



**CITY OF  
PARRAMATTA**

# *NOTICE OF COUNCIL MEETING*

## *PUBLIC*

## *SUPPLEMENTARY AGENDA A&B*

An Ordinary Meeting of City of Parramatta Council will be held in PHIVE (COUNCIL CHAMBER) COUNCIL CHAMBER AT 5 PARRAMATTA SQUARE, PARRAMATTA on Monday, 11 November 2024 at 6:30pm.

Gail Connolly PSM  
CHIEF EXECUTIVE OFFICER



## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
<b>8</b>	<b>MINUTES OF THE LORD MAYOR</b>	
8.1	Remembrance Day .....	3
8.2	Celebrating Foundation Day .....	4
8.3	Celebrating Christmas 2024 .....	6
8.4	Award-Winning Parramatta Aquatic Centre .....	9
<b>13</b>	<b>REPORTS TO COUNCIL - FOR COUNCIL DECISION</b>	
13.4	LATE REPORT: Improving the Governance and Performance of Council and Committee Meetings (Options for Committee Structures at the City of Parramatta) .....	10
<b>14</b>	<b>NOTICES OF MOTION</b>	
14.1	Traffic on North Rocks Road, Northmead .....	28
14.2	Publication of Lord Mayoral Minutes .....	30
14.3	Status of Council Resolutions Reporting.....	31
<b>16</b>	<b>CONFIDENTIAL MATTERS</b>	
16.1	LATE REPORT: Exemption to Tender - Q7037 Engagement of B1 Registered Certifier Services <i>This report is confidential in accordance with section 10A (2) (c) of the Local Government Act 1993 as the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.</i>	

**MINUTE OF THE LORD MAYOR**

---

<b>ITEM NUMBER</b>	8.1
<b>SUBJECT</b>	Remembrance Day
<b>REFERENCE</b>	F2024/00282 - D09519754
<b>REPORT OF</b>	Lord Mayor, Councillor Martin Zaiter

**CSP THEME:** Welcoming

**WORKSHOP/BRIEFING DATE:** Nil

**PURPOSE:** To recognise 2024 Remembrance Day commemorations across the City of Parramatta and pay our respects to all who have served in our armed forces.

**RECOMMENDATION:**

- (a) That Council recognise 2024 Remembrance Day commemorations and note the program of activities across the City of Parramatta;
- (b) That Council observe a minute's silence to pay our respects to the men and women who have served and died in wars, conflicts, and peacekeeping operations to protect the freedoms we enjoy.

**BACKGROUND**

1. Remembrance Day is one of Australia's most important national days of commemoration that marks the anniversary of the Armistice which ended the First World War (1914-18). Each year on November 11, Australians observe one minute's silence at 11am, in memory of those who died or suffered in all wars and armed conflicts, and in appreciation of their sacrifice.
2. Our local Epping and City of Parramatta RSL sub-Branched hosted public memorials for the community to attend and commemorate Remembrance Day. Visit <https://atparramatta.com/whats-on/remembrance-day-2024-parramatta> and <https://atparramatta.com/whats-on/remembrance-day-2024-epping>.
3. Members of City of Parramatta's Veterans Employee Resource Group also attended the commemoration services.

**FINANCIAL IMPLICATION FOR COUNCIL**

4. There are no new financial implications for Council as a result of this Lord Mayor Minute.

**Lord Mayor, Councillor Martin Zaiter**

**ATTACHMENTS:**

There are no attachments for this report.

## MINUTE OF THE LORD MAYOR

---

<b>ITEM NUMBER</b>	8.2
<b>SUBJECT</b>	Celebrating Foundation Day
<b>REFERENCE</b>	F2024/00282 - D09519755
<b>REPORT OF</b>	Lord Mayor, Councillor Martin Zaiter

**CSP THEME:** Accessible

**WORKSHOP/BRIEFING DATE:** Nil

**PURPOSE:** To acknowledge the successful City of Parramatta celebration, Foundation Day.

### RECOMMENDATION:

- (a) That Council acknowledge the successful City of Parramatta celebration, Foundation Day, held on 2 November 2024.
- (b) That Council thank Council officers, community members, and volunteers for their efforts in making the day a success.

### BACKGROUND

1. As Parramatta continues to transform and grow, it's important to recognise the people, buildings and culture that have shaped the City's story. Foundation Day is a chance for the community to connect with stories and events from the City's past.
2. On 2nd November 1788, Governor Arthur Phillip arrived in Parramatta. Foundation Day, which marks the date that agricultural projects commenced in Parramatta in 1788, has traditionally been celebrated with public events where Parramatta's heritage and stories of past times are shared.
3. The historic Parramatta North cultural precinct was the site of Foundation Day, celebrated on 2 November 2024. Visitors experienced horse cart rides, heritage tours, historic talks, a petting zoo, traditional trade demonstrations, live music and short films featuring historic figures (including Baludarri, the first Indigenous people to trade with early settlers and Elizabeth (Betty) Eccles, a convict woman who reinvented herself and became Australia's oldest dairy maid).
4. Other activities include Foundation Day Parramatta Fair, a 3D viewing of the City's past using realistic imaging technology and a collection of real-life archaeological artefacts from the Parramatta Heritage Centre.
5. Council thanks the Events and City Engagement and Experience teams, community members, and volunteers for their efforts in making the day a success.

### FINANCIAL IMPLICATION FOR COUNCIL

6. There are no further financial implications for Council arising as a result of this Lord Mayoral Minute.

**Lord Mayor, Councillor Martin Zaiter**

**ATTACHMENTS:**

There are no attachments for this report.

**REFERENCE MATERIAL**

**MINUTE OF THE LORD MAYOR**

---

<b>ITEM NUMBER</b>	8.3
<b>SUBJECT</b>	Celebrating Christmas 2024
<b>REFERENCE</b>	F2024/00282 - D09519791
<b>REPORT OF</b>	Lord Mayor, Councillor Martin Zaiter

**CSP THEME:** Welcoming

**WORKSHOP/BRIEFING DATE:** Nil

**PURPOSE:** To recognise the City of Parramatta's upcoming Christmas celebrations, and seek Council's approval for additional funding.

**RECOMMENDATION:**

- (a) That Council recognise the City of Parramatta's upcoming Christmas celebrations, including:
- i) festive decorations located throughout the LGA and activations planned for Parramatta Square, town centres in each ward, Council facilities and libraries, such as a Christmas tree, nativity scene, street banners and wreaths.
  - ii) Evening Christmas Markets and Lighting of Christmas Tree on Thursday 28 November 2024.
  - iii) Christmas Themed Farmers' Markets at Centenary Square during December, including Good Gifts Guide.
  - iv) Proposed Seniors' Christmas Party (on Thursday 19 December), showing a film and providing afternoon tea for over 60's in the City of Parramatta community.
  - v) Lord Mayor's Christmas Celebration on 13 December 2024.
- (b) That Council acknowledge the valuable social cohesion maintained by connecting people through these Christmas celebrations and resolve to allocate new funding as follows:
- i. Nativity Scene: \$8,000. These costs are currently unbudgeted and will need to be funded from General Reserves.
  - ii. Seniors' Christmas Party: \$21,250. These costs are currently unbudgeted and would require funding from the General Reserve.
  - iii. Lord Mayor's Christmas Celebration: \$10,000. These costs are currently unbudgeted and will need to be funded from the 2024/25 Lord Mayoral Civic Functions budget (1001-63465).

**BACKGROUND**

1. Christmas is an important time for many communities in the City of Parramatta to gather with family and friends and reflect on the 'reason for the season' the birth of Jesus Christ.
2. From 28 November 2024 to 8 January 2025, City of Parramatta Christmas decorations will add festive cheer throughout the LGA in locations including Parramatta CBD, town centres, Council facilities and libraries. Christmas trees,

garlands, a nativity scene, performances, street banners and wreaths will help to encourage the festive spirit during the Christmas holiday season.

3. Each year, the Lord Mayor of Parramatta hosts a community Christmas celebration in December in the City of Parramatta LGA. This event is attended by City of Parramatta Councillors, community and business leaders, representatives of frontline service providers and key City stakeholders. It is an opportunity to recognise the achievements by the City of Parramatta's governing body, Lord Mayor and Councillors, and their contribution to the City.

## FINANCIAL IMPLICATION FOR COUNCIL

4. The majority of festive decorations, Evening Christmas Markets and Lighting of Christmas Tree are part of established City of Parramatta programs, budgeted for within the existing 2024/25 operating budget.
5. This Lord Mayoral Minute proposes a donation of \$5,000 be made to the Starlight Children's Foundation (ABN 80 931 522 157) as a Lord Mayor's Christmas Celebration charity event partner. This donation can be met from the existing 2024/25 Councillor Support Donations budget (1001-63159).
6. This Lord Mayoral Minute also proposes additional funding required to deliver the extended 2024 Christmas festivities.

### i. Nativity Scene

**Proposed date:** From 28 November 2024

**Proposed location:** Parramatta Square

**Proposed additional budget estimate:** \$8,000

**Proposed funding source:** These costs are currently unbudgeted and would need to be funded from General Reserves.

**Background:** In the spirit of celebrating the birth of Jesus Christ as the 'reason for the season', a traditional nativity scene previously featured in City of Parramatta public Christmas decorations. Following several acts of public vandalism, the nativity scene was damaged and removed. This proposed nativity scene seeks to restore the tradition previously upheld by the City of Parramatta for to enjoy and reflect on.

### ii. Seniors' Christmas Party

**Proposed date:** Thursday 19 December

**Proposed time:** Afternoon

**Proposed location:** Riverside Theatres

**Proposed additional budget estimate:** \$21,250

**Proposed funding source:** These costs are currently unbudgeted and would require funding from General Reserves.

**Background:**

From 2014-2017, the Seniors' Christmas Party was delivered as 5 separate ward-based lunches held in a local community facility.

From 2018-2019, this transitioned to one Seniors' Christmas concert with light refreshments held at Riverside Theatres.

In 2020, the event was discontinued due to the COVID-19 pandemic and the event funding was reallocated.

The proposed 2024 event would restore this practice of connecting seniors and encouraging social cohesion in the City of Parramatta community, particularly at a time of year when people may experience loneliness and loss amidst expectations of festive gatherings of family and friends. The event would include a film screening and providing afternoon tea for up to 500 people aged over 60 years old in the City of Parramatta community, which is approximately \$42.50 per guest.

### **iii. Lord Mayor's Christmas Celebration**

**Date:** Friday 13 December

**Time:** 6.30pm

**Location:** Event by invitation only

**Additional budget estimate:** \$10,000.

The \$10,000 sought would require funding from the 2024/25 Lord Mayoral Civic Functions budget (1001-63465), which has a current deficit of \$13,066 for FY24/25. This is in addition to the \$50,000 already allocated for within 2024/25 Lord Mayoral Civic Functions budget (1001-63465). The proposed total budget of \$60,000 is in line with the previous budget for the 2023 Lord Mayor's Christmas Celebration.

**Lord Mayor, Councillor Martin Zaiter**

#### **ATTACHMENTS:**

There are no attachments for this report.

#### **REFERENCE MATERIAL**



**MINUTE OF THE LORD MAYOR**

---

<b>ITEM NUMBER</b>	8.4
<b>SUBJECT</b>	Award-Winning Parramatta Aquatic Centre
<b>REFERENCE</b>	F2024/00282 - D09519806
<b>REPORT OF</b>	Lord Mayor, Councillor Martin Zaiter

**CSP THEME:** Thriving

**WORKSHOP/BRIEFING DATE:** Nil

**PURPOSE:** To note Parramatta Aquatic Centre's recent recognition at national and international architecture awards.

**RECOMMENDATION:**

- (a) That Council note Parramatta Aquatic Centre has won the following 3 international and national architecture awards:
- i) Best Completed Building - Sport – 2024 World Architecture Festival Awards
  - ii) National Award for Public Architecture – 2024 Australian Institute of Architects National Architecture Awards
  - iii) Walter Burley Griffin Award for Urban Design – 2024 Australian Institute of Architects National Architecture Awards
- (b) That Council commend the Council officers involved in Parramatta Aquatic Centre's development and ongoing service to the City of Parramatta community on their outstanding efforts.

**BACKGROUND**

1. Parramatta Aquatic Centre (PAC) has been recognised as an exemplar in the architectural world both globally and locally, with the iconic building winning 3 awards in total, that is, one international and two national awards.
2. PAC won the Best Completed Building – Sport of the 2024 World Architecture Festival World Awards, held at the Marina Bay Sands in Singapore. The multi award-winning health and wellness facility also received the National Award for Public Architecture and Walter Burley Griffin Award for Urban Design by the Australian Institute of Architects at a ceremony at the Adelaide Convention Centre, recognising the City of Parramatta, Grimshaw and Andrew Burges Architects, and McGregor Coxall.

**FINANCIAL IMPLICATION FOR COUNCIL**

3. There are no new financial implications for Council arising from this Lord Mayoral Minute.

**Lord Mayor, Councillor Martin Zaiter**

**ATTACHMENTS:**

There are no attachments for this report.

## **REPORTS TO COUNCIL - FOR COUNCIL DECISION**

---

<b>ITEM NUMBER</b>	13.4
<b>SUBJECT</b>	LATE REPORT: Improving the Governance and Performance of Council and Committee Meetings (Options for Committee Structures at the City of Parramatta)
<b>REFERENCE</b>	F2024/00282 - D09451822
<b>REPORT OF</b>	Acting Group Manager Office of the Lord Mayor and CEO
<b>CSP THEME:</b>	Accessible and Fair
<b>BRIEFING DATE:</b>	21 OCTOBER 2024 & 4 NOVEMBER 2024

### **PURPOSE:**

To determine the meeting cycle (calendar) of Council from 2025 and the establishment of any Standing Committees or Advisory Panels.

### **RECOMMENDATION**

- (a) That Council consider the options provided in this report, proposing a revised Council and Committee meeting structure, cycle and schedule.
- (b) That, should Council adopt a revised council/committee meeting structure and cycle, Council endorse the Chief Executive Officer to enact interim arrangements to implement the resolution prior to formal adoption of any consequential amendments to the Code of Meeting Practice.

### **BACKGROUND**

1. At the 20 November 2023 Council meeting, Council resolved:
  - (a) *That Council endorse the proposed Council Meeting Schedule for the 2024 calendar year, as attached to this report.*
  - (b) *That the CEO investigate options and submit a report to Council before 31 March 2024 to improve the governance and performance of Council and Committee meetings including options for Advisory and Standing Committees beyond the next Local Government Elections in September 2024.*
2. At the 25 March 2024 Council meeting, Council resolved:
  - (a) *That Council note the recommendation by staff for a revised Council and Committee meeting structure and cycle, as detailed in this report.*
  - (b) *That Council note the Chief Executive Officer will submit a report to Council after the September 2024 Local Government elections that contains all options for consideration by the newly elected Council.*

### **LEGISLATIVE CONTEXT**

3. Council Committees (Section 355 Committees / Standing Committees)

- i. Under Section 355 of the *Local Government Act 1993* ('the Act'), councils can establish committees to oversee specific functions, projects or programs. These committees report back to the council on these matters and may have delegations.
  - ii. A council committee is one where all the members of the committee are councillors.
  - iii. The Model Code of Meeting Practice applies to all meetings of councils and committees of councils of which **all the members are councillors (committees of council)**.
  - iv. Council committees (or panels, working groups, reference groups, etc) whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.
  - v. Council currently does not have any s355 Committees.
4. Advisory Committees/Panels
- i. Advisory committees/panels are different to council committees, as membership can include non-councillors such as staff, technical experts and members of the public.
  - ii. Council previously had a number of Advisory Committees (some of which had no councillor membership).

## CURRENT CITY OF PARRAMATTA MEETING CYCLE AND STRUCTURE

5. Advisory Committees/Panels
- i. As at 14 September 2024 Council previously had a number of Advisory Committees operating as follows:
    - Access Advisory Committee
    - Active Transport Advisory Committee
    - Citizen of the Year Committee
    - Environment Advisory Committee
    - Finance Committee
      - No external members
    - First Nations Advisory Committee
    - Grants Committee
      - No external members
    - Heritage Advisory Committee
    - Policy Review Committee
      - No external members
    - Public Art and Heritage Interpretation Committee
    - Riverside Theatres Advisory Committee

- Smart City Advisory Committee

- ii. Council's Advisory Committees have various memberships, quora, business paper formats/styles, publication deadlines, reporting requirements and convenors.

## 6. Council Meetings

- i. Council meetings are currently held on the second and fourth Mondays of each calendar month, except for:
  - January where no Council meetings are held; and
  - December when they may only be one Council meeting held, or if two Council meetings are required, on consecutive Mondays.
- ii. For each Council meeting there are up to three separate business paper publications, some of which may be published within one hour of the Council meeting.

## 7. Councillor Briefings

- i. Confidential councillor briefings are held on the first and third Mondays of each calendar month.
- ii. For each councillor briefing session, there may be up to four sessions, each requiring a confidential presentation by staff.

## 8. Standing Committees

- i. The City of Parramatta did not have any Standing Committees during the previous term (2021-2024).

## 9. Remaining Council Meetings for 2024

- i. The below listed dates are the remaining meeting dates for 2024, as endorsed by Council:
  - 25 November 2024
  - 9 December 2024

## **ANALYSIS OF THE CURRENT MEETING CYCLE AND STRUCTURE**

10. The following observations are made on Council's current Advisory Committee structure:
  - a. Inconsistent Terms of Reference, some meetings minutes and/or recommendations are reported to Council and others not.
  - b. The frequency of meetings vary with some meeting on a monthly basis, quarterly, annually or on demand.
  - c. The Terms of Reference lack detail on scope, direction and purpose.
  - d. Reports are usually comprised of presentations (mostly powerpoint slides) with limited information provided.
  - e. No public forum and participation by the public is usually on an invitation-only basis. Meetings are not webcast, not accessible to members of the public and lack transparency.
  - f. Some committees routinely experience a lack of quorum.

- g. The committees work in isolation resulting in conflicting priorities and inconsistency or duplication of committee recommendations.
11. In an average year, Councillors can spend up to 120 hours attending Advisory Committee meetings and an additional 100 hours attending Council meetings. This calculation does not account for pre-meeting reading and preparation.
  12. Council staff publish approximately 60 separate agenda documents for Advisory Committee meetings and on average there are approximately four staff who actively contribute to the production of each of those agendas. Additionally, each meeting is attended by up to eight staff members with an additional two hours on post-meeting administration.
  13. The current meeting structure and cycle results in overtime staff costs calculated at an estimated \$117,314 in 2023/24 FY.

## **OPTIONS**

14. Council could consider amending the governance, efficiency and performance of the current Council and Advisory Committee meeting structure and cycle. Three options for the consideration of Council are shown below:

### **OPTION 1: Status Quo**

15. Council can choose to make no changes to the current Council and Advisory Committee structure and cycle.
16. Attachment 1 outlines the Council and Committee Meeting structure and Proposed 2025 Meeting Schedule, should no changes be made.

### **OPTION 2: Establish 2 Standing Committees and 2 Advisory Committees with a 3-week meeting cycle**

17. This option proposes:
  - (a) A 3 week Council meeting cycle, with each Council meeting to include a public forum as follows:
    - Week 1: 6pm Councillor Briefings
    - Week 2: 6pm Standing Committees, 7.30pm Advisory Committee meetings
    - Week 3: 6.30pm Council meetings
  - (b) The establishment of two new Standing Committees (councillor only membership) generally in alignment with the programs and operations of Council, being:
    - i. Assets and Infrastructure; and
    - ii. Customer, Community and Culture.
  - (c) The Standing Committees are proposed as follows:

- i. 5 - 7 councillors as members;
  - ii. Lord Mayor as ex-officio member for both committees;
  - iii. Meet in Week 2 of the cycle and commence at 6pm;
  - iv. Include a public forum;
  - v. Open to the public to attend; and
  - vi. No delegations.
- (d) The establishment of two new Advisory Committees (councillor and staff membership) generally in alignment with the programs and operations of Council, being:
- iii. Finance and Governance - (membership to include Councillors and the Executive Director, Finance and Information); and
  - iv. Planning, Development and Environment – (membership to include Councillors and the Executive Director, Planning and Design).
- (e) The Advisory Committees are proposed as follows:
- vii. 5 - 7 councillors and one staff as members;
  - viii. Lord Mayor as ex-officio member for both advisory committees;
  - ix. Meet in Week 2 of the cycle and commence at 7.30pm;
  - x. No public forum;
  - xi. Not be open to the public to attend;
  - xii. Not be subject to the rules of the Code of Meeting Practice; and
  - xiii. No delegations.
- (f) A rationalised number of Advisory Panels to support the committees are recommended to be established in this option. Panel meetings would be held once per quarter, on a Wednesday (time to be determined), with minutes reported to the relevant Standing Committee for noting.
- (g) A trial period of the meeting and committee cycle until September 2026 is recommended, with a review after 12 months of operation.
- (h) **Attachment 2** outlines the proposed Council and Committees Meeting Structure and Proposed 2025 Meeting Schedule for Option 2.

**OPTION 3: Establish 4 Standing Committees (and associated sub-committees) with a 4 week meeting cycle**

18. This option proposes:

- (a) A 4 week Council meeting cycle, with each Council meeting to include a public forum as follows:
- Week 1: 6pm, 7pm, 8pm Councillor Briefings
  - Week 2: 6.30pm Council meetings
  - Week 3: 6-7pm Councillor Briefings, 7.30pm Standing Committee meetings
  - Week 4: 6-7pm Councillor Briefings, 7.30pm Standing Committee meetings.

- (b) The establishment of four new Standing Committees (councillor only membership) generally in alignment with the programs and operations of Council, being:
- i. Assets and Infrastructure;
  - ii. Customer, Community and Culture;
  - iii. Finance and Governance; and
  - iv. Planning, Development and Environment.
- (c) The Standing Committees are proposed as follows:
- i. 5 - 7 councillors as members;
  - ii. Lord Mayor and other councillors are ex-officio members for all standing committees;
  - iii. Meet in Weeks 3 and 4 of the cycle and commence at 7.30pm;
  - iv. Include a public forum;
  - v. Open to the public to attend; and
  - vi. No delegations.
- (d) The Standing Committees could be supported by the establishment of five sub-committees (on an as-needed basis) as follows:
- i. Customer, Community and Culture: Grants Sub-Committee and Multicultural Sub-Committee
  - ii. Finance and Governance: Major Projects Sub-Committee
  - iii. Planning, Development and Environment: Heritage Sub-Committee and Affordable Housing Sub-Committee.
- (e) The membership, meeting schedules and governance of the sub-committees would be determined by the relevant standing committee.
- (f) A rationalised number (eight) of Advisory Panels to support the committees are recommended to be established in this option. Panel meetings would be held once per quarter, on a Wednesday (time to be determined), with minutes reported to the relevant Standing Committee for noting.
- (g) The Advisory Panels (formerly known as Advisory Committees in the previous term of Council) are proposed as follows:
- i. First Nations
  - ii. Social Sustainability
  - iii. Environmental Sustainability
  - iv. Cultural
  - v. City Economy
  - vi. Community Infrastructure

- vii. Smart City and Innovation
  - viii. Access.
- (h) The Panels are proposed as follows:
- ii. Councillor membership if required;
  - iii. Experts and public as members;
  - iv. No public forum;
  - v. Open to the public to attend;
  - vi. Agendas and Minutes to be prepared and reported to the relevant standing committee;
  - vii. Not be subject to the rules of the Code of Meeting Practice; and
  - viii. No delegations.
- (i) A trial period of the meeting and committee cycle until September 2026 is recommended, with a review after 12 months of operation.
- (j) **Attachment 3** outlines the proposed Council and Committees Meeting Structure and Proposed 2025 Meeting Schedule for Option 2.

## CONSULTATION & TIMING

### 19. Councillor Consultation

Councillors were consulted on this matter at the Councillor Briefings held on 21 October 2024 and 4 November 2024.

20. Terms of Reference: if approved, the Terms of Reference for the Standing Committees, Advisory Committees and Advisory Panels will be presented to Council for endorsement before the end of 2024.

## LEGAL IMPLICATIONS FOR COUNCIL

21. Depending on the decision of Council after consideration of this matter, consequential changes may need to be made to the Code of Meeting Practice.
22. Interim changes may need to be implemented to address the following clauses: Timing of Ordinary Council Meetings, Notice of Councillors of Ordinary Council Meetings, Giving Notice of Business to be Considered at Council Meetings, Availability of the Agenda and Business Papers to the Public, Public Forums, Order of Business and Council Committees.
23. Pursuant to section 361 of the *Local Government Act 1993* (NSW), any changes to the Code of Meeting Practice must be proposed in a draft document and placed on public exhibition for a period of at least 42 days to make submissions before seeking to adopt a revised Code of Meeting Practice.



24. Council may resolve to adopt interim arrangements in the period prior to the adoption of a revised Code of Meeting Practice to allow the implementation of a revised council and committee meeting framework and cycle.

## **FINANCIAL IMPLICATIONS FOR COUNCIL**

25. There are no unbudgeted financial implications for Council's current budget.
26. Adoption of a three or four week Council meeting cycle would lessen the intensity of staff workloads, introduce a more efficient briefing cycle with potential overtime, reductions and lead to greater efficiencies.

Renee Attard  
**Acting Group Manager Office of the Lord Mayor and CEO**

Gail Connolly  
**Chief Executive Officer**

### **ATTACHMENTS:**

- |   |   |            |
|---|---|------------|
| <a href="#">1</a>  | Option 1 - Proposed Council Meeting Schedule 2025   | 3<br>Pages |
|                    |   |            |
| <a href="#">2</a>  | Option 2 - Proposed Council and Committee Meeting Structure and Proposed 2025 Meeting Schedule. |            |
|                    |   |            |
| <a href="#">3</a>  | Option 3 - Proposed Council and Committee Meeting Structure and Proposed 2025 Meeting Schedule. |            |
|                    |   |            |

### **ATTACHMENTS:**

There are no attachments for this report.

**Council and Committee Meeting Schedule – 2025**

**PROPOSED OPTION 1**  
2 week cycle: Briefings / Council



In 2025, this cycle provides for:

- 21 Council Meetings
- 60 Councillor Briefings (allowing for 3 briefings per briefing evening)

REMAINDER OF 2024 CALENDAR YEAR			
	Date	Meeting	Commencing
	<b>NOVEMBER 2024</b>		
	Wednesday 13 November 2024	Ward Briefing - Dundas (SERIES 1)	6.00pm
		Ward Briefing - Epping (SERIES 1)	7.30pm
	Monday 18 November 2024	Councillor Briefings	6.00pm
	Wednesday 20 November 2024	Ward Briefing - North Rocks (SERIES 1)	6.00pm
	Monday 25 November 2024	Ordinary Council Meeting	6.30pm
	Wednesday 27 November 2024	Ward Briefing - Parramatta (SERIES 1)	6.00pm
		Ward Briefing - Rosehill (SERIES 1)	7.30pm
	<b>DECEMBER 2024</b>		
	Monday 2 December 2024	Councillor Briefings	6.00pm
	Monday 9 December 2024	Ordinary Council Meeting	6.30pm
	Friday 13 December 2024	Lord Mayor's Christmas Party	5.30pm
<b>MEE</b>	Wednesday 25 December 2024	PUBLIC HOLIDAY: Christmas Day	
	Thursday 26 December 2024	PUBLIC HOLIDAY: Boxing Day	
2025 CALENDAR YEAR (revised cycle)			
	<b>JANUARY 2025</b>		
	<b>NO MEETINGS</b>		
	Monday 1 January 2025	PUBLIC HOLIDAY: New Year's Day	
	Monday 27 January 2025	PUBLIC HOLIDAY: Australia Day	
	Wednesday 29 January 2025	Councillor Briefings	6:00pm
	<b>FEBRUARY 2025</b>		
	Wednesday 5 February 2025	Councillor Briefings	6.00pm
	Monday 10 February 2025	Ordinary Council Meeting	6.30pm
	Wednesday 12 February 2025	Councillor Briefings	6.00pm
	Monday 17 February 2025	Councillor Briefings	6:00pm
	Wednesday 19 February 2025	Councillor Briefings	6.00pm
	Monday 24 February 2025	Ordinary Council Meeting	6.30pm
	Wednesday 26 February 2025	Councillor Briefings	6.00pm
	<b>MARCH 2025</b>		
	Monday 3 March 2025	Councillor Briefings	6.00pm
	Wednesday 5 March 2025	Councillor Briefings	6.00pm
	Monday 10 March 2025	Ordinary Council Meeting	6.30pm
	Wednesday 12 March 2025	Councillor Briefings	6:00pm
	Monday 17 March 2025	Councillor Briefings	6:00pm
	Wednesday 19 March 2025	Councillor Briefings	6:00pm
	Monday 24 March 2025	Ordinary Council Meeting	6.30pm
	<b>APRIL 2025</b>		
	Wednesday 2 April 2025	Councillor Briefings	6.00pm
	Monday 7 April 2025	Councillor Briefings	6.00pm
	Wednesday 9 April 2025	Councillor Briefings	6.00pm
	Monday 14 April 2025	Ordinary Council Meeting	6.30pm
	Wednesday 16 April 2025	Councillor Briefings	6.00pm
	Friday 18 April 2025	PUBLIC HOLIDAY: Good Friday	
	Monday 21 April 2025	PUBLIC HOLIDAY: Easter Monday	
	Wednesday 23 April 2025	Councillor Briefings	6.00pm
	Monday 28 April 2025	Ordinary Council Meeting	6.30pm
	Wednesday 30 April 2025	Councillor Briefings	6.00pm

## Council and Committee Meeting Schedule – 2025

## PROPOSED OPTION 1

2 week cycle: Briefings / Council



MAY 2025			
	Monday 5 May 2025	Councillor Briefings	6.00pm
	Wednesday 7 May 2025	Councillor Briefings	6.00pm
	Monday 12 May 2025	Ordinary Council Meeting	6.30pm
	Wednesday 14 May 2025	Councillor Briefings	6.00pm
	Monday 21 May 2025	Councillor Briefings	6.00pm
	Monday 26 May 2025	Ordinary Council Meeting	6.30pm
	Wednesday 28 May 2025	Councillor Briefings	6.00pm
JUNE 2025			
	Monday 2 June 2025	Councillor Briefings	6.00pm
	Wednesday 4 June 2025	Councillor Briefings	6.00pm
	Monday 9 June 2025	PUBLIC HOLIDAY: Kings Birthday	
	Tuesday 10 June 2025	Ordinary Council Meeting	6.30pm
	Thursday 12 June 2025	Councillor Briefings	6.00pm
	Monday 16 June 2025	Councillor Briefings	6.00pm
	Wednesday 18 June 2025	Councillor Briefings	6.00pm
	Monday 23 June 2025	Ordinary Council Meeting	6.30pm
	Wednesday 25 June 2025	Councillor Briefings	6.00pm
	Monday 30 June 2025	Councillor Briefings	6.00pm
JULY 2025			
	Wednesday 2 July 2025	Councillor Briefings	6.00pm
	Monday 7 July 2025	Councillor Briefings	6.00pm
	Wednesday 9 July 2025	Councillor Briefings	6.00pm
	Monday 14 July 2025	Ordinary Council Meeting	6.30pm
	Wednesday 16 July 2025	Councillor Briefings	6.00pm
	Monday 21 July 2025	Councillor Briefings	6.00pm
	Wednesday 23 July 2025	Councillor Briefings	6.00pm
	Monday 28 July 2025	Ordinary Council Meeting	6.30pm
	Wednesday 30 July 2025	Councillor Briefings	6.00pm
AUGUST 2025			
	Monday 4 August 2025	Councillor Briefings	6.00pm
	Wednesday 6 August 2025	Councillor Briefings	6.00pm
	Monday 11 August 2025	Ordinary Council Meeting	6.30pm
	Wednesday 13 August 2025	Councillor Briefings	6.00pm
	Monday 18 August 2025	Councillor Briefings	6.00pm
	Wednesday 20 August 2025	Councillor Briefings	6.00pm
	Monday 25 August 2025	Ordinary Council Meeting	6.30pm
	Wednesday 27 August 2025	Councillor Briefings	6.00pm
SEPTEMBER 2025			
	Monday 1 September 2025	Councillor Briefings	6.00pm
	Wednesday 3 September 2025	Councillor Briefings	6.00pm
	Monday 8 September 2025	Ordinary Council Meeting	6.30pm
	Wednesday 10 September 2025	Councillor Briefings	6.00pm
	Monday 15 September 2025	Councillor Briefings	6.00pm
	Wednesday 17 September 2025	Councillor Briefings	6.00pm
	Monday 22 September 2025	Ordinary Council Meeting	6.30pm
	Wednesday 24 September 2025	Councillor Briefings	6.00pm
	Monday 29 September 2025	Councillor Briefings	6.00pm
OCTOBER 2025			
	Wednesday 1 October 2025	Councillor Briefings	6.00pm
	Monday 6 October 2025	PUBLIC HOLIDAY: Labour Day	
	Wednesday 8 October 2025	Councillor Briefings	6.00pm
	Monday 13 October 2025	Ordinary Council Meeting	6.30pm

## Council and Committee Meeting Schedule – 2025

## PROPOSED OPTION 1

2 week cycle: Briefings / Council



	Wednesday 15 October 2025	Councillor Briefings	6.00pm
	Monday 20 October 2025	Councillor Briefings	6.00pm
	Wednesday 22 October 2025	Councillor Briefings	6.00pm
	Monday 27 October 2025	Ordinary Council Meeting	6.30pm
	Wednesday 29 October 2025	Councillor Briefings	6.00pm
<b>NOVEMBER 2025</b>			
	Monday 3 November 2025	Councillor Briefings	6.00pm
	Wednesday 5 November 2025	Councillor Briefings	6.00pm
	Monday 10 November 2025	Ordinary Council Meeting	6.30pm
	Wednesday 12 November 2025	Councillor Briefings	6.00pm
	Monday 17 November 2025	Councillor Briefings	6.00pm
	Wednesday 19 November 2025	Councillor Briefings	6.00pm
	Monday 26 November 2025	Ordinary Council Meeting	6.30pm
<b>DECEMBER 2025</b>			
	Monday 8 December 2025	Ordinary Council Meeting	6.30pm
	Friday 5 December 2025	Lord Mayor's Christmas Party	YTBC
	Wednesday 25 December 2025	PUBLIC HOLIDAY: Christmas Day	
	Thursday 26 December 2025	PUBLIC HOLIDAY: Boxing Day	

## Council and Committee Meeting Schedule – 2025

## PROPOSED OPTION 1

2 week cycle: Briefings / Council



In 2025, this cycle provides for:

- 21 Council Meetings
- 60 Councillor Briefings (allowing for 3 briefings per briefing evening)

REMAINDER OF 2024 CALENDAR YEAR			
	Date	Meeting	Commencing
	<b>NOVEMBER 2024</b>		
	Wednesday 13 November 2024	Ward Briefing - Dundas (SERIES 1)	6.00pm
		Ward Briefing - Epping (SERIES 1)	7.30pm
	Monday 18 November 2024	Councillor Briefings	6.00pm
	Wednesday 20 November 2024	Ward Briefing - North Rocks (SERIES 1)	6.00pm
	Monday 25 November 2024	Ordinary Council Meeting	6.30pm
	Wednesday 27 November 2024	Ward Briefing - Parramatta (SERIES 1)	6.00pm
		Ward Briefing - Rosehill (SERIES 1)	7.30pm
	<b>DECEMBER 2024</b>		
	Monday 2 December 2024	Councillor Briefings	6.00pm
	Monday 9 December 2024	Ordinary Council Meeting	6.30pm
	Friday 13 December 2024	Lord Mayor's Christmas Party	5.30pm
MEE	Wednesday 25 December 2024	PUBLIC HOLIDAY: Christmas Day	
	Thursday 26 December 2024	PUBLIC HOLIDAY: Boxing Day	
2025 CALENDAR YEAR (revised cycle)			
	<b>JANUARY 2025</b>		
	NO MEETINGS		
	Monday 1 January 2025	PUBLIC HOLIDAY: New Year's Day	
	Monday 27 January 2025	PUBLIC HOLIDAY: Australia Day	
	Wednesday 29 January 2025	Councillor Briefings	6:00pm
	<b>FEBRUARY 2025</b>		
	Wednesday 5 February 2025	Councillor Briefings	6.00pm
	Monday 10 February 2025	Ordinary Council Meeting	6.30pm
	Wednesday 12 February 2025	Councillor Briefings	6.00pm
	Monday 17 February 2025	Councillor Briefings	6:00pm
	Wednesday 19 February 2025	Councillor Briefings	6.00pm
	Monday 24 February 2025	Ordinary Council Meeting	6.30pm
	Wednesday 26 February 2025	Councillor Briefings	6.00pm
	<b>MARCH 2025</b>		
	Monday 3 March 2025	Councillor Briefings	6.00pm
	Wednesday 5 March 2025	Councillor Briefings	6.00pm
	Monday 10 March 2025	Ordinary Council Meeting	6.30pm
	Wednesday 12 March 2025	Councillor Briefings	6:00pm
	Monday 17 March 2025	Councillor Briefings	6:00pm
	Wednesday 19 March 2025	Councillor Briefings	6:00pm
	Monday 24 March 2025	Ordinary Council Meeting	6.30pm
	<b>APRIL 2025</b>		
	Wednesday 2 April 2025	Councillor Briefings	6.00pm
	Monday 7 April 2025	Councillor Briefings	6.00pm
	Wednesday 9 April 2025	Councillor Briefings	6.00pm
	Monday 14 April 2025	Ordinary Council Meeting	6.30pm
	Wednesday 16 April 2025	Councillor Briefings	6.00pm
	Friday 18 April 2025	PUBLIC HOLIDAY: Good Friday	
	Monday 21 April 2025	PUBLIC HOLIDAY: Easter Monday	
	Wednesday 23 April 2025	Councillor Briefings	6.00pm
	Monday 28 April 2025	Ordinary Council Meeting	6.30pm
	Wednesday 30 April 2025	Councillor Briefings	6.00pm



## Council and Committee Meeting Schedule – 2025

## PROPOSED OPTION 1

2 week cycle: Briefings / Council



MAY 2025			
	Monday 5 May 2025	Councillor Briefings	6.00pm
	Wednesday 7 May 2025	Councillor Briefings	6.00pm
	Monday 12 May 2025	Ordinary Council Meeting	6.30pm
	Wednesday 14 May 2025	Councillor Briefings	6.00pm
	Monday 21 May 2025	Councillor Briefings	6.00pm
	Monday 26 May 2025	Ordinary Council Meeting	6.30pm
	Wednesday 28 May 2025	Councillor Briefings	6.00pm
JUNE 2025			
	Monday 2 June 2025	Councillor Briefings	6.00pm
	Wednesday 4 June 2025	Councillor Briefings	6.00pm
	Monday 9 June 2025	PUBLIC HOLIDAY: Kings Birthday	
	Tuesday 10 June 2025	Ordinary Council Meeting	6.30pm
	Thursday 12 June 2025	Councillor Briefings	6.00pm
	Monday 16 June 2025	Councillor Briefings	6.00pm
	Wednesday 18 June 2025	Councillor Briefings	6.00pm
	Monday 23 June 2025	Ordinary Council Meeting	6.30pm
	Wednesday 25 June 2025	Councillor Briefings	6.00pm
	Monday 30 June 2025	Councillor Briefings	6.00pm
JULY 2025			
	Wednesday 2 July 2025	Councillor Briefings	6.00pm
	Monday 7 July 2025	Councillor Briefings	6.00pm
	Wednesday 9 July 2025	Councillor Briefings	6.00pm
	Monday 14 July 2025	Ordinary Council Meeting	6.30pm
	Wednesday 16 July 2025	Councillor Briefings	6.00pm
	Monday 21 July 2025	Councillor Briefings	6.00pm
	Wednesday 23 July 2025	Councillor Briefings	6.00pm
	Monday 28 July 2025	Ordinary Council Meeting	6.30pm
	Wednesday 30 July 2025	Councillor Briefings	6.00pm
AUGUST 2025			
	Monday 4 August 2025	Councillor Briefings	6.00pm
	Wednesday 6 August 2025	Councillor Briefings	6.00pm
	Monday 11 August 2025	Ordinary Council Meeting	6.30pm
	Wednesday 13 August 2025	Councillor Briefings	6.00pm
	Monday 18 August 2025	Councillor Briefings	6.00pm
	Wednesday 20 August 2025	Councillor Briefings	6.00pm
	Monday 25 August 2025	Ordinary Council Meeting	6.30pm
	Wednesday 27 August 2025	Councillor Briefings	6.00pm
SEPTEMBER 2025			
	Monday 1 September 2025	Councillor Briefings	6.00pm
	Wednesday 3 September 2025	Councillor Briefings	6.00pm
	Monday 8 September 2025	Ordinary Council Meeting	6.30pm
	Wednesday 10 September 2025	Councillor Briefings	6.00pm
	Monday 15 September 2025	Councillor Briefings	6.00pm
	Wednesday 17 September 2025	Councillor Briefings	6.00pm
	Monday 22 September 2025	Ordinary Council Meeting	6.30pm
	Wednesday 24 September 2025	Councillor Briefings	6.00pm
	Monday 29 September 2025	Councillor Briefings	6.00pm
OCTOBER 2025			
	Wednesday 1 October 2025	Councillor Briefings	6.00pm
	Monday 6 October 2025	PUBLIC HOLIDAY: Labour Day	
	Wednesday 8 October 2025	Councillor Briefings	6.00pm
	Monday 13 October 2025	Ordinary Council Meeting	6.30pm

## Council and Committee Meeting Schedule – 2025

## PROPOSED OPTION 1

2 week cycle: Briefings / Council



	Wednesday 15 October 2025	Councillor Briefings	6.00pm
	Monday 20 October 2025	Councillor Briefings	6.00pm
	Wednesday 22 October 2025	Councillor Briefings	6.00pm
	Monday 27 October 2025	Ordinary Council Meeting	6.30pm
	Wednesday 29 October 2025	Councillor Briefings	6.00pm
<b>NOVEMBER 2025</b>			
	Monday 3 November 2025	Councillor Briefings	6.00pm
	Wednesday 5 November 2025	Councillor Briefings	6.00pm
	Monday 10 November 2025	Ordinary Council Meeting	6.30pm
	Wednesday 12 November 2025	Councillor Briefings	6.00pm
	Monday 17 November 2025	Councillor Briefings	6.00pm
	Wednesday 19 November 2025	Councillor Briefings	6.00pm
	Monday 26 November 2025	Ordinary Council Meeting	6.30pm
<b>DECEMBER 2025</b>			
	Monday 8 December 2025	Ordinary Council Meeting	6.30pm
	Friday 5 December 2025	Lord Mayor's Christmas Party	YTBC
	Wednesday 25 December 2025	PUBLIC HOLIDAY: Christmas Day	
	Thursday 26 December 2025	PUBLIC HOLIDAY: Boxing Day	

Council and Committee Meeting Schedule – 2025

PROPOSED OPTION 3

4-week cycle: Briefings / Council / Briefing + 2 Standing Committees / 2 Briefing + Standing Committees



In 2025, this cycle provides for:

- 11 Council Meetings
- 11 Meetings of each of the 4 Standing Committees
  - 4 Meetings of the Advisory Panels
  - 3 of each of the 5 Ward Briefings
- 50 Councillor Briefings

REMAINDER OF 2024 CALENDAR YEAR				
	Date	Meeting	Commencing	
MEETINGS ALREADY SCHEDULED	<b>NOVEMBER 2024</b>			
	Wednesday 13 November 2024	Ward Briefing - Dundas (SERIES 1)	6.00pm	
		Ward Briefing - Epping (SERIES 1)	7.30pm	
	Monday 18 November 2024	Councillor Briefings	6.00pm	
	Wednesday 20 November 2024	Ward Briefing - North Rocks (SERIES 1)	6.00pm	
	Monday 25 November 2024	Ordinary Council Meeting	6.30pm	
	Wednesday 27 November 2024	Ward Briefing - Parramatta (SERIES 1)	6.00pm	
		Ward Briefing - Rosehill (SERIES 1)	7.30pm	
	<b>DECEMBER 2024</b>			
	Monday 2 December 2024	Councillor Briefings	6.00pm	
	Monday 9 December 2024	Ordinary Council Meeting	6.30pm	
	Friday 13 December 2024	Lord Mayor’s Christmas Party	5.30pm	
	Wednesday 25 December 2024	PUBLIC HOLIDAY: Christmas Day		
	Thursday 26 December 2024	PUBLIC HOLIDAY: Boxing Day		
<b>2025 CALENDAR YEAR (revised cycle)</b>				
<b>JANUARY 2025</b>		<b>NO MEETINGS</b>		
	Monday 1 January 2025	PUBLIC HOLIDAY: New Year’s Day		
	Monday 27 January 2025	PUBLIC HOLIDAY: Australia Day		
<b>FEBRUARY 2025</b>				
Week 1	Monday 3 February	Councillor Briefings	6.00 - 9.00pm	
	Wednesday 5 February (Quarterly meetings)	Advisory Panel	6.00pm	
		Advisory Panel	7.00pm	
		Advisory Panel	8.00pm	
Week 2	Monday 10 February	Ordinary Council Meeting	6.30pm	
	Wednesday 12 February (Quarterly meetings)	Advisory Panel	6.00pm	
		Advisory Panel	7.00pm	
		Advisory Panel	8.00pm	
Week 3	Monday 17 February 2025	Councillor Briefing	6.00 - 7.00pm	
		Assets and Infrastructure Standing Committee	7.30pm - 9pm	
		Customer, Community and Culture Standing Committee	7.30pm - 9pm	
	Wednesday 19 February 2025	Advisory Panel	6.00pm	
		Advisory Panel	7.00pm	
		Advisory Panel	8.00pm	
Week 4	Monday 24 February	Councillor Briefing	6.00 - 7.00pm	



Council and Committee Meeting Schedule – 2025

PROPOSED OPTION 3

4-week cycle: Briefings / Council / Briefing + 2 Standing Committees / 2 Briefing + Standing Committees



		Finance and Governance Standing Committee	7.30pm - 9pm	
		Planning Development and Environment Standing Committee	7.30pm - 9pm	
<b>MARCH 2025</b>				
Week 1	Monday 3 March	Councillor Briefings	6.00 - 9.00pm	
Week 2	Monday 10 March	Ordinary Council Meeting	6.30pm	
Week 3	Monday 17 March	Councillor Briefing	6.00 - 7.00pm	
		Assets and Infrastructure Standing Committee	7.30pm - 9pm	
		Customer, Community and Culture Standing Committee	7.30pm - 9pm	
Week 4	Monday 24 March	Councillor Briefing	6.00 - 7.00pm	
		Finance and Governance Standing Committee	7.30pm - 9pm	
		Planning Development and Environment Standing Committee	7.30pm - 9pm	
<b>APRIL 2025</b>				
Week 1	Monday 7 April	Councillor Briefings	6.00 - 9.00pm	
Week 2	Monday 14 April	Ordinary Council Meeting	6.30pm	
Week 3	Monday 21 April	<b>PUBLIC HOLIDAY: Easter Monday</b>		
Week 3	Tuesday 22 April	Councillor Briefing	6.00 - 7.00pm	
		Assets and Infrastructure Standing Committee	7.30pm - 9pm	
		Customer, Community and Culture Standing Committee	7.30pm - 9pm	
Week 4	Monday 28 April	Councillor Briefing	6.00 - 7.00pm	
		Finance and Governance Standing Committee	7.30pm - 9pm	
		Planning Development and Environment Standing Committee	7.30pm - 9pm	
<b>MAY 2025</b>				
Week 1	Monday 5 May	Councillor Briefings	6.00 - 9.00pm	
Week 2	Monday 12 May	Ordinary Council Meeting	6.30pm	
	Wednesday 14 May	Advisory Panel	6.00pm	
		Advisory Panel	7.00pm	
		Advisory Panel	8.00pm	
Week 3	Monday 19 May	Councillor Briefing	6.00 - 7.00pm	
		Assets and Infrastructure Standing Committee	7.30pm - 9pm	
		Customer, Community and Culture Standing Committee	7.30pm - 9pm	
	Wednesday 21 May	Advisory Panel	6.00pm	
		Advisory Panel	7.00pm	
		Advisory Panel	8.00pm	
Week 4	Monday 26 May	Councillor Briefing	6.00 - 7.00pm	
		Finance and Governance Standing Committee	7.30pm - 9pm	
		Planning Development and Environment Standing Committee	7.30pm - 9pm	
<b>JUNE 2025</b>				

Council and Committee Meeting Schedule – 2025

PROPOSED OPTION 3

4-week cycle: Briefings / Council / Briefing + 2 Standing Committees / 2 Briefing + Standing Committees



Week 1	Monday 2 June	Councillor Briefings	6.00pm	
Week 2	Monday 9 June 2025	PUBLIC HOLIDAY: King's Birthday		
Week 2	Tuesday 10 June	Ordinary Council Meeting	6.30pm	
	Wednesday 11 June	Ward Briefing – Dundas (SERIES 3)	6.00pm	
		Ward Briefing – Epping (SERIES 3)	7.30pm	
Week 3	Monday 16 June	Councillor Briefing	6.00 - 7.00pm	
		Assets and Infrastructure Standing Committee	7.30pm - 9pm	
		Customer, Community and Culture Standing Committee	7.30pm - 9pm	
	Wednesday 18 June	Ward Briefing - North Rocks (SERIES 3)	6.00pm	
		Ward Briefing - Parramatta (SERIES 3)	7.30pm	
Week 4	Monday 23 June	Councillor Briefing	6.00 - 7.00pm	
		Finance and Governance Standing Committee	7.30pm - 9pm	
		Planning Development and Environment Standing Committee	7.30pm - 9pm	
	Wednesday 25 June	Ward Briefing - Rosehill (SERIES 3)	6.00pm	
<b>JULY 2025</b>				
Week 1	Monday 7 July 2025	Councillor Briefings	6.00 - 9.00pm	
Week 2	Monday 14 July	Ordinary Council Meeting	6.30pm	
Week 3	Monday 21 July	Councillor Briefing	6.00 - 7.00pm	
Week 4	Monday 28 July	Councillor Briefing	6.00 - 7.00pm	
		Finance and Governance Standing Committee	7.30pm - 9pm	
		Planning Development and Environment Standing Committee	7.30pm - 9pm	
<b>AUGUST 2025</b>				
Week 1	Monday 4 August	Councillor Briefings	6.00 - 9.00pm	
	Wednesday 6 August	Advisory Panel	6.00pm	
		Advisory Panel	7.00pm	
		Advisory Panel	8.00pm	
Week 2	Monday 11 August	Ordinary Council Meeting	6.30pm	
	Wednesday 13 August	Advisory Panel	6.00pm	
		Advisory Panel	7.00pm	
		Advisory Panel	8.00pm	
Week 3	Monday 18 August	Councillor Briefings	6.00pm	
		Assets and Infrastructure Standing Committee	7.30pm - 9pm	
		Customer, Community and Culture Standing Committee	7.30pm - 9pm	
	Wednesday 20 August	Advisory Panel	6.00pm	
		Advisory Panel	7.00pm	
		Advisory Panel	8.00pm	
Week 4	Monday 25 August	Councillor Briefing	6.00 7.00pm	
		Finance and Governance Standing Committee	7.30pm - 9pm	
		Planning Development and Environment Standing Committee	7.30pm - 9pm	

Council and Committee Meeting Schedule – 2025

PROPOSED OPTION 3

4-week cycle: Briefings / Council / Briefing + 2 Standing Committees / 2 Briefing + Standing Committees



SEPTEMBER 2025				
Week 1	Monday 1 September	Councillor Briefings	6.00pm	
Week 2	Monday 8 September	Ordinary Council Meeting	6.30pm	
	Wednesday 10 September	Ward Briefing – Dundas (SERIES 4)	6.00pm	
		Ward Briefing – Epping (SERIES 4)	7.30pm	
Week 3	Monday 15 September	Councillor Briefing	6.00 - 7.00pm	
		Assets and Infrastructure Standing Committee	7.30pm - 9pm	
		Customer, Community and Culture Standing Committee	7.30pm - 9pm	
	Wednesday 17 September	Ward Briefing - North Rocks (SERIES 4)	6.00pm	
		Ward Briefing - Parramatta (SERIES 4)	7.30pm	
Week 4	Monday 22 September	Councillor Briefing	6.00 - 7.00pm	
		Finance and Governance Standing Committee	7.30pm - 9pm	
		Planning Development and Environment Standing Committee	7.30pm - 9pm	
	Wednesday 24 September	Ward Briefing - Rosehill (SERIES 4)	6.00pm	
End Sept	12 month review of cycle.			

**NOTICE OF MOTION**

---

<b>ITEM NUMBER</b>	14.1
<b>SUBJECT</b>	Traffic on North Rocks Road, Northmead
<b>REFERENCE</b>	F2024/00282 - D09519729
<b>FROM</b>	Councillor Georgina Valjak

**MOTION**

- (a) That the Lord Mayor write to the Minister for Roads, The Hon. John Graham, MLC requesting the following information:
- i. Details of changes made to traffic signal timing at the intersection of Windsor Road and North Rocks Road in 2023 and 2024.
  - ii. How the impacts on North Rocks Road were assessed prior to the traffic signal timing changes.
  - iii. How are traffic queues monitored in North Rocks Road approaching Windsor Road.
- (b) That the same letter request investigation of the following items:
- i. Traffic cameras in North Rocks Road at Windsor Road and James Ruse Drive bridge to monitor southbound traffic queues in North Rocks Road.
  - ii. Changes to traffic signal timing and coordination at and near the intersection of North Rocks Road and Windsor Road to more equally distribute delays to traffic and buses on all approaches.
  - iii. Measures to address pedestrian storage in school peak periods on the traffic islands at the intersection of North Rocks Road and Windsor Road.
- (c) That the Lord Mayor write to the Parramatta Police Area Command requesting monitoring of vehicles queuing across intersections in school peak periods at and near the intersection of North Rocks Road and Windsor Road.

**BACKGROUND**

1. Traffic regularly queues in excess of 1km in North Rocks Road in the afternoon peak period approaching Windsor Road. At the same time as these queues are occurring in North Rocks Road there is often little or no delay in Windsor Road and Church Street.
2. While it is expected that some priority would be given to buses on Windsor Road and Church Street, the imbalance is now beyond what is fair and reasonable for the local community to tolerate.
3. The imbalance in delays has become so extreme that it is also leading to motorists frequently queueing across intersections, blocking traffic flows and further exacerbating the situation.
4. In addition to the traffic delays, there are also concerns about overcrowding of pedestrians on the traffic islands at the intersection of North Rocks Road and Windsor Road during school peak periods.

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

1. Council officers have discussed this matter and met on site with Transport for NSW officers on several occasions. This has resulted in the replacement of hardware that is used to assist in controlling the traffic signal timing. Unfortunately, this has not led to any improvement in the balance of traffic queues for the different approaches to the intersection of Windsor Road and North Rocks Road.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Should Council resolve in accordance with the motion, the letters can be prepared within existing resources.

## **ATTACHMENTS:**

There are no attachments for this report.

**NOTICE OF MOTION**

---

**ITEM NUMBER** 14.2  
**SUBJECT** Publication of Lord Mayoral Minutes  
**REFERENCE** F2024/00282 - D09519744  
**FROM** Clr Dr Patricia Prociv

**NOTE: MOTION WITHDRAWN FROM THE COUNCIL AGENDA BY COUNCILLOR DR PATRICIA PROCIV ON 8 NOVEMBER 2024.**

Patricia Prociv  
**Clr Dr Patricia Prociv**

Gail Connolly  
**Chief Executive Officer**

**ATTACHMENTS:**

There are no attachments for this report.

## NOTICE OF MOTION

---

<b>ITEM NUMBER</b>	14.3
<b>SUBJECT</b>	Status of Council Resolutions Reporting
<b>REFERENCE</b>	F2024/00282 - D09519753
<b>FROM</b>	Councillor Kellie Darley

### MOTION

- (a) That the CEO provide a quarterly progress report on outstanding Council resolutions to Council, including a summary totalling the resolutions by status (i.e. new, recently completed, in progress, overdue), what action has been taken, what is still to be done, which Executive Director is responsible and an updated timeframe for when the resolution will be completed.
- (b) That this Council resolution tracker is made available on Council's website, separate to being included in quarterly Council papers, and updated quarterly.
- (c) That this quarterly reporting of the status of Council resolutions commence at the 25 November 2024 Council meeting, given the Council resolution from 26 February 2024 to provide this report as part of the End of Term/State of the City report.

### BACKGROUND

1. Council makes about 400 to 500 resolutions annually, most with multiple actions.
2. It is important that our community are kept up to date on the progress of the resolutions of Council – matters which have the potential to impact on residents, businesses and visitors and which demonstrate the work being done by Council for the Parramatta LGA.
3. Currently there is a resolution register available only to Councillors and staff. A simplified, publicly available report would assist with the monitoring of progress as well as re-prioritisation as required. Clarity is also required on the process for adjusting completion dates.
4. A number of other Councils already provide this valuable information publicly, including Inner West Council, Lane Cove Council and Georges River Council. You can view the publicly available resolutions report for Inner West Council here: <https://www.innerwest.nsw.gov.au/about/reports-andregisters/summary-of-resolutions>.

### STAFF RESPONSE

5. Council previously considered a similar item at the Council Meeting on 26 February 2024, where staff recommended the implementation of a quarterly report to Council. This recommendation was not adopted (refer Attachment 1).
6. Councillors are currently provided with an Outstanding Council Resolutions Report which is published on the Councillor Portal (Councillor Connect) and

circulated weekly to all Councillors on the Councillor Support Newsletter. This report includes any outstanding resolutions of previous terms of Council but is currently not publicly available.

7. If Council resolves to publicly report on Outstanding Council Resolutions on a quarterly basis, Council's Secretariat team can produce the report utilising existing resources.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

8. If Council resolves to approve this Motion there will be no financial impact associated with the preparation of a quarterly report to Council.

Kellie Darley

**Councillor**


Roxanne Thornton

**Group Manager Office of the Lord Mayor and CEO**

Gail Connolly

**Chief Executive Officer**

## **ATTACHMENTS:**

- 1  Previous Council Motion and Resolution - Reporting on Council Resolutions - February 2024



Item

**NOTICE OF MOTION**

---

<b>ITEM NUMBER</b>	14.1
<b>SUBJECT</b>	Reporting on the Status of Council Resolutions
<b>REFERENCE</b>	F2024/00282 - D09319537
<b>FROM</b>	Councillor

**MOTION**

- (a) That the CEO provide Council with a report by 25 March 2024 on the status of each resolution made during this term of Council, including a summary totalling the resolutions by status (i.e. new, completed, in progress, overdue), clear identification of the overdue resolutions with what action has been taken and what is still to be done as well as an updated timeline for when the resolutions will be completed.
- (b) That the CEO also provide Council with a report of outstanding resolutions from the last term of Council, with their current status.
- (c) That a standing progress report be provided monthly on Council's website with the resolutions still to be completed and their status.
- (d) Further, that any additional resources required to monitor and action Council resolutions be reported back to Council and incorporated into the budget and DPOP process for 2024/2025.

**BACKGROUND**

1. Council makes about 400 to 500 resolutions annually, most with multiple actions.
2. It is important that our community are kept up to date on the progress of the resolutions of Council – matters which have the potential to impact on residents, businesses and visitors and demonstrate the work being done by Council for the Parramatta LGA.
3. Currently there is a resolutions register available only to Councillors and staff. A simplified, publicly available report would assist with monitoring of progress as well as re-prioritisation as required. Clarity is also required on the process for adjusting completion dates.
4. One example of another Local Council providing a resolutions report to the public is Inner West Council -<https://www.innerwest.nsw.gov.au/about/reports-and-registers/summary-of-resolutions>.

**STAFF RESPONSE**

It is the recommendation of Council officers that a report on each resolution made during this term of Council should be provided to Council as part of the Council's usual End of Term report. Council's End of term report has recently been reframed as 'State of our City' and is due to be presented to Council at the second meeting after the September 2024 local government election.

Item

If Council resolves for a current Council term resolutions report to be produced prior to its inclusion in the 'State of our City' report, it will have additional resourcing implications.

Councillors are currently provided with an Outstanding Council Resolutions Report which is published on the Councillor Portal and circulated weekly to all Councillors on the Councillor Support Newsletter. This report includes any outstanding resolutions of previous terms of Council but is currently not publicly available.

If Council resolves to publicly report on Outstanding Council Resolutions on a monthly basis (to be produced with additional and/or revised content), given the amount of work required to provide this level of detail and to ensure accuracy, it is the recommendation of staff that this report should be provided quarterly (rather than monthly).

### **FINANCIAL AND RESOURCE IMPLICATIONS**

If Council resolve for:

- A current Council term resolutions report to be produced prior to its inclusion in the 'State of our City' report; and/or
- immediate change to the frequency, content and/or audience of the Outstanding Council Resolutions Report,

it will have resourcing implications.

Notwithstanding, this request can be accommodated should Council resolve to adopt the Chief Executive Officer's recommendations in regard to the current review of the senior staff structure and the resultant changes to the organisational structure, (including the proposal to increase resources for Councillor support and Council governance functions).

Kellie Darley  
**Councillor**

Roxanne Thornton  
**Chief Governance & Risk Officer**

Gail Connolly  
**Chief Executive Officer**

### **ATTACHMENTS:**

There are no attachments for this report.

Item

14.1 **Reporting on the Status of Council Resolutions**  
(Councillor Kellie Darley)

- 1 **MOTION:** Councillor Darley and Deputy Lord Mayor, Councillor Prociv
- (a) That the CEO provide Council with a report by 25 March 2024 on the status of each resolution made during this term of Council, including a summary totaling the resolutions by status (i.e. new, completed, in progress, overdue), clear identification of the overdue resolutions with what action has been taken and what is still to be done as well as an updated timeline for when the resolutions will be completed.
  - (b) That the CEO also provide Council with a report of outstanding resolutions from the last term of Council, with their current status.
  - (c) That a standing progress report be provided monthly on Council's website with the resolutions still to be completed and their status.
  - (a) Further, that any additional resources required to monitor and action Council resolutions be reported back to Council and incorporated into the budget and DPOP process for 2024/2025.
- AMENDMENT:** Councillor Noack and Councillor Wang
- (a) That the CEO report on each resolution made during this term of Council be provided to Council as part of the Council's usual End of Term report.
  - (b) Further, that the Council's End of Term report, that has recently been reframed as 'State of our City', be presented to Council in August 2024.
- Record of Voting:**
- For the Amendment: Lord Mayor Councillor Esber, Deputy Lord Mayor Councillor Prociv and Councillors Bradley, Garrard, Green, MacLean, Noack, Pandey, Siviero, Valjak and Wang
- Against the Amendment: Councillor Darley
- On being Put to the Meeting, voting on the Amendment was eleven (11) votes FOR and one (1) vote AGAINST. The Amendment became the MOTION.
- RESOLVED:** Councillor Noack and Councillor Wang
- (a) That the CEO report on each resolution made during this term of Council be provided to Council as part of the Council's usual End of Term report.

Item

- (b) Further, that the Council's End of Term report, that has recently been reframed as 'State of our City', be presented to Council in August 2024.

**Record of Voting:**

For the Motion: Lord Mayor Councillor Esber, Deputy Lord Mayor Councillor Prociv and Councillors Bradley, Garrard, Green, MacLean, Noack, Pandey, Siviero, Valjak and Wang

Against the Motion: Councillor Darley

On being Put to the Meeting, voting on the Motion was eleven (11) votes FOR and one (1) vote AGAINST. The Motion became the **CARRIED**.