included in their community but feel that they don't have the right information to join or get involved.
Events and activities tailored to youth	Young people are interested in events that have a youth focus and have tailored activities that target their interests. Many respondents feel that Council caters programming to young families and older residents, but many youths want to see more in-person events, activities and programs that are created specifically for young people.
Influence over Council decision-making	Young people in the City of Parramatta believe that they can influence decision-making, but don't feel that they are listened to, heard or their voice is respected by Council. Young people suggested more consultation be added to Council programming, to listen directly to youth, suggesting a Youth Committee be established.
Accessibility of education and life skills	Many young people shared in a feeling that they lack the necessary knowledge and crucial life skills to properly plan for their future. When asked what they would like to see developed for Parramatta, many young people shared their ideas for free training, development and life skills courses, as well as workshops that catered to their interests (i.e. cooking, art and music).
Increased vulnerabilities for young people	Young people are at higher risk of vulnerabilities and disadvantages due to their transitional life stage. Critical decisions about relationships, education, career paths, employment and finances heighten this risk. Recent social, economic, environmental and technological changes introduce challenges unique to this generation. Young people often struggle to advocate for themselves due to their age and status.
Further vulnerabilities to consider	Certain groups face significant health challenges, making them priority populations. For example, First Nations children, those in out-of-home care, people with a disability and refugees face high risks and challenges in accessing health services, leading to health inequities.
There is a link between priority populations and vulnerabilities	
Social Determinants of Health (SDH)	Non-medical factors affecting health include living conditions, economic policies, social norms and political systems.

Intersectionality	Multiple overlapping social identities and related systems of oppression or discrimination influence health outcomes.
Access to safe and inclusive spaces	There was a desire to have more youth focused spaces available that are safe and inclusive for young people.

Themes and priorities for the sector

Council, along with peak bodies, government and other stakeholders, plays an important role in supporting the sector. This framework identifies priorities in this role:

A coordinated and connected youth sector	Service providers recognise the benefits to young people in having service coordination, where each stakeholder understands their role and recognises when they need extra help to respond to young people and that they know where to get that help. This creates the young person centre approach, allowing young people to seamlessly navigate the service ecosystem.
Better communication and promotion of services and programs available to young people	This was highlighted in relation to Council services, community services and general opportunities available to young people. Often, service providers can assist young people in accessing opportunities, so it is important they are aware of them.
Community capacity building and partnership opportunities	The sector wants to be connected to the communities they work in. It's through community capacity building that community projects can achieve sustainable outcomes. The sector also needs support in promoting their programs and services and advocating for the young people they work with.
Skills-based training opportunities for youth workers	For various reasons, youth workers feel they need accessible skills-based training in Parramatta.

TYPES OF RESPONSE

As we respond to different priorities, this framework recommends a fit for purpose approach. There is supportive evidence and effective examples, spanning disciplines, for responding to target groups, needs or location. Evidence-based practice will ensure a strong understanding of the issues and opportunities, allowing for a targeted approach toward specific target groups, needs or locations.



TARGET GROUPS

Focusing on vulnerable and at-risk youth groups who may need tailored interventions and services. Understanding and catering to their different needs.



NEEDS

Addressing the particular needs of young people, such as:

- A specific service or program
- Opportunities and pathways



LOCATION

Identifying geographical areas within Parramatta that require specific youth services and interventions.

CONCLUSION

Addressing the social and economic factors affecting young people requires a multifaceted approach that considers priority populations, social determinants of health and intersectionality. By focusing on these areas and leveraging insights from major sources, we can better understand and mitigate the vulnerabilities and disadvantages faced by young people.

6.6 Focus Areas

Reflecting the themes from our research and consultation results, we identified 4 focus areas for improving youth inclusion outcomes in Parramatta:



YOUTH EMPOWERMENT

Providing opportunities for young people to have input into decisions and actions that affect them.

Supporting platforms for young people to develop and showcase what they can contribute to the community.



SERVICE DELIVERY

Youth specific or targeted services and activities.

Youth services sector support and coordination.

Making all Council services youth friendly and accessible.



INFRASTRUCTURE

Ensuring young people are equitably included in engagement and design processes for all infrastructure that they might access.

Understanding and responding to the needs for youth specific or targeted infrastructure.



ADVOCACY

Amplifying the voice and needs of young people especially where Council does not have direct control.

6.7 Considerations

There were some results which require further consideration due to limitations or conflicting results.

The sector

- Identified barriers with young people attending events due to parental control and cultural background, which was not identified as a barrier through other research channels.
- Brought up homelessness and long-term accommodation as issues for young people, but this was not captured in youth consultations.

Young people

- Some young people shared their desire to see more concerts, festivals and outdoor events, while a small number of others said that these events made them feel disconnected, isolated and unsafe.
- A number of young people indicated community safety as a concern and raised recent (at the time) stabbings which had gathered national media coverage as a factor that contributed to their response. Future engagements might seek to better understand young people's feeling of safety without such an influence. Conversely, research to understand the long-term impact of high-profile criminal or violent events on local perceptions of safety could be of interest.

Overall

- Different age groups and generations may prioritise issues differently based on their experiences and expectations. Therefore, the timing of youth input during this framework's creation may not be future-proof, as new young people enter the age range (12+) and others age out (22-24) over the framework's lifespan. While the data and in turn priorities, can change over time, the approaches, models and methods provided in this framework are proven and flexible, accommodating future change. Further, they ensure that project and program managers will gather up to date data and feedback to make decisions.
- The youth services consultation lacked specific youth services in the First Nations and disability areas. However, young people who identified as First Nations and those with disabilities were represented through the youth consultations. The integrated nature of this framework means anyone operating in these fields should also be consulting the First Nations Strategy and Disability Inclusion Action Plan which each had considerable input from those stakeholders who work with First Nations and young people with disabilities respectively.

7.0

A Model for Youth Inclusion



7.0

A Model for Youth Inclusion

It is important to integrate various models and approaches when planning for youth inclusion outcomes.

Depending on the service or program, it won't be necessary to utilise all the different models. However, a combination of the models should be considered to ensure the best youth inclusion practices are implemented into a project or program, as well as incorporating industry specific models not listed, that guides your work. This should be done with consideration of the model's hierarchy:

1. **Foundational models** are critical to this frameworks implementation and achieving youth inclusion outcomes. These models are all flexible in design and support practitioners and managers to develop tailored plans for their unique situations. Without them, achieving and accurately measuring youth inclusion outcomes cannot be certain.
2. **Supporting models** are more specific models, that can be applied on a contextual basis and help ensure the effectiveness of a program or project in different contexts.
3. **Enhancement models** support aspirational and enhanced outcomes. Effectively implementing these models, alongside the foundational models and any appropriate support models, will support improved processes, practice and outcomes.
4. **Support resources** to support this frameworks implementation, Council will develop and make available support resources that directly align with our research and the models, so practitioners and managers can create their own tailored projects or programs.



7.1

Youth Inclusion Model Hierarchy

7.2 Foundational Models

This section provides an overview of the foundational models essential for the implementation of this framework and the achievement of youth inclusion outcomes.

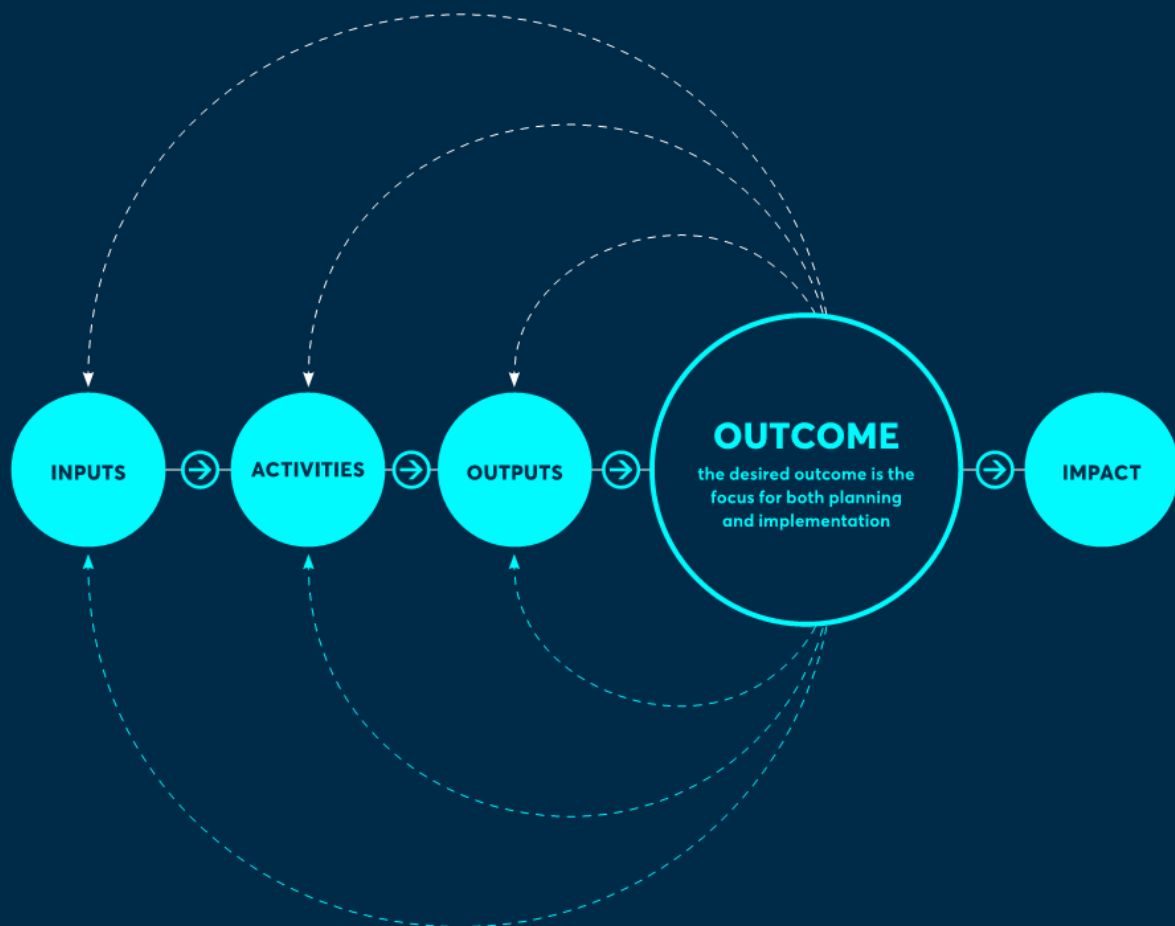
OUTCOMES-BASED MODEL

Overview: This model focuses on defining clear, measurable outcomes and tracking progress towards these goals. It ensures that all activities are aligned with desired results.

Application: In the planning phase, establish specific, measurable outcomes related to youth inclusion. Continuously monitor and evaluate these outcomes throughout the project to ensure objectives are being met.

PLANNING PHASE

Plan with the desired outcome as a starting point to develop required outputs, activities and resources



IMPLEMENTATION PHASE

Continuously revise resources allocation, activities and outputs to achieve the desired outcome

* Source: Results Labs, Outcome Monitoring

COMMUNITY ENGAGEMENT FRAMEWORK (CITY OF PARRAMATTA)

Overview: Council's engagement approach varies based on project needs and impacts. The IAP2 Spectrum outlines different levels of public participation, defining the public's role and the promises made at each level, based on goals, timeframes, resources and levels of concern.

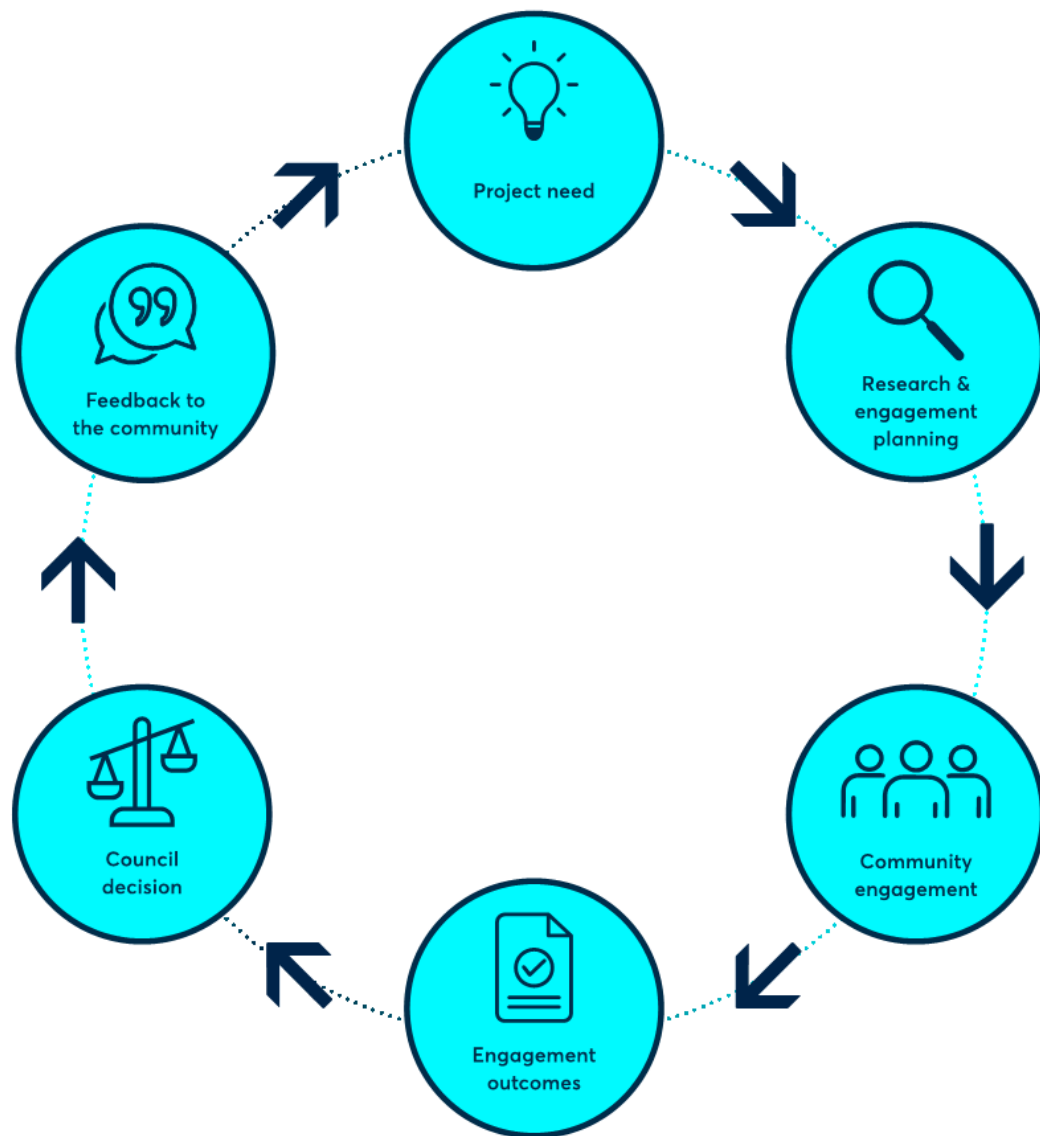
Application: Throughout the project, employ various channels to continuously engage with young people. This helps in capturing a wide range of perspectives and keeps the engagement dynamic and inclusive.

The process for planning and undertaking engagement includes:

1. **Project need:** Establish objectives and determine if engagement is necessary.
2. **Research and engagement planning:** Understand the project and determine the best approach.
3. **Community engagement:** Promote opportunities and capture community feedback.
4. **Engagement outcomes:** Analyse feedback and make necessary project adjustments.
5. **Council decision:** Decisions are made at the officer level or during Council Meetings.
6. **Feedback to the community:** Inform the community about how their input influenced the project and next steps.

INCREASING IMPACT OF THE DECISION					
	➔ Inform	➔ Consult	➔ Involve	➔ Collaborate	➔ Empower
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.





The City of Parramatta is a corporate member of IAP2 Australasia, and utilises the IAP2 Spectrum across all engagement projects.



FOCUS AREAS (CITY OF PARRAMATTA)

Overview: This framework focuses on 4 key areas for improving youth inclusion in Parramatta: Youth Empowerment, Service Delivery, Infrastructure and Advocacy. It also incorporates the roles of Deliver, Partner, Advocate and Promote from the CSP.

Focus areas and application:

	1. Youth Empowerment	<p>Overview: Provide opportunities for young people to participate in decisions and actions. Support platforms for them to showcase their contributions.</p> <p>Application: Involve youth in decision-making and create opportunities for them to lead community projects.</p>
	2. Service Delivery	<p>Overview: Offer youth-specific services and activities. Ensure all Council services are youth friendly.</p> <p>Application: Design and deliver services that cater to youth. Ensure accessibility and youth friendliness in all Council services.</p>
	3. Infrastructure	<p>Overview: Include young people in engagement and design processes for infrastructure. Address the needs for youth-specific infrastructure.</p> <p>Application: Engage youth in planning and designing infrastructure projects. Ensure facilities meet youth needs.</p>
	4. Advocacy	<p>Overview: Amplify the voices and needs of young people, especially where Council does not have direct control.</p> <p>Application: Advocate for youth interests in various forums and decision-making processes.</p>

DELIVER, PARTNER, ADVOCATE & PROMOTE (CITY OF PARRAMATTA)**Roles and integration with CSP**

Overview: Teams can use these roles to identify the best approach to achieve desired outcomes in each focus area. This ensures deliberate and specific action planning to enhance youth inclusion throughout Council operations.

Applications:

	Deliver	Implement youth-focused programs and services.
		Collaborate with government agencies, research organisations and community groups.
		Represent and champion youth needs and aspirations.
	Promote	Actively promote youth programs and opportunities.

“Events should be accessible to young people from different socio-economic statuses and backgrounds. Inclusion and accessibility should be kept in mind when organising events.”

Quote from a Parramatta young person

PRINCIPLES OF EFFECTIVELY ENGAGING AND INCLUDING YOUNG PEOPLE

Engaging and including young people in community decisions and activities is crucial for fostering a society that values and respects their voices. Effective engagement ensures that young people feel heard,

valued and empowered to contribute to the community. The following principles provide a framework for ethically, inclusively and effectively engaging young people. These principles are flexible and relevant regardless of the level of impact young people will have on decisions. With a little consideration they can be applied in a range of settings.

1. Be ethical	Legislative and policy-based requirements don't always meet a standard of ethics expected by young people and those who care for them. Carefully consider aspects such as confidentiality, consent, duty of care, dignity, disclosures, risk of trauma, child protection etc. in the design and delivery of engagements.
2. Be inclusive and representative	Ensure opportunities are promoted and delivered in an inclusive way to everyone who should have access to that opportunity. This includes making equitable provisions for different abilities, preferences etc. When gathering views, aim for representation that reflects the people impacted by the eventual decision.
3. Aspire for more youth inclusion	Program and project managers should always aspire for increased levels of youth inclusion (according to the <i>IAP2 Continuum of Engagement</i>). Young people should at least have input into decisions that affect them. Co-design and final decision-making by young people are encouraged.
4. Enhance tailored communication	Use multiple channels, those which young people use and are on, to reach young people, ensuring accessibility and clarity in communication.
5. Consider the whole young person and put them at the centre of decisions	Every young person has a range of unique characteristics, circumstances, identities and experiences which make them who they are. Be considerate of these intersecting influences when supporting them and place them at the centre of decisions. This means doing things differently to meet unique needs and collaborating with others who are better positioned to respond to those needs, creating holistic engagement and service delivery.
6. Build trust	Be genuine, purposeful and authentic in engaging young people. Build relationships with young people or engage trusted youth community leaders, youth services and youth advocates to build trust and encourage participation.
7. Be transparent and accountable	This supports trust, but also serves a role in governance and management. Tell young people and stakeholders what you will do with their feedback and keep them updated about your progress.
8. Provide safe spaces	Create safe and inclusive environments where young people feel comfortable, supported and are welcomed. Sometimes this means going to them; engaging in a place (online and face-to-face) young people already feel safe or attend.
9. Be adaptable	When working with young people, any number of influences can impact a project or the young people you are working with. This requires a constant monitoring against a projects purpose and objectives and a preparedness to change course, decisively if needed.
10. Be evidence-based and outcomes focused	Align service planning and delivery with the strengths, aspirations, needs and barriers of the community, ensuring services are relevant and effective. Ensure the response is based on evidence-based practice.

7.3 Supporting and Enhancement Models

EVIDENCE-BASED PRACTICE

Overview: This practice relies on using data and research to inform decision-making. It ensures that strategies and interventions are grounded in proven methods.

Application: Use evidence-based practices during the research phase to gather data on what works best for youth inclusion. Apply these practices during the implementation and evaluation stages to assess effectiveness and make necessary adjustments.

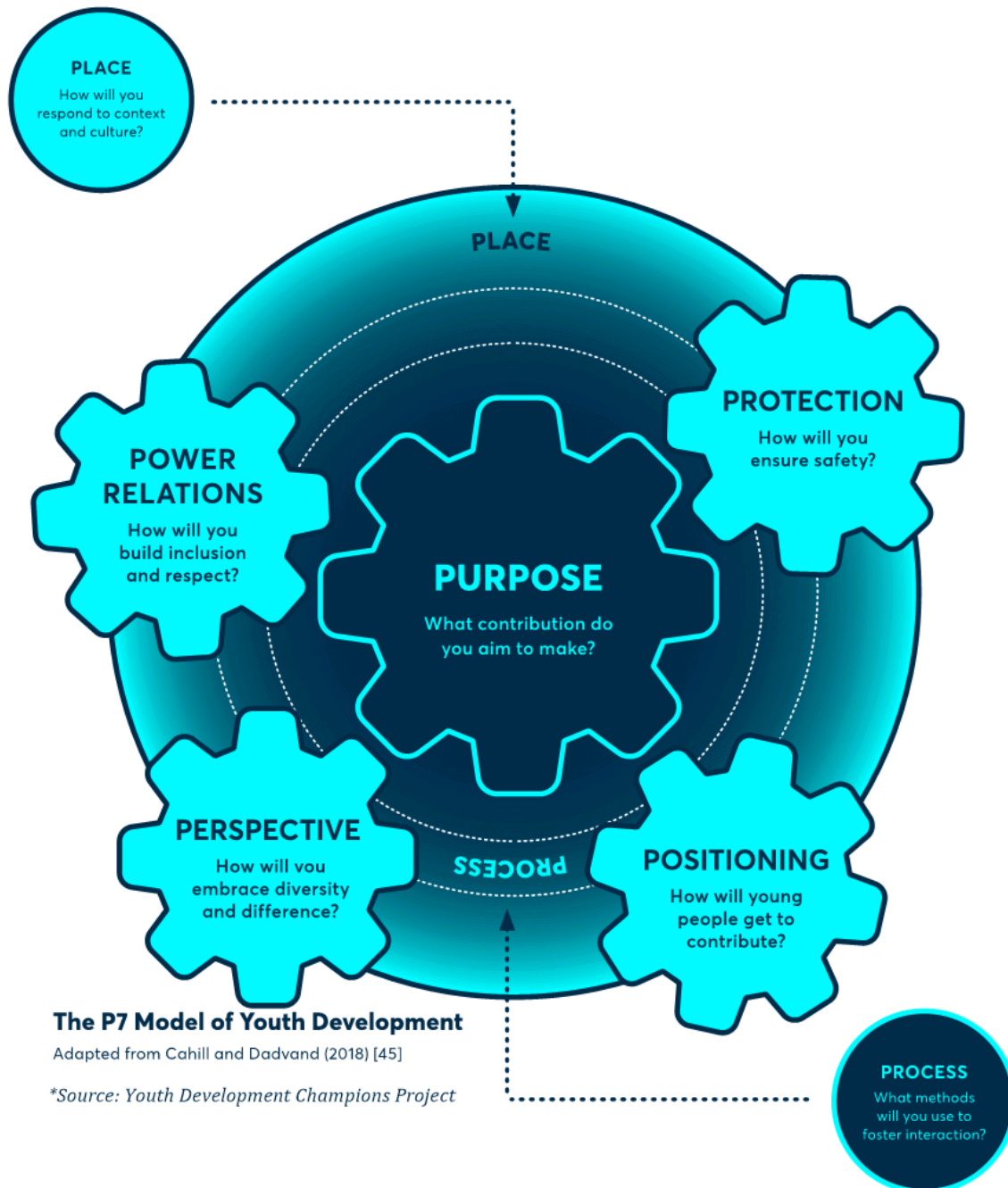


* Source: Research Gate, Practice evidence-based practice

YOUTH ENGAGEMENT MODEL

Overview: This model emphasises active involvement of young people in decision-making processes, ensuring their voices are integral to planning and implementation using seven interrelated domains that can be used to inform the visioning, design, leadership and evaluation of youth participation programs. These domains include purpose, positioning, process, protection, perspective, place and power relations.

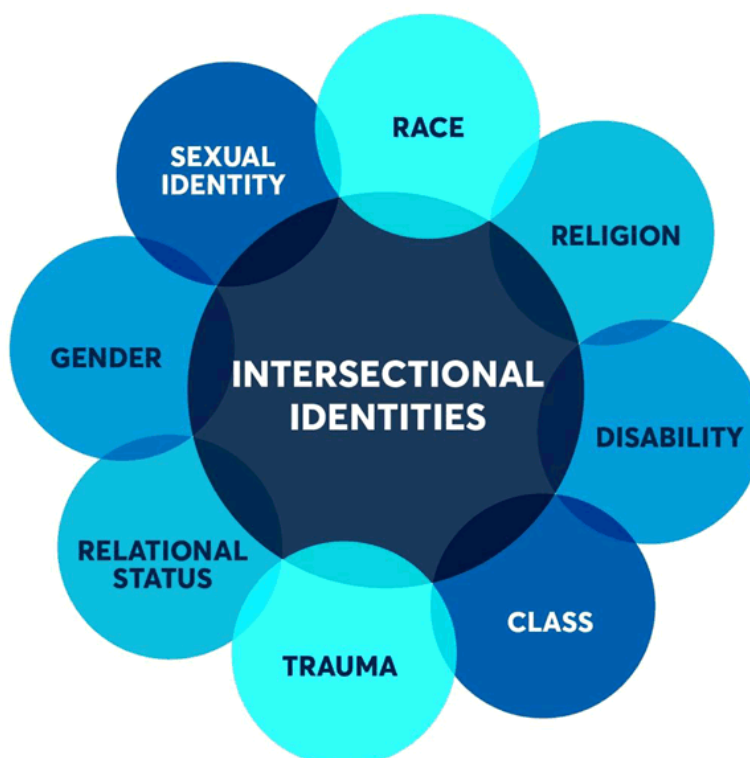
Application: Use this model throughout all project stages to maintain consistent youth participation and engagement. Facilitate platforms where young people can lead and co-create initiatives.



INTERSECTIONALITY

Overview: Intersectionality considers how overlapping social identities (e.g., race, gender, disability) impact individuals' experiences. It is crucial for understanding the diverse needs of young people.

Application: Apply an intersectional lens in the design and implementation phases to ensure the framework addresses the varied experiences of young people from different backgrounds. This helps in creating more inclusive and equitable strategies.



* Source: Healthcare Equity UWMedicine

MULTI-CHANNELLED COMMUNITY ENGAGEMENT

Overview: Involves using various methods and platforms to interact with community members, ensuring diverse and inclusive participation. By leveraging different communication channels such as social media, public forums, surveys, workshops and meetings, it aims to reach a broad audience, fostering comprehensive input and collaboration.

Application: Engagement should occur during project planning, service changes, consideration of activities or infrastructure, issue resolution, or when more information is needed. Typically, engagement happens at multiple stages of a project.

1. **Identify platforms:** Choose effective communication channels for your target audience.
2. **Develop tailored strategies:** Create specific engagement plans for each platform.
3. **Implement activities:** Launch engagement initiatives across the selected channels.
4. **Gather and analyse feedback:** Collect and analyse community input from all platforms.
5. **Integrate feedback:** Use the insights to inform and improve decision-making processes, ensuring the community's needs and perspectives are addressed.

Some examples of engagement methods:

ENGAGEMENT METHODS



SURVEYS

Both online and hard copy



SESSIONS

Pop-up/drop-in sessions



MEETINGS

Face-to-face meetings and pre-booked phone appointments



GROUPS

Focus groups/forums, community reference groups, summits



EVENTS

Workshops, presentations, public meetings (online/face-to-face)



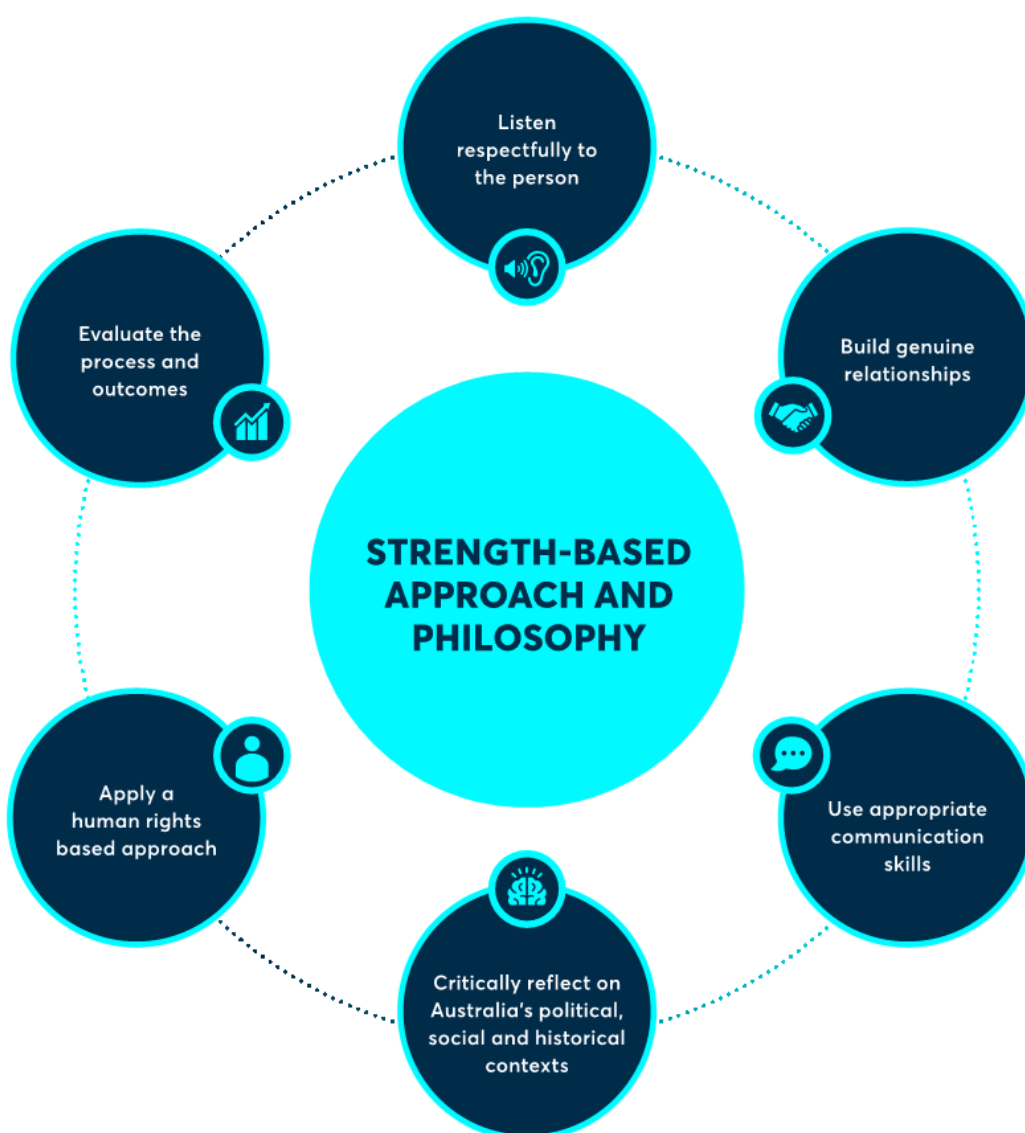
COLLABORATIVE METHODS

Co-design/citizen juries, deliberative polling

STRENGTHS-BASED PRACTICE

Overview: This approach focuses on identifying and leveraging the strengths and assets of young people rather than focusing on their deficits.

Application: During engagement activities, emphasise the strengths of young participants. Create opportunities for them to showcase their skills and talents, which can boost their confidence and active participation.



* Source: Research Gate, A strengths-based approach for service providers

8.0

Implementing the Framework

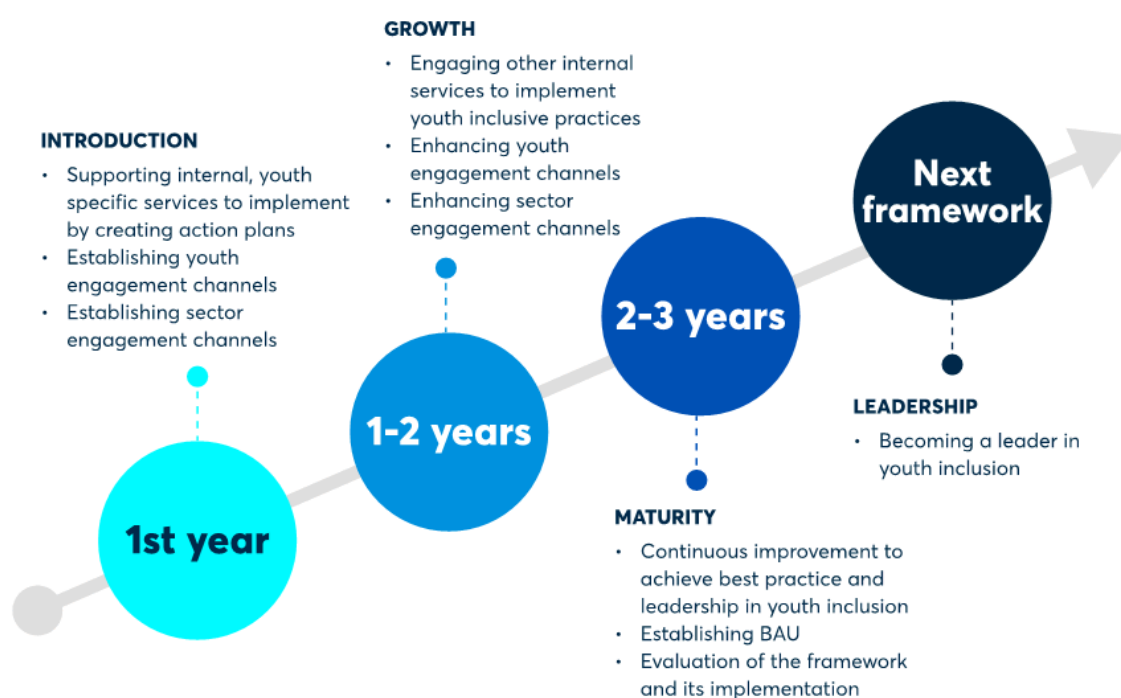


8.0

Implementing the Framework

8.1

Implementation Phasing



The implementation phasing uses a service lifecycle approach that reflects the purpose and vision of the framework. It highlights that the vision of being a leader in youth inclusion is not expected in the framework's first cycle or iteration. Instead, the first iteration seeks to achieve widespread implementation and enhancements, culminating in youth inclusion being part of business as usual (BAU). This lays the foundation for the second iteration to consider what it means and what it will take to be a leader in youth inclusion.

8.2 Directions

Through our research and engagement, Council has identified a series of key directions to pursue to support the framework implementation. Following the framework adoption, further stakeholder engagement will determine responsibilities, timeframes, Council's role and other details to develop a comprehensive implementation plan.

Focus Area	Direction
 Youth Empowerment	<ul style="list-style-type: none"> Investigate opportunities for the Community Strategic Plan, Community Engagement Strategy and other (Council) strategic documents to be updated with aspects of the Youth Inclusion Framework and its supporting documents. Identify and establish appropriate mechanisms for regular and ongoing input into Council decision-making processes by young people.
 Service Delivery	<ul style="list-style-type: none"> Develop a guide for implementing the framework and achieving youth inclusion outcomes in any service or program being delivered by Council or others. Identify and establish mechanisms to support increased communication and coordination among local youth services offered by Council and others. Monitor and influence service delivery across the city in response to priority needs, concerns, aspirations and groups for young people with consideration of intersectional influences such as location, circumstance, background, age, gender, interests etc. Develop a communication plan to ensure effective promotion of activities and opportunities available to young people across the city including activities offered by Council and others. Identify and pursue opportunities to improve our offerings for young people aged 16 and over. Explore opportunities to better support youth sector development in the city. Support teams in Council to implement the framework through the development of an action plan in accordance with the implementation phasing, i.e. <ol style="list-style-type: none"> 1. Introduction: Supporting internal and youth specific services to implement by creating action plans. 2. Growth: Engaging other internal services to implement youth inclusive practices. 3. Maturity: Continuous improvement to achieve best practice and leadership in youth inclusion. Establishing BAU.
 Infrastructure	<ul style="list-style-type: none"> Investigate opportunities for enhanced youth inclusion in infrastructure projects ensuring youth engagement is a required consideration for all infrastructure projects. Identify planned projects which would benefit from youth engagement activities.
 Advocacy	<ul style="list-style-type: none"> Develop an evidence resource which provides insights from relevant sources including statistical data, consultation results and literature. Share this resource within Council, with bordering Council's, peak bodies, government departments, local services and research organisations. Where resources are not already available for directions, explore advocacy channels to attract those resources. Establish communication channels to convey feedback from ongoing youth engagement activities to peak bodies, government departments, local services and research organisations as appropriate.

8.3

Responding to Specific Needs and Ideas

Through our research and engagements, we became aware of a wide range of needs and ideas, especially from the community. Whilst the themes are integral and reflected throughout this document, some of the specific **suggestions** are better positioned in action plans or as resources. As part of *"Supporting internal services to implement by creating action plans."* In the first year of this plan's implementation, we will consider the feasibility of those actions and allocate them to the most appropriate Council teams to assess their feasibility.



9.0 Impact

An impact describes a long-term change that this framework and its implementation will contribute to. Such a change can be difficult to measure and often impossible to attribute. This is an important distinction from an outcome which is more short term, targeted and measurable.

The framework is seeking to have an impact on a broad scale: whole of community, whole of Council and whole of service ecosystem, so it is best to describe the impact we are seeking, with the identification of planned outcomes to be developed in the implementation plans and actions plans that follow.

9.1 Measuring Our Impact

Council is genuine about its commitment to identifying meaningful measures that will track progress made towards the implementation of this framework, and the overall impact of this Plan for young people.

The effectiveness of the framework will largely be indicated by how widely and well it is implemented, and the feedback received during that process.

We will also monitor the strategic context and community trends and consider any need for change.

In its last year of implementation, we will evaluate the effectiveness of the framework and its implementation before initiating the development of the second iteration.

If this framework and its implementation is effective, we will be able to say:

- **Council** has coordinated youth focused services
- **Council** considers young people in all areas of operations, strategy and decision-making
- **Council** understands and leverages its role, in the broader ecosystem of services, government and other decision makers, to improve outcomes for young people

If the framework achieves those impacts at Council, it will have **contributed** to improved outcomes for young people and services, acknowledging that the framework and Council are not the only contributors or influences on these whole of community impacts.

- **Young people** consistently feel included and empowered to have a voice and influence over the decisions that affect them
- **Young people** are valued and celebrated for their achievements and contributions to the community
- **Young people** can access the supports and opportunities they need and are interested in
- **Services** understand the priorities for young people and are equipped to respond
- **Services** include young people in their planning and decision-making
- **Services** understand their role in the youth services ecosystem

10.0

Acknowledgements

We would like to acknowledge:

- BROOKS Community Engagement Consulting who conducted our community consultations
- **Placeholder- Artists name to be confirmed following an EOI and selection process** and the young people who developed the artwork and design for this framework
- All the service providers, peak bodies and other Councils who participated in our consultations
- Most importantly, all the young people who participated in our consultations and the development of this framework.



Youth Inclusion Framework 2025-2028

A city for young people



cityofparramatta.nsw.gov.au

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.7
SUBJECT	Preparation of the Comprehensive Heritage Review (Scope)
REFERENCE	F2024/00282 - D09392137
REPORT OF	Project Officer Land Use

CSP THEME: Innovative

WORKSHOP/BRIEFING DATE: 15 November 2023 and 19 February 2024

PURPOSE:

To seek Council's endorsement of the scope of a comprehensive heritage review for the City of Parramatta Local Government Area (LGA).

RECOMMENDATION

That Council approves the scope for the Comprehensive Heritage Review of the City of Parramatta Local Government Area, as detailed at Table 1 of this report.

BACKGROUND

1. Council on 23 October 2023 resolved as follows:
 - (a) *That the Chief Executive Officer prepare a scope that includes an estimated cost and timeline for the preparation of a comprehensive heritage review for the Parramatta local government area. The comprehensive heritage review should include, but not be limited to a review of heritage listings and heritage related controls including those that apply to Heritage Conservation Areas.*
 - (b) *That this scope be presented to Councillors before 31 March 2024 to inform the 2024/2025 DPOP and budget processes.*
2. In accordance with the above Council resolution, a draft scope for a comprehensive heritage review was presented to Councillors at a workshop on 19 February 2024, in accordance with part (b) of the resolution, and feedback from that workshop was incorporated into the FY2024/25 budget process.
3. A foundation comprehensive heritage review undertaken for the (former) Parramatta LGA by Meredith Walker and Associates (including Terry Kass and Dr Carol Liston) in 1993 (now 31 years ago) has provided the framework for heritage planning in the City of Parramatta LGA ('the City') over many years.
4. This initial review identified and analysed the heritage of the City (focused on European heritage) and made recommendations for conservation and management. In addition, the review included a historical overview of development divided into themes.

5. In August 2014 (10 years ago), Mary Dallas Consulting Archaeologists completed the Parramatta Aboriginal Cultural Heritage Study Review of Aboriginal heritage management procedures and the information and mapping on which these are based. Council at its meeting of 14 November 2016 resolved to exhibit proposed amendments to the Parramatta DCP 2011 in relation to Aboriginal heritage management along with the Parramatta Aboriginal Cultural Heritage Study Review. Following the exhibition and consultation process with First Nations groups, these amendments to the Parramatta DCP 2011 were adopted by Council on 24 September 2018.
6. Council's last extensive heritage review was reported 13 years ago in 2011. That review focused on validating existing listings, updating heritage inventories, adding and removing a small number of items, and consideration of a new heritage conservation area in North Parramatta. It should be noted that this review was more limited in scope than the foundation comprehensive heritage review undertaken in 1993, and also the review that is currently being proposed to Council through this report.
7. Between 2006 and 2023, there have been a number of heritage studies undertaken by Council for specific areas and subjects of the City of Parramatta LGA, as detailed at **Attachment 1**.
8. A draft Integrated Heritage Strategy (IHS) was prepared in 2019 by consultants, GML Heritage, but was not endorsed by Council at that time. Council's *Local Strategic Planning Statement* (2020) already includes 'Action A52' to complete the draft IHS for community consultation. It is envisaged that the draft IHS could be finalised in the first year of the comprehensive heritage review. The purpose of the IHS will be to set out the vision for Council's heritage, Council's heritage management responsibilities, statutory and planning context, historic and contemporary context, guiding principles, opportunities, and a prioritised action plan for heritage matters.

REVIEW METHODOLOGY

9. A detailed Project Delivery Plan will be finalised once this has been endorsed by Council to help guide and manage the project but the Key Element of this plan is the workplan included in Table 1 of this report.
10. In order to prepare the workplan and cost estimates the following has been pursued:-
 - (a) Extensive consultation has been undertaken with relevant staff in Council's City Planning and Design and Community and Cultural Services Directorates. Consultation has also been undertaken with external agencies, including Heritage NSW, National Trust (NSW), Museums of History NSW, Greater Sydney Parklands, and Sydney Olympic Park Authority (SOPA) to determine the workplan.
 - (b) Consultation has been undertaken with Council officers from a number of other Sydney councils, such as Hornsby Shire, Inner West and Ryde Councils, and heritage professionals through an online heritage forum

group. Information has been obtained on costings of comparable heritage studies and challenges and lessons learnt from undertaking similar reviews.

- (c) A review has been undertaken of best practice guides nationally on how to undertake comprehensive heritage reviews. This includes the guide prepared by the NSW Office of Environment and Heritage titled, '*Community-Based Heritage Studies: a Guide*' (2013). These guides emphasise the importance of appropriate definition of project scope, community engagement, and preparation of a thematic history study.

WORK PROGRAM – SCOPE, ESTIMATED COSTS AND TIMING FOR THE REVIEW

11. The proposed scope of the comprehensive heritage review, including tasks, estimated costs and timing, is detailed in the Work Program at Table 1 below. The review is proposed to be undertaken over six years and will cost an estimated \$870,000. Estimated costs in Table 1 have generally been informed by discussions with other local councils on comparable heritage studies which have been undertaken in recent times.

Table 1: Work Program – Tasks, Estimated Costs and Timeline for the Review

Year 1 (2024/25) – Establish Heritage Strategy and undertake Heritage Conservation Areas (HCAs) Review (Timeframe 1 year)

Main Tasks	Estimated Cost	Target Year(s)
Integrated Heritage Strategy (update and finalise)	\$10,000	2024/25
Heritage Conservation Areas (HCAs) Review	\$140,000	2024/25
Preliminary community engagement – Phase 1	Within existing budget	2024/25
Year 1 Subtotal	\$150,000	

Years 2-4 (2025/26, 2026/27, 2027/28) – Thematic History Study and Listings Review (Timeframe 3 years)

Main Tasks	Estimated Cost	Target Year(s)
Thematic History Study (including indigenous and non-indigenous history)	\$100,000	2025/26
Heritage Items Review: (1) Review existing items: <ul style="list-style-type: none"> Part A (South) – Parramatta, Dundas & Rosehill Wards Part B (North) – North Rocks and Epping Wards (2) Investigate new items and prepare inventory sheets (whole LGA) (3) Engagement Phase 2 – Study Outcomes (heritage items and conservation areas reviews)	\$100,000 \$100,000 \$100,000 \$12,500	2025/26 – 2026/27
Heritage Inventory Sheets Review and Update (for the former The Hills and Holroyd LGAs only)	\$65,000	2026/27
Amend Planning Controls: (1) Process Draft LEP and DCP changes (including new listings, changes to existing listings, conservation area changes, draft planning controls) (2) Listings Review – Engagement Phase 3 (during public exhibition of LEP/DCP changes)	Within existing budget \$12,500	2026/2027 – 2027/28

Main Tasks	Estimated Cost	Target Year(s)
Years 2-4 Subtotal	\$490,000	

Year 5 (2028/29) – Aboriginal Heritage Study and Archaeological Study (Timeframe 1 year)

Main Tasks	Estimated Cost	Target Year(s)
Aboriginal Heritage Study	\$110,000	2028/29
Aboriginal Heritage - Engagement	\$20,000	2028/29
Archaeological Study	\$100,000	2028/29
Year 5 Subtotal	\$230,000	

Year 6 (2029/30) – Implementation of Aboriginal Heritage Study and Archaeological Study (Timeframe 1 year)

Main Tasks	Estimated Cost	Target Year(s)
Process Draft LEP and DCP changes arising from Aboriginal Heritage Study and Archaeological Study	Within existing budget	2029/30
Year 6 Subtotal	Within existing budget	

Total Overall Estimated Project Cost

Main Task	Estimated Cost	Target Year(s)
Comprehensive Heritage Review	\$870,000	2024/30
TOTAL	\$870,000	

NSW GOVERNMENT'S HOUSING REFORMS AND POTENTIAL IMPACTS ON HERITAGE CONSERVATION AREAS

12. As part of the NSW Government's housing reforms, *State Environmental Planning Policy (Housing) Amendment (Dual Occupancy and Semi-Detached Dwellings) 2024* (SEPP) came into effect on 1 July 2024. Dual occupancies are now permitted within all Heritage Conservation Areas (HCAs), but not on properties that are individually listed heritage items.
13. Consequently, it is considered necessary to prioritise the HCAs Review given the newly created permissibility of dual occupancies under the SEPP. The HCAs Review will consider HCA boundaries and investigate appropriate controls for HCAs that would sensitively accommodate dual occupancies without compromising heritage values. The HCAs Review has therefore been moved to Year 1 (2024/25) of the comprehensive heritage review, and the Thematic History Study has been moved to Year 2 (2025/26) to make way for the HCAs Review. These changes have been reflected in the Work Program at Table 1 accordingly.

14. A further phase of the NSW Government's housing reforms may result in other forms of low and mid-rise housing (townhouses, villas and apartments and the like) being permitted in Council's HCAs, where currently they are prohibited. Any announcements about these further reforms will also be considered when the analysis of the HCAs is undertaken.

DELIVERY PROGRAM AND OPERATIONAL PLAN (DPOP)

15. The "*Heritage Review*" has already been included as a Key Project in Council's endorsed Delivery Program 2022-26 and Operational Plan & Budget 2024/25 (DPOP) (refer to Part 4, Section 4.5, 'City Strategic Planning'). The project description in DPOP is to, "*Undertake year one of the five year heritage review program*", with a target date of 30 June 2025. Further, an amount of \$150,000 has also been allocated to "heritage studies" in Council's endorsed FY2024/25 Budget.
16. It is noted that the Work Program for the comprehensive heritage review, as articulated in Table 1, is a six-year program. However, of this, only the first five years of the program would have budget implications, with the final year involving implementation of associated LEP and DCP changes, which could be undertaken in-house using existing staff resources.
17. A Council resolution is now required to endorse the work program for the comprehensive heritage review, so that Council officers can action this key project accordingly, as per the endorsed DPOP.

CONSULTATION & TIMING

Stakeholder Consultation

18. Table 2 below details the stakeholder consultation that has been undertaken in relation to preparing the scope for the comprehensive heritage review.

Table 2 – Stakeholder consultation undertaken to inform the scope of the review

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
7 November 2023	Heritage Advisory Committee	<ul style="list-style-type: none"> Strong support for review. Provide for listings of First Nations cultural heritage sites. Seek State and Federal government funding for review. Need to increase heritage funding and resources and improve heritage management within Council. 	<ul style="list-style-type: none"> Support noted. Issue of listing First Nations sites included in scope of review. Enquiries have been made as to the availability of State and Federal government funding. The Integrated Heritage Strategy will address heritage funding, resourcing and management. 	A/Group Manager City Strategic Planning

8 February 2024	Heritage Advisory Committee	<ul style="list-style-type: none"> Request for consultation with Museums of History NSW and Greater Sydney Parklands. 	<ul style="list-style-type: none"> Consultation undertaken with these agencies. 	A/Group Manager City Strategic Planning
26 March 2024	Heritage Advisory Committee	<ul style="list-style-type: none"> Generally supportive of the draft project scope but queried whether the six-year timeframe could be shortened. 	<ul style="list-style-type: none"> Shortening timeframe would require increased budget allocation for staff resources, beyond that proposed. 	A/Group Manager City Strategic Planning
13 February 2024	First Nations Advisory Committee	<ul style="list-style-type: none"> Supportive of an Aboriginal Heritage Study and Comprehensive Heritage Review. Need to consult with traditional owners first before other stakeholders. 	<ul style="list-style-type: none"> Support for review noted. Need to consult with traditional owners included in scope of review. 	A/Group Manager City Strategic Planning
20 December 2023	Heritage NSW	<ul style="list-style-type: none"> Aboriginal heritage, archaeology, natural environments, open spaces, and Parramatta's migrant communities are all important matters to be considered in the review. Council should consider applying for NSW Heritage Grants funding when available. 	<ul style="list-style-type: none"> Matters identified are included in scope of review. Council officers will continue to monitor when grant applications may open. 	A/Group Manager City Strategic Planning
10 January 2024	National Trust (NSW)	<ul style="list-style-type: none"> Should focus on Aboriginal heritage study, tighter heritage controls and HCAs. Landscape values and need for better connectivity to key heritage sites also important. 	<ul style="list-style-type: none"> Matters included in scope and/or noted. 	A/Group Manager City Strategic Planning
13 March 2024	Sydney Olympic Park Authority (SOPA)	<ul style="list-style-type: none"> The SOPA area should be excluded from review, as SOPA has recently completed its own heritage review and the SOPA area is outside of Council's planning jurisdiction. However, Council's thematic history study could reference themes from the SOPA area. 	<ul style="list-style-type: none"> Matters reflected in scope of review. 	A/Group Manager City Strategic Planning
19 March 2024	Museums of History NSW	<ul style="list-style-type: none"> Difficult to navigate heritage information on Council's website. 	<ul style="list-style-type: none"> Council's website being separately dealt with in the 	A/Group Manager City Strategic Planning

		<ul style="list-style-type: none"> • Important issues include: Aboriginal history; integration with European history; migrant communities; and adaptive reuse of heritage buildings. • Concern at development impacts on Elizabeth Farm. 	Heritage Communication Strategy. <ul style="list-style-type: none"> • Other matters raised generally included in scope and/or noted. 	
14 May 2024	Greater Sydney Parklands	<ul style="list-style-type: none"> • Heritage inventory for Parramatta Park needs to be updated to reflect heritage values. 	<ul style="list-style-type: none"> • Information noted. 	A/Group Manager City Strategic Planning

Councillor Consultation

19. Table 3 below details the Councillor consultation that has been undertaken in relation to this matter.

Table 3 – Councillor consultation undertaken to inform the scope of the review

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
15 November 2023	Councillor workshop	<ul style="list-style-type: none"> • Legislative amendments needed to ensure adequate maintenance of local heritage items. • Need to learn from Willow Grove. • Should identify local heritage items that could be advocated for State heritage listing. 	<ul style="list-style-type: none"> • Issues raised incorporated in submission on proposed Draft NSW Heritage Strategy. • Project scope includes items to be advocated for State heritage listing. 	A/Group Manager City Strategic Planning
19 February 2024	Councillor workshop	<ul style="list-style-type: none"> • Council officers to include \$150,000 in draft 2024/25 budget for “Heritage Studies”. • Heritage Advisory Committee feedback to be sought on the ‘best practice review scenario’ for the review. • A report on the Review be submitted to Council mid-year, once there is certainty on around the NSW Government’s proposed housing reforms. 	<ul style="list-style-type: none"> • Funds included in budget, feedback sought from Heritage Advisory Committee and this report submitted in line with Councillor direction. 	A/Group Manager City Strategic Planning

Timing

20. The review is anticipated to take six years to complete, commencing in 2024/25 (Year 1) and ending in 2029/30 (Year 6). For more information regarding the timing of certain elements of the review, refer to the work program at Table 1. It

should be noted that expediting the review to occur in a shorter timeframe would require additional funding for more staff resources to undertake the review.

LEGAL IMPLICATIONS FOR COUNCIL

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

FINANCIAL IMPLICATIONS FOR COUNCIL

22. Table 1 of this report shows the proposed work program for undertaking the review over a period of six years from 2024/25 (Year 1) to 2029/30 (Year 6). Table 1 also indicates that there will only be expenditure on undertaking the various tasks of the review in the first five years, commencing in 2024/25 (Year 1) through to 2028/29 (Year 5). Table 1 also indicates that the estimated total cost of the review over these five years is **\$870,000**.
23. Table 4 below provides a break-down of the budget required for the project year-by-year. Council's approved budget for FY2024/25 already includes an amount of \$150,000 for "heritage studies". This budgeted amount will cover the costs for Year 1 (2024/25) of the review and therefore there are no further immediate impacts on the budget at this time. This report is not seeking approval for budget beyond 2024/25. For future years, Council will need to allocate budget accordingly to ensure the continuation of the review. Decisions regarding ongoing funding for the review post 2024/25 will be subject to future separate decisions of Council in preparing future budgets.

Table 4 – Detailed estimated project expenditure year-by-year

	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Operating Result					
External Costs	\$150,000	\$412,500	\$65,000	\$12,500	\$230,000
Internal Costs					
Depreciation					
Other					
Total Operating Result	\$150,000 budgeted	\$412,500 unbudgeted	\$65,000 unbudgeted	\$12,500 unbudgeted	\$230,000 unbudgeted
Funding Source	General Revenue	General Revenue	General Revenue	General Revenue	General Revenue
CAPEX					
CAPEX					
External					
Internal					
Other					
Total CAPEX	Nil	Nil	Nil	Nil	Nil
Funding Source	N/A	N/A	N/A	N/A	N/A

24. It is noted that the most significant year for project expenditure will be in FY2025/26 (Year 2) at an estimated \$412,500 (representing 47% of the overall estimated project cost). It is anticipated that the project will be funded through general revenue, although there may be opportunities throughout the life of the project for Council to apply for funding through the NSW Heritage Grants Program administered by Heritage NSW.

25. Having a supporting Council resolution to undertake the comprehensive heritage review will greatly assist Council officers when preparing future grant applications.

Robert Cologna

Group Manager City Strategic Planning

Jennifer Concato

Executive Director City Planning and Design


John Angilley

Executive Director Finance & Information

Gail Connolly

Chief Executive Officer

ATTACHMENTS:

- | | | |
|--|--|-------|
| 1 | Summary of area and special subject heritage reviews for City of | 2 |
|  | Parramatta LGA | Pages |

REFERENCE MATERIAL

ATTACHMENT 1

SUMMARY OF AREA AND SPECIAL SUBJECT HERITAGE REVIEWS FOR CITY OF PARRAMATTA LGA

1. In February 2000, Gordon Mackay Logan completed the *Parramatta Historical Archaeological Landscape Management Study* (PHALMS) that includes a survey of the archaeological remains within the Parramatta CBD and adjoining suburbs and a framework for their future management.
2. In November 2003, Mary Dallas Consulting Archaeologists completed the Parramatta City Council Aboriginal Cultural Heritage Study that was undertaken to ensure ongoing protection and management of Aboriginal heritage places.
3. In 2005, heritage consultant Graham Hall was engaged to assess properties throughout the (former) Parramatta LGA which had been identified for potential listing over a period of several years. At a meeting on 25 September 2006, Council resolved to accept recommendations as draft listings and incorporate them into future local environmental plans.
4. In December 2006, heritage consultant Rod Howard was engaged to undertake a study of Toongabbie and Epping to assess the need for new heritage items and to establish whether there was a need for the extension of conservation areas in Epping. Recommendations from the study were accepted by Council at a meeting on 23 July 2007 as listings in *draft Parramatta LEP 2008* at that time.
5. In January 2008, Council engaged heritage specialists from the NSW Government Architect's Office to carry out an independent review of the studies and draft listings of Rod Howard and Graham Hall. Following the independent expert review, Council agreed on 28 July 2008 to proceed with draft proposals to add a number of properties in Epping and elsewhere in the (former) Parramatta LGA to the heritage list and for the proposed creation and extension of conservation areas in Epping.
6. In 2012, consultants Planisphere completed preparation of the technical report, *'Development In Parramatta City and the Impact on Old Government House and Domain's World and National Heritage Listed Values'*. The report identifies views and settings important to the World and National Heritage Listed Values of Old Government House and Domain. In particular, it mapped areas of sensitivity where development risks having a significant impact and also suggested future guidelines to assist in mitigating development impacts. Council was one of the contributors to this report, with the other contributors being the Commonwealth Department of Sustainability, Environment, Water, Population and Communities; NSW Department of Planning and Infrastructure; and the NSW Heritage Office.

7. In August 2014, Mary Dallas Consulting Archaeologists completed the *Parramatta Aboriginal Cultural Heritage Study Review* of Aboriginal heritage management procedures and the information and mapping on which these are based. Council at its meeting of 14 November 2016 resolved to exhibit proposed amendments to the *Parramatta DCP 2011* in relation to Aboriginal heritage management along with the *Parramatta Aboriginal Cultural Heritage Study Review*. Following the exhibition and consultation process with First Nations groups, these amendments to the *Parramatta DCP 2011* were adopted by Council on 24 September 2018.
8. Between 2014 – 2016 a review of the South Parramatta Heritage Conservation Area (HCA) and adjoining areas (generally land between the HCA and Boundary Street) was carried out by Council staff and Council's heritage consultant. Council on 28 May 2018, resolved to adopt amendments to *Parramatta Local Environmental Plan 2011* and *Parramatta Development Control Plan 2011* that in particular provided for a reduction in the extent of that HCA.
9. In June 2017, City Plan Heritage consultants completed a heritage review of Epping Town Centre (East). The heritage review made recommendations regarding conservation area boundaries, heritage listings and planning controls, and also provided a contribution ranking of properties within conservation areas.
10. In June 2023, City Plan Heritage consultants completed a draft heritage review of the Granville study area (generally land north of railway line) in response to the State Government's *Parramatta Road Corridor Urban Transformation Strategy* (PRCUTS) 2016. The review resulted in the investigation of 43 existing heritage items and the review of the Tottenham Street HCA. The review also identified a small number of potential items and one potential HCA requiring further consideration.
11. Between 2015 and 2019, a number of heritage studies were undertaken by Council as a part of the review of the Parramatta CBD planning framework and the preparation of the *Parramatta CBD Planning Proposal*. These heritage studies included the following:
 - In 2015, a heritage study of Parramatta CBD planning controls was undertaken by consultants, Urbis.
 - In 2017, a heritage study of interface areas relating to the Parramatta CBD was undertaken by consultants, Hector Abrahams Architects.
 - In 2019, a heritage analysis of the Church Street Precinct was undertaken by consultants, City Plan.
 - In 2019, a heritage review of Parramatta CBD Opportunity Sites was undertaken by consultants, Lucas, Stapleton, Johnson and Partners.

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.8
SUBJECT	Approval of Deed of Variation to a Planning Agreement (Land at 20-22 Macquarie Street and 197-207 Church Street/89 Marsden Street, Parramatta)
REFERENCE	F2024/00282 - D09432561
REPORT OF	Senior Project Officer

CSP THEME: Fair

WORKSHOP/BRIEFING DATE: 02 APRIL 2024

PURPOSE:

To seek Council approval of the two deeds of variation to planning agreements.

RECOMMENDATION

- (a) That Council approve the two deeds of variation for land at 197-207 Church Street/89 Marsden Street and at 20-22 Macquarie Street, Parramatta as provided at Attachments 1 and 2.
- (b) That Council authorise the Chief Executive Officer to make any minor amendments and corrections of a non-policy and administrative nature that may arise during the finalisation of the deeds of variation.

BACKGROUND

- 1. A Planning Agreement was entered into on 23 March and 15 June 2021 respectively; Council executed planning agreements with Praxis Capital Pty Ltd and M20 Pty Ltd relating to land at 20-22 Macquarie Street, Parramatta; and with Holdmark Properties Pty Ltd relating to land at 197-207 Church Street and 89 Marsden Street, Parramatta
- 2. Both planning agreements required a 2-metre-wide easement for public access along the boundary of the land adjacent to the Marsden Street frontages. Covenants prohibiting structures in this location were also required. The purpose of these public access easements was to enable a future bicycle path along the eastern side of Marsden Street, which was required at the time in accordance with a Development Control Plan (DCP) control.
- 3. At its meeting on 26 July 2021, the Council considered the outcomes of the public exhibition of the revised Parramatta CBD Integrated Transport Plan (ITP). The ITP included concept design plans for the Marsden Street Cycleway, which relocated the cycleway to the western side of Marsden Street (opposite the sites subject to above Planning Agreements). At that meeting, the Council resolved to endorse the revised ITP and forward it to the State Government to support the finalisation of the Parramatta CBD Planning Proposal.
- 4. At the same meeting, the Council also resolved to approve a further investigation into several amendments to the Land Reservation Acquisition (LRA) maps,

including the removal of the LRA along Marsden Street between George Street and Campbell Street, which adjoins the subject sites.

5. Parramatta Local Environmental Plan 2023 (PLEP 2023) (including the Parramatta CBD Planning Proposal amendments that came into effect in October 2022) have removed the LRA from the eastern side of Marsden Street.
6. The variations relate to the removal of the 2-metre-wide easement for public access along the boundary of the lands adjacent to their Marsden Street frontages. While the Council no longer requires the public access areas and easements adjacent to the Marsden Street frontages of each site, the obligation remains under each planning agreement.
7. Legal advice received indicated that the removal of the obligation can only be achieved via an amendment to the planning agreements to delete the obligation.
8. Council's in principle endorsement was sought to delete the relevant components of each planning agreement that relate to the public access and easement obligations, including:
 - Clause 6.2 (*Public Access & Easements*)
 - Schedule 1 (Public Access & Easement Terms);
 - Annexure A (Setback Area), and
 - any other associated changes such as *Definitions* and *Schedule 2 Summary of Obligations*, and the like.
9. Section 208 of the Environmental Planning and Assessment Regulation 2021 requires that where a planning authority proposes to enter into, amend or revoke a planning agreement in connection with a development application or a change to a local environmental plan, notice of the planning authority's proposal must be given. It was therefore recommended that the draft deed of variations to amend the planning agreements be publicly exhibited for 28 days before reporting back to the Council.
10. At its meeting on 8th April 2024, the Council resolved to publicly exhibit the two draft deeds of variations. Following the exhibition, the matter is now being reported to Council seeking endorsement to adopt the deeds of variations to the planning agreements (see **Attachment 1** and **Attachment 2**), which will then be required to be registered on the land title of the relevant property once executed by Council and the Developer.
11. The proposed amendments to the Planning Agreements do not affect the public value attributed by the planning agreements as there is no longer a need for this land or access. Had Council still had LRAs in place on the eastern side of Marsden Street, any public access or land acquisition cost would have created a financial liability for Council. However, as this has now been removed, the requirement has been voided. Furthermore, at the time of negotiating the Planning Agreements, the easements would have been given a negligible value as the FSR entitlement for the entire site would not have been reduced as a result of the easement for access.

PUBLIC EXHIBITION

12. The two draft Deeds of Variation were publicly exhibited between 13 May and 11 June 2024 – a total of 30 days. This is consistent with Council's Engagement Strategy.
13. Public exhibition for the draft amendment included the following:
 - a. Mail-out to individual landowners within the block (25 letters sent);
 - b. Electronic exhibition via the Participate Parramatta Portal;
 - c. Hard copy documents provided at the Parramatta Central Library and Council's customer service counter;
 - d. Newspaper Ad in Parramatta News;
 - e. Social media post on Participate Parramatta Facebook page; and
 - f. Digital Screens in libraries
14. The public exhibition material comprised:
 - a. Council report 08 April 2024;
 - b. Minutes from Council meeting 08 April 2024;
 - c. Draft deed of variation 20-22 Macquarie St, Parramatta;
 - d. Draft deed of variation 197-207 Church St/89 Marsden St, Parramatta;
 - e. Planning Agreement 20-22 Macquarie Street, Parramatta; and
 - f. Planning Agreement 197-207 Church St/89 Marsden St, Parramatta
15. There were 277 views of the Participate page and 193 documents accessed during the exhibition.
16. No submissions were received during the exhibition period.

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
3 May 2024	VPA Parties of each agreement were advised of the public exhibition	VPA parties raise no objection to the amendment	Council officers have worked with each VPA Party to agree on a Deed of Variation to the Planning Agreement before public exhibition occurred.	Group Manager Infrastructure Planning & Design
13 May and 11 June 2024	Public exhibition	No responses were received	No responses were received	Group Manager Infrastructure Planning and Design

Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
02 April 2024	All Councillors invited	NIL	NIL	Group Manager Infrastructure Planning & Design

LEGAL IMPLICATIONS FOR COUNCIL

19. As a Planning Agreement is a legal document, any variation to an agreement must be formally made through a deed of variation prepared and reviewed by both the Council's and other party's solicitors. This has been completed.
20. The deeds of variation will be formally executed following the Council's approval of the report and registered on the land title of the relevant property. A copy of the deed of variation will subsequently be published on the NSW Planning Portal.

FINANCIAL IMPLICATIONS FOR COUNCIL

21. There are no financial implications for Council.





Priya Uppal
Team Leader Infrastructure Design

Jennifer Concato
Executive Director City Planning and Design

John Angilley
Executive Director Finance & Information

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

- | | | |
|---|---|----------|
| 1  | Deed of Variation of Planning Agreement - 197-207 Church Street & 89 Marsden Street Parramatta | |
| 2  | Deed of Variation of Planning Agreement - 20-22 Macquarie St Parramatta | |
| 3  | Annexure A - PARRAMATTA, 197-207 Church Street & 89 Marsden Street - Marked Up Planning Agreement | 30 Pages |
| 4  | Annexure A- PARRAMATTA, 20-22 Macquarie Street - Marked Up Planning Agreement | 29 Pages |



Deed of Variation of Planning Agreement

City of Parramatta Council
ABN 49 907 174 773

Holdmark Properties Pty Ltd
ABN 11 125 227 429

Newcastle

Level 7, Sparke Helmore Building, 28 Honeysuckle Drive, Newcastle NSW 2300
PO Box 812, Newcastle NSW 2300
t: +61 2 4924 7200 | f: +61 2 4924 7299 | www.sparke.com.au
adelaide | brisbane | canberra | darwin | melbourne | newcastle | perth | sydney | upper hunter

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Contents

1	<i>Definitions</i>	3
2	<i>Interpretation</i>	4
3	<i>Construction</i>	5
4	<i>Timing of acts or things</i>	5
5	<i>Status of this Deed</i>	5
6	<i>Commencement</i>	5
7	<i>Amendment to Planning Agreement</i>	5
8	<i>Registration and Release from Title</i>	6
9	<i>Explanatory Note</i>	6
10	<i>Notices</i>	6
11	<i>Costs and expenses</i>	6
12	<i>Relationship between parties</i>	6
13	<i>Invalidity</i>	7
14	<i>Warranties</i>	7
15	<i>Governing law and jurisdiction</i>	7
	Annexure A Planning Agreement – Marked Up	9
	Annexure B Explanatory Note	10

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Deed

Date

Parties

First party

Name	City of Parramatta Council (Council)
ABN	49 907 174 773
Contact	Manager, Land Use Planning
Telephone	02 9806 5050

Second party

Name	Holdmark Properties Pty Ltd (Landowner)
ABN	11 125 227 429
Contact	Chief Executive Officer
Telephone	02 9989 5540

Background

- A. On 15 June 2021, the parties entered into the Planning Agreement.
- B. The Planning Agreement required the provision of a 2m wide setback area along the length of the boundary of the Land adjacent to Marsden Road by registration of a covenant restricting building in the setback area, and further required an easement in gross permitting public access to that setback area. The purpose of the provisions was to ensure the Development accommodated the Marsden Street Cycleway identified in planning strategies at the time.
- C. Subsequently, Council considered an Integrated Transport Plan and determined to relocate the Marsden Street Cycleway and make consequential changes to the land reservation acquisition maps under the local environmental plan. The *Parramatta Local Environmental Plan 2023*, which commenced on 2 March 2023, removed any proposed acquisition of that part of the Land fronting Marsden Street.
- D. Given those changes to the transport strategy along Marsden Street, the parties have agreed to vary the Planning Agreement so that it no longer requires the setback of development or the public access easement.

Operative part

1 Definitions

- 1.1 In this deed, unless the context indicates a contrary intention:

Planning Agreement means the planning agreement relating to 197-207 Church Street and 89 Marsden Street, Parramatta between Council and the Landowner dated 15 June 2021; and

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EP&A Regulation 2021 means the *Environmental Planning and Assessment Regulation 2021*.

- 1.2 Except as provided in clause 1.1, all capitalised words used in this deed that are defined in clause 1 of the Planning Agreement have the same meaning as in the Planning Agreement.

2 Interpretation

In this deed, unless the context indicates a contrary intention:

- (a) **(documents)** a reference to a document is to the document as varied, amended, supplemented, novated or replaced from time to time;
- (b) **(references)** a reference to a party, clause, paragraph, schedule or annexure is to a party, clause, paragraph, schedule or annexure to or of this deed;
- (c) **(headings)** clause headings and the table of contents are inserted for convenience only and do not affect the interpretation of this deed;
- (d) **(Background)** the Background forms part of this deed;
- (e) **(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 permitted novatees, permitted assignees, personal representatives and successors;
- (f) **(including)** including and includes (and any other similar expressions) are not words of limitation and a list of examples is not limited to those items or to items of a similar kind;
- (g) **(corresponding meanings)** a word that is derived from a defined word has a corresponding meaning;
- (h) **(singular and plural)** the singular includes the plural and the plural includes the singular;
- (i) **(gender)** words importing one gender include all other genders;
- (j) **(legislation)** a reference to legislation or any legislative provision includes:
 - (i) any modification or substitution of that legislative provision; and
 - (ii) any subordinate legislation issued under that legislation or legislative provision including under that legislation or legislative provision as modified or substituted;
- (k) **(time and date)** a reference to a time or date is to the time and date in Sydney, Australia;
- (l) **(joint and several)** an agreement, representation, covenant, warranty, 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;
- (m) **(replacement bodies)** a reference to a body that ceases to exist or whose powers or functions are transferred to another body is to the body that replaces it or that substantially succeeds to its powers or functions; and
- (n) **(Australian currency)** a reference to dollars or \$ is to Australian currency.

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3 Construction

Neither this deed 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.

4 Timing of acts or things

- 4.1 If the time for doing any act or thing required to be done under this deed or a notice period specified in this deed 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.
- 4.2 If any act or thing done under this deed is done after 5 pm on a day, it is taken to have been done on the following Business Day.

5 Status of this Deed

- 5.1 This deed is an amendment to the Planning Agreement within the meaning of clause 203 of the EP&A Regulation 2021.
- 5.2 This deed is not a Planning Agreement within the meaning of section 7.4(1) of the EP&A Act.

6 Commencement

- 6.1 This deed commences and has force and effect on the date when the parties have executed the same copy of this deed.
- 6.2 The party who executes this deed last is to insert on the front page the date it did so and provide a copy of the fully executed and dated deed to any other person who is a party.

7 Amendment to Planning Agreement

- 7.1 On and from the date of this deed, the Planning Agreement is amended as follows:
- (a) The defined terms "Easement Terms" and "Setback Area" in clause 1 (Definitions) are deleted.
 - (b) Clause 6.2 is deleted.
 - (c) Clause 8.3(b)(ii) is deleted.
 - (d) The heading "Compulsory Acquisition" at clause 11.3 is deleted and replaced with "Not used".
 - (e) Clauses 11.3(a) to (d) are deleted.
 - (f) The word "and" at the end of clause 11.4(a)(i) is deleted.
 - (g) Clause 11.4(a)(ii) is deleted.
 - (h) The words "and register the easement required under clause 6.2(a)(ii)" in clause 11.4(b) are deleted.
 - (i) The heading "Public Access and Easement Terms" in Schedule 1 is deleted and replaced with "Not used".
 - (j) All paragraphs and text within Schedule 1 are deleted.

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(k) The words "compulsory acquisition of interests in land" in the second column, tenth row (including the heading row) of the table in Schedule 2 are deleted.

(l) Annexure A is deleted.

(m) Consequential amendments to the Table of Contents are made.

7.2 A copy of the Planning Agreement with the amendments specified in clause 7.1 marked on the document is annexed to this deed at **Annexure A**.

8 Registration and Release from Title

The parties agree that the clause 8 of the Planning Agreement concerning registration of the Planning Agreement on title applies to this deed as if those provisions were set out in full.

9 Explanatory Note

9.1 **Annexure B** contains the Explanatory Note relating to this deed and as required by clause 205 of the EP&A Regulation 2021.

9.2 Pursuant to clause 205(5) of the EP&A Regulation 2021, the parties agree that the Explanatory Note is not to be used to assist in construing this deed.

10 Notices

Clause 15 of the Planning Agreement applies as if it forms part of this deed with any necessary changes.

11 Costs and expenses

The Landowner agrees to pay or reimburse Council:

- (a) all reasonable costs incurred in connection with the negotiation, preparation, execution, registration, release and discharge of this deed, including the reasonable costs of any legal advice Council has received in connection with this deed; and
- (b) any administrative fees as required by Council acting reasonably, in connection with the administration and exhibition of this deed,

within 10 Business Days after receipt of a notice from the Council as to the amount of those costs.

12 Relationship between parties

12.1 Nothing in this deed:

- (a) constitutes a partnership between the parties; or
- (b) except as expressly provided, makes a party an agent of another party for any purpose.

12.2 A party cannot in any way or for any purpose:

- (a) bind another party; or
- (b) contract in the name of another party.

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13 Invalidity

- 13.1 A word or provision must be read down if:
- (a) this deed is void, voidable, or unenforceable if it is not read down;
 - (b) this deed will not be void, voidable or unenforceable if it is read down; and
 - (c) the provision is capable of being read down.
- 13.2 A word or provision must be severed if:
- (a) despite the operation of clause 13.1, the provision is void, voidable or unenforceable if it is not severed; and
 - (b) this deed will be void, voidable or unenforceable if it is not severed.
- 13.3 The remainder of this deed has full effect even if clause 13.2(a) or clause 13.2 (b) applies.

14 Warranties

- 14.1 The parties warrant to each other that they:
- (a) have full capacity to enter into this deed; and
 - (b) are able to fully comply with their obligations under this deed and the Planning Agreement as modified by this deed.

15 Governing law and jurisdiction

- 15.1 The laws applicable in New South Wales govern this deed.
- 15.2 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.

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Executed as a deed

Executed for and 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 Representative

.....
 Print name of Witness

.....
 Name and Position

Executed by **Holdmark Properties Pty**)
Ltd ABN 11 125 227 429 in accordance)
 with section 127 of the *Corporations Act*)
 2001 (Cth) by:)

.....
 Signature of Sole Director/Secretary

.....
 Print name of Sole Director/Secretary

Sparke Helmore Lawyers

Annexure A Planning Agreement – Marked Up

Annexure B Explanatory Note

Explanatory Note

Environmental Planning and Assessment Regulation 2021

(Clause 205)

Draft Deed of Variation to Planning Agreement, 197-207 Church Street and 89 Marsden Street, Parramatta

This is an Explanatory Note under clause 205 of the *Environmental Planning and Assessment Regulation 2021* relating to a proposed variation of the planning agreement entered into on 15 June 2021 between the parties set out below (**Planning Agreement**).

1 Parties

The parties to the Planning Agreement and the draft Deed of Variation are:

- (a) City of Parramatta Council (**Council**)
- (b) Holdmark Properties Pty Ltd (**Landowner**)

2 Description of the Land to which the Draft Deed Applies

The Planning Agreement and the draft Deed apply to 197-207 Church Street and 89 Marsden Street, Parramatta, being Lot 1 DP 710335 and Lot 1 DP 233150 (**Land**).

3 Description of Development to which the Draft Deed Applies

The Planning Agreement and the draft Deed apply to any future development of the Land for either a mixed use development incorporating a residential component, or a wholly commercial development (**Development**).

4 Summary of Objectives, Nature and Effect of the Draft Deed

(a) Objectives of Draft Deed

The objective of the draft Deed is to amend the Planning Agreement.

(b) Nature of Draft Deed

The draft Deed is a deed of variation of the Planning Agreement under clause 205 of the *Environmental Planning and Assessment Regulation 2021*.

(c) Effect of the Draft Deed

The draft Deed amends the Planning Agreement to remove requirements for the Development to be set back 2m from the boundary of the Land with Marsden Street and to register:

- (i) a covenant restricting building in the setback area; and
- (ii) an easement in gross permitting public access to the setback area.

5 Assessment of the Merits of the Draft Deed and Impacts on the Public

- (a) The proposed amendment to the Planning Agreement involves the removal of a contribution item that is no longer required by Council. Those amendments have been

agreed between the parties due to changes in planning and transport strategies relating to Land and the surrounding area.

- (b) While the proposed variation will remove a contribution under a Planning Agreement, it will not affect the value of the public benefits under the Planning Agreement because there is no longer a need for the setback area and public access along Marsden Street. Further, in accordance with current planning controls, future buildings on the Land must align to the street frontage. This cannot be achieved with if a 2m wide setback is required.
- (c) Based on the above, the requirements to provide the setback and public access easement:
 - (i) are unnecessary,
 - (ii) are inconsistent with current planning and transport strategies for the local area,
 - (iii) require development that is non-compliant with current planning controls, and
 - (iv) may result in inconsistent and unorderedly development of the land along Marsden Street.
- (d) The proposed variation will not otherwise change the contributions to be delivered under the Planning Agreement and will not therefore have any negative impact on the public.



Deed of Variation of Planning Agreement

City of Parramatta Council

ABN 49 907 174 773

Praxis Capital Pty Ltd

ACN 166 624 031

M20 Pty Ltd

ACN 165901 333

Newcastle

Level 7, Sparke Helmore Building, 28 Honeysuckle Drive, Newcastle NSW 2300

PO Box 812, Newcastle NSW 2300

t: +61 2 4924 7200 | f: +61 2 4924 7299 | www.sparke.com.au

adelaide | brisbane | canberra | darwin | melbourne | newcastle | perth | sydney | upper hunter

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Contents

1	<i>Definitions</i>	4
2	<i>Interpretation</i>	4
3	<i>Construction</i>	5
4	<i>Timing of acts or things</i>	5
5	<i>Status of this Deed</i>	5
6	<i>Commencement</i>	5
7	<i>Amendment to Planning Agreement</i>	5
8	<i>Registration and Release from Title</i>	6
9	<i>Explanatory Note</i>	6
10	<i>Notices</i>	6
11	<i>Costs and expenses</i>	6
12	<i>Relationship between parties</i>	6
13	<i>Invalidity</i>	7
14	<i>Warranties</i>	7
15	<i>Governing law and jurisdiction</i>	7
	Annexure A Planning Agreement – Marked Up	10
	Annexure B Explanatory Note	11

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Deed

Date

Parties

First party

Name	City of Parramatta Council (Council)
ABN	49 907 174 773
Contact	Manager, Land Use Planning
Telephone	02 9806 5050

Second party

Name	Praxis Capital Pty Ltd (Proponent)
ACN	166 624 031
Contact	Dennis He
Telephone	02 8837 6444

Third party

Name	M20 Pty Ltd (Landowner)
ACN	165 901 333
Contact	Dr Lionel M Chang
Telephone	02 8837 6444

Background

- A. On 1 March 2021, the parties entered into the Planning Agreement.
- B. The Planning Agreement required the provision of a 2m wide setback area along the length of the boundary of the Land adjacent to Marsden Road by registration of a covenant restricting building in the setback area, and further required an easement in gross permitting public access to that setback area. The purpose of the provisions was to ensure the Development accommodated the Marsden Street Cycleway identified in planning strategies at the time.
- C. Subsequently, Council considered an Integrated Transport Plan and determined to relocate the Marsden Street Cycleway and make consequential changes to the land reservation acquisition maps under the local environmental plan. The *Parramatta Local Environmental Plan 2023*, which commenced on 2 March 2023, removed any proposed acquisition of that part of the Land fronting Marsden Street.
- D. Given those changes to the transport strategy along Marsden Street, the parties have agreed to vary the Planning Agreement so that it no longer requires the setback of development or the public access easement.

Operative part

1 Definitions

1.1 In this deed, unless the context indicates a contrary intention:

Planning Agreement means the planning agreement relating to 20-22 Macquarie St, Parramatta between Council, the Proponent and the Landowner dated 1 March 2021; and

EP&A Regulation 2021 means the *Environmental Planning and Assessment Regulation 2021*.

1.2 Except as provided in clause 1.1, all capitalised words used in this deed that are defined in clause 1 of the Planning Agreement have the same meaning as in the Planning Agreement.

2 Interpretation

In this deed, unless the context indicates a contrary intention:

- (a) **(documents)** a reference to a document is to the document as varied, amended, supplemented, novated or replaced from time to time;
- (b) **(references)** a reference to a party, clause, paragraph, schedule or annexure is to a party, clause, paragraph, schedule or annexure to or of this deed;
- (c) **(headings)** clause headings and the table of contents are inserted for convenience only and do not affect the interpretation of this deed;
- (d) **(Background)** the Background forms part of this deed;
- (e) **(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 permitted novatees, permitted assignees, personal representatives and successors;
- (f) **(including)** including and includes (and any other similar expressions) are not words of limitation and a list of examples is not limited to those items or to items of a similar kind;
- (g) **(corresponding meanings)** a word that is derived from a defined word has a corresponding meaning;
- (h) **(singular and plural)** the singular includes the plural and the plural includes the singular;
- (i) **(gender)** words importing one gender include all other genders;
- (j) **(legislation)** a reference to legislation or any legislative provision includes:
 - (i) any modification or substitution of that legislative provision; and
 - (ii) any subordinate legislation issued under that legislation or legislative provision including under that legislation or legislative provision as modified or substituted;
- (k) **(time and date)** a reference to a time or date is to the time and date in Sydney, Australia;
- (l) **(joint and several)** an agreement, representation, covenant, warranty, right or obligation:
 - (i) in favour of two or more persons is for the benefit of them jointly and severally; and

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- (ii) on the part of two or more persons binds them jointly and severally;
- (m) **(replacement bodies)** a reference to a body that ceases to exist or whose powers or functions are transferred to another body is to the body that replaces it or that substantially succeeds to its powers or functions; and
- (n) **(Australian currency)** a reference to dollars or \$ is to Australian currency.

3 Construction

Neither this deed 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.

4 Timing of acts or things

- 4.1 If the time for doing any act or thing required to be done under this deed or a notice period specified in this deed 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.
- 4.2 If any act or thing done under this deed is done after 5 pm on a day, it is taken to have been done on the following Business Day.

5 Status of this Deed

- 5.1 This deed is an amendment to the Planning Agreement within the meaning of clause 203 of the EP&A Regulation 2021.
- 5.2 This deed is not a Planning Agreement within the meaning of section 7.4(1) of the EP&A Act.

6 Commencement

- 6.1 This deed commences and has force and effect on the date when the parties have executed the same copy of this deed.
- 6.2 The party who executes this deed last is to insert on the front page the date it did so and provide a copy of the fully executed and dated deed to any other person who is a party.

7 Amendment to Planning Agreement

- 7.1 On and from the date of this deed, the Planning Agreement is amended as follows:
 - (a) The defined terms "Easement Terms" and "Setback Area" in clause 1 (Definitions) are deleted.
 - (b) Clause 6.2 is deleted.
 - (c) The words after "Instrument Change" in clause 8.3(b) are deleted, including subclauses (i) and (ii).
 - (d) The word "and" at the end of clause 11.3(a)(ii) is deleted.
 - (e) Clause 11.3(a)(iii) is deleted.
 - (f) The word "and" at the end of clause 11.3(b)(i) is deleted.
 - (g) Clause 11.3(b)(ii) is deleted.

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- (h) The heading "Compulsory Acquisition" at clause 11.4 is deleted and replaced with "Not used".
 - (i) Clauses 11.4(a) to (d) are deleted.
 - (j) The words "and register the easement required under clause 6.2(a)(ii)" in clause 11.4(b) are deleted.
 - (k) The heading "Public Access and Easement Terms" in Schedule 1 is deleted and replaced with "Not used".
 - (l) Clauses 1 to 10 of Schedule 1 are deleted.
 - (m) Annexure A is deleted.
 - (n) Consequential amendments to the Table of Contents are made.
- 7.2 A copy of the Planning Agreement with the amendments specified in clause 7.1 marked on the document is annexed to this deed at **Annexure A**.

8 Registration and Release from Title

The parties agree that the clause 8 of the Planning Agreement concerning registration of the Planning Agreement on title applies to this deed as if those provisions were set out in full.

9 Explanatory Note

- 9.1 **Annexure B** contains the Explanatory Note relating to this deed and as required by clause 205 of the EP&A Regulation 2021.
- 9.2 Pursuant to clause 205(5) of the EP&A Regulation 2021, the parties agree that the Explanatory Note is not to be used to assist in construing this deed.

10 Notices

Clause 15 of the Planning Agreement applies as if it forms part of this deed with any necessary changes.

11 Costs and expenses

The Proponent and the Landowner agree to pay or reimburse Council:

- (a) all reasonable costs incurred in connection with the negotiation, preparation, execution, registration, release and discharge of this deed, including the reasonable costs of any legal advice Council has received in connection with this deed; and
- (b) any administrative fees as required by Council acting reasonably, in connection with the administration and exhibition of this deed,

within 10 Business Days after receipt of a notice from the Council as to the amount of those costs.

12 Relationship between parties

- 12.1 Nothing in this deed:
- (a) constitutes a partnership between the parties; or

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- (b) except as expressly provided, makes a party an agent of another party for any purpose.

12.2 A party cannot in any way or for any purpose:

- (a) bind another party; or
- (b) contract in the name of another party.

13 Invalidity

13.1 A word or provision must be read down if:

- (a) this deed is void, voidable, or unenforceable if it is not read down;
- (b) this deed will not be void, voidable or unenforceable if it is read down; and
- (c) the provision is capable of being read down.

13.2 A word or provision must be severed if:

- (a) despite the operation of clause 13.1, the provision is void, voidable or unenforceable if it is not severed; and
- (b) this deed will be void, voidable or unenforceable if it is not severed.

13.3 The remainder of this deed has full effect even if clause 13.2(a) or clause 13.2 (b) applies.

14 Warranties

14.1 The parties warrant to each other that they:

- (a) have full capacity to enter into this deed; and
- (b) are able to fully comply with their obligations under this deed and the Planning Agreement as modified by this deed.

15 Governing law and jurisdiction

15.1 The laws applicable in New South Wales govern this deed.

15.2 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.

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Executed as a deed

Executed for and 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 Representative.....
Print name of Witness.....
Name and Position

Executed by **Praxis Capital Pty Ltd** ACN)
166 624 031 in accordance with)
section 127 of the *Corporations Act 2001*)
(Cth) by:)

.....
Signature of Sole Director/Secretary.....
Print name of Sole Director/Secretary

Sparke Helmore Lawyers

Executed by **M20 Pty Ltd** ACN 165 901)
333 in accordance with section 127 of the)
Corporations Act 2001 (Cth) by:)
)

.....
Signature of Director / Secretary

.....
Signature of Director/Secretary

.....
Print Name

.....
Print Name

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Annexure A Planning Agreement – Marked Up

Annexure B Explanatory Note

Explanatory Note

Environmental Planning and Assessment Regulation 2021

(Clause 205)

Draft Deed of Variation to Planning Agreement 20-22 Macquarie Street, Parramatta

This is an Explanatory Note under clause 205 of the *Environmental Planning and Assessment Regulation 2021* relating to a proposed variation of the planning agreement entered into on 15 June 2021 between the parties set out below (**Planning Agreement**).

1 Parties

The parties to the Planning Agreement and the draft Deed of Variation are:

- (a) City of Parramatta Council (**Council**)
- (b) Praxis Capital Pty Ltd (**Proponent**)
- (c) M20 Pty Ltd (**Landowner**)

2 Description of the Land to which the Draft Deed Applies

The Planning Agreement and the draft Deed apply to 20-22 Macquarie St, Parramatta, being Lot 1 DP 503651 and Lot DP 501663 (**Land**).

3 Description of Development to which the Draft Deed Applies

The Planning Agreement and the draft Deed apply to the redevelopment of the Land for either a mixed use development incorporating a residential component, or a wholly commercial development (**Development**).

4 Summary of Objectives, Nature and Effect of the Draft Deed**(a) Objectives of Draft Deed**

The objective of the draft Deed is to amend the Planning Agreement.

(b) Nature of Draft Deed

The draft Deed is a deed of variation of the Planning Agreement under clause 205 of the *Environmental Planning and Assessment Regulation 2021*.

(c) Effect of the Draft Deed

The draft Deed amends the Planning Agreement to remove requirements for the Development to be set back 2m from the boundary of the Land with Marsden Street and to register:

- (i) a covenant restricting building in the setback area; and
- (ii) an easement in gross permitting public access to the setback area.

5 Assessment of the Merits of the Draft Deed and Impacts on the Public

- (a) The proposed amendment to the Planning Agreement involves the removal of a contribution item that is no longer required by Council. Those amendments have been

agreed between the parties due to changes in planning and transport strategies relating to Land and the surrounding area.


- (b) While the proposed variation will remove a contribution under a Planning Agreement, it will not affect the value of the public benefits under the Planning Agreement because there is no longer a need for the setback area and public access along Marsden Street. Further, in accordance with current planning controls, future buildings on the Land must align to the street frontage. This cannot be achieved with if a 2m wide setback is required.
- (c) Based on the above, the requirements to provide the setback and public access easement:
 - (i) are unnecessary,
 - (ii) are inconsistent with current planning and transport strategies for the local area,
 - (iii) require development that is non-compliant with current planning controls, and
 - (iv) may result in inconsistent and unorderedly development of the land along Marsden Street.
- (d) The proposed variation will not otherwise change the contributions to be delivered under the Planning Agreement and will not therefore have any negative impact on the public.

Voluntary Planning Agreement

Date:

City of Parramatta Council
ABN 49 907 174 773

Holdmark Properties Pty Ltd
ABN 11 125 227 429


15/6/2021



Contents

Parties	1
Background	1
Operative part	1
1 Definitions	1
2 Interpretation	4
3 Planning Agreement under the Act	6
4 Application of this agreement	6
5 Operation of this agreement	6
6 Contributions to be made under this agreement	6
6.1 Monetary Contributions	6
6.2 Public Access and Easements	7
7 Application of s 7.11, s 7.12 and s 7.24 of the Act to the Development	8
8 Registration of this agreement	8
8.1 Landowner Interest	8
8.2 Registration of this agreement	8
8.3 Removal from Register	9
8.4 Caveat	9
9 Review of this agreement	9
9.1 Review by agreement	9
9.2 Change to Development Contributions	10
10 Dispute Resolution	11
10.1 Reference to Dispute	11
10.2 Notice of Dispute	11
10.3 Representatives of Parties to Meet	11
10.4 Further Notice if Not Settled	11
10.5 Mediation	11
10.6 Expert determination	12
10.7 Litigation	13
10.8 No suspension of contractual obligations	13
11 Enforcement	13
11.1 Default	13
11.2 Bank Guarantee	13
11.3 Compulsory Acquisition Not Used	15

11.4	Restriction on the issue of Certificates	15
11.5	General Enforcement	15
12	<i>Assignment and Dealings</i>	15
12.1	Assignment	15
12.2	Arrangements with Mortgagee	16
12.3	Transfer of Land	16
13	<i>Approvals and consents</i>	16
14	<i>No fetter</i>	16
14.1	Discretion	16
14.2	No fetter	17
14.3	Planning Certificates	17
15	<i>Notices</i>	17
15.1	Notices	17
15.2	Notices sent by email:	18
15.3	Receipt of Notices sent by email	18
16	<i>General</i>	18
16.1	Relationship between parties	18
16.2	Time for doing acts	19
16.3	Further assurances	19
16.4	Joint and individual liability and benefits	19
16.5	Variations and Amendments	19
16.6	Counterparts	19
16.7	Legal expenses and stamp duty	19
16.8	Entire agreement	19
16.9	Representations and warranties	20
16.10	Severability	20
16.11	Invalidity	20
16.12	Waiver	20
16.13	GST	20
16.14	Governing law and jurisdiction	21

Schedule 1 ~~Public Access and Easement Terms~~ Not used **22**

Schedule 2 Summary of requirements (section 7.4) **24**

~~Annexure A Diagram showing Setback Area~~ **27**

Agreement

Date

Parties

First party

Name	City of Parramatta Council (Council)
ACN	49 907 174 773
Contact	Manager, Land Use Planning
Telephone	(02) 9806 5050

Second party

Name	Holdmark Properties Pty Ltd (Landowner)
ABN	11 125 227 429
Contact	Chief Executive Officer
Telephone	(02) 9989 5540

Background

- A. The Landowner owns the Land. The Landowner through its agent, Holdmark NSW Pty Ltd (**Developer**) has sought a change to an environmental planning instrument applying to the Land and proposes to make a Development Application for Development Consent to carry out the Development on the Land.
- B. In or around 2016, the Planning Proposal was submitted to the Department of Planning, Industry and Environment for gateway determination.
- C. A gateway determination was issued on 13 July 2017 for the Planning Proposal.
- D. The Developer submitted a revised Planning Proposal altering the intended use of the Land so that the Development complies with clause 7.4(2) of the *Parramatta Local Environmental Plan 2011*.
- E. On 11 May 2020, Council resolved to endorse the amended Planning Proposal, provided it complies with the conditions of the gateway determination.
- F. On 29 May 2020, Council submitted a request to the Department of Planning, Industry and Environment for alteration and extension of the gateway determination.
- G. The Instrument Change application was accompanied by an offer to enter into this agreement to make contributions for public purposes associated with the Instrument Change 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);

Additional GFA means any additional floor space permitted under the LEP or the Affordable Rental Housing SEPP by reason of building height that exceeds the maximum height shown for the Land on the height of buildings map in the LEP or an amount of floor space that exceeds the maximum floor space ratio for the Land on the floor space ratio map in the LEP;

Address means a party's address set out in the Notices clause of this agreement;

Affordable Rental Housing SEPP means *State Environmental Planning Policy (Affordable Rental Housing) 2009* and any future environmental planning instrument that provides for affordable housing;

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;

Approved GFA means the total GFA approved, excluding any Additional GFA, for the Development under a Development Consent, including any Modification of a Development Consent;

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;

Base GFA means the gross floor area of residential development able to be achieved on the Land under the planning controls applicable prior to the Instrument Change, being 16,253.8sqm;

Business Day means a day on which banks are open for general banking business in Sydney, excluding Saturdays and Sundays;

CI Rate is \$150 per square metre or the dollar per square metre rate determined by any Community Infrastructure Policy adopted by Council as at the time of execution of this agreement, whichever is the greater;

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;

CPI means the All Groups Consumer Price Index applicable to Sydney published by the Australian Bureau of Statistics;

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

Development means redevelopment of the Land for either a mixed use development incorporating a residential component, or a wholly commercial development;

Development Application has the same meaning as in the Act;

Development Consent has the same meaning as in the Act;

~~**Easement Terms** means the terms of a public access easement as set out in Schedule 1;~~

GFA means gross floor area, as defined in the LEP;

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.

Instrument Change means the amendments to the LEP in response to the Planning Proposal;

Land means Lot 1 DP 710335 and Lot 1 DP233150, known as 197-207 Church Street and 89 Marsden Street Parramatta NSW;

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;

Monetary Contribution means the monetary contribution payable by the Landowner under clause 6 of this agreement;

Non-Residential GFA means the total GFA approved as part of the Development for any purposes other than Residential Accommodation;

Occupation Certificate means an occupation certificate as defined under section 6.4 of the Act and includes a partial Occupation Certificate;

Planning Proposal means the planning proposal numbered PP_2016_COPAR_015_00 (as modified) seeking to amend provisions of LEP applying to the Land including to:

- (a) apply a maximum floor space ratio of 10:1;
- (b) apply a maximum building height of part 105m and part 12m;
- (c) require a minimum 1:1 commercial floor space in any redevelopment and allow for unlimited commercial floor space to be provided; and
- (d) apply car parking rates under clause 7.14 of the LEP; and
- (e) provide a satisfactory arrangements clause to enable contributions to be levied for State public infrastructure.

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);

Residential Accommodation has the same meaning as in the LEP except that it does not include boarding houses and affordable housing (as defined in the LEP);

~~**Setback Area** means an area along the length of the boundary of the Land adjacent to Marsden Road, 2m wide, and limited in depth to 100mm to accommodate tiling and bedding, and limited in height to 4.2m as shown on the diagram in Annexure A; and~~

Transferee has the meaning given in clause 12.3.

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.

4 Application of this agreement

This agreement applies to:

- (a) the Instrument Change, and
- (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 under clause 6 do not take effect unless and until the Instrument Change occurs.

6 Contributions to be made under this agreement

6.1 Monetary Contributions

- (a) This clause 6.1 applies only if Development Consent is granted for Development that includes use of the Land or any part of the Land for residential purposes.
- (b) The Landowner must pay to Council a Monetary Contribution calculated in accordance with this clause (**Monetary Contribution**).
- (c) If the Non-Residential GFA is less than or equal to the Base GFA, the Monetary Contribution payable under this clause is to be calculated in accordance with the following formula:
$$\text{Monetary Contribution} = \text{CI Rate} \times (\text{Approved GFA} - \text{Base GFA}).$$
- (d) If the Non-Residential GFA is greater than the Base GFA, the Monetary Contribution payable under this clause is to be calculated in accordance with the following formula:
$$\text{Monetary Contribution} = \text{CI Rate} \times (\text{Approved GFA} - \text{Non-Residential GFA}).$$
- (e) The Monetary Contribution payable under this clause is to be adjusted in accordance with CPI on the basis of the following formula:

$$\begin{array}{rcl} \text{Monetary Contribution} & & \text{The CPI at the time of payment} \\ (\$) & \times & \hline & & \text{The CPI at the date of this agreement} \end{array}$$

- (f) The Monetary Contribution must be paid to Council in instalments as follows:
 - (i) 25% of the Monetary Contribution within 5 Business Days of the grant of Development Consent for the Development that includes a residential component;
 - (ii) 50% of the Monetary Contribution prior to the issue of a Construction Certificate for the Development; and

- (iii) 25% of the Monetary Contribution prior to the issue of an Occupation Certificate for the Development, or prior to the registration of any Strata Plan, whichever is earlier.
- (g) The Landowner is not required to pay the instalments of the Monetary Contribution specified in clauses 6.1(f)(i) and (ii) if the Landowner provides to the Council Bank Guarantees in accordance with clause 11.2 as security for those payments, in which case the Landowner must pay the full amount of the Monetary Contribution prior to the issue of an Occupation Certificate for the Development.
- (h) The Monetary 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.
- (i) The Monetary Contribution will be taken to have been made when the Council notifies the Landowner in writing that the bank cheque has been received and cleared funds or electronic funds have been deposited in the Council's bank account.
- (j) The parties agree and acknowledge that the Monetary Contribution will be used by the Council towards public domain improvement works within the Parramatta CBD.

6.2 ~~Public Access and Easements~~

- (a) The Landowner will, at no cost to Council, register against the title to the Land:
 - (i) a covenant prohibiting any building or structures, including pillars, other than structures approved by the Council (acting reasonably) for the purposes of enhancing public domain areas or temporary structures required for the construction of the Development that will be removed prior to the issue of an Occupation Certificate for any part of the Development, to be constructed on the Setback Area; and
 - (ii) an easement in gross burdening that part of the Land on which the Setback Area is located in favour of the Council permitting public access to the Setback Area and generally in accordance with the Easement Terms.
- (b) Any requirement to register an easement, covenant or other instrument against the title to the Land will be satisfied when the Landowner provides to the Council a copy of the relevant title search showing the registration of the instrument.
- (c) Any covenant required under clause 6.2(a) must be registered prior to the issue of the first Construction Certificate for any building on the Land forming part of the Development.
- (d) Any easement, required under clause 6.2(a) must be registered prior to the issue of an Occupation Certificate for any building on the Land forming part of the Development.
- (e) The parties agree that the proposed covenant and easement under this clause will serve the public purposes of improving pedestrian circulation and amenity in the vicinity of the Land.
- (f) The Landowner agrees and acknowledges that:
 - (i) Council may require, under any Development Consent, works to construct a public domain area, erect structures or enhance the Setback Area to meet Council's reasonable standards and specifications for public domain areas; and
 - (ii) the Landowner will not object to a requirement to carry out works in accordance with clause 6.2(f)(i), or appeal the imposition of any condition of Development Consent requiring those works; and
 - (iii) the obligations under this clause 6.2 are relevant considerations for the Council or any other consent authority when determining a Development Application or Modification Application relating to the Land and that a failure to comply with those obligations or

~~any inconsistency with the requirements in these clauses may constitute a reason for refusal of such a Development Application or Modification Application.~~

7 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.

8 Registration of this agreement

8.1 Landowner Interest

The Landowner represents and warrants to the Council that on the date of this agreement the Landowner is the registered proprietor of the Land.

8.2 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 20 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 at its own expense will 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 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 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 8.2.

- (d) The Landowner consents to the registration of the agreement in accordance with this clause 8.2.

8.3 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 Landowner has duly fulfilled its obligations under this agreement, and is not otherwise in default of any of the obligations under this agreement.
- (b) The Council agrees that obligations of the Landowner will be taken to have been satisfied when:
 - (i) the Monetary Contribution has been paid in full, or an Occupation Certificate has been sought for a wholly commercial development on the Land and the Council considers, acting reasonably and having regard to the maximum floor space ratio control applying to the Land under the LEP, that the Development will not include a residential component; and
 - ~~(ii) Council has received written confirmation of the registration of the easement and restrictive covenant under clause 6.2(a);~~

8.4 Caveat

- (a) The Landowner acknowledges and agrees that:
 - (i) when this agreement is executed, the Council is deemed to have acquired and the Landowner is deemed to have granted, an equitable estate and interest in the Land for the purposes of section 74F(1) of the *Real Property Act 1900* (NSW) and consequently the Council will have a sufficient interest in the Land in respect of which to lodge a caveat over the Land notifying that interest;
 - (ii) it will not object to the Council lodging a caveat in the relevant folios of the Register for the Land nor will it seek to remove any caveat lodged by the Council provided the caveat does not prevent registration of any plan or dealing other than a transfer.
- (b) The Council must, at the Council's cost, register a withdrawal of its caveat in respect of the Land immediately upon request by the Landowner to enable the registration of this agreement if requested by the Landowner and must not lodge any other caveats on the titles to any of the Land.

9 Review of this agreement

9.1 Review by agreement

- (a) This agreement may be reviewed or modified by agreement between the parties using their best endeavours and acting in good faith.
- (b) For the purposes of clause 9.1 of this agreement and subject to clause 9.2, 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) For the purposes of clause 9.1 of this agreement and subject to clause 9.2, 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.

9.2 Change to Development Contributions

- (a) The parties acknowledge that as at the date of this agreement:
- (i) Council is proposing to amend the LEP to address the provision of community infrastructure within the Parramatta CBD and to adopt an accompanying Infrastructure Strategy and Development Guideline;
 - (ii) the Monetary Contribution for this agreement has been calculated on the basis of a monetary rate per square metre of land (**Community Infrastructure Rate**), being a percentage of land value uplift (as defined in the Council's Planning Agreements Policy); and
 - (iii) the Community Infrastructure Rate is being applied by Council at the date of this agreement, but may change when the planning proposal for the Parramatta CBD is finalised.
- (b) If, at the time the first instalment of the Monetary Contribution becomes payable (**Payment Date**):
- (i) the Community Infrastructure Rate adopted by Council is less than the lowest rate that can be applied under this agreement (being \$150 per square metre); and
 - (ii) as a consequence of the reduction of the Community Infrastructure Rate, Council amends the Development Contributions Plan, or adopts a new Development Contributions Plan that applies to the Land, so that the Development Contributions payable for the Development are higher, per square metre or other basis of measurement used to determine the quantum of contributions, than they would otherwise have been as at the date of this agreement;
- then, within 20 Business Days of either party making a request for review, the Council and the Landowner must meet to review this agreement in accordance with the principles in clause 9.2(c) and using their best endeavours and in good faith.
- (c) If a review of this agreement is carried out under clause 9.2(b) the parties must consider during that review process, the quantum of Monetary Contribution payable by the Landowner to the Council under this agreement and a reduction of the Monetary Contribution by an amount equivalent to the difference between:
- (i) the Development Contributions calculated as at the date of this agreement, indexed in accordance with increases in CPI from the date of this agreement to the Payment Date; and
 - (ii) the Development Contributions calculated as at the Payment Date.
- (d) Any agreement reached during a review under this clause 9.2 will not constitute an amendment to this agreement until the amendment has been:
- (i) confirmed in writing as a proposed amendment to this agreement;
 - (ii) publicly notified in accordance with the Regulation;
 - (iii) approved by Council after consideration of any public submissions; and
 - (iv) signed by the parties.
- (e) A failure by a party to agree to participate in a review under this clause 9.2 is taken to be a dispute for the purposes of clause 10.

- (f) If the parties cannot agree to the terms of any amendment to this agreement following a review under clause 9.2, either party may refer the matter to dispute resolution under clause 10.
- (g) Nothing in this clause 9.2:
 - (i) affects the obligation under the Act to pay contributions in accordance with section 7.11 or section 7.12 of the Act; or
 - (ii) requires the Council to pay any money to the Landowner or to refund to the Landowner or any other entity, any amount paid to it under this agreement or for any other purpose.

10 Dispute Resolution

10.1 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.

10.2 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.

10.3 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 10.6 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.

10.4 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 10.5 or by expert determination under clause 10.6.

10.5 Mediation

If a party gives a Determination Notice calling for the dispute to be mediated:

- (a) The parties must agree 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 10.5 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.

10.6 Expert determination

If the dispute is not resolved under clause 10.3 or clause 10.5, 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.

10.7 Litigation

If the dispute is not *finally* resolved in accordance with this clause 10, then either party is at liberty to litigate the dispute.

10.8 No suspension of contractual obligations

Subject to any interlocutory order obtained under clause 10.1, the referral to or undertaking of a dispute resolution process under this clause 10 does not suspend the parties' obligations under this agreement.

11 Enforcement

11.1 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.
- (c) If a party disputes the Default Notice it may refer the dispute to dispute resolution under clause 10 of this agreement.

11.2 Bank Guarantee

- (a) If the Landowner elects to provide Bank Guarantees instead of paying the first two instalments of the Monetary Contribution in accordance with clause 6.1(g), the Landowner must provide to the Council:
 - (i) a Bank Guarantee in an amount equivalent to 25% of the Monetary Contribution within 5 Business Days of the grant of Development Consent for any Development that includes a residential component; and
 - (ii) a Bank Guarantee in an amount equivalent to 50% of the Monetary Contribution prior to the issue of a Construction Certificate for the Development,
- (b) The Council may reject any Bank Guarantee that contains errors, or if it has received the Bank Guarantee, require at any time the Landowner to obtain a replacement Bank Guarantee that rectifies any such errors or otherwise obtain rectification of the errors. The Landowner must provide the replacement Bank Guarantee, or otherwise obtain rectification of the errors, within five Business Days of receiving the Council's request.
- (c) The Council may call on a Bank Guarantee provided under this clause if:

- (i) the Landowner is in material or substantial breach of this agreement and have failed to rectify the breach within a reasonable period of time after having been given reasonable notice (which must not be less than 21 Business Days) in writing to do so in accordance with clause 11.1 of this agreement; or
 - (ii) the Landowner becomes Insolvent.
- (d) Within 20 Business Days of each anniversary of a Bank Guarantee provided under clause 11.2(a), the Landowner must provide Council with either a supplemental Bank Guarantee or a replacement Bank Guarantee (**Replacement Bank Guarantee**) in an amount calculated in accordance with the following:

$$A = \frac{B \times D}{C}$$

Where:

A is the amount of the Replacement Bank Guarantee,

B is the amount of the Bank Guarantee to be replaced,

C is the CPI for the quarter ending immediately before the date of the Bank Guarantee to be replaced,

D is the CPI for the quarter ending immediately before the date of the Replacement Bank Guarantee,

provided A is greater than B.

- (e) On receipt of a Replacement Bank Guarantee provided under clause 11.2(d), the Council must release and return to the Landowner, as directed, the Bank Guarantee that has been replaced as soon as reasonably practicable.
- (f) At any time following the provision of a Bank Guarantee under this clause 11.2, the Landowner may provide the Council with one or more replacement Bank Guarantees totalling the amount of all Bank Guarantees required to be provided under this clause for the time being. On receipt of such replacement Bank Guarantee, the Council must release and return to the Landowner, as directed, the Bank Guarantee(s) which it holds that have been replaced as soon as reasonably practicable.
- (g) Subject to clause 11.2(c), the Council may apply the proceeds of a Bank Guarantee in satisfaction of:
 - (i) any obligation of the Landowner under this agreement that is secured by the Bank Guarantee in accordance with clause 11.2(a); and
 - (ii) any associated liability, loss, cost, charge or expense directly or indirectly incurred by the Council because of the failure by the Landowner to comply with this agreement.
- (h) Nothing in this clause 11.2 prevents or restricts the Council from taking any enforcement action in relation to:
 - (i) any obligation of the Landowner under this agreement; or
 - (ii) any associated liability, loss, cost, charge or expense directly or indirectly incurred by the Council because of the failure by the Landowner to comply with this agreement,
 that is not or cannot be satisfied by calling on a Bank Guarantee.
- (i) On full and final satisfaction of the Monetary Contributions, Council must promptly release and return any Bank Guarantee(s) which it holds to the Landowner, as directed.

11.3 ~~Compulsory Acquisition~~ Not used

- (a) ~~If the Landowner does not register the easement required under clause 6.2, the Council may compulsorily acquire the relevant interest in the Land, in which case the Landowner consents to the Council compulsorily acquiring that interest for compensation in the amount of \$1.00 without having to follow the pre-acquisition procedures in the *Land Acquisition (Just Terms Compensation) Act 1991*.~~
- (b) ~~Clause 11.3(a) constitutes an agreement for the purposes of section 30 of the *Land Acquisition (Just Terms Compensation) Act 1991*.~~
- (c) ~~The Landowner must not create any interest in the Land subject to the Setback Area or do or omit to do anything, which is likely to vitiate, impair, derogate from or prejudice the rights of the public to use the Setback Area in accordance with the Easement Terms.~~
- (d) ~~The Landowner indemnifies and keeps indemnified the Council against:

 - (i) ~~all costs, including legal costs, incurred by the Council; and~~
 - (ii) ~~all Claims made against the Council,~~
 as a result of any acquisition by the Council of the whole or any part of the interest in the ~~Easement Land under clause 11.3(a).~~~~

11.4 *Restriction on the issue of Certificates*

- (a) ~~In accordance with section 6.8 of the Act and clause 146A of the Regulation any obligations (if applicable) to:~~
 - (i) ~~pay the first two instalments of the Monetary Contribution under clause 6.1(f)(i) and (ii), or lodge a bank guarantee in lieu of those payments in accordance with clause 6.1(g); and~~
 - ~~(ii) register the covenant required under clause 6.2(a)(i),~~~~must be satisfied prior to the issue of a Construction Certificate for the Development or any part of the Development.~~
- (b) ~~In accordance with section 6.10 of the Act and clause 154E of the Regulation the obligation to pay the whole of the Monetary Contribution (if applicable) and register the easement required under clause 6.2(a)(ii) must be satisfied prior to the issue of an Occupation Certificate for the Development or any part of the Development.~~

11.5 *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.~~

12 *Assignment and Dealings***12.1 *Assignment***

- (a) ~~A party must not assign or deal with any right under this agreement without the prior written consent of the other parties.~~

- (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.

12.2 Arrangements with Mortgagee

- (a) The Landowner agrees with the Council that if the Landowner mortgages the Land after this agreement is entered into it must use all reasonable efforts at that time to arrange a multiple party deed of agreement between the Council, the Landowner, and the mortgagee so that the mortgagee accepts that the responsibilities set out in this agreement are binding upon the mortgagee in the event that the Landowner defaults on the mortgage and the mortgagee takes possession of the Land.
- (b) The terms of the adoption of the obligations of the Landowner by the mortgagee shall be as reasonably required by the Council. The agreement shall be prepared at the cost of the Landowner.

12.3 Transfer of Land

- (a) The Landowner may not transfer, assign or dispose of the whole or any part of its right, title or interest in the Land (present or future) or in the Development to another person (**Transferee**) unless before it sells, transfers or disposes of that right, title or interest:
 - (i) The Landowner satisfies the Council that the proposed Transferee is financially capable of complying with the obligations of the Landowner under this agreement;
 - (ii) The Landowner satisfies the Council that the rights of the Council will not be diminished or fettered in any way;
 - (iii) The Transferee delivers to the Council a novation deed signed by the Transferee in a form and of such substance as is acceptable to the Council containing provisions under which the Transferee agrees to comply with all the outstanding obligations of the Landowner under this agreement;
 - (iv) The Transferee delivers to the Council replacement Bonds or Bank Guarantees as required by this agreement;
 - (v) Any default under any provisions of this agreement has been remedied or waived by the Council, on such conditions as the Council may determine, and
 - (vi) The Landowner and the Transferee pay the Council's reasonable costs in relation to the assignment.

13 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.

14 No fetter

14.1 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**").

14.2 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.

14.3 Planning Certificates

The Landowner 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.

15 Notices**15.1 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 or fax at the address or fax number below, or at the address or fax number 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
Fax: 02 9806 5917
Email: council@cityofparramatta.nsw.gov.au
Attention: Manager, Land Use Planning
 - (ii) to Landowner: Suite 2, 2-4 Giffnock Avenue
Macquarie Park NSW 2113
Email: sue.tan@holdmark.com.au
Attention: General Counsel
- (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 a fax, on production of a transmission report by the machine from which the fax was sent that indicates the fax was sent in its entirety to the recipient's fax number; 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.

15.2 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
council@cityofparramatta.nsw.gov.au
 - (B) to Landowner: Attention: General Counsel
sue.tan@holdmark.com.au
- (b) The recipient of a Notice served under this clause 15.2 must:
 - (i) promptly acknowledge receipt of the Notice; and
 - (ii) keep an electronic copy of the Notice,
- (c) Failure to comply with clause 15.2 does not invalidate service of a Notice under this clause.

15.3 Receipt of Notices sent by email

- (a) A Notice sent under clause 15.2 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 15.3 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 General

16.1 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.

16.2 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.

16.3 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.

16.4 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.

16.5 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.

16.6 Counterparts

This agreement may be executed in any number of counterparts. All counterparts taken together constitute one instrument.

16.7 Legal expenses and stamp duty

- (a) The Landowner must pay the Council's 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 Landowner 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 Landowner agrees to pay Council any administrative fees as required by Council, acting reasonably, in connection with the administration of this agreement.

16.8 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.

16.9 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.

16.10 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.

16.11 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 16.11(b) applies.

16.12 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.

16.13 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 Landowner 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 Landowner indemnifies the Council for the amount of any such payment is required to make.

16.14 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 ~~Public Access and Easement Terms~~ Not used~~In this Schedule.~~~~**Easement Land** means that part of the Land the subject of the Setback Area.~~

- ~~1 The owner of the Easement Land grants to the Council and members of the public full and free right to go, pass and repass over the Easement Land at all times:
(a) with or without animals; and
(b) on foot without vehicles (other than wheelchairs or other disabled access aids);
for all lawful purposes.~~
- ~~2 The owner of the Easement Land must, to the satisfaction of Council, acting reasonably:
(a) keep the Easement Land in good repair and condition, including ensuring that damage is not caused to services in, on or under the Easement Land;
(b) maintain and repair the Easement Land and all improvements on the Easement Land (excluding any improvement installed by Council);
(c) keep the Easement Land clean and free from rubbish;
(d) maintain sufficient public liability insurance covering the use of the Easement Land in accordance with these terms; and
(e) rectify any defects in structures, embellishment works, landscaping or any other improvements on the Easement Land except for any structure, embellishment works, landscaping or any improvements erected by Council.~~
- ~~3 If the owner of the Easement Land does not perform any obligation under clause 2 then the Council may, acting reasonably, undertake the required work and recover the costs of all such work from the owner of the Easement Land as a liquidated debt.~~
- ~~4 The owner of the Easement Land must ensure that any rules made by an Owner's Corporation relating to the Easement Land have been approved by the Council, acting reasonably.~~
- ~~5 If any member or members of the public loiter or congregate, for any purpose which the owner of the Easement Land, acting reasonably, considers to be a nuisance or a safety risk, the owner may either remove those members of the public, or arrange for their removal by an appropriate authority.~~
- ~~6 The owner of the Easement Land may erect safety signage and any other appropriate signage and may erect CCTV cameras in the Easement Land.~~
- ~~7 The owner of the Easement Land may engage security personnel to monitor and control the behaviour of the public using the Easement Land, including but not limited to prohibiting smoking, consumption of alcohol (except within licensed areas), passage of animals, bicycles and skateboards and the like in accordance with any rules made by an Owner's Corporation relating to the Easement Land.~~
- ~~8 The owner of the Easement Land may with the Council's prior written consent (which consent must not be unreasonably delayed or withheld, except in the case of an emergency, in which case the Council's prior written consent is not required) temporarily close or restrict access through all or part of the Easement Land for the time and to the extent necessary but only on reasonable grounds for the purposes of:~~

- ~~(a) construction, construction access, repairs, maintenance, replacement and alteration to the Easement Land or any improvements in, on or under the Easement Land; or~~
- ~~(b) security, public safety or evacuation of the Easement Land and adjoining buildings~~
- 9 Subject to ensuring the provision of access in accordance with above clause 1 of this Schedule, the owner of the Easement Land may, provided any necessary planning approvals are obtained:
- ~~(a) Install or erect works of art, street furniture, awnings, tables and chairs associated with ground floor commercial premises, notice boards or any other similar improvements at ground level on the Easement Land; and~~
- ~~(b) Use the Easement Land,~~
in a manner consistent with Parramatta City Council Outdoor Dining Policy approved on 25 February 2019, or any such policy of the Council that replaces that policy.
- 10 The Council is solely empowered to release this easement.
- 11 ~~This easement may only be varied by written agreement between the Council and the owner of the Easement Land.~~


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 Landowner 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No 	
Description of the land to which the planning Agreement applies – Section 7.4(3)(a)	See the definition of Land in clause 1: Lot 1 DP 710335 and Lot 1 DP233150, known as 197-207 Church Street and 89 Marsden Street Parramatta NSW.
Description of the application – Section 7.4(3)(b)	See the definitions of Development and Planning Proposal in clause 1.
The scope, timing and manner of delivery of contribution required by the Planning Agreement – Section 7.4(3)(c)	See clause 6.
Applicability of section 7.11 of the Act – Section 7.4(3)(d)	This section is not excluded by this agreement. See clause 7. Contributions under this agreement are not to be taken into account when determining any section 7.11 contribution.
Applicability of section 7.12 of the Act – Section 7.4(3)(d)	This section is not excluded by this agreement. See clause 7.
Applicability of section 7.24 of the Act – Section 7.4(3)(d)	This section is not excluded by this agreement. See clause 7.
Mechanism for dispute resolution – Section 7.4(3)(f)	See clause 10.
Enforcement of the Planning Agreement – Section 7.4(3)(g)	See clause 11 requiring bank guarantees for deferred payment of development contributions, compulsory acquisition of interests in land and restrictions on the issue of certificates under Part 6 of the Act.

Subject and subsection of the Act	Planning Agreement
Registration of the Planning Agreement – Section 7.6	See clause 8.2.
No obligation to grant consent or exercise functions – Section 7.4(9)	See clause 14 (no fetter).

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* and a resolution of Council dated 26 April 2021 in the presence of:



Signature of witness

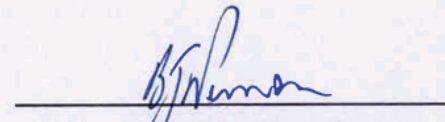

Katherine Littlewood

Name of witness

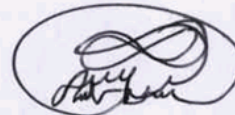
126 CHURCH STREET PARRAMATTA

Address of witness

NSW 2150

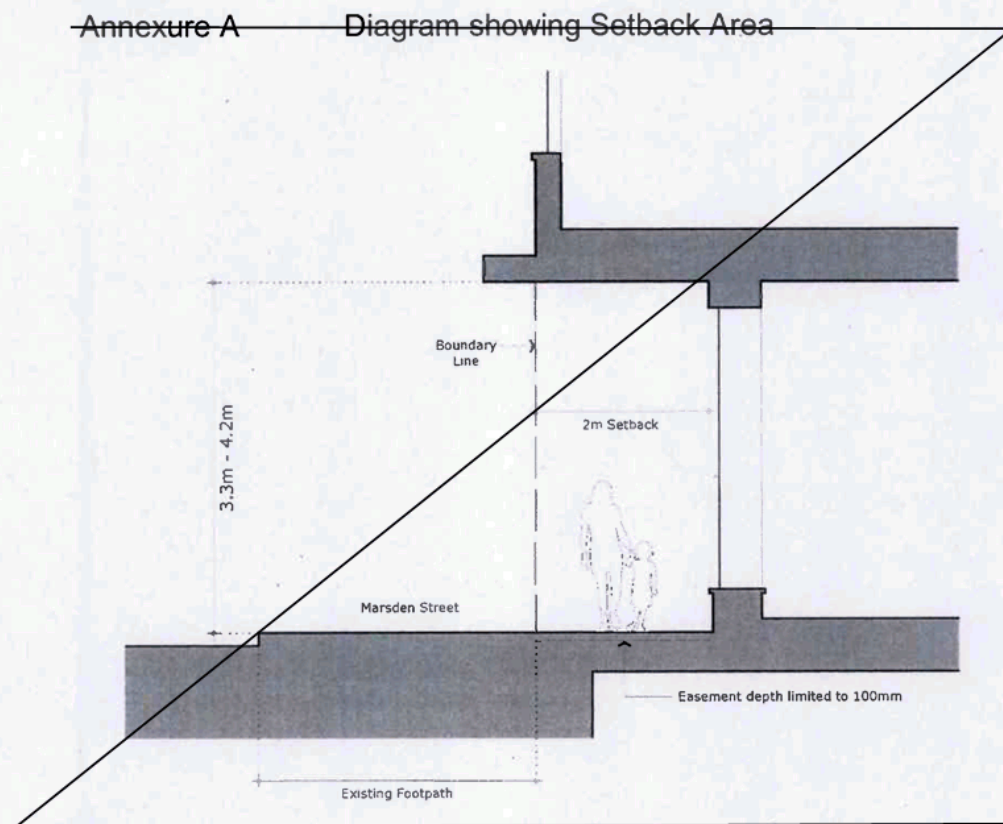

Signature of Chief Executive Officer
~~Ken Gouldthorp~~ 

Executed by Holdmark Properties Pty Ltd
ABN 11 125 227 429 in accordance with
section 127(1) of the Corporations Act
2001 (Cth) by:



Signature of Sole Director & Secretary

Sarkis Nassif



[Signature] 15/6/2021

[Signature]

Voluntary Planning Agreement

City of Parramatta Council
ABN 49 907 174 773

Praxis Capital Pty Ltd
ACN 166 624 031

M20 Pty Ltd
ACN 165 901 333

Dly 23/5/21
25/3/21

Bpma 23/5/21
25/3/21



Contents

Parties	1
Background	1
Operative part	1
1 Definitions	1
2 Interpretation	4
3 Planning Agreement under the Act	5
4 Application of this agreement	5
5 Operation of this agreement	5
6 Contributions to be made under this agreement	6
6.1 Monetary Contribution	6
6.2 Public Access and Easements	6
7 Application of s 7.11, s 7.12 and s 7.24 of the Act	7
8 Registration of this agreement	8
8.1 Landowner Interest	8
8.2 Registration of this agreement	8
8.3 Removal from Register	8
8.4 Caveat	9
9 Review of this agreement	9
9.1 Review by agreement	9
9.2 Change to Development Contributions	10
10 Dispute Resolution	11
10.1 Reference to Dispute	11
10.2 Notice of Dispute	11
10.3 Representatives of Parties to Meet	11
10.4 Further Notice if Not Settled	11
10.5 Mediation	12
10.6 Expert determination	12
10.7 Litigation	13
10.8 No suspension of contractual obligations	13
11 Enforcement	13
11.1 Default	13
11.2 Bank Guarantee	13
11.3 Restriction on the issue of Certificates	15

11.4	Compulsory Acquisition	15
11.5	General Enforcement	16
12	Assignment and Dealings	16
12.1	Assignment	16
12.2	Arrangements with Mortgagee	16
12.3	Transfer of Land	16
13	Approvals and consents	17
14	No fetter	17
14.1	Discretion	17
14.2	No fetter	17
14.3	Planning Certificates	17
15	Notices	17
15.1	Notices	17
15.2	Notices sent by email:	18
15.3	Receipt of Notices sent by email	19
16	General	19
16.1	Relationship between parties	19
16.2	Time for doing acts	19
16.3	Further assurances	19
16.4	Joint and individual liability and benefits	19
16.5	Variations and Amendments	20
16.6	Counterparts	20
16.7	Legal expenses and stamp duty	20
16.8	Entire agreement	20
16.9	Representations and warranties	20
16.10	Severability	20
16.11	Invalidity	20
16.12	Waiver	21
16.13	GST	21
16.14	Governing law and jurisdiction	21
Schedule 1	Easement Terms	22
Schedule 2	Summary of requirements (section 7.4)	24
Annexure A	Plan showing Setback Area	26

Agreement

Date: March 1 2021

Parties

First party

Name City of Parramatta Council (**Council**)
ABN 49 907 174 773
Contact Manager, Land Use Planning
Telephone (02) 9806 5050

Second party

Name Praxis Capital Pty Ltd (**Proponent**)
ACN 166 624 031
Contact Dennis He
Telephone 02 8837 6444

Third party

Name M20 Pty Ltd (**Landowner**)
ACN 165 901 333
Contact Dr Lionel M Chang
Telephone 02 8837 6444

Background

- A. The Developer Parties have lodged an application for the Instrument Change for the purpose of making a Development Application to the Council for Development Consent to carry out the Development on the Land.
- B. The Developer Parties have offered to enter into this agreement to make contributions for public purposes associated with the Instrument Change 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;

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;

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;

CPI means the All Groups Consumer Price Index applicable to Sydney published by the Australian Bureau of Statistics;

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

Developer Parties means the Proponent and the Landowner, jointly and severally;

Development means redevelopment of the Land for either a mixed use development incorporating a residential component, or a wholly commercial development;

Development Application has the same meaning as in the Act;

Development Consent has the same meaning as in the Act;

Development Contributions means the development contributions payable for the Development in accordance with section 7.11 or section 7.12 of the Act;

Development Contributions Plan means a contributions plan as defined in section 7.1 of the Act that applies to the Land;

~~**Easement Terms** means the terms of a public access easement as set out in Schedule 4;~~

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;

Instrument Change means an amendment to the LEP in response to the planning proposal submitted by the Developer Parties known as RZ/21/2015 seeking to (among other matters):

- (a) increase the maximum floor space ratio for the Land from 4:1 to 10:1; and
- (b) increase the maximum building height for the Land from 36m to 90m;

Land means Lot 1 DP 503651 and Lot 1 DP 501663, known as 20-22 Macquarie St Parramatta NSW;

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;

Monetary Contribution means the monetary contribution payable by the Developer Parties under clause 6 of this agreement;

Occupation Certificate means an occupation certificate as defined under section 6.4 of the Act, and includes a partial Occupation Certificate;

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);

~~**Setback Area** means an area along the length of the boundary of the Land adjacent to Marsden Road 2m wide, and limited in depth to 100mm below ground to accommodate tiling and bedding, and limited in height to 4m as shown on the plan at Annexure A;~~

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 (Freehold Development) Act 1973* or the *Strata Schemes (Leasehold Development) Act 1986*; and

Transferee has the meaning given in clause 12.3.

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 anything includes a requirement to cause that thing to be done, and a requirement not to do anything 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, 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 s 7.4 of the Act and the way this agreement addresses those requirements.

4 Application of this agreement

This agreement applies to:

- (a) the Instrument Change, and
- (b) the Development; and
- (c) the Land.

5 Operation of this agreement

This agreement commences on and from the date it is executed by all parties.

6 Contributions to be made under this agreement

6.1 Monetary Contribution

- (a) The Developer Parties will pay to Council a monetary contribution of \$1,107,000.00 indexed in accordance with any increases in the CPI from the date of this agreement to the date of payment, but only if Development Consent is granted for Development that includes use of the Land or any part of the Land for residential purposes.
- (b) Subject to clause 6.1(c), the Monetary Contribution must be paid to Council in instalments as follows:
 - (i) 25% of the Monetary Contribution within 5 Business Days of the grant of Development Consent for any Development that includes a residential component;
 - (ii) 50% of the Monetary Contribution prior to the issue of a Construction Certificate for the Development; and
 - (iii) 25% of the Monetary Contribution prior to the issue of an Occupation Certificate for the Development, or prior to the registration of any Strata Plan, whichever is earlier.
- (c) The Developer Parties are not required to pay the instalments of the Monetary Contribution specified in clauses 6.1(b)(i) and (ii) if the Developer Parties provide to the Council Bank Guarantees in accordance with clause 11.2 as security for those payments, in which case the Developer Parties must pay the full amount of the Monetary Contribution prior to the issue of an Occupation Certificate for the Development.
- (d) The Monetary 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.
- (e) The Monetary Contribution will be taken to have been made when the Council notifies the Developer Parties in writing that the bank cheque has been received and cleared funds or electronic funds have been deposited in the Council's bank account.
- (f) The parties agree and acknowledge that the Monetary Contribution will be used by the Council towards public domain improvement works within the Parramatta CBD, the provision of affordable housing (to the value of 10% of the value uplift) and towards Council's Cultural Plan ("Culture and Our City: A Cultural Plan for Parramatta's CBD 2017-2022") as determined by Council to be necessary to accommodate the anticipated population growth in the Parramatta Central Business District.

~~6.2 Public Access and Easements~~

- (a) The Developer Parties will, at no cost to Council, register against the title to the Land:
 - (i) ~~a covenant prohibiting any building or structures, including pillars, other than structures approved by the Council (acting reasonably) for the purposes of enhancing public domain areas, to be constructed on the Setback Area; and~~

- ~~(ii) an easement in gross burdening that part of the Land on which the Setback Area is located in favour of the Council to permit public access to the Setback Area generally in accordance with the Easement Terms.~~
- (b) Any requirement to register an easement, covenant or other instrument on the title to the Land will be satisfied when the Developer Parties provide to the Council a copy of the relevant title search showing the registration of the instrument.
- (c) Any covenant required under clause 6.2(a)(i) must be registered prior to the issue of the first Construction Certificate for any building on the Land forming part of the Development.
- (d) Any easement required under clause 6.2(a)(ii) must be registered prior to the issue of an Occupation Certificate for any building on the Land forming part of the Development.
- (e) The parties agree that the proposed covenant and easement under this clause will serve the public purposes of improving pedestrian circulation and amenity in the vicinity of the Land.
- (f) The Developer Parties agree and acknowledge that:
- (i) Council may require, under any Development Consent, the person with the benefit of the Development Consent to conduct works to construct a public domain area, to erect structures or enhance the Setback Area to meet Council's reasonable standards and specifications for public domain areas; and
 - (ii) the Landowner will not object to a requirement to carry out works in accordance with clause 6.2(f)(i), or appeal the imposition of any condition of Development Consent requiring those works; and
 - (iii) the obligations under this clause 6.2 are relevant considerations for the Council or any other consent authority when determining a Development Application or Modification Application relating to the Land and that a failure to comply with those obligations or any inconsistency with the requirements in those clauses may constitute a reason for refusal of such a Development Application or Modification Application.
- (g) The Council will not unnecessarily disrupt the design of the Development and will work with the Developer Parties in good faith to agree on a design for the Setback Area that has regard to the aesthetics of the Development, provided that the design is consistent with Council's standards and specifications for public domain areas.

7 Application of s 7.11, s 7.12 and s 7.24 of the Act

- (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.

8 Registration of this agreement

8.1 Landowner Interest

The Landowner represents and warrants to the Council that on the date of this agreement it is the registered proprietor of the Land.

8.2 Registration of this agreement

- (a) The Developer Parties agree 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 Developer Parties, at their 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 Developer Parties at their own expense will 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 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 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 or electronic equivalent,to enable the registration of this agreement in accordance with this clause 8.2.
- (d) The Landowner consents to the registration of the agreement in accordance with this clause 8.2.

8.3 Removal from Register

The Council will provide a release and discharge of this agreement so that the instrument may be removed from the folios of the Register for the Land (or any part of it) provided the Council is satisfied (acting reasonably):

- (a) the Developer Parties have duly fulfilled their obligations under this agreement, and are not otherwise in default of any of the obligations under this agreement; or

- (b) the Land, or any part of it, will not be developed for the purposes of residential development having regard to the development potential of the Land after the Instrument Change ~~and:~~
 - ~~(i) the obligation to establish the Setback Area under clause 6.2 has been met;~~
 - ~~or~~
 - ~~(ii) the Council has formally decided not to require the construction of public access on the Setback Area.~~

8.4 Caveat

- (a) The Landowner acknowledges and agrees that:
 - (i) when this agreement is executed, the Council is deemed to have acquired and the Landowner is deemed to have granted, an equitable estate and interest in the Land for the purposes of section 74F(1) of the *Real Property Act 1900* (NSW) and consequently the Council will have a sufficient interest in the Land in respect of which to lodge a caveat over the Land notifying that interest;
 - (ii) it will not object to the Council lodging a caveat in the relevant folios of the Register for the Land nor will it seek to remove any caveat lodged by the Council provided the caveat does not prevent the registration of any dealing or plan other than a transfer.
- (b) The Council must, at the cost of the Developer Parties, register a withdrawal of any caveat in respect of the Land within five Business Days after the Developer Parties comply with clause 8.2 and must not lodge any other caveats on the titles to any of the Land.
- (c) The Council must, at the cost of the Developer Parties, register a withdrawal of any caveat in respect of the Land provided that:
 - (i) the Council is satisfied (acting reasonably) that the Land, or any part of it, will not be developed for the purposes of residential development having regard to the development potential of the Land after the Instrument Change; or
 - (ii) a final Occupation Certificate is issued for the Development on the basis that it will be occupied only for commercial purposes and not for residential purposes.

9 Review of this agreement

9.1 Review by agreement

- (a) This agreement may be reviewed or modified by agreement between the parties using their best endeavours and acting in good faith.
- (b) For the purposes of clause 9.1 of this agreement and subject to clause 9.2, 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) For the purposes of clause 9.1 of this agreement and subject to clause 9.2, 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.

9.2 Change to Development Contributions

- (a) The parties acknowledge that as at the date of this agreement:
- (i) Council is proposing to adopt a 'value sharing approach' for development within the Parramatta CBD under a Local Environmental Plan by means of a separate planning proposal for the Parramatta CBD and an accompanying Infrastructure Strategy and Development Guideline in respect of residential development;
 - (ii) the Monetary Contribution for this agreement has been calculated on the basis of a monetary rate per square metre of land (**Community Infrastructure Rate**), being a percentage of land value uplift (as defined in the Council's Planning Agreements Policy); and
 - (iii) the Community Infrastructure Rate is being applied consistently by Council at the date of this agreement, but may change when the planning proposal for the Parramatta CBD is finalised.
- (b) If, at the time the first instalment of the Monetary Contribution becomes payable (**Payment Date**):
- (i) the Community Infrastructure Rate adopted by Council is less than the rate applied under this agreement (being \$150 per square metre); and
 - (ii) as a consequence of the reduction of the Community Infrastructure Rate, Council amends the Development Contributions Plan, or adopts a new Development Contributions Plan that applies to the Land, so that the Development Contributions payable for the Development are higher, per square metre or other basis of measurement used to determine the quantum of contributions, than they would otherwise have been as at the date of this agreement;
- then, within 20 Business Days of either party making a request for review, the Council and the Developer Parties must meet to review this agreement in accordance with the principles in clause 9.2(c) and using their best endeavours and in good faith.
- (c) If a review of this agreement is carried out under clause 9.2(b) the parties must consider during that review process, the quantum of Monetary Contribution payable by the Developer Parties to the Council under this agreement and a reduction of the Monetary Contribution by an amount equivalent to the difference between:
- (i) the Development Contributions calculated as at the date of this agreement (indexed in accordance with increases in the CPI from the date of this agreement to the date of the calculation); and
 - (ii) the Development Contributions calculated as at the Payment Date.
- (d) Any agreement reached during a review under this clause 9.2 will not constitute an amendment to this agreement until the amendment has been:
- (i) confirmed in writing as an amendment to this agreement;
 - (ii) publicly notified in accordance with the Regulation;
 - (iii) approved by Council after consideration of any public submissions; and
 - (iv) signed by the parties to this agreement.

- (e) A failure by a party to agree to participate in a review under this clause 9.2 is taken to be a dispute for the purposes of clause 10.
- (f) If the parties cannot agree to the terms of any amendment to this agreement following a review under clause 9.2, either party may refer the matter to dispute resolution under clause 10.
- (g) Nothing in this clause 9.2:
 - (i) affects the obligation of the Developer Parties under the Act to pay contributions in accordance with section 7.11 or section 7.12 of the Act; or
 - (ii) requires the Council to pay any money to the Developer Parties or to refund to the Developer Parties or any other entity, any amount paid to it under this agreement or for any other purpose.

10 Dispute Resolution

10.1 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.

10.2 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.

10.3 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 10.6 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.

10.4 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 10.5 or by expert determination under clause 10.6.

10.5 Mediation

If a party gives a Determination Notice calling for the dispute to be mediated:

- (a) The parties must agree 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 10.5 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.

10.6 Expert determination

If the dispute is not resolved under clause 10.3 or clause 10.5, 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,
 - (iii) 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.

10.7 Litigation

If the dispute is not finally resolved in accordance with this clause 10, then either party is at liberty to litigate the dispute.

10.8 No suspension of contractual obligations

Subject to any interlocutory order obtained under clause 10.1, the referral to or undertaking of a dispute resolution process under this clause 10 does not suspend the parties' obligations under this agreement.

11 Enforcement

11.1 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.
- (c) If a party disputes the Default Notice it may refer the dispute to dispute resolution under clause 10 of this agreement.

11.2 Bank Guarantee

- (a) If the Developer Parties elect to provide Bank Guarantees instead of paying instalments of the Monetary Contribution as set out in clause 6.1(b), the Developer Parties must provide to the Council:

- (i) a Bank Guarantee in an amount equivalent to 25% of the Monetary Contribution within 5 Business Days of the grant of Development Consent for any Development that includes a residential component; and
- (ii) a Bank Guarantee in an amount equivalent to 50% of the Monetary Contribution prior to the issue of a Construction Certificate for the Development.
- (b) The Council may reject any Bank Guarantee that contains errors, or if it has received the Bank Guarantee, require at any time the Developer Parties to obtain a replacement Bank Guarantee that rectifies any such errors or otherwise obtain rectification of the errors. The Developer Parties must provide the replacement Bank Guarantee, or otherwise obtain rectification of the errors, within 5 Business Days of receiving the Council's request.
- (c) The Council may call on a Bank Guarantee provided under this clause if:
 - (i) the Developer Parties are in material or substantial breach of this agreement and have failed to rectify the breach within a reasonable period of time after having been given reasonable notice (which must not be less than 21 Business Days) in writing to do so in accordance with clause 11.1 of this agreement; or
 - (ii) the Proponent or Landowner becomes Insolvent.
- (d) Within 20 Business Days of each anniversary of a Bank Guarantee provided under clause (a), the Developer Parties must provide Council with one or more replacement Bank Guarantees (**Replacement Bank Guarantee**) in an amount calculated in accordance with the following:

$$A = \frac{B \times D}{C}$$

Where:

A is the amount of the Replacement Bank Guarantee,

B is the amount of the Bank Guarantee to be replaced,

C is the CPI for the quarter ending immediately before the date of the Bank Guarantee to be replaced,

D is the CPI for the quarter ending immediately before the date of the Replacement Bank Guarantee,

provided A is greater than B.

- (e) On receipt of a Replacement Bank Guarantee provided under clause 11.2(d), the Council must release and return to the Developer Parties, as directed, the Bank Guarantee that has been replaced as soon as reasonably practicable.
- (f) At any time following the provision of a Bank Guarantee under this clause, the Developer Parties may provide the Council with one or more replacement Bank Guarantees totalling the amount of all Bank Guarantees required to be provided under this clause for the time being. On receipt of such replacement Bank Guarantee, the Council must release and return to the Developer Parties, as directed, the Bank Guarantee(s) which it holds that have been replaced as soon as reasonably practicable.

- (g) Subject to clause 11.2(c), the Council may apply the proceeds of a Bank Guarantee in satisfaction of:
 - (i) any obligation of the Developer Parties under this agreement that is secured by the Bank Guarantee in accordance with clause 11.2(a); and
 - (ii) any associated liability, loss, cost, charge or expense directly or indirectly incurred by the Council because of the failure by the Developer Parties to comply with this agreement.
- (h) Nothing in this clause 11.2 prevents or restricts the Council from taking any enforcement action in relation to:
 - (i) any obligation of the Developer Parties under this agreement; or
 - (ii) any associated liability, loss, cost, charge or expense directly or indirectly incurred by the Council because of the failure by the Developer Parties to comply with this agreement,

that is not or cannot be satisfied by calling on a Bank Guarantee.

11.3 Restriction on the issue of Certificates

- (a) In accordance with section 6.8 of the Act and clause 146A of the Regulation the obligations to:
 - (i) provide a Bank Guarantee under clause 11.2; or
 - (ii) pay the instalments of the Monetary Contribution under clause 6.1(b)(i) and (ii), ~~and~~
 - ~~(iii) register any covenant in accordance with clauses 6.2(a)(i) and 6.2(c).~~

must be satisfied prior to the issue of a Construction Certificate for the Development or any part of the Development.
- (b) In accordance with section 6.10 of the Act and clause 154E of the Regulation the obligations to:
 - (i) pay the Monetary Contribution under clause 6.1; ~~and~~
 - ~~(ii) register the easement under clauses 6.2(a)(ii) and 6.2(d).~~

must be satisfied prior to the issue of an Occupation Certificate for the Development or any part of the Development.

11.4 ~~Compulsory Acquisition~~

- ~~(a) If the Developer Parties do not register the public access easement required under clause 6.2, the Council may compulsorily acquire the relevant interest in the land, in which case the Landowner consents to the Council compulsorily acquiring that interest for compensation in the amount of \$1.00 without having to follow the pre-acquisition procedures in the Land Acquisition (Just Terms Compensation) Act 1991, and Council may recover any costs, including legal costs, incurred by the Council on acquisition of the interest from the Developer Parties.~~
- ~~(b) Clause 11.4(a) constitutes an agreement for the purposes of section 30 of the Land Acquisition (Just Terms Compensation) Act 1991.~~
- ~~(c) The Developer Parties indemnify and keeps indemnified the Council against all Claims made against the Council as a result of any acquisition by the Council of the whole or any part of the relevant land under clause 11.4(a).~~

- ~~(d) The Developer Parties must pay the Council, promptly on demand, an amount equivalent to all costs, including legal costs, incurred by the Council acquiring the whole or any part of the relevant interest in the land under clause 11.4(a).~~

11.5 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.

12 Assignment and Dealings

12.1 Assignment

- (a) A party must not assign or deal with any right under this agreement without the prior written consent of the other parties.
- (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.

12.2 Arrangements with Mortgagee

- (a) In the event the Landowner mortgages the Land subsequent to this agreement the Landowner is to use all reasonable efforts at that time to arrange a multiple party deed of agreement between the Council, the Landowner, and the mortgagee so that the mortgagee accepts that the responsibilities set out in this agreement are binding upon the mortgagee in the event that the Landowner defaults on the mortgage and the mortgagee takes possession of the Land.
- (b) The terms of the adoption of the obligations of the Landowner by the mortgagee shall be as reasonably required by the Council. The agreement shall be prepared at the cost of the Landowner.

12.3 Transfer of Land

- (a) The Landowner may not transfer, assign or dispose of the whole or any part of its right, title or interest in the Land (present or future) or in the Development to another person (**Transferee**) unless before it sells, transfers or disposes of that right, title or interest:
- (i) The Landowner satisfies the Council that the proposed Transferee is financially capable of complying with the Developer Parties' obligations under this agreement;
 - (ii) The Landowner satisfies the Council that the rights of the Council will not be diminished or fettered in any way;
 - (iii) The Transferee delivers to the Council a novation deed signed by the Transferee in a form and of such substance as is acceptable to the Council

containing provisions under which the Transferee agrees to comply with all the outstanding obligations of the Developer Parties under this agreement;

- (iv) The Transferee delivers to the Council replacement Bank Guarantees as required by this agreement;
- (v) Any default under any provisions of this agreement has been remedied or waived by the Council, on such conditions as the Council may determine, and
- (vi) The Landowner and the Transferee pay the Council's reasonable costs in relation to the assignment.

13 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.

14 No fetter

14.1 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**").

14.2 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.

14.3 Planning Certificates

The Developer Parties acknowledge 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.

15 Notices

15.1 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 or fax at the address or fax number below, or at the address or fax number 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
 Fax: 02 9806 5917
 Email: council@cityofparramatta.nsw.gov.au
 Attention: Manager, Land Use Planning
 - (ii) to Developer Parties M20 Pty Ltd and Praxis Capital Pty Ltd
 5/20 Macquarie St Parramatta
 Email: support@praxiscapital.com.au
 Attention: Dennis He
- (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 a fax, on production of a transmission report by the machine from which the fax was sent that indicates the fax was sent in its entirety to the recipient's fax number; 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.

15.2 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 as above
- (b) The recipient of a Notice served under this clause 15.2 must:
 - (i) promptly acknowledge receipt of the Notice; and

- (ii) keep an electronic copy of the Notice,
- (c) Failure to comply with clause 15.2 does not invalidate service of a Notice under this clause.

15.3 *Receipt of Notices sent by email*

- (a) A Notice sent under clause 15.2 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 15.3 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 *General*

16.1 *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.

16.2 *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.

16.3 *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.

16.4 *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.

16.5 *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.

16.6 *Counterparts*

This agreement may be executed in any number of counterparts. All counterparts taken together constitute one instrument.

16.7 *Legal expenses and stamp duty*

- (a) The Developer Parties must pay the Council's 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 Parties agree 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 Parties agree to pay Council any administrative fees as required by Council, acting reasonably, in connection with the administration of this agreement.

16.8 *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.

16.9 *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.

16.10 *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.

16.11 *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 16.11(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 16.11(b) applies.

16.12 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.

16.13 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 Parties 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 Parties indemnify the Council for the amount of any such payment is required to make.

16.14 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 ~~Easement Terms~~

- ~~1 The owner of the Setback Area grants to the Council and members of the public full and free right to go, pass and repass over the Setback Area at all times:

 - (a) with or without companion animals (as defined in the Companion Animals Act 1998) or other small pet animals; and
 - (b) on foot without vehicles (other than wheelchairs or other disabled access aids), unless vehicles are being used to access the building on the Land via clearly identified entry and exit points;
 for all lawful purposes.~~
- ~~2 The owner of the Setback Area must, to the satisfaction of Council, acting reasonably:

 - (i) keep the Setback Area (including any services in, on or under the Setback Area) in good repair and condition;
 - (ii) maintain and repair the Setback Area and all improvements on the Setback Area;
 - (iii) keep the Setback Area clean and free from rubbish; and
 - (iv) maintain sufficient public liability insurance covering the use of the Setback Area in accordance with the terms of this Easement.~~
- ~~3 The owner of the Setback Area must ensure that any rules made by an Owner's Corporation relating to the Setback Area have been approved by the Council, acting reasonably.~~
- ~~4 If any member or members of the public loiter or congregate, for any purpose which the owner of the Setback Area, acting reasonably, considers to be a nuisance or a safety risk, the owner may either remove those members of the public, or arrange for their removal by an appropriate authority.~~
- ~~5 The owner of the Setback Area may erect safety signage and any other appropriate signage and may erect CCTV cameras in the Setback Area.~~
- ~~6 The owner of the Setback Area may engage security personnel to monitor and control the behaviour of the public including but not limited to prohibiting smoking, consumption of alcohol (except within licensed areas), passage of animals, bicycles and skateboards and the like in accordance with any rules made by an Owner's Corporation relating to the Setback Area.~~
- ~~7 The owner of the Setback Area may with the Council's prior written consent (except in the case of an emergency, in which case the Council's prior written consent is not required) temporarily close or temporarily restrict access through all or part of the Setback Area for the time and to the extent necessary but only on reasonable grounds for the purposes of:

 - (a) construction, construction access, repairs, maintenance, replacement and alteration to the Setback Area or any improvements in, on or under the Setback Area; or
 - (b) security, public safety or evacuation of the Setback Area and adjoining buildings.~~
- ~~8 Subject to ensuring the provision of access in accordance with above clause 1 of this Schedule, the owner of the Setback Area may, provided any necessary planning approvals are obtained:~~

- ~~(a) Carry out works in the Setback Area for the purposes of enhancing the Setback Area;~~
- ~~(b) Install or erect works of art, street furniture, awnings, tables and chairs associated with ground floor commercial premises, notice boards or any other similar improvements at ground level within the Setback Area; and~~
- ~~(c) Use the Setback Area,~~
~~in a manner consistent with Parramatta City Council Outdoor Dining Policy adopted 25 February 2019, or any such policy of the Council that replaces that policy.~~
- 9 The Council is solely empowered to release this Easement.
- 10 This Easement may only be varied by written agreement between the Council and the owner of the Setback Area.

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 (b) Made, or propose to make a Development Application (c) Entered into an agreement with, or are otherwise associated with, a person to whom paragraph (a) or (b) applies 	The Developer Parties have sought a change to an environmental planning instrument and propose to make a Development Application.
Description of the application – Section 7.4(3)(b)	See the definition of Instrument Change
Description of the land to which the planning Agreement applies – Section 7.4(3)(a)	See the definition of Land
The scope, timing and manner of delivery of contribution required by the Planning Agreement – Section 7.4(3)(c)	Clauses 6.1 and 6.2
Applicability of section 7.11 of the Act – Section 7.4(3)(d)	Not excluded – see clause 7
Applicability of section 7.12 of the Act – Section 7.4(3)(d)	Not excluded – see clause 7
Applicability of section 7.24 of the Act – Section 7.4(3)(d)	Not excluded – see clause 7
Mechanism for dispute resolution – Section 7.4(3)(f)	Clause 10
Enforcement of the Planning Agreement – Section 7.4(3)(g)	Clause 11
Registration of the Planning Agreement – Section 7.6	Clause 8
No obligation to grant consent or exercise functions – Section 7.4(9)	See clause 14 (no fetter)

Discussed as an agreement

Executed for and on behalf of City of
Parramatta City Council by its
authorised delegate in accordance with
a resolution of the Council on

)
)
)


Signature of [insert position]
BUSINESS SUPPORT MANAGER

Dayna Coyle
Print name

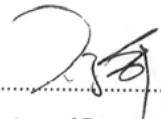

Signature of [insert position] CEO

BRETT NEWMAN
Print name

Executed by Praxis Capital Pty Ltd
ACN 166 624 031 in accordance with
Section 127 of the Corporations Act
2001:

)
)
)

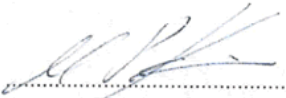
Signature of Director / Secretary


Signature of Dennis He, Director

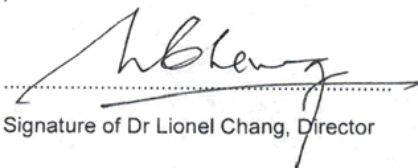
Print Name

Executed by M20 Pty Ltd ACN 165 901
333 in accordance with Section 127 of
the Corporations Act 2001:

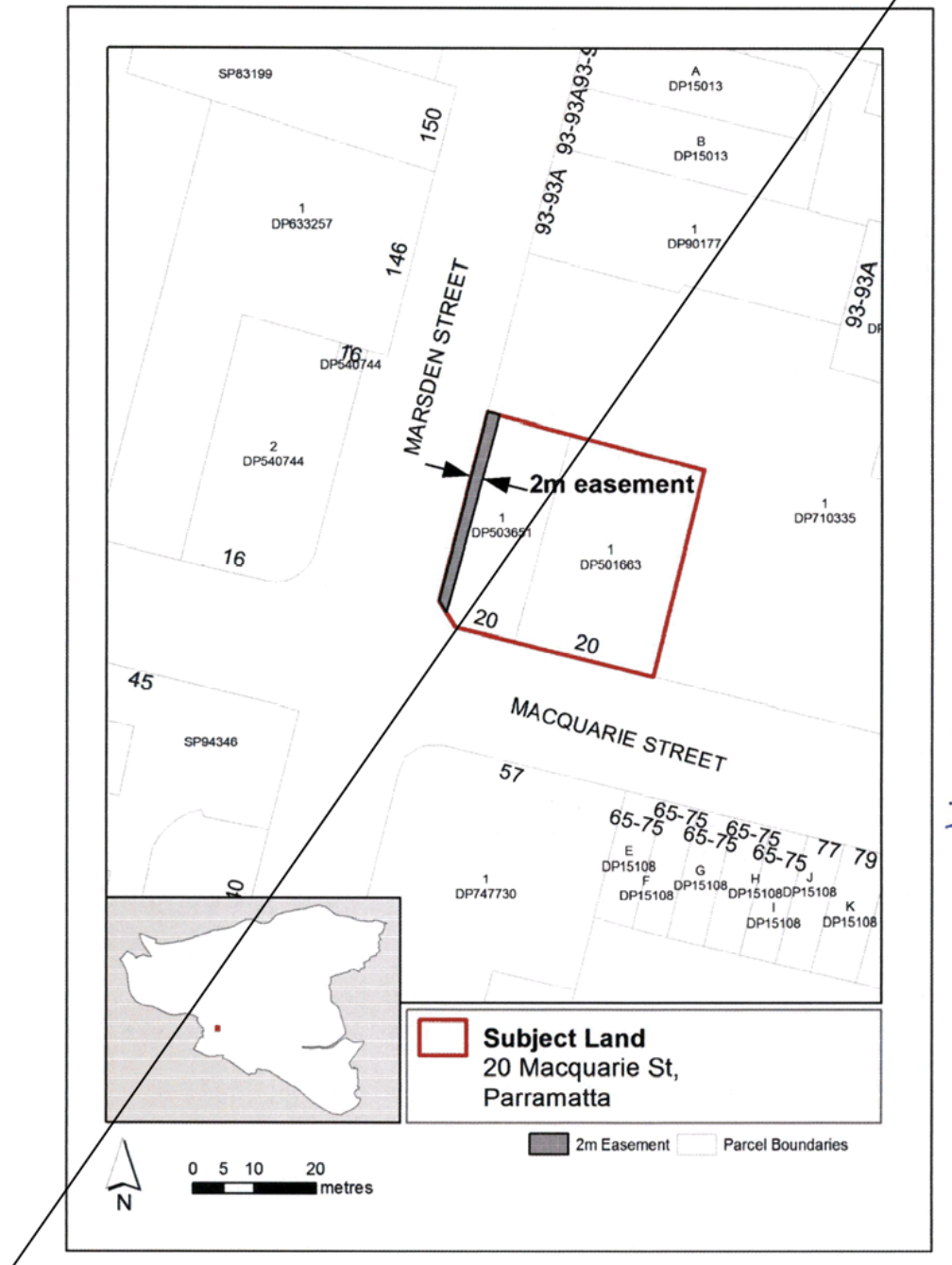
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Signature of Director / Secretary

Michael P Kyriacou
Print Name


Signature of Dr Lionel Chang, Director

Annexure A Plan showing Setback Area



By Plan
25/3/21

Duke
25/3/21

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.9
SUBJECT	Approval of Deed of Variation to a Planning Agreement (Land at 264-268 Pennant Hills Road, AKA 3A Homelands Avenue, Carlingford)
REFERENCE	F2024/00282 - D09431841
REPORT OF	Senior Project Officer

CSP THEME: FAIR

WORKSHOP/BRIEFING DATE: 15 APRIL 2024

PURPOSE:

To seek Council approval of a deed of variation to a Planning Agreement relating to land at 264-268 Pennant Hills Road, Carlingford (now known as 3A Homelands Avenue, Carlingford).

RECOMMENDATION

- (a) That Council approves the deed of variation for land at 264-268 Pennant Hills Road (now known as 3A Homelands Avenue), Carlingford.
- (b) That Council authorise 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.

BACKGROUND

- 1. At its meeting on 22 April 2024, Council resolved to exhibit the draft deed of variation with Baptistcare NSW and ACT relating to land at 264-268 Pennant Hills Road, Carlingford (now known as 3A Homelands Avenue, Carlingford).
- 2. It was proposed to amend the Planning Agreement via a deed of variation to enable the following changes:
 - (a) to modify Schedule 1 to change the timing of dedication of proposed Lot 6 and the completion of the public domain works within proposed Lot 6. The works will be required to be finalised within 18 months of the issue of the first occupation certificate for development on Site B, noting that a further 6 months can be authorised at the Council's discretion if required.
 - (b) to modify clause *12.2 Transfer of Land* to enable the transfer of the Planning Agreement obligation for proposed Lots 1 and 4 (being the ongoing obligation to use the land as affordable housing until 2045) to the new subsidiary of Baptistcare.
 - (c) other administrative drafting changes to enable/support the above changes.

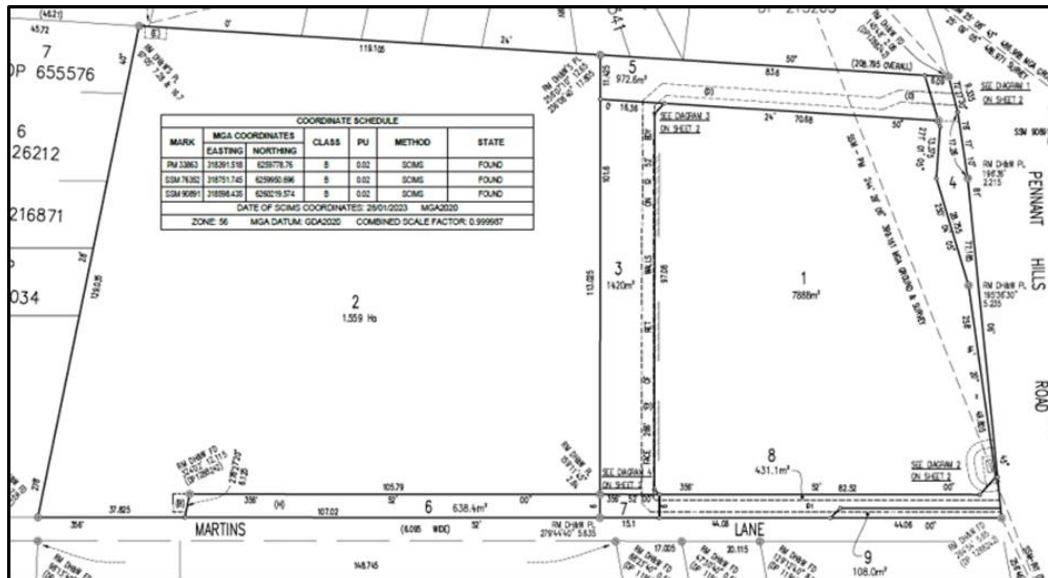


Figure 1: Proposed Plan of Subdivision approved by SC/54/2023



Figure 2: Aerial Image showing recent completion of works

3. In relation to Item (a), the current timing for this deliverable was in conjunction with the broader works along Martins Lane as a whole. This was required to be finalised within 18 months of the occupation certificate for the last building on Site A, which occurred in May 2023. Most of this work has already been completed, and the timing has not been breached, as it has only been 12 months since an Occupation Certificate was issued for Site A.
4. However, given that Site B is yet to be constructed it is likely that any public domain works delivered within proposed Lot 6 (which currently forms part of Site B) will be damaged during the construction process on Site B.
5. Furthermore, the pedestrian safety in this area would likely be impacted during construction works on Site B. Therefore, it is proposed that the timing be delayed enabling the delivery to align with the completion of the first buildings on Site B.

6. This request to change the timing was sought by the Developer and agreed in-principle by Council staff. The exact timing of construction works on Site B is not yet known, as the SSD application is still under assessment. However, Baptistcare has advised that construction is forecasted to commence in 2026 and be complete by 2029.
7. In relation to Item (b) above, the reason to vary Clause 12.2 is to enable the transfer of the Planning Agreement obligation to the proposed Lots 1 and 4 to the new subsidiary of Baptistcare without requiring the existing Planning Agreement to be novated (in part) to the new subsidiary. As a result, the Planning Agreement will continue to remain on the title of proposed Lot 1 until 2045 and on proposed Lot 4 until it is transferred to TfNSW for road widening purposes. The change is administrative in nature and has no impact on the deliverables that have already been achieved.

PUBLIC EXHIBITION

8. The draft deed of variation was publicly exhibited between 1 May and 29 May 2024 – a total of 29 days. This is consistent with the Council's Engagement Strategy.
9. Public exhibition included the following:
 - a. Mail-out to individual landowners within a 200-metre radius from 264-268 Pennant Hills Road – now known as 3A Homelands Avenue (462 letters sent);
 - b. Electronic exhibition via the Participate Parramatta Portal;
 - c. Hard copy documents were provided at the Parramatta Central Library, Carlingford Library and Council's Customer Service Counter;
 - d. Social media post via Participate Parramatta Facebook page, and
 - e. Digital Screens in libraries.
10. The public exhibition material comprised:
 - a. Council report 22 April 2024;
 - b. Minutes from Council Meeting 22 April 2024;
 - c. Draft Deed of Variation of Planning Agreement, and
 - d. Explanatory note -regarding draft amendment to Voluntary Planning Agreement
11. A total of two submissions were received during the exhibition period, both submitted by the same community member via the online form. Both submissions expressed support for the amendment without further explanation. No changes to the draft deed of variation are recommended.

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
Feb-April 2024	Landowner/ Developer (Baptistcare NSW & ACT)	Baptistcare have worked with Council's officers prior to public exhibition to prepare the draft Deed of Variation.	The draft Deed of Variation is agreed by the landowner and Council officers.	Group Manager Infrastructure Planning and Design
1 May and 29 May 2024	Public Exhibition	Two responses received (by the same community member) supporting the amendment.	Responses are detailed in paragraph 11.	Group Manager Infrastructure Planning and Design

Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
15 April 2024	All Councillors were invited	Councillor Pandey asked about the provision of a road during a previous development application.	The question was responded to via email to all Councillors on 22 April 2024	Executive Director City Planning and Design

LEGAL IMPLICATIONS FOR COUNCIL

14. As the Planning Agreement is a legal document, any variation to the agreement must be formally made through a deed of variation prepared and reviewed by both the Council's and other party's solicitors. This has been completed. The deed of variation will be formally executed following the Council's approval of the report and registered on the land title of the relevant property. A copy of the deed of variation will subsequently be published on the NSW Planning Portal.

FINANCIAL IMPLICATIONS FOR COUNCIL

15. The costs associated with legal drafting, public exhibition and future land title registration are being borne by the landowner in accordance with the relevant clauses of the Planning Agreement.
16. If Council resolves to approve this report in accordance with the recommendation, there are no unbudgeted financial implications for Council's budget.

Adam Fowler

Team Leader Infrastructure Design

Jennifer Concato

Executive Director City Planning and Design


John Angilley

Executive Director Finance & Information


Gail Connolly

Chief Executive Officer


ATTACHMENTS:

1  Engagement Outcomes Report



2  Deed of Variation of Planning Agreement



3  Explanatory Note - regarding draft amendment to Voluntary
Planning Agreement

15

Pages

4 Pages

REFERENCE MATERIAL



264-284 PENNANT HILLS ROAD, CARLINGFORD

Engagement Evaluation
June 2024

cityofparramatta.nsw.gov.au



264-284 Pennant Hills Road, Carlingford

Engagement Evaluation
June 2024

cityofparramatta.nsw.gov.au

CONTENTS

1.	INTRODUCTION	1
2.	EXECUTIVE SUMMARY	2
3.	ENGAGEMENT EVALUATION.....	3
4.	RECOMMENDATIONS.....	5

1. INTRODUCTION

The City of Parramatta exhibited a Draft Planning Agreement Amendment for 264-268 Pennant Hills Road, Carlingford (also known as 1 Martins Lane, Carlingford) from Wednesday 1 May to Wednesday 29 June.

It was proposed to amend the Planning Agreement via a Deed of Variation to enable the following changes:

- To modify Schedule 1 to change the timing of dedication of proposed Lot 6 and the completion of the public domain works within proposed Lot 6. The works will be required to be finalised within 18 months of issue of the first occupation certificate for development on Site B, noting that a further 6 months can be authorised at Council's discretion if required.
- To modify clause 12.2 Transfer of Land to enable the transfer of the VPA obligation for proposed Lots 1 and 4 (being the ongoing obligation to use the land as affordable housing until 2045) to the new subsidiary of Baptistcare.
- Other administrative drafting changes to enable/support the above changes.

2. EXECUTIVE SUMMARY

The draft planning agreement amendment and supporting documents were exhibited on Participate Parramatta and promoted on the City of Parramatta website for 28 days.

This report summarises the methods of engagement and response.

- There were 224 views of the Participate page and 129 documents accessed during the exhibition.
- The exhibition resulted in two online submissions made by one stakeholder which were supportive of the amendments.

3. ENGAGEMENT EVALUATION

Overall, 462 stakeholders were notified directly¹, culminating in 224 views of the project page and two engagements (online survey submissions, email, phone or post).

3.1. Resources

- Letters of notification with QR code delivered to 462 neighbouring stakeholders
- Hard copy documentation at PHIVE, Carlingford Library and 126 Church St
- Digital screens in libraries

3.2. QR code

The QR code received 35 scans.

3.3. Parra News ad / Email newsletters

There was no E-News promotion or Parra News ad for this exhibition.

3.4. PARTICIPATE Parramatta

Promotion of the engagement directed community members to the Participate Parramatta website at <https://participate.cityofparramatta.nsw.gov.au/264-268-pennant-hills-road>. The project page generated 2 contributions.

Project Page Events	
Views	224
Visitors	133
Document downloads	129
Total contributions	2

Documents downloaded:

Document		
Council report 22 April 2024	30	36
Draft Deed of Variation	26	36
Explanatory note	24	27

¹ Includes letters of notification only.

Council minutes	27	30
Total	79	129

3.5. Email, Phone, Postal submissions

There were no further submissions.

4. RECOMMENDATIONS

This report presents and analyses the key findings from public exhibition of the Draft Planning Agreement Amendment - 264-268 Pennant Hills Road, Carlingford (also known as 1 Martins Lane, Carlingford).

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".

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DRAFT

City of Parramatta Council
BaptistCare NSW & ACT

Deed of Variation of Planning Agreement

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Variation of Planning Agreement

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Contents

1	Definitions and Interpretation	2
1.1	Definitions	2
1.2	Interpretation	3
2	Amendment of Planning Agreement	3
3	Operation	3
4	Variation	3
5	Registration on title	4
5.1	Registration of Agreement	4
6	General	4
6.1	Incorporated provisions	4
6.2	Entire agreement	4
	Schedule 1 – Scope of Works and Land Dedication	5
	Annexure – Plan to form Annexure B to Planning Agreement	11

Variation of Planning Agreement

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This Agreement is made on

2024

Parties

- 1 **City of Parramatta Council a body politic under subsection 220(1) of the Local Government Act 1993**, (ABN 49 907 174 773) located at 126 Church St, Parramatta NSW 2150 (**Council**).
- 2 **BaptistCare NSW & ACT** (ABN 90 000 049 525) located at Level 2, 22 Brookhollow Avenue, Norwest NSW 2153 (**Developer**).

Recitals

- A The Council and the Developer entered into the Planning Agreement executed by Council in accordance with a Council Resolution dated 27 May 2019.
- B Since entering into the Planning Agreement, the Developer:
 - (a) has carried out development on the northern part of the Land pursuant to Development Consent No. DA/242/2020/D;
 - (b) is in the process of subdividing the Land to create nine lots in accordance with Development Consent No. DA/242/2020/D, which will enable the dedication of certain lots to Council as required by clause 6.2 of the Planning Agreement; and
 - (c) has lodged Development Application No. SSD-33631237 which is currently under assessment by the NSW Department of Planning, Housing and Infrastructure seeking development consent for development on the southern part of the Land.
- C Pursuant to clause 9 of the Planning Agreement and in accordance with subsection 203(5) of Regulation 2021, the Council and the Developer have agreed to amend the terms of the Planning Agreement as set out in this Agreement to:
 - (a) separate the various components of Item 1 of Schedule 1 of the Planning Agreement into Items 1A and 1B, and vary the timing for delivery of Item 1B in Schedule 1 to this Agreement;
 - (b) clarify the location of contribution items under the Planning Agreement by reference to the proposed new lots to be created by the Plan of Subdivision; and
 - (c) permit the transfer or disposal of Proposed Lots 1 and 4 by the Developer to BCHL, being a related entity to the Developer.

It is agreed as follows.

1 Definitions and Interpretation**1.1 Definitions**

The following definitions apply unless the context requires otherwise, including in the recitals.

BCHL means BaptistCare Community Housing Limited (ACN 667 330 065).

Effective Date means the date on which the last party has executed this Agreement in accordance with subsection 203(3) of Regulation 2021.

Variation of Planning Agreement

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Land means Lot 100 DP 1288242, also known as 1 Martins Lane, Carlingford NSW (formerly Lot 1 DP 1033201 and Lot 2 DP 364225, known as 264-268 Pennant Hills Road, Carlingford NSW) or as otherwise described when the new Plan of Subdivision is registered with New South Wales Land Registry Services.

Planning Agreement means the Voluntary Planning Agreement entered into between Council and the Developer in relation to the Land, being registered dealing no. AP564640.

Plan of Subdivision means the Plan of Subdivision annexed to this Agreement.

Proposed Lots 1 and 4 means the land titles described on the Plan of Subdivision as Lots 1 and 4 which will be created when the Plan of Subdivision is registered with New South Wales Land Registry Services.

Regulation 2021 means the *Environmental Planning and Assessment Regulation 2021* (NSW).

1.2 Interpretation

In this Agreement, unless the contrary intention appears:

- (a) capitalised words used in this Agreement have the same meaning as in the Planning Agreement;
- (b) clause 2 (Interpretation) of the Planning Agreement applies to the interpretation and construction of this Agreement; and
- (c) the explanatory note prepared pursuant to section 205 of Regulation 2021 is not to be used to assist in construing this Agreement.

2 Amendment of Planning Agreement

This Agreement is an amendment to the Planning Agreement (dealing no. AP564640) within the meaning of section 203(5) of Regulation 2021.

3 Operation

This Agreement takes effect on and from the Effective Date.

4 Variation

On and from the Effective Date, the Planning Agreement is amended as follows:

- (a) Schedule 1 (Scope of Works and Land Dedication) of the Planning Agreement is replaced by Schedule 1 of this Agreement. For convenience, the manner in which Schedule 1 of this Agreement differs from Schedule 1 of the Planning Agreement is shown by using underline to identify new text introduced into Schedule 1 of the Planning Agreement by this Agreement;
- (b) the Annexure to this Agreement, being the Plan of Subdivision, is inserted into the Planning Agreement as Annexure B; and
- (c) clause 12.2 of the Planning Agreement is amended by inserting the following new subclauses (c) and (d):

12.2 Transfer of Land

...

- (c) Subject to the Developer providing to Council's satisfaction evidence that BCHL is a related entity of the Developer:
 - (i) clause 12.2(a) does not apply to the transfer or disposal by the Developer of Proposed Lots 1 and 4 to BCHL; and

Variation of Planning Agreement

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- (ii) the Developer may transfer or dispose of Proposed Lots 1 and 4 to BCHL without notice to Council.
- (d) The parties acknowledge that pursuant to sections 7.6(3) and (4) of the Act, upon the transfer or disposal of Proposed Lots 1 and 4 to BCHL pursuant to clause 12.2(c), the obligations which relate to Proposed Lots 1 and 4 as set out in the Planning Agreement bearing the Dealing Number AP564640 and as described in Schedule 1 to this Agreement, will continue to apply as between Council and BCHL as the registered proprietor of Proposed Lots 1 and 4.

5 Registration on title

5.1 Registration of Agreement

The Developer agrees that it will, at its cost, procure the registration of this Agreement on the title to the Land in accordance with clause 8.2 of the Planning Agreement.

6 General

6.1 Incorporated provisions

Clauses 13 (No fetter) and 15 (General) of the Planning Agreement (but excluding clause 15.8 (Entire agreement)) are incorporated into and apply to this Agreement as though those clauses were set out in full in this Agreement.

6.2 Entire agreement

The contents of this Agreement and the Planning 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.

Variation of Planning Agreement

Schedule 1 – Scope of Works and Land Dedication

The Works described in column 1 of the table below must be completed in accordance with clause 6.1 within the timeframe specified in column 2, and must be undertaken in accordance with the scope specified in column 3.

Item	Column 1 Item of Work	Column 2 Timing	Column 3 Scope of Works	Location (shown on plan in Annexure B)
1A	Public domain improvement works along the western side of Martins Lane <u>north of the East West Road (now known as Wulaba Place)</u>	<p>To be completed:</p> <ul style="list-style-type: none"> - no more than 18 months after the issue of an Occupation Certificate for the last building on the area marked 'Site A' on the Plan; or - prior to the issue of the first Construction Certificate for a building on the area marked 'Site B' on the Plan; or - the date that is 36 months after the issue of the first Occupation Certificate for any building on the area marked 'Site A' on the Plan, whichever occurs first. <p>Upon completion of the works in Column 3 to the Council's satisfaction, the part of the land indicatively shaded in beige on the Plan (<u>north of the East West Road only, being Lots 7 and 8 shown in Annexure B</u>) will be dedicated to Council within 28 days, the estimated land value of which (<u>together with the land indicatively shaded in beige on the Plan south of the East West Road</u>) is \$2,037,000.</p>	<ul style="list-style-type: none"> • Demolition of existing paths and road pavement as required to complete public domain upgrades. • Tree protection works. • Public domain upgrades including infrastructure, street lighting, landscaped verges, and footpaths 	<u>Lots 7 and 8</u>
1B	Public domain improvement works along the western side of Martins Lane <u>south of the East West Road (now known as Wulaba Place)</u>	<p>To be completed within 18 months after the issue of an Occupation Certificate for the first building on the area marked 'Site B' on the Plan.</p> <p><u>This period may be extended by 6 months with Council's consent. Any application for an extension is to be made to Council at least 6 months prior to the expiry period.</u></p>	<ul style="list-style-type: none"> • <u>Demolition of existing paths and road pavement as required to complete public domain upgrades.</u> • <u>Tree protection works (in connection with construction of</u> 	<u>Lot 6</u>

Variation of Planning Agreement

Item	Column 1 Item of Work	Column 2 Timing	Column 3 Scope of Works	Location (shown on plan in Annexure B)
		Upon completion of the works for Item 1B in Column 3 to the Council's satisfaction, the part of the land indicatively shaded in beige on the Plan (south of Wulaba Place, being Lot 6) will be dedicated to Council within 28 days.	<p><u>new kerb and gutter and road pavement).</u></p> <ul style="list-style-type: none"> • <u>Public domain upgrades including infrastructure and street lighting.</u> • <u>Tree protection works (during footpath construction works).</u> • <u>The footpath construction works (including landscaping mulch).</u> 	
2A	Martins Lane upgrade (northern section as indicatively shaded in orange on the Plan)	To be completed prior to the issue of an Occupation Certificate for any building on the Land to be used for the purposes of residential accommodation.	<ul style="list-style-type: none"> • Demolition of existing road pavement. • Full width road surface upgrade along the frontage of the land. • New street lighting, subject to agreement by the relevant energy utility provider. • New Colorbond fencing along the eastern side of Martins Lane to replace existing dilapidated fencing to properties, subject to agreement by owners. 	<u>Existing road reserve on Martins Lane</u>

Variation of Planning Agreement

Item	Column 1 Item of Work	Column 2 Timing	Column 3 Scope of Works	Location (shown on plan in Annexure B)
2B	Martins Lane upgrade (southern section as indicatively shaded in yellow on the Plan)	<p>To be completed:</p> <ul style="list-style-type: none"> - no more than 18 months after the issue of an Occupation Certificate for the last building on the area marked 'Site A' on the Plan; or - prior to the issue of the first Construction Certificate for a building on the area marked 'Site B' on the Plan; or - the date that is 36 months after the issue of the first Occupation Certificate for any building on the area marked 'Site A' on the Plan, whichever occurs first. 	<ul style="list-style-type: none"> • Demolition of existing road pavement. • Full width road surface upgrade along the frontage of the land. • New street lighting, subject to agreement by the relevant energy utility provider. • New Colorbond fencing along the eastern side of Martins Lane to replace existing dilapidated fencing to properties, subject to agreement by owners. 	<u>Existing road reserve on Martins Lane</u>
3	Signalisation of the intersection of Pennant Hills Road and Baker Street	<ul style="list-style-type: none"> • The Developer's design of the signalisation works is to be completed to the satisfaction of RMS, and the Works Authorisation Deed executed, prior to the issue of a Construction Certificate for any building on the Land to be used for the purposes of residential accommodation. • Works to be completed and signals operational prior to the issue of an Occupation Certificate for any building on the Land to be used for the purposes of residential accommodation. 	<ul style="list-style-type: none"> • Works include: <ul style="list-style-type: none"> ○ Installation of new traffic signals including milling and re-sheeting existing road surfaces in the vicinity of the intersection. ○ New line-marking. ○ New signage. ○ New pedestrian crossings 	<u>Existing road reserve on Pennant Hills Rd</u>

Variation of Planning Agreement

Item	Column 1 Item of Work	Column 2 Timing	Column 3 Scope of Works	Location (shown on plan in Annexure B)
4	Left turn lane	<ul style="list-style-type: none"> The Developer's design of the left turn lane is to be completed, to the satisfaction of RMS prior to the issue of a Construction Certificate for any building on the Land to be used for the purposes of residential accommodation. Works to be completed prior to the issue of an Occupation Certificate for any building on the Land to be used for the purposes of residential accommodation. <p>Upon completion of the works in Column 3, the land indicatively shaded in teal on the Plan will be dedicated to Council within 28 days.</p>	Provision of a left turn lane from the northern end of Martins Lane into Pennant Hills Road, in the location indicatively identified on the Plan in teal.	<u>Lot 9</u>
5	Provision of a new north-south road to link with the new east-west road (Item 6)	<p>To be completed:</p> <ul style="list-style-type: none"> - no more than 18 months after the issue of an Occupation Certificate for the last building on the area marked 'Site A' on the Plan; or - prior to the issue of the first Construction Certificate for a building on the area marked 'Site B' on the Plan; or - the date that is 36 months after the issue of the first Occupation Certificate for any building the area marked 'Site A' on the Plan, whichever occurs first. <p>Upon completion of the works in Column 3 to the Council's satisfaction, the land indicatively shaded in blue on the Plan will be dedicated to Council within 28 days, the estimated land value of which is \$1,464,300.</p> <p>The easement for public access required by clause 6.3(d), and indicatively shaded in pink hatching on the Plan, shall be registered at the time that the land shaded in blue is dedicated to Council.</p>	Provision of new road pavement, including infrastructure, street lighting, line marking, landscaped verges, and combined footpath/cyclepath.	<u>Lot 5 and part of Lot 4 for easement creation</u>

Variation of Planning Agreement

Item	Column 1 Item of Work	Column 2 Timing	Column 3 Scope of Works	Location (shown on plan in Annexure B)
6	Provision of a new east-west road through the site linking the north-south road (Item 5) to Martins Lane	To be completed prior to the issue of an Occupation Certificate for any building on the Land to be used for the purposes of residential accommodation. Upon completion of the works in Column 3 to the Council's satisfaction, the land indicatively shaded in green on the Plan will be dedicated to Council within 28 days, the estimated land value of which is \$2,126,100.	Provision of new road pavement, including infrastructure, street lighting, line marking, landscaped verges, and footpaths.	<u>Lot 3</u>
7	Public access and maintenance of the high ecological constraint area and associated Blue Gum High Forest vegetation at the southern portion of the site	An easement for public access with a width of 20m must be registered prior to the issue of an Occupation Certificate for the Development on the area marked 'Site B' on the Plan.	<ul style="list-style-type: none"> Maintenance of the area identified as High Ecological Impact Zone (20m wide) to a standard to be agreed between Council and BaptistCare. Registration of an easement in accordance with the Easement Terms. The easement may exclude some areas within the High Ecological Impact Zone which are designated to be sensitive or areas where public access may result in adverse environmental impacts. 	<u>Lot 2</u>
8	Affordable housing	To be completed prior to the issue of the last Occupation Certificate for the Development of the area marked 'Site A' on the Plan.	Provision of 162 affordable housing dwellings to be managed by BaptistCare NSW & ACT at least until 1 January 2045, in	<u>Lot 1 and Lot 4</u>

Variation of Planning Agreement

Item	Column 1 Item of Work	Column 2 Timing	Column 3 Scope of Works	Location (shown on plan in Annexure B)
			accordance with the agreement between BaptistCare NSW & ACT and NSW Department of Family and Community Services	

Variation of Planning Agreement

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Executed in Sydney.

Executed by City of Parramatta Council (ABN 49 907 174 773) under seal in accordance with a resolution of the Council on []:

General Manager (Signature)

Mayor (Signature)

Name of General Manager (Print Name)

Name of Mayor (Print Name)

Executed by BaptistCare NSW & ACT (ABN 90 000 049 525) by its directors pursuant to s127 of the *Corporations Act 2001*:

Director Signature

Director/Secretary Signature

Print Name

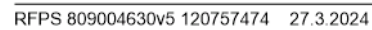
Print Name

Variation of Planning Agreement

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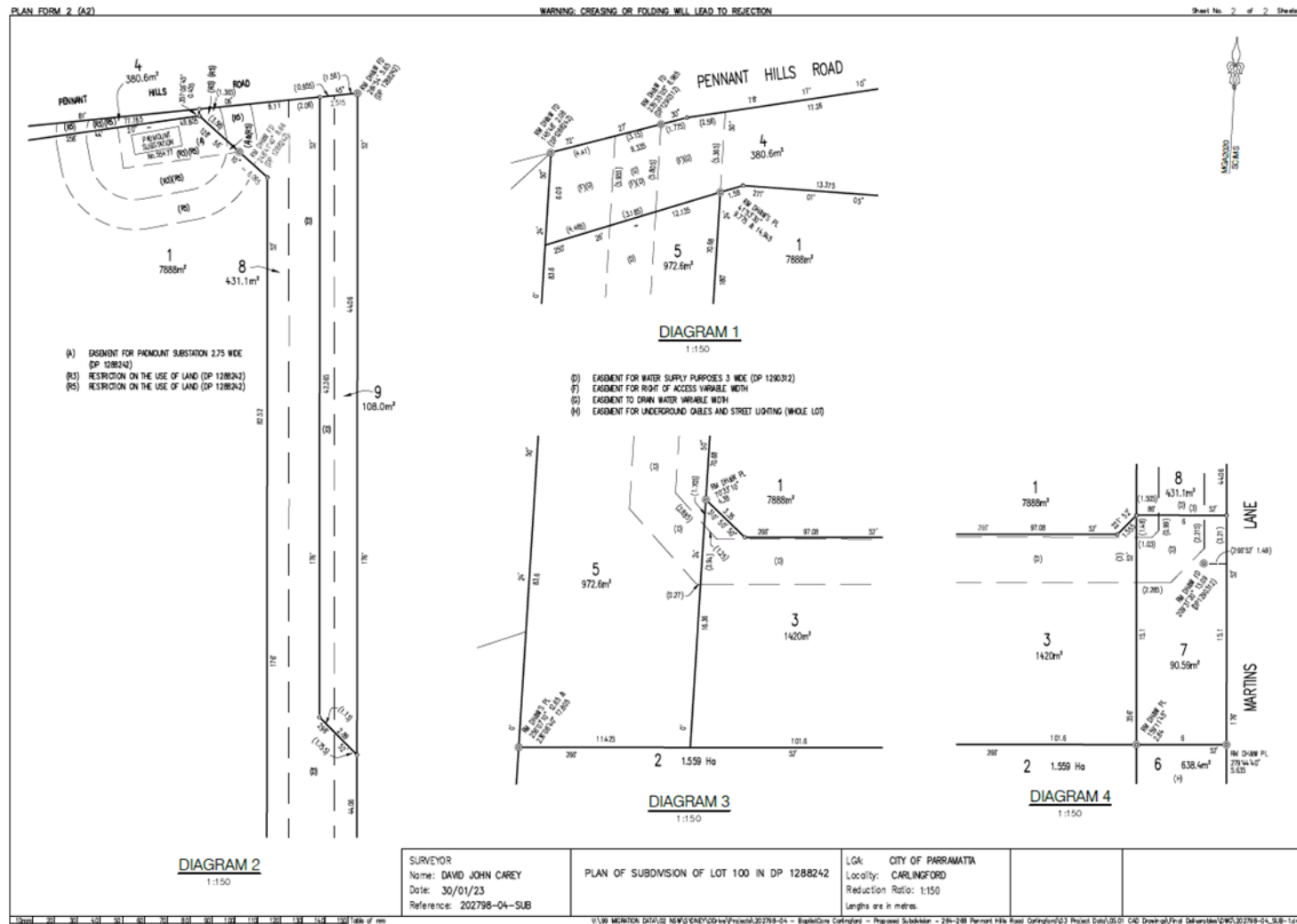
Annexure – Plan to form Annexure B to Planning Agreement

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Variation of Planning Agreement

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RFPS 809004630v5 120757474 27.3.2024

page 14

Explanatory Note

Exhibition of draft amendment to Voluntary Planning Agreement

Lot 100 DP 1288242, known as 1 Martins Lane, Carlingford NSW

Environmental Planning & Assessment Regulation 2021 (section 205)

Amendment to Planning Agreement

The purpose of this Explanatory Note is to provide a plain English summary to support the notification of a draft amendment to an existing voluntary Planning Agreement in relation to the Land, being registered dealing no. AP564640 (the **Planning Agreement**).

The Planning Agreement was entered into between City of Parramatta Council (the **Council**) and BaptistCare NSW & ACT (the **Developer**) in connection with a changes to provisions of the *Parramatta Local Environmental Plan 2011* (the **LEP**), and was executed by Council in accordance with a Council Resolution dated 27 May 2019.

The amendments proposed to the Planning Agreement are documented in the draft Deed of Variation of Planning Agreement (the **Amendment**), which accompanies this Explanatory Note.

The Planning Agreement was entered into under Section 7.4 of the *Environmental Planning and Assessment Act 1979* (the **Act**). It is now proposed to amend the Planning Agreement pursuant to clause 9 of the Planning Agreement and section 203(5) of the *Environmental Planning & Assessment Regulation 2021* (the **Regulation**).

The Amendment does not propose any changes to the scope of the works-in-kind and dedication of land to be provided by the Developer under the Planning Agreement. The Amendment is limited only to:

- varying the time by which certain works-in-kind and land dedication are to be delivered;
- clarifying the location of works-in kind and land dedication by reference to new land titles which will be created following the proposed subdivision of the Land; and
- permitting part of the Land to be transferred to a related entity of the Developer.

This Explanatory Note has been prepared jointly between the parties as required by section 205 of the Regulation.

This Explanatory Note is not to be used to assist in construing the Amendment.

Parties

The parties will continue to be Council and the Developer.

Description of subject land

The land to which the Amendment applies is described as Lot 100 DP 1288242, also known as 1 Martins Lane, Carlingford NSW (formerly Lot 1 DP 1033201 and Lot 2 DP 364225, known as 264-268 Pennant Hills Road, Carlingford NSW) (the **Land**).

Description of the Planning Proposal to which the Planning Agreement applies

'Planning Proposal, BaptistCare Site, 264-268 Pennant Hills Road, Carlingford' prepared by DFP Planning Consultants on behalf of Council dated February 2015 submitted to the

Department of Planning and Environment for gateway determination and determined on 12 September 2016 (no. PP_2016_COPAR_002_00), for the rezoning of the Land by means of an amendment to the LEP, as updated in June 2017 and on 12 June 2018, and as supplemented by the Urban Design Report.

Summary of Objectives, Nature and Effect of the Amendment

Works

Consistent with the Planning Agreement, the Amendment will continue to require the following works-in-kind to be provided by the Developer (some of which have already been delivered):

- Item 1A: Public domain improvement works along the western side of Martins Lane north of the East West Road (now known as Wulaba Place); ***Complete (but awaiting land dedication)**
- Item 1B: Public domain improvement works along the western side of Martins Lane south of the East West Road (now known as Wulaba Place); ***Partially complete and subject to this variation to change timing for completion**
- Item 2A: Martins Lane upgrade (northern section); ***Complete**
- Item 2B: Martins Lane upgrade (southern section); ***Complete**
- Item 3: Signalisation of the intersection of Pennant Hills Road and Baker Street; ***Complete**
- Item 4: Left turn lane; ***Complete (but awaiting land dedication)**
- Item 5: Provision of a new north-south road to link with the new east-west road; ***Complete (but awaiting land dedication)**
- Item 6: Provision of a new east-west road through the site linking the north-south road to Martins Lane; ***Complete (but awaiting land dedication)**
- Item 7: Public access and maintenance of the high ecological constraint area and associated Blue Gum High Forest vegetation at the southern portion of the site ***Required at a later stage** ; and
- Item 8: Affordable housing. ***Complete**

The Amendment proposes to vary the timing for delivery of Item 1B to allow those works to be delivered as part of the development of the southern part of the Land, and to clarify the location of each contribution item by reference to new titles to be created following a proposed subdivision of the Land.

Land

The Amendment does not propose any change to the parts of the Land to be dedicated to Council under the Planning Agreement.

Assessment of the Merits of the Amendment

How the Amendment Promotes the Objects of the Act and the public interest

The Planning Agreement, as proposed to be varied by the Amendment, promotes the following objectives of the Act:

- Promotes the social and economic welfare of the community (section 1.3(a));
- Promotes the orderly and economic use and development of land (section 1.3(c));

- Promotes the delivery and maintenance of affordable housing (section 1.3(d));
- Protects the environment, including the conservation of threatened and other species of native animals and plants, ecological communities and their habitats (section 1.3(e));
- Promotes good design and amenity of the built environment (section 1.3(g)).

The Planning Agreement, as proposed to be varied by the Amendment, promotes the public interest by improving pedestrian, cyclist and vehicular access, enhancing the protection of an endangered ecological community, and providing affordable housing to meet the needs of the community.

The Planning Purposes served by the Amendment

The works will be carried out for the purposes of providing public amenities, affordable housing, transport or other infrastructure relating to land and conservation or enhancement of the natural environment.

That land will be dedicated for the purposes of providing transport or other infrastructure relating to land .

How the Amendment promotes the objectives of the *Local Government Act 1993* and the elements of the Council's Charter (now section 8A)

The Amendment is consistent with the following purposes of the *Local Government Act 1993*:

- to give councils the ability to provide goods, services and facilities, and to carry out activities, appropriate to the current and future needs of local communities and the wider public; and
- to give councils a role in the management, improvement and development of the resources of their areas.

By enabling Council to provide public infrastructure and facilities, the Amendment is consistent with the following guiding principles of councils, set out in section 8A of the *Local Government Act 1993* (replacing the Council's Charter):

- Councils should provide strong and effective representation, leadership, planning and decision-making.
- Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
- Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- Councils should consider the long term and cumulative effects of actions on future generations.
- Councils should consider the principles of ecologically sustainable development.
- Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

Whether the Amendment Conforms with the Council's Capital Works Program

The works-in-kind and dedication of land provided by the Planning Agreement, including as varied by the Amendment, are not identified in Council's *Delivery Program 2022-26, Operational Plan & Budget 2022/23* and as such are additional to any capital works Council has planned.

Whether the Amendment specifies that certain requirements must be complied with before a construction certificate, occupation certificate or subdivision certificate is issued

Consistent with the Planning Agreement, the Amendment requires each of the works-in-kind contribution items to be completed prior to the issue of either a construction certificate or occupation certificate. Whether completion is required prior to a construction certificate or occupation certificate varies according to the particular contribution item.

The Amendment proposes to change the timing for completion of Item 1B (public domain improvement works along the western side of Martins Lane south of Wulaba Place) to be completed within 18 months after the issue of an occupation certificate for the first building on the southern part of the Land. This period may be extended by 6 months with Council's consent.

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.10
SUBJECT	Proposed Adjustment to Harris Park Suburb Boundary - Outcome of Community Consultation
REFERENCE	F2024/00282 - D09474970
REPORT OF	Place Manager - Coordinator

CSP THEME: Thriving

WORKSHOP/BRIEFING DATE: Nil

PURPOSE:

To present Council with the community consultation results on the proposed suburb boundary adjustment for Harris Park.

RECOMMENDATION

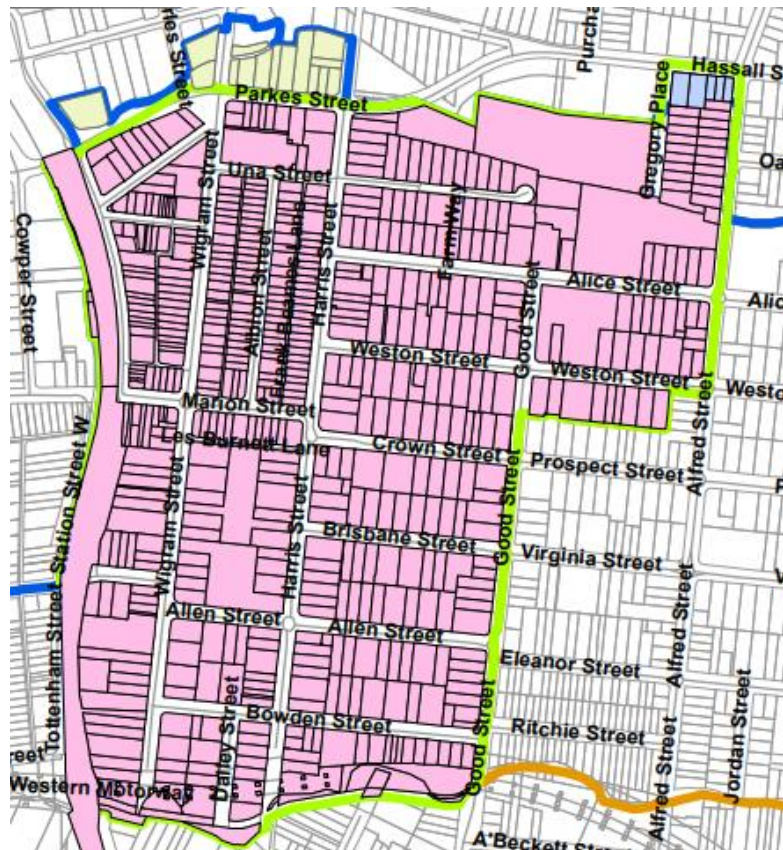
- (a) That Council notes the advice from the Geographical Names Board that the operational amendment to correct the bisection of cadastral Lot SP99768 at 23 Hassall Street, Parramatta has been completed.
- (b) That Council receive and note the community feedback on the proposed suburb boundary adjustment for Harris Park.

BACKGROUND

- 1. At the ordinary Council meeting on 6 November 2023, Council reviewed several options for a locality (suburb) boundary adjustment to Harris Park.
- 2. Council resolved:
 - (a) *That Council notes the options contained in this report for a locality (suburb) boundary amendment to Harris Park.*
 - (b) *That Council corrects the existing boundary error and submits an 'operational' application to the NSW Geographical Names Board (GNB) to amend the bisection of cadastral Lot SP99768 at 23 Hassall Street, Parramatta to comply with GNB guidelines.*
 - (c) *That Council progress by community consultation with owners and residents of the properties directly impacted by the proposed change/adjustment to Harris Park, re-aligning the northern boundary of Harris Park along the major road centrelines of Parkes Street and Hassall Street (between Station Street East and Alfred Street with the exception of Hambledon Cottage Reserve) as this would create a boundary that is clear and easily distinguishable, consistent with Clause a. of Section 6.8.4 and Clause b. of Section 6.8.5 of the APUM.*
- 3. On 14 August 2024, Council received notification from the GNB that the operational amendment to the bisection of cadastral Lot SP99768 at 23 Hassall Street, Parramatta (part b of Council's resolution) was complete.

4. Under the scenario in part (c) of the resolution, properties which fall on the northern side of Parkes Street (shown in yellow below) would become located in Parramatta while properties which fall on the southern side of Hassall Street (shown in blue) would become located in Harris Park (with the exception of Hambledon Cottage Reserve).
5. The proposal retained the existing boundary behind the heritage-listed Hambledon Cottage Museum and Hambledon Cottage Reserve. This would see Hambledon Cottage remain in the suburb of Parramatta.

Proposed Suburb Boundary Option



6. This proposed boundary adjustment would impact 163 properties in total with approximately 259 owners and/or residents impacted.
7. Of these, 154 property records currently located in Harris Park would inherit a Parramatta address. These properties are located on the northern side of Parkes Street, between Station Street East and Harris Street.
8. Council officers estimate that approximately 647 residences yet to be developed (i.e. under construction or pending development assessment) would also be impacted by the requested change. Nine (9) property records currently located in Parramatta would inherit a Harris Park address. These properties are located on the southern side of Hassall Street, between Gregory Place and Alfred Street shown in blue on the above map.

9. This boundary adjustment option would also reduce the Harris Park suburb size from 65 hectares to 63.211 hectares and reduce the total number of land parcels from 638 parcels to 634 parcels.
10. In accordance with this resolution, Council officers undertook a community consultation campaign with the property owners and residents directly impacted by the proposed boundary adjustment between 27 November 2023 and 22 December 2023, with an extended consultation window to ensure ample opportunity for responses to be received.
11. As the Council resolution specified only directly impacted property owners and residents would be consulted as part of this process, the main methods of notification were direct mail and letterbox drops.
12. Directly impacted property owners and residents received a letter notifying them of the opportunity to provide feedback through Council's engagement portal Participate Parramatta, where they were invited to make a submission using an online form.
13. Directly impacted property owners and residents were also able to make submissions verbally, via email or post. Where practicable, Council staff also delivered postcards via letter box drop to impacted residences.

ISSUES/OPTIONS/CONSEQUENCES

14. Approximately 259 owners/residents were notified of the proposed boundary change and the opportunity to provide feedback. Of these, 11 lived in and/or owned properties currently classified as Parramatta (and would inherit a Harris Park address under the proposed boundary change) while the remaining 248 lived in and/or owned properties currently classified as Harris Park (and would inherit a Parramatta address under the proposed boundary change).
15. The consultation campaign resulted in a total of 26 valid submissions (21 via the online submission form and 5 via email submission). The majority of submissions (19 out of 26) were in favour of the proposed boundary adjustment, while 2 were partially in favour of the proposal and 5 objected to the proposal.
16. All the respondents who voted in favour of the proposal currently live in or own properties in Harris Park (and would inherit a Parramatta address under the proposal).
17. All the respondents who voted against the proposal currently live in or own properties in Parramatta (and would inherit a Harris Park address under the proposal).
18. Of the 5 email submissions, 3 supported the proposed boundary adjustment. These were submitted by the owners (or representatives of the owners) of properties currently located in Harris Park (and would inherit a Parramatta address under the proposal).
19. The remaining 2 email submissions supported the reclassification of Harris Park properties into Parramatta but objected to the reclassification of Parramatta properties into Harris Park. Both submissions were submitted by the owners of

properties currently located in Parramatta (and would inherit a Harris Park address under the proposal).

Geographical Names Board Guidelines

20. The current Harris Park locality is 65 hectares in size and comprises of 2,378 property address records across 638 land parcels. The locality size of Harris Park is already significantly less than the GNB's minimum locality size of 100 hectares for urban areas.
21. The GNB provides guidelines for the circumstances in which an amendment to an existing suburb boundary should be considered under Process AP3: Address Locality Boundaries in Chapter 8 of the NSW Address Policy and User Manual 2021 (APUM). 'Considerations for Amending an Existing Address Locality' of the APUM states that:

"The need to amend an address locality boundary will arise when there are difficulties with the efficient delivery of services to an area, problems assigning addresses or further land development and construction of new roads.

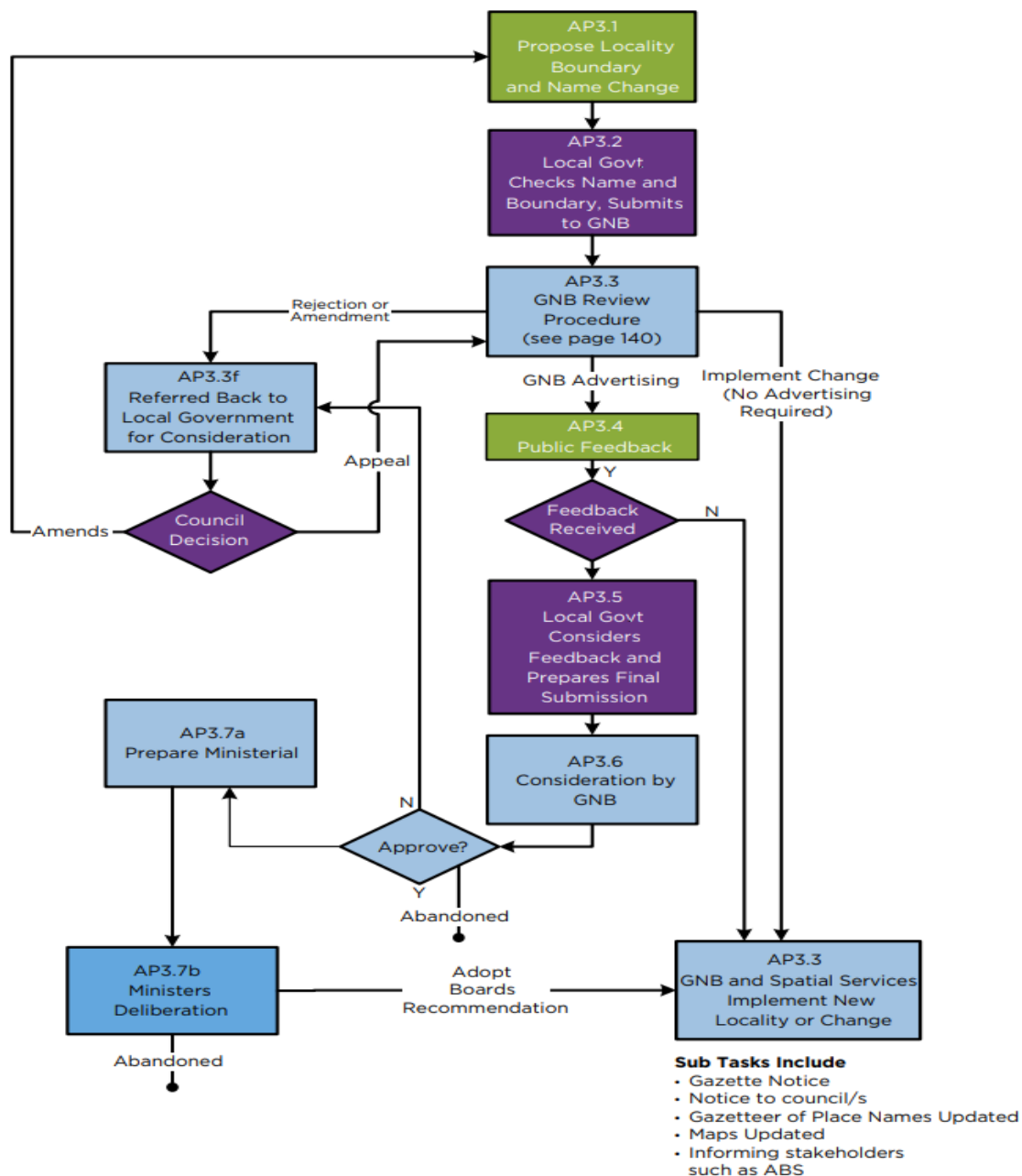
The following criteria are relevant to any proposal to amend an existing address locality:

- *The spread of urban development has resulted in an area becoming too large for one address locality.*
 - *A major new road, particularly a controlled access road, has divided a community, providing an opportunity to rename part to a new address locality.*
 - *The address locality name is duplicated in New South Wales in one or more local government areas."*
22. Section 6.8 'Principles of Address Locality Naming and Boundaries' of the APUM states that:
- "Submissions seeking changes to address locality boundaries for reasons of perceived status or financial benefit will not be supported."*
23. Should the proposal progress to the GNB, it will undertake an assessment as to whether the request for a boundary change is for the financial benefit to an owner(s).
24. Fundamentally, changing suburb boundaries is based on addressing objectives, namely, provision of an unambiguous address to facilitate the delivery of services, in particular, the provision of emergency services.

Next Steps

25. To progress any proposed suburb boundary amendment, Council will need to resolve to refer the amended boundary to the GNB for assessment and further public consultation.

26. The following workflow will be utilised by the GNB:



CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
27/11/2023 – 22/12/2023	Directly impacted residents and property owners	Refer to Engagement Evaluation and Key Findings Report	Reviewed and feedback summarised in Engagement Evaluation and Key Findings Report	Senior Project Officer, Infrastructure Grants & Major Projects Community Engagement

				Officer, City Engagement and Experience
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Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
6/11/2023	All Councillors in attendance at ordinary Council Meeting	Council resolution to progress proposed boundary adjustment by community consultation with directly impacted property owners and residents	Undertake community consultation for proposed boundary adjustment	Senior Project Officer, Infrastructure Grants & Major Projects
22/11/2023	All Councillors via Councillor Briefing Note	None	Prepare report to Council summarising results from community consultation	Senior Project Officer, Infrastructure Grants & Major Projects

LEGAL IMPLICATIONS FOR COUNCIL

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

FINANCIAL IMPLICATIONS FOR COUNCIL

30. There are no further costs associated with Council submitting a proposal to amend the existing address locality boundary, as the proposal can be submitted utilizing existing staff resources.

James Smallson

Group Manager Infrastructure Grants and Major Projects

George Bounassif

Executive Director City Assets and Operations

John Angille

Executive Director Finance & Information

Gail Connolly

Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

REFERENCE MATERIAL

NOTICES OF MOTION

26 AUGUST 2024

14.1 Advocacy for a New Public Bus Service Connecting Carlingford and
Cherrybrook..... 778

NOTICE OF MOTION

ITEM NUMBER	14.1
SUBJECT	Advocacy for a New Public Bus Service Connecting Carlingford and Cherrybrook
REFERENCE	F2024/00282 - D09518591
FROM	Councillor Georgina Valjak

MOTION

- (a) That the Lord Mayor write to the Minister for Transport the Hon. Jo Haylen MP, (and provide copies to the local members of the NSW Legislative Assembly for the seat of Epping the Hon. Dominic Perrottet MP and for the seat of Castle Hill the Hon. Mark Hodges MP, the Secretary of Transport, Mr Josh Murray, and the Mayor of The Hills Shire Council, Cllr Dr Peter Gangemi) to advocate for the provision of a new public bus service along Jenkins Road and Oakes Road, to connect the Parramatta Light Rail Stop in Carlingford to Cherrybrook Metro Station via the M2 Motorway express bus stop at Oakes Road.
- (b) That this connection be included among Council's public transport needs identified in Council's draft Integrated Transport Strategy.

BACKGROUND

- 1. While the opening of Parramatta Light Rail will increase public transport access to and from Carlingford, public access within the suburb will remain limited as the suburb is served by only a few bus services which travel along very few main roads.
- 2. Residents living along Jenkins Road and Oakes Road would have long, hilly walks to access public transport services Pennant Hills Road or North Rocks Road.
- 3. The opening of Parramatta Light Rail with a stop in Carlingford creates an opportunity to improve connectivity for Carlingford.
- 4. A regular bus service between Cherrybrook and Carlingford would improve access from Carlingford to Parramatta (interchange with Parramatta Light Rail or transfer to buses on Pennant Hills Road,) to Macquarie Park via M2 Express buses, and to Castle Hill via interchange with Metro.
- 5. If implemented, this service would also greatly improve public transport access to Parramatta for residents of West Pennant Hills (in The Hills Shire).

EXECUTIVE DIRECTOR CITY PLANNING AND DESIGN RESPONSE

- 6. This route would be a useful addition to the public transport network in Carlingford.
- 7. Council officers will identify this route among desired public transport routes in the draft Integrated Transport Strategy.

FINANCIAL AND RESOURCE IMPLICATIONS

8. The letter can be prepared within existing staff resources and budget.

Georgina Valjak
Councillor Georgina Valjak

Jennifer Concato
Executive Director City Planning and Design

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

QUESTIONS WITH NOTICE

26 AUGUST 2024

- 15.1 Councillor Participation in Australian Institute of Company Directors
Course..... 782
- 15.2 Questions Taken on Notice at the 12 August 2024 Council Meeting....783

QUESTIONS WITH NOTICE

ITEM NUMBER	15.1
SUBJECT	Councillor Participation in Australian Institute of Company Directors Course
REFERENCE	F2024/00282 - D09518615
REPORT OF	Councillor Maclean

QUESTION WITH NOTICE

1. [How many Councillors undertook the Australian Institute of Company Directors course this term and last term?](#)

Group Manager Office of the Lord Mayor and CEO response:

Three councillors enrolled in the course between 2017 and 2024.

2. [What was the cost per Councillor?](#)

Group Manager Office of the Lord Mayor and CEO response:

The cost per Councillor, for two of the Councillors, was \$7,249 + membership of \$763.64 (membership was undertaken to save costs on the registration fee for the course). The cost for the third Councillor was \$8,168.

3. [How many Councillors received their qualification?](#)

Group Manager Office of the Lord Mayor and CEO response:

The Australian Institute of Company Directors does not provide Council with this (personal) information.

The Councillor Expenses and Facilities Policy does not currently require Councillors who undertake the AICD course (or any other course) to notify Council of their results.

Details of attendance by Councillors at courses, conferences and training is published each year in Council's Annual Report.

ATTACHMENTS:

There are no attachments for this report.

QUESTIONS WITH NOTICE

ITEM NUMBER	15.2
SUBJECT	Questions Taken on Notice at the 12 August 2024 Council Meeting
REFERENCE	F2024/00282 - D09518683
REPORT OF	Governance Manager

QUESTIONS TAKEN ON NOTICE

Councillor Noack asked a question in relation to Item 14.6 from the previous Council Meeting ('Recent Petitions from the Harris Park Business Community - Mobile Food Vendors')

- [Could the Lord Mayor write a follow-up letter to the Minister for Planning and Public Spaces, the Hon. Paul Scully MP for a response to this Item?](#)

Group Manager Lord Mayor and CEO Office response:

A staff response will be available in a Supplementary Agenda prior to the Council Meeting.

Councillor Bradley asked a question on notice in relation to Item 6 ('Confirmation of Minutes')

- [Could staff include a note in future Council Meeting minutes indicating where in the business papers members of the public can view the public submissions?](#)

Group Manager Lord Mayor and CEO Office response:

A staff response will be available in a Supplementary Agenda prior to the Council Meeting.

Councillor Bradley asked a question on notice in relation to Item 14.2 ('Homelessness in the City of Parramatta')

- [Could staff advise Council when is the Homelessness Policy due for review?](#)

Executive Director Executive Director Community and Culture response:

A staff response will be available in a Supplementary Agenda prior to the Council Meeting.

Councillor Pandey asked a question on notice in relation to Item 14.2 ('Homelessness in the City of Parramatta')

- Could staff provide a Briefing Note reporting details of homelessness in the City of Parramatta, which is usually provided to Council on an annual basis?

Executive Director Executive Director Community and Culture response:

A briefing note containing this data was provided to all Councillors on 15 April 2024 on the Councillor Portal.

ATTACHMENTS:

There are no attachments for this report.

REFERENCE MATERIAL