



**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, 9 December 2024 at 6:30pm.

Gail Connolly PSM
CHIEF EXECUTIVE OFFICER



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PURPOSE

The Terms of Reference set out the role, responsibilities and structure of the Finance, Property & Governance Committee (the Committee).

RESPONSIBILITIES

Position	Responsibility
All Committee Members	<ul style="list-style-type: none"> • Read and understand the agenda for each meeting, prior to each meeting. • Be an advocate for the Committee. • Have a broad understanding of relevant issues, the adopted Council strategies and the associated actions.
Chairperson	<ul style="list-style-type: none"> • Conduct the meetings of the Committee.
Convenor (CEO, Executive Director or Delegate)	<ul style="list-style-type: none"> • Convene the meetings and support the Chairperson of the Committee. • Prepare a report to Council for consideration of the Committee's recommendations. • Provide notice of cancellation of a Committee meeting in circumstances where there is no business (reports) to be considered.
Council Secretariat	<ul style="list-style-type: none"> • Assist the Convenor and Chairperson with all aspects of the Committee.



GENERAL

1. Membership

- 1.1. The membership of the Committee shall be determined by Council resolution.
- 1.2. The Committee will comprise of five (5) Councillors as voting members and will be determined by Council when considering the establishment and scheduling of the Committees of Council.
- 1.3. The Lord Mayor is an ex-officio member of all Committees and has voting rights.

2. Delegations

- 2.1. The following will apply to the Committee:
 - The Committee does not have any delegations;
 - The Committee does not have the authority to incur expenditure;
 - The Committee does not have the authority to bind the Council without the prior approval (resolution) from Council;
 - The Committee may make recommendations to Council on all relevant business submitted for its consideration;
 - Committee recommendations will be presented to Council in a report prepared by Council Officers.



3. Functions and Matters Considered by the Committee

3.1. The Committee may consider matters including but not limited to:

Strategies and Policies such as:

- Property Strategy
- CBD Carparking Strategy
- Crime Prevention Strategy
- Access to Information Policy
- Asset Management Policy (TBC)
- Business Ethics Policy
- Councillor and Staff Interaction Policy (TBC)
- Data Breach Policy
- Debt Management and Hardship Assistance Policy
- Dividing Fence Pensioner Rebate Policy
- Enterprise Risk Management Policy
- Fraud and Corruption Prevention Policy
- Investment Policy
- Legislative Compliance Policy
- Lobbying Policy (TBC)
- Petitions Policy (TBC)
- Privacy Policy
- Procurement Policy
- Property Development and Investment Policy (TBC)
- Property Lease and Licence Policy
- Unauthorised use of Public Land Policy
- Voluntary Pensioner Rebate Policy

Tenders such as:

- Property & Asset Services
- Information Technology
- Legal Services

Minutes of relevant Sub-Committees and Advisory Panels such as:

- Major Projects Sub Committee

Any other matter reported to the Committee by Council officers.



PROTOCOL

4. Frequency of Meetings

- 4.1. The Committee will meet monthly on a day and time determined by the Council in accordance with the annual Council and Committee meeting calendar.

5. Code of Meeting Practice

- 5.1. The provisions of Council's adopted Code of Meeting Practice apply to the conduct and procedures of all Committee meetings, except where they have been specifically varied in these Terms of Reference.
- 5.2. For the avoidance of doubt, the Order of Business is varied as shown in Clause 15 and does not permit consideration of the following business:
 - Notices of Motion
 - Questions With Notice
 - Rescission Motions

6. Chairperson

- 6.1. The Chairperson of the Committee is to be determined by Council when considering the establishment and scheduling of the Committees of Council.
- 6.2. In the absence of the Chairperson, the Chairperson will be a Councillor member of the Committee, elected by the members of the Committee as the first item of business at the relevant meeting and conducted by the Convenor.
- 6.3. Where the Lord Mayor attends the meeting and wishes to assume the role of Chairperson, the Lord Mayor may assume the Chair without debate or the need for a procedural motion/vote.



7. Quorum

- 7.1. The quorum of Committee shall comprise a minimum of three (3) members of the Committee.
- 7.2. Business must not be conducted at any meeting of the Committee unless the Convenor or their delegate is present.
- 7.3. Business must not be conducted at any meeting of the Committee unless a quorum is present.
- 7.4. Where a meeting is cancelled, notice of the cancellation will be published on Council's website and in such other manner that is likely to bring notice of the cancellation to the attention of as many people as possible.

8. Attendance and Participation by Non-Member Councillors

- 8.1. In accordance with Clause 20.10 of the Code of Meeting Practice, Councillors who are not members of the Committee may attend a meeting where a quorum is present and, at the discretion of the Chairperson, may participate in discussion on any item of business on the agenda.
- 8.2. Councillors who are not members of the Committee do not have any voting rights and are not entitled to move or second any motion at the meeting.

9. Agenda, Minutes and Reporting to Council

- 9.1. The Convenor is responsible for the preparation and distribution of meeting agendas and minutes of all meetings, with the assistance of Council Secretariat.
- 9.2. The Convenor will notify the Chairperson of the meeting agenda prior to the publication of the agenda.
- 9.3. The Convenor will publish the agenda a minimum of three (3) business days prior to the meeting, with the assistance of Council Secretariat.
- 9.4. The Convenor is responsible for reporting the minutes and associated recommendations of each meeting to the next available meeting of Council for consideration.
- 9.5. In accordance with Council's Code of Meeting Practice, the minutes of the meetings of the Committee must be confirmed at a subsequent meeting of the Committee.



10. Voting

- 10.1. Each Committee member shall be entitled to one (1) vote in respect to any matter before the Committee.
- 10.2. If voting on a motion put to a meeting of the Committee is equal, the Chairperson of the meeting shall have a casting vote.

11. Venue

- 11.1. The venue for meetings of the Committee shall be determined by the Convenor.

12. Public Participation

- 12.1. The Committee meeting is open to the public.
- 12.2. Public participation is in accordance with Council's Code of Meeting Practice, with the exception of:
 - To speak at a Public Forum, a person must first make an application which includes the provision of 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 two business days prior to the meeting by:
 - - o an email (secretariat@cityofparramatta.nsw.gov.au); or
 - o presented to the Customer Contact Centre at 9 Wentworth Street, Parramatta; or
 - o online on Council's website.
 - A person is only entitled to speak once on the same item of business, at either a Committee or Council meeting.



13. Procedural Matters

13.1. In relation to any procedural matter, the ruling of the Chairperson shall be final.

13.2. The Committee shall operate in accordance with Council's Code of Meeting Practice, with the exception of:

- Councillors, Council Officers and members of the public are not required to stand when addressing the Chairperson;
- Meetings of the Committee are to be scheduled for a 2 hour duration;
- If the business of the meeting is unfinished after the 2 hour time limit, the Committee may:
 - o by resolution, extend the meeting by one 30 minute extension to complete the business of the Committee; or
 - o adjourn the meeting to a time, date and place fixed by the Convenor, in consultation with the Chairperson.
 - o defer the remaining business to the next available meeting of Council for consideration.

14. Order of Business

14.1. The general order of business of the Committee Meeting will be as follows:

1. Opening
2. Acknowledgement of Country
3. Apologies/Applications for Leave of Absence
4. Applications for attendance by audio-visual link
5. Webcasting Announcement
6. General Recording of Meeting Announcement
7. Disclosure of Interests
8. Public Forum
9. Reports of Council Officers
10. Confidential Matters
11. Conclusion of Meeting



15. Variation of the Terms of Reference

15.1. The Terms of Reference may be amended by resolution of the Council at any time.

VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Document Owner	Period Active	Review Date
1.0	<i>New Terms of Reference document - noprevious version</i>	<i>Group Manager, Office of the Lord Mayor and CEO</i>	<i>December 2024</i>	<i>September 2025</i>



DRAFT

TERMS OF REFERENCE

Planning, Transport and
Environment Committee

December 2024

cityofparramatta.nsw.gov.au



DOCUMENT ADMINISTRATION

Document Owner	Group Manager, Office of the Lord Mayor and CEO - Secretariat Services
Related Documents	<p>City of Parramatta Code of Meeting Practice</p> <p>City of Parramatta Code of Conduct</p> <p>City of Parramatta Councillor Workshop Policy</p> <p>City of Parramatta Media Policy</p> <p>City of Parramatta Social Media Policy</p> <p>City of Parramatta Council and Committee Schedule 2025</p>
References & Legislation	<p>Local Government Act 1993</p> <p>Local Government (General) Regulation 2021</p>
Document Identifier	XXXX



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PURPOSE

The Terms of Reference set out the role, responsibilities and structure of the Planning, Transport and Environment Committee (the Committee).

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All Committee Members	<ul style="list-style-type: none"> • Read and understand the agenda for each meeting, prior to each meeting. • Be an advocate for the Committee. • Have a broad understanding of relevant issues, the adopted Council strategies and the associated actions.
Chairperson	<ul style="list-style-type: none"> • Conduct the meetings of the Committee.
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Council Secretariat	<ul style="list-style-type: none"> • Assist the Convenor and Chairperson with all aspects of the Committee.



GENERAL

1. Membership

- 1.1. The membership of the Committee shall be determined by Council resolution.
- 1.2. The Committee will comprise of five (5) Councillors as voting members and will be determined by Council when considering the establishment and scheduling of the Standing Committees of Council.
- 1.3. The Lord Mayor is an ex-officio member of all Committees and has voting rights.

2. Delegations

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 - The Committee does not have any delegations;
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3. Functions and Matters Considered by the Committee

3.1. The Committee may consider matters including but not limited to:

Strategies and Policies such as:

- Global City Vision – Parramatta 2050
- Local City Vision – Community Strategic Plan
- Local Strategic Planning Statement
- Social Sustainability Strategy
- Environmental Sustainability Strategy
- City Economy Strategy
- Community Infrastructure Strategy
- Smart City and Innovation Strategy
- Delivery Program & Operational Plan
- Local Housing Strategy
- Employment Lands Strategy
- Heritage Strategy
- Transport strategies (multiple)
- Affordable Housing Action Plan
- Parramatta River Vision

Tenders such as:

- Tenders from the City Planning and Design Directorate

Minutes of relevant Sub-Committees and Advisory Panels such as:

- Parramatta Traffic Committee
- Heritage Sub-Committee
- Affordable Housing Sub-Committee
- City Economy Advisory Panel
- Community Infrastructure Advisory Panel
- Active Transport and Access Advisory Panel
- Smart City and Innovation Advisory Panel

Planning matters such as:

- Amendments to LEPs, DCPs and Development Contribution Plans
- Submissions to external bodies, e.g. State Government
- Cycleway projects and city significant public domain projects

Any other matter reported to the Committee by Council officers.



PROTOCOL

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1.0	<i>New Terms of Reference document - no previous version</i>	<i>Group Manager, Office of the Lord Mayor and CEO</i>	<i>December 2024</i>	<i>September 2025</i>

Council and Committee Meeting Schedule – 2025



2025 CALENDAR YEAR			
JANUARY 2025		RECESS	
	Monday 1 January 2025	PUBLIC HOLIDAY: New Year's Day	
	Monday 27 January 2025	PUBLIC HOLIDAY: Australia Day	
FEBRUARY 2025			
Week 1	Monday 3 February	Councillor Briefings	6.00 - 9.00pm
Week 2	Monday 10 February	Ordinary Council Meeting	6.30pm
Week 3	Monday 17 February 2025	Councillor Briefing	6.00 - 7.00pm
	Monday 17 February 2025	Assets and Infrastructure Committee	7.30pm – 9.30pm
		Customer, Community and Culture Committee	7.30pm – 9.30pm
Week 4	Monday 24 February	Councillor Briefing	6.00 - 7.00pm
	Monday 24 February	Planning, Transport and Environment Committee	7.30pm – 9.30pm
	Wednesday 26 February	Finance, Property and Governance Committee	6.00pm – 8.00pm
MARCH 2025			
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
	Monday 17 March	Assets and Infrastructure Committee	7.30pm – 9.30pm
		Customer, Community and Culture Committee	7.30pm – 9.30pm
Week 4	Monday 24 March	Councillor Briefing	6.00 - 7.00pm
	Monday 24 March	Planning, Transport and Environment Committee	7.30pm – 9.30pm
	Wednesday 26 March	Finance, Property and Governance Committee	6.00pm – 8.00pm
APRIL 2025			
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	PUBLIC HOLIDAY: Easter Monday	
Week 3	Tuesday 22 April	Councillor Briefing	6.00 - 7.00pm
	Tuesday 22 April	Assets and Infrastructure Committee	7.30pm – 9.30pm
		Customer, Community and Culture Committee	7.30pm – 9.30pm
Week 4	Monday 28 April	Councillor Briefing	6.00 - 7.00pm
	Monday 28 April	Planning Transport and Environment Committee	7.30pm – 9.30pm
	Wednesday 30 April	Finance, Property and Governance Committee	6.00pm – 8.00pm

Council and Committee Meeting Schedule – 2025



MAY 2025			
Week 1	Monday 5 May	Councillor Briefings	6.00 - 9.00pm
	Wednesday 7 May	Advisory Panel	6.00pm
		Advisory Panel	7.00pm
		Advisory Panel	8.00pm
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
	Monday 19 May	Assets and Infrastructure Committee	7.30pm – 9.30pm
		Customer, Community and Culture Committee	7.30pm – 9.30pm
	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
	Monday 26 May	Planning Transport and Environment Committee	7.30pm – 9.30pm
	Wednesday 28 May	Finance, Property and Governance Committee	6.00pm – 8.00pm
JUNE 2025			
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
	Monday 16 June	Assets and Infrastructure Committee	7.30pm – 9.30pm
		Customer, Community and Culture Committee	7.30pm – 9.30pm
	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
	Monday 23 June	Planning, Transport and Environment Committee	7.30pm – 9.30pm
	Wednesday 25 June	Finance, Property and Governance Committee	6.00pm – 8.00pm
	Wednesday 25 June	Ward Briefing - Rosehill (SERIES 3)	6.00pm

Council and Committee Meeting Schedule – 2025



JULY 2025			
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
	Monday 21 July	Assets and Infrastructure Committee	7.30pm – 9.30pm
		Customer, Community and Culture Committee	7.30pm – 9.30pm
Week 4	Monday 28 July	Councillor Briefing	6.00 -7.00pm
	Monday 28 July	Planning, Transport and Environment Committee	7.30pm – 9.30pm
	Wednesday 30 July	Finance, Property and Governance Committee	6.00pm – 8.00pm
AUGUST 2025			
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
	Monday 18 August	Assets and Infrastructure Committee	7.30pm – 9.30pm
		Customer, Community and Culture Committee	7.30pm – 9.30pm
	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
	Monday 25 August	Planning, Transport and Environment Committee	7.30pm – 9.30pm
	Wednesday 27 August	Finance, Property and Governance Committee	6.00pm – 8.00pm

Council and Committee Meeting Schedule – 2025



SEPTEMBER 2025			
Week 1	Monday 1 September	Councillor Briefings	6.00 - 9.00pm
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 Briefings	6.00pm
	Monday 15 September	Assets and Infrastructure Committee	7.30pm – 9.30pm
		Customer, Community and Culture Committee	7.30pm – 9.30pm
	Wednesday 17 September	Ward Briefing - North Rocks (SERIES 4)	6.00pm
Week 4	Monday 22 September	Councillor Briefing	6.00 7.00pm
	Monday 22 September	Planning, Transport and Environment Committee	7.30pm – 9.30pm
	Wednesday 24 September	Ward Briefing - Rosehill (SERIES 4)	6.00pm
	Wednesday 24 September	Finance, Property and Governance Committee	6.00pm – 8.00pm
	End September 2025	12 month review	

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.9
SUBJECT	LATE REPORT - Adoption of Audit Risk and Improvement Committee Terms of Reference
REFERENCE	F2024/00282 - D09519970
REPORT OF	A/Chief Governance & Risk Officer

CSP THEME: Accessible, Fair

BRIEFING DATE: Audit, Risk and Improvement Committee – 28 November 2024

PURPOSE: To adopt the Terms of Reference for the Audit, Risk and Improvement Committee (ARIC) for its next 4 year term commencing 1 March 2025.

RECOMMENDATION

That Council adopt the ARIC Terms of Reference as attached to this report (Attachment 1).

BACKGROUND

1. All councils were required to have an ARIC from 4 June 2022, and in November 2023, the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation) were amended to introduce a requirement for each council in NSW to convene an ARIC, and to introduce Guidelines for Risk Management and Internal Audit (the Guidelines) from 1 July 2024.
2. The amendments to the Act and the Regulation, and the Guidelines included provisions for the role, responsibilities, and eligibility criteria for membership of an ARIC.
3. The Office of Local Government also prepared a model ARIC Terms of Reference. The Terms of Reference presented as Attachment 1 substantially respond to the Model Terms of Reference and have been amended following consultation with the ARIC on 28 November 2024 to include “review and advise on the effectiveness of Council’s cyber security and data governance”.

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
28 November 2024	Audit, Risk and Improvement Committee	That the terms of reference be amended to include oversight of Council's Cyber Security and Data Governance.	Agreed, terms updated and reflected in attachment 1.	Chief Governance and Risk Officer

LEGAL IMPLICATIONS FOR COUNCIL

5. Adoption of the Terms of Reference will ensure compliance with the Act.

FINANCIAL IMPLICATIONS FOR COUNCIL


6. If Council resolves to approve this report in accordance with the recommendations, there are no unbudgeted financial implications for Council's budget.

John Crawford
A/Chief Governance & Risk Officer

Amit Sharma
A/Executive Director Finance & Information

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

1   Audit Risk and Improvement Committee Terms of Reference 2024

REFERENCE MATERIAL

Draft Terms of Reference Audit, Risk and Improvement Committee

November 2024

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City of Parramatta has established an audit, risk and improvement committee in compliance with section 428A of the Local Government Act 1993, the Local Government (General) Regulation 2021 and the Departmental Chief Executive's Guidelines for risk management and internal audit for local government in NSW. These terms of reference set out the committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

1. OBJECTIVE

The objective of City of Parramatta's audit, risk and improvement committee is to provide independent assurance by monitoring, reviewing and providing advice about governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

2. INDEPENDENCE

The committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide robust, objective and unbiased advice and assurance.

The committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the City of Parramatta. The committee will provide independent advice that is informed by internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The committee must always ensure it maintains a direct reporting line to and from the internal audit function and act as a mechanism for internal audit to report to the governing body and the Chief Executive Officer on matters affecting the performance of the internal audit function.

3. AUTHORITY

City of Parramatta authorises the committee, for the purposes of exercising its responsibilities, to:

- access any information it needs from Council
- use any Council resources it needs
- have direct and unrestricted access to the Chief Executive Officer and senior management
- **seek the Chief Executive Officer's permission to meet with any other staff member or contractor**
- discuss any matters with the external auditor or other external parties
- request the attendance of any employee at committee meetings, and
- **obtain external legal or other professional advice in line with councils' procurement policies.**

Information and documents pertaining to the committee are confidential and are not to be made publicly available. The committee may only release Council information to external parties that are assisting the committee to fulfil its responsibilities with the approval of the Chief Executive Officer, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

4. COMPOSITION AND TENURE

The committee consists of an independent chairperson and two independent members who have voting rights and one non-voting councillor, as required under the Guidelines for risk management and internal audit for local government in NSW.

The governing body is to appoint the chairperson and members of the committee. Current committee

members are:

(insert name)	Independent chairperson (voting)
(insert name)	Independent member (voting)
(insert name)	Independent member (voting)
(insert name)	Councillor member (non-voting)

All committee members must meet the independence and eligibility criteria prescribed in the Guidelines for risk management and internal audit for local government in NSW.

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chairperson of the committee. Members who have served an eight-year term (either as a member or as chairperson) must have a two-year break from serving on the committee before being appointed again. To preserve the committee's knowledge of Council, ideally, no more than one member should retire from the committee because of rotation in any one year.

The terms and conditions of each member's appointment to the committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the chairperson's or an independent member's term, the governing body is to undertake an assessment of the chairperson's or committee member's performance. Reappointment of the chairperson or a committee member is also to be subject to that person still meeting the independence and eligibility requirements.

Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of Council, the environment in which it operates, and the contribution that the committee makes to the City of Parramatta. At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of Council's financial reporting responsibilities to be able to contribute to the committee's consideration of the annual financial statements.

5. ROLE

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the committee is to review and provide independent advice regarding the following aspects of Council's operations:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data, and
- internal audit
- review and advise on the effectiveness of Council's cyber security and data governance.

The committee must also provide information to Council for the purpose of improving the performance of its functions.

The committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to this charter.

The committee will act as a forum for consideration of the internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of Council rests with the governing body and the Chief Executive Officer.

The responsibilities of the committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

6. RESPONSIBILITIES OF MEMBERS

Independent members

The chairperson and members of the committee are expected to understand and observe the requirements of the *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement
- act in the best interests of Council
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with Council
- have strong leadership qualities (chairperson)
- lead effective committee meetings (chairperson), and
- oversee the internal audit function (chairperson).

Councillor member

To preserve the independence of the committee, the councillor member of the committee is a non-voting member. Their role is to:

- relay to the committee any concerns the governing body may have regarding Council and issues being considered by the committee
- provide insights into local issues and the strategic priorities of Council that would add value to the **committee's consideration of agenda items**
- advise the governing body (as necessary) of the work of the committee and any issues arising from it, and
- assist the governing body to review the performance of the committee.

Issues or information the councillor member raises with or provides to the committee must relate to the matters listed in Schedule 1 and issues being considered by the committee.

The councillor member of the committee must conduct themselves in a non-partisan and professional manner. The councillor member of the committee must not engage in any conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

If the councillor member of the committee engages in such conduct or in any other conduct that may bring the committee and its work into disrepute, the chairperson of the committee may recommend that they be removed from membership of the committee. Where Council does not agree to the **committee chairperson's recommendation**, the Council must give reasons for its decision in writing to the chairperson.

Conduct

Independent committee members are required to comply with Council's code of conduct.

Complaints alleging breaches of the code of conduct by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The Chief Executive Officer must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the code of conduct.

Conflicts of interest

Once a year, committee members must provide written declarations to Council stating that they do not have any conflicts of interest that would preclude them from being members of the committee.

Independent committee members are 'designated persons' for the purposes of the code of conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

Standards

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and ISO31000:2018, where applicable.

7. WORK PLANS

The work of the committee is to be thoroughly planned and executed. The committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the committee.

The committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

The committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the committee.

When considering whether to vary the strategic or annual work plans, the committee must consider the **impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.**

8. ASSURANCE REPORTING

The committee must regularly report to Council to ensure that it is kept informed of matters considered **by the committee and any emerging issues that may influence Council's strategic direction or the achievement of goals and objectives.**

The committee will provide an update to the governing body and the Chief Executive Officer of its activities and opinions after every committee meeting.

The committee will provide an annual assessment to the governing body and the Chief Executive Officer **on the committee's work and its opinion on how Council is performing.**

The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the Chief Executive Officer.

The committee may at any time report to the governing body or the Chief Executive Officer on any other matter it deems of sufficient importance to warrant their attention. The Lord Mayor and the chairperson of the committee may also meet at any time to discuss issues relating to the work of the committee.

Should the governing body require additional information, a request for the information may be made to the chairperson by resolution. The chairperson is only required to provide the information requested by the governing body where the chairperson is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual councillors are not entitled to request or receive information from the committee.

9. ADMINISTRATIVE ARRANGEMENTS

Meetings

The committee will meet at least minimum of 5 times per year, including a special meeting to review **Council's financial statements.**

The committee can hold additional meetings when significant unexpected issues arise, or if the chairperson is asked to hold an additional meeting by a committee member, the Chief Executive Officer or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the chairperson has the casting vote.

The chairperson of the committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the committee.

The Chief Executive Officer and the Internal Audit Coordinator should attend committee meetings as

non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The chairperson can request the City of Parramatta Executive Director Finance and Information, Chief Financial Officer, Chief Governance and Risk Officer, Risk and Internal Audit Coordinator and any Executive Director, any councillors, any employee/contractor of the council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chairperson at any time.

The committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

The committee must meet separately with the Internal Audit Coordinator and the external auditor at least once each year.

Dispute resolution

Members of the committee and management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the committee and the Chief Executive Officer or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

Secretariat

The Chief Executive Officer will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chairperson at least one week before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the chairperson and circulated within two weeks of the meeting to each member.

Resignation and dismissal of members

Where the chairperson or a committee member is unable to complete their term or does not intend to **seek reappointment after the expiry of their term, they should give three months' notice to the chairperson and the governing body** prior to their resignation to allow the City of Parramatta to ensure a smooth transition to a new chairperson or committee member.

The governing body can, by resolution, terminate the appointment of the chairperson or an independent committee member before the expiry of their term where that person has:

- **breached the council's code of conduct**
- performed unsatisfactorily or not to expectations
- declared, or is found to be in, a position of a conflict of interest which is unresolvable
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been charged with a serious criminal offence
- been proven to be in serious breach of their obligations under any legislation, or
- experienced an adverse change in capacity or capability.

The position of a councillor member on the committee can be terminated at any time by the governing body by resolution.

Review arrangements

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the committee.

These terms of reference must be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

10. FURTHER INFORMATION

For further information on City of Parramatta's audit, risk and improvement committee, contact Steven Unkovic on sunkovic@cityofparramatta.nsw.gov.au or by phone 9806 5236.

Reviewed by chairperson of the audit, risk and improvement committee

[signed]

[date]

Reviewed by City of Parramatta in accordance with a resolution of the governing body.

[signed]

[date]

[resolution reference]

Next review date: [date]

Schedule 1 – Audit, risk and improvement committee responsibilities

AUDIT

Internal audit

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the governing body, Chief Executive Officer, senior management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- Review and advise the Council:
 - on whether Council is providing the resources necessary to successfully deliver the internal audit function
 - if Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework
 - if the internal audit charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used are suitable
 - of the strategic four-year work plan and annual work plan of internal audits to be undertaken by the internal audit function
 - if the internal audit activities are effective, including the performance of the head of the internal audit function and the internal audit function
 - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
 - of the implementation of these corrective actions
 - on the appointment of the head of the internal audit function and external providers, and
 - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

External audit

- Act as a forum for communication between the governing body, Chief Executive Officer, senior management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor **council's implementation of audit recommendations**
- Provide advice to the governing body and/or Chief Executive Officer on action taken on significant issues raised in relevant external audit reports and better practice guides

RISK

Risk management

Review and advise:

- if Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard

- whether Council is providing the resources necessary to successfully implement its risk management framework
- whether the risk management framework is adequate and effective for identifying and managing the risks Council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the risk management approach impacts on insurance arrangements
- of the effectiveness of the management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise the City of Parramatta:

- whether the approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately

Compliance

Review and advise of the adequacy and effectiveness of the compliance framework, including:

- if Council has appropriately considered legal and compliance risks as part of the risk management framework
- how Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise the adequacy and effectiveness of the fraud and corruption prevention framework and activities, including whether appropriate processes and systems are in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise:

- if Council is complying with accounting standards and external accountability requirements
- of the appropriateness of the accounting policies and disclosures
- of the implications of the findings of external audits and performance audits and the responses and implementation of recommendations
- whether the financial statement preparation procedures and timelines are sound
- the accuracy of the annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the annual report is consistent with signed financial statements
- if the financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance are adequate
- if grants and tied funding policies and procedures are sound.

Governance

Review and advise regarding the governance framework, including:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge

Improvement

Strategic planning

Review and advise:

- of the adequacy and effectiveness of the integrated, planning and reporting (IP&R) processes

- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether Council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise:
 - If Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
 - if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
 - how Council can improve its service delivery and the performance of its business and functions generally

Performance data and measurement

Review and advise:

- if Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators are effective, and
- of the adequacy of performance data collection and reporting.

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.11
SUBJECT	LATE REPORT - Delegation to the Lord Mayor and Chief Executive Officer for the Christmas/New Year Recess Period
REFERENCE	F2024/00282 - D09519973
REPORT OF	Acting Executive Director Finance and Information

PURPOSE:

To provide delegation to the Lord Mayor during the Christmas/New Year recess periods for the term of the elected Council.

RECOMMENDATION

- (a) That Council delegates to the Lord Mayor the authority to exercise the powers, authorities, duties and functions of Council during the Christmas/New Year recess periods (2024/25, 2025/26 and 2026/27) for the current term of the elected Council.
- (b) That the Lord Mayor shall consult with the Chief Executive Officer prior to exercising the delegation.
- (c) That Council note the delegation does not override the Chief Executive Officer's delegations previously provided by Council.
- (d) That at the end of every recess period, the CEO shall report to Councillors any/all delegations exercised by the Lord Mayor during the recess period.

BACKGROUND

- 1. Council will hold its final Council Meeting for 2024 on Monday 9 December 2024 and the first Council Meeting of 2024 on Monday 10 February 2025. The period between the last 2024 Council Meeting and the first 2025 Council meeting is known as the recess period.
- 2. To manage any emergency, natural disaster or other matter requiring a decision of Council during the recess period, it is custom and practice for Council to delegate to the Lord Mayor all powers, duties and functions of the Council to make decisions which cannot reasonably be deferred to the next available ordinary Council meeting following the recess. This is subject to the Lord Mayor consulting the CEO prior to exercising any delegation.
- 3. The delegation does not preclude the ability of the CEO, or Lord Mayor/Councillors, to call an extraordinary meeting if required, in accordance with Council's adopted Code of Meeting Practice and the *Local Government Act 1993*.
- 4. It should also be noted that any person acting as the CEO during the recess period has all the functions and delegations and sub delegations given to the CEO.

FINANCIAL IMPLICATION FOR COUNCIL

5. There are no unbudgeted finance implications arising from this report.

John Crawford
Acting Executive Director Finance and Information

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

REFERENCE MATERIAL

NOTICE OF MOTION

ITEM NUMBER	14.1
SUBJECT	Enhanced Activation of Newington Community Centre
REFERENCE	F2024/00282 - D09519909
FROM	Councillor Michael Ng

MOTION

- (a) That the CEO prepare a report for Council on potential opportunities to increase activation of Newington Community Centre for the benefit of the community, including consideration of:
- i. Capital improvements, both planned and potential;
 - ii. Fees and Charges;
 - iii. Programming;
 - iv. Customer services;
 - v. Operating hours; and
 - vi. Associated costs and potential funding sources;
- (b) That the report be submitted to Council in March 2025.

BACKGROUND

1. Newington Community Centre was built as the media and conference centre during the 2000 Sydney Olympic Games. Post Olympics it became a community centre for the new community of Newington, while also servicing Silverwater.
2. It is a 485sqm facility comprising of a 140sqm hall that can seat 80 people in theatre style and a meeting room as well as amenities and kitchen. Attached to the facility is a fenced multi-purpose outdoor court, which is subject to an improvement project to be completed by the end of the 2024/25 financial year.
3. A sub-branch library occupied a small area in the foyer and was open twice a week on limited hours. The service was replaced by the much larger Wentworth Point Library and Community Centre in 2019 and did not resume service after the COVID lockdown in 2020.
4. The facility provides valuable space for hire for a range of community organisations and small businesses. Council also uses the facility for some recreation programming and Over 55s Leisure and Learning programs.
5. The facility is well regarded by the community and benefits from good parking and convenient location to the neighbourhood centre of Newington and good proximity to residents of Silverwater.
6. This Motion seeks a report on ways to increase activation of the facility and improve the amenity of the facility and its benefit to the community.

STAFF RESPONSE

1. The intent of this Motion is consistent with the key recommendations for Newington Community Centre in the approved Community Infrastructure Strategy, being: Improve quality and promote availability.
2. If this Motion is resolved, the report will be prepared utilising existing resources.

Michael Ng
Councillor Michael Ng

David Moutou
Acting Executive Director Community Services

Jon Greig
Executive Director Community Services

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

NOTICE OF MOTION

ITEM NUMBER	14.2
SUBJECT	Proposed No Right Turn Restriction (Peak Hours) into McDonalds on Windsor Road, Northmead
REFERENCE	F2024/00282 - D09519896
FROM	Councillor Manning Jeffrey

MOTION

That the Lord Mayor write to the Minister for Transport, the Hon Jo Haylen MP with a request to investigate the installation of a 'No Right Turn' restriction during peak hours in Windsor Road (northbound) at the driveway of the Northmead McDonalds at 225 Windsor Road, Northmead.

BACKGROUND

1. Members of the community have raised concerns that northbound motorists that wait on the travel lane to turn right from Windsor Road into the Northmead McDonalds is causing excessive delays. The motorists making this manoeuvre are often delayed due to the volume of traffic travelling in the opposite direction, therefore restricting northbound traffic flow to only one travel lane. When this occurs, there is also concern for traffic safety as vehicles are forced to come to a stop and/or manoeuvre into the kerbside northbound lane to avoid queuing in the other northbound lane.
2. A 'No Right Turn' restriction during peak hours at the entrance of the McDonalds would be consistent with the 'no right turn' restrictions already in place along Windsor Road to control turns into side roads.

STAFF RESPONSE

The letter can be prepared within existing resources.

Manning Jeffrey
Councillor Manning Jeffrey

Jennifer Concato
Executive Director City Planning and Design

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

NOTICE OF MOTION

ITEM NUMBER	14.3
SUBJECT	Review of Parramatta Farmers Market
REFERENCE	F2024/00282 - D09519900
FROM	Councillor Kellie Darley

MOTION

- a) That Council acknowledge the ongoing, and long standing, contribution the Parramatta Farmers Markets make to activating our CBD.
- b) That Council commence the weekly Parramatta Farmers Markets for 2025 on Wednesday 15th January.
- c) That the CEO conduct a review of the Parramatta Farmers Markets, aligned with the Events Strategy Refresh, to ensure its ongoing success and revitalisation, with a report back to Council by May 2025. The review and report should include, but not be limited to, attendance levels, visitor perceptions, stallholder satisfaction, current offering, proposed improvements, and an update of the Parramatta Farmers Market Charter (if necessary).

BACKGROUND

1. Parramatta Farmers Market commenced in 2008 and has been under Council's management since November of that year. They were initiated as a means to add vitality and amenity to the City and to celebrate Parramatta's food offering.
2. The markets were originally approved to operate on Saturdays. They then expanded to two days a week, Thursdays and Saturdays, before being consolidated to Fridays in 2013. Coming out of covid, the markets shifted to Wednesdays.
3. Over the years there have been ongoing refreshes of the markets in terms of promotion, stallholders and visit experience, such as activities, seating and entertainment.
4. The markets now consist primarily of hot food vendors and the number of stallholders seems to have reduced over time and regularly fluctuates. The farmers market or fresh/ homemade produce offering has also diminished over time. The hot food stalls though continue to be a major drawcard and appear to be well attended.
5. The regular live music, as well as themed markets such as during Dawili and Christmas, are well received. However, the games (and beanbags) on the lawn are missed.
6. It is normal for the markets to shut down over the Christmas/ New Years period for a few weeks. However, stallholders were informed in mid-November this year that the markets would finish for 2024 on Wednesday 18th December and not reopen until Wednesday 5th February 2025. This represents a 7-week shutdown period.
7. While it is acknowledged many offices close down over the Christmas/ New Year period and are much quieter in early January, such a long shutdown period would have a significant financial impact on the stallholders and also impact ongoing brand awareness and attendance at the markets. Plus, mid to late January not only sees the return of office workers to the CBD, but also families for school holiday activities and visitors to our CBD for Sydney Festival and other activities.

8. It appears that the last formal review of the markets by Council was in 2012/2013 and it is therefore timely to carry out a review to ensure its ongoing success.

STAFF RESPONSE

Council’s Farmers Markets have a regular close down period throughout January due to a large reduction in foot traffic during the Christmas/New Year school holiday period. The return dates for the Farmers Markets over the last few years have been as follows:

- Wednesday 7 February 2024
- Wednesday 1 February 2023
- Wednesday 23 February 2022.

The programmed return date of the Market in 2025 is Wednesday 5 February, consistent with previous years. The close down period for 24/25 includes 2 public holidays (Christmas Day and New Years Day) and 4 weekdays (Wednesdays) in January.

The closure dates were notified to stallholders approximately 3 weeks ago and Council staff had not received any complaints or comments regarding the closure period for 2025, however staff were aware that one stallholder had previously raised a query with staff.

Following email notification from Councillor Darley that some stallholders had requested that she advocate for an earlier return of the markets, staff personally contacted each of the regular stallholders on 20 November 2024, with the following results:

Stallholder response	Yes	No	Neutral
Support for early return in January	1*	6	4

*The stallholder who supported an early return requested a fee reduction or waiver should the markets return in mid-January.

It should be noted that staff are currently conducting a review of the structure and function of the Farners Market annual program as part of the 2025/26 Events and Festivals Strategy.

FINANCIAL IMPLICATIONS

Each Farmers Market costs Council \$1,940 to operate (11 stalls) exclusive of insurance, utilities, training, equipment and marketing costs which are absorbed by the Events Team.

Income received from the 11 stallholders is \$1290.30 per Market. It is difficult to estimate the potential income that may arise from an early opening in January 2025

as it is common for stallholders to request a reduction or waiver in fees when foot traffic is low, or when the Markets are held on hot/windy/rainy days.

Four additional markets during the close down period will cost Council \$7760, excluding any additional funds that may be required to promote an early opening in January.

This expenditure is currently unbudgeted.

Kellie Darley
Councillor Kellie Darley

Angela Jones-Blayney
Executive Director City Engagement & Experience

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

NOTICE OF MOTION

ITEM NUMBER	14.4
SUBJECT	Proposed Additional Recycling Collection and Acceleration of WARR Strategy
REFERENCE	F2024/00282 - D09519907
FROM	Councillor Kellie Darley

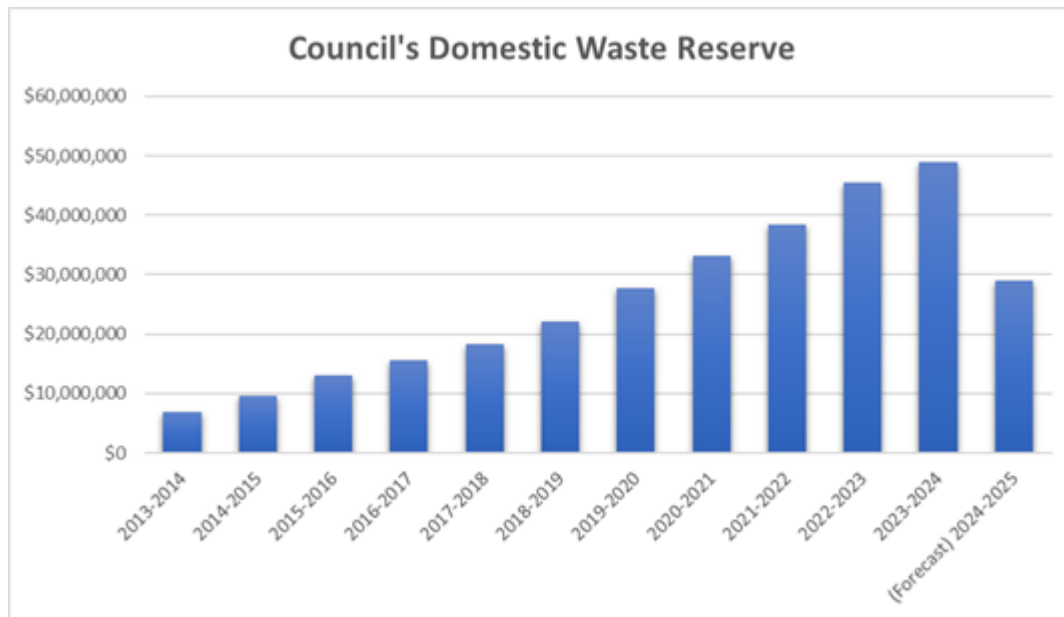
MOTION

- a) That the CEO commence discussions with Council's waste contractor regarding the trial of an additional recycling collection during the Christmas/ New Year period for 2025 and a report be provided to the Assets and Infrastructure Standing Committee on the costs and other implications by March 2025.
- b) That the CEO accelerate the delivery of the new Waste and Resource Recovery Strategy and accompanying 10-year financial plan for the Domestic Waste Reserve, to mid-2025.

BACKGROUND

1. Managing waste and resources from residences, public spaces, and our own operations is one of Council's core services. Waste is also a valuable resource, which can be reprocessed and reused, reducing the need for new resources. Council has a key target to increase diversion from landfill to 85% by 2038. This is both for environmental and economic reasons.
2. The transition to a circular economy is urgent. City of Parramatta is the third largest source of waste generation in metropolitan Sydney, behind City of Sydney and Blacktown City, and there is limited space in Sydney's landfill. Greater efforts are required to reduce waste in the first instance, improve recycling practices and find new and innovative ways to treat and process residual waste.
3. One such way to better support residents for improved recycling practices is to provide an additional collection of the yellow recycling bin during the Christmas/ New Year period, given the amount of extra paper/ cardboard packaging and other recyclables that are generated during the festive season. A number of other nearby local Councils already provide this additional Christmas recycling collection service, and it appears to be very well received. In addition, the roll-out of FOGO and the reduction in the standard red bin size to 80L, will likely mean households will find it challenging to dispose of the additional waste typically generated during the Christmas/ New Year period.
4. Council's previous Waste and Resource Recovery (WARR) Strategy was from 2019–2023 and there is no current endorsed WARR Strategy. Council did however resolve in June 2024, in endorsing the 2024/25 DPOP, to "Develop a new Waste Strategy to deliver on Council's waste targets and circular economy by 31/12/2025". But it is important to continue momentum on Council's current program of waste reduction and resource recovery (such as the recent roll-out of FOGO, and preparation for the opening of Council's first Community Recycling Centre) by not waiting two years in between WARR Strategies.
5. Council's Domestic Waste Reserve (DWR) has been accumulating over the last decade (see graph below) and ended the 2023/24 financial year with approximately

\$49m. In 2024/25 about \$13.8m is budgeted to be spent from the DWR as well as a carryover from last year and other movements of \$6.1m, including the \$50 rebate for all residential rate payers in the City of Parramatta who pay the domestic waste charge (costing about \$5m). The forecasted closing balance of the DWR for this financial year is about \$29m.



6. It was acknowledged earlier this year that there has been an in-principle approach for the DWR of accumulating funds in preparation for the new waste contract, which included the roll-out of FOGO and bin replacement, as well as Parramatta LGAs first Community Recycling Centre. However, there is not an endorsed long-term financial plan for the Domestic Waste Reserve that ties in with a WARR Strategy.
7. To this end, in June 2024, Council resolved “That the CEO prepare a 10-year financial strategy, to accompany the draft Waste Strategy in 2025, that maintains the long-term financial sustainability of Council’s Domestic Waste Reserve and ensures a suitable balance is achieved between annual waste charges for landowners and the provision of new infrastructure for the future.”
8. Given the significant amount of funds in Council’s DWR, the need to continue to roll-out waste reduction initiatives and requirement under the Local Government Act for domestic waste management charges to not exceed the reasonable cost of providing these services, developing a long-term financial plan needs to happen sooner rather than later. The availability of the financial plan will also then inform decisions such as trialling an additional recycling collection during the festive season.

STAFF RESPONSE

A report outlining the cost implications and contractual obligations of a potential additional recycling collection during the Christmas period can be presented in March 2025.

The adopted DPOP target date of December 2025 for the new WARR Strategy allowed adequate time for several key activities to occur including: procuring a consultant, review of Council’s current services, conducting community workshops, conducting Councillor workshops, drafting the Strategy, presenting the draft to

Councillor briefings, exhibiting the draft Strategy for a minimum of 28 days, reviewing public submissions, revising the draft to respond to submissions and reporting the final Strategy to Council for adoption. Additionally, the WARR is required to align with a 10 year financial plan for the Waste Reserve and also with Council's Long Term Financial Plan.

At this time, staff consider the current timeline of December 2025 to be ambitious and therefore do not recommend any acceleration of the adopted delivery date.

Kellie Darley
Councillor Kellie Darley

George Bounassif
Executive Director City Assets and Operations

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

QUESTIONS WITH NOTICE

ITEM NUMBER	15.1
SUBJECT	Parramatta Eels Commercial Partnership Update
REFERENCE	F2024/00282 - D09519957
REPORT OF	Councillor Michael Ng

QUESTIONS WITH NOTICE

1. Could staff provide a general update on the delivery of community and business initiatives (to date) arising from the partnership with the Eels?
2. Could staff advise when applications will open/close for the Rising Women of Western Sydney Scholarship?
3. Could staff advise when the report on Year 1 partnership achievements will be submitted to Council?

STAFF RESPONSE

1. In summary, Council's commercial partnership with the Parramatta Eels has delivered a range of activities across the three partnership pillars of community, brand and visitation including:

Community:

- Three (free) holiday clinics in the Parramatta LGA across the winter and spring holidays in addition to the Eels' regular programming, including the first Parra Play For Girls event at The Greens at Parramatta North with more than 200 girls aged 5-12 participating and an Autumn Festival clinic for girls aimed at increasing participation in CALD communities.
- Development of a new women's scholarship to support the next generation of female game changers living, working or studying in Parramatta.
- Eighteen additional Active Kids clinics for primary schools across the LGA - 13 delivered to date, with delivery of the final 5 clinics in Term 1 2025.
- Player appearances at events including an *Eels in the Library* story time and craft activity for kids 12 and under, Council's International Women's Day event, etc.

Brand:

The City's *At Parramatta* destination brand appeared on the top back of the Eels NRLW jerseys as well as in LED signage and a half-time advertisements at all 12 Eels NRL and NRLW home games played at CommBank Stadium during the 2024 season.

Visitation

The partnership has obtained major Eels launches and events within the Parramatta LGA including the Eels fan day held in Parramatta Square with an estimated attendance of 4000 and the NRL and NRLW season launches; the Rising Women of Western Sydney forum which brought together leaders from

corporate, government and not-for-profit sectors; Ken Thornett Medal presentation, Eels Business Leaders function, collaborative efforts for women's safety and mental health, etc.

Game Day activations at CommBank Stadium have also been used to promote local businesses and attractions and engage game day attendees to stay longer, spend more in local businesses and make return visits.

In addition, a content marketing video to promote visitation to the City and utilising some of the partnership's player appearances has been filmed and is currently in production.

2. Applications opened on 5 December 2024 and are due to close 16 February 2025.
3. A report on Year 1 achievements from the partnership will be submitted to Council in March/April 2025.

ATTACHMENTS:

REFERENCE MATERIAL

QUESTIONS WITH NOTICE

ITEM NUMBER	15.2
SUBJECT	Employee Matters - Casual Staff Information
REFERENCE	F2024/00282 - D09519929
REPORT OF	Councillor Judy Greenwood

QUESTIONS WITH NOTICE

1. How many casual positions have been advertised by Council in the last twelve months?
2. What percentage of total jobs advertised does this figure represent?
3. How many staff are in positions filled by job agencies and generally what are their roles?
4. How many casuals have been employed for a period of:
 - (a) 1-12 months
 - (b) 1-5 years
 - (c) 5-10 years
 - (d) greater than 10 years?
5. What is the percentage of casuals are employed by department?
6. What is the make-up of gender and age brackets of the casuals?
7. How many casuals have advanced in pay grade since beginning as a casual?
8. How many casuals staff have been offered/accepted employment on a permanent basis in the last year?
9. What steps are being taken to offer permanent employment to casuals that have been employed for 12 months or more?

STAFF RESPONSE

1. 12 positions have been advertised in the last 12 months (in addition to positions that remain open year-round to maintain compliance with statutory requirements, eg: early learning).
2. 2.86%.
3. As at the date of this report there are 61 contingent/agency workers engaged:
 - 40 within City Assets and Operations
 - 16 within City Engagement and Experience (Customer Service Centre)
 - 5 are located across various other Directorates.
4. Casual tenure:
 - (a) 68
 - (b) 157
 - (c) 23

(d) 16.

5. Percentage of casuals by Directorate:

- CC: 43.49%
- OLM/CEO: 4.76%
- CEE: 3.55%
- F&I: 0.85%
- CAO: 0%
- CPD: 0%
- PCP: 0%

6. Gender and Age of Casuals

Gender	Non-Specific	Non-Binary	Male	Female
< 20 years			13	18
20-30 years	2		46	43
30-50 years	1	1	34	51
> 50 years			10	45

7. All casuals receive an annual Award increase. Outside of the annual increase, casuals can only progress to a higher pay grade if they apply for a higher grade position.
8. The *Local Government (State) Award 2023* precludes Council from making any proactive offer of permanent employment to casual staff.
9. Refer to answer 8.

ATTACHMENTS:

REFERENCE MATERIAL

QUESTIONS WITH NOTICE

ITEM NUMBER	15.3
SUBJECT	Questions Taken on Notice at the 25 November 2024 Council Meeting
REFERENCE	F2024/00282 - D09519910
REPORT OF	Secretariat Officer

QUESTIONS TAKEN ON NOTICE

Councillor Pandey asked a question in relation to Item 8.4 (16 Days of Activation):

- [Do we have a Purple Bench in the Parramatta LGA?](#)

Chief Executive Officer's Response:

The CEO advised that an answer would be provided on Councillor Connect (Councillor portal) to all Councillors given the sensitive nature of the subject matter.

Councillor Chen asked a question in relation to Item 14.1 (Proposed Reduction in Parramatta Station Carpark Fees)

- [I would like to further understand the allocations of the car park revenue. With the reduction in the revenue, was there an impact for the community?](#)

A/Chief Financial Officer response:

Council's total annual car parking revenue is approximately \$10 million.

This income is used to fund a range of services every year such as libraries, childcare centres, Parramatta Artists Studio, swimming pools, and also capital works such as footpaths, playgrounds and sports fields. Any reduction in income could result in Council having to modify or reduce service levels for the community or reduce the number of capital projects it undertakes every year.

Councillor Prociv asked a question in relation to Item 13.4 (Planning Proposal, Planning Agreement and Site-Specific Development Control Plan at 19 Hope Street, Melrose Park and 69-77 Hughes Avenue, Ermington)

- [Why are pages 300-314 blank in the attachment to the report?](#)

Executive Director, City Planning and Design Response:

The pages 66-80 list the titles of the technical studies that support the Planning Proposal. For example, p66 lists "*Appendix 1 – Community Engagement Strategy*",

p67 lists "*Appendix 2 – Engineering Services Due Diligence Report*", and so on. This is the agreed content for Planning Proposal reports and avoids the duplication of 1000's of pages of technical content in the Business Papers as the studies are found on the [Participate Parramatta](#) webpage.

ATTACHMENTS:

There are no attachments for this report.

REFERENCE MATERIAL