

NOTICE OF COUNCIL MEETING

PUBLIC AGENDA

An Ordinary Meeting of City of Parramatta Council will be held in PHIVE (COUNCIL CHAMBER) COUNCIL CHAMBER AT 5 PARRAMATTA SQUARE, PARRAMATTA on Monday, 23 October 2023 at 6:30PM.

Gail Connolly PSM
CHIEF EXECUTIVE OFFICER

EMERGENCY EVACUATION DIAGRAM

Level 4 East

2 Civic Place, Parramatta NSW 2150

Evacuation Procedures

IN CASE OF FIRE

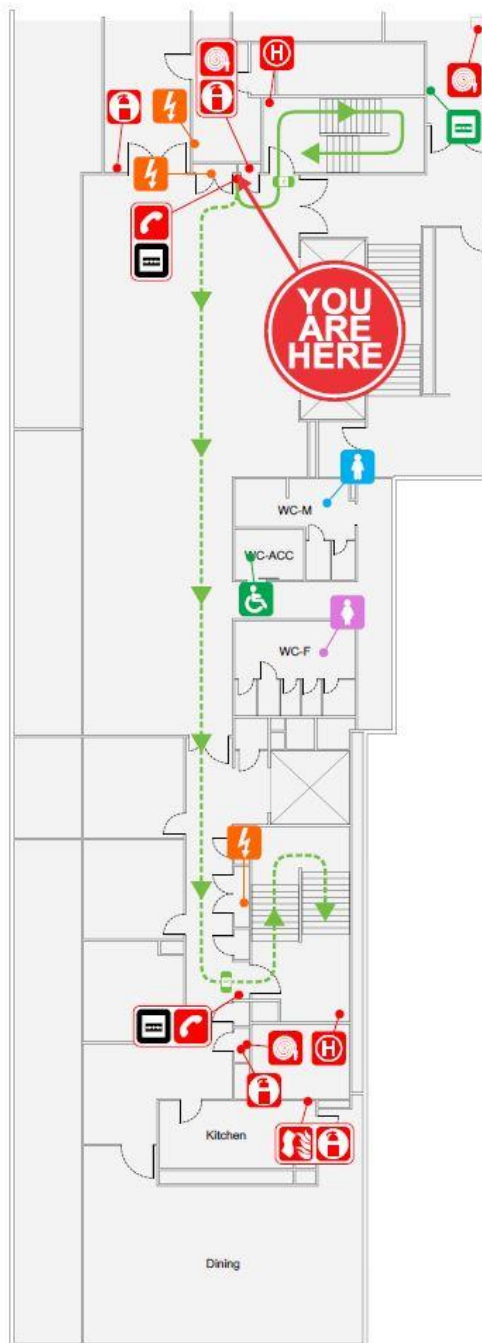
- (R)** REMOVE people from immediate danger
- (A)** ALERT people nearby and raise an alarm (Dial 000)
- (C)** CONFINE fire and smoke (Close doors behind you if safe to do so)
- (E)** EVACUATE via the nearest emergency exit

Legend

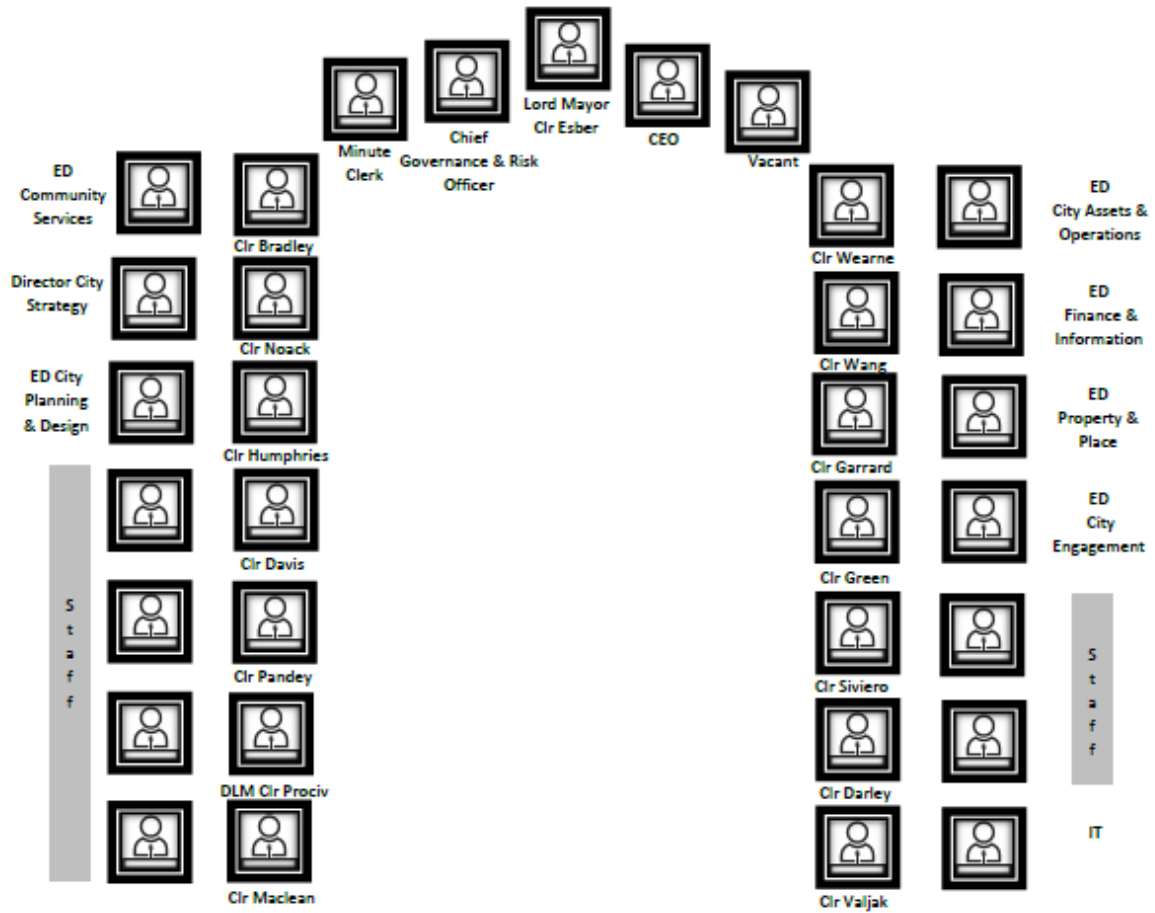
 Amenities Disabled	 Amenities Female	 Amenities Male
 Emergency Door Release	 Emergency Call Point	 Dry Chemical Powder
 Fire Blanket	 Hose Reel	 Hydrant
 Switchboard	 Warden Intercommunication Point	 Exit
 Alternate Evacuation Path	 Evacuation Path	 Assembly Area

Site Plan

Parramatta PHIVE



Chubb



PUBLIC & PRESS GALLERY

STATEMENT OF ETHICAL OBLIGATIONS:

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

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

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



CITY OF PARRAMATTA

MINUTES

Ordinary Council Meeting
Monday, 9 October 2023
6.30pm

Council Chamber
Level 4, PHIVE
Parramatta Square, Parramatta

COUNCIL MEMBERS

The Lord Mayor, Councillor Pierre Esber and Councillors Phil Bradley, Kellie Darley, Michelle Garrard, Henry Green, Ange Humphries (online), Deputy Lord Mayor Cameron MacLean, Paul Noack, Sameer Pandey, Dr Patricia Prociv, Dan Siviero, Georgina Valjak, Donna Wang and Lorraine Wearne.

COUNCIL STAFF

Chief Executive Officer - Gail Connolly, Executive Director Finance & Information – John Angille, Acting Executive Director Property & Place – Bruce Mills, Executive Director City Engagement and Experience - Angela Jones-Blayney, Executive Director City Planning and Design – Jennifer Concato, Executive Director Community Services - Jonathan Greig, Acting Executive Director City Assets & Operations - James Smallson, Acting Executive Director People Culture and Workplace Administration – Brendon Clifton, Chief Governance & Risk Officer - Roxanne Thornton, Chief Financial Officer – Amit Sharma, Chief Technology Officer - John Crawford, ICT Strategy and Partnering Manager – Ian Vong, Council Secretariat and Policy Officer – Marina Cavar, ICT Service Desk Officer – Mark Vargas, Chief of Staff - Justin Mulder, Group Manager, Property Assets Services and Securities – Robert Ramsbottom, Group Manager, Community Hubs and PHIVE – Christopher Snelling, Group Manager Parks and Open Space – Terry Johnson, Business Manager – Michelle Samuel.

1. OPENING MEETING

The Lord Mayor, Councillor Esber, opened the meeting at 6.36pm.

2. ACKNOWLEDGEMENT TO TRADITIONAL OWNERS OF LAND

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

3. WEBCASTING ANNOUNCEMENT

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

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

4. GENERAL RECORDING OF MEETING ANNOUNCEMENT

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

5. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK BY COUNCILLORS

RESOLVED: Councillor Noack and Councillor MacLean

That Council accept apologies from Councillor Davis and grant a leave of absence.

That Councillor Humphries be granted approval to attend the meeting via audio-visual link.

Record of Voting:

For the Motion: Unanimous

6. CONFIRMATION OF MINUTES

Minutes of the Extraordinary Council Meeting held on 25 September 2023

RESOLVED: Councillor Noack and Councillor Siviero

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

Record of Voting:

For the Motion: Unanimous

Minutes of the Ordinary Council Meeting held on 25 September 2023

RESOLVED: Councillor Prociv and Councillor Bradley

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

Record of Voting:

For the Motion: Unanimous

7. DISCLOSURES OF INTEREST

There were no Declarations of Interest made at this meeting.

SUSPENSION OF STANDING ORDERS

MAYORAL INAUGURAL SPEECH

At 6.39pm, the Lord Mayor, Councillor Esber addressed the meeting and gave his inaugural speech following his election to the role of Lord Mayor at the recent Extraordinary Meeting of Council held on 25 September 2023.

RESUMPTION OF STANDING ORDERS

Council resumed Standing Orders at 6.44pm.

8. MINUTES OF THE LORD MAYOR

8.1 Congratulations to Parramatta Riverside Theatres for winning Performing Arts Centre of the Year at the PAC Australia Impact Awards

(The of the Lord Mayor, Councillor Pierre Esber)

RESOLVED: Lord Mayor, Councillor Esber and Councillor MacLean

- (a) That Council note that Parramatta Riverside Theatres has been recognised as Performing Arts Centre of the Year at the PAC Australia Impact Awards.
- (b) That Council congratulate City of Parramatta staff at the Riverside Theatres for being recognised for excellence in performing arts leadership and innovation.
- (c) That Council note the success of the 2023 Spot On Festival, held over nine days at the Riverside Theatre and PHIVE.

Record of Voting:

For the Motion: Unanimous

8.2 Congratulations to PHIVE's design partners for winning the Holdmark Innovation Award

(The of the Lord Mayor, Councillor Pierre Esber)

RESOLVED: Lord Mayor, Councillor Esber and Councillor Bradley

- (a) That Council note that PHIVE has won the inaugural Holdmark Innovation Award for an Australian project that demonstrates excellence and innovation in architecture, design or engineering.
- (b) That Council congratulate PHIVE's design partners, DesignInc Sydney with Lacoste+Stevenson and Manuelle Gautrand Architecture, for being recognised as leaders in design and architecture.

Record of Voting:

For the Motion: Unanimous

8.2 Vale Alice Jones

(The of the Lord Mayor, Councillor Pierre Esber)

RESOLVED: Lord Mayor, Councillor Esber and Councillor Garrard

- (a) That Council acknowledge the death of Mrs Alice Jones, who served as Executive Officer in the office of the Lord Mayor of the City of Parramatta from January 1980 to October 1995.
- (b) That Council expresses its sincere condolences to Alice Jones' family and friends at this sad time.

Record of Voting:

For the Motion: Unanimous

8.3 Vale Rod Hetherington

(The of the Lord Mayor, Councillor Pierre Esber)

RESOLVED: Lord Mayor, Councillor Esber and Councillor Garrard

- (a) That Council acknowledge the death of Mr Roderick (Rod) George Hetherington, Parramatta and NSW Touch Association legend, inaugural Aileen May medallist and valued community member.
- (b) That Council expresses its sincere condolences to Rod Hetherington's family and friends at this sad time.

Record of Voting:

For the Motion: Unanimous

Note: The Chamber observed a minute's silence.

9. PUBLIC FORUM

There were no public speakers.

10. PETITIONS

Councillor Prociv tabled two petitions from Change.Org;

- 67 people signed a petition in support of Clean up illegal dumping in Harris Park and
- 88 people signed a petition in support of Change Food Truck legislation in the Harris Park West Conservation Area.

11. RESCISSION MOTIONS

There were no Rescission Motions.

PROCEDURAL MOTION DEALING WITH ITEMS BY EXCEPTION

RESOLVED: Councillor MacLean and Councillor Garrard

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

- 12.1 - Status Update on Report - Council's Social Media Accounts
- 12.2 - Status Update on Report - Sponsorships, Corporate Memberships and Memoranda of Understanding
- 12.3 - Referral of Inspection Reports by Fire and Rescue NSW
- 12.4 - Annual Returns for Designated Persons
- 13.1 - Deferred from OCM 25 September 2023 - Public Exhibition of Draft Enterprise Risk Management Policy
- 15.1 - Parramatta Light Rail Accessibility and Safety Concerns for People with Visual Impairment
- 15.3 - Questions Taken on Notice at the 25 September 2023 Council Meeting
- 16.1 – CONFIDENTIAL - Status Update of Report – Exemption to Tender – Facebook Advertising.

Record of Voting:

For the Motion: Unanimous

12. REPORTS TO COUNCIL - FOR NOTATION

- 12.1 **Status Update on Report - Council's Social Media Accounts**
(Report of the Digital & Creative Manager)

RESOLVED: Councillor MacLean and Councillor Garrard

That this matter be further deferred to the 6 November 2023 Council meeting.

Record of Voting:

For the Motion: Unanimous

12.2 Status Update on Report - Sponsorships, Corporate Memberships and Memoranda of Understanding

(Report of the Project Officer)

RESOLVED: Councillor MacLean and Councillor Garrard

That this matter be deferred to the 6 November 2023 Council meeting.

Record of Voting:

For the Motion: Unanimous

12.3 Referral of Inspection Reports by Fire and Rescue NSW

(Report of the Team Leader Building Compliance)

RESOLVED: Councillor MacLean and Councillor Garrard

- (a) That Council notes the inspection reports from Fire and Rescue NSW (FRNSW), pursuant to Schedule 5, Part 8 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) as listed in this report.
- (b) That Council note FRNSW will be advised in due course of the ongoing actions taken by Council officers to address concerns identified by FRNSW.
- (c) That Council note the exercise of powers pursuant to Schedule 5, Part 8 (17) of the EP&A Act, to give fire safety orders addressing fire safety measures to the buildings located at:

- 1 6 East Street, Granville
- 2 29 Hunter Street, Parramatta
- 3 49-53 Wentworthville Avenue, Wentworthville
- 4 10 Murray Street, Northmead
- 5 88-98 Marsden Street, Parramatta

as outlined in this report and provide notice of this determination to the Commissioner of FRNSW.

- (d) That Council notes the continuing investigations into matters that are currently ongoing, and will as required, exercise its powers to give fire safety orders addressing the fire safety matters raised by FRNSW.

Record of Voting:

For the Motion: Unanimous

12.4 Annual Returns for Designated Persons

(Report of the Business Governance Officer)

RESOLVED: Councillor MacLean and Councillor Garrard

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

Record of Voting:

For the Motion: Unanimous

13. REPORTS TO COUNCIL - FOR COUNCIL DECISION

13.1 Deferred from OCM 25 September 2023 - Public Exhibition of Draft Enterprise Risk Management Policy

(Report of the Policy Officer)

RESOLVED: Councillor MacLean and Councillor Garrard

- (a) That the draft Enterprise Risk Management Policy be placed on public exhibition for a period of 28 days.
- (b) That Council authorises the Chief Executive Officer to make any necessary editorial changes to the draft Enterprise Risk Management Policy for public exhibition to give effect to Council's resolution.
- (c) That officers prepare a report to Council following the exhibition period to present a final Enterprise Risk Management Policy for adoption.

Record of Voting:

For the Motion: Unanimous

15. QUESTIONS ON NOTICE

15.1 **Parramatta Light Rail Accessibility and Safety Concerns for People with Visual Impairment** (Report of Councillor Darley)

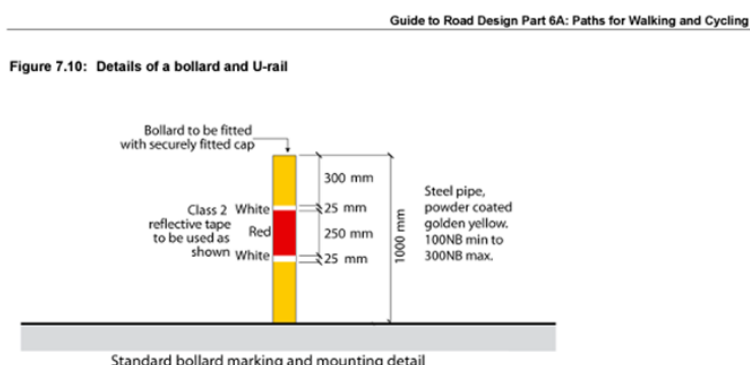
RESOLVED: Councillor MacLean and Councillor Garrard

On 11 July 2022, Council resolved to advocate for the NSW Government to ensure that PLR Stage 2 is designed to an inclusive and accessible standard, acknowledging people with a guide dog are unable to safely navigate along Church Street following the installation of Parramatta Light Rail.

Can you please provide an update on what has happened since this resolution, including measures to mitigate the safety issues?

EXECUTIVE DIRECTOR, CITY PLANNING AND DESIGN RESPONSE

1. Council initiatives to identify measures to mitigate these safety issues to date, has included meeting on a number of occasions with representatives of Guide Dogs Australia and a member of the community who has been impacted by the change of pavement in Church Street. Council officers have also met Transport for NSW (TNSW) representatives on site at Macquarie St and Church St to observe the issues regarding accessibility and safety concerns for people with visual impairment.
2. TNSW has indicated that Church St was designed as a rail and pedestrian environment and construction certified by the Independent Certifier. TNSW has indicated that the design and construction is compliant with accessibility standards, and that the certified design cannot be changed to provide a traditional kerb and gutter arrangement.
3. Notwithstanding, based on the joint meeting of TNSW and Council, placement of markings on intersection bollards was trialled at the cost of TNSW. However, these markings have faded.
4. In discussion with Guide Dogs Australia, Council has sought agreement from TNSW and the rail operator for an alternative solution, by placing reflective tape on the existing bollards (per the below diagram) as a measure to help with locating the street crossings for those with limited vision. Council officers are pursuing this outcome, which will require monitoring to assess the effectiveness of the measure.



Record of Voting:

For the Motion: Unanimous

15.3 **Questions Taken on Notice at the 25 September 2023 Council Meeting**

(Report of the Council Secretariat & Policy Officer)

RESOLVED: Councillor MacLean and Councillor Garrad

QUESTIONS WITH NOTICE:

Clr Bradley asked a question on Item 12.1 relating to the Minutes of the Ordinary Council Meeting on 11 September 2023.

- [Is it possible to have a briefing about the update for the review of the Regulatory Enforcement Policy to reduce non-compliance?](#)

Executive Director Finance and Information response

A draft of the Regulatory Enforcement Policy is being finalised for inclusion on the agenda for the Policy Review Committee meeting held on 25 October 2023.

Deputy Lord Mayor, Clr Prociv asked a question on item 12.1 Recognition of Country Signage in Parks and Reserves.

- [Can the CEO review and update the major entry points in the table in Attachment 2 of the report?](#)

Acting Executive Director City Assets and Operations response

The Manager for Parks and Open Spaces and the Manager for Place Services have liaised relative to the request for the review of the Recognition of Country Signage in Parks and Reserves and will seek and provide updates via the Ward Briefings to enable Councillor input.

Clr Davis asked a question on Item 16.1 Tender ITT 17/2023 Provision of Cleaning Services for Council Assets

- [Can an audit be provided of the current cleaning contractor in particular the current contractor for 126 Church St and the treatment of the waste.](#)

Executive Director Property and Place response

ServiceFM cleaners collect general waste and recycling waste from Council tenanted levels at 126 Church Street, Parramatta.

Uncontaminated waste is segregated into different bags when collecting from each level. This waste is taken down to the basement where the general waste is placed into the red lidded bins. These plastic bags are identified as general waste as they are tied up when removing from the waste bins. Recycling waste bags are left untied to identify as recycling and emptied into the yellow lidded bins.

16.1 Status Update on Report - Exemption to Tender – Facebook Advertising

(Report of the Digital & Creative Manager)

RESOLVED: Councillor MacLean and Councillor Garrard

That this matter be further deferred to the 6 November 2023 Council meeting.

Record of Voting:

For the Motion: Unanimous

12. REPORTS TO COUNCIL – FOR NOTATION

12.5 Parramatta: Past Revealed Publication

(Report of the Group Manager Community Hubs and PHIVE)

RESOLVED: Councillor Wearne and Councillor Wang

- (a) That Council receive and note the report.
- (b) That the Chief Executive Officer arrange for the actions listed in paragraph 10 of the report to proceed and for the associated financial implications and timeframe to be reported back to Council.

Record of Voting:

For the Motion: Unanimous

13. REPORTS TO COUNCIL - FOR COUNCIL DECISION

13.2 Deferred from OCM 28 August 2023 - Audit of Sporting Facilities and Amenities (Female Friendly)

(Report of the Manager Parks & Open Space)

RESOLVED: Councillor Garrard and Councillor Darley

- (a) That Council receive and note the high-level audit of amenities blocks identifying female friendly facilities, (refer Attachment 1).
- (b) That Council continues to deliver the key actions and recommendations relating to female friendly sporting facilities as identified in the Sportsground Strategy and Action Plan (SSAP).
- (c) That Council notes that the Open Space Recreation Plan is inclusive of female friendly facilities and that a separate policy relating to equal access to sporting amenities is not recommended.

- (d) That Council develop a Sportsground Allocations Policy as identified in the SSAP (E.1.1) within 6 months, inclusive of a Sportsground Pavilion Plan.
- (e) That Council authorise the Chief Executive Officer (CEO) to prepare standard Sportsground Pavilion drawings and specifications that enables forward planning of Council's Pavilion Improvement Program and provides a consistent standard to assist sporting clubs to operate and evolve.
- (f) That Council authorise the CEO to increase the Pavilion Capital Improvement Program from \$2.5 million annually to \$3.5 million for the 2024/25 financial year and the CEO to seek out and apply for eligible Federal and State government grant funding programs for the construction of sporting amenity facilities that are consistent with Council's adopted capital works programs and strategies including the Pavilion Capital Improvement Program, and the Sportsground Strategy and Action Plan.

Record of Voting:

For the Motion: Unanimous

Questions Taken on Notice (Clr Pandey) – Item 13.2 Deferred from OCM 28 August 2023 – Audit of Sporting Facilities and Amenities (Female Friendly)

- Regarding State and Federal Funding how much has Council received in this term of Council in regard to upgrade of sporting facilities and Amenities (Female Friendly)?

13.3 Automated External Defibrillator Units within the City of Parramatta
(Report of the Acting Executive Director People Culture & Workplace)

RESOLVED: Councillor Valjak and Councillor Pandey

- (a) That Council approves the purchase of six (6) Automated External Defibrillators ('AED') units and have them installed in the six (6) Council community centres that currently do not have an AED onsite, as identified in this report.
- (b) That Council promote apps such as 'GoodSam' and other appropriate apps, on its social media platforms and website.
- (c) That Council approve the purchase of six (6) AED units from 'Heart of the Nation' and endorse this as an exemption from Council's procurement process.

Record of Voting:

For the Motion: Unanimous

13.4 Rate Category Adjustments

(Report of the Place Manager)

RESOLVED: Councillor Siviero and Councillor Noack

- (a) That Council consult with affected stakeholders and the community regarding the proposed rate category adjustments at properties in Parramatta square:
 - i. A new rating category for properties in Parramatta Square as part of the 'Parramatta Square Activity Precinct';
- (b) That Council delegate authority to the CEO to prepare a submission to the Independent Pricing and Regulatory Tribunal (IPART) seeking approval for the proposed rate category adjustments for the properties in Parramatta Square.
- (c) That Council further consult with councillors regarding rate category adjustments for the selected properties in Silverwater listed at Attachment 1 from 'Business' to 'Industrial'.
 - i. that Council provide rate category adjustment options with consideration to a staggered implementation approach; and
 - ii. That these options be brought back to Council to seek support of the Chamber prior to any consultation.

Record of Voting:

For the Motion: Unanimous

Questions Taken on Notice (Deputy Lord Mayor, Cllr Prociv) – Item 13.4 Rate Category Adjustments

- Can a report be provided to Council on how any staggered rate increases would work?

14. NOTICES OF MOTION

There were no Notices of Motion.

PROCEDURAL MOTION MATTER OF URGENCY

Note: In accordance with Clause 9.3 of Council's Code of Meeting Practice, Councillor Garrard requested the Lord Mayor to consider a Matter of Urgency and a suspension of standing orders, for Council to consider a Motion regarding the provision of disabled parking facilities at the Parramatta Aquatic Centre (PAC).

The Lord Mayor determined the matter to be a genuine matter of urgency.

The matter was Put to the Meeting for determination.

RESOLVED: Councillor Garrard and Councillor Humphries

That Council consider a Matter of Urgency relating to the disabled parking at the PAC.

Record of Voting:

For the Motion: Unanimous

**MATTER OF URGENCY
PROVISION OF DISABLED PARKING FACILITIES**

RESOLVED: Councillor Garrard and Councillor Humphries

- (a) That Council delegate to the CEO authority to make minor amendments to the fees and charges schedule to immediately facilitate four (4) hour free parking at the Parramatta Aquatic Centre (PAC) for disability parking permit holders for an initial period of 12 months.
- (b) That the Acting Executive Director Property and Place review the Car Parking Strategy and report to Council other off street and Council owned commercial parking facilities to include these same disability parking provisions (four (4) hours free of charge).

Record of Voting:

For the Motion: Unanimous

Question Taken on Notice (Clr Garrard) – Matter of Urgency Provision of Disabled Parking Facilities

- When is the Car Parking Strategy due to be reviewed?

15. QUESTIONS WITH NOTICE

15.2 Protection from Extreme Heat

(Report of Councillor Bradley)

QUESTION WITH NOTICE: Councillor Pandey and Councillor Noack

Given the recent official Bureau of Meteorology's declaration of an El Niño event affecting Australia and the arising extreme heat events that are expected to be exacerbated by climate change, what measures is Council planning to advise the public to take to mitigate related serious health impacts, and to adapt to such extreme heat conditions?

**A/EXECUTIVE DIRECTOR CITY ASSETS AND
OPERATIONS RESPONSE:**

1. The City of Parramatta will continue to promote swimming during the warmer months at both Lake Parramatta and our two aquatic centres. Council will prepare social media and community news posts on dealing with heat waves, including cooling of homes and seeking refuge in air-conditioned locations such as libraries, especially for those most vulnerable.
2. There is further planning work being led by WSROC's Greater Sydney Heat Taskforce program, funded through the joint Australian Government–NSW Government National Partnership Agreement on Disaster Risk Reduction. WSROC will develop a Heatwave Management Guide to support western Sydney councils to plan for extreme heat, identifying barriers, and areas where greater support is needed from other levels of government. Council will utilise these resources as required.

Record of Voting:

For the Motion: Unanimous

Questions Taken on Notice (Clr Darley) – Item 15.2 Protection from Extreme Heat

- Does Council still run the Proactive program “Cool Parramatta”?

PROCEDURAL MOTION MOVE TO CLOSED SESSION

RESOLVED: (Councillor Noack and Councillor MacLean)

That at this time of the meeting, being 8.27pm, the Lord Mayor, Councillor Esber advised that the meeting would move into Closed Confidential Session to allow consideration of matters in Closed Session in accordance with Section 10A of the *Local Government Act 1993*. Accordingly, members of the press and public are excluded from the closed session and access to the correspondence and reports relating to the items considered during the course of the Closed Session will be withheld.

This action is taken to discuss:

Item 16.2: Outcome of Expression of Interest - 6 Valentine Avenue, Parramatta (Valentine Avenue Substation)
(Report of the Space management Officer)

This report is confidential in accordance with section 10A (2) (d) of the Local Government Act 1993 as the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret

Item 16.3 Potential Purchase of Property in Mary Street, Rydalmere

(Notice of Motion from Deputy Mayor Councillor Prociv)

This report is confidential in accordance with section 10A (2) (d) of the Local Government Act 1993 as the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret

Record of Voting:

For the Motion: Unanimous

Note: The Council moved to Closed Confidential Session at 8.28pm.

16. CLOSED SESSION

16.2 Outcome of Expression of Interest - 6 Valentine Avenue, Parramatta (Valentine Avenue Substation)

(Report of the Space management Officer)

RESOLVED: Councillor Garrard and Councillor Siviero

- (a) That Council acknowledge the submission(s) received and subsequent Outcome Report following the conclusion of the Expressions of Interest for 6 Valentine Avenue, Parramatta, known as the Valentine Avenue Substation.
- (b) That Council offer a Lease for the Valentine Avenue Substation to the Preferred Applicant on the terms outlined in this report.
- (c) That should the Preferred Applicant not proceed, the Chief Executive Officer may negotiate with other parties and be delegated to re-assess the long-term plans of the building and report back to Council.
- (d) That delegation be given to the Chief Executive Officer to negotiate final terms and sign all documentation associated with this matter.

Record of Voting:

For the Motion: Unanimous

Note: Councillor Garrard left the meeting at 9.04pm and did not return.

16.3 **Potential Purchase of Property in Mary Street, Rydalmere**

(Report of the Deputy Lord Mayor Cllr Dr Patricia Prociv)

MOTION: Councillor Prociv and Councillor MacLean

That, further to the Lord Mayor's Minute of 13 June 2023, the CEO include in the report on the upcoming Parramatta Arts and Cultural Precinct Masterplan, potential future locations within the Arts and Cultural Precinct that could become a permanent home for local cultural entities including, but not limited to, the Parramatta Artist's Studios, the Parramatta Arts Society and other relevant entities.

Record of Voting:

For the Motion: Lord Mayor, Councillor Esber, Deputy Lord Mayor, Councillor Prociv, Councillors Darley and Maclean.

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

Councillor Bradley did not vote (AGAINST)

On being PUT to the meeting. Voting on the MOTION was four (4) votes for and ten (10) votes AGAINST. The Motion was LOST

UNCONFIRMED

PROCEDURAL MOTION RETURN TO OPEN SESSION

MOTION: Councillor Noack and MacLean

That Council move to Open Session.

Record of Voting:

For the Motion: Unanimous

Note: Council returned to Open Session at 9.29pm.

17. REPORTS OF RESOLUTIONS PASSED IN CLOSED SESSION

Note: The recommendation of the Closed Session in relation to Items 16.2 (Outcome of Expression of Interest - 6 Valentine Avenue, Parramatta (Valentine Avenue Substation)) was received and noted as a resolution of Council without any alteration and amendment thereto.

**16.2 Outcome of Expression of Interest - 6 Valentine Avenue,
Parramatta (Valentine Avenue Substation)**

(Report of the Space management Officer)

RESOLVED: Councillor Humphries and Councillor MacLean

- (a) That Council acknowledge the submission(s) received and subsequent Outcome Report following the conclusion of the Expressions of Interest for 6 Valentine Avenue, Parramatta, known as the Valentine Avenue Substation.
- (b) That Council offer a Lease for the Valentine Avenue Substation to the Preferred Applicant on the terms outlined in this report.
- (c) That should the Preferred Applicant not proceed, the Chief Executive Officer may negotiate with other parties and be delegated to re-assess the long-term plans of the building and report back to Council.
- (d) That delegation be given to the Chief Executive Officer to negotiate final terms and sign all documentation associated with this matter.

Record of Voting:

For the Motion: Unanimous

Note: The resolution for Item **16.2 Outcome of Expression of Interest - 6 Valentine Avenue, Parramatta (Valentine Avenue Substation)** was displayed on screen at the meeting and read aloud by the Chief Governance and Risk Officer.

18. CONCLUSION OF MEETING

The meeting concluded at 9.31pm.

This page and the preceding 18 pages are the Minutes of the Ordinary/Extraordinary Council Meeting held on Monday, 9 October 2023 and confirmed on Monday, 23 October 2023.

Chairperson

UNCONFIRMED

REPORTS TO COUNCIL - FOR NOTATION

23 OCTOBER 2023

12.1	Submissions to the NSW Legislative Council Inquiry into current and future public transport needs in Western Sydney, and the NSW Legislative Assembly Inquiry into the Sydney Metro West Project	28
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REPORTS TO COUNCIL - FOR NOTATION

ITEM NUMBER	12.1
SUBJECT	Submissions to the NSW Legislative Council Inquiry into current and future public transport needs in Western Sydney, and the NSW Legislative Assembly Inquiry into the Sydney Metro West Project
REFERENCE	F2022/03176 - D09122028
REPORT OF	Transport Planning Manager
CSP THEME:	Accessible

WORKSHOP/BRIEFING DATE:

Nil

PURPOSE:

For Council to note recent submissions made to Parliamentary Inquiries into the public transport needs of Western Sydney and into the Metro West project.

RECOMMENDATION

That Council notes the following submissions made to the:

- (a) NSW Legislative Council Inquiry into the current and future public transport needs in Western Sydney at Attachment 1.
- (b) NSW Legislative Assembly Inquiry into Sydney Metro West project at Attachment 2.

BACKGROUND

- 1. The NSW Legislative Council Portfolio Committee No. 6 – Transport and the Arts began an Inquiry into current and future public transport needs for Western Sydney on 7 August 2023. City of Parramatta Council was invited to make a submission by the due date of 18 September 2023.
- 2. The NSW Legislative Assembly Committee on Transport and Infrastructure began an Inquiry into Sydney Metro West on 15 August 2023. City of Parramatta Council was invited to make a submission by the due date of 19 September 2023.

ISSUES/OPTIONS/CONSEQUENCES

- 3. Council officers prepared the submissions regarding current and future public transport needs for Western Sydney (**Attachment 1**), and Metro West (**Attachment 2**) based on previously resolved positions of Council. Both submissions were made on 18 September 2023.
- 4. The submission on current and future public transport needs for Western Sydney discussed Council's interest and advocacy for improved public transport services specifically for its local government area and generally for Western Sydney. Key recommendations to the Committee were:

- a. Commit to and fund the delivery of the Sydney Metro West project as a central plank to facilitating increased housing supply across Metropolitan Sydney.
 - b. Include in any revised business case for the Sydney Metro West project new stations at Camellia and Newington and at a minimum, future-proof their provision.
 - c. Commit to and fund the delivery of the Parramatta Light Rail Stage 2 to support existing high density residential precincts and to facilitate further urban renewal in the City of Parramatta.
 - d. Provide a clear timetable for delivery of additional Metro/Rail links within Western Sydney with particular emphasis on connecting Parramatta to other parts of the region and the aerotropolis.
 - e. Commit to the Parramatta CBD Access Strategy being completed as the next stage to further improve accessibility within the Parramatta CBD.
 - f. Provide increased capacity for bus, ferry and active transport networks.
5. The submission on Metro West advocates Council's position for inclusion of stations between Parramatta and Sydney Olympic Park and full funding and delivery of the rail line. Key recommendations to the Committee were:
 - a. Commit to and fund the delivery of the Sydney Metro West project as a central plank to facilitating increased housing supply in metropolitan Sydney.
 - b. Include in any revised business case a new station at Camellia and Newington and at a minimum, future-proof their provision.
 - c. Create a single authority/department to manage all aspects of planning and delivery of the Metro network from corridor identification and protection, land use planning, land acquisition, design and construction, property development along the corridor and place making.
6. Both submissions expressed Council's willingness to contribute further to the respective inquiries and subsequently, the CEO has been invited by the Parliamentary Committee to appear at the public hearing on the Metro West project on 13 October 2023.

CONSULTATION & TIMING

Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
28 September 2023	Briefing note to all Councillors	Nil	Nil	Executive Director City Planning and Design

LEGAL IMPLICATIONS FOR COUNCIL

8. There are no legal implications for Council in making these submissions to the parliamentary inquiries.

FINANCIAL IMPLICATIONS FOR COUNCIL

9. There were no unbudgeted financial implications for Council to make these submissions. Council officers prepared the submissions as part of their regular duties.

Michael Jollon
Transport Planning Manager

Anthony Newland
Group Manager Infrastructure Planning & Design



Robert Cologna
Group Manager, Strategic Land Use Planning

Jennifer Concato
Executive Director City Planning and Design

John Angilley
Executive Director Finance & Information

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

- | | | |
|---|--|---------|
| 1  | Submission to Inquiry into current and future public transport needs in Western Sydney | 4 Pages |
| 2  | Submission to Inquiry into Sydney Metro West Project | 4 Pages |

REFERENCE MATERIAL



NSW Legislative Council
Portfolio Committee No. 6 – Transport and the
Arts

Email:
PortfolioCommittee6@parliament.nsw.gov.au

Our Reference	F2019/00088
Contact	Gail Connolly
Telephone	02 9806 5895
Email	gconnolly@cityofparramatta.nsw.gov.au

18 September 2023

Dear Chairperson,

RE: Submission by City of Parramatta Council - Inquiry into the current and future public transport needs in Western Sydney

In accordance with the Terms of Reference for the Inquiry, the City of Parramatta Council (Council) is pleased to offer this submission.

Council has long advocated for improvements to current and the provision of new public transport in and around Parramatta. It regards public transport as a critical need for the people who live, work and visit the City of Parramatta and is reflected in three of our key strategic documents:

Community Strategic Plan (updated 2022) has Accessibility as one of its six goals: *We can all take part and get to where we want to go*. To help realise this goal it identifies two strategic actions in response to the City's public transport needs:

- A.2.1 Advocate for public transport to connect our neighbourhoods and the Greater Sydney region.
- A.2.2 Connect our City with safe, equitable, and enjoyable networks for pedestrians and people riding bikes.

Environmental Sustainability Strategy (2017) has a goal to increase walking and cycling to 10% of all trips in the LGA by 2038. This goal is in response to feedback from our community who identify transport and congestion as major issues and want our City to improve in sustainable ways. This goal is supported by Council's Bike Plan, CBD Pedestrian Strategy and Parramatta Ways Walking Strategy.

Local Strategic Planning Statement (2020) identifies a planning priority to improve active walking and cycling infrastructure and access to public and shared transport. To achieve this, it outlines several policy directions and actions including:

- Advocating for accelerating the delivery of the Sydney Metro West
- Advocating for expedited delivery of Parramatta Light Rail Stage 2
- Advocating for other city-shaping transport (Parramatta to Epping, Parramatta to Western Sydney Airport, Parramatta to Norwest, Parramatta to Kogarah via Bankstown and Parramatta Light Rail Stage 2) and with improved walking and cycling access and public spaces for those services.

Contact us:

council@cityofparramatta.nsw.gov.au | 02 9806 5050
@cityofparramatta | PO Box 32, Parramatta, NSW 2124
ABN 49 907 174 773 | cityofparramatta.nsw.gov.au



Generally public transport infrastructure and services play three important roles for our city: increasing access and mobility for all our residents, workers and visitors; providing healthier and less polluting transport; and supporting the roles of our centres within Metropolitan Sydney. Active and public transport need to be considered together as very few public transport trips can be completed without some walking or occasionally cycling to access a train station, bus or light rail stop or ferry wharf.

For Sydney to truly function as a Global City requires strong and continued investment in public transport in Western Sydney commensurate with its expected population growth and contribution to the State economy. Council's position on the different modes of transport within the City of Parramatta and Western Sydney are:

Sydney Metro West

Council strongly supports the Sydney Metro West Project because of the city-shaping role it will play in strengthening key precincts such as Westmead, Parramatta CBD and Sydney Olympic Park together with the added accessibility and mobility it will give to people living, working and visiting Western Sydney. Council supports additional stations along the Metro West line at Camellia and Newington to support planned and future growth.

Council has prepared a submission to the NSW Legislative Assembly, Committee on Transport and Infrastructure's Inquiry into the Sydney Metro West project. A copy will be provided with this submission.

Parramatta Light Rail

Parramatta Light Rail (PLR) Stage 2 from Camellia to Sydney Olympic Park was originally included in the State Government's preferred network for light rail in the Central City. In response, significant planning and investment has occurred to facilitate increased residential development along part of the alignment. This project is important to our community and the development of the Central City as it provides much needed improved transport connections to and between significant growth precincts such as Melrose Park and Wentworth Point.

The current preferred alignment of PLR Stage 2 would service important precincts like Rydalmere and Ermington where there are significant opportunities for urban renewal. It also capitalises on the initial investment of PLR Stage 1 and supports a much-needed mode shift in the Central City from private cars to public transport.

Expanding the Metro/Rail Network

In December 2018, Council considered the Central City Rail Economic Impact Study, an economic analysis of the opportunity provided by four new rail lines serving the Central City proposed by the then State Government's Transport Strategy, *Future Transport 2056*. The report found clearly that a heavy rail, mass transit network centred on Parramatta was needed to support the growth of the City, ease congestion, and recalibrate the jobs imbalance between West and East. Council resolved to accept the report and advocate for the following priorities for future rail links to Parramatta:

Priority 1 – link between Parramatta and Epping

Priority 2 – link between Parramatta and Western Sydney Airport



Priority 3 – link between Parramatta and Norwest

Priority 4 – link between Parramatta and Kogarah via Bankstown.

Council has taken every opportunity since the Central City Rail Report was released to advocate for north-south and east-west rail lines through the Parramatta CBD.

Parramatta CBD

Council's Parramatta CBD Integrated Transport Plan (ITP), which was endorsed for submission to the Department of Planning and Environment (DPE) to support Council's CBD Planning Proposal in July 2021, identified a shift away from car mode share to walking/cycling and public transport is needed to serve our growing City, and it identified the need to provide additional infrastructure to cater for this demand. Council considered that State and Local Governments share responsibilities for transport, and the two levels of government need to work together on solutions. The next step should be to progress the Parramatta CBD Access Strategy work which has been delayed and should recommence immediately. The ITP identified several relevant actions for the Parramatta CBD which should be pursued in the Access Strategy work, including:

- Promoting walking and cycling as a means of accessing the CBD and improving facilities
- Providing efficient management of parking, including consideration of park and ride locations outside Parramatta CBD
- Planning and implementing rail connections to Parramatta from all Metropolitan Sydney
- Improving the coverage, frequency and accessibility of the public transport network
- Working with the NSW Government to investigate the prioritisation of on-street public transport services (such as buses and light rail) and investigating new bus layover areas
- Securing surface and underground corridor protection for future public transport services
- Establishing travel demand management programs for Parramatta CBD

Bus Services

Council has resolved on several occasions to advocate for increased bus services, particularly those serving the Olympic Peninsula and between Parramatta and Newington. The ITP for the CBD notes that a significant increase in bus services will be needed to provide access to our growing CBD. The ITP highlighted the need to plan for increased services and improve infrastructure including reducing pinch points, investigating options to provide greater prioritisation and improving layover capacity.

Ferry Services

In February 2020, Council responded to proposed changes to the F3 Parramatta River ferry service. Council advocated for expansion of ferry services including improving frequencies and speed between Parramatta and the Sydney Olympic Park Ferry Wharf in Wentworth Point.

Active Transport

Walking and cycling facilities complement public transport infrastructure and services. Through its ongoing capital works and maintenance programs and implementation of its Bike Plan, and CBD Pedestrian Strategy and Parramatta Ways Walking Strategy, Council delivers numerous walking, cycling and shared path facilities every year. It funds these activities through a combination of



general revenue, developer contributions and State and Federal grants. Council expects to continue to provide these facilities for its residents, workers and visitors with ongoing financial assistance from all levels of government.

Recommendations

Council requests that any formal inquiry findings refer to the Council's position on the key issues critical to improving public transport within Parramatta and Western Sydney and recommends that the NSW Government:

- a) Commit to and fund the delivery of the Sydney Metro West project as a central plank to facilitating increased housing supply across Metropolitan Sydney.
- b) Include in any revised business case for the Sydney Metro West project new stations at Camellia and Newington and at a minimum, future-proof their provision.
- c) Commit to and fund the delivery of the Parramatta Light Rail Stage 2 to support existing high density residential precincts and to facilitate further urban renewal in the City of Parramatta.
- d) Provide a clear timetable for delivery of additional Metro/Rail links within Western Sydney with particular emphasis on connecting Parramatta to other parts of the region and the aerotropolis.
- e) Commit to the Parramatta CBD Access Strategy being completed as the next stage to further improve accessibility within the Parramatta CBD.
- f) Provide increased capacity for bus, ferry and active transport networks.

Council has a strong interest in the current and future public transport needs in Western Sydney and would be pleased to further contribute to the Inquiry. My office can be contacted on 9806 5895.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Gail Connolly".

Gail Connolly PSM
Chief Executive Officer



Legislative Assembly
Committee on Transport and Infrastructure

Email:
transportinfrastructure@parliament.nsw.gov.au

Attention: Stephanie Mulvey

Our Reference	F2018/00684
Contact	Gail Connolly
Telephone	02 9806 5895
Email	gconnolly@cityofparramatta.nsw.gov.au

18 September 2023

Dear Chairperson,

RE: Submission by City of Parramatta Council - Inquiry into Sydney Metro West project

In accordance with the Terms of Reference for the Inquiry, the City of Parramatta Council (Council) is pleased to offer this submission in support of the Sydney Metro West project (Project).

Metro mass transit and increased residential density – additional stations

A feature of the Project has been the target travel time of 20 minutes between Parramatta and the Sydney CBD. However, the Metro West line has the potential to include more stations, balanced against a slightly longer but still very reasonable travel time to the Sydney CBD. The Metro West asset must work harder to realise the benefits and compensate for the cost of the Project.

Since the initiation of the Project, Council has consistently advocated for a Metro station at Camellia, where the NSW Government, through the Department of Planning and Environment and supported by Council, is currently working through a rezoning proposal for up to 10,000 dwellings. A Metro station at Camellia would connect to Stage 1 of the Parramatta Light Rail and a potential Stage 2, increasing the Metro service catchment. For the NSW Government to achieve a high-quality transit-oriented town centre at Camellia, a Metro station is required.

Similarly, Council advocates for a Metro station at Newington on the proposed alignment. A longer but convenient travel time is deemed acceptable in exchange for better public transport access and increased housing supply.

Longer-term thinking

Sydney faces huge population growth challenges over the coming decades. A steady, well-planned supply of housing to suit a variety of needs will be required. Part of that demand can be met through high density living along mass transit (Metro) corridors, hence Council's strong support for stations at Camellia and Newington.

Of course, well-planned, liveable residential density takes time to deliver in brownfield environments, but stations must be provided now to meet future needs and must not be deferred.

There exists the capacity for the NSW Government to plan for and deliver full Metro stations, or at a minimum, future-proof their provision within the current alignment or with strategic realignment to service planned high density development such as the future Camellia town centre. We understand current budget pressures, however Council advocates a long-term view on the Sydney Metro West

Contact us:

council@cityofparramatta.nsw.gov.au | 02 9806 5050
@cityofparramatta | PO Box 32, Parramatta, NSW 2124
ABN 49 907 174 773 | cityofparramatta.nsw.gov.au



project – this Project will underpin and sustain Greater Parramatta well into the 2100's. Integrated planning in conjunction with the development industry could realise an income stream to support the Project over the longer term.

Delivery timing

Council accepts that the addition of stations, particularly at Camellia, requiring a route realignment, will add time to the Project operation and increase costs. In relation to costs, longer-term thinking of the benefits of the Project as above is reiterated.

It is imperative for industry, stakeholder and community certainty that the Inquiry results and recommendations are clear-eyed and timely, with well-informed decision-making minimising Project, contract negotiation and construction program delays.

At stations such as the Parramatta CBD, strong consideration should be given to alignment of over-station development with the station box work to ensure that fit-outs can be staged where possible but related development can also proceed. This ensure that public area works can be completed, and CBD operation can return to some normality and effectiveness.

The disruption to and impact on business areas of the Project over the long term cannot be underestimated, and whilst delays may occur, the NSW Government should also give strong consideration to significantly boosting funding for business activation and place making during construction.

This gesture will go some way to assisting the Project's acceptance in the community. Council will collaborate with Sydney Metro West in this activation.

Metro network planning and governance

Council supports any proposal arising from the Inquiry to consolidate Sydney Metro functions so there is a single authority/department managing all aspects of planning and delivery of the Metro network. That is, the authority would manage all aspects of the existing and future expanded Metro network from corridor identification and protection, land use planning, land acquisition, design and construction, supporting property development, place making etc.

Council supports an imprimatur for all State agencies and a Metro Authority to work together effectively on the common goal of infrastructure planning, open space provision and place making to support well-planned high density residential development serviced by the Metro network.

Program development - benefits of linking Parramatta CBD and Western Sydney Airport

Parramatta is the commercial heart of Western Sydney and will be directly serviced by Sydney Metro West. The *Western Sydney Rail Needs Scoping Study Outcomes Report* March 2018 (Study) found that there are strong economic grounds for an East-West Link that will connect the three cities and support a broader Western Sydney Airport catchment.

The Study concluded that a rapid metro train would provide greater benefits than an express service as it would support both airport customers and people's daily travel in Western Sydney. The Study found a metro service offers a competitive journey time compared to road or a comparable suburban rail service.

To support the extensive planned growth eastwards from the Western Sydney Airport, and to avoid reliance on connections to the Parramatta and Sydney CBDs by suburban heavy rail, it is logical



that an east-west metro link between Western Sydney Airport and the Parramatta CBD be given strong funding and timing priority in the Government's ongoing infrastructure program.

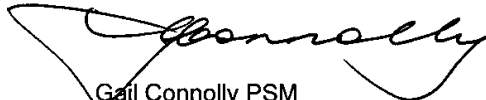
Recommendations

Council requests that any formal Inquiry findings refer to the Council's position on the Project and recommends that the NSW Government:

- a) Commit to and fund the delivery of the Sydney Metro West project as a central plank to facilitating increased housing supply in metropolitan Sydney.
- b) Include in any revised business case a new station at Camellia and Newington and at a minimum, future-proof their provision.
- c) Create a single authority/department to manage all aspects of planning and delivery of the Metro network from corridor identification and protection, land use planning, land acquisition, design and construction, property development along the corridor and place making.

Council has a strong interest in the Sydney Metro West project and would be pleased to further contribute to the Inquiry. My office can be contacted on 9806 5895.

Yours sincerely,



Gail Connolly PSM
Chief Executive Officer

REPORTS TO COUNCIL - FOR NOTATION

ITEM NUMBER	12.2
SUBJECT	Investment Report for September 2023
REFERENCE	F2022/03176 - D09162282
REPORT OF	Tax and Treasury Accountant
CSP THEME:	Fair

WORKSHOP/BRIEFING DATE: Nil

PURPOSE:

The purpose of this report is to inform Council of the investment portfolio performance and compliance for the month of September 2023.

RECOMMENDATION

That Council receive and note the Investment Report for September 2023.

BACKGROUND

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

ISSUES/OPTIONS/CONSEQUENCES

Investment Portfolio Summary

3. The investment portfolio closing balance as of 30 September 2023 was \$496.2m. The average portfolio holdings held throughout the month was \$502.5m.
4. The majority of Council's investment portfolio is in term deposits (68%). The portfolio also includes liquid floating rate notes (FRNs), cash, and the TCorp Long Term Growth Fund (LTGF).
5. Approximately 9% of the portfolio comprises of less conservative long-term investments with exposure to credit markets and domestic and international shares. The investment portfolio is well diversified and weighted towards higher-rated institutions.
6. The table below lists the diversified range of investments held by Council as of 30 September 2023.

Table 1: Summary of investment portfolio

Investment Product	000's	% Held	Monthly Return	Annualised Return
Term Deposits	333,950	0.67	0.29	3.64
Floating Rate Notes	43,209	0.09	0.49	6.10
Bonds	32,669	0.07	0.09	1.11
Cash at Call	41,229	0.08	0.35	4.35
31 Day Notice Funds	167	0.00	0.38	4.55
CFS Global Managed Funds (CFS)	14,919	0.03	0.34	4.16
TCorp Long Term Growth Fund (LTGF)	30,019	0.06	-2.31	-24.77
Total Investment Funds	496,163	1.00	0.15	1.85
*COPC Internal Benchmark			0.19	2.28
Ausbond Bank Bill Index Benchmark			0.34	4.18
(Underperformance) / Outperformance > Ausbond BBI				-2.33

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

Cash: RBA Cash Rate

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

FRNs: AusBond Credit FRN Index

CFS Global Credit Income Fund: AusBond Credit Index

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

- Investment performance for the month.** The investment portfolio reported a monthly actual return of 0.15% for September 2023 (or 1.85% on an annualised basis). underperforming the monthly Ausbond bank bill index by 233 basis points annualised. The TCorp Fund -2.31% Actual was the main detractor to underperformance with falls in domestic and international shares.
- Historical investment performance.** The table below provides year-to-date and historical investment performance compared to the Ausbond Bank Bill Index.

Table 2: Historical investment portfolio performance

Past and Present Performance	FYTD	1 Year	2 Year	3 Year
Total Portfolio	3.49	3.57	2.05	2.00
Ausbond Bank Bill Index Benchmark	4.35	3.56	2.03	1.36
Outperformance	-0.86	0.01	0.02	0.64

- Investment Revenue:** As at the end of September 2023, the cumulative actual interest/income earned, was approximately \$8k above the annual budget. This slight outperformance in interest income expectations, can be attributed to the Floating Rate Note portfolio (5.70% FYTD) and a strong commitment by the Finance team to source and negotiate market leading term deposit rates, as funds became available.

10. Going forward for 2023-24 Advisors exercise caution and expect volatility from the TCorp Long-Term given it has exposure to both domestic and international shares. This fund has a long duration view of 7-10 years and cannot be accurately measured for performance in the short term.

Table 3: Cumulative Interest table

Month-End	Cumulative Budget	Cumulative Investment Revenue	Difference (\$)
Jul 2023	\$1,376,321	\$2,157,596	\$781,275
Aug 2023	\$2,752,643	\$3,384,092	\$631,450
Sep 2023	\$4,128,964	\$4,137,027	\$8,063
Oct 2023	\$5,505,285		
Nov 2023	\$6,881,606		
Dec 2023	\$8,257,928		
Jan 2024	\$9,634,249		
Feb 2024	\$11,010,570		
Mar 2024	\$12,386,891		
Apr 2024	\$13,763,213		
May 2024	\$15,139,534		
Jun 2024	\$16,515,855		

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

Table 4: Managed Fund Valuations Capitalised

Managed Funds Long-Term Investments	Asset Valuation Aug- 23	Asset Valuation Sep- 23	Value Capitalised Net Return	Monthly Interest Return Actual
TCorp Long Term Growth Fund	\$30,729,846	\$30,019,156	-\$710,691	-2.31%
CFS Global Managed Fund	\$14,868,792	\$14,918,717	\$49,925	0.34%
Total:	\$45,598,638	\$44,937,872	-\$660,766	-1.43%

11. During September, unrealised capital valuations on Managed funds fell by approximately **-\$661k**. This decrease in capital valuation, has been capitalised and is included in the cumulative investment revenue shown in table 3.
12. **The NSW TCorp Fund** accounts for 6.05% of Council's total investment portfolio. The Fund recording a negative return of **-2.31%** (actual) during September 2023. Domestic shares (S&P ASX 200 Accumulation Index -1.50%) and international shares (MSCI World ex-Australia -4.46%) were the main detractors to performance this month. Losses were also experienced in bonds (AusBond Composite Bond Index fell -1.53%).

Given the exposure to the volatile asset of shares, Council should expect to see, on average, a negative month once every 3 months over a long-term holding period.

13. **The CFS Global Credit fund** accounts for around 3% of Council's total investment portfolio. The Fund returned +0.34% (actual) in September, with a running yield of 5.50% p.a., advisors recommend Council to retain this investment given the alternative investments in complying fixed interest products are largely earning below this rate of return.
14. **Maturities and Transactions:** Overall, the portfolio remains well diversified from a maturity perspective, with around 15% of assets directed to medium term (2-5 years).
15. Where liquidity permits, Council advisors recommend new surplus funds be directed towards 1–3-year horizons given this is where the most attractive value can be found.
16. The following Investment transactions occurred during September 2023:

Table 5: Investment Maturities

Type	Issuer	Rating	Principal (\$)	Purchase Date	Maturity Date	Coupon (%)
TD	Summerland Credit Union	Unrated	2,000,000.00	31-May-23	07-Sep-23	4.85
TD	BOQ	BBB+	3,000,000.00	03-Sep-20	07-Sep-23	1.05
TD	BOQ	BBB+	3,000,000.00	08-Sep-22	14-Sep-23	4.15
TD	Unity Bank	Unrated	5,000,000.00	06-Jun-23	21-Sep-23	5
TD	Bank of Us	BBB+	5,000,000.00	06-Jun-23	28-Sep-23	5.05
			18,000,000.00			

Table 6: New Investment Purchases

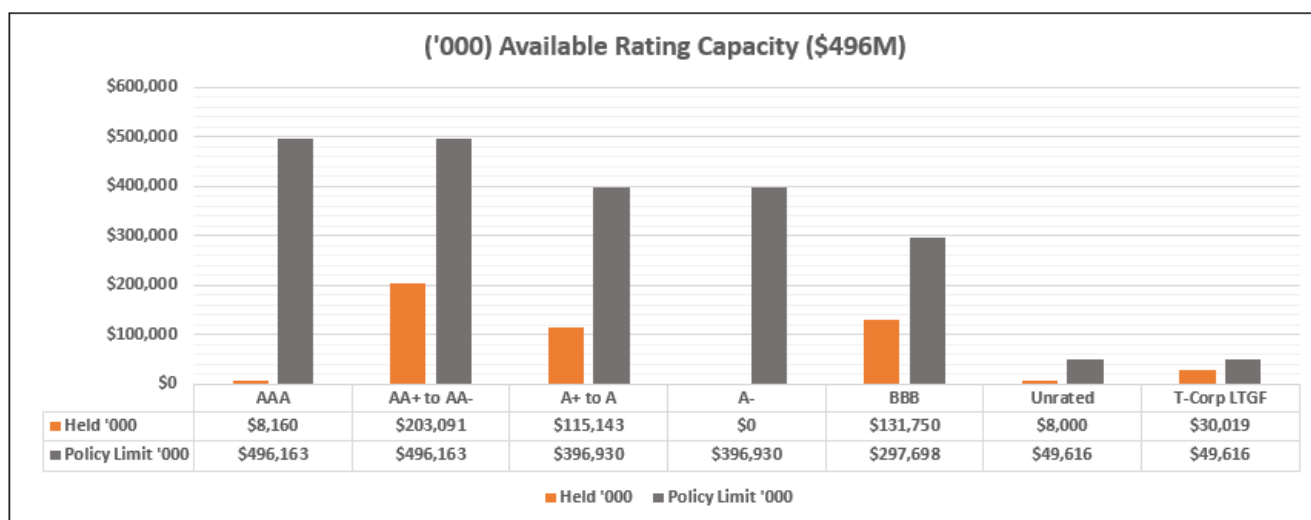
Type	Issuer	Rating	Principal (\$)	Purchase Date	Maturity Date	Coupon (%)	Fossil Fuel- Green
TD	Warwick Credit Union	Unrated	1,000,000.00	26-Sep-23	28-Mar-24	5.26	Yes
TD	Suncorp	A+	4,000,000.00	19-Sep-23	13-Jun-24	5.20	Yes
TD	JUDO BANK	BBB-	4,000,000.00	18-Sep-23	14-Mar-24	5.07	Yes
FRN	Macquarie Bank	A+	2,399,114.40	14-Sep-23	14-Sep-26	4.97	Yes
FRN	ANZ Bank	AA-	3,499,597.50	11-Sep-23	11-Sep-28	5.06	No
			14,898,711.90				

17. During the month Council invested \$11.5m, in **environmentally sustainable fossil fuel free Floating Rate Notes and term deposits.**
18. Any funds remaining after maturities and reinvestment are used to replenish cash at call, and to fund weekly operational expenditure.

Table 7: Maturity profile

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 365 days	\$312,848,456	63.11%	20%	100%	\$182,898,448
✓	1 – 2 years	\$78,853,482	15.91%	0%	70%	\$268,169,351
✓	2 – 5 years	\$74,025,810	14.93%	0%	60%	\$223,422,332
✓	5 – 10 years	\$30,019,156	6.06%	0%	15%	\$44,342,880
		\$495,746,904	100.00%			

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

Graph 1: Investment Policy rating capacity.

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

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

Table 8: Exceptions to counterparty limits

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

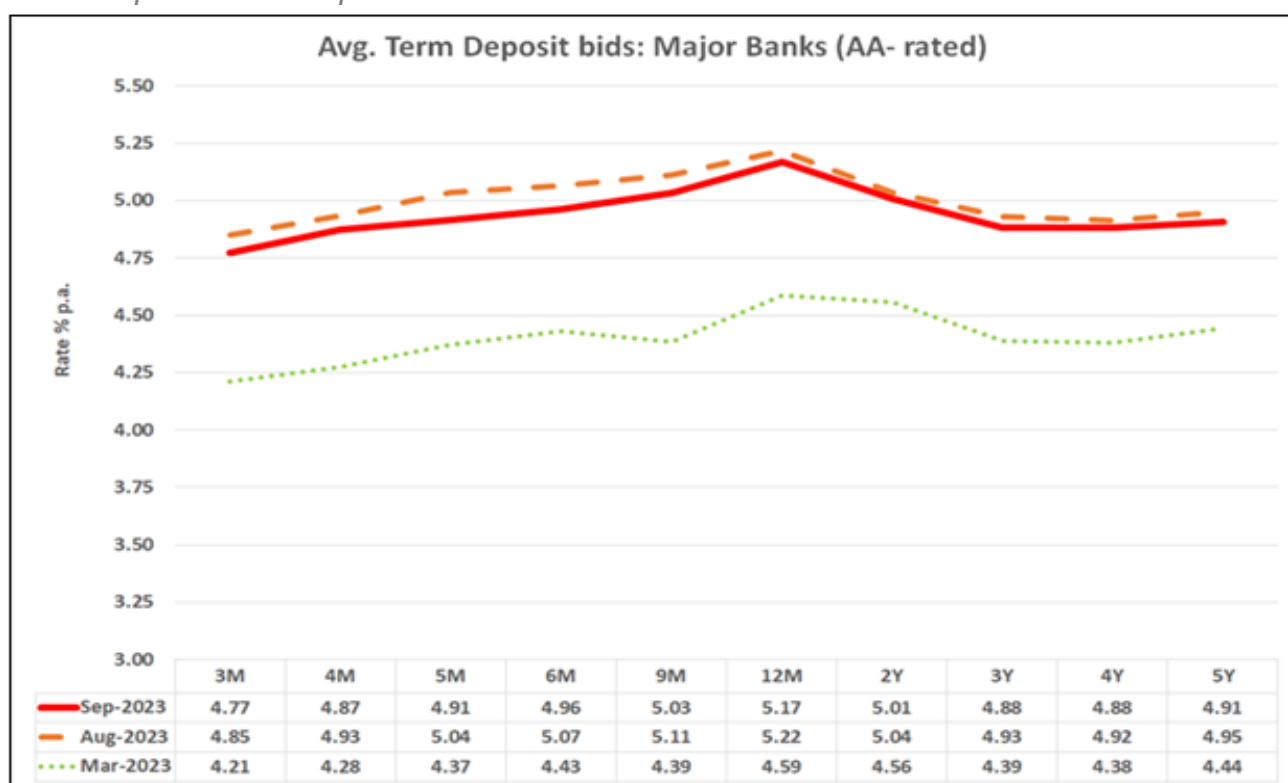
No
Exceptions

21. As at the end of September 2023, Council did not have an overweight position to any single ADI. Overall, the portfolio is well diversified across the entire credit spectrum, including some exposure to unrated ADIs.
22. A full list of counterparty holdings is available on page 9 of the Arlo Advisory comprehensive report (attachment 2).
23. **Current Yields** Council's Floating Rate Notes are currently yielding around 5.70% FYTD with unrealised capital gains of approximately \$165k based on current market valuations.
24. **The CFS Global Credit Fund** holds a diverse range of securities across the global credit market. It remains very well diversified by issuer to mitigate default risk. It invests in nearly 600 corporate bonds from issuers in various countries and industry sectors. Any spread contraction going forward allows credit and asset-backed holdings to enjoy significant capital gains. With a running yield of around +5.5% per annum, Council will continue to hold this fund.
25. **Council's term deposit portfolio** (68% of the portfolio) was yielding 3.52% p.a. at month-end, with a weighted average duration of around 252 days or 8.5 months.

26. Over September, major bank deposit rates fell around 5-10bp across the 6–12-month part of the curve (compared to August), despite the RBA remaining on a slight tightening bias.

The average bids by the major banks partially fell after CBA dropped their rates by around 30-40bp across the shorter tenors this month. Deposit rates offered by the major banks continue to be lower in the long end (2-5 years) compared to the shorter end (6-12 months), reflective of the major banks believing that rate cuts may be required in future years after inflation has seemingly peaked.

Graph 2: Term Deposit Yields



Source: Arlo Advisory

27. Council engages Arlo Advisory (Imperium has assigned and novated the investment advisory agreement to its sister company Arlo Advisory Pty Ltd, effective 1 October 2023. Imperium and Arlo are both wholly owned subsidiaries of the same holding company, B.M.T.L. Holdings Pty Ltd) for assistance in all investment matters relating to advice, risk, and portfolio weighting. Arlo monitor the portfolio daily and conduct a monthly health check review. This confirms that Council's portfolio is being conducted in accordance with the Act, the Regulation, and the Investment Policy.
28. Detailed investment performance commentary in relation to each investment product /type and counterparty, can be found in the Arlo Advisory comprehensive report attached (**Attachment 2**).

Certification of Investments

29. I hereby certify the investments for the month of September 2023 have been made in compliance with the Act, the Regulations, Council's Investment Policy, and the adviser's recommendations.

John Angilley, Executive Director, Finance & Information

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
30 Sep 2023	Arlo Advisory	All Investments are within Policy guidelines and supported by Councils independent advisor. Refer Arlo Comprehensive Report	All Investments are within Policy limits and reconcile to the General Ledger as at 30 Sep 2023	John Angilley Executive Director, Finance & Information Bruce MacFarlane Treasury & Tax Accountant

Councillor Consultation

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

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

LEGAL IMPLICATIONS FOR COUNCIL

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

FINANCIAL IMPLICATIONS FOR COUNCIL







33. As of 30 Sept 2023, cumulative interest income exceeded the year-to-date budget by approximately \$8k. With the market showing higher term deposit yields, Investment interest will be analysed as part of the September 23 quarterly review with a likely increase in interest income expectations.

Bruce MacFarlane
Treasury Tax & Accounts Payable Manager

John Angilley
Executive Director Finance & Information

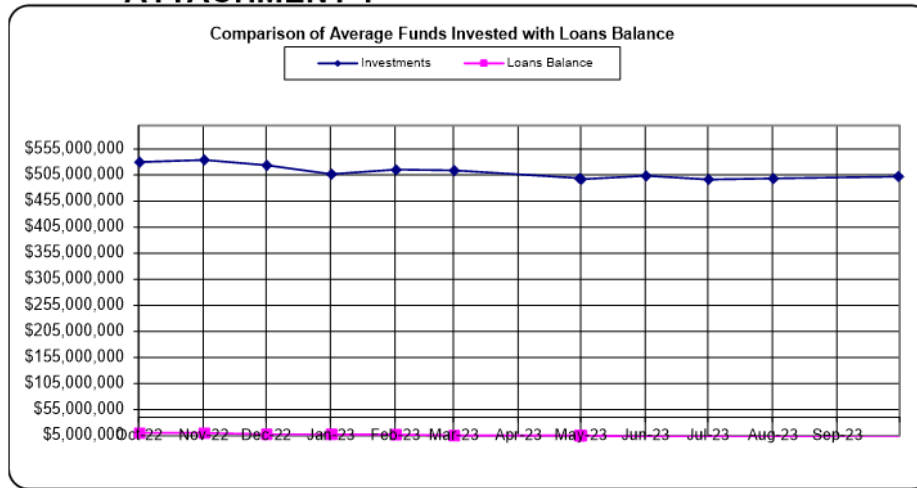
Gail Connolly
Chief Executive Officer

ATTACHMENTS:

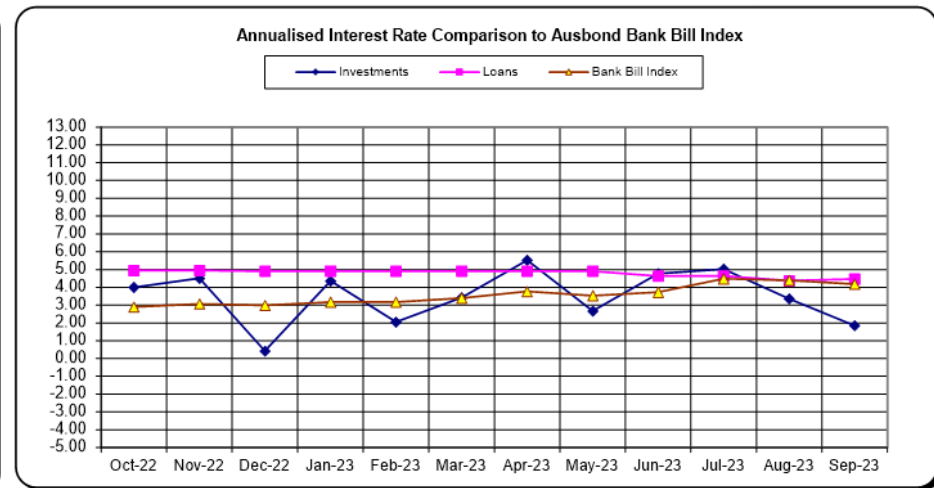
- | | | |
|--|---|----------|
| 1  | Investment and Loans Performance Graph September 2023.pdf | 1 Page |
|  | | |
| 2  | Arlo Advisory Comprehensive Investment Report -Sept 23 .pdf | 35 Pages |
|  | | |
| 3  | List of Council Investments by maturity September 2023.pdf | 7 Pages |
|  | | |

REFERENCE MATERIAL

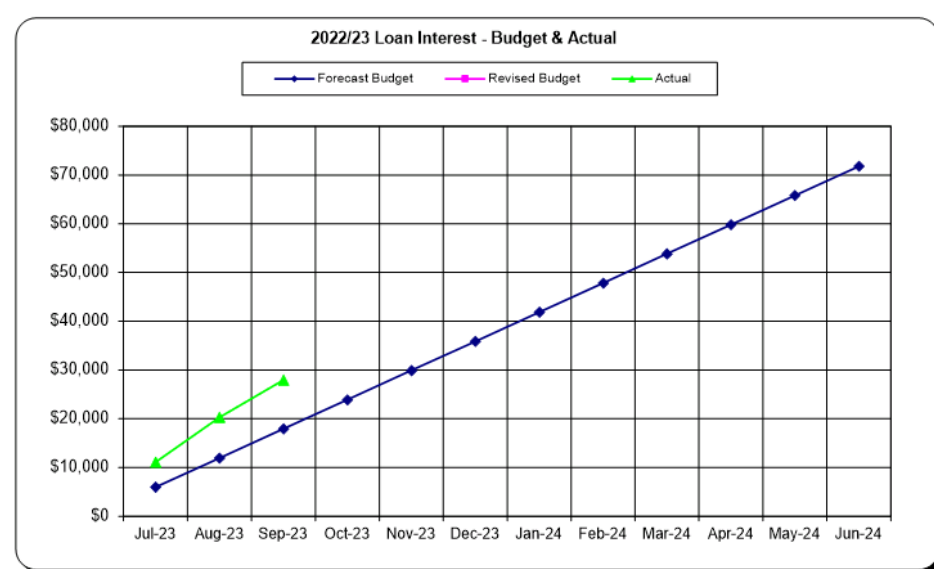
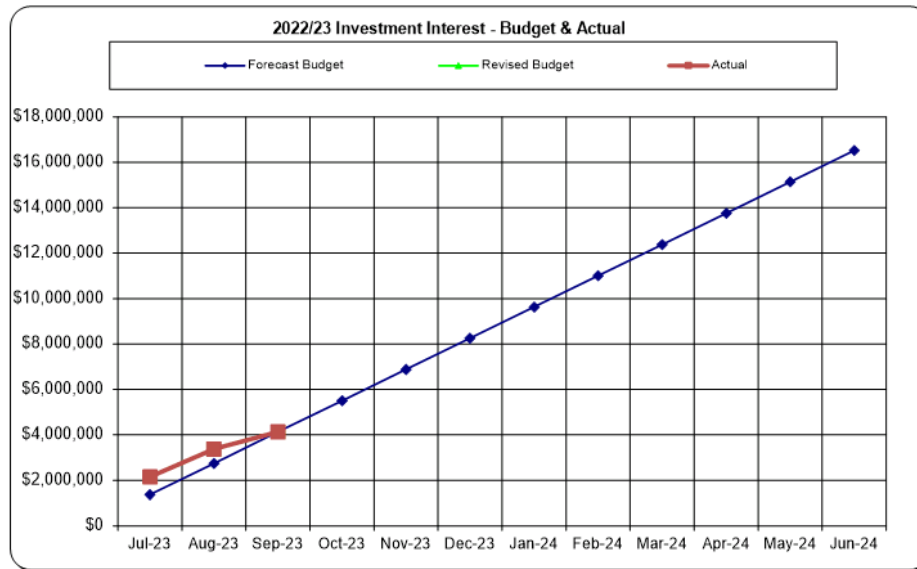
ATTACHMENT 1



CL..... Governance & Corporate



Investments and Loans Interest - Year to Date Budget Performance





Monthly Investment Review



**CITY OF
PARRAMATTA**

September 2023

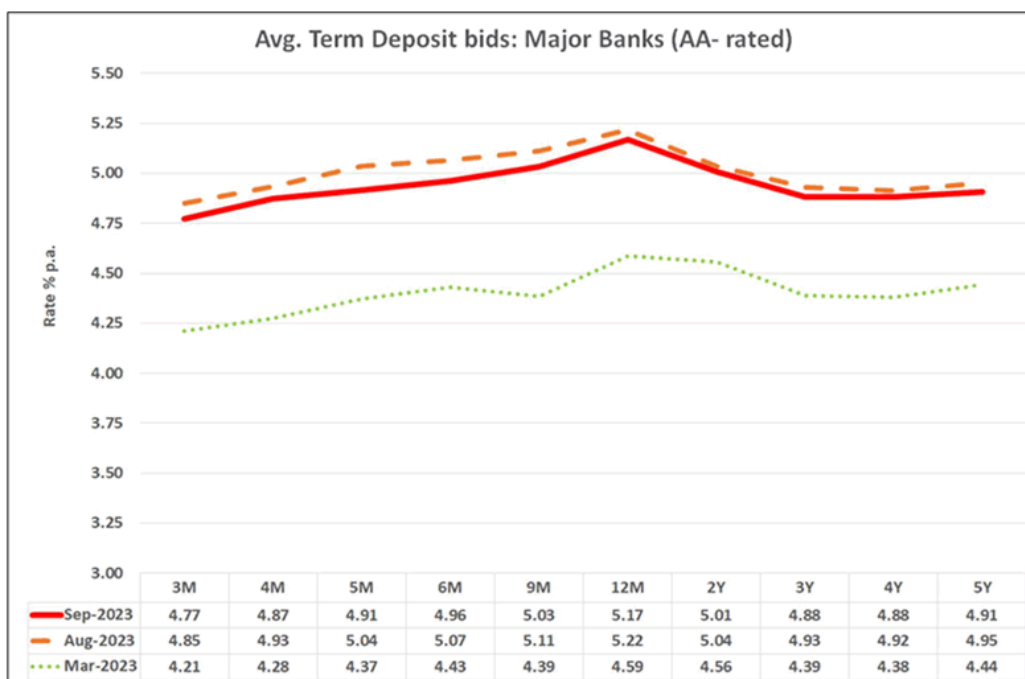
Arlo Advisory Pty Ltd
ABN: 55 668 191 795
Authorised Representative of InterPrac Financial Planning Pty Ltd
AFSL 246 638
Phone: +61 2 9053 2987
Email: michael.chandra@arloadvisory.com.au / melissa.villamin@arloadvisory.com.au
125 Middle Harbour Road, East Lindfield NSW 2070



Market Update Summary

Financial markets were partially sold off in September with the view that sticky inflation may translate to official rates being held at higher levels than previously forecasted. Even though the peak of the rate hike cycle may be approaching, rates may stay at elevated levels for a longer period than previously thought with some underlying values of inflation remaining sticky. Domestically, the RBA remains on a tightening bias, warning that some further tightening may be required to ensure that inflation returns to target in a reasonable timeframe, but that this will continue to depend upon the data and the evolving assessment of risks. Markets are still factoring in one more rate hike in the US and Australia over coming months.

Over September, major bank deposit rates fell around 5-10bp across the 6-12 month part of the curve (compared to August), despite the RBA remaining on a slight tightening bias. The average bids by the major banks partially fell after CBA dropped their 'specials' by around 30-40bp across the shorter tenors this month. Deposit rates offered by the major banks continue to be lower in the long end (2-5 years) compared to the shorter-end (6-12 months), reflective of the major banks believing that rate cuts may be required in future years after inflation has seemingly peaked.



Source: Arlo Advisory

With recessionary fears being priced in coming years, investors may take an 'insurance policy' against a potentially lower rate environment by investing across 2-5 year fixed deposits, targeting rates above 5% p.a. (small allocation only).



City of Parramatta Council's Portfolio Summary

Term Deposits

Term Deposits (fixed and floating) account for around 68% of the total investment portfolio at month-end. Council's term deposit portfolio was yielding 3.52% p.a. at month-end, with a weighted average duration of around 252 days or ~8½ months. Where liquidity permits, we recommend increasing the overall duration closer to 9-12 months incrementally over the current financial year.

Senior FRNs

Council's senior floating rate notes (FRNs) make up around 9% of the total investment portfolio at month-end. The market valuation of Council's FRNs collectively fell around **-0.05% (actual)** in September 2023 (or **-\$22,196 in dollar terms**).

Summary	31 August 2023	30 September 2023	Net Flow (\$)	Monthly Change %
Face Value	\$41,100,000	\$42,800,000	+\$1,700,000	+4.14%
Market Value	\$41,262,032	\$42,925,945	+\$1,686,109	-0.05%

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

At month-end, Council's FRNs are now marked at an **unrealised capital gain of +\$126,049** (noting some were purchased at a slight discount to par in the secondary market).

BBB rated senior FRNs

As per all FRNs, we have no issues with Council's investments in "BBB" rated senior FRNs given all counterparties continue to hold robust balance sheets with high levels of capital. On a mark-to-market basis, collectively they fell around **-\$4,711 in dollar terms or -0.04% (actual)** for the month:

Summary	31 August 2023	30 September 2023	Net Flow (\$)	Monthly Change %
Face Value	\$12,050,000	\$12,050,000	\$0	+0.00%
Market Value	\$12,086,991	\$12,082,279	-\$4,711	-0.04%

At month-end, Council's "BBB" rated FRNs are now marked at an **unrealised capital gain of ~\$37,095**.



Senior Bonds

Since September 2020, Council has an outstanding \$29m placed in Northern Territory Treasury Corporation (NTTC) fixed bonds rated AA- (same as the domestic major banks), locking in yields between 0.90%-1.40% p.a. The weighted average yield on these investments was 1.09% p.a., with a current weighted average duration of 1.98 years.

We believe these investments were sensible at the time of investment given the unprecedented low rate environment and the RBA's forward guidance at the time of investment (no rate rises "until at least 2024"). We reiterate that the NTTC bonds are a 'retail' offering and not 'wholesale' issuances. Given the lack of liquidity and high penalty costs if they were to be sold/redeemed prior to the maturity date, they are considered to be a hold-to-maturity investment and will be marked at par value (\$100.00) throughout the term of investment.

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

TCorp Long-Term Growth Fund

The NSW TCorp Fund accounts for ~6% of Council's total investment portfolio. **The Fund returned -2.31% (actual) during September.** Domestic and international shares were sold off again this month, as well as bonds, detractive from overall returns of the Fund.

Summary	31 Aug 2023	30 Sep 2023	Investment (\$)	Net Return (\$)	Net Return (%)
Market Value	\$30,729,846	\$30,019,156	\$0	-\$710,691	-2.31%

Financial markets were sold off during September following ongoing tough talks from US Federal Reserve (Fed) Governors, which translated into the market (again) debating a rate hike in coming months, as well as revising back expectations for rate cuts in 2024.

The US market narrative with regard to the economic outlook has evolved toward a belief that a soft landing can be achieved, and this has been fuelled by surging GDP. The picture globally is more mixed, where China remains a key area of concern. Meanwhile the RBA is edging towards neutral with a new Governor at the helm and an economy that is slowing but with inflation sticky in its decline.

Globally inflation appears to have peaked and in retreat. The debate now is, can this move lower be sustained? The narrative on growth has been more volatile, with a once high conviction on a recession coming under attack in recent months as economic data continued to surprise on the upside.



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

CFS Global Credit Income

The CFS Global Credit Income Fund accounts for around 3% of Council's total investment portfolio. **The Fund returned +0.34% (actual) in September**, as the market valuation of the fund's assets in global credit securities marginally increased during the month.

Summary	31 August 2023	30 September 2023	Difference (\$)	Difference (%)
Market Value	\$14,868,792	\$14,918,717	+\$49,925	+0.34%

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

With a running yield of around +5-5½% p.a., we recommend Council retains this "grandfathered" Fund given the alternative to invest in cash and deposits (Council's approval list) are yielding slightly lower.

Cash Accounts

Cash accounts make up around 8% of Council's investment portfolio at month-end. Council's cash accounts are likely to yield up to 0.15% p.a. (at most) above the official cash rate over coming years i.e. yield up to 4.25% p.a. at current yields, but likely higher if the RBA continues to increase official rates. Short-dated term deposits will continue to outperform overnight cash accounts in most cases so we recommend keeping cash levels at a bare minimum to meet ongoing liquidity requirements.



Council's Budgeted Income for FY2023–2024

Council's budgeted income for FY2023–2024 has been set to \$16.516m. Based on an average total investment portfolio size of around \$480m, that equates to a budgeted yield of around 3.44% for the current financial year.

For the financial year to date, the cumulative interest revenue earned was roughly \$8k above the revised budgeted income. In the upcoming financial year, we exercise caution given the volatility from the TCorp Long-Term Growth Fund during any month (as was the case this month, falling over ~\$711k).

Month-End	Cumulative Budget	Cumulative Investment Revenue	Difference (\$)
Jul 2023	\$1,376,321	\$2,157,596	\$781,275
Aug 2023	\$2,752,643	\$3,384,092	\$631,450
Sep 2023	\$4,128,964	\$4,137,027	\$8,063
Oct 2023	\$5,505,285		
Nov 2023	\$6,881,606		
Dec 2023	\$8,257,928		
Jan 2024	\$9,634,249		
Feb 2024	\$11,010,570		
Mar 2024	\$12,386,891		
Apr 2024	\$13,763,213		
May 2024	\$15,139,534		
Jun 2024	\$16,515,855		

We remain cautious given that risks remain to the downside, particularly if there is another selloff in equities and/or bonds as the market factors in a global recession in 2024.



Council's Portfolio & Compliance

Asset Allocation

As at the end of September 2023, the portfolio was mainly directed to fixed and floating rate term deposits (68%). The remaining portfolio is directed to FRNs (9%), overnight cash accounts (8%), bonds (7%), and the managed funds with CFS Global Credit Income Fund and NSW T-Corp Long Term Growth Fund (9%, combined).

Senior FRNs remain relatively attractive as spreads have generally widened over the past 12-18 months. New issuances may be considered again on a case by case scenario. In the interim, staggering a mix of fixed deposits between 9-12 months to 3 years remains a more optimal strategy to maximise returns over a longer-term cycle.

With recessionary fears (or an economic downturn at the very least) being priced in coming years, investors can choose to allocate a small proportion of longer-term funds and undertake an insurance policy against any potential future rate cuts by investing across 3-5 year fixed deposits, locking in and targeting yields above 5% p.a.





Term to Maturity

Overall, the portfolio remains well diversified from a maturity perspective with around 15% of assets directed to medium-term assets (2-5 years). All minimum and maximum criteria meet within the Policy guidelines:



Where liquidity permits, we recommend new surplus funds be directed to 1-3 year horizons given this is where the most attractive value can be found. We suggest this be allocated to any remaining attractive fixed term deposits (refer to respective sections below).

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 365 days	\$312,848,456	63.11%	20%	100%	\$182,898,448
✓	1 - 2 years	\$78,853,482	15.91%	0%	70%	\$268,169,351
✓	2 - 5 years	\$74,025,810	14.93%	0%	60%	\$223,422,332
✓	5 - 10 years	\$30,019,156	6.06%	0%	15%	\$44,342,880
		\$495,746,904	100.00%			



Counterparty

As at the end of September 2023, Council did not have an overweight position to any single ADI. Overall, the portfolio is well diversified across the entire credit spectrum, including some exposure to the unrated ADIs.

Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	BoQ Covered	AAA	\$903,523	0.18%	50.00%	\$246,969,930
✓	Bendigo Covered	AAA	\$5,212,620	1.05%	50.00%	\$242,660,833
✓	Suncorp Covered	AAA	\$537,037	0.11%	50.00%	\$247,336,415
✓	ING Covered	AAA	\$1,506,407	0.30%	50.00%	\$246,367,046
✓	ANZ	AA-	\$9,057,413	1.83%	40.00%	\$189,241,349
✓	CBA	AA-	\$32,389,882	6.53%	40.00%	\$165,908,880
✓	NAB	AA-	\$104,728,199	21.13%	40.00%	\$93,570,563
✓	Northern Territory	AA-	\$32,000,000	6.45%	40.00%	\$166,298,762
✓	Westpac	AA-	\$24,500,000	4.94%	40.00%	\$173,798,762
✓	Citibank NA	A+	\$1,001,027	0.20%	25.00%	\$122,935,699
✓	Macquarie	A+	\$2,428,575	0.49%	25.00%	\$121,508,151
✓	Suncorp	A+	\$4,000,000	0.81%	25.00%	\$119,936,726
✓	UBS AG	A+	\$3,243,500	0.65%	25.00%	\$120,693,226
✓	CFS Global CI	A	\$14,918,717	3.01%	25.00%	\$109,018,009
✓	ICBC	A	\$89,551,199	18.06%	25.00%	\$34,385,528
✓	Aus. Military Bank	BBB+	\$8,000,000	1.61%	15.00%	\$66,362,036
✓	Aus. Unity Bank	BBB+	\$9,000,000	1.82%	15.00%	\$65,362,036
✓	BankVIC	BBB+	\$5,000,000	1.01%	15.00%	\$69,362,036
✓	Bank of Us	BBB+	\$5,000,000	1.01%	15.00%	\$69,362,036
✓	BoQ	BBB+	\$4,501,850	0.91%	15.00%	\$69,860,186
✓	Bendigo-Adelaide	BBB+	\$4,865,244	0.98%	15.00%	\$69,496,792
✓	Hume Bank	BBB+	\$4,500,000	0.91%	15.00%	\$69,862,036
✓	QT Mutual Bank	BBB+	\$997,187	0.20%	15.00%	\$73,364,849
✓	AMP Bank	BBB	\$5,167,373	1.04%	15.00%	\$69,194,662
✓	Auswide Bank	BBB	\$18,000,000	3.63%	15.00%	\$56,362,036
✓	Bank Australia	BBB	\$2,712,076	0.55%	15.00%	\$71,649,960
✓	CUA	BBB	\$2,505,923	0.51%	15.00%	\$71,856,113
✓	G&C Mutual	BBB	\$5,000,000	1.01%	15.00%	\$69,362,036
✓	MyState	BBB	\$5,000,000	1.01%	15.00%	\$69,362,036
✓	P&N Bank	BBB	\$14,000,000	2.82%	15.00%	\$60,362,036
✓	Police Bank	BBB	\$3,000,000	0.61%	15.00%	\$71,362,036
✓	Judo Bank	BBB-	\$22,000,000	4.44%	15.00%	\$52,362,036
✓	QBank	BBB-	\$4,000,000	0.81%	15.00%	\$70,362,036
✓	The Mutual	BBB-	\$8,500,000	1.71%	15.00%	\$65,862,036



Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	Summerland CU	Unrated	\$3,000,000	0.61%	1.01%	\$2,000,000
✓	Transport CU	Unrated	\$2,000,000	0.40%	1.01%	\$3,000,000
✓	Warwick CU	Unrated	\$3,000,000	0.61%	1.01%	\$2,000,000
✓	TCorpIM LTG	Unrated	\$30,019,156	6.06%	10.00%	\$19,555,535
			\$495,746,904	100.00%		

ANZ's takeover of Suncorp was blocked by the Australian Competition and Consumer Commission (ACCC) in early August 2023, with the watchdog saying it was unconvinced the deal would deliver the public benefits claims put forward by ANZ (although ANZ has since appealed the decision).

Domestic versus International

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

ADI Category by APRA / Country of Region	Amount Invested	Percentage
Australian Owned ADI	\$332,977,296	67.17%
Australia	\$332,977,296	67.17%
Branches of Foreign Bank	\$117,294,699	23.66%
China	\$89,551,199	18.06%
Switzerland	\$3,243,500	0.65%
United States	\$24,500,000	4.94%
Foreign Subsidiary Banks	\$537,037	0.11%
Netherlands	\$537,037	0.11%
Global [^]	\$44,937,872	9.06%
International	\$44,937,872	9.06%
Total	\$495,746,904	100.00%

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

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

Overall, approximately 67% of Council's total investment portfolio is placed with domestic ADIs, while the remaining 33% is placed with international banks and corporate entities. In response to global financial crisis (GFC), the Financial Stability Board (FSB) came up with a range of financial metrics to ascertain which banks were effectively deemed "too big to fail". A list of Globally Systemic Important Banks (G-SIBs) was developed, in which these banks required to hold much higher levels of capital compared to their smaller peers to ensure their financial stability under various stress test scenarios (e.g. another GFC).

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



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

Fossil Fuel Investments

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

Using the following link <http://www.marketforces.org.au/banks/compare>, based on the Council's investment portfolio balance as at 30/09/2023 (\$495.75m), we can roughly estimate that ~52% of the investments have some form of exposure.

Council's exposure is summarised as follows:

Counterparty	Credit Rating	Funding Fossil Fuel
BoQ Covered	AAA	Yes
Bendigo Covered	AAA	No
Suncorp Covered	AAA	No
ING Covered	AAA	Yes
ANZ	AA-	Yes
CBA	AA-	Yes
NAB	AA-	Yes
Northern Territory	AA-	Yes
Westpac	AA-	Yes
Citibank NA	A+	Yes
Macquarie	A+	Yes
Suncorp	A+	No
UBS AG	A+	No
CFS Global Credit^^	A	Yes
ICBC	A	No
Aus Military Bank	BBB+	No
Aus Unity Bank	BBB+	No
BOQ	BBB+	No
Bank of Us	BBB+	No
BankVIC	BBB+	No
Bendigo-Adelaide	BBB+	No
Hume Bank	BBB+	No
QT Mutual Bank	BBB+	No
AMP Bank	BBB	Yes
Auswide Bank	BBB	No
Bank Australia	BBB	No
CUA	BBB	No
G&C Mutual	BBB	No
MyState	BBB	No
P&N Bank	BBB	No
Police Bank	BBB	No
QBank	BBB-	No
Judo Bank	BBB-	No
The Mutual Bank	BBB-	No
Summerland CU	Unrated	No
Transport Mutual CU	Unrated	No
Warwick CU	Unrated	No
T-CorpIM LTG Fund^^	Unrated	Yes

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



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

Summary	Amount	Invested %
Yes	\$257,650,900	52%
No	\$238,096,004	48%
	\$495,746,904	100%

Transition to investments without major exposure to fossil fuels

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

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

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

What would be implications on our portfolio credit rating?

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

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

Some implications include:

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

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



Credit Quality

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

Compliant	Credit Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	AAA Category	\$8,159,586	2%	100%	\$487,587,318
✓	AA Range or Major Banks	\$202,675,493	41%	100%	\$293,071,411
✓	A Category	\$115,143,017	23%	80%	\$281,454,507
✓	BBB Category	\$131,749,653	27%	30%	\$16,974,419
✓	Unrated ADI Category	\$8,000,000	2%	10%	\$41,574,690
✓	TCorplM Funds	\$30,019,156	6%	25%	\$93,917,570
		\$495,746,904	100.00%		

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



Performance

Council's performance (actual returns) for the month ending September 2023 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year	2 years	3 years
Official Cash Rate	0.33%	1.02%	1.97%	1.02%	3.54%	2.07%	1.41%
AusBond Bank Bill Index	0.34%	1.08%	1.99%	1.08%	3.56%	2.03%	1.36%
PCC Internal Benchmark*	0.19%	1.08%	2.25%	1.08%	4.63%	2.54%	2.14%
PCC Cash Portfolio	0.35%	1.08%	2.10%	1.08%	3.78%	2.30%	1.72%
PCC T/D Portfolio	0.29%	0.89%	1.59%	0.89%	2.79%	2.16%	1.90%
PCC FRN Portfolio	0.49%	1.41%	2.64%	1.41%	4.81%	3.36%	2.82%
PCC Bond Portfolio	0.09%	0.28%	0.56%	0.28%	1.11%	1.10%	-
PCC Credit Fund	0.34%	1.77%	3.43%	1.77%	7.68%	1.87%	2.52%
PCC TCorp Growth Fund	-2.31%	-0.87%	1.94%	-0.87%	10.14%	-0.13%	5.36%
PCC's Total Portfolio	0.15%	0.87%	1.93%	0.87%	3.57%	2.05%	2.00%
Rel. Perf. (BBI)	-0.19%	-0.21%	-0.06%	-0.21%	0.01%	0.02%	0.64%
Rel. Perf. (Int. Bench.)	-0.04%	-0.21%	-0.31%	-0.21%	-1.05%	-0.49%	-0.14%

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

Cash: RBA Cash Rate

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

FRNs: AusBond Credit FRN Index

CFS Global Credit Income Fund: AusBond Credit Index

NSW TCorpIM Long-Term Growth Fund: Fund's return itself

For the month of September, the total investment portfolio (including cash) provided a return of **+0.15% (actual) or +1.85% p.a. (annualised)**, underperforming the AusBond Bank Bill Index return of +0.34% (actual) or +4.18% p.a. (annualised), and Council's internal benchmark return of +0.19% (actual) or +2.28% p.a. (annualised).

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



The annualised returns as of September 2023 are shown in the following table:

Performance (% p.a.)	1 month	3 months	6 months	FYTD	1 year	2 years	3 years
Official Cash Rate	4.10%	4.10%	3.98%	4.10%	3.54%	2.07%	1.41%
AusBond Bank Bill Index	4.18%	4.35%	4.01%	4.35%	3.56%	2.03%	1.36%
PCC Internal Benchmark*	2.28%	4.35%	4.53%	4.35%	4.63%	2.54%	2.14%
PCC Cash Portfolio	4.35%	4.35%	4.23%	4.35%	3.78%	2.30%	1.72%
PCC T/D Portfolio	3.64%	3.57%	3.19%	3.57%	2.79%	2.16%	1.90%
PCC FRN Portfolio	6.10%	5.70%	5.33%	5.70%	4.81%	3.36%	2.82%
PCC Bond Portfolio	1.11%	1.11%	1.11%	1.11%	1.11%	1.10%	-
PCC Credit Fund	4.16%	7.19%	6.95%	7.19%	7.68%	1.87%	2.52%
PCC TCorp Growth Fund	-24.77%	-3.39%	3.91%	-3.39%	10.14%	-0.13%	5.36%
PCC's Total Portfolio	1.85%	3.49%	3.89%	3.49%	3.57%	2.05%	2.00%
Rel. Perf. (BBI)	-2.33%	-0.86%	-0.13%	-0.86%	0.01%	0.02%	0.64%
Rel. Perf. (Int. Bench.)	-0.43%	-0.86%	-0.64%	-0.86%	-1.05%	-0.49%	-0.14%



Recommendations for Council

Term Deposits

As at the end of September 2023, Council's **deposit** portfolio was yielding **3.52% p.a.** (unchanged from the previous month), with a weighted average duration of around 252 days (~8½ months). We recommend Council increases its weighted average duration closer to 9–12 months incrementally over the current financial year.

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

Securities

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

Council FRNs – Recommendations for Sale/Switches

In early September, Council sold out of the following low yielding FRNs:

Issuer	Rating	Maturity Date	ISIN	Face Value	Trading Margin	Capital Price (\$)	Realised Gain (\$)
Suncorp	A+	30/07/2024	AU3FN0049144	\$2,000,000	+59.0bp	\$100.192	\$4,800
NAB	AA-	30/05/2025	AU3FN0069373	\$2,000,000	+57.0bp	\$100.548	\$9,316

Council realised capital gains over +\$14k and was able to switch into the newly issued 5 year ANZ (AA-) FRN at +93bp, resulting in an overall pick up in yield of over 0.30% p.a. Council also then participated in the newly issued 3 year Macquarie (A+) senior FRN at +85bp.

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

Issuer	Rating	Maturity Date	ISIN	Face Value	Trading Margin	Capital Price (\$)	~Unrealised Gain (\$)
Suncorp	AAA	24/04/2025	AU3FN0053880	\$700,000	+66.5bp	\$100.637	\$4,462



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

Issuer	Rating	Maturity Date	ISIN	Face Value	Trading Margin	Capital Price (\$)	Realised Gain (\$)
NAB	AA-	21/01/2025	AU3FN0052510	\$2,000,000	+53.0bp	\$100.345	\$6,900
Suncorp	A+	30/07/2024	AU3FN0049144	\$2,000,000	+59.0bp	\$100.192	\$4,800
NAB	AA-	30/05/2025	AU3FN0069373	\$2,000,000	+57.0bp	\$100.548	\$9,316
Total Realised Gains FY2023-2024							\$21,016



Council's Senior Fixed Bonds

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

Investment Date	Maturity Date	Principal	Rate % p.a. [^]	Remaining Term (Yrs)	Interest Paid
30/09/2020	15/12/2023	\$2,000,000	1.00%	0.21	Annually
24/11/2020	16/12/2024	\$1,000,000	0.90%	1.21	Annually
16/02/2021	16/06/2025	\$1,000,000	0.90%	1.71	Annually
16/02/2021	15/06/2026	\$5,000,000	1.00%	2.71	Annually
12/05/2021	17/06/2024	\$3,000,000	0.80%	0.72	Annually
12/05/2021	16/06/2025	\$3,000,000	1.10%	1.71	Annually
12/05/2021	15/06/2026	\$3,000,000	1.30%	2.71	Annually
20/05/2021	16/06/2025	\$3,500,000	1.10%	1.71	Annually
09/09/2021	16/12/2024	\$2,500,000	0.90%	1.21	Semi-Annually
09/09/2021	15/12/2026	\$5,000,000	1.40%	3.21	Semi-Annually
Totals / Wgt. Avg.		\$29,000,000	1.09%	1.98 yrs	

At the time of investment, these investments were relatively attractive especially after the rate cut delivered in early November 2020 to 0.10% and its subsequent forward guidance on official interest rates (no rate rises "until at least 2024"). The NTTC bonds are a 'retail' offering and not 'wholesale' issuances. Given the lack of liquidity and high penalty costs if they were to be sold/redeemed prior to the maturity date, they are considered to be a hold-to-maturity investment and will be marked at par value (\$100.00) throughout the term of investment.

During August 2021, Council also purchased into the following AAA rated covered fixed bond with ING Bank Australia. With yields rising significantly over the past 12-18 months, Council may consider purchasing additional units in this security in the secondary market at the current yield to 'average-in' a better overall purchase price.

Issuer	Rating	Maturity Date	ISIN	Face Value	Purchase Yield	Current Yield	Unrealised Gain / Loss (\$)
ING	AAA	19/08/2026	AU3CB0282358	\$600,000	1.16%	5.05%	-\$61,217



CFS Global Credit Income Fund

For the month of September, the CFS Global Credit Income Fund returned +0.34% (actual), performing in line with the AusBond Bank Bill Index return of +0.34% (actual), whilst outperforming the AusBond Credit Index return of -0.58% (actual).

While attention continues to be on central banks and “will they / won’t they” hike rates again, we continue to point to fiscal policy being the big surprise in 2023. Policy efforts to drip stimulus into the economy are being met with scepticism as the consumer has hunkered down, the export sector is struggling with slowing global demand and the property sector remains a key structural concern. Inflation is likely to pressure more rate hikes in Europe and the UK, despite clearly softening economic growth.

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

With a running yield of ~5-5½% p.a., we recommend Council to retain this investment given the alternative investments in complying fixed interest products are largely earning below this rate of return.



NSW T-CorpIM Growth Fund

The Growth Fund returned -2.31% (actual) for the month of September. Domestic shares (S&P ASX 200 Accumulation Index -1.50%) and international shares (MSCI World ex-Australia -4.46%) were the main detractors to performance this month. Losses were also experienced in bonds (AusBond Composite Bond Index fell -1.53%).

The US market narrative with regard to the economic outlook has evolved toward a belief that a soft landing can be achieved, and this has been fuelled by surging GDP. The picture globally is more mixed, where China remains a key area of concern. Meanwhile the RBA is edging towards neutral with a new Governor at the helm and an economy that is slowing but with inflation sticky in its decline.

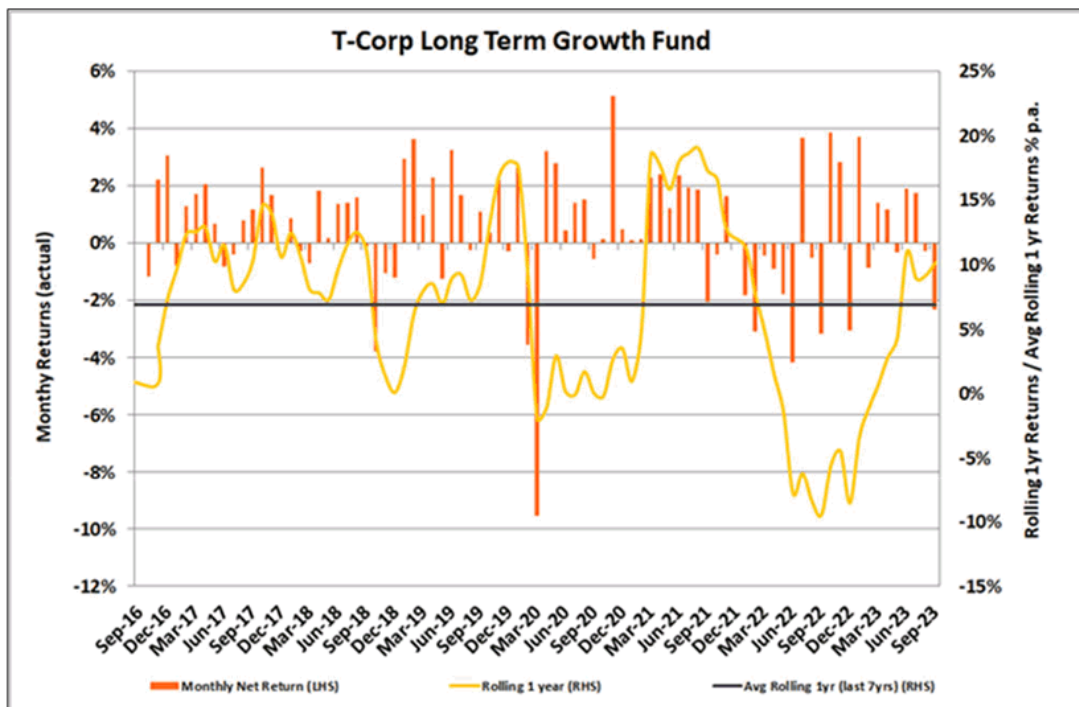
Globally inflation appears to have peaked and in retreat. The debate now is, can this move lower be sustained? The narrative on growth has been more volatile, with a once high conviction on a recession coming under attack in recent months as economic data continued to surprise on the upside.

Overall, we remain cautious on the future performance of the T-Corp Growth Fund given the high volatility associated with a diversified growth fund, which generally allocates a range of 60%–80% in domestic and international shares. Investors are seeking relief from the elevated levels of inflation and hoping that we are at the peak of the interest rate cycle.

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



Since Inception	T-Corp Long Term Fund
Negative Months	142 (~1 in 3 months)
Positive Months	269
Total Months	411 (34.25 yrs)
Average Monthly Return	+0.64% (actual)
Median Monthly Return	+1.02% (actual)
Lowest 1 year Rolling Return	-21.12% p.a. (Nov 2008)
Highest 1 year Rolling Return	+29.89% p.a. (Jan 1994)





Term Deposit Market Review

Current Term Deposits Rates

As at the end of September, we see value in:

Index	LT Credit Rating	Term	Rate % p.a.
P&N Bank	BBB	4-5 years	5.30%
ING	A	2-3 years	5.25%
P&N Bank	BBB	3 years	5.25%
P&N Bank	BBB	2 years	5.20%
Westpac	AA-	2 years	5.20%
NAB	AA-	2 years	5.20%
BoQ	BBB+	2 years	5.15%
CBA	AA-	2 years	5.09%
Suncorp	A+	2 years	4.99%

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



For terms under 12 months, we believe the strongest value is currently being offered by the following ADIs (we stress that rates are indicative, dependent on daily funding requirements and different for industry segments):

ADI	LT Credit Rating	Term	T/D Rate % p.a.
CBA (>\$2m)	AA-	12 months	5.34%
NAB	AA-	12 months	5.30%
ING	A	12 months	5.30%
ICBC	A	12 months	5.26%
CBA (>\$2m)	AA-	9 months	5.26%
NAB	AA-	11 months	5.25%
ING	A	11 months	5.25%
BoQ	BBB+	9-12 months	5.25%
Westpac	AA-	12 months	5.20%
BoQ	BBB+	6 months	5.15%
P&N Bank	BBB	12 months	5.15%
CBA (>\$2m)	AA-	6 months	5.13%
NAB	AA-	6 months	5.10%
NAB	AA-	3 months	4.90%

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

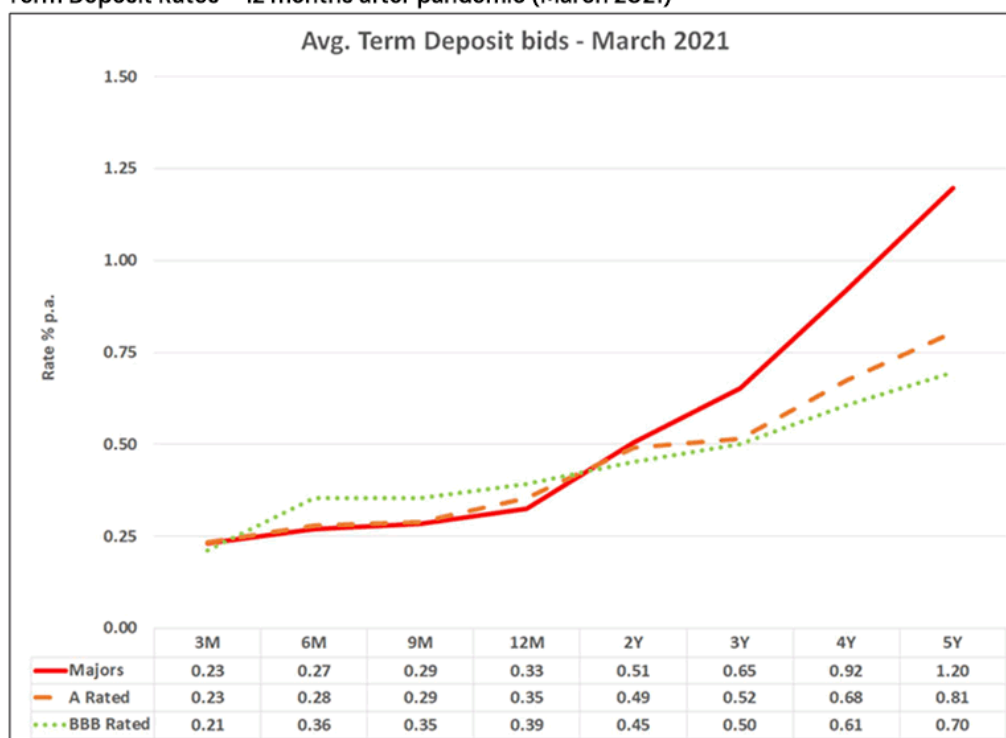
With recessionary fears and a global economic slowdown being priced in coming years, investors should consider allocating some longer term surplus funds and undertake an insurance policy by investing across 2-5 year fixed deposits, targeting rates above 5% p.a. This will provide some income protection if central banks decide to cut rates in future years, assuming inflation has stabilised.



Term Deposits Analysis

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

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



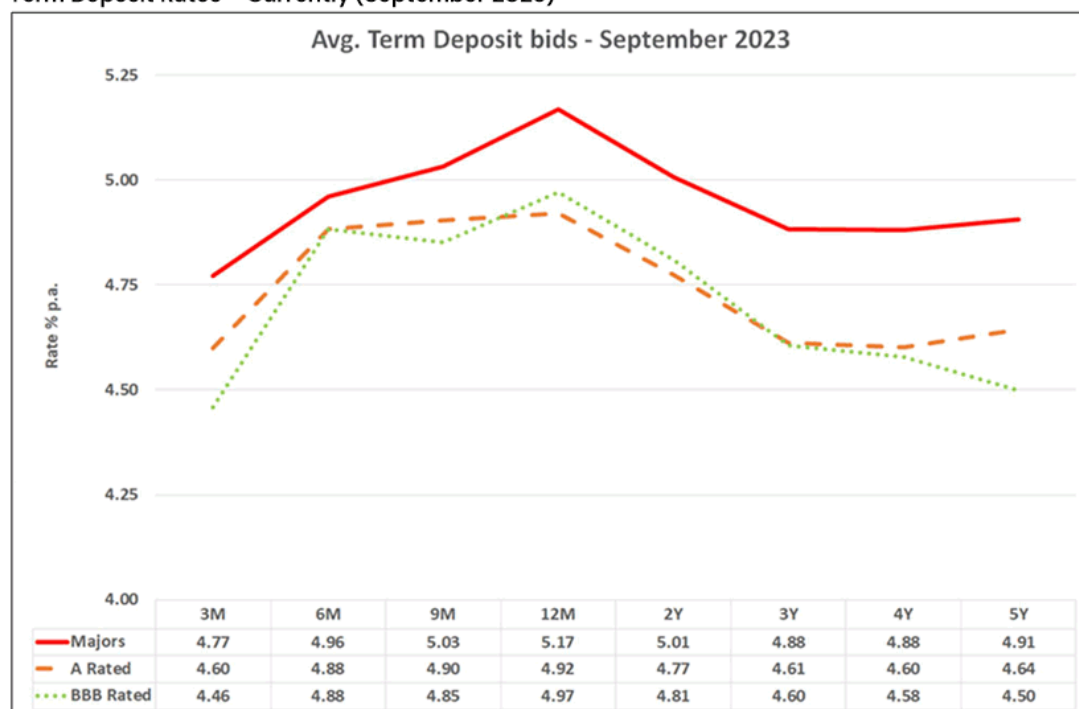
Source: Imperium Markets

The abnormal marketplace experienced during the pandemic is starting to reverse as the competition for deposits slowly increases. In recent months, we have started to see some of the lower rated ADIs ("BBB" rated) offering slightly higher rates compared to the higher rated banks ("A" or "AA" rated) on different parts of the curve (i.e. pre-pandemic environment). Some of this has been attributed to lags in adjusting their deposit rates as some banks (mainly the lower rated ADIs) simply set their rates for the week.



Going forward, Council should have a larger opportunity to invest a higher proportion of its funds with the lower rated institutions (up to Policy limits), from which the majority are not lending to the Fossil Fuel industry. We are slowly seeing this trend emerge, although the past two months (August and September) have been an exception due to CBA (AA-), who was offering 'specials' on parcel sizes greater than \$2m, paying up to 30-40bp above the entire market:

Term Deposit Rates – Currently (September 2023)



Source: Imperium Markets

Regional & Unrated ADI Sector

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

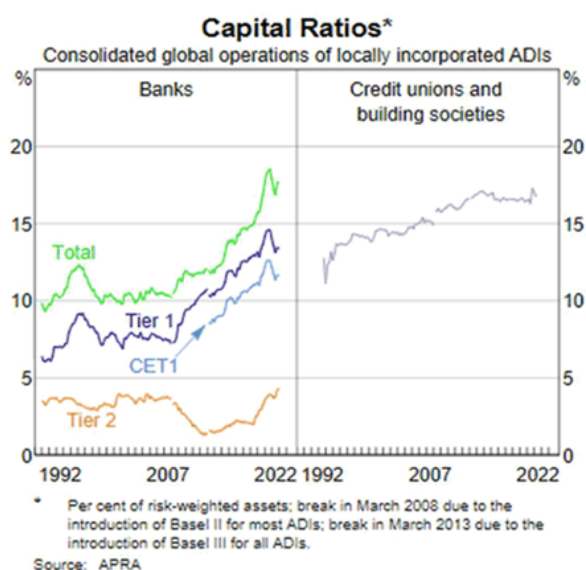
We remain supportive of the regional and unrated ADI sector (and have been even throughout the post-GFC period). They continue to remain solid, incorporate strong balance sheets, while exhibiting high levels of capital – typically, much higher compared to the higher rated ADIs. Some unrated ADIs have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



Overall, the lower rated ADIs (BBB and unrated) are generally now in a better financial position than they have been historically (see the Capital Ratio figure below). The financial regulator, APRA has noted that the Common Equity Tier 1 capital of Australian banks now exceeds a quarter of a trillion dollars. It has increased by \$110 billion, or more than 70%, over the past nine years. Over the same time, banks' assets have grown by 44%. Some of the extra capital is supporting growth in the banking system itself but clearly, there has been a strengthening in overall resilience and leverage in the system is lower.

We believe that deposit investments with the lower rated ADIs should be considered going forward, particularly when they offer 'above market' specials. Not only would it diversify the investment portfolio and reduce credit risk, it would also improve the portfolio's overall returns. The lower rated entities are generally deemed to be the more 'ethical' ADIs compared to the higher rated ADIs.

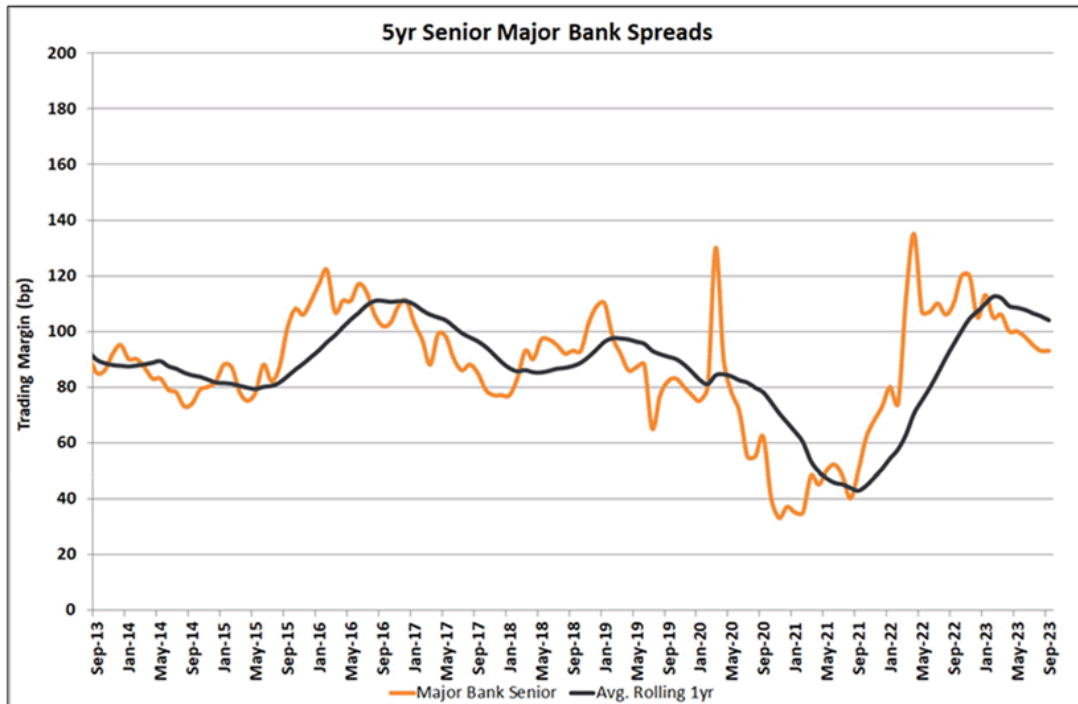
In the current environment of high regulation and scrutiny, all domestic (and international) ADIs continue to carry high levels of capital. There is minimal (if any) probability of any ADI defaulting on their deposits going forward – this was stress tested during the GFC and the pandemic period. APRA's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





Senior FRNs Market Review

Over September, amongst the senior major bank FRNs, physical credit securities remained flat at the long-end of the curve. Major bank senior securities remain at fair value in the rising rate environment (5yr margins above +90bp level). During the month, WBC (AA-) issued a new 5 year senior FRN at +93bp.



Source: IBS Capital

Outside of Westpac, there were a handful of other new (primary) issuances during September:

- 3yr Mizuho (A) senior FRN at +85bp
- 3yr Macquarie Bank (A+) senior FRN at +85bp

Amongst the "A" and "BBB" rated sector, the securities tightened by around 2bp at the longer-end of the curve. Credit securities are looking much more attractive given the widening of spreads over the past ~18 months. FRNs will continue to play a role in investor's portfolios mainly on the basis of their liquidity and the ability to roll down the curve and gross up returns over future years (in a relatively stable credit environment).



Senior FRNs (ADIs)	30/09/2023	31/08/2023
"AA" rated – 5yrs	+93bp	+93bp
"AA" rated – 3yrs	+74bp	+75bp
"A" rated – 5yrs	+115bp	+118bp
"A" rated – 3yrs	+90bp	+92bp
"BBB" rated – 3yrs	+115bp	+120bp

Source: IBS Capital

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

- On or before 2025 for the "AA" rated ADIs (domestic major banks);
- On or before mid-late 2024 for the "A" rated ADIs; and
- Within 6–9 months for the "BBB" rated ADIs (consider case by case).

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



Senior Fixed Bonds – ADIs (Secondary Market)

With global inflation remaining elevated, this has seen a significant lift in longer-term bond yields over the past 12-18 months (valuations fallen) as markets have reacted sharply.

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

ISIN	Issuer	Rating	Capital Structure	Maturity Date	~Remain. Term (yrs)	Fixed Coupon	Indicative Yield
AU3CB0265403	Suncorp	A+	Senior	30/07/2024	0.83	1.85%	4.99%
AU3CB0266377	Bendigo	BBB+	Senior	06/09/2024	0.94	1.70%	5.02%
AU3CB0268027	BoQ	BBB+	Senior	30/10/2024	1.08	2.00%	5.22%
AU3CB0287498	Bendigo	BBB+	Senior	17/03/2025	1.46	3.00%	5.21%
AU3CB0273407	UBS	A+	Senior	30/07/2025	1.83	1.20%	5.37%
AU3CB0293967	Bendigo	AAA	Covered	11/11/2025	2.12	5.10%	5.17%
AU3CB0280030	BoQ	BBB+	Senior	06/05/2026	2.60	1.40%	5.47%
AU3CB0282358	ING	AAA	Covered	19/08/2026	2.89	1.10%	4.99%
AU3CB0284149	BoQ	BBB+	Senior	27/10/2026	3.07	2.10%	5.49%



Economic Commentary

International Market

Financial markets were sold off on concerns that official interest rates may remain at higher levels than previously anticipated due to sticky inflation.

Across equity markets, the S&P 500 Index fell -4.87%, whilst the NASDAQ dropped -5.81%. Europe's main indices also experienced losses, led by Germany's DAX (-3.51%) and France's CAC (-2.48%). UK's FTSE was an exception, gaining +2.27%.

As universally expected, the US Fed kept the Funds rate target unchanged at 5.25%-5.50%. In the Statement, the main change is that the economy is described as growing at a "solid pace", an upward revision from "moderate pace" in July. Also as expected, the new Fed dot plot shows the median 2023 dot unchanged at 5.625% (meaning one more quarter point hike this year).

US core CPI printed at +0.278% m/m vs. +0.2% expected. In 3m annualised terms, the trend on core CPI is looking favourable at +2.4%, whilst the Fed's preferred PCE measure is running at +1.9%.

The US unemployment rate jumped up to 3.8% from 3.5% – its highest since February 2022 from where it has fallen to as low of 3.4%. The participation rate rose from 62.6% to 62.8%, the highest level prior to the pandemic.

Canada's inflation rose to +4.0% y/y from +3.3% y/y in July, faster than the +3.8% y/y expected. The annual rate has accelerated from +2.8% y/y in June as base effect tailwinds have rolled off and fuel prices rose.

The ECB raised interest rates 25bp, taking the deposit rate to 4.00%, commenting that *"the Governing Council considers that the key ECB interest rates have reached levels that, maintained for a sufficiently long duration will make a substantial contribution to the timely return of inflation to the target"*.

Chinese CPI was in line with expectations, creeping back above zero to +0.1% y/y from -0.3%, supported by summer travel. CPI rose +0.3% m/m, picking up from +0.2% m/m in July. The core rate excluding food and energy costs rose to +0.8% y/y.

The Swiss National Bank defied widely held expectations for a 25bp hike and left its policy rate unchanged, while central banks for Sweden and Norway both hiked the expected 25bp respectively. Brazil's central bank cut rates by the expected 50bp, its first easing this cycle, following recent rate cuts by Poland and Chile.

The MSCI World ex-Aus Index fell -4.46% for the month of September:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	-4.87%	-3.65%	+19.59%	+8.44%	+8.03%	+9.81%
MSCI World ex-AUS	-4.46%	-3.81%	+20.16%	+6.48%	+5.61%	+6.53%
S&P ASX 200 Accum. Index	-1.50%	-0.77%	+13.46%	+11.00%	+6.67%	+7.43%

Source: S&P, MSCI



Domestic Market

As unanimously expected, the RBA left its official cash rate unchanged at 4.10% for the third successive month in its September meeting. The accompanying statement continues to suggest the RBA retains a bias to tighten further if needed, but is hopeful that it has done enough to return inflation to target.

The RBA September Minutes confirmed there was little reassessment from their previous meeting. In deciding to hold rates at 4.10% for the third consecutive meeting, the Board again considered but opted against the case for a 25bp increase. That case was centred on *"the expectation that inflation will remain above the Bank's target for a prolonged period and the risk that this period might be extended"*. The case for a hold, the outcome at this meeting, reflected that *"the effects of tighter monetary policy were yet to be fully realised"*.

GDP rose by +0.4% q/q (+2.1% y/y), in line with consensus and slightly stronger than the RBA's August SMP (+0.2%). With an upward revision to Q1 (now +0.4%), this shows the economy broadly maintained momentum, despite a further small slowing in consumption growth, helped by government infrastructure and business investment spending.

Employment in August rose +65k (consensus +25k). Gains came in part-time (+62.1k), whilst full-time also rose slightly (+2.8k). The lift in the participation rate by 0.1% to a record high 67.0% meant the unemployment rate remained unchanged at 3.7%. Markets still sees very little chance of a hike from the RBA in October, but November pricing is around 36% from 31%.

The Monthly CPI Indicator for August rose to +5.2% y/y from +4.9%, with the underlying details revealing that services inflation remains sticky.

Retail sales rose +0.2% m/m in August, signalling a subdued pace of growth.

The July Trade Balance narrowed to \$8.0bn from a downwardly revised \$10.3bn (consensus \$10bn). That was driven by a combination of lower exports (-2.0% or \$1.1bn) and higher imports (+2.5% or +\$1.1bn).

The Australian dollar fell -0.42%, finishing the month at US64.58 cents (from US64.85 cents the previous month).

Credit Market

The global credit indices widened significantly over September in the 'risk-off' environment. They are now back to their levels in early 2022 (prior to the rate hike cycle from most central banks):

Index	September 2023	August 2023
CDX North American 5yr CDS	73bp	64bp
iTraxx Europe 5yr CDS	80bp	71bp
iTraxx Australia 5yr CDS	89bp	78bp

Source: Markit



Fixed Interest Review

Benchmark Index Returns

Index	September 2023	August 2023
Bloomberg AusBond Bank Bill Index (0+YR)	+0.34%	+0.37%
Bloomberg AusBond Composite Bond Index (0+YR)	-1.53%	+0.74%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.37%	+0.46%
Bloomberg AusBond Credit Index (0+YR)	-0.58%	+0.99%
Bloomberg AusBond Treasury Index (0+YR)	+1.88%	+0.61%
Bloomberg AusBond Inflation Gov't Index (0+YR)	-2.20%	+0.70%

Source: Bloomberg

Other Key Rates

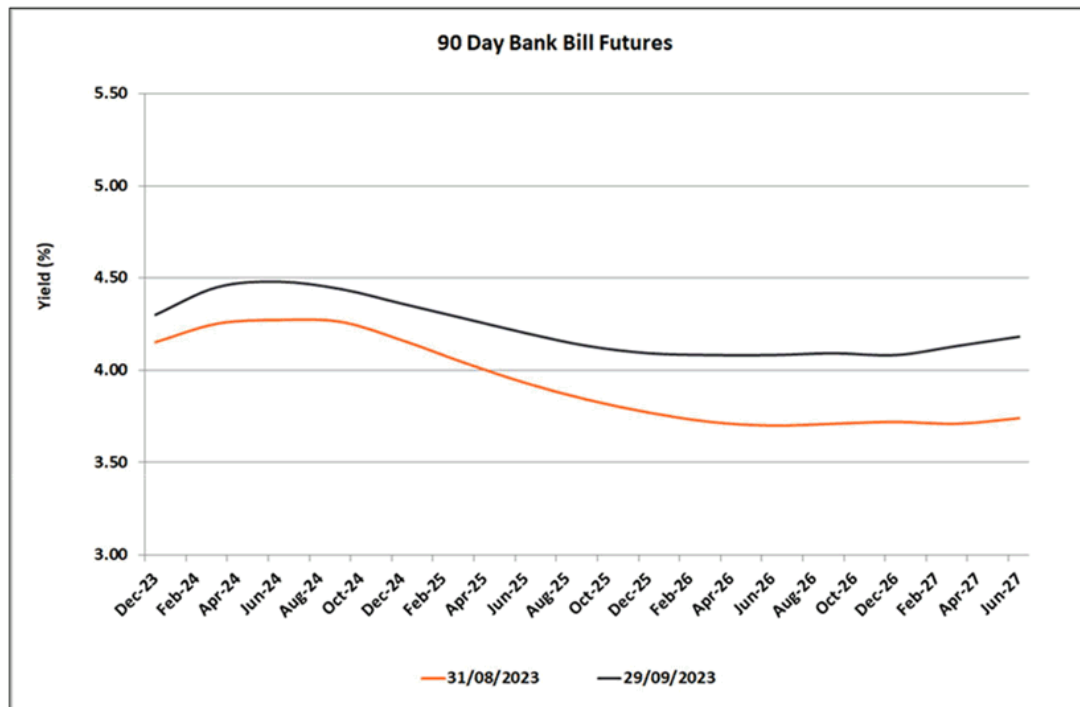
Index	September 2023	August 2023
RBA Official Cash Rate	4.10%	4.10%
90 Day (3 month) BBSW Rate	4.14%	4.13%
3yr Australian Government Bonds	4.08%	3.74%
10yr Australian Government Bonds	4.48%	4.02%
US Fed Funds Rate	5.25%-5.50%	5.25%-5.50%
2yr US Treasury Bonds	5.03%	4.85%
10yr US Treasury Bonds	4.59%	4.09%

Source: RBA, ASX, US Department of Treasury



90 Day Bill Futures

Bill futures rose across the board this month, following the movement in the global bond market. The RBA remains on a slight tightening bias and will react with additional hike(s) if economic data suggests inflation will remain elevated. The bills market continues to factor in the possibility of a recession over the next few years, highlighted by the drop in the futures pricing by the beginning of 2024:



Source: ASX



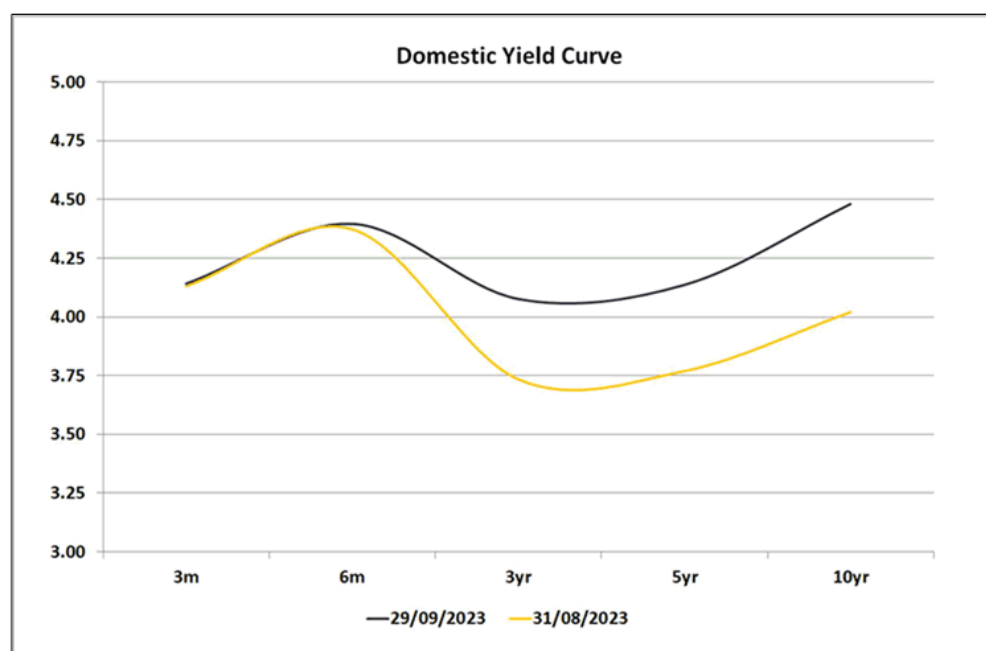
Fixed Interest Outlook

Global inflation has accelerated in recent months – ending the trend of disinflation exhibited in early to mid-2023, albeit this largely reflected an uptick in India and Turkey, rather than a broad-based increase. Inflation among advanced economies continued to ease – edging down to +4.4% annually.

The slowing inflation trend in advanced economies has increased the likelihood that most major central banks have either reached the end of their tightening cycle or are near the peak. That said, this assumption is predicated on inflation continuing to trend lower (with rising energy prices a risk to headline inflation), and near-term risk around policy rates is still to the upside. There is considerable uncertainty around when central banks will start to cut rates – markets have pushed back their expectations over September, resulting the sell-off in bonds (yields rose).

Domestically, the RBA remains committed to tightening further if required, again warning that some further tightening may be required to ensure inflation returns to target in a reasonable timeframe, but this will continue to depend upon the data and the evolving assessment of risks. Broader measures of services inflation is running at +5.6% y/y, where it has been since December 2022, and illustrative of the stickiness in services inflation. This may force the RBA to hike again in coming months, consistent with what market expectations are pricing (likely to wait for confirmation in the full Q3 CPI on 25th October).

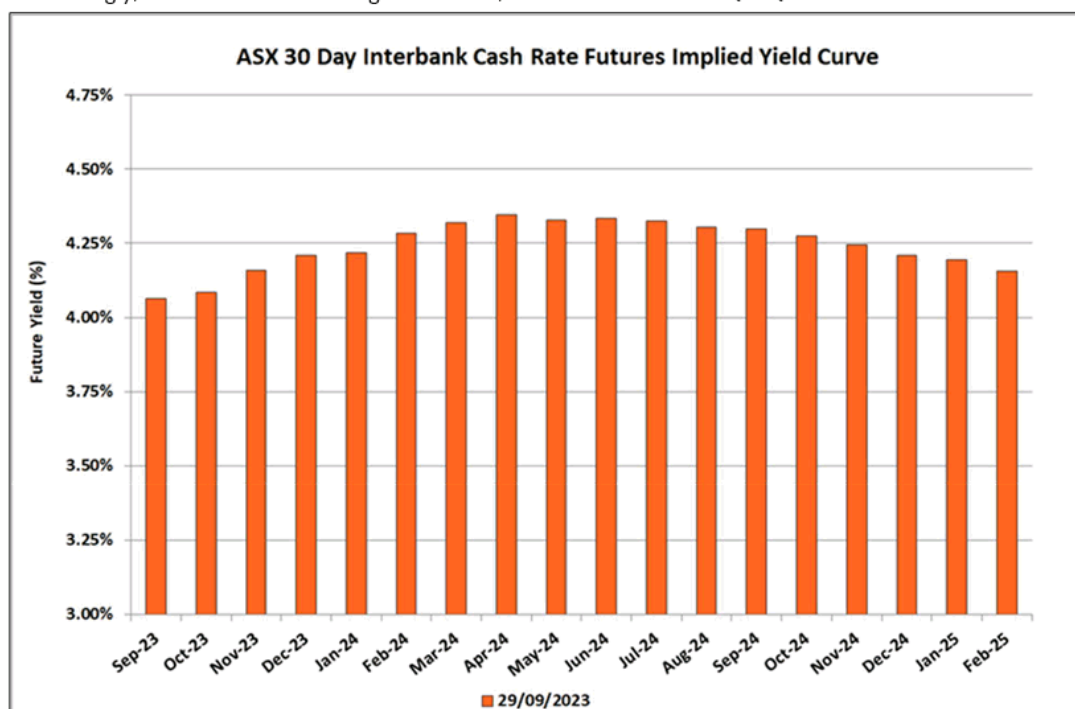
Over the month, yields rose up to 46bp at the long end of the curve:



Source: ASX, RBA



Markets have been quick to revise their interest rate forecasts with one more rate hike priced this cycle. Interestingly, rate cuts are still being forecasted, but not at least until Q3–Q4 2024:



Source: ASX

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Investment Report

01/09/2023 to 30/09/2023



Portfolio Valuation as at 30/09/2023

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
P&N Bank	BBB	TD	GENERAL	Annual	05/10/2018	05/10/2023	3.4500	1,500,000.00	1,500,000.00	51,182.88	4,253.42
Australian Military Bank	BBB+	TD	GENERAL	Annual	11/10/2019	10/10/2023	1.8200	3,000,000.00	3,000,000.00	53,104.11	4,487.67
P&N Bank	BBB	TD	GENERAL	Annual	19/10/2018	18/10/2023	3.4800	1,000,000.00	1,000,000.00	33,083.84	2,860.27
AMP Bank	BBB	TD	GENERAL	At Maturity	20/10/2022	20/10/2023	4.7500	1,000,000.00	1,000,000.00	45,027.40	3,904.11
Bank of Us	BBB+	TD	GENERAL	At Maturity	06/06/2023	26/10/2023	5.0500	5,000,000.00	5,000,000.00	80,938.36	20,753.42
JUDO BANK	BBB-	TD	GENERAL	At Maturity	30/06/2023	02/11/2023	5.5500	4,500,000.00	4,500,000.00	63,634.93	20,527.40
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/11/2021	09/11/2023	1.2200	3,000,000.00	3,000,000.00	32,689.32	3,008.22
MyState Bank	BBB	TD	GENERAL	At Maturity	10/05/2023	16/11/2023	5.0000	5,000,000.00	5,000,000.00	98,630.14	20,547.95
Australian Unity Bank	BBB+	TD	GENERAL	At Maturity	14/11/2022	16/11/2023	4.4500	3,000,000.00	3,000,000.00	117,406.85	10,972.60
ICBC Sydney Branch	A	TD	GENERAL	Annual	19/11/2021	23/11/2023	1.3200	4,500,000.00	4,500,000.00	51,100.27	4,882.19
NAB	AA-	TD	GENERAL	Annual	30/11/2020	30/11/2023	0.6800	12,000,000.00	12,000,000.00	68,186.30	6,706.85
NAB	AA-	TD	GENERAL	Annual	26/11/2020	30/11/2023	0.7000	4,000,000.00	4,000,000.00	23,550.68	2,301.37
Warwick Credit Union	Unrated	TD	GENERAL	At Maturity	31/05/2023	07/12/2023	5.2000	2,000,000.00	2,000,000.00	35,046.58	8,547.95
Transport Mutual Credit Union	Unrated	TD	GENERAL	At Maturity	31/05/2023	07/12/2023	5.1000	2,000,000.00	2,000,000.00	34,372.60	8,383.56
ICBC Sydney Branch	A	TD	GENERAL	Annual	10/12/2021	14/12/2023	1.3900	4,000,000.00	4,000,000.00	44,632.33	4,569.86
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	30/09/2020	15/12/2023	1.0000	2,000,000.00	2,000,000.00	15,890.41	1,643.84
NAB	AA-	TD	GENERAL	At Maturity	17/12/2020	18/12/2023	0.7000	1,400,000.00	1,400,000.00	27,332.60	805.48
NAB	AA-	TD	GENERAL	Annual	21/12/2020	21/12/2023	0.7000	4,000,000.00	4,000,000.00	21,786.30	2,301.37



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
NAB	AA-	TD	GENERAL	Annual	17/12/2020	21/12/2023	0.7000	5,000,000.00	5,000,000.00	27,424.66	2,876.71
Auswide Bank	BBB	TD	GENERAL	At Maturity	07/06/2023	04/01/2024	5.3100	6,000,000.00	6,000,000.00	101,253.70	26,186.30
Police Bank	BBB	TD	GENERAL	At Maturity	07/06/2023	11/01/2024	5.3500	3,000,000.00	3,000,000.00	51,008.22	13,191.78
Australian Unity Bank	BBB+	TD	GENERAL	Annual	12/07/2022	18/01/2024	4.3900	6,000,000.00	6,000,000.00	58,453.15	21,649.32
Auswide Bank	BBB	TD	GENERAL	At Maturity	09/08/2023	25/01/2024	5.4700	4,000,000.00	4,000,000.00	31,770.96	17,983.56
NAB	AA-	TD	GENERAL	Annual	20/01/2021	25/01/2024	0.7000	15,000,000.00	15,000,000.00	73,068.49	8,630.14
JUDO BANK	BBB-	TD	GENERAL	At Maturity	30/06/2023	01/02/2024	5.7500	4,500,000.00	4,500,000.00	65,928.08	21,267.12
The Mutual Bank	BBB-	TD	GENERAL	At Maturity	04/07/2023	08/02/2024	5.8200	2,500,000.00	2,500,000.00	35,478.08	11,958.90
JUDO BANK	BBB-	TD	GENERAL	At Maturity	30/06/2023	08/02/2024	5.7500	4,500,000.00	4,500,000.00	65,928.08	21,267.12
JUDO BANK	BBB-	TD	GENERAL	At Maturity	30/06/2023	15/02/2024	5.7500	4,500,000.00	4,500,000.00	65,928.08	21,267.12
G&C Mutual Bank	BBB	TD	GENERAL	At Maturity	14/08/2023	07/03/2024	5.2500	5,000,000.00	5,000,000.00	34,520.55	21,575.34
JUDO BANK	BBB-	TD	GENERAL	At Maturity	18/09/2023	14/03/2024	5.0700	4,000,000.00	4,000,000.00	7,223.01	7,223.01
Summerland Credit Union	Unrated	TD	GENERAL	At Maturity	20/03/2023	21/03/2024	5.0600	3,000,000.00	3,000,000.00	81,098.63	12,476.71
Warwick Credit Union	Unrated	TD	GENERAL	At Maturity	26/09/2023	28/03/2024	5.2600	1,000,000.00	1,000,000.00	720.55	720.55
Auswide Bank	BBB	TD	GENERAL	At Maturity	09/08/2023	28/03/2024	5.4700	4,000,000.00	4,000,000.00	31,770.96	17,983.56
Auswide Bank	BBB	TD	GENERAL	At Maturity	09/08/2023	04/04/2024	5.4700	4,000,000.00	4,000,000.00	31,770.96	17,983.56
Westpac	AA-	FRTD	GENERAL	Quarterly	05/04/2019	05/04/2024	5.2680	12,000,000.00	12,000,000.00	152,411.18	51,958.36
Westpac	AA-	FRTD	GENERAL	Quarterly	08/04/2019	08/04/2024	5.3100	3,000,000.00	3,000,000.00	36,224.38	13,093.15
Australian Military Bank	BBB+	TD	GENERAL	Annual	13/04/2021	17/04/2024	0.7600	5,000,000.00	5,000,000.00	17,802.74	3,123.29
NAB	AA-	TD	GENERAL	Annual	13/04/2021	18/04/2024	0.7700	5,000,000.00	5,000,000.00	18,036.99	3,164.38



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
AMP Bank	BBB	TD	GENERAL	At Maturity	20/04/2023	22/04/2024	5.0000	2,000,000.00	2,000,000.00	44,931.51	8,219.18
Hume Bank	BBB+	TD	GENERAL	At Maturity	28/04/2023	29/04/2024	4.8000	4,500,000.00	4,500,000.00	92,317.81	17,753.42
ICBC Sydney Branch	A	TD	GENERAL	Annual	22/04/2022	02/05/2024	3.3400	25,000,000.00	25,000,000.00	366,027.40	68,630.14
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	22/04/2022	02/05/2024	3.2600	21,000,000.00	21,000,000.00	168,805.48	56,268.49
BOQ	BBB+	TD	GENERAL	Annual	03/05/2019	03/05/2024	2.8000	3,500,000.00	3,500,000.00	40,542.47	8,054.79
NAB	AA-	TD	GENERAL	At Maturity	12/05/2021	16/05/2024	0.7600	3,000,000.00	3,000,000.00	54,470.14	1,873.97
ICBC Sydney Branch	A	TD	GENERAL	Annual	20/05/2022	20/05/2024	3.7000	6,000,000.00	6,000,000.00	80,284.93	18,246.58
The Mutual Bank	BBB-	TD	GENERAL	At Maturity	26/05/2023	23/05/2024	5.1700	3,000,000.00	3,000,000.00	54,391.23	12,747.95
BankVic	BBB+	TD	GENERAL	At Maturity	24/05/2023	23/05/2024	5.1400	5,000,000.00	5,000,000.00	91,534.25	21,123.29
The Mutual Bank	BBB-	TD	GENERAL	At Maturity	29/06/2023	30/05/2024	5.8100	3,000,000.00	3,000,000.00	44,888.22	14,326.03
P&N Bank	BBB	TD	GENERAL	At Maturity	30/05/2023	30/05/2024	5.1500	4,000,000.00	4,000,000.00	69,983.56	16,931.51
Westpac	AA-	FRTD	GENERAL	Quarterly	30/05/2019	30/05/2024	5.0903	6,000,000.00	6,000,000.00	26,776.37	25,102.85
Westpac	AA-	FRTD	GENERAL	Quarterly	06/06/2019	06/06/2024	5.1128	3,500,000.00	3,500,000.00	12,256.71	12,256.71
Suncorp	A+	TD	GENERAL	At Maturity	19/09/2023	13/06/2024	5.2000	4,000,000.00	4,000,000.00	6,838.36	6,838.36
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	17/06/2024	0.8000	3,000,000.00	3,000,000.00	7,101.37	1,972.60
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	11/08/2023	15/08/2024	5.5000	4,000,000.00	4,000,000.00	30,739.73	18,082.19
Commonwealth Bank	AA-	TD	GENERAL	At Maturity	16/08/2023	22/08/2024	5.5000	3,000,000.00	3,000,000.00	20,794.52	13,561.64
Bendigo and Adelaide	BBB+	FRN	GENERAL	Quarterly	06/09/2019	06/09/2024	5.0928	1,752,406.25	1,750,000.00	6,104.38	6,104.38
ICBC Sydney Branch	A	TD	GENERAL	Annual	13/09/2022	12/09/2024	4.4000	2,300,000.00	2,300,000.00	4,990.68	4,990.68
AMP Bank	BBB	TD	GENERAL	Annual	13/10/2022	17/10/2024	4.7500	2,000,000.00	2,000,000.00	91,876.71	7,808.22



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
ICBC Sydney Branch	A	TD	GENERAL	Annual	21/10/2021	21/10/2024	1.3000	4,000,000.00	4,000,000.00	49,150.68	4,273.97
Great Southern Bank	BBB	FRN	GENERAL	Quarterly	24/10/2019	24/10/2024	5.4775	1,751,933.75	1,750,000.00	18,120.77	7,878.60
ICBC Sydney Branch	A	TD	GENERAL	Annual	29/10/2021	29/10/2024	1.6500	1,000,000.00	1,000,000.00	15,143.84	1,356.16
BOQ	BBB+	FRN	GENERAL	Quarterly	30/10/2019	30/10/2024	5.3569	1,001,850.00	1,000,000.00	9,099.39	4,402.93
ICBC Sydney Branch	A	TD	GENERAL	Annual	15/11/2021	14/11/2024	1.7900	3,000,000.00	3,000,000.00	47,079.45	4,413.70
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/11/2021	14/11/2024	1.6800	3,000,000.00	3,000,000.00	45,014.79	4,142.47
Citibank, N.A.	A+	FRN	GENERAL	Quarterly	15/11/2019	14/11/2024	5.0480	1,001,027.00	1,000,000.00	6,638.47	4,149.04
ICBC Sydney Branch	A	TD	GENERAL	Annual	19/11/2021	21/11/2024	1.7500	4,750,000.00	4,750,000.00	71,510.27	6,832.19
ICBC Sydney Branch	A	TD	GENERAL	Annual	13/12/2021	12/12/2024	1.8600	3,000,000.00	3,000,000.00	44,640.00	4,586.30
ICBC Sydney Branch	A	TD	GENERAL	Annual	10/12/2021	12/12/2024	1.8200	4,000,000.00	4,000,000.00	58,439.45	5,983.56
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	01/10/2021	16/12/2024	1.0000	3,000,000.00	3,000,000.00	23,835.62	2,465.75
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	09/09/2021	16/12/2024	0.9000	2,500,000.00	2,500,000.00	6,657.53	1,849.32
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	24/11/2020	16/12/2024	0.9000	1,000,000.00	1,000,000.00	7,150.68	739.73
ICBC Sydney Branch	A	TD	GENERAL	Annual	22/04/2022	24/04/2025	3.6800	15,000,000.00	15,000,000.00	241,972.60	45,369.86
Suncorp	AAA	FRN	GENERAL	Quarterly	27/04/2020	24/04/2025	5.4775	704,461.80	700,000.00	7,248.31	3,151.44
BOQ	AAA	FRN	GENERAL	Quarterly	14/05/2020	14/05/2025	5.2380	903,522.60	900,000.00	6,199.50	3,874.68
NAB	AA-	TD	GENERAL	Annual	12/05/2021	15/05/2025	1.0500	3,000,000.00	3,000,000.00	12,254.79	2,589.04
RACQ Bank	BBB+	FRN	GENERAL	Quarterly	23/05/2022	23/05/2025	5.3945	997,187.00	1,000,000.00	5,763.99	4,433.84
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	20/05/2021	16/06/2025	1.1000	3,500,000.00	3,500,000.00	11,391.78	3,164.38
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	16/06/2025	1.1000	3,000,000.00	3,000,000.00	9,764.38	2,712.33



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	16/02/2021	16/06/2025	0.9000	1,000,000.00	1,000,000.00	2,663.01	739.73
UBS AG	A+	FRN	GENERAL	Quarterly	30/07/2020	30/07/2025	5.1269	3,243,500.00	3,250,000.00	28,303.30	13,695.14
QBank	BBB-	TD	GENERAL	Annual	26/07/2023	31/07/2025	5.8200	2,000,000.00	2,000,000.00	21,366.58	9,567.12
P&N Bank	BBB	TD	GENERAL	At Maturity	11/08/2023	14/08/2025	5.3000	3,000,000.00	3,000,000.00	22,216.44	13,068.49
QBank	BBB-	TD	GENERAL	Annual	21/08/2023	21/08/2025	5.4100	2,000,000.00	2,000,000.00	12,153.97	8,893.15
ICBC Sydney Branch	A	TD	GENERAL	Annual	24/08/2022	25/08/2025	4.7500	2,000,000.00	2,000,000.00	9,890.41	7,808.22
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/09/2022	11/09/2025	4.5200	3,500,000.00	3,500,000.00	8,668.49	8,668.49
Suncorp	AAA	FRN	GENERAL	Quarterly	17/10/2022	17/10/2025	5.1783	801,944.80	800,000.00	8,625.77	3,404.91
Bendigo and Adelaide	AAA	FRN	GENERAL	Quarterly	11/11/2022	11/11/2025	5.1179	4,010,324.00	4,000,000.00	28,604.15	16,825.97
Bank Australia	BBB	FRN	GENERAL	Quarterly	22/12/2022	24/11/2025	5.7372	1,306,016.40	1,300,000.00	7,764.87	6,130.16
ICBC Sydney Branch	A	FRN	GENERAL	Quarterly	19/01/2023	19/01/2026	5.3150	1,501,198.50	1,500,000.00	16,163.42	6,552.74
NAB	AA-	TD	GENERAL	At Maturity	04/03/2021	05/03/2026	1.3400	3,000,000.00	3,000,000.00	103,638.90	3,304.11
P&N Bank	BBB	TD	GENERAL	Annual	28/04/2023	28/04/2026	4.8000	4,500,000.00	4,500,000.00	92,317.81	17,753.42
NAB	AA-	TD	GENERAL	Annual	12/05/2021	14/05/2026	1.3000	3,000,000.00	3,000,000.00	15,172.60	3,205.48
Bendigo and Adelaide	BBB+	FRN	GENERAL	Quarterly	15/05/2023	15/05/2026	5.4216	2,007,970.00	2,000,000.00	13,962.48	8,912.22
NAB	AA-	TD	GENERAL	Annual	20/05/2021	21/05/2026	1.3000	3,500,000.00	3,500,000.00	16,454.79	3,739.73
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	15/06/2026	1.3000	3,000,000.00	3,000,000.00	11,539.73	3,205.48
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	16/02/2021	15/06/2026	1.0000	5,000,000.00	5,000,000.00	14,794.52	4,109.59
ING Direct	AAA	BOND	GENERAL	Semi-Annual	19/08/2021	19/08/2026	1.1000	537,037.20	600,000.00	741.37	542.47
Macquarie Bank	A+	FRN	GENERAL	Quarterly	14/09/2023	14/09/2026	4.9725	2,399,114.40	2,400,000.00	5,558.30	5,558.30



Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	09/09/2021	15/12/2026	1.4000	5,000,000.00	5,000,000.00	20,712.33	5,753.42
Commonwealth Bank	AA-	FRN	GENERAL	Quarterly	14/01/2022	14/01/2027	4.9891	1,295,634.60	1,300,000.00	14,037.82	5,330.82
Bendigo and Adelaide	BBB+	FRN	GENERAL	Quarterly	27/01/2023	27/01/2027	5.6259	1,104,867.50	1,100,000.00	11,190.15	5,086.43
Great Southern Bank	BBB	FRN	GENERAL	Quarterly	09/02/2023	09/02/2027	5.8280	753,989.25	750,000.00	6,346.93	3,592.60
Bank Australia	BBB	FRN	GENERAL	Quarterly	22/02/2023	22/02/2027	5.6920	1,406,059.20	1,400,000.00	8,732.93	6,549.70
ANZ Bank	AA-	FRN	GENERAL	Quarterly	04/11/2022	04/11/2027	5.3899	4,048,716.00	4,000,000.00	34,259.09	17,720.22
NAB	AA-	FRN	GENERAL	Quarterly	25/11/2022	25/11/2027	5.3370	1,719,641.80	1,700,000.00	9,197.19	7,457.18
ANZ Bank	AA-	FRN	GENERAL	Quarterly	31/03/2023	31/03/2028	5.2069	1,509,099.00	1,500,000.00	641.95	641.95
Bendigo and Adelaide	AAA	FRN	GENERAL	Quarterly	16/06/2023	16/06/2028	5.2694	1,202,295.60	1,200,000.00	2,252.13	2,252.13
Commonwealth Bank	AA-	FRN	GENERAL	Quarterly	17/08/2023	17/08/2028	5.1121	3,003,588.00	3,000,000.00	18,907.77	12,605.18
ANZ Bank	AA-	FRN	GENERAL	Quarterly	11/09/2023	11/09/2028	5.0570	3,499,597.50	3,500,000.00	9,698.36	9,698.36
Macquarie Bank	A+	CASH	GENERAL	Monthly	30/09/2023	30/09/2023	4.3500	29,460.30	29,460.30	104.97	104.97
NAB	AA-	CASH	GENERAL	Monthly	30/09/2023	30/09/2023	4.3500	41,108,557.27	41,108,557.27	168,195.34	168,195.34
CFS WGCIF	A	FUND	GENERAL	Monthly	30/06/2016	04/10/2026	0.0000	14,918,716.58	14,918,716.58	-	-
NSWTC IM LTGF	Unrated	FUND	GENERAL	Annual	31/10/2017	04/10/2028	0.0000	30,019,155.57	30,019,155.57	-	-
AMP Bank	BBB	CASH	GENERAL	Monthly	30/09/2023	30/09/2023	4.5500	167,373.25	167,373.25	623.68	623.68
Commonwealth Bank	AA-	CASH	GENERAL	Monthly	30/09/2023	30/09/2023	4.3500	90,659.08	90,659.08	326.37	326.37
TOTALS								495,746,904.20	495,683,922.05	4,643,977.39	1,297,923.07

REPORTS TO COUNCIL - FOR NOTATION

ITEM NUMBER	12.3
SUBJECT	Annual Code of Conduct Complaints Statistics
REFERENCE	F2022/03176 - D09167949
REPORT OF	Internal Ombudsman

PURPOSE:

To report to Council regarding statistics on Code of Conduct Complaints relating to Councillors and the Chief Executive Officer for the period 1 September 2022 to 31 August 2023.

RECOMMENDATION

That Council receives and notes the annual report to the NSW Office of Local Government on Code of Conduct Complaints for the period 1 September 2022 to 31 August 2023.

BACKGROUND

1. Part 11 of the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Procedures) require that Council's Complaints Coordinator must report annually to the Council and to the Office of Local Government on a range of complaint statistics within three months of the end of each September. The prescribed annual reporting period is from 01 September to 31 August each year.
2. The OLG in previous years has produced a template for the report. The template from the previous year is used in this report and no template has yet been published by the OLG for this reporting period. This report is provided without the OLG releasing an updated template to ensure that the deadline for the report is met. There is no obligation under the Procedures that Council must use the OLG Template. Council Staff consulted with the OLG on this approach and were advised that a template will be released but was not forecasted to change from the previous reporting period.
3. This report will be provided to the Office of Local Government as required under the Procedures.

ISSUES/OPTIONS/CONSEQUENCES*Confidentiality*

4. Clause 12.1 of the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* requires that information about Code of Conduct complaints and their management and investigation, is to be treated as confidential and is not to be publicly disclosed or discussed except as may be otherwise specifically required or permitted under the Procedures.

CONSULTATION & TIMING

Stakeholder Consultation

5. There are no consultation processes for Council associated with this report.

Councillor Consultation

6. There are no consultation processes for Council associated with this report.

LEGAL IMPLICATIONS FOR COUNCIL

7. There are no legal implications associated with this report.

FINANCIAL IMPLICATIONS FOR COUNCIL

8. There are no additional cost implications for Council associated with this report.
The total cost incurred in the reporting period was \$4118.00 (including GST)
and these costs were budgeted for as part of the 2022/23 Internal Ombudsman
Shared Service budget.



Josh Jongma

Internal Ombudsman

Gail Connolly

Chief Executive Officer

ATTACHMENTS:

- | | | |
|---|---|-------|
| 1  | Statistical Report on Code of Conduct Complaints for the period 1 | 3 |
|  | September 2022 to 31 August 2023 | Pages |

REFERENCE MATERIAL

**Attachment: Statistical Report on Code of Conduct Complaints relating to
Councillors and the Chief Executive Officer for the period 1 September 2022 to
31 August 2023**

Number of Complaints				
1	a	The total number of complaints received in the period about councillors and the General Manager (GM) under the code of conduct	16	
	b	The total number of complaints finalised in the period about councillors and the GM under the code of conduct	16	
Overview of Complaints and Cost				
2	a	The number of complaints finalised at the outset by alternative means by the GM or Mayor	5	
	b	The number of complaints referred to the Office of Local Government under a special complaints management arrangement	0	
	c	The number of code of conduct complaints referred to a conduct reviewer	2	
	d	The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	0	
	e	The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	2	
	f	The number of finalised code of conduct complaints investigated by a conduct reviewer	0	
	g	The number of finalised complaints investigated where there was found to be no breach	0	
	h	The number of finalised complaints investigated where there was found to be a breach	0	
	i	The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police	8	
	j	The number of complaints being investigated that are not yet finalised	0	
	k	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	\$4118.00	
Preliminary Assessment Statistics				
3	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:			
	a	To take no action	0	
	b	To resolve the complaint by alternative and appropriate strategies	0	
	c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies	2	

d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police	0	
e	To investigate the matter		
Investigation Statistics			
4	The number of investigated complaints resulting in a determination that there was no breach , in which the following recommendations were made:		
a	That the council revise its policies or procedures	0	
b	That a person or persons undertake training or other education	0	
5	The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made:		
a	That the council revise any of its policies or procedures	0	
b	In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.36(h) of the 2018 Procedures or clause 7.37(a) of the 2020 Procedures)	0	
c	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.36(i) of the 2018 Procedures or clause 7.37(b) of the 2020 Procedures)	0	
d	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.36(j) of the 2018 Procedures or clause 7.37(c) of the 2020 Procedures)	0	
6	Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures and clause 7.20 of the new Procedures	0	
Categories of misconduct			
7	The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:		
a	General conduct (Part 3)	0	
b	Non-pecuniary conflict of interest (NMCC Part 5)	0	
c	Personal benefit (FMCC Part 5 / NMCC Part 6)	0	
d	Relationship between council officials (FMCC Part 6 / NMCC Part 7)	0	
e	Access to information and resources (FMCC Part 7 / NMCC Part 8)	0	
Outcome of determinations			

8	The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation	0	
9	The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by OLG	0	

REPORTS TO COUNCIL - FOR COUNCIL DECISION

23 OCTOBER 2023

13.1	Minutes of the Parramatta Traffic Committee meeting held on 20 September 2023	96
13.2	Minutes of the Traffic Engineering Advisory Group meeting held on 20 September 2023.....	180
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REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.1
SUBJECT	Minutes of the Parramatta Traffic Committee meeting held on 20 September 2023
REFERENCE	F2022/03176 - D08824697
REPORT OF	Acting Traffic & Transport Manager

CSP THEME:
Accessible

WORKSHOP/BRIEFING DATE: Nil

PURPOSE:

The purpose of this report is to provide Council with the minutes of the Parramatta Traffic Committee held on 20 September 2023 and seek Council approval for the recommendations of the Committee.

RECOMMENDATION

- (a) **That** Council notes the minutes of the Parramatta Traffic Committee held on 20 September 2023, provided at **Attachment 1**.
- (b) **That** Council approve the recommendations of the Parramatta Traffic Committee from the meeting held on 20 September 2023 provided at **Attachment 1** and in this report, with the exception of item 2 part 1 and item 2 part 2(i) and noting the following financial implications for each item.

I. ITEM 2309 A1 MACQUARIE STREET, PARRAMATTA – LEIGH MEMORIAL CHURCH FOOTPATH PARKING

The proposal is for Council to issue a permit to allow Leigh Memorial Church ceremonial vehicles to park on the footpath of Macquarie Street. The administrative works involved in processing the permit are to be undertaken by Council staff using existing resources. Any subsequent construction works that may be required to provide a suitable area on the footpath for this parking space is to be organised by the Church at no cost to Council.

II. ITEM 2309 A2 WIGRAM STREET, HARRIS PARK – DIWALI FAIR 2023

The proposed Diwali event scheduled to be held on Saturday 18 November 2023 will be delivered by the Event Organisers, Little India Australia and Little India Harris Park Business Association, and will be at no cost to Council. Therefore, this matter has no direct financial impact upon Council's budget.

- (c) **Further, that** the proposed Diwali Fair event scheduled to be held in Wigram Street, Harris Park on Saturday 18 November 2023 be classified as Class 2 Events in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.

BACKGROUND

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

ISSUES/OPTIONS/CONSEQUENCES

4. The most recent meeting of the Parramatta Traffic Committee was held on 20 September 2023. The meeting was attended by Councillors Paul Noack (Chairperson), Henry Green, Georgina Valjak, Kellie Darley, Ange Humphries and Patricia Prociv. The minutes of that meeting and the reports to that meeting are in **Attachment 1** and **Attachment 2** of this report.
5. The recommendations from the Parramatta Traffic Committee meeting are provided below.

ITEM NO

ITEM 2309 A1 MACQUARIE STREET, PARRAMATTA – LEIGH MEMORIAL CHURCH FOOTPATH PARKING

Recommendation from Parramatta Traffic Committee:

1. That Council grant Leigh Memorial Church approval to park ceremonial vehicles on the footpath subject to adherence to the below listed terms and conditions:
 - a. The Leigh Memorial Church (LMC) is to submit a civil design plan to illustrate the proposed parking area on the footpath of Macquarie Street to Council's Traffic and Transport Services and Great River City Light Rail (GRCLR) for review and approval. The plans must also demonstrate the

widening of the accessway located along the western boundary of the Church as per Figure 3 within this report. The construction of the approved treatment is to be organised by the LMC at no cost to Council and must be in accordance with the design standards agreed to with Council and GRCLR.

- b. The Leigh Memorial Church is to submit a Traffic Management Plan (TMP) to Council's Traffic and Transport Services for approval which is to be put in place for each event where a ceremonial vehicle will be used. The TMP must provide, but not be limited to, the below listed details:
 - i. The maximum number of patrons that will be permitted to attend an event at the Church.
 - ii. Measures that will be put in place to ensure that patrons do not obstruct pedestrian flow within the footpath of Macquarie Street.
 - iii. Measures that will be put in place to ensure pedestrians and patrons are kept out of the light rail tracks.
 - iv. Details of any Traffic Control devices that will be installed on the Macquarie Street Footpath if any.
 - c. The LMC is to ensure that Safe Work NSW qualified Traffic Controllers are used to manage pedestrians on the footpath and to safely guide a ceremonial vehicle into the designated parking spot.
 - d. The LMC is to provide up to date Public Liability and Workers Compensation insurance certificates to Council.
 - e. The approval is to be limited to only the period before any developments associated with the Uniting Church in Australia Property Trust in Macquarie Street have been completed. The LMC must explore avenues to integrate an on-site parking space for ceremonial vehicles as part of the future development of the site.
2. That a permit is to be issued by Council staff to give effect to Recommendation 1 above. This permit is to be exempt from Council's Fees and Charges and is to be applied for annually by the Leigh Memorial Church through the submission of an updated TMP as described in Recommendation 1(b).
 3. That Recommendations 1 to 2 be subject to the Memorial Church entering into a formal access agreement with the Great River City Light Rail (GRCLR).

Unanimous support.

ITEM 2309 A2 WIGRAM STREET, HARRIS PARK – DIWALI FAIR 2023

Recommendation from Parramatta Traffic Committee:

1. That the proposed Diwali events scheduled to be held in Wigram Street, Harris Park on Saturday 4 and Sunday 5 November 2023 be classified as a Class 2 Events in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special

Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.

2. That the use of Wigram Street, Harris Park for the Diwali events be approved subject to adherence of the following:
 - a. That revised Special Event traffic Management Plans (SETMPs) for each event be submitted to Council addressing all concerns raised by Council, TfNSW and the Cumberland PAC for review and approval.
 - b. That Crowd Management Plans for each event be prepared and implemented in consultation with Cumberland Police Area Command.
 - c. That medium rigid vehicles be used as part of each Hostile Vehicle Mitigation Plan.
 - d. That the attached traffic related conditions be adhered to for each event.
 - e. That all costs associated with the Diwali events be funded and paid for by the respective Event Organisers at no cost to City of Parramatta Council.
 - f. That the Little India Australia and Little India Harris Park Business Association liaise with each other to produce one notification of the traffic management plan for the Diwali events to local community via VMS boards and notification letters to the affected businesses and residents at least 7 days prior to the event and a proof of the notifications be submitted to Council.
 - g. That relevant approvals from Council and TfNSW be obtained prior to each event.
 - h. That a valid Public Liability Insurance for each event with a cover of at least \$20,000,000 be submitted to Council.
 - i. That the Wigram Street, Harris Park remain closed to non-event traffic between the two events.
3. That Council staff issue a formal letter to both Little India Australia and Little India Harris Park Business Association instructing them that applications for future events in Harris Park must be submitted to Council at least 4 months prior to the event date and they must have an approved Special Event Clearway.

Unanimous support.

Date Change for Diwali Fair 2023

6. With regards to item 2, Wigram Street Harris Park – Diwali Fair 2023, it is to be noted that following the Traffic Committee meeting, Council staff and the event organisers have held further discussions. Both the Little India Harris Park Business Association and Little India Australia have now confirmed that they will hold one combined event that is to take place on Saturday 18 November 2023 as opposed to two events on separate days. For indemnity and public liability purposes, Little India Australia will be the lead company for this event and both event organisers will enter into a Memorandum of Understanding which is to clarify the roles and responsibilities including all financial delegations and revenue assignments.
7. The chairperson of the Parramatta Traffic Committee, Councillor Paul Noack, has been advised of the changes to the event and has given concurrence for this not needing to be reconsidered formally by the Traffic Committee and for the matter to be considered directly by Council.
8. Both the Transport for NSW representative and the local Police Area Command representatives on the Traffic Committee have also been advised of this change and have not reported any issues with the new date.
9. As there will no longer be two events, recommendation 2(i) from the Parramatta Traffic Committee is no longer applicable as Wigram Street will not need to be kept closed between the two events.

CONSULTATION & TIMING

10. Details of the consultation undertaken with the community, agencies and Councillors for each item, are included in **Attachment 2** and **Attachment 3**. No community consultation was required.

LEGAL IMPLICATIONS FOR COUNCIL

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

FINANCIAL IMPLICATIONS FOR COUNCIL

12. The financial comments for each item are provided below

ITEM	
2309 A1	The proposal is for Council to issue a permit to allow Leigh Memorial Church ceremonial vehicles to park on the footpath of Macquarie Street. The administrative works involved in processing the permit are to be undertaken by Council staff using existing resources. Any subsequent construction works that may be required to provide a suitable area on the footpath for this parking space is to be organised by the Church at no cost to Council.
2309 A2	The proposed Diwali Fair event scheduled to be held on Saturday 18 November 2023 is to be delivered by the Event Organisers, Little India Australia and Little India Harris Park Business Association, at no cost to Council. Therefore, this matter has no direct financial impact upon Council's budget.

13. There are no financial impacts on the budget arising from approval of this report as summarised in the table below.

	FY 22/23	FY 23/24	FY 24/25	FY 25/26
Revenue				
Internal Revenue				
External Revenue				
Total Revenue	Nil	Nil	Nil	Nil
Funding Source	N/A	N/A	N/A	N/A
Operating Result				
External Costs				
Internal Costs				
Depreciation				
Other				
Total Operating Result	Nil	Nil	Nil	Nil
Funding Source	Nil	Nil	Nil	Nil
CAPEX				
CAPEX				
External				
Internal				
Other				
Total CAPEX	Nil	Nil	Nil	Nil

Behzad Saleh
Acting Traffic & Transport Manager



Myfanwy McNally
City Significant Development Manager

Jennifer Concato
Executive Director City Planning and Design



John Angillely
Executive Director Finance & Information

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

- 1  PTC 2309 Minutes for the Parramatta Traffic Committee meeting
 held on 20 September 2023

6
 Pages

2 	PTC 2309 Item Reports for the Parramatta Traffic Committee meeting held on 20 September 2023	67 Pages
3 	PTC 2309 Attachment 3 Consultation and Timing for Parramatta Traffic Committee meeting held on 20 September 2023	4 Pages

REFERENCE MATERIAL

PARRAMATTA TRAFFIC COMMITTEE MEETING**WEDNESDAY 20 SEPTEMBER 2023****MINUTES****MINUTES OF THE PARRAMATTA TRAFFIC COMMITTEE MEETING HELD 20 SEPTEMBER 2023 AT 1.30PM. MEETING HELD IN PERSON AT COUNCIL'S ADMINISTRATION BUILDING, 126 CHURCH STREET, PARRAMATTA OR OPTIONAL ATTENDANCE VIA MICROSOFT TEAMS**

The Parramatta Traffic Committee Chairperson Councillor Paul Noack declared the meeting open at 1:30pm.

PRESENT:	
NAME:	REPRESENTATIVE OF
Paul Noack	Councillor and Chairperson
Henry Green	Councillor
Georgina Valjak	Councillor
Kellie Darley	Councillor
Ange Humphries	Councillor
Patricia Prociv	Councillor and Representative for Donna Davis MP
Chris Worthington	Representative for Julia Finn MP
Jennifer Concato	Executive Director, City Planning and Design - CoPC
Angela Jones-Blayney	Executive Director, City Planning and Experience
Myfanwy McNally	Acting Group Manager, Development and Traffic Services
Sergeant Leonie Abberfield	Ryde Police Area Command (PAC)
LSC Raymond Yeung	Auburn Police Area Command (PAC), also advised he is representing Parramatta PAC and Cumberland PAC
Nazli Tzannes	Transport for NSW (TfNSW)
Pam Kendrick	Representative for the Parramatta Bicycle Committee and Bicycle NSW
Michael Perrone	CDC Buses
Mohamed Turk	Busways
Saniya Sharmeen	Traffic and Transport Team Leader, CoPC
Nathan McLauchlan	Traffic and Transport Engineer, CoPC
Velsamy Sankaran	Traffic and Transport Engineer, CoPC
Behzad Saleh	Acting Traffic and Transport Manager, CoPC – Minutes Secretary

APOLOGIES:	
NAME:	REPRESENTATIVE OF
Senior Constable Richard Kraay	The Hills PAC – Nil Items
Wayne Spalding	Transdev
Ben Cantor	Busways

DECLARATIONS OF CONFLICT OF INTEREST:

There were no declarations of conflict of interest.

CONFIRMATION OF THE MINUTES OF MEETING HELD ON 19 JULY 2023:

That the report of the Parramatta Traffic Committee meeting held on 19 July 2023 be taken as read and confirmed as a true record of the meeting.

BUSINESS ARISING:**SECTION A ITEMS:****ITEM 2309 A1 MACQUARIE STREET, PARRAMATTA – LEIGH MEMORIAL CHURCH
FOOTPATH PARKING**

Ward: Parramatta

State Electorate: Parramatta

Recommendation to Parramatta Traffic Committee:

1. That Council grant Leigh Memorial Church approval to park ceremonial vehicles on the footpath subject to adherence to the below listed terms and conditions:
 - a. The Leigh Memorial Church (LMC) is to submit a civil design plan to illustrate the proposed parking area on the footpath of Macquarie Street to Council's Traffic and Transport Services and Great River City Light Rail (GRCLR) for review and approval. The plans must also demonstrate the widening of the accessway located along the western boundary of the Church as per Figure 3 within this report. The construction of the approved treatment is to be organised by the LMC at no cost to Council and must be in accordance with the design standards agreed to with Council and GRCLR.
 - b. The Leigh Memorial Church is to submit a Traffic Management Plan (TMP) to Council's Traffic and Transport Services for approval which is to be put in place for each event where a ceremonial vehicle will be used. The TMP must provide, but not be limited to, the below listed details:
 - i. The maximum number of patrons that will be permitted to attend an event at the Church.
 - ii. Measures that will be put in place to ensure that patrons do not obstruct pedestrian flow within the footpath of Macquarie Street.
 - iii. Measures that will be put in place to ensure pedestrians and patrons are kept out of the light rail tracks.
 - iv. Details of any Traffic Control devices that will be installed on the Macquarie Street Footpath if any.
 - c. The LMC is to ensure that Safe Work NSW qualified Traffic Controllers are used to manage pedestrians on the footpath and to safely guide a ceremonial vehicle into the designated parking spot.
 - d. The LMC is to provide up to date Public Liability and Workers Compensation insurance certificates to Council.

- e. The approval is to be limited to only the period before any developments associated with the Uniting Church in Australia Property Trust in Macquarie Street have been completed. The LMC must explore avenues to integrate an on-site parking space for ceremonial vehicles as part of the future development of the site.
2. That a permit is to be issued by Council staff to give effect to Recommendation 1 above. This permit is to be exempt from Council's Fees and Charges and is to be applied for annually by the Leigh Memorial Church through the submission of an updated TMP as described in Recommendation 1(b).
3. That Recommendations 1 to 2 be subject to the Memorial Church entering into a formal access agreement with the Great River City Light Rail (GRCLR).

Comments:

Behzad Saleh of City of Parramatta Council advised the Committee that the proposal is to give the applicant a long-term conditional approval which simply aims to reduce the administrative burden on staff to assess individual Temporary Road/Footpath Occupancy Permit applications which does not require Traffic Committee approval.

Councillor Prociv acknowledged this but asked whether the Police needed to issue a permit also. She stated her concern was how will Police or Council's Rangers identify whether a vehicle on the footpath is permitted to park there.

Sergeant Jack Makhoul advised the Committee that Police approval is generally not required for such matters. Behzad Saleh further advised the Committee that one of the conditions listed within the recommendation requires the applicant to notify Council when they will be holding events. Council can then share this information with the Police to allow for enforcement.

Chris Worthington, the representative for Julia Finn MP stated that with regards to Recommendation 1(e), the applicant be asked to provide a dedicated parking space as soon as possible as he was concerned that this requirement could be forgotten if left until late.

Myfanwy McNally of City of Parramatta Council advised the Committee that the Lee Memorial Church development is currently at the design competition stage and Council has received plans that demonstrate how ceremonial vehicle parking will be managed in the future which is being tested through Transport for NSW.

Recommendation from Parramatta Traffic Committee:

1. That Council grant Leigh Memorial Church approval to park ceremonial vehicles on the footpath subject to adherence to the below listed terms and conditions:
 - a. The Leigh Memorial Church (LMC) is to submit a civil design plan to illustrate the proposed parking area on the footpath of Macquarie Street to Council's Traffic and Transport Services and Great River City Light Rail (GRCLR) for review and approval. The plans must also demonstrate the widening of the accessway located along the western boundary of the Church as per Figure 3 within this report. The construction of the approved treatment is to be organised by the LMC at no cost to Council and must be in accordance with the design standards agreed to with Council and GRCLR.

- b. The Leigh Memorial Church is to submit a Traffic Management Plan (TMP) to Council's Traffic and Transport Services for approval which is to be put in place for each event where a ceremonial vehicle will be used. The TMP must provide, but not be limited to, the below listed details:
 - i. The maximum number of patrons that will be permitted to attend an event at the Church.
 - ii. Measures that will be put in place to ensure that patrons do not obstruct pedestrian flow within the footpath of Macquarie Street.
 - iii. Measures that will be put in place to ensure pedestrians and patrons are kept out of the light rail tracks.
 - iv. Details of any Traffic Control devices that will be installed on the Macquarie Street Footpath if any.
 - c. The LMC is to ensure that Safe Work NSW qualified Traffic Controllers are used to manage pedestrians on the footpath and to safely guide a ceremonial vehicle into the designated parking spot.
 - d. The LMC is to provide up to date Public Liability and Workers Compensation insurance certificates to Council.
 - e. The approval is to be limited to only the period before any developments associated with the Uniting Church in Australia Property Trust in Macquarie Street have been completed. The LMC must explore avenues to integrate an on-site parking space for ceremonial vehicles as part of the future development of the site.
 2. That a permit is to be issued by Council staff to give effect to Recommendation 1 above. This permit is to be exempt from Council's Fees and Charges and is to be applied for annually by the Leigh Memorial Church through the submission of an updated TMP as described in Recommendation 1(b).
 3. That Recommendations 1 to 2 be subject to the Memorial Church entering into a formal access agreement with the Great River City Light Rail (GRCLR).

Unanimous support.

ITEM 2309 A2 WIGRAM STREET, HARRIS PARK – DIWALI FAIR 2023

Ward: Rosehill

State Electorate: Parramatta

Recommendation to Parramatta Traffic Committee:

1. That the proposed Diwali events scheduled to be held in Wigram Street, Harris Park on Saturday 4 and Sunday 5 November 2023 be classified as a Class 2 Events in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of Wigram Street, Harris Park for the Diwali events be approved subject to adherence of the following:
 - a. That revised Special Event traffic Management Plans (SETMPs) for each event be submitted to Council addressing all concerns raised by Council, TfNSW and the Cumberland PAC for review and approval.
 - b. That Special Event Clearway approval be obtained from the Traffic Management Centre (TMC) of TfNSW and implemented as part of the SETMP for each event.

- c. That Crowd Management Plans for each event be prepared and implemented in consultation with Cumberland Police Area Command.
- d. That medium rigid vehicles be used as part of each Hostile Vehicle Mitigation Plan.
- e. That the attached traffic related conditions be adhered to for each event.
- f. That all costs associated with the Diwali events be funded and paid for by the respective Event Organisers at no cost to City of Parramatta Council.
- g. That the Little India Australia and Little India Harris Park Business Association liaise with each other to produce one notification of the traffic management plan for the Diwali events to local community via VMS boards and notification letters to the affected businesses and residents at least 7 days prior to the event and a proof of the notifications be submitted to Council.
- h. That relevant approvals from Council and TfNSW be obtained prior to each event.
- i. That a valid Public Liability Insurance for each event with a cover of at least \$20,000,000 be submitted to Council.

Comments:

Councillor Prociv stated that she supported the recommendation that both organisations work together to deliver the events. She also enquired whether the road closure would be lifted in between the events.

Sergeant Jack Makhoul from Parramatta PAC recommended that the road remain closed between the events as both events would be held on the same weekend and that this would ensure that residents do not park on the road in the lead up to the second event.

Chris Worthington stated that recommendation 2(a) requires the applicant to address all concerns raised by Council. However, the Council meeting will be held towards the end of October and therefore, asked whether this would be enough time for the applicant to address the issues.

Saniya Sharmeen of City of Parramatta Council advised the Committee that Council staff will inform the applicants of the concerns raised by the Traffic Committee members soon after the meeting. This will then allow them to address Council's concerns prior to the event and formal approval.

Sergeant Jack Makhoul and Nazli Tzannes of Transport for NSW both stated that they will aim to manage the issue of parked vehicles without an approved clearway in Wigram Street, however, stated that future events in Wigram Street must have clearways which require a 3 month approval window. Saniya Sharmeen advised the Committee that the application must be received by Council at least 4 months in advance in order to process the application and allow the applicant to apply for the clearway.

Councillor Prociv further asked why clearways are required if the road is closed. Sergeant Jack Makhoul advised that the clearways are a parking restriction that allows for any vehicle parked within the zone to be towed away. He clarified that the signs specify the times that the restriction will be applicable and that this restriction greatly assists in ensuring the event space is clear of parked vehicles.

Jennifer Concato of City of Parramatta requested that a recommendation be included that Council staff issue a formal letter to the applicant advising them that future applicants must be made at least 4 months before the event.

Recommendation from Parramatta Traffic Committee:

1. That the proposed Diwali events scheduled to be held in Wigram Street, Harris Park on Saturday 4 and Sunday 5 November 2023 be classified as a Class 2 Events in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of Wigram Street, Harris Park for the Diwali events be approved subject to adherence of the following:
 - a. That revised Special Event traffic Management Plans (SETMPs) for each event be submitted to Council addressing all concerns raised by Council, TfNSW and the Cumberland PAC for review and approval.
 - b. That Crowd Management Plans for each event be prepared and implemented in consultation with Cumberland Police Area Command.
 - c. That medium rigid vehicles be used as part of each Hostile Vehicle Mitigation Plan.
 - d. That the attached traffic related conditions be adhered to for each event.
 - e. That all costs associated with the Diwali events be funded and paid for by the respective Event Organisers at no cost to City of Parramatta Council.
 - f. That the Little India Australia and Little India Harris Park Business Association liaise with each other to produce one notification of the traffic management plan for the Diwali events to local community via VMS boards and notification letters to the affected businesses and residents at least 7 days prior to the event and a proof of the notifications be submitted to Council.
 - g. That relevant approvals from Council and TfNSW be obtained prior to each event.
 - h. That a valid Public Liability Insurance for each event with a cover of at least \$20,000,000 be submitted to Council.
 - i. That the Wigram Street, Harris Park remain closed to non-event traffic between the two events.
3. That Council staff issue a formal letter to both Little India Australia and Little India Harris Park Business Association instructing them that applications for future events in Harris Park must be submitted to Council at least 4 months prior to the event date and they must have an approved Special Event Clearway.

Unanimous support.

BUSINESS ITEMS:

The Chairperson closed the meeting at 1:47pm.

PARRAMATTA TRAFFIC COMMITTEE MEETING**WEDNESDAY 20 SEPTEMBER 2023****AGENDA**

*All those present should be aware that this Briefing meeting is being recorded.
All recordings will be confidential and comply with NSW workplace surveillance legislation. Your presence at this meeting will be taken as your consent.
The recordings will be used by Council staff for the purpose of taking minutes and they will not be used or disclosed in any other way, except as required by law.*

APOLOGIES:**DECLARATIONS OF CONFLICT OF INTEREST:****CONFIRMATION OF THE MINUTES OF MEETING HELD ON 19 JULY 2023:****BUSINESS ARISING:****SECTION A ITEMS:****PURPOSE:**

That the Parramatta Traffic Committee consider the below items and recommendations to be referred to the Council meeting on 23 October 2023.

ITEM 2309 A1 MACQUARIE STREET, PARRAMATTA – LEIGH MEMORIAL CHURCH FOOTPATH PARKING**Ward:** Parramatta**State Electorate:** Parramatta**Recommendation to Parramatta Traffic Committee**

1. That Council grant Leigh Memorial Church approval to park ceremonial vehicles on the footpath subject to adherence to the below listed terms and conditions:
 - a. The Leigh Memorial Church (LMC) is to submit a civil design plan to illustrate the proposed parking area on the footpath of Macquarie Street to Council's Traffic and Transport Services and Great River City Light Rail (GRCLR) for review and approval. The plans must also demonstrate the widening of the accessway located along the western boundary of the Church as per Figure 3 within this report. The construction of the approved treatment is to be organised by the LMC at no cost to Council and must be in accordance with the design standards agreed to with Council and GRCLR.
 - b. The Leigh Memorial Church is to submit a Traffic Management Plan (TMP) to Council's Traffic and Transport Services for approval which is to be put in place for each event where a ceremonial vehicle will be used. The TMP must provide, but not be limited to, the below listed details:
 - i. The maximum number of patrons that will be permitted to attend an event at the Church.
 - ii. Measures that will be put in place to ensure that patrons do not obstruct pedestrian flow within the footpath of Macquarie Street.

- iii. Measures that will be put in place to ensure pedestrians and patrons are kept out of the light rail tracks.
 - iv. Details of any Traffic Control devices that will be installed on the Macquarie Street Footpath if any.
 - c. The LMC is to ensure that Safe Work NSW qualified Traffic Controllers are used to manage pedestrians on the footpath and to safely guide a ceremonial vehicle into the designated parking spot.
 - d. The LMC is to provide up to date Public Liability and Workers Compensation insurance certificates to Council.
 - e. The approval is to be limited to only the period before any developments associated with the Uniting Church in Australia Property Trust in Macquarie Street have been completed. The LMC must explore avenues to integrate an on-site parking space for ceremonial vehicles as part of the future development of the site.
2. That a permit is to be issued by Council staff to give effect to Recommendation 1 above. This permit is to be exempt from Council's Fees and Charges and is to be applied for annually by the Leigh Memorial Church through the submission of an updated TMP as described in Recommendation 1(b).
 3. That Recommendations 1 to 2 be subject to the Memorial Church entering into a formal access agreement with the Great River City Light Rail (GRCLR).

ITEM 2309 A2 WIGRAM STREET, HARRIS PARK – DIWALI FAIR 2023**Ward:** Rosehill**State Electorate:** Parramatta**Recommendation to Parramatta Traffic Committee**

1. That the proposed Diwali events scheduled to be held in Wigram Street, Harris Park on Saturday 4 and Sunday 5 November 2023 be classified as a Class 2 Events in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of Wigram Street, Harris Park for the Diwali events be approved subject to adherence of the following:
 - a. That revised Special Event traffic Management Plans (SETMPs) for each event be submitted to Council addressing all concerns raised by Council, TfNSW and the Cumberland PAC for review and approval.
 - b. That Special Event Clearway approval be obtained from the Traffic Management Centre (TMC) of TfNSW and implemented as part of the SETMP for each event.
 - c. That Crowd Management Plans for each event be prepared and implemented in consultation with Cumberland Police Area Command.
 - d. That medium rigid vehicles be used as part of each Hostile Vehicle Mitigation Plan.
 - e. That the attached traffic related conditions be adhered to for each event.
 - f. That all costs associated with the Diwali events be funded and paid for by the respective Event Organisers at no cost to City of Parramatta Council.
 - g. That the Little India Australia and Little India Harris Park Business Association liaise with each other to produce one notification of the traffic management plan for the Diwali events to local community via VMS boards and notification letters to the

affected businesses and residents at least 7 days prior to the event and a proof of the notifications be submitted to Council.

- h. That relevant approvals from Council and TfNSW be obtained prior to each event.
- i. That a valid Public Liability Insurance for each event with a cover of at least \$20,000,000 be submitted to Council.

BUSINESS ITEMS:

**CITY OF PARRAMATTA COUNCIL****Parramatta Traffic Committee Agenda Item**

ITEM NO: 2309 A1
SUBJECT: Macquarie Street, Parramatta – Leigh Memorial Church Footpath Parking
APPLICANT: City of Parramatta Council
REPORT OF: Traffic Transport Investigations Engineer
WARD: Parramatta
SED: Parramatta

Purpose

The purpose of this report is to allow ceremonial vehicles associated with the Leigh Memorial Church to park on the footpath outside 119 Macquarie Street, Parramatta during certain events such as weddings and funerals. This approval will allow the Church to hold events without needing to make separate applications for a footpath occupancy for each occasion and therefore, will reduce the administrative burden on both Council staff and the Church.

OFFICER'S RECOMMENDATIONS:

1. That Council grant Leigh Memorial Church approval to park ceremonial vehicles on the footpath subject to adherence to the below listed terms and conditions:
 - a. The Leigh Memorial Church (LMC) is to submit a civil design plan to illustrate the proposed parking area on the footpath of Macquarie Street to Council's Traffic and Transport Services and Great River City Light Rail (GRCLR) for review and approval. The plans must also demonstrate the widening of the accessway located along the western boundary of the Church as per Figure 3 within this report. The construction of the approved treatment is to be organised by the LMC at no cost to Council and must be in accordance with the design standards agreed to with Council and GRCLR.
 - b. The Leigh Memorial Church is to submit a Traffic Management Plan (TMP) to Council's Traffic and Transport Services for approval which is to be put in place for each event where a ceremonial vehicle will be used. The TMP must provide, but not be limited to, the below listed details:
 - i. The maximum number of patrons that will be permitted to attend an event at the Church.
 - ii. Measures that will be put in place to ensure that patrons do not obstruct pedestrian flow within the footpath of Macquarie Street.
 - iii. Measures that will be put in place to ensure pedestrians and patrons are kept out of the light rail tracks.
 - iv. Details of any Traffic Control devices that will be installed on the Macquarie Street Footpath if any.

- c. The LMC is to ensure that Safe Work NSW qualified Traffic Controllers are used to manage pedestrians on the footpath and to safely guide a ceremonial vehicle into the designated parking spot.
 - d. The LMC is to provide up to date Public Liability and Workers Compensation insurance certificates to Council.
 - e. The approval is to be limited to only the period before any developments associated with the Uniting Church in Australia Property Trust in Macquarie Street have been completed. The LMC must explore avenues to integrate an on-site parking space for ceremonial vehicles as part of the future development of the site.
2. That a permit is to be issued by Council staff to give effect to Recommendation 1 above. This permit is to be exempt from Council's Fees and Charges and is to be applied for annually by the Leigh Memorial Church through the submission of an updated TMP as described in Recommendation 1(b).
 3. That Recommendations 1 to 2 be subject to the Memorial Church entering into a formal access agreement with the Great River City Light Rail (GRCLR).

Background

The Parramatta Traffic Committee (PTC) at its meeting held on 19 July 2023 considered a report regarding a proposal to allow the Lee Memorial Church located 119 Macquarie Street, Parramatta to park ceremonial vehicles on the footpath for weddings and funerals. This is to allow the Church to continue to perform its ceremonial functions with the Parramatta Light Rail in operation which has resulted in the removal of the traffic lanes in parts of Macquarie Street. Figures 1 and 2 show the aerial and street views of the area near the Church.

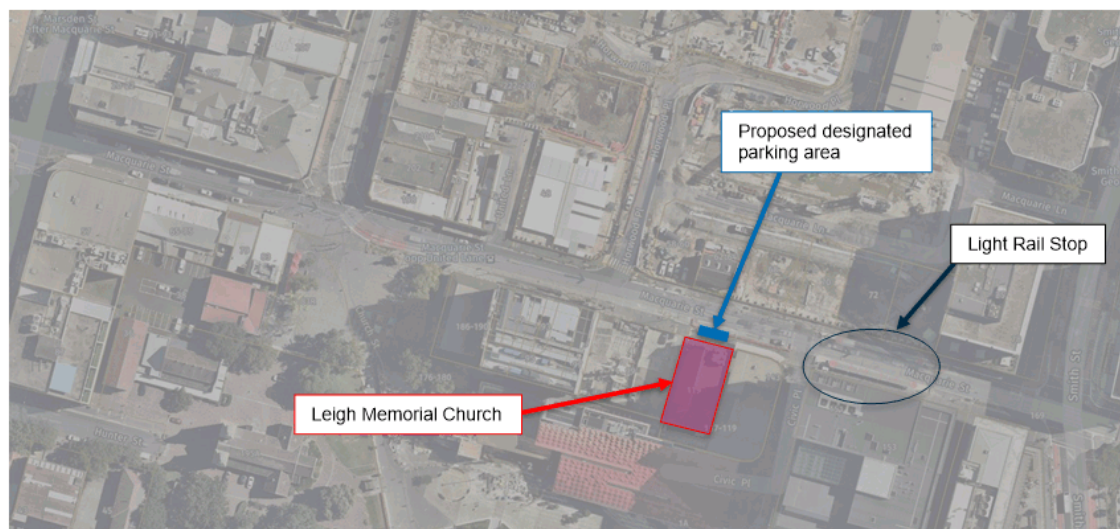


Figure 1: An aerial view of the area surrounding Leigh Memorial Church



Figure 2: Photo views of the Leigh Memorial Church and the footpath space in Macquarie Street, Parramatta

Upon deliberation of the matter, the Committee recommended that the matter be deferred for further discussion with Committee members with the following concerns raised:

1. The proposed vehicles are long and will generally have restricted rear visibility. Accordingly, having these vehicles reversing onto the footpath will present a safety risk for pedestrians.
2. Should signs be installed, how will Council prevent other vehicles not associated from the events at the church from parking in this location.
3. Will a precedent be set for others to make similar requests to Council.
4. It is unclear how the applicant will be able to park against the building line to allow for door opening and transporting the coffin to the hearse.
5. Concerns were raised regarding giving a blanket approval to the applicant and that they should instead be required to apply for a permit on each occasion.

In response to these previously raised concerns, the following information is provided:

1. It is proposed that the Church will be required to use SafeWork NSW qualified Traffic Controllers to implement a certified traffic control plan and to assist the event vehicle to reverse into the parking spot as well as to control the flow of pedestrians on the footpath during this time.
2. Council does not intend to install signs, but rather to issue a permit similar to a Road/Footpath Occupancy Permit that is to be placed on the dashboard of the vehicle. This will ensure that unauthorized vehicles do not park on the footpath.
3. It is not expected that this approval would set a precedent as there is no other properties along Macquarie Street that have a similar circumstance. The other properties all have vehicular access that does not require footpath parking.
4. Council's recommendation is that the ceremonial vehicle be parked directly adjacent to the light rail tracks subject to an agreement with Great River City Light Rail (GRCLR) meaning that the pedestrian walkway will be between the parked vehicle and the building line. This will still allow for approximately 2.5m of footpath space for pedestrians.
5. The intention of giving the applicant an approval through the Traffic Committee process is to reduce the administrative burden on Council to assess the application on each occurrence and to exempt them from Council's Fees and Charges. It is emphasized that Council staff will assess the Traffic Management Plan (TMP) for the

applicant's proposal that will be used for each event. This TMP is to be assessed on an annual basis and Council will include a clause in any approval that will allow for the approval to be revoked or additional conditions added if deemed necessary for public safety or amenity reasons. Furthermore, the applicant will be required to notify Council about an upcoming event that will require a ceremonial parking space which will allow easy enforcement by Council's Regulatory Services.

NSW Road Rules and applicable Legislation Regarding Parking on the Footpath

It is noted that in accordance with the NSW Road Rules (Rule 197), a driver is not permitted to stop a vehicle on a footpath unless a parking control sign applies, or the driver is permitted to stop under another law of this jurisdiction.

In the absence of parking control signs, the relevant law that will allow for parking on the footpath is as follows:

1. Obtain an approval under Section 138 of the Roads Act 1993 from Council which will allow the applicant to 'carry out work in, on or over a public road' including the footpath area.
2. Obtain an approval under Section 144 of the Roads Act 1993 from Council to where the roads authority can grant a permit 'conduct a road event on a public road' including the footpath area.

An approval as recommended by this report will be in accordance with the above sections of the Roads Act.

Access Requirements

The proposed access arrangements for the LMC will involve a ceremonial vehicle arriving to the site from the western side of the Church via Macquarie Street. The vehicle is to then utilise the existing accessway on the western boundary of the Church to manoeuvre and reverse into the designated parking area on the footpath next to the light rail tracks and in front of the Church. This is demonstrated by swept paths shown in Figure 3 below. It is noted that the accessway adjacent to the Church does not provide any through access for pedestrians to Parramatta Square.

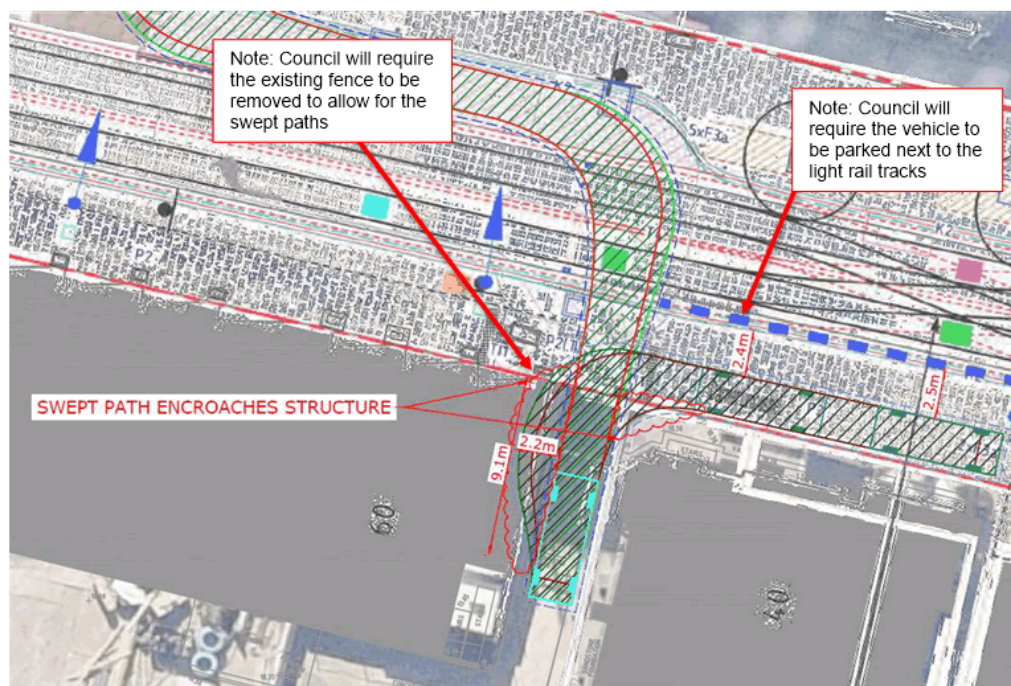


Figure 3: Swept path diagram of a 6.29m long Daimler Limousine accessing the proposed designated parking area in front of the Church

As per the review undertaken by the Traffic Consultant engaged by the Church, the accessway will need to be widened by 2.2m for a length of 9.1m to allow for the swept path of the ceremonial vehicles. It is noted that there are currently no buildings on the land adjacent to the church that would prevent the widening of the laneway.

Although the current swept paths show the parking space on the footpath to be located along the boundary, Council's preference is for this space to be located along the light rail tracks instead, with a 2.5m wide unobstructed pedestrian path being retained between the parked vehicle and the building line. The reason for this is to retain a continuous pathway for pedestrians along the building line.

Consultation with Great River City Light Rail (GRCLR)

The LMC have consulted with GRCLR who have raised no objections to the proposed footpath parking by ceremonial vehicles as demonstrated in Figure 3 above, provided the below listed conditions are met:

1. The LMC is to obtain separate approval from City of Parramatta Council noting that the footpath parking falls outside of Transport for NSW (TfNSW) and GRCLR's jurisdiction.
2. A designated parking zone for the parking of ceremonial vehicles should be identified and marked by LMC, leaving a minimum clearance of 2.5m of footpath for pedestrians. The ceremonial vehicles must not park outside of this designated parking zone.
3. LMC to provide a form of visual and physical delineation (to be accepted by GRCLR's) to be used to segregate the footpath from the PLR corridor while the footpath is being partly occupied by the ceremonial vehicles in order to discourage pedestrians from walking onto the PLR tracks due to the reduced usable width of the footpath. GRCLR's understanding based on TTPP's study report and the advice of LMC is that the

ceremonial vehicles would be parked on the side closer to the Church and not on the side next to the PLR on the footpath.

4. LMC must be able to demonstrate in the subsequent Development Application process that the final design and construction of the adjacent development west of the Church would provide sufficient space as a turning bay as indicated in the TTPP traffic report for the ceremonial vehicles to safely manoeuvre including reversing and turning into the footpath in front of the Church.
5. As advised by LMC, an average of one ceremonial event per month held by the Church is anticipated based on past statistics. This frequency is deemed to be acceptable by GRCLR. Any higher frequency than this will be subject to further discussion and agreement with GRCLR.
6. LMC will enter into a formal access agreement with GRCLR which includes the protocol for ceremonial vehicle access and parking. The document will stipulate as a minimum the general process and procedure on the coordination required by LMC with GRCLR including the advance notice to be given to GRCLR ahead of a ceremonial event, relevant contact details, time and duration of the event etc in order for GRCLR's OCC (Operational Control Centre) and the tram drivers on the day to be aware of the event in advance so that they would be extra cautious when coming through the area during the time of the event.
7. LMC to train up their own staff to supervise and manage the ceremonial vehicle movements on the day of the event. GRCLR may consider offering familiarisation sessions to LMC if needed.

Future Developments proposed by The Uniting Church

It is noted that 99 Macquarie Street, which is directly adjacent to the LMC, is also owned by the Uniting Church in Australia Property Trust and is subject to possible future development. In accordance with reference designs provided to Council, such development could entail the construction of a multi-storey mixed used development comprising of basement level parking, commercial office space and dedicated levels for the Parramatta Mission.

The current reference design retains the manoeuvring space within the existing accessway but suggests that ceremonial vehicles will still be using the current proposed footpath parking space as a permanent solution.

It is to be noted that footpath parking is not a desirable outcome for Council as it constricts the space given to pedestrians. As such, any approval given to the LMC to park on the footpath should be temporary only and any future developments associated with the properties owned by the Church in Macquarie Street, should integrate a ceremonial parking area wholly within their site and not on the footpath.

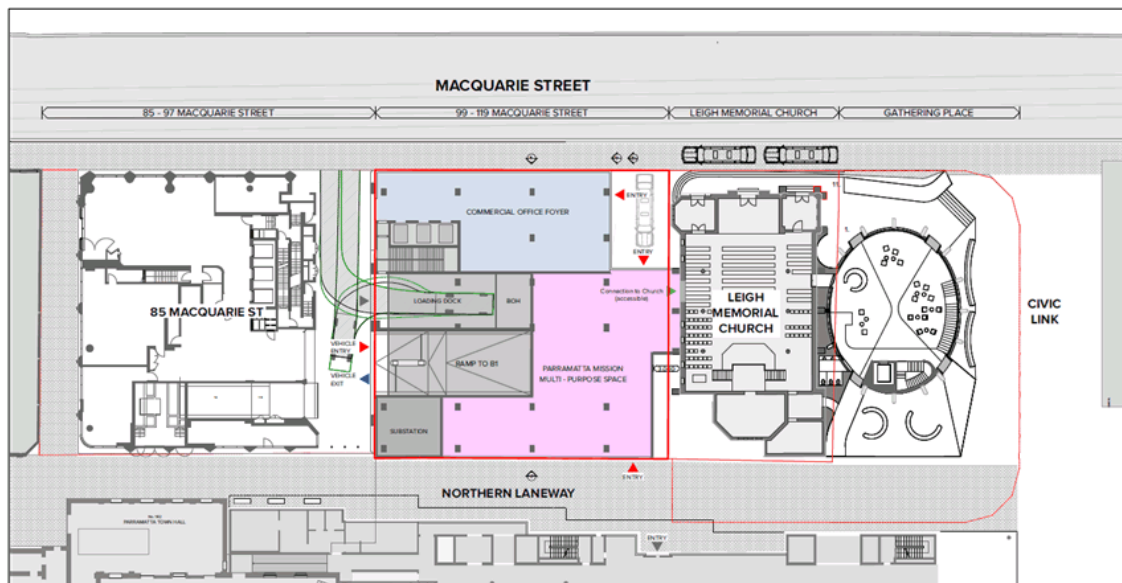


Figure 4: Draft reference design for 99-119 Macquarie Street, Parramatta

Alternative Approval Processes

Should it be resolved not to give a long-term approval as recommended by this report, the Church will need to explore alternative means of approval. These can include applying for a Temporary Road and Footpath Occupancy Permit (TRO) or applying for a Special Event application.

Council's Traffic and Transport Services are responsible for administering TROs. These applications are generally used to help facilitate construction activities where a builder may need to occupy road and/or footpath for various activities such as pumping concrete. These applications are also used in some circumstances where a section of road needs to be reserved for parking contrary to the existing parking restrictions. Council's general process is to limit TRO approval to a maximum of one week with some exceptions made when the applicant is undertaking public domain improvement works such as footpath reconstruction. Approval through this process will not require a referral through the Traffic Committee process.

Council's Traffic and Transport Services are also responsible for Special Event approvals which require the occupancy of the road and/or footpath. It is noted that as per the Guide to Traffic and Transport Management for Special Events, an event at the Church which requires ceremonial vehicle access will likely be classified as a Class 3 event as it does not impact local or major transport systems or classified roads. Accordingly, approval through this process will not require a referral through the Traffic Committee process, however, the applicant will be required to apply on each occasion.

Both the above listed process will result in an increased administration burden on both Council staff and the Church. Accordingly, it is recommended that Council grant a special long-term approval to the Church subject to the conditions listed within the recommendations section of this report. It is reiterated that this will still require the applicant to notify Council and implement an approved Traffic Management plan to ensure pedestrian safety.

FINANCIAL IMPLICATIONS

The proposal is for Council to issue a permit to allow Leigh Memorial Church ceremonial vehicles to park on the footpath of Macquarie Street. The administrative works involved in processing the permit are to be undertaken by Council staff using existing resources. Any subsequent construction works that may be required to provide a suitable area on the footpath for this parking space is to be organised by the Church at no cost to Council.



Behzad Saleh
Acting Traffic and Transport Team Leader
13/09/2023
Attachments – Nil.



CITY OF PARRAMATTA COUNCIL

Parramatta Traffic Committee Agenda Item

ITEM NO: 2307 A2
SUBJECT: Wigram Street, Harris Park – Diwali Events 2023
APPLICANT: Little India Australia and Little India Harris Park Business Association
REPORT OF: Traffic and Transport Engineer and A/Traffic and Transport Manager
WARD: Rosehill
SED: Parramatta

Purpose

This report seeks approval of two Special Event Traffic Management Plans (SETMPs) for two separate Little India Diwali Events 2023 scheduled to be held in Wigram Street, Harris Park on Saturday 4 and Sunday 5 November 2023.

OFFICER'S RECOMMENDATIONS:

1. That the proposed Diwali events scheduled to be held in Wigram Street, Harris Park on Saturday 4 and Sunday 5 November 2023 be classified as a Class 2 Events in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of Wigram Street, Harris Park for the Diwali events be approved subject to adherence of the following:
 - a. That revised Special Event traffic Management Plans (SETMPs) for each event be submitted to Council addressing all concerns raised by Council, TfNSW and the Cumberland PAC for review and approval.
 - b. That Special Event Clearway approval be obtained from the Traffic Management Centre (TMC) of TfNSW and implemented as part of the SETMP for each event.
 - c. That Crowd Management Plans for each event be prepared and implemented in consultation with Cumberland Police Area Command.
 - d. That medium rigid vehicles be used as part of each Hostile Vehicle Mitigation Plan.
 - e. That the attached traffic related conditions be adhered to for each event.
 - f. That all costs associated with the Diwali events be funded and paid for by the respective Event Organisers at no cost to City of Parramatta Council.
 - g. That the Little India Australia and Little India Harris Park Business Association liaise with each other to produce one notification of the traffic management plan for the Diwali events to local community via VMS boards and notification letters to the affected businesses and residents at least 7 days prior to the event and a proof of the notifications be submitted to Council.
 - h. That relevant approvals from Council and TfNSW be obtained prior to each event.

- i. That a valid Public Liability Insurance for each event with a cover of at least \$20,000,000 be submitted to Council.

Background

City of Parramatta has received two separate applications from two organisations to hold Diwali events in Wigram Street, Harris Park. Both of these organisations have employed RD Traffic Control to implement Special Event Traffic Management Plans (SETMPs) for the event. The details of these organisers and events are provided below:

Event 1:

Application Date: 14 July 2023

Event Organiser: Little India Australia

Event Management: Ben Eddy

Event Date & Time: 12noon to 9pm on Saturday 4 November 2023

Road Closure Date and Time: 5am to 10:30pm on Saturday 4 November 2023

Expected Attendance: 4000

Event 2:

Application Date: 26 July 2023

Event Organiser: Little India Harris Park Business Association (LIHPBA)

Event Management: Monique Annetts

Event Date & Time: 12:30pm to 9:30pm on Sunday 5 November 2023

Road Closure Date and Time: 5am to 10:30pm on Sunday 5 November 2023

Expected Attendance: 4000

Special Event Traffic Management Plan (SETMP)

As part of the submitted SETMP for the Diwali events, Wigram Street between Marion Street and Una Street, Harris Park is proposed to be closed from 5am to 10:30pm on both Saturday 4 and Sunday 5 November 2023. A detour is proposed to be in place to divert vehicles around the Wigram Street closure via Una Street, Albion Street and Marion Street. A map of the proposed road closure and detour is shown in Figure 1.

The representative from Cumberland PAC has reviewed the SETMPs and recommended that Wigram Street be closed between Marion Street and Ada Street, Harris Park (refer to the red rectangle in Figure 1). The reason for this amendment is to provide the greater risk management to the whole area as well as to maintain uninterrupted access to the fire station. As such, the SETMPs are to be amended in consultation with Cumberland Police Area Command (PAC).

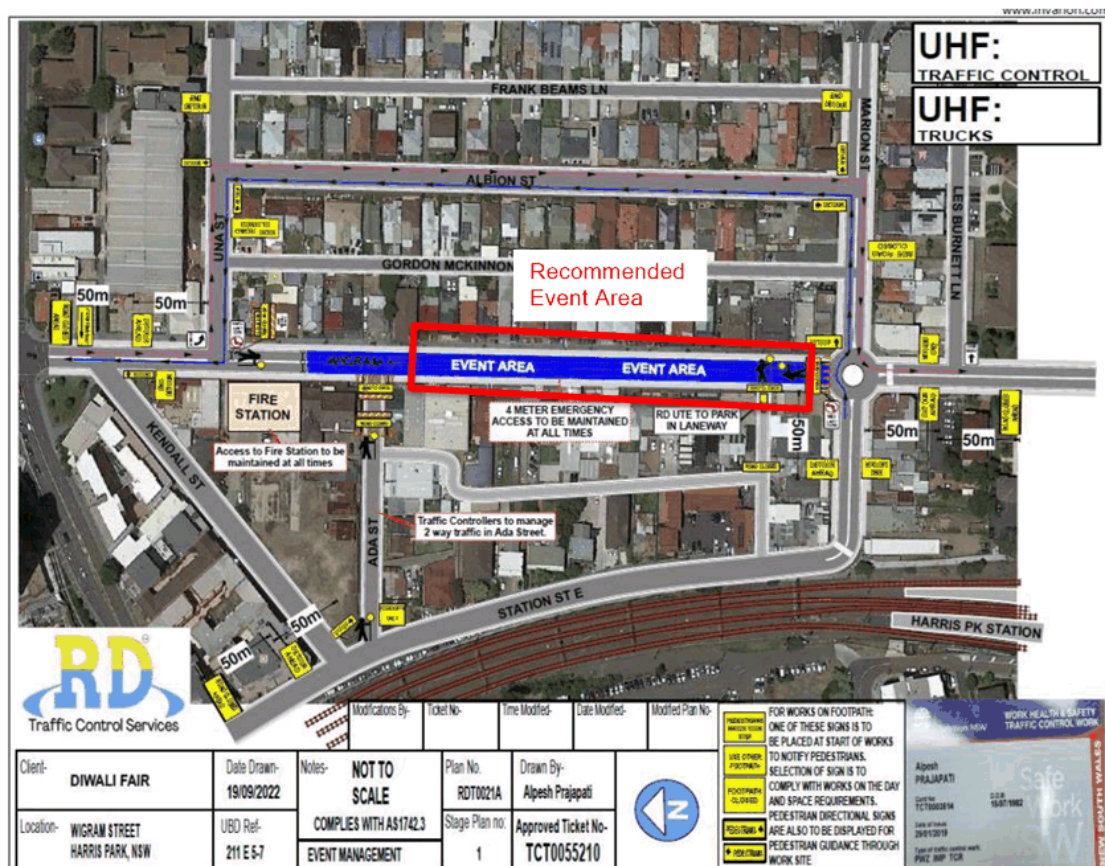


Figure 1: Map showing the event area in Wigram Street and detour route

Bus Services

Wigram Street between Marion Street and Una Street is not within a bus route, and therefore bus services will not be affected by this closure.

Crowd Management Plan

The Cumberland PAC Police has also recommended that the event area be fenced off to control the crowd number. This is required to reduce the risk of a crowd crush and injuries to people especially young children through a stampede. However, this will also require a plan to manage the queue of pedestrians waiting to access the event, particularly if a larger number of patrons arrive than what the event area can safely accommodate. As such, it is recommended that both Event Organisers prepare a Crowd Management Plan in consultation with Cumberland PAC.

Hostile Vehicle Management Plan

Medium rigid heavy vehicles are to be used in Wigram Street at Ada Street and Marion Street as part of Hostile Vehicle Mitigation Plan. However, a Ute would be acceptable on the laneway adjacent to 64 Wigram Street.

Special Event Clearway Restriction

The Event Organisers are to apply for Special Event Clearways from the Traffic Management Centre (TMC) of TfNSW three months in advance of the event day and the restrictions are to be in place in Wigram Street as part of the SETMP for the Diwali events. This restriction is required to allow towing away off vehicles that are parked within the event area during the road closure period.

Classification of the 'Little India Street Festival' Events

It is apparent from the above that the closure of Wigram Street will disrupt local traffic, non-event community and transport systems but not major traffic and transport systems. It is therefore proposed to classify the two events as Class 2 Events in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.

A copy of the submitted SETMPs and TCPs are attached. The event organisers are required to submit amended SETMPs incorporating the changes discussed in this report to Council for consideration.

Approvals

The event is within 100m of the signalised intersection of Parkes Street and Wigram Street, Harris Park. As such, the Event Organisers are each required to obtain a Road Occupancy License (ROL) from the Transport Management Centre (TMC) of Transport for NSW (TfNSW) prior to the events.

In accordance with the Transport for NSW Guide to Traffic and Transport Management for Special Events, each Event Organiser is to submit a signed and completed 'Special Event Transport Management Plan Template' form (refer to page 91 in the Guide) and all supporting documents to Council and TfNSW immediately for obtaining approvals prior to the event.

Community Notification

Two Diwali Events are being delivered on the same weekend by two different organisations. Event Organisers are therefore required to liaise with each other and notify the local residents and businesses via single letterbox drop at least 7 days prior to the event and a copy of this letter be submitted to Council.

Two portable VMS boards are to be located in Wigram Street (at Una Street facing southbound motorists and at Marion Street facing northbound motorists) from Monday 30 October to Sunday 5 November 2023 to advise motorists of the road closures on Wigram Street on Saturday 4 and Sunday 5 November 2023.

FINANCIAL IMPLICATIONS

The proposed Diwali events scheduled to be held on 4 and 5 November 2023 are to be delivered by the respective Event Organisers Little India Australia and Little India Harris Park Business Association at no cost to Council. Therefore, this matter has no direct financial impact upon Council's budget.



Nathan McLauchlan
Traffic and Transport Engineer



Saniya Sharmeen
A/Traffic and Transport Manager

15/09/2023

Attachments – 1. Traffic related Conditions
2. Special Event Traffic Management Plans 2for 4 and 5 November 2023 events

Attachment 1: TRAFFIC RELATED CONDITIONS FOR DIWALI EVENTS 2023**Prior to the event:**

1. In accordance with the Transport for NSW Guide to Traffic and Transport Management for Special Events, the Event Organiser is to submit a signed and completed 'Special Event Transport Management Plan Template' form (refer to page 91) and all supporting documents to Council and TfNSW and written approval is to be obtained prior to the event.
2. The Event Organiser to provide Council the contact details, including mobile phone number of the Traffic Controller who will undertake the road closure.
3. The Event Organiser to submit to Council a copy of its Public Liability Policy in an amount not less than \$20,000,000 noting City of Parramatta and Transport for NSW as interested parties on the Policy and that Policy to cover both on-road and off-road activity.
4. The Event Organiser is to advertise the event in the local press and the traffic impact/ delays due to the event at least at least 28 days prior to the event; a copy of the proposed advertisement is to be submitted to Council (indicating the advertising medium). Directly affected residents and businesses are also to be notified via letter box drop at least seven (7) days prior to the event.
5. The Event Organiser is to notify the details of the event to the NSW Police, NSW Ambulance Services, NSW Fire Brigade / Rural Fire Service and SES at least at least 28 days prior to the event; a copy of the correspondence be submitted to Council.
6. The Event Organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses affected by the proposed event at least at least 28 days prior to the event.
7. The Event Organiser is to assess the risk and addressing the suitability of the entire route as part of the risk assessment considering the possible risks for all participants traveling on winding, narrow, uneven gravel roads with steep roadside embankments and sharp bends; this assessment should be carried out by visual inspection of the route/site by the Event Organiser prior to preparing the TMP and prior to the event.
8. The Event Organiser is to carry out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and design and implement a risk elimination or reduction plan in accordance with the Work Health and Safety Act 2011; (information for Event Organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>). Note that the safety of all road users and personnel on or affected by the event is the responsibility of the Event Organiser.

During the event:

9. Access being maintained for businesses, residents and their visitors.
10. All traffic controllers/marshals operating within the public road network holding appropriate certification required by the RMS.
11. In accordance with the submitted TMP and associated TCP, appropriate advisory signs, including temporary speed restriction signs, shall be placed at the Event Organiser's expense after all the required approvals are obtained from the relevant authorities, and traffic control devices be placed during the event along the route under the direction of a traffic controller holding appropriate certification required by the RMS.

After the event:

12. All roads and marshalling points are to be kept clean and tidy, with all directional signs are to be removed immediately on completion of the activity.



RD Traffic Control

TMP for 4th Nov

Traffic Management Plan (TMP)

Diwali Fair, Wigram Street, Harris Park, NSW
Class 2 Event

Prepared by: RD Traffic Control

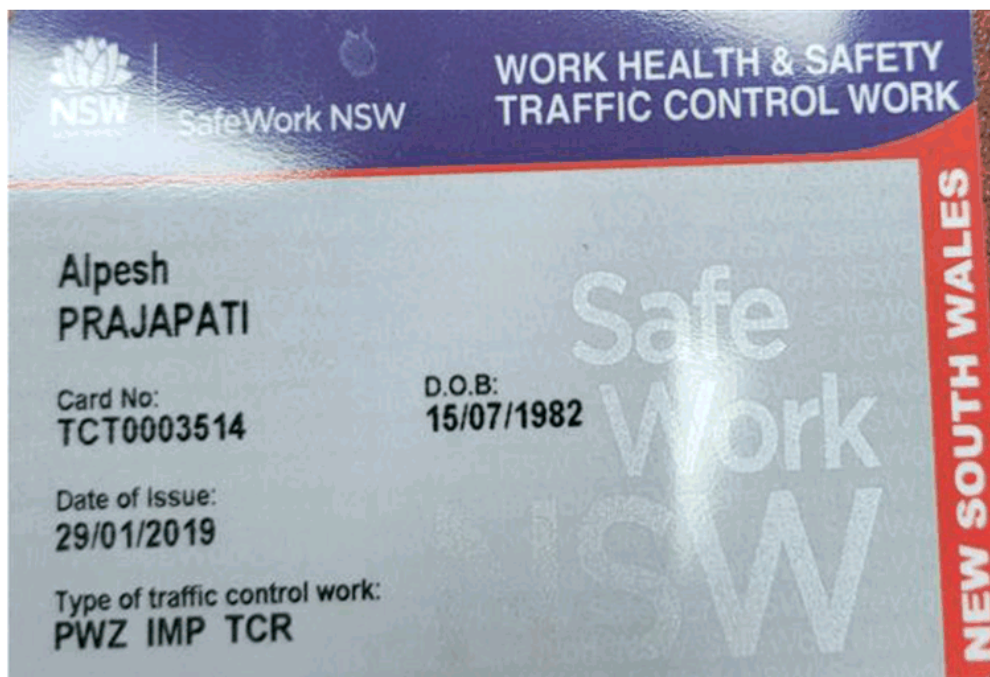
9/13/23

Alpesh Prajapati
Licence TCT0003514

Traffic Management Plan

Event Organiser: Little India Harris Park Business Association

Document Author: RD Traffic Control
 Alpesh Prajapati
 Phone: 1800 507 552
 Mb: 0423 727 063



Revision Record

Issue No.	Author	Reviewed/Approved	Description	Date
1.	Alpesh Prajapati		Rev 01	13/09/23
2.			Rev 02	
3.			Rev 03	
4.			Rev 04	
5.			Rev 05	
6.			Rev 06	

Traffic Management Plan

1. EVENT DETAILS**1.1. Event summary**Event Name: **Diwali Fair**Event Date: Saturday 4th November 2023.

Event Start Time: 12:00 hours

Event Finish Time: 21:00 hours

Event Bump in: Saturday 4th November 05:00 hoursEvent bump out: Saturday 4th November 22:30 hoursEvent is: **Community Festival**

Expected Attendance: 4,000

1.2. Contact Names

Name	Position	Phone	Email
Ben Eddy	Event Management		
Parag Shah	Event Coordinator	0425 285 390	
Jeff Stein	City of Parramatta Council	0477 349 780	jstein@cityofparramatta.nsw.gov.au
Keith Hong	City of Parramatta Council	0403 872 982	khong@cityofparramatta.nsw.gov.au
Jack Makhoul	Sergeant NSW Police Parramatta LAC	0417 657 770	Makh1jac@police.nsw.gov.au
Alpesh Prajapati	Traffic Control: Coordinator	0423 727 063	admin@rdfacilitiesmanagement.com.au

1.3. Description of the event

Harris Park Business Forum are bringing the Diwali Fair to Harris Park - the heart and soul of Indian community. Harris Park is well known as 'Little India' because of the large number of local businesses predominantly from an Indian background having presence in Harris Park. These businesses are fulfilling cultural needs and offering various cuisines from the Indian sub-continent.

The Diwali Fair, will be a colourful and exciting celebration for people to experience India's rich culture and cuisine.

1.4. Controlled Entry

Controlled entry is to be in place around the stage/sitting area, pedestrian safety barriers are to be in place at both ends of this area as shown in the attached TGS on page 21 of the TMP.

HR vehicles are to be in place at all entry points as well as a Ute to be placed on Billus Place.

Authorised traffic controllers or wardens are to manage the controlled entrance areas & direct pedestrians at these points into the event/ stage /sitting areas.

2. TRAFFIC AND TRANSPORT MANAGEMENT

2.1. The Location

The Event will be held within a closed section of Wigram Street between Una Street and Marion Street, Harris Park, with an expected attendance of 4000 attendees.

This section of Wigram Street will be closed to vehicular traffic, access will remain for the fire station located on Wigram Street with additional traffic control to move on persons that may be loitering within the fire station access ways.



2.2. Parking

The event is aimed at local residents and it is anticipated that most local residents will walk to the event. The use of public transport will be promoted and public parking will be in the surrounding streets.

There will be no onsite parking within the road closure. Staff and stallholders will be instructed to park in surrounding streets.

There are two parking stations available within 600 metres walk from the event site:

- Wilson Parking - 30 Cowper Street

https://www.wilsonparking.com.au/park/2207_30-Cowper-St-Car-Park_30-Cowper-Street-Parramatta

- Secure Parking – 10 Valentine Avenue

<https://www.secureparking.com.au/en-au/car-parks/australia/new-southwales/sydney/parramatta/10-valentine-avenue>

2.3. Sydney Buses

Bus route 906 operates on Wigram Street & Una Street between Fairfield and Parramatta. There are 2 stops near the northern end of the event site on Wigram Street. This service will run to a normal timetable.

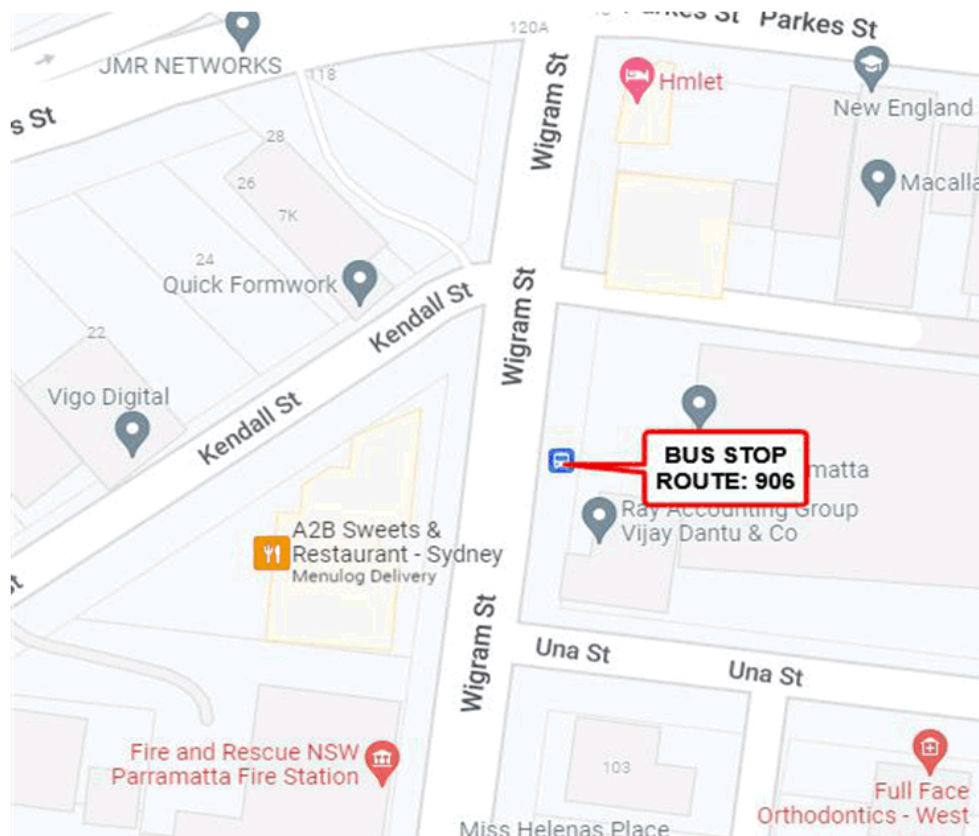
There are a number of additional services that stop at the Parramatta Interchange, a short walk from the event site.

For public transport timetables and planning visit:

Traffic Management Plan

<http://www.transportnsw.info/>

2.3. Bus Stop – Route 906



2.4. Sydney Trains

The closest railway station is Harris Park Station, a 400-meter walk from the event site.

For public transport timetables and planning visit:

<http://www.transportnsw.info/>

2.5. Parked Cars within the Event Site

Special event clearways have been requested for this event. As a result, all vehicles will be required to vacate the area prior to the event, traffic control to manage the clearing of vehicles overnight from site, any parked cars on Wigram Street after the road closures go in will not be permitted to move or leave the site. These cars will be monitored throughout the day by both event staff and security.

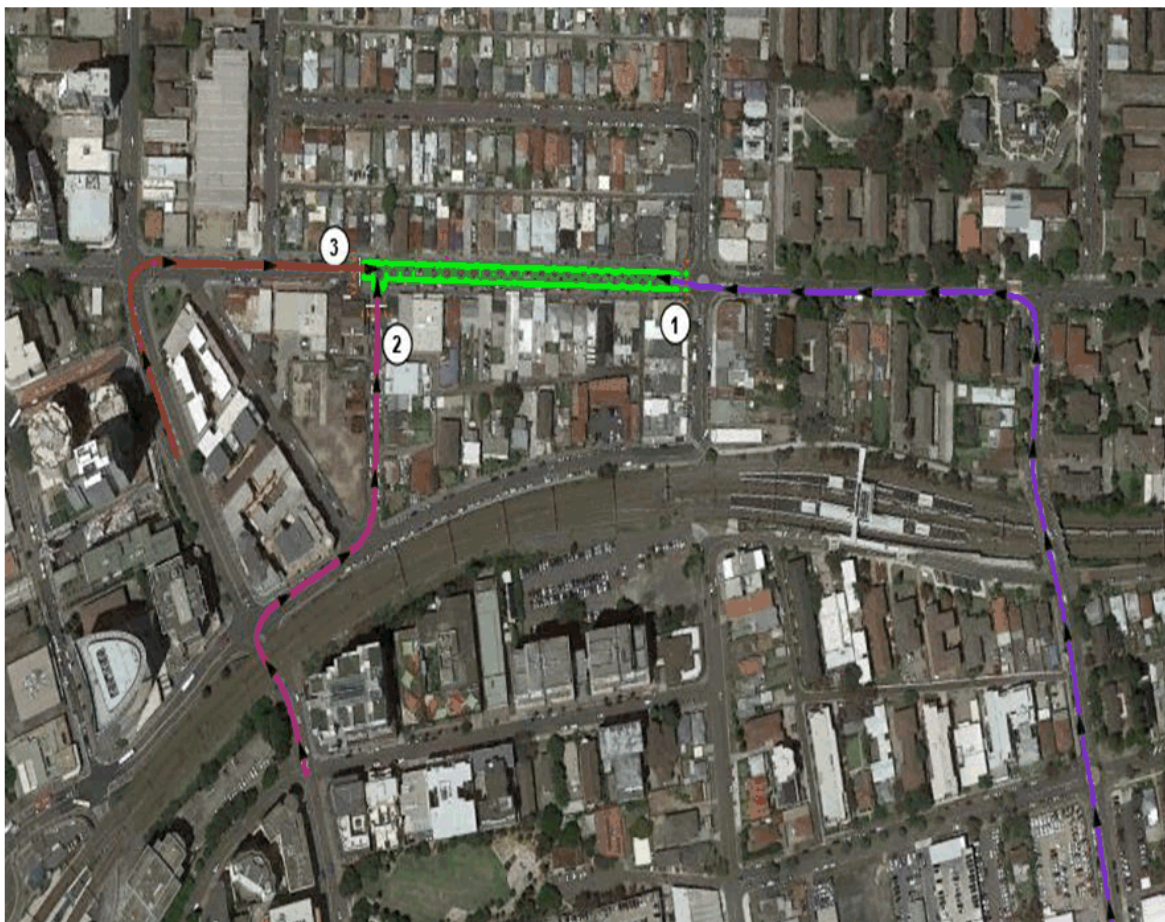
Traffic Management Plan

2.6. MR Vehicle Mitigation plan

The following MR Vehicle Mitigations are proposed for this event:

1. On Wigram Street at the Marion Street roundabout end, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site from Cambridge Street & then Wigram Street & will be positioned to stop vehicles accessing the pedestrian area during the event.
2. On Ada Street, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site from Station Street East & will be positioned to stop vehicles accessing the pedestrian area during the event.
3. On Wigram Street near Ada Street, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site coming from Parkes Street & then onto Wigram Street just past Ada Street & will be positioned to stop vehicles accessing the pedestrian area during the event.

All vehicle access points will have a standalone vehicle in place between the entry point & the amusement ride to act as a barrier to stop hostile vehicles from entering the event site & causing injury to those in attendance.



Traffic Management Plan

2.7. Traffic management requirements unique to this event

RD Traffic Controllers will close Wigram Street between Una Street & Marion Street for the event. Access to the fire station on Wigram Street will remain, there will be no access to Ada Street from Wigram Street. This closure will be in place between 04:30 hours on 4th November 2023 till 00:00 hours on Saturday 4th 2023.

From 2200 – 3rd November 2023, the team will be out on Wigram Street putting out traffic cones to block out cars vacating the spot(s). From 0430 – Saturday 4th 2023; Traffic closure will commence. Registrations for any remaining vehicles left at 0900 will be collated and passed onto Sergeant [@Jack Makhoul](#) who will assist us in contacting the owners of the said vehicle(s).

There will be a detour in place to divert vehicles around the Wigram Street closure via Una Street, Albion Street & Marion Street, as well as along Kendall Street to Station Street East.

Communication around No parking on event day will be made to businesses in Harris Park via the 'Little India Harris Park Business Association'.

No buses will need to be diverted for the event.

(Refer TGS RDT0021A on page 19)

2.8. Traffic Control

RD Traffic Control will be employed to oversee implementation of the Traffic Control Plans and monitor traffic conditions throughout the day. All traffic controllers will always be in radio contact.

Temporary traffic control signage, barricades and equipment as per the supplied

Traffic Control Plans must be installed by Safework/RMS accredited traffic controllers with a Safework/RMS "Implement Traffic Control Plan" certificate. Any person operating a Stop/Slow bat onsite must hold a Safework/RMS "Traffic Controller" certificate.

2.9. Heavy Vehicle impacts

There will be no impact to heavy vehicles during this event.

2.10. Special Event Clearways

An authorised TfNSW special Event Clearway is required to be in place for the duration of this event on Wigram Street. City of Parramatta Council will install signs along Harris Park with the following wording; "ROAD CLOSURE 4th Nov 2023 DIWALI FAIR 0430 – 0000"

2.11. Cleaning

Event Organisers will ensure that the event area is cleaned at the end of the event and any remaining infrastructure is removed from site.

2.12. Road Occupancy Licence

ROL's to be in place for road closures – TMC to be notified of the event.

3. RISK MANAGEMENT - TRAFFIC**3.1. Occupational Health & Safety – Traffic Control**

Harris Park Business Forum are the Risk Managers for their individual event operations. It is Harris Park Business Forum policy to treat identified hazards by endeavouring to prevent or eliminate health and safety risk where it is in their reasonable authority, to endeavour to minimise the likelihood of risks occurring when outside their authority and when risks occur to minimise the consequence of the risk activity.

Any risk treatment measure implemented by Harris Park Business Forum will be consistent with their obligations in accordance with the 2011 WHS Regulations and/ or AS/NZS ISO 31000:2009 Risk Management-Principles and guidelines.

Traffic Management Plan

Harris Park Business Forum, by the nature of the event operations has accepted the uncontrollable risks such as weather, environment and crowd behaviour and will implement treatment programs to mitigate risk. Their role is to ensure the risk is transferred from the organisers to the expert contractors. The transfer needs to be formalised by way of contracts and key performance indicators. Little India Harris Park Business Association needs to ensure that the staff/contractors have contemporary knowledge in their field and apply current safety regulations including J.S.A's and S.W.M.S's.

Little India Harris Park Business Association need to ensure that the attached checklists, where relevant are applied and completed. Little India Harris Park Business Association then has to ensure that any new emerging risks or safety concerns are controlled as and when they arise.

(Also Refer Annex 1)

3.2. Public Liability Insurance

Refer Annex 2

3.3. Vehicle Mitigation

Vehicle mitigation strategies will be undertaken within the road closure in accordance with the event risk assessment and NSW Police direction.

This information is to remain confidential.

3.4. Police

Parramatta Local Area Command will be notified of the event and a Public Assembly Form submitted to Police.

3.5. NSW Ambulance and Fire and Rescue NSW

NSW Ambulance and Fire and Rescue NSW will be notified in writing of the event by the event organiser.

3.6. Risk & Contingency Plans

Harris Park Business Forum have compiled Risk Assessments and Site-Specific Safety Plans for the event that is not included in this Transport Management Plan.

Item	Verified	Action Taken
All one-way streets are as described	Yes	Road closures, barricade and signage installed by authorised Traffic Controllers.
Block access to local businesses	Yes	Confirm list of letters to residents, businesses, and car parks. Advertisement of event to general public.
Block Emergency vehicle access	Yes	Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block heavy vehicle access	Yes	All vehicles are diverted before the closure with other traffic.
Restricted movements – banned turns, heavy/high vehicles	N/A	
Block Public facility (football oval, carpark, etc.)	No	None Required.
Block public transport access	No	None Required.
Can route use alternatives such as bicycle tracks,	N/A	

Traffic Management Plan

paths, parks, bush tracks etc.?		
Construction – existing, proposed that may conflict	No	None Required.
Numbers of lanes and their width are as described	Yes	
Road signage – existing/temporary	Yes	Temporary signage Installed and removed by Authorised Traffic Controllers.
Route impeded by traffic calming devices?	No	
Signalised intersections (flashing amber, Point duty?).	N/A	
Tidal flows	N/A	
Traffic generators - shopping centres, schools, churches, industrial area, hospitals	Yes	Advertisement of event to general public.
Traffic movement contrary to any Notice	N/A	Under the direction of traffic controllers
Traffic signals are as described	N/A	
Turning lanes are as described	Yes	Road closures, barricades and signage installed.
Letter Drop Zone Maps to indicate precincts mailed	No	

This section of the Transport Management Plan describes the contingency plans for the event. The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event.

Issues / Risks	Applicable	Action Taken
Heavy Weather	Yes	If heavy weather may cause crowds to depart early
Flood hazard on the route	Yes	TMC / RMS and Police provide diversions around flooded area.
Flood hazard at the parking area	Yes	Event organiser to close parking area and direct to hardstand parking.
Parking during Wet weather	Yes	Hardstand only.
Bush fire hazard	Yes	For major local/regional bushfire hazard affecting general public health or transport to greater Sydney, take direction from NSW Police
Accident on the route	Yes	If CCTV monitored by TMC. Facilitate emergency response to area.
Breakdown	Yes	If CCTV monitored by TMC. Facilitate response to area.
Absence of marshals and volunteers	Yes	Re-deploy existing staff as required.

Traffic Management Plan

Block public transport access	Yes	Divert general public to next available transport, considering safety and circumstances. Relevant transport agency to employ appropriate steps to accommodate.
Slow participants	No	
Delayed Event	Yes	Delay of any aspect of the event will be communicated by the event organiser.
Cancellation of Event	Yes	Cancellation of any aspect of the event will be communicated by the event organiser.
Security of participants/general public	Yes	Provided by event organiser.
Security of very important persons (VIP's)	Yes	As Required

It shall be noted that Traffic Management Plan (TMP) and particularly Traffic Guidance Schemes (TGS) are seen as risk control measures, but alone they cannot substitute for a compliant and detailed event Risk Assessment.

Contingency form part of the risk assessment and management plan.

3.7. Regulatory Framework

This Transport Management Plan has been written in accordance with the following Act, Regulation, Australian Standards and Road Design Technical Direction

- WHS Act and Regulation 2011
- AS/NZS ISO 31000: Risk Management - Principles and Guidelines
- ISO 31000:2018 - Principles and Guidelines on Implementation
- ISO/IEC 31010:2009 - Risk Management - Risk Assessment Techniques
- ISO Guide 73:2009 - Risk Management – Vocabulary
- Traffic Control at Work Sites – (RMS) V6.1 February 2022
- AS 1742.2-2009 Manual of uniform traffic control devices - Traffic control devices for general use
- AS 1743-2018 Road signs - Specifications
- AS/NZS 1906.4:2010 Retro-reflective materials and devices for road traffic control purposes - High-visibility materials for safety garments
- AS 3996-2006 Access covers and grates
- AS 1742.10-2009 Manual of uniform traffic control devices - Pedestrian control and protection
- AS 1742.13-2009 Manual of uniform traffic control devices - Local area traffic management
- AS 1742.3-2009 Manual of uniform traffic control devices - Traffic control for works on roads
- RMS Guide to Traffic & Transport Management for Special Event Version 3.5 – June 2018

Traffic Management Plan

4. MINIMISING IMPACT ON THE NON-EVENT COMMUNITY AND EMERGENCY SERVICES**4.1. Access for local residents, businesses hospitals and emergency vehicles**

The impact on local community will also include an increased traffic and parking demand in surrounding streets. In order to limit parking and traffic impacts, event organisers will actively promote alternate modes of transport including walking, cycling and public transport to get to and from the event.

4.2. Emergency Lane

A minimum four (4) metre emergency lane will be maintained along the entire closure. Authorised Traffic Controllers will be onsite to assist emergency vehicles through the closure points.

4.3. Advertise the traffic management arrangements

All residents will be notified of the event through:

- Letterbox drop will be conducted for impacted residents and businesses within and near the road closure precinct at least two weeks prior to the event.

4.4. Portable Variable message signs

VMS 1 - Eastern side of Wigram Street north of Una Street in the last 1P parking space. The sign will be facing the Southbound traffic.

VMS 2 - Western side of Wigram Street south of Marion Street in the last 1P parking space. The sign will be facing the Northbound traffic.

VMS messages:

Monday 30th October – 1am on Saturday 4th November 2023

Screen 1



Screen 2



1am - midnight Saturday 4th November 2023

Screen 1



Screen 2



Traffic Management Plan

5. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Maritime Services (RMS), or Local Government.

I declare that the details in this application are true and complete. I understand that:

The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document; I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993;

Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding;

The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information"; The "personal information" held by the Police, RMS or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event; The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6. APPROVAL

TMP Approved by: Date:

Event Organiser

7. AUTHORITY TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Date:

City of Parramatta Council.

The RMS's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Date:

Road and Maritime Services.

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RMS require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Traffic Management Plan

8. Attachments

Annex 1 – Traffic Control Measures Checklist

Annex 2 – Public Liability Insurance

Annex 3 – Site Plan

Annex 4 – RD Traffic Management site documents

Traffic Management Plan

ANNEX 1

TRAFFIC CONTROL MEASURES CHECKLIST

This checklist can help you implement effective control measures in your workplace.

Using this checklist is not mandatory—you can use whatever means are most useful and practical to identify the traffic control measures to be used specific to your workplace.

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Separation			
Are separate entries and exits provided for vehicles and pedestrians including visitors?			
Do the entries and exits protect pedestrians from being struck by vehicles?			
Does the layout of the workplace effectively separate pedestrians, vehicles and powered mobile plant?			
Are systems in place to keep pedestrians and moving vehicles or plant apart like physical barriers, exclusion zones and safety zones?			
Vehicle routes			
Are the roads and pathways within the workplace suitable for the types and volumes of traffic?			
Are loading zones clearly marked?			
Do vehicle route designs take into account vehicle characteristics under all conditions, for example emergency braking, running out of fuel or adverse weather?			
Are there enough parking places for vehicles and are they used?			
Are traffic directions clearly marked and visible?			
If a one-way system is provided for vehicle routes within the workplace is it properly designed, signposted and used?			
Are vehicle routes wide enough to separate vehicles and pedestrians and for the largest vehicle using them?			
Do vehicle routes have firm and even surfaces?			
Are vehicle routes kept clear from obstructions and other hazards?			
Are vehicle routes well maintained?			
Do vehicle routes avoid sharp or blind corners?			
Pedestrian routes			
Are pedestrian walkways separated from vehicles?			
Where necessary are there safe pedestrian crossings on vehicle routes?			
Is there a safe pedestrian route which allows visitors to access the site office and facilities?			
Are pedestrian walkways clearly marked?			
Are pedestrian walkways well maintained?			

Traffic Management Plan

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Vehicle movement			
Have drive-through, one-way systems been used to reduce the need for reversing?			
Are non-essential workers excluded from areas where reversing occurs?			
Are vehicles slowed to safe speeds, for example speed limiters on mobile plant or chicanes on vehicle routes?			
Do drivers use the correct routes, drive within the speed limit and follow site rules?			
Signs			
Are there speed limit signs?			
Are there clear warnings of powered mobile plant hazards?			
Is there clear signage of pedestrian and powered mobile plant exclusion zones?			
Is there enough lighting to ensure signs are visible, particularly at night?			
Warning devices			
Are flashing lights, sensors and reversing alarms installed on powered mobile plant?			
Information, training and supervision			
Do powered mobile plant operators have relevant high risk work licences? Are they trained in operating the particular model of plant being used?			
Have workers received site specific training and information on traffic hazards, speed limits, parking and loading areas?			
Is information and instruction about safe movement around the workplace provided to visitors and external delivery drivers?			
Is the level of supervision sufficient to check traffic movement and ensure safety of pedestrians and drivers?			
Personal Protective Equipment			
Is PPE like high visibility clothing provided and used where necessary?			
Vehicle safety			
Have vehicles and powered mobile plant been selected which are suitable for the tasks to be done?			
Do vehicles have direct visibility or devices for improving vision like external and side mirrors and reversing sensors?			

Traffic Management Plan

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Are vehicles fitted with effective service and parking brakes?			
Do vehicles and powered mobile plant have seatbelts where necessary?			
Is there a regular maintenance program for all vehicles and powered mobile plant?			
Is there a system for reporting faults on all vehicles and powered mobile plant?			
Do drivers carry out basic safety checks before using vehicles?			
Are there any other control measures that should be implemented to manage risks at your workplace?			

Traffic Management Plan

ANNEX 2

PUBLIC LIABILITY INSURANCE

The Barn Underwriting Agency
43 George Street, The Rocks
NSW, 2000
w: thebamagency.co
p: 1300 902 210

ABN: 15 625 224 642
AFSL: 509709



GENERAL LIABILITY INSURANCE CERTIFICATE OF CURRENCY

21/07/2022

Insured	RD Cleaning Professional Pty Ltd Tas R D Facilities Management
Policy Number	BARNSTPL210140
The Business	Cleaning Contractor – residential, commercial, strata, government buildings, schools, pubs, parks, gardening services, pest control and traffic management services and all ancillary activities thereto
Situation / Premises	unit 23/45 Powers Road Seven Hills New South Wales 2147
Period of Insurance	31/08/2022 to 31/08/2023 4:00 pm local standard time inclusive
Limit of Indemnity	
Public Liability	\$20,000,000 any one occurrence
Products Liability	\$20,000,000 any one occurrence and in the aggregate for all Injury damage occurring during the period of insurance.
Excess in respect to each claim	\$2,500
Special Excess	\$50,000 in respect of Injury to Sub-Contractors, Contractors & Labour Hire Personnel
Interested Parties	
Policy Wording	Specialty Trades Liability Insurance Policy 2021.9
Underwriter	Certain Underwriters at Lloyd's under Agreement No. B613321L0030000TB

Coverholder at LLOYD'S

Market Lane.
INSURANCE GROUP

David Porteous - Managing Director
Market Lane Insurance Group Pty Ltd
'trading as' The Barn Underwriting Agency
ABN 64 625 224 642 - AFSL 509709

Signed for and on behalf of Certain Underwriters at Lloyd's under Agreement No. B613321L0030000TB

Traffic Management Plan

TRAFFIC MANAGEMENT INDEMNITY INSURANCE



Level 2, 338 Pitt Street, Sydney NSW 2000
1300 295 262

Certificate of Currency Professional Indemnity

This Certificate:

- is issued as a matter of information only and confers no rights upon the holder;
- does not amend, extend or alter the coverage afforded by the policy listed;
- is only a summary of the cover provided. For full particulars, reference must be made to the current policy wording;
- is current only at the date of issue.

Policyholder	RD Cleaning Professionals Pty Ltd T/as RD Traffic Managment (ABN: 30141909033)
Occupation / Professional Services	Consultancy Occupations • Traffic Management Consultant
Policy Number	LPS016832716-19888
Policy Period	4.00pm Local Standard Time on 31 August 2022 to 4.00pm Local Standard Time on 31 August 2023
Limit of Indemnity	Professional Indemnity : AUD\$10,000,000
Excess	Professional Indemnity : AUD\$0 each and every claim.
Interested Party	None Noted
Insurer	AAI Limited ABN 48 005 297 807 trading as Vero Insurance
Signature	
Name of Signatory	Michael Gottlieb (BizCover for Brokers)
Capacity/Title	Director
Date	26 Aug 2022

Please note

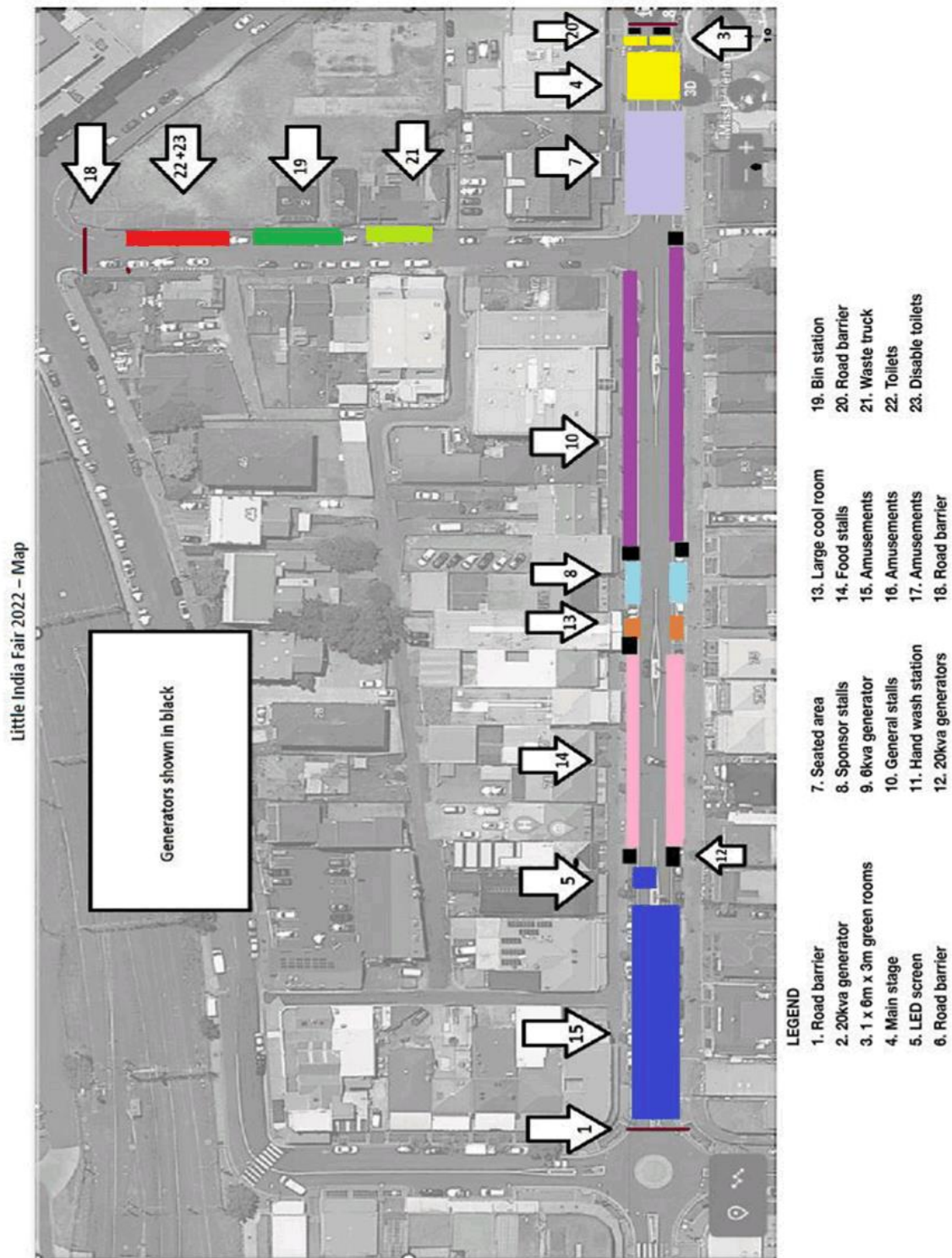
This Certificate is issued subject to the policy's terms and conditions and by reference to the insured's declaration. The information set out in this Certificate is accurate as at the date of signature and there is no obligation imposed on the signatory to advise of any alterations.

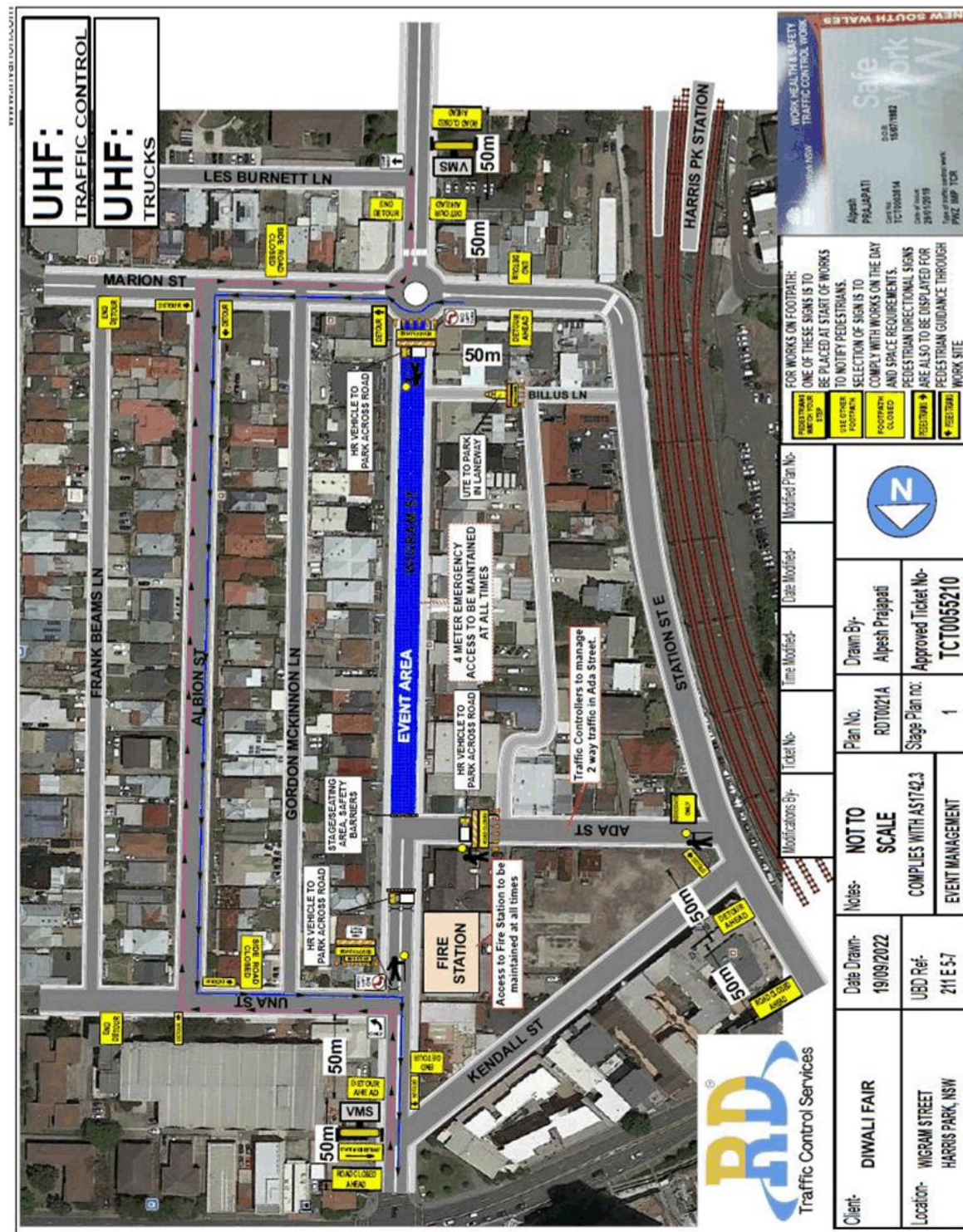
BizCover for Brokers is a business name of BizCover Pty Ltd (ABN 68 127 707 975; AFSL 501769) which acts under a binding authority given by the insurer to issue the insurance.
Mail to: Level 2, 338 Pitt Street, Sydney 2000 T: 1300 295 262 E: broker@bizcoverforbrokers.com.au

Traffic Management Plan

ANNEX 3

SITE PLAN





Traffic Management Plan

ANNEX 4

		RD Cleaning Professionals Pty Ltd ABN: 30 141 909 033 Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146 Toll Free: 1800 507 552 Mobile: 0423 727 063 Email: enquiry@rdcleaning.com.au

Daily Toolbox / Pre-Start

Worksite Name: _____ Date: _____

Worksite Address / Location: _____

Meeting conducted by _____ Signed: _____

I have verbally and in person read and reviewed the below safety information with all personnel assigned to this Toolbox / Pre-start meeting. We discussed all questions, comments and concerns as listed.

Standard items to be addressed prior to commencement of any works:

1. ☐ Recent Accidents, incidents and near miss reports
2. ☐ WHS in general
3. ☐ Legislative requirements – Does all personnel hold current & related qualifications (cards/tickets)
4. ☐ **Scope of Works**
 - Ensure all staff have their Traffic Controller qualifications
 - Confirm they are aware of the Sign-on requirements & location
 - Brief of parking & vehicle access restrictions
 - Safety documentation to be completed
5. ☐ **TCP/s & Permits**
 - Implement TCPs accordingly
 - Work to permitted times of location / environment / ROL
6. ☐ **Equipment required to commence & complete works**
 - P.P.E & uniform requirements
 - C Class Flashing Arrow Board (if required)
 - Traffic & Pedestrian Signage & Devices (MUTCD - AS1742.3)
 - Radio Communication & Visual Signalling
7. ☐ **Personnel required to commence & complete works**
 - Primary Traffic Controls
 - Team Leader
 - Designated Spotter(s)

Other issues to be addressed

- ☐ Weather conditions
 ☐ Lighting conditions
 ☐ Road user / Motorist behaviour
 ☐ Manual Handling
☐ Fatigue / Alcohol / Drug Policy
 ☐ Fire / First Aid
 ☐ _____

Attendance Register: Print Name & Sign

1.		10.	
2.		11.	
3.		12.	
4.		13.	
5.		14.	
6.		15.	
7.		16.	
8.		17.	
9.		18.	

Traffic Management Plan



RD
TRAFFIC
MANAGEMENT
SERVICES



RD Cleaning Professionals Pty Ltd

ABN: 30 141 909 033

Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146

Toll Free: 1800 507 552 | Mobile: 0423 727 063

Email: enquiry@rdcleaning.com.au

Traffic Control Location Checklist

The following checklist shall be completed on site with the approved TCP for the work being undertaken, prior to TCP implementation. Use the checklist to determine if the TCP is appropriate for the work and make modifications to the TCP if required.

Location: _____

Type of Work: Traffic & Pedestrian Management Date: _____

Name of person completing inspection: _____ Signed: _____

Item No.		Yes	No	N/A
1.	Has provision been made for any intersections, on-loading or off-loading ramps within the worksite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will vehicles be entering or leaving the worksite from private or commercial driveways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a	Has provision been made for those vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is there adequate sight distance for road users to signs and traffic controllers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Will control measures be safe for the approach speeds of traffic? (Consideration should be given to the proximity of workers to through traffic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has consideration been given to traffic volumes expected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Has provision been made for bus stops & public transport (including school?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Has provision been made for pedestrians including those with impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Has provision been made for cyclists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are there any overhead power lines that might be a risk to vehicles and plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Has the time of day been adequately considered (i.e. night work, sun etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are there any contradictory signs or markings that may cause confusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Has provision been made for emergency vehicles (Maintained 3m wide path)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List the items that need to be addressed below and provide details of the action to be taken

Item No	Action to be taken

(comments if required)

Traffic Management Plan

**RD Cleaning Professionals Pty Ltd**

ABN: 30 141 909 033

Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146

Toll Free: 1800 507 552 | Mobile: 0423 727 063

Email: enquiry@rdcleaning.com.au

Worksite Risk Assessment

Name of worksite controller: _____ Date: _____

Work Description: Traffic & Pedestrian Management Time: _____

Location: _____

Are the workers familiar with the SWMS? Circle > Yes / No		Is the required SWMS available onsite? Circle > Yes / No	
HAZARD & RISK CONTROL CHECKLIST			
Hazard/s identified	Risk Rating	Control Measure/s	Final Risk Rating
<input type="checkbox"/> Sharps			
<input type="checkbox"/> Manual Handling			
<input type="checkbox"/> Tree Felling / Chainsaw use			
<input type="checkbox"/> Working alone / poor communication			
<input type="checkbox"/> Temperature / Weather extremes			
<input type="checkbox"/> Noise / hearing issue			
<input type="checkbox"/> Electricity			
<input type="checkbox"/> Excavation / Trench			
<input type="checkbox"/> Traffic		TCP No:	
<input type="checkbox"/> Moving equipment / Plant / Machine			
<input type="checkbox"/> Slips / Trips / Falls			
<input type="checkbox"/> Height / Falling objects			
<input type="checkbox"/> Fatigue			
<input type="checkbox"/> Underground / Overhead services			
<input type="checkbox"/> Other:			

Consequence	Probability			
	Very Likely	Likely	Unlikely	Very Unlikely
Death / permanent disability	1	1	2	3
Long term illness / serious injury	1	2	3	4
Medical attention / time off work	2	3	4	5
First Aid	3	4	5	6

Comments (if any):

I have participated in this Worksite Health Risk Assessment process, I understand the work activity, my responsibilities, hazards, and control measures that need to be in place and if any changes occur on-site I will report them to my immediate Supervisor.

Worksite Controller signature below confirms the risk assessment is adequate for work to commence safely.

Print Name: _____ Signature: _____ Date: _____

Traffic Management Plan

THIS TRAFFIC MANAGEMENT PLAN COMPLIES WITH AUSTRALIAN STANDARD 1742.3

All personnel dealing with traffic control, being either contractors or sub-contractors are to have the following current accreditation, for the management of each item listed below:

WHS&E general induction certificate (White card)

Safework/RMS Traffic Controller Card (for traffic control, performing stop/slow control)

Safework/RMS Implement Traffic Control Plans (for implementation of signage)

Safework/RMS Prepare Work Zone Traffic Management Plan (for selection & creation of TGS, TMP & inspection of existing traffic control plans)

All staff must be inducted on site before commencement of works

Staff must carry current accreditation on them at all times whilst on site

Appropriate PPE as outlined in the appropriate SWMS for the works.



RD Traffic Control

TMP for 5th Nov

Traffic Management Plan (TMP)

Diwali Fair, Wigram Street, Harris Park, NSW
Class 2 Event

Prepared by: RD Traffic Control

3/07/2023

Alpesh Prajapati
Licence TCT0003514

Traffic Management Plan

Event Organiser: Little India Harris Park Business Association

Document Author: RD Traffic Control
 Alpesh Prajapati
 Phone: 1800 507 552
 Mb: 0423 727 063



Revision Record

Issue No.	Author	Reviewed/Approved	Description	Date
1.			Rev 01	
2.			Rev 02	
3.			Rev 03	
4.			Rev 04	
5.			Rev 05	
6.			Rev 06	

Traffic Management Plan

1. EVENT DETAILS**1.1. Event summary**Event Name: **Diwali Fair**Event Date: Sunday 5th November 2023.

Event Start Time: 12:30 hours

Event Finish Time: 21:30 hours

Event Bump in: Sunday 5th November 05:00 hoursEvent bump out: Sunday 5th November 22:30 hoursEvent is: **Community Festival**

Expected Attendance: 4,000

1.2. Contact Names

Name	Position	Phone	Email
Sanjay Dehshwal	Event Director		
Monique Annetts	Event Management	0410 660 060	monique@amaconnect.com.au
Jeff Stein	City of Parramatta Council	0477 349 780	jstein@cityofparramatta.nsw.gov.au
Keith Hong	City of Parramatta Council	0403 872 982	khong@cityofparramatta.nsw.gov.au
Jack Makhoul	Sergeant NSW Police Parramatta LAC	0417 657 770	Makh1jac@police.nsw.gov.au
Alpesh Prajapati	Traffic Control: Coordinator	0423 727 063	admin@rdfacilitiesmanagement.com.au

1.3. Description of the event

Harris Park Business Forum are bringing the Diwali Fair to Harris Park - the heart and soul of Indian community. Harris Park is well known as 'Little India' because of the large number of local businesses predominantly from an Indian background having presence in Harris Park. These businesses are fulfilling cultural needs and offering various cuisines from the Indian sub-continent.

The Diwali Fair, will be a colourful and exciting celebration for people to experience India's rich culture and cuisine.

2. TRAFFIC AND TRANSPORT MANAGEMENT

2.1. The Location

The Event will be held within a closed section of Wigram Street between Una Street and Marion Street, Harris Park, with an expected attendance of 4000 attendees.

This section of Wigram Street will be closed to vehicular traffic, access will remain for the fire station located on Wigram Street with additional traffic control to move on persons that may be loitering within the fire station access ways.



2.2. Parking

The event is aimed at local residents and it is anticipated that most local residents will walk to the event. The use of public transport will be promoted and public parking will be in the surrounding streets.

There will be no onsite parking within the road closure. Staff and stallholders will be instructed to park in surrounding streets.

There are two parking stations available within 600 metres walk from the event site:

- Wilson Parking - 30 Cowper Street

https://www.wilsonparking.com.au/park/2207_30-Cowper-St-Car-Park_30-Cowper-Street-Parramatta

- Secure Parking – 10 Valentine Avenue

<https://www.secureparking.com.au/en-au/car-parks/australia/new-southwales/sydney/parramatta/10-valentine-avenue>

2.3. Sydney Buses

Bus route 906 operates on Wigram Street & Una Street between Fairfield and Parramatta. There are 2 stops near the northern end of the event site on Wigram Street. This service will run to a normal timetable.

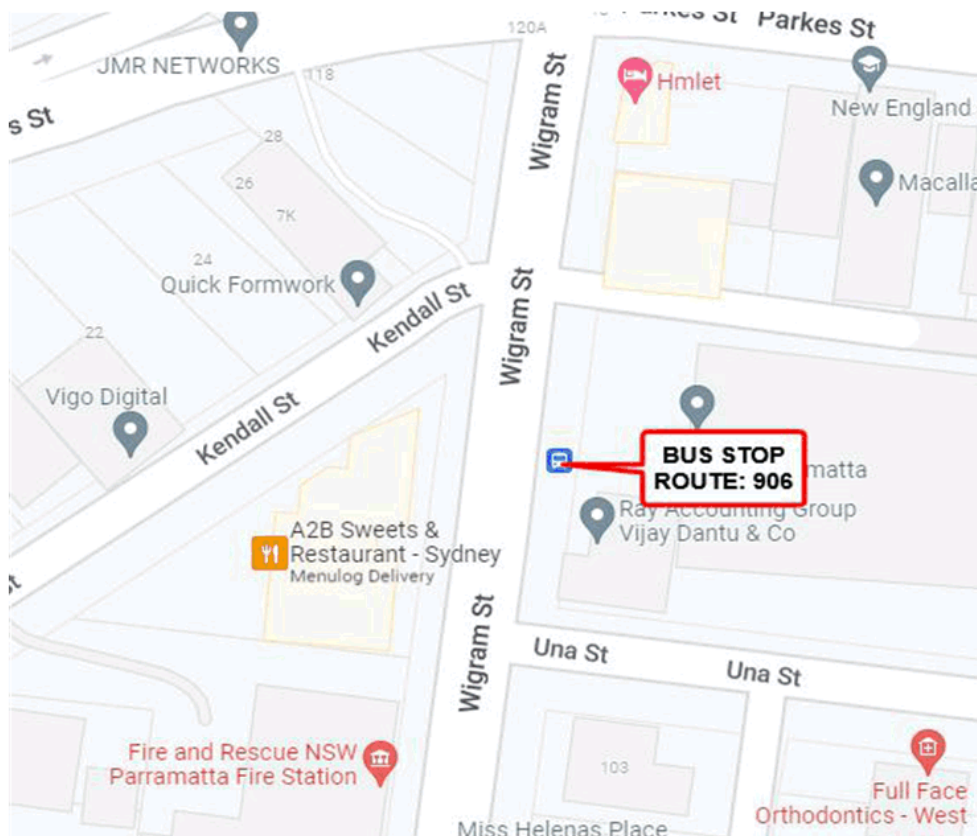
There are a number of additional services that stop at the Parramatta Interchange, a short walk from the event site.

For public transport timetables and planning visit:

Traffic Management Plan

<http://www.transportnsw.info/>

2.3. Bus Stop – Route 906



2.4. Sydney Trains

The closest railway station is Harris Park Station, a 400-meter walk from the event site.

For public transport timetables and planning visit:

<http://www.transportnsw.info/>

2.5. Parked Cars within the Event Site

Special event clearways have been requested for this event. As a result, all vehicles will be required to vacate the area prior to the event, traffic control to manage the clearing of vehicles overnight from site, any parked cars on Wigram Street after the road closures go in will not be permitted to move or leave the site. These cars will be monitored throughout the day by both event staff and security.

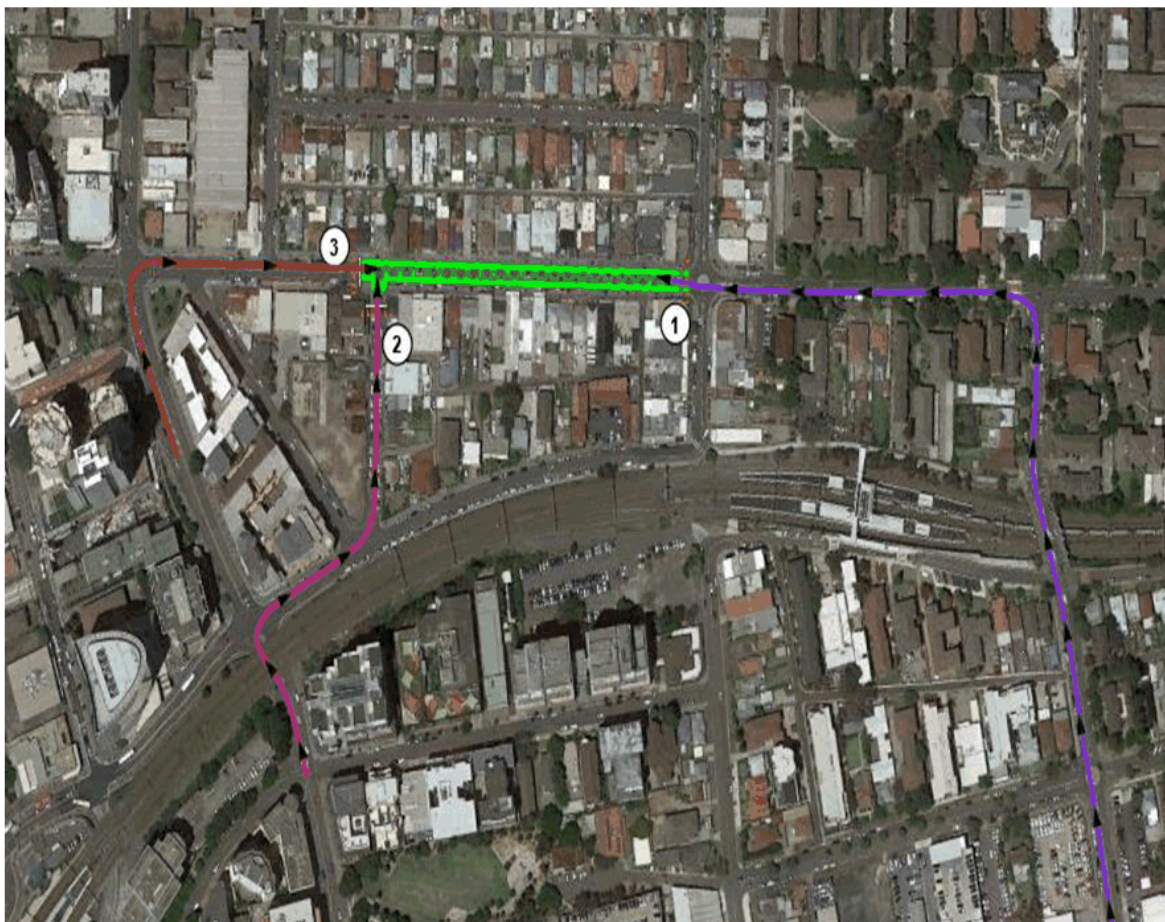
Traffic Management Plan

2.6. Hostile Vehicle Mitigation plan

The following Hostile Vehicle Mitigations are proposed for this event:

1. On Wigram Street at the Marion Street roundabout end, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site from Cambridge Street & then Wigram Street & will be positioned to stop vehicles accessing the pedestrian area during the event.
2. On Ada Street, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site from Station Street East & will be positioned to stop vehicles accessing the pedestrian area during the event.
3. On Wigram Street near Ada Street, there will be a standalone vehicle in place between the entry point & the amusement ride, this vehicle will access the site coming from Parkes Street & then onto Wigram Street just past Ada Street & will be positioned to stop vehicles accessing the pedestrian area during the event.

All hostile vehicle access points will have a standalone vehicle in place between the entry point & the amusement ride to act as a barrier to stop hostile vehicles from entering the event site & causing injury to those in attendance.



Traffic Management Plan

2.7. Traffic management requirements unique to this event

RD Traffic Controllers will close Wigram Street between Una Street & Marion Street for the event. Access to the fire station on Wigram Street will remain, there will be no access to Ada Street from Wigram Street. This closure will be in place between 04:30 hours on Sunday 5th November 2023 till 00:00 hours on Sunday 5th November 2023.

From 2200 - 4th November 2023 – to 0100, 5th November 2023; The team will be out on Wigram Street putting out traffic cones to block out cars vacating the spot(s). From 0430 – 5th November 2023; Traffic closure will commence. Registrations for any remaining vehicles left at 0900 will be collated and passed onto Sergeant [@Jack Makhoul](#) who will assist us in contacting the owners of the said vehicle(s).

There will be a detour in place to divert vehicles around the Wigram Street closure via Una Street, Albion Street & Marion Street, as well as along Kendall Street to Station Street East. Communication around No parking on event day will be made to businesses in Harris Park via the 'Little India Harris Park Business Association'.

No buses will need to be diverted for the event.

(Refer TGS RDT0021A on page 19)

2.8. Traffic Control

RD Traffic Control will be employed to oversee implementation of the Traffic Control Plans and monitor traffic conditions throughout the day. All traffic controllers will always be in radio contact.

Temporary traffic control signage, barricades and equipment as per the supplied Traffic Control Plans must be installed by Safework/RMS accredited traffic controllers with a Safework/RMS "Implement Traffic Control Plan" certificate. Any person operating a Stop/Slow bat onsite must hold a Safework/RMS "Traffic Controller" certificate.

2.9. Heavy Vehicle impacts

There will be no impact to heavy vehicles during this event.

2.10. Special Event Clearways

An authorised TfNSW special Event Clearway is required to be in place for the duration of this event on Wigram Street. City of Parramatta Council will install signs along Harris Park with the following wording; "ROAD CLOSURE 5th Nov 2023 DIWALI FAIR 0430 – 0000"

2.11. Cleaning

Event Organisers will ensure that the event area is cleaned at the end of the event and any remaining infrastructure is removed from site.

2.12. Road Occupancy Licence

ROL's to be in place for road closures – TMC to be notified of the event.

3. RISK MANAGEMENT - TRAFFIC**3.1. Occupational Health & Safety – Traffic Control**

Harris Park Business Forum are the Risk Managers for their individual event operations. It is Harris Park Business Forum policy to treat identified hazards by endeavouring to prevent or eliminate health and safety risk where it is in their reasonable authority, to endeavour to minimise the likelihood of risks occurring when outside their authority and when risks occur to minimise the consequence of the risk activity.

Any risk treatment measure implemented by Harris Park Business Forum will be consistent with their obligations in accordance with the 2011 WHS Regulations and/ or AS/NZS ISO 31000:2009 Risk Management-Principles and guidelines.

Traffic Management Plan

Harris Park Business Forum, by the nature of the event operations has accepted the uncontrollable risks such as weather, environment and crowd behaviour and will implement treatment programs to mitigate risk. Their role is to ensure the risk is transferred from the organisers to the expert contractors. The transfer needs to be formalised by way of contracts and key performance indicators. Little India Harris Park Business Association needs to ensure that the staff/contractors have contemporary knowledge in their field and apply current safety regulations including J.S.A's and S.W.M.S's.

Little India Harris Park Business Association need to ensure that the attached checklists, where relevant are applied and completed. Little India Harris Park Business Association then has to ensure that any new emerging risks or safety concerns are controlled as and when they arise.

(Also Refer Annex 1)

3.2. Public Liability Insurance

Refer Annex 2

3.3. Vehicle Mitigation

Vehicle mitigation strategies will be undertaken within the road closure in accordance with the event risk assessment and NSW Police direction.

This information is to remain confidential.

3.4. Police

Parramatta Local Area Command will be notified of the event and a Public Assembly Form submitted to Police.

3.5. NSW Ambulance and Fire and Rescue NSW

NSW Ambulance and Fire and Rescue NSW will be notified in writing of the event by the event organiser.

3.6. Risk & Contingency Plans

Harris Park Business Forum have compiled Risk Assessments and Site-Specific Safety Plans for the event that is not included in this Transport Management Plan.

Item	Verified	Action Taken
All one-way streets are as described	Yes	Road closures, barricade and signage installed by authorised Traffic Controllers.
Block access to local businesses	Yes	Confirm list of letters to residents, businesses, and car parks. Advertisement of event to general public.
Block Emergency vehicle access	Yes	Confirm access and consultation of routes to and within areas affected by closures with Emergency Services.
Block heavy vehicle access	Yes	All vehicles are diverted before the closure with other traffic.
Restricted movements – banned turns, heavy/high vehicles	N/A	
Block Public facility (football oval, carpark, etc.)	No	None Required.
Block public transport access	No	None Required.
Can route use alternatives such as bicycle tracks,	N/A	

Traffic Management Plan

paths, parks, bush tracks etc.?		
Construction – existing, proposed that may conflict	No	None Required.
Numbers of lanes and their width are as described	Yes	
Road signage – existing/temporary	Yes	Temporary signage Installed and removed by Authorised Traffic Controllers.
Route impeded by traffic calming devices?	No	
Signalised intersections (flashing amber, Point duty?).	N/A	
Tidal flows	N/A	
Traffic generators - shopping centres, schools, churches, industrial area, hospitals	Yes	Advertisement of event to general public.
Traffic movement contrary to any Notice	N/A	Under the direction of traffic controllers
Traffic signals are as described	N/A	
Turning lanes are as described	Yes	Road closures, barricades and signage installed.
Letter Drop Zone Maps to indicate precincts mailed	No	

This section of the Transport Management Plan describes the contingency plans for the event. The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event.

Issues / Risks	Applicable	Action Taken
Heavy Weather	Yes	If heavy weather may cause crowds to depart early
Flood hazard on the route	Yes	TMC / RMS and Police provide diversions around flooded area.
Flood hazard at the parking area	Yes	Event organiser to close parking area and direct to hardstand parking.
Parking during Wet weather	Yes	Hardstand only.
Bush fire hazard	Yes	For major local/regional bushfire hazard affecting general public health or transport to greater Sydney, take direction from NSW Police
Accident on the route	Yes	If CCTV monitored by TMC. Facilitate emergency response to area.
Breakdown	Yes	If CCTV monitored by TMC. Facilitate response to area.
Absence of marshals and volunteers	Yes	Re-deploy existing staff as required.

Traffic Management Plan

Block public transport access	Yes	Divert general public to next available transport, considering safety and circumstances. Relevant transport agency to employ appropriate steps to accommodate.
Slow participants	No	
Delayed Event	Yes	Delay of any aspect of the event will be communicated by the event organiser.
Cancellation of Event	Yes	Cancellation of any aspect of the event will be communicated by the event organiser.
Security of participants/general public	Yes	Provided by event organiser.
Security of very important persons (VIP's)	Yes	As Required

It shall be noted that Traffic Management Plan (TMP) and particularly Traffic Guidance Schemes (TGS) are seen as risk control measures, but alone they cannot substitute for a compliant and detailed event Risk Assessment.

Contingency form part of the risk assessment and management plan.

3.7. Regulatory Framework

This Transport Management Plan has been written in accordance with the following Act, Regulation, Australian Standards and Road Design Technical Direction

- WHS Act and Regulation 2011
- AS/NZS ISO 31000: Risk Management - Principles and Guidelines
- ISO 31000:2018 - Principles and Guidelines on Implementation
- ISO/IEC 31010:2009 - Risk Management - Risk Assessment Techniques
- ISO Guide 73:2009 - Risk Management – Vocabulary
- Traffic Control at Work Sites – (RMS) V6.1 February 2022
- AS 1742.2-2009 Manual of uniform traffic control devices - Traffic control devices for general use
- AS 1743-2018 Road signs - Specifications
- AS/NZS 1906.4:2010 Retro-reflective materials and devices for road traffic control purposes - High-visibility materials for safety garments
- AS 3996-2006 Access covers and grates
- AS 1742.10-2009 Manual of uniform traffic control devices - Pedestrian control and protection
- AS 1742.13-2009 Manual of uniform traffic control devices - Local area traffic management
- AS 1742.3-2009 Manual of uniform traffic control devices - Traffic control for works on roads
- RMS Guide to Traffic & Transport Management for Special Event Version 3.5 – June 2018

4. MINIMISING IMPACT ON THE NON-EVENT COMMUNITY AND EMERGENCY SERVICES

4.1. Access for local residents, businesses hospitals and emergency vehicles

The impact on local community will also include an increased traffic and parking demand in surrounding streets. In order to limit parking and traffic impacts, event organisers will actively promote alternate modes of transport including walking, cycling and public transport to get to and from the event.

4.2. Emergency Lane

A minimum four (4) metre emergency lane will be maintained along the entire closure. Authorised Traffic Controllers will be onsite to assist emergency vehicles through the closure points.

4.3. Advertise the traffic management arrangements

All residents will be notified of the event through:

- Letterbox drop will be conducted for impacted residents and businesses within and near the road closure precinct at least two weeks prior to the event.

4.4. Portable Variable message signs

VMS 1 - Eastern side of Wigram Street north of Una Street in the last 1P parking space. The sign will be facing the Southbound traffic.

VMS messages:

Monday 30th October – 1am on Sunday 5th November 2023

Screen 1



Screen 2



1am - midnight Sunday 5th November 2023

Screen 1



Screen 2



Traffic Management Plan

5. PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Maritime Services (RMS), or Local Government.

I declare that the details in this application are true and complete. I understand that:

The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document; I must supply the information under the Road Transport Legislation (as defined in the Road Transport (General) Act 1999) and the Roads Act 1993;

Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding;

The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information"; The "personal information" held by the Police, RMS or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event; The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6. APPROVAL

TMP Approved by: Date:

Event Organiser

Traffic Management Plan

7. AUTHORITY TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Date:

City of Parramatta Council.

The RMS's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Date:

Road and Maritime Services.

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RMS require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Traffic Management Plan

8. Attachments

Annex 1 – Traffic Control Measures Checklist

Annex 2 – Public Liability Insurance

Annex 3 – Site Plan

Annex 4 – RD Traffic Management site documents

Traffic Management Plan

ANNEX 1

TRAFFIC CONTROL MEASURES CHECKLIST

This checklist can help you implement effective control measures in your workplace.

Using this checklist is not mandatory—you can use whatever means are most useful and practical to identify the traffic control measures to be used specific to your workplace.

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Separation			
Are separate entries and exits provided for vehicles and pedestrians including visitors?			
Do the entries and exits protect pedestrians from being struck by vehicles?			
Does the layout of the workplace effectively separate pedestrians, vehicles and powered mobile plant?			
Are systems in place to keep pedestrians and moving vehicles or plant apart like physical barriers, exclusion zones and safety zones?			
Vehicle routes			
Are the roads and pathways within the workplace suitable for the types and volumes of traffic?			
Are loading zones clearly marked?			
Do vehicle route designs take into account vehicle characteristics under all conditions, for example emergency braking, running out of fuel or adverse weather?			
Are there enough parking places for vehicles and are they used?			
Are traffic directions clearly marked and visible?			
If a one-way system is provided for vehicle routes within the workplace is it properly designed, signposted and used?			
Are vehicle routes wide enough to separate vehicles and pedestrians and for the largest vehicle using them?			
Do vehicle routes have firm and even surfaces?			
Are vehicle routes kept clear from obstructions and other hazards?			
Are vehicle routes well maintained?			
Do vehicle routes avoid sharp or blind corners?			
Pedestrian routes			
Are pedestrian walkways separated from vehicles?			
Where necessary are there safe pedestrian crossings on vehicle routes?			
Is there a safe pedestrian route which allows visitors to access the site office and facilities?			
Are pedestrian walkways clearly marked?			
Are pedestrian walkways well maintained?			

Traffic Management Plan

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Vehicle movement			
Have drive-through, one-way systems been used to reduce the need for reversing?			
Are non-essential workers excluded from areas where reversing occurs?			
Are vehicles slowed to safe speeds, for example speed limiters on mobile plant or chicanes on vehicle routes?			
Do drivers use the correct routes, drive within the speed limit and follow site rules?			
Signs			
Are there speed limit signs?			
Are there clear warnings of powered mobile plant hazards?			
Is there clear signage of pedestrian and powered mobile plant exclusion zones?			
Is there enough lighting to ensure signs are visible, particularly at night?			
Warning devices			
Are flashing lights, sensors and reversing alarms installed on powered mobile plant?			
Information, training and supervision			
Do powered mobile plant operators have relevant high risk work licences? Are they trained in operating the particular model of plant being used?			
Have workers received site specific training and information on traffic hazards, speed limits, parking and loading areas?			
Is information and instruction about safe movement around the workplace provided to visitors and external delivery drivers?			
Is the level of supervision sufficient to check traffic movement and ensure safety of pedestrians and drivers?			
Personal Protective Equipment			
Is PPE like high visibility clothing provided and used where necessary?			
Vehicle safety			
Have vehicles and powered mobile plant been selected which are suitable for the tasks to be done?			
Do vehicles have direct visibility or devices for improving vision like external and side mirrors and reversing sensors?			

Traffic Management Plan

CONSIDER THE FOLLOWING	Yes	No	Comments Action
Are vehicles fitted with effective service and parking brakes?			
Do vehicles and powered mobile plant have seatbelts where necessary?			
Is there a regular maintenance program for all vehicles and powered mobile plant?			
Is there a system for reporting faults on all vehicles and powered mobile plant?			
Do drivers carry out basic safety checks before using vehicles?			
Are there any other control measures that should be implemented to manage risks at your workplace?			

Traffic Management Plan

ANNEX 2

PUBLIC LIABILITY INSURANCE

The Barn Underwriting Agency
43 George Street, The Rocks
NSW, 2000
w: thebarnagency.co
p: 1300 902 210

ABN: 15 625 224 642
AFSL: 509709



GENERAL LIABILITY INSURANCE CERTIFICATE OF CURRENCY

21/07/2022

Insured	RD Cleaning Professional Pty Ltd Tas R D Facilities Management
Policy Number	BARNSTPL210140
The Business	Cleaning Contractor – residential, commercial, strata, government buildings, schools, pubs, parks, gardening services, pest control and traffic management services and all ancillary activities thereto
Situation / Premises	unit 23/45 Powers Road Seven Hills New South Wales 2147
Period of Insurance	31/08/2022 to 31/08/2023 4:00 pm local standard time inclusive
Limit of Indemnity	
Public Liability	\$20,000,000 any one occurrence
Products Liability	\$20,000,000 any one occurrence and in the aggregate for all Injury damage occurring during the period of insurance.
Excess in respect to each claim	\$2,500
Special Excess	\$50,000 in respect of Injury to Sub-Contractors, Contractors & Labour Hire Personnel
Interested Parties	
Policy Wording	Specialty Trades Liability Insurance Policy 2021.9
Underwriter	Certain Underwriters at Lloyd's under Agreement No. B613321L0030000TB

Coverholder at LLOYD'S

Market Lane.
INSURANCE GROUP

David Porteous - Managing Director
Market Lane Insurance Group Pty Ltd
'trading as' The Barn Underwriting Agency
ABN 64 625 224 642 - AFSL 509709

Signed for and on behalf of Certain Underwriters at Lloyd's under Agreement No. B613321L0030000TB

Traffic Management Plan

TRAFFIC MANAGEMENT INDEMNITY INSURANCE



Level 2, 338 Pitt Street, Sydney NSW 2000
1300 295 262

Certificate of Currency

Professional Indemnity

This Certificate:

- is issued as a matter of information only and confers no rights upon the holder;
- does not amend, extend or alter the coverage afforded by the policy listed;
- is only a summary of the cover provided. For full particulars, reference must be made to the current policy wording;
- is current only at the date of issue.

Policyholder	RD Cleaning Professionals Pty Ltd T/as RD Traffic Managment (ABN: 30141909033)
Occupation / Professional Services	Consultancy Occupations • Traffic Management Consultant
Policy Number	LPS016832716-19888
Policy Period	4.00pm Local Standard Time on 31 August 2022 to 4.00pm Local Standard Time on 31 August 2023
Limit of Indemnity	Professional Indemnity : AUD\$10,000,000
Excess	Professional Indemnity : AUD\$0 each and every claim.
Interested Party	None Noted
Insurer	AAI Limited ABN 48 005 297 807 trading as Vero Insurance
Signature	
Name of Signatory	Michael Gottlieb (BizCover for Brokers)
Capacity/Title	Director
Date	26 Aug 2022

Please note

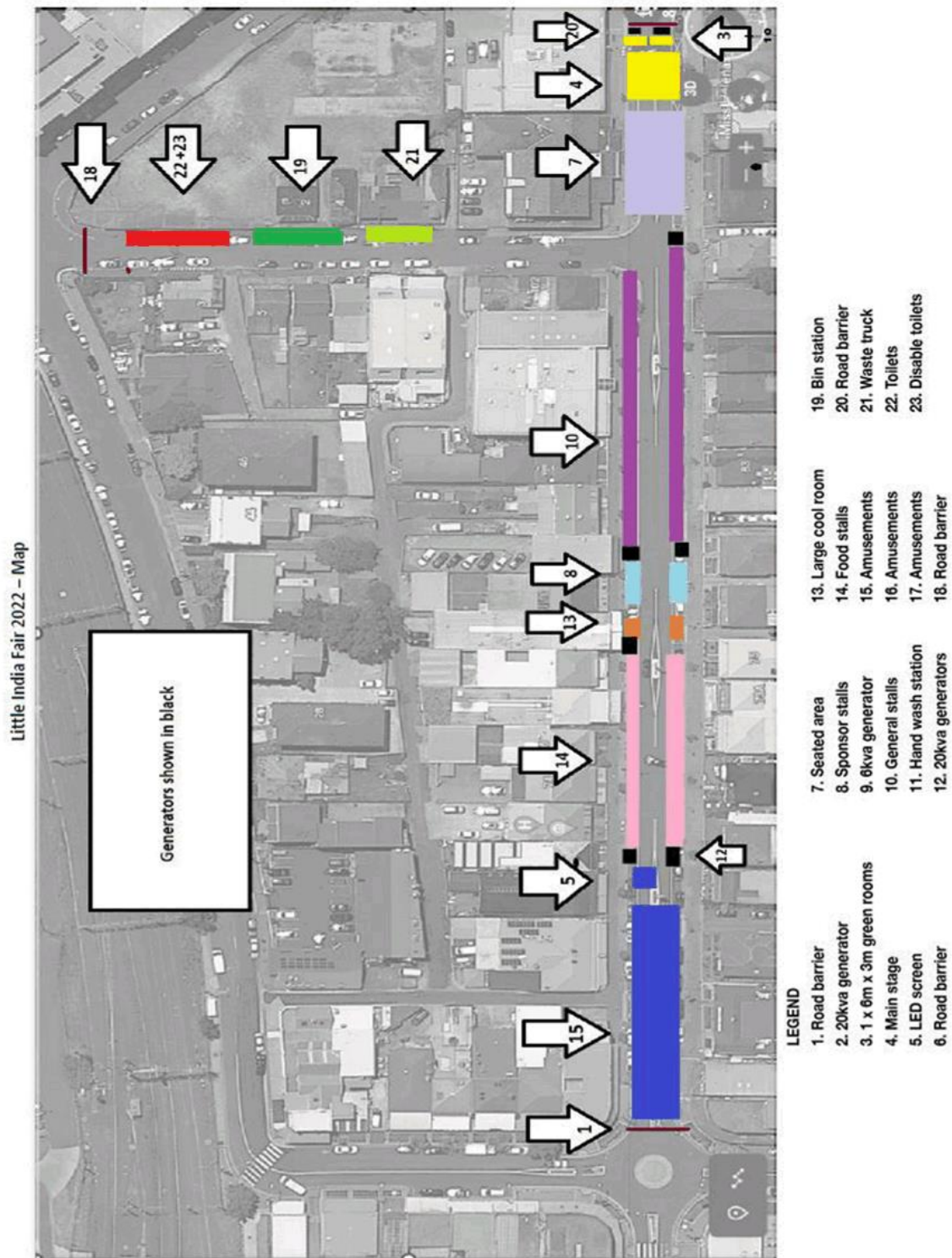
This Certificate is issued subject to the policy's terms and conditions and by reference to the insured's declaration. The information set out in this Certificate is accurate as at the date of signature and there is no obligation imposed on the signatory to advise of any alterations.

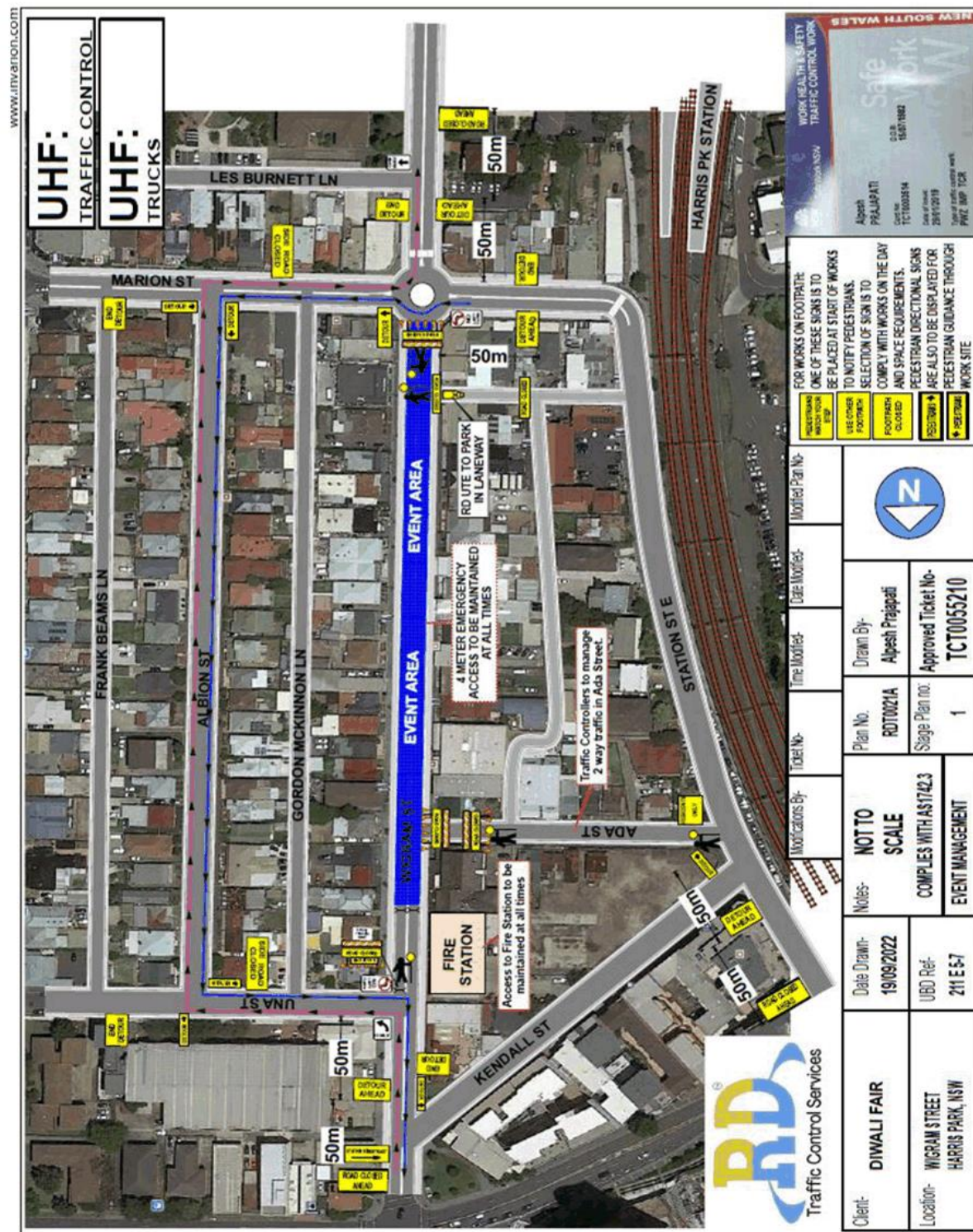
BizCover for Brokers is a business name of BizCover Pty Ltd (ABN 68 127 707 975; AFSL 501769) which acts under a binding authority given by the insurer to issue the insurance.
Mail to: Level 2, 338 Pitt Street, Sydney 2000 T: 1300 295 262 E: broker@bizcoverforbrokers.com.au

Traffic Management Plan

ANNEX 3

SITE PLAN





Traffic Management Plan

ANNEX 4

		RD Cleaning Professionals Pty Ltd ABN: 30 141 909 033 Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146 Toll Free: 1800 507 552 Mobile: 0423 727 063 Email: enquiry@rdcleaning.com.au

Daily Toolbox / Pre-Start

Worksite Name: _____ Date: _____

Worksite Address / Location: _____

Meeting conducted by _____ Signed: _____

I have verbally and in person read and reviewed the below safety information with all personnel assigned to this Toolbox / Pre-start meeting. We discussed all questions, comments and concerns as listed.

Standard items to be addressed prior to commencement of any works:

1. ☐ Recent Accidents, incidents and near miss reports
2. ☐ WHS in general
3. ☐ Legislative requirements – Does all personnel hold current & related qualifications (cards/tickets)
4. ☐ **Scope of Works**
 - Ensure all staff have their Traffic Controller qualifications
 - Confirm they are aware of the Sign-on requirements & location
 - Brief of parking & vehicle access restrictions
 - Safety documentation to be completed
5. ☐ **TCP/s & Permits**
 - Implement TCPs accordingly
 - Work to permitted times of location / environment / ROL
6. ☐ **Equipment required to commence & complete works**
 - P.P.E & uniform requirements
 - C Class Flashing Arrow Board (if required)
 - Traffic & Pedestrian Signage & Devices (MUTCD - AS1742.3)
 - Radio Communication & Visual Signalling
7. ☐ **Personnel required to commence & complete works**
 - Primary Traffic Controls
 - Team Leader
 - Designated Spotter(s)

Other issues to be addressed

- ☐ Weather conditions
 ☐ Lighting conditions
 ☐ Road user / Motorist behaviour
 ☐ Manual Handling
☐ Fatigue / Alcohol / Drug Policy
 ☐ Fire / First Aid
 ☐ _____


Attendance Register: Print Name & Sign

1.		10.	
2.		11.	
3.		12.	
4.		13.	
5.		14.	
6.		15.	
7.		16.	
8.		17.	
9.		18.	

Traffic Management Plan



RD
TRAFFIC
MANAGEMENT
SERVICES



RD Cleaning Professionals Pty Ltd

ABN: 30 141 909 033

Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146

Toll Free: 1800 507 552 | Mobile: 0423 727 063

Email: enquiry@rdcleaning.com.au

Traffic Control Location Checklist

The following checklist shall be completed on site with the approved TCP for the work being undertaken, prior to TCP implementation. Use the checklist to determine if the TCP is appropriate for the work and make modifications to the TCP if required.

Location: _____

Type of Work: Traffic & Pedestrian Management Date: _____

Name of person completing inspection: _____ Signed: _____

Item No.		Yes	No	N/A
1.	Has provision been made for any intersections, on-loading or off-loading ramps within the worksite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will vehicles be entering or leaving the worksite from private or commercial driveways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a	Has provision been made for those vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is there adequate sight distance for road users to signs and traffic controllers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Will control measures be safe for the approach speeds of traffic? (Consideration should be given to the proximity of workers to through traffic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has consideration been given to traffic volumes expected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Has provision been made for bus stops & public transport (including school?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Has provision been made for pedestrians including those with impairments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Has provision been made for cyclists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are there any overhead power lines that might be a risk to vehicles and plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Has the time of day been adequately considered (i.e. night work, sun etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are there any contradictory signs or markings that may cause confusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Has provision been made for emergency vehicles (Maintained 3m wide path)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List the items that need to be addressed below and provide details of the action to be taken

Item No	Action to be taken

(comments if required)

Traffic Management Plan

**RD Cleaning Professionals Pty Ltd**

ABN: 30 141 909 033

Shop 15 / 58-62, Fitzwilliam Road, Old Toongabbie NSW 2146

Toll Free: 1800 507 552 | Mobile: 0423 727 063

Email: enquiry@rdcleaning.com.au

Worksite Risk Assessment

Name of worksite controller: _____ Date: _____

Work Description: Traffic & Pedestrian Management Time: _____

Location: _____

Are the workers familiar with the SWMS? Circle > Yes / No		Is the required SWMS available onsite? Circle > Yes / No	
HAZARD & RISK CONTROL CHECKLIST			
Hazard/s identified	Risk Rating	Control Measure/s	Final Risk Rating
<input type="checkbox"/> Sharps			
<input type="checkbox"/> Manual Handling			
<input type="checkbox"/> Tree Felling / Chainsaw use			
<input type="checkbox"/> Working alone / poor communication			
<input type="checkbox"/> Temperature / Weather extremes			
<input type="checkbox"/> Noise / hearing issue			
<input type="checkbox"/> Electricity			
<input type="checkbox"/> Excavation / Trench			
<input type="checkbox"/> Traffic		TCP No:	
<input type="checkbox"/> Moving equipment / Plant / Machine			
<input type="checkbox"/> Slips / Trips / Falls			
<input type="checkbox"/> Height / Falling objects			
<input type="checkbox"/> Fatigue			
<input type="checkbox"/> Underground / Overhead services			
<input type="checkbox"/> Other:			

Consequence	Probability			
	Very Likely	Likely	Unlikely	Very Unlikely
Death / permanent disability	1	1	2	3
Long term illness / serious injury	1	2	3	4
Medical attention / time off work	2	3	4	5
First Aid	3	4	5	6

Comments (if any):

I have participated in this Worksite Health Risk Assessment process, I understand the work activity, my responsibilities, hazards, and control measures that need to be in place and if any changes occur on-site I will report them to my immediate Supervisor.

Worksite Controller signature below confirms the risk assessment is adequate for work to commence safely.

Print Name: _____ Signature: _____ Date: _____

Traffic Management Plan

THIS TRAFFIC MANAGEMENT PLAN COMPLIES WITH AUSTRALIAN STANDARD 1742.3

All personnel dealing with traffic control, being either contractors or sub-contractors are to have the following current accreditation, for the management of each item listed below:

WHS&E general induction certificate (White card)

Safework/RMS Traffic Controller Card (for traffic control, performing stop/slow control)

Safework/RMS Implement Traffic Control Plans (for implementation of signage)

Safework/RMS Prepare Work Zone Traffic Management Plan (for selection & creation of TGS, TMP & inspection of existing traffic control plans)

All staff must be inducted on site before commencement of works

Staff must carry current accreditation on them at all times whilst on site

Appropriate PPE as outlined in the appropriate SWMS for the works.

Attachment 3**Parramatta Traffic Committee meeting held on Wednesday 20 September 2023****Consultation & Timing: Items A1 to A2****ITEM 2309 A1 MACQUARIE STREET, PARRAMATTA – LEIGH MEMORIAL CHURCH FOOTPATH PARKING****Stakeholder Consultation**

A record of all submissions and responses is provided in the attachments to the Parramatta Traffic Committee report and Council report on the matter.

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 14 September 2023 and the meeting was held on 20 September 2023. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
20 September 2023	PTC	Support recommendation	-	Acting Manager Traffic & Transport
20 September 2023	Parramatta PAC Rep for Julia Finn MP	See comment below	See comment below	Acting Manager Traffic & Transport

Councillor Consultation

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 14 September 2023 and the meeting was held on 20 September 2023. The below Councillor comments were received.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
20 September 2023	Clr Prociv	See comment below	See comment below	Acting Manager Traffic & Transport

Comments:

Behzad Saleh of City of Parramatta Council advised the Committee that the proposal is to give the applicant a long-term conditional approval which simply aims to reduce

the administrative burden on staff to assess individual Temporary Road/Footpath Occupancy Permit applications which does not require Traffic Committee approval.

Councillor Prociv acknowledged this but asked whether the Police needed to issue a permit also. She stated her concern was how will Police or Council's Rangers identify whether a vehicle on the footpath is permitted to park there.

Sergeant Jack Makhoul advised the Committee that Police approval is generally not required for such matters. Behzad Saleh further advised the Committee that one of the conditions listed within the recommendation requires the applicant to notify Council when they will be holding events. Council can then share this information with the Police to allow for enforcement.

Chris Worthington, the representative for Julia Finn MP stated that with regards to Recommendation 1(e), the applicant be asked to provide a dedicated parking space as soon as possible as he was concerned that this requirement could be forgotten if left until late.

Myfanwy McNally of City of Parramatta Council advised the Committee that the Lee Memorial Church development is currently at the design competition stage and Council has received plans that demonstrate how ceremonial vehicle parking will be managed in the future which is being tested through Transport for NSW.

ITEM 2309 A2 WIGRAM STREET, HARRIS PARK – DIWALI FAIR 2023

Stakeholder Consultation

A record of all submissions and responses is provided in the attachments to the Parramatta Traffic Committee report and Council report on the matter.

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 14 September 2023 and the meeting was held on 20 September 2023. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
20 September 2023	PTC	Support recommendation	-	Acting Manager Traffic & Transport
20 September 2023	Parramatta PAC TfNSW	See comment below	See comment below	Acting Manager Traffic & Transport

Councillor Consultation

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 14 September 2023 and the meeting was held on 20 September 2023. The below Councillor comments were received.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
20 September 2023	Clr Prociv	See comment below	See comment below	Acting Manager Traffic & Transport

Comments:

Councillor Prociv stated that she supported the recommendation that both organisations work together to deliver the events. She also enquired whether the road closure would be lifted in between the events.

Sergeant Jack Makhoul from Parramatta PAC recommended that the road remain closed between the events as both events would be held on the same weekend and that this would ensure that residents do not park on the road in the lead up to the second event.

Chris Worthington stated that recommendation 2(a) requires the applicant to address all concerns raised by Council. However, the Council meeting will be held towards the end of October and therefore, asked whether this would be enough time for the applicant to address the issues.

Saniya Sharmeen of City of Parramatta Council advised the Committee that Council staff will inform the applicants of the concerns raised by the Traffic Committee members soon after the meeting. This will then allow them to address Council's concerns prior to the event and formal approval.

Sergeant Jack Makhoul and Nazli Tzannes of Transport for NSW both stated that they will aim to manage the issue of parked vehicles without an approved clearway in Wigram Street, however, stated that future events in Wigram Street must have clearways which require a 3 month approval window. Saniya Sharmeen advised the Committee that the application must be received by Council at least 4 months in advance in order to process the application and allow the applicant to apply for the clearway.

Councillor Prociv further asked why clearways are required if the road is closed. Sergeant Jack Makhoul advised that the clearways are a parking restriction that allows for any vehicle parked within the zone to be towed away. He clarified that the signs

specify the times that the restriction will be applicable and that this restriction greatly assists in ensuring the event space is clear of parked vehicles.

Jennifer Concato of City of Parramatta requested that a recommendation be included that Council staff issue a formal letter to the applicant advising them that future applicants must be made at least 4 months before the event.

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.2
SUBJECT	Minutes of the Traffic Engineering Advisory Group meeting held on 20 September 2023
REFERENCE	F2022/03176 - D09155097
REPORT OF	Acting Traffic & Transport Manager

CSP THEME ACCESSIBLE

WORKSHOP/BRIEFING DATE: NIL

PURPOSE:

That Council receive and note the minutes of the Traffic Engineering Advisory Group meeting held on 20 September 2023.

RECOMMENDATION

- (a) That Council notes the minutes of the Traffic Engineering Advisory Group meeting held on 20 September 2023, as provided at **Attachment 1**.
- (b) That Council approve the recommendations of the Traffic Engineering Advisory Group meeting held 20 September 2023 as provided at **Attachment 1** and in this report, noting the following financial implications of each item.

I. ITEM 2309 B1 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS ON HILL ROAD

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

II. ITEM 2309 B2 HILL ROAD, WENTWORTH POINT – REQUEST FOR A PEDESTRIAN CROSSING

This report is for information only and does not commit Council to any projects. Should it be determined to install new raised pedestrian crossings in Hill Road, Council will explore funding opportunities to deliver the works.

III. ITEM 2309 B3 GRANVILLE HIGH PEDESTRIAN ACTIVITY AREA (HPAA) – TRAFFIC STUDY

The cost of the Granville HPAA study was \$24,722.50. This study was 100% funded by the NSW Government under its Safe Speeds in High Pedestrian Activity and Local Areas Program.

IV. ITEM 2309 B4 CARLINGFORD ROAD, RAY ROAD AND RAWSON STREET, EPPING – PROPOSED TIME EXTENSION OF THE 'NO RIGHT TURN' RESTRICTION FOR EASTBOUND MOTORISTS

This report requests TfNSW to make changes to the timing of the existing 'No Right turn' restrictions in Carlingford Road at Ray Road and Rawson

Street, Epping traffic signals. Therefore, this matter has no financial impact upon Council's budget.

V. ITEM 2309 B5 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY FUNDED AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING

There are no financial implications to Council as a result of this report.

VI. ITEM 2309 B6 – NO RIGHT RESTRICTION IN PARK PARADE, PARRAMATTA AT THE ENTRANCE TO THE PARRAMATTA AQUATIC CENTRE CARPARK

There are no financial implications to Council as a result of this report.

BACKGROUND

1. The Traffic Engineering Advisory Group (TEAG) is similar to the Parramatta Traffic Committee, except that it only involves matters that do not invoke the Transport for NSW (TfNSW) Delegation to councils. The TEAG does not have the formal voting process that Parramatta Traffic Committee has. It is primarily a technical review committee that advises Council on traffic related matters. TEAG also considers items where TfNSW maintains its control, such as speed limits, clearways and traffic signals, or items for which TfNSW does not have control such as planning of future projects.
2. The most recent meeting of the TEAG was held on 20 September 2023. The meeting was attended by Councillors Paul Noack (Chairperson), Henry Green, Kellie Darley, Georgina Valjak, Ange Humphries and Patricia Prociv. The minutes of that meeting and the reports to that meeting are provided at **Attachments 1 and 2** of this report.

ISSUES/OPTIONS/CONSEQUENCES

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

ITEM NO

ITEM 2309 B1 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS ON HILL ROAD

Recommendation from Traffic Engineering Advisory Group:

1. That the update regarding improvements on Hill Road, Wentworth Point be noted.
2. That Council contact the developer regarding the urgent delivery of the roundabout and pedestrian crossings at the intersection of Hill Road and Burroway Road, Wentworth Point.

Unanimous support.

ITEM 2309 B2 HILL ROAD, WENTWORTH POINT – REQUEST FOR A PEDESTRIAN CROSSING**Recommendation from Traffic Engineering Advisory Group:**

That the information regarding the constraints with installing raised pedestrian crossings and the various improvements planned for Hill Road, Wentworth Point be noted.

Unanimous support.

ITEM 2309 B3 GRANVILLE HIGH PEDESTRIAN ACTIVITY AREA (HPAA) – TRAFFIC STUDY**Recommendation from Traffic Engineering Advisory Group:**

That the outcomes of the traffic study for the installation of '40km/h High Pedestrian Activity Area (HPAA)' restrictions in Granville Town Centre (north of the railway line) be received and noted.

Unanimous support.

ITEM 2309 B4 CARLINGFORD ROAD, RAY ROAD AND RAWSON STREET, EPPING – PROPOSED TIME EXTENSION OF THE 'NO RIGHT TURN' RESTRICTION FOR EASTBOUND MOTORISTS**Recommendation from Traffic Engineering Advisory Group:**

That Council writes to TfNSW requesting it investigates extending the timing of the existing part-time 'No Right Turn' restriction in Carlingford Road at Ray Road and Rawson Street, Epping from '6am-10am; 3pm-7pm Mon-Friday' to '6am-7pm Mon-Fri 9am-6pm Sat, Sun & Public Holidays' to reduce traffic congestion and improve efficiency of the intersection.

Unanimous support.

ITEM 2309 B5 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY FUNDED AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING**Recommendation from Traffic Engineering Advisory Group:**

1. That the Projects Lists for proposed traffic works be received and noted.
2. That the five (5) traffic projects that have been completed since the last TEAG meeting be noted.

BUSINESS ITEMS:**ITEM 2309 B6 – NO RIGHT RESTRICTION IN PARK PARADE, PARRAMATTA AT THE ENTRANCE TO THE PARRAMATTA AQUATIC CENTRE CARPARK****Recommendation from the Traffic Engineering Advisory Group:**

That Council staff contact Transport for NSW to discuss the part-time No Right Turn restriction in Park Parade, Parramatta at the entrance to the Parramatta Aquatic Centre carpark.

Unanimous support.

CONSULTATION & TIMING

4. Details of the consultation undertaken with Agencies and Councillors for each item considered at the meeting are included in **Attachment 3**. No community consultation was required.

LEGAL IMPLICATIONS FOR COUNCIL

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

FINANCIAL IMPLICATIONS FOR COUNCIL

6. The financial comments for each item are provided below

ITEM	
2309 B1	This report only provides an update on the proposed traffic improvements and other proposed works on Hill Road and Bennelong Parkway, Wentworth Point and Sydney Olympic Park. Therefore, this matter has no financial impact upon Council's budget.
2309 B2	This report is for information only and does not commit Council to any projects. Should it be determined to install new raised pedestrian crossings in Hill Road, Council will explore funding opportunities to deliver the works.
2309 B3	The cost of the Granville HPAA study was \$24,722.50. This study was 100% funded by the NSW Government under its Safe Speeds in High Pedestrian Activity and Local Areas Program.
2393 B4	This report requests TfNSW to make changes to the timing of the existing 'No Right turn' restrictions in Carlingford Road at Ray Road and Rawson Street, Epping traffic signals. Therefore, this matter has no financial impact upon Council's budget.
2309 B5	There are no financial implications to Council as a result of this report.

2309 B6	There are no financial implications to Council as a result of this report.
---------	--

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

	FY 22/23	FY 23/24	FY 24/25	FY 25/26
Revenue				
Internal Revenue				
External Revenue				
Total Revenue	Nil	Nil	Nil	Nil
Funding Source	N/A	N/A	N/A	N/A
Operating Result				
External Costs				
Internal Costs				
Depreciation				
Other				
Total Operating Result	Nil	Nil	Nil	Nil
Funding Source	Nil	Nil	Nil	Nil
CAPEX				
CAPEX				
External				
Internal				
Other				
Total CAPEX	Nil	Nil	Nil	Nil

Behzad Saleh
Acting Traffic & Transport Manager







Myfanwy McNally
City Significant Development Manager

Jennifer Concato
Executive Director City Planning and Design

John Angilley
Executive Director Finance & Information

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

- | | | |
|---|--|-------|
| 1 |  TEAG 2309 Minutes for the Traffic Engineering Advisory Group | 5 |
|  | meeting held on 20 September 2023 | Pages |
| 2 |  TEAG 2309 Item Reports for the Traffic Engineering Advisory | 89 |
|  | Group meeting held on 20 September 2023 | Pages |
| 3 |  TEAG 2309 Attachment 3 Consultation and Timing for Traffic | 6 |
|  | Engineering Advisory Group meeting held on 20 September 2023 | Pages |

REFERENCE MATERIAL

TRAFFIC ENGINEERING ADVISORY GROUP MEETING**WEDNESDAY 20 SEPTEMBER 2023****MINUTES****MINUTES OF THE TRAFFIC ENGINEERING ADVISORY GROUP MEETING HELD 20 SEPTEMBER 2023 AT 1.30PM. MEETING HELD IN PERSON AT COUNCIL'S ADMINISTRATION BUILDING, 126 CHURCH STREET, PARRAMATTA OR OPTIONAL ATTENDANCE VIA MICROSOFT TEAMS**

The Traffic Engineering Advisory Group Chairperson Councillor Paul Noack declared the meeting open at 1:47pm.

PRESENT:	
NAME:	REPRESENTATIVE OF
Paul Noack	Councillor and Chairperson
Henry Green	Councillor
Georgina Valjak	Councillor
Kellie Darley	Councillor
Ange Humphries	Councillor
Patricia Prociw	Councillor and Representative for Donna Davis MP
Phillipa Scott	Representative for Sally Sitou MP
Michael Butterworth	Representative for Jerome Laxale MP
Chris Worthington	Representative for Julia Finn MP
Jennifer Concato	Executive Director, City Planning and Design - CoPC
Angela Jones-Blayney	Executive Director, City Planning and Experience
Myfanwy McNally	Acting Group Manager, Development and Traffic Services
Sergeant Leonie Abberfield	Ryde Police Area Command (PAC)
LSC Raymond Yeung	Auburn Police Area Command (PAC), also advised he is representing Parramatta PAC and Cumberland PAC
Nazli Tzannes	Transport for NSW (TfNSW)
Pam Kendrick	Representative for the Parramatta Bicycle Committee and Bicycle NSW
Michael Perrone	CDC Buses
Mohamed Turk	Busways
Saniya Sharmeen	Traffic and Transport Team Leader, CoPC
Nathan McLauchlan	Traffic and Transport Engineer, CoPC
Velsamy Sankaran	Traffic and Transport Engineer, CoPC
Behzad Saleh	Acting Traffic and Transport Manager, CoPC – Minutes Secretary

APOLOGIES:	
NAME:	REPRESENTATIVE OF
Senior Constable Richard Kraay	The Hills PAC – Nil Items

Wayne Spalding	Transdev
Ben Cantor	Busways

DECLARATIONS OF CONFLICT OF INTEREST:

There were no declarations of conflict of interest.

CONFIRMATION OF THE MINUTES OF MEETING HELD ON 19 JULY 2023:

That the report of the Traffic Engineering Advisory Group meeting held on 19 July 2023 be taken as read and confirmed as a true record of the meeting.

BUSINESS ARISING:**SECTION B ITEMS:****ITEM 2309 B1 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS ON HILL ROAD**

Ward: Rosehill

State Electorate: Parramatta

Recommendation to Traffic Engineering Advisory Group:

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

Comments:

Councillor Noack advised the Committee that to his understanding, the developer has advised that the construction of the roundabout at the intersection of Hill Road and Burroway Road was to be completed by the end of this year. Given that we are in September, he raised concerns that the developer will not be able to meet this deadline.

Chris Worthington, the representative for Julia Finn MP, asked the Committee why the developer has not already installed the roundabout and why did the issue need to be raised by the Councillors to prompt action.

Jennifer Concato of City of Parramatta Council advised the Committee that the developer is not at this point in breach of their conditions of consent as they are not required to construct the roundabout until before the occupation of the next stage in their development. Furthermore, she advised that staff have been in contact with the developer and an update has been provided within the report which states that the developer is targeting commencing construction towards the end of this year subject to obtaining the necessary approvals from Ausgrid.

Councillor Noack acknowledged the information provided, however advised that a recommendation be included that Council urgently contact the developer regarding the urgent delivery of the roundabout and pedestrian crossings.

Recommendation from Traffic Engineering Advisory Group:

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

2. That Council contact the developer regarding the urgent delivery of the roundabout and pedestrian crossings at the intersection of Hill Road and Burroway Road, Wentworth Point.

Unanimous support.

ITEM 2309 B2 HILL ROAD, WENTWORTH POINT – REQUEST FOR A PEDESTRIAN CROSSING

Ward: Rosehill

State Electorate: Parramatta

Recommendation to Traffic Engineering Advisory Group:

That the information regarding the constraints with installing raised pedestrian crossings and the various improvements planned for Hill Road, Wentworth Point be noted.

Recommendation from Traffic Engineering Advisory Group:

That the information regarding the constraints with installing raised pedestrian crossings and the various improvements planned for Hill Road, Wentworth Point be noted.

Unanimous support.

ITEM 2309 B3 GRANVILLE HIGH PEDESTRIAN ACTIVITY AREA (HPAA) – TRAFFIC STUDY

Ward: Rosehill

State Electorate: Parramatta

Recommendation to Traffic Engineering Advisory Group:

That the the outcomes of the traffic study for the installation of '40km/h High Pedestrian Activity Area (HPAA)' restrictions in Granville Town Centre (north of the railway line) be received and noted.

Comments:

Councillor Prociv advised the committee that she has received representations from residents living on the north side of Parramatta Road who have indicated their support for the proposal.

Recommendation from Traffic Engineering Advisory Group:

That the outcomes of the traffic study for the installation of '40km/h High Pedestrian Activity Area (HPAA)' restrictions in Granville Town Centre (north of the railway line) be received and noted.

Unanimous support.

ITEM 2309 B4 CARLINGFORD ROAD, RAY ROAD AND RAWSON STREET, EPPING – PROPOSED TIME EXTENSION OF THE 'NO RIGHT TURN' RESTRICTION FOR EASTBOUND MOTORISTS

Ward: Epping

State Electorate: Epping

Recommendation to Traffic Engineering Advisory Group:

That Council writes to TfNSW requesting it investigates extending the timing of the existing part-time 'No Right Turn' restriction in Carlingford Road at Ray Road and Rawson Street, Epping from '6am-10am; 3pm-7pm Mon-Friday' to '6am-7pm Mon-Fri 9am-6pm Sat, Sun & Public Holidays' to reduce traffic congestion and improve efficiency of the intersection.

Comments:

Nazli Tzannes from Transport for NSW (TfNSW) enquired as to what route would motorists take should the restriction be extended and what impact this will have. Saniya Sharmeen of City of Parramatta advised that the current route motorists take to access Ray Road is via Midson Road. Saniya further advised that as this restriction is already applicable during peak hours, the road network should be able to handle extending the restriction to cover off peak hours.

Recommendation from Traffic Engineering Advisory Group:

That Council writes to TfNSW requesting it investigates extending the timing of the existing part-time 'No Right Turn' restriction in Carlingford Road at Ray Road and Rawson Street, Epping from '6am-10am; 3pm-7pm Mon-Friday' to '6am-7pm Mon-Fri 9am-6pm Sat, Sun & Public Holidays' to reduce traffic congestion and improve efficiency of the intersection.

Unanimous support.

ITEM 2309 B5 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY FUNDED AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING

Ward: All

State Electorate: All

Recommendation to Traffic Engineering Advisory Group:

1. That the Projects Lists for proposed traffic works be received and noted.
2. That the five (5) traffic projects that have been completed since the last TEAG meeting be noted.

Recommendation from Traffic Engineering Advisory Group:

1. That the Projects Lists for proposed traffic works be received and noted.
2. That the five (5) traffic projects that have been completed since the last TEAG meeting be noted.

Unanimous support.

BUSINESS ITEMS:**ITEM 2309 B6 – NO RIGHT RESTRICTION IN PARK PARADE, PARRAMATTA AT THE ENTRANCE TO THE PARRAMATTA AQUATIC CENTRE CARPARK**

Ward: Parramatta

State Electorate: Parramatta

Comments:

Sergeant Jack Makhoul raised concerns with the part time 'No Right Turn' restriction from Park Parade, Parramatta into the Parramatta Aquatic Centre carpark and questioned where vehicles would be queuing to make the turn. He further asked whether this matter is the responsibility of TfNSW or Council. Michael Perrone from CDC Buses echoed these concerns and further advised that there is a risk to buses should vehicles use the left hand side lane to make the turn as opposed to the bus lane itself which will mean that the vehicle would turn into the path of buses.

Myfanwy McNally of City of Parramatta Council clarified that the part-time 'No Right Turn' restriction was implemented in conjunction with TfNSW and the decision as to whether to make this a full-time restriction sits with TfNSW. Jennifer Concato suggested that Council and TfNSW discuss this matter further in order to agree upon a resolution.

Recommendation from the Traffic Engineering Advisory Group:

That Council staff contact Transport for NSW to discuss the part-time No Right Turn restriction in Park Parade, Parramatta at the entrance to the Parramatta Aquatic Centre carpark.

Unanimous support.

The Chairperson closed the meeting at 2:05pm.

TRAFFIC ENGINEERING ADVISORY GROUP MEETING

WEDNESDAY 20 SEPTEMBER 2023

AGENDA

*All those present should be aware that this Briefing meeting is being recorded.
All recordings will be confidential and comply with NSW workplace surveillance legislation. Your presence at this meeting will be taken as your consent.
The recordings will be used by Council staff for the purpose of taking minutes and they will not be used or disclosed in any other way, except as required by law.*

APOLOGIES:

DECLARATIONS OF CONFLICT OF INTEREST:

CONFIRMATION OF THE MINUTES OF MEETING HELD ON 19 JULY 2023:

BUSINESS ARISING:

SECTION B ITEMS:

PURPOSE:

That the Traffic Engineering Advisory Group consider the below items and recommendations to be referred to the Council meeting on 23 October 2023.

ITEM 2309 B1 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS ON HILL ROAD

Ward: Rosehill

State Electorate: Parramatta

Recommendation to Traffic Engineering Advisory Group:

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

ITEM 2309 B2 HILL ROAD, WENTWORTH POINT – REQUEST FOR A PEDESTRIAN CROSSING

Ward: Rosehill

State Electorate: Parramatta

Recommendation to Traffic Engineering Advisory Group:

That the information regarding the constraints with installing raised pedestrian crossings and the various improvements planned for Hill Road, Wentworth Point be noted.

ITEM 2309 B3 GRANVILLE HIGH PEDESTRIAN ACTIVITY AREA (HPAA) – TRAFFIC STUDY

Ward: Rosehill

State Electorate: Parramatta

Recommendation to Traffic Engineering Advisory Group:

That the the outcomes of the traffic study for the installation of '40km/h High Pedestrian Activity Area (HPAA)' restrictions in Granville Town Centre (north of the railway line) be received and noted.

**ITEM 2309 B4 CARLINGFORD ROAD, RAY ROAD AND RAWSON STREET, EPPING –
PROPOSED TIME EXTENSION OF THE ‘NO RIGHT TURN’ RESTRICTION FOR
EASTBOUND MOTORISTS**

Ward: Epping

State Electorate: Epping

Recommendation to Traffic Engineering Advisory Group:

That Council writes to TfNSW requesting it investigates extending the timing of the existing part-time ‘No Right Turn’ restriction in Carlingford Road at Ray Road and Rawson Street, Epping from ‘6am-10am; 3pm-7pm Mon-Friday’ to ‘6am-7pm Mon-Fri 9am-6pm Sat, Sun & Public Holidays’ to reduce traffic congestion and improve efficiency of the intersection.

**ITEM 2309 B5 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY
FUNDED AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING**

Ward: All

State Electorate: All

Recommendation to Traffic Engineering Advisory Group:

1. That the Projects Lists for proposed traffic works be received and noted.
2. That the five (5) traffic projects that have been completed since the last TEAG meeting be noted.

BUSINESS ITEMS:



CITY OF PARRAMATTA COUNCIL

Traffic Engineering Advisory Group Agenda Item

ITEM NO: 2309 B1
SUBJECT: Hill Road, Wentworth Point – Update on the proposed improvements on Hill Road
APPLICANT: City of Parramatta Council
REPORT OF: Traffic and Transport Investigations Engineer
WARD: Rosehill
SED: Parramatta

Purpose

The purpose of this report is to provide an update to Council regarding improvements on Hill Road, Wentworth Point.

OFFICER'S RECOMMENDATIONS:

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

Background

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

- 1. That a monthly update be provided to Ward Councillors regarding the status of the Federal Funding application under its Stimulus Program.*
- 2. That should the outcomes of the Federal Funding be unsuccessful or not received by end of July 2022, that Council will endeavour to secure alternative funding for the traffic signal upgrade at Hill Road and Bennelong Parkway, to ensure these works are completed in the 2022/23 financial year.*
- 3. That Council continue to contact the developer advising of Council's resolution calling for the urgent construction of the planned roundabout and street crossing at the corner of Hill Road and Burroway Road.*
- 4. Further, that updates on both projects referred to in this report be provided to each meeting of the Parramatta Traffic Committee and included in the minutes reported to Council until the projects are complete.*

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

- 1. As per Council resolution a report on the work being done on the traffic lights at the corner of Bennelong Parkway and Hill Road*

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

Proposed Traffic Signals at Bennelong Parkway Intersection

Civil Works for the Traffic Control Signals at the intersection of Hill Road and Bennelong Parkway have been progressing and the current practical completion date is for October 2023. The expected dates for the various milestones for construction are listed below:

- Concrete Works (West Side - Hill Road) – Kerb & Gutter, Footpath & Kerb Ramps by 15/09/2023
- Commissioning of new Street Lighting by 19/09/2023
- Median Island Construction on Hill Rd by 27/09/2023
- Asphalt Works (including temporary linemarking) by 27/09/2023
- Landscaping and Signposting by 28/09/2023
- Permanent Pavement markings by 05/10/2023
- Commissioning on new TCS by 06/10/2023



Figure 1: A drone captured image of the completed works at the intersection of Hill Road and Burroway Road, Wentworth Point

As advised in the previous TEAG reports on the subject, Council has a dedicated webpage which provides the community with updates on the projects. 'What's Happening Here' corflute signs have been installed around the site which have a QR Code link to this page. The page can be accessed through the below link:

<https://www.cityofparramatta.nsw.gov.au/vision/precinct-planning/installation-of-traffic-and-pedestrian-signals-at-wentworth-point>

Federal Election Commitments

As part of a Federal Election promise, the Federal Government has committed \$8.5 million for the upgrade of Hill Road, Wentworth Point. It is envisaged that these funds will be utilised to implement various components of the Hill Road Masterplan which include but are not limited to the following:

1. The installation of Traffic Signals at the intersection of Hill Road and Bennelong Parkway
2. Lighting and street furniture upgrades in Hill Road
3. Stormwater Drainage Works
4. Holistic Public Domain Improvements

The relevant federal department has confirmed that the funding will be provided under the Infrastructure Investment Program. At the request of the department, Council is currently finalising a comprehensive Project Proposal Report including an amendment to include the traffic signal installation at the intersection of Hill Road and Bennelong Parkway at the advice of the department.

It is to be noted that while the funding is committed, Council is required to follow set processes before projects which will utilise these funds can commence.

Proposed roundabout and pedestrian crossing at Burroway Road intersection

Council has approved the Civil Design plans for the construction of the roundabout at the intersection of Hill Road and Burroway Road. Current feedback from the developer indicates that construction of the facility will commence towards the end of this year, however, this is subject to the street lighting and electrical works being approved by Ausgrid.

Pedestrian Refuge Island in Hill Road at Half Street

Council has previously approved the concept design of a pedestrian refuge island in Hill Road, Wentworth Point immediately north of Half Street as shown in Figure 2 below (ref. PTC 2202 A4). Council is currently undertaking the detail design of this facility and is intending to construct the facility in the current financial year subject to the availability of funding.

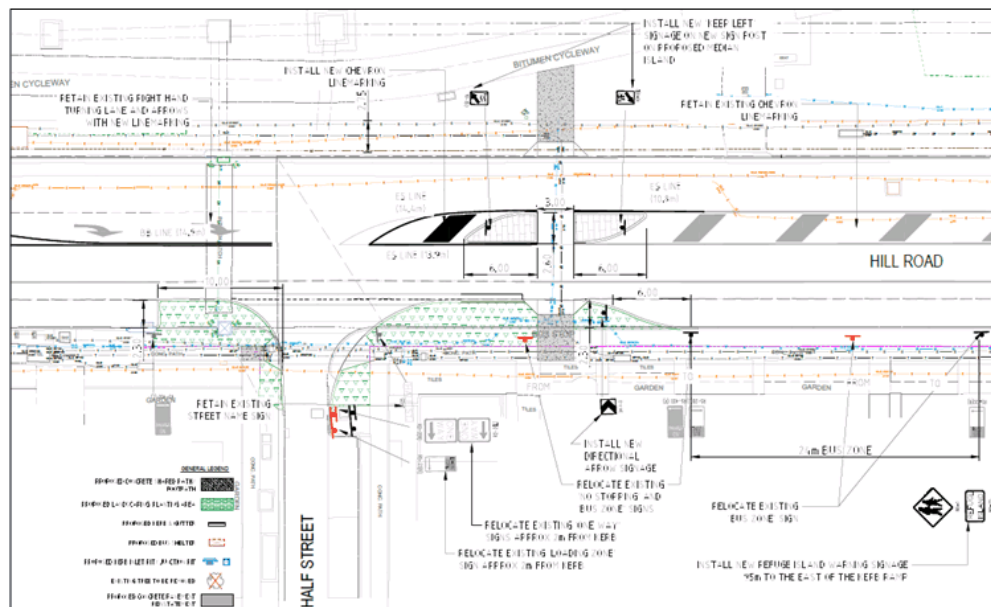


Figure 1: A concept plan of a proposed pedestrian refuge island in Hill Road, Wentworth Point immediately north of Half Street

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

Council has appointed BECA to detail design a new pedestrian and cyclist bridge over Haslams Creek at Bennelong Parkway. The project also includes designing pedestrian and cyclist paths to connect to the west, and a refuge island south of existing road bridge at Wentworth Common (subject to Sydney Olympic Park Authority approval).

The bridge detail design has been delayed due to the Environmental Impact Statement matters and confirmation of refuge island's alignment. Once the design has been finalised it will be placed on public exhibition for community feedback, which is now anticipated in the second half of 2023. Subject to the results of consultation and reporting to Council, Council would seek external grant funding for construction in the 2023/24 financial year.

Drainage upgrades for Hill Road

The Technical Civil Works Design Brief of the Stormwater Masterplan for Hill Road has now been completed. Council staff are currently investigating funding opportunities in order to engage a consultant to undertake the study for the drainage masterplan. Currently, it is intended to utilise parts of the Federal Election commitments for the upgrade of Hill Road.

Lighting upgrades for Hill Road

Council is currently working with Ausgrid, SOPA and electrical contractor to find a solution to handover of the street lighting assets in Hill Road which were never formally handed over to Ausgrid by Auburn Council at that time. It is noted that the light poles and lamps do not currently meet Ausgrid's requirements and therefore need to be upgraded before Ausgrid can accept them as their assets.

It is noted that Council plans to utilise parts of the \$8.5 million Federal Election commitments for the upgrade of Hill Road as a source of funds to upgrade lighting once the funds are made available. The lighting will be made compliant to both Ausgrid and Australian Standards and the assets will be handed over to Ausgrid at the completion of the project.

FINANCIAL IMPLICATIONS

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



Behzad Saleh
Acting Traffic and Transport Team Leader
10/07/2023
Attachments – Nil



CITY OF PARRAMATTA COUNCIL

Traffic Engineering Advisory Group Agenda Item

ITEM NO: 2309 B2
SUBJECT: Hill Road, Wentworth Point – Request for a Pedestrian Crossing
APPLICANT: City of Parramatta Council
REPORT OF: Acting Traffic and Transport Team Leader
WARD: Rosehill
SED: Parramatta

Purpose

This report is in response to a recent representation by the State Member for Parramatta on behalf of residents requesting raised pedestrian crossings throughout Hill Road to improve access to the various bus stops.

OFFICER'S RECOMMENDATIONS:

That the information regarding the constraints with installing raised pedestrian crossings and the various improvements planned for Hill Road, Wentworth Point be noted.

Background

City of Parramatta Council has received representation from the State Member for Parramatta on behalf of residents who have requested that raised pedestrian crossings be installed along Hill Road to provide safe access to bus stops located along the west side of the road.

Location Description

Hill Road, Wentworth Point (north of Bennelong Parkway) is a 1.1km long local road with a speed limit of 50km/h. This road provide access to high density residential developments, retail developments and some remaining industrial developments. Louise Sauvage Pathway within the Sydney Olympic Park (SOP) Parklands is on the west side of the road. Regular bus services Route No. 526 (between Rhodes Shopping Centre and Burwood Westfield) and Route No. 533 (between Chatswood and Sydney Olympic Park) run along Hill Road and have bus stops on both sides of the road. Figure 1 shows the street view of Hill Road south of Verona Drive, Wentworth Point.



Figure 1: A Street View of Hill Road, Wentworth Point looking southbound at the intersection with Verona Drive

A traffic and pedestrian volume survey was undertaken in February 2023 at the intersection of Hill Road and Half Street. This showed that in the AM peak hour, northbound traffic in Hill Road was 356 vehicles and southbound traffic was 605 vehicles. The number of pedestrians crossing the road during this time was 11 on the northern leg of the intersection and 8 on the southern leg. It is noted that this location was at a bus stop along the western side of Hill Road and other traffic counts conducted in Hill Road between Burroway Road and Bennelong Parkway showed a similar trend with regards to the number of pedestrians crossing the road.

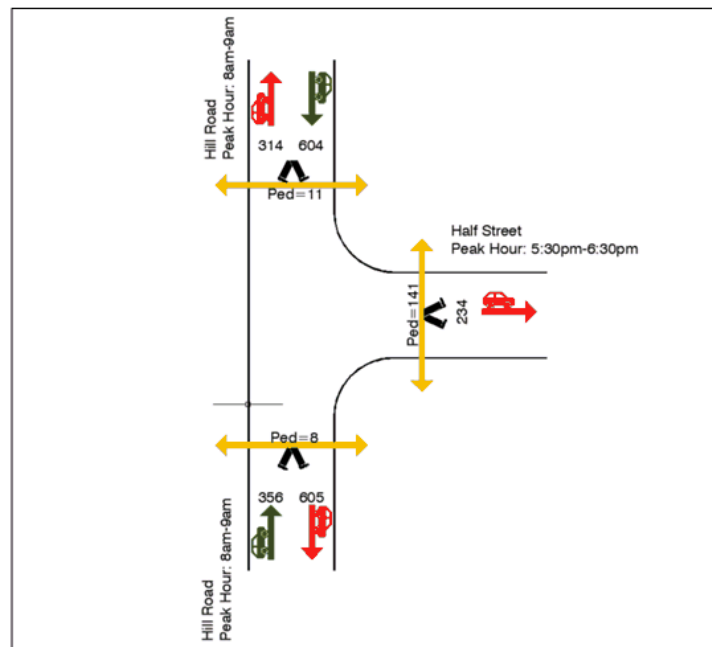


Figure 2: Summary of the vehicle and pedestrian counts undertaken at the intersection of Hill Road and Half Street, Wentworth Point in February 2023

Existing and Planned Pedestrian Facilities in Hill Road

There are existing pedestrian refuge islands within Hill Road which connect to the two bus stops located between Bennelong Parkway and Nuvolari Place. Further to this, Council has previously approved the concept design of a pedestrian refuge island in Hill Road just north of Half Street. Council is currently undertaking the detail design of this facility and is considering funding construction within the current financial year.

In addition to the above, Council has recently approved the detail design for the construction of a roundabout with pedestrian crossing facilities at the intersection of Hill Road and Burroway Road. Current feedback from the developer indicates that construction of the facility will commence towards the end of this year, however, this is subject to the street lighting and electrical works being approved by Ausgrid.

Council is also currently completing the construction of new traffic signals at the intersection of Hill Road and Bennelong Parkway. As part of these works, a signalised pedestrian crossing will be provided to assist pedestrians crossing the road.

The completion of the above works will mean that there will be pedestrian facilities to help pedestrians cross Hill Road to access all four bus stops located on the western side of road north of Bennelong Parkway. The locations of the existing and proposed pedestrian facilities are shown in Figure 3 below.

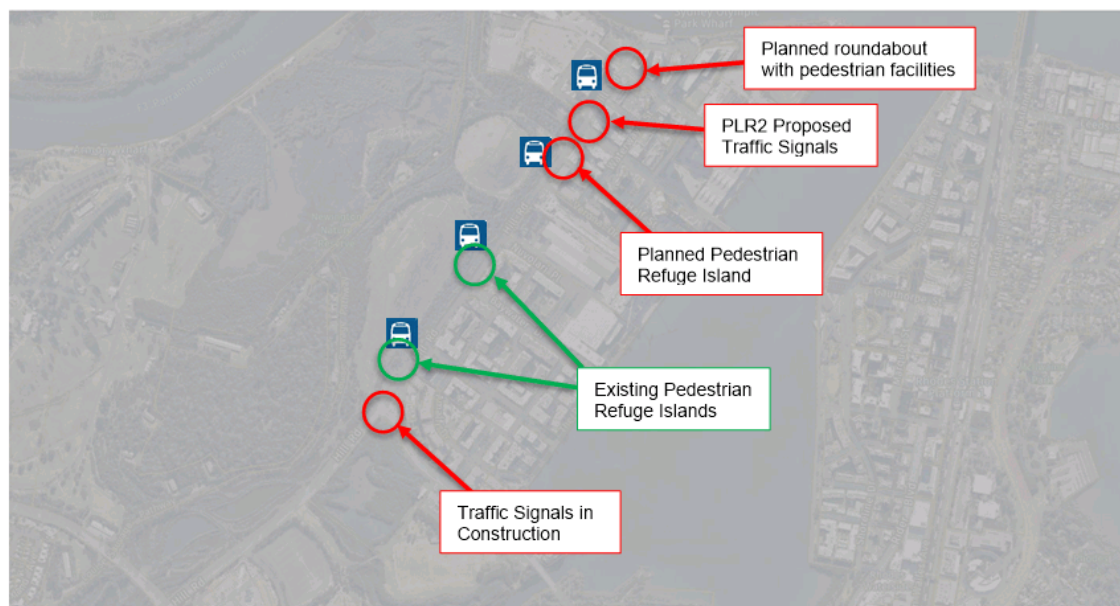


Figure 3: An aerial map of Wentworth Point showing existing and proposed pedestrian facilities and bus stops in Hill Road.

Constraints with Installing Pedestrian Crossings

The Parramatta Light Rail Stage 2 (PLR2) is currently being planned by the state government. This project will include significant works in Hill Road. In accordance with the current Environmental Impact Statement (EIS) that was publicly exhibited, it is understood that these works will include the following:

1. Traffic Signals at the intersection of Hill Road and Footbridge Boulevard as part of early enabling works.
2. A new light rail stop in Hill Road just south of Footbridge Boulevard
3. A new light rail stop in Hill Road just south of Stromboli Strait

With regards to the new light rail stops along Hill Road, it is envisaged that the final PLR2 designs will accommodate new pedestrian facilities to improve access. However, as the details of the PLR2 project has not yet been finalised, it remains unclear how these works will impact any Council proposal to provide pedestrian crossings in Hill Road.

Council is currently preparing to undertake a flood study of Hill Road which will be used to investigate flood mitigation options and inform the design and implementation of the Hill Road Masterplan. Accordingly, it is not recommended that Council construct any raised pedestrian crossings in Hill Road at this current stage due to the impact that they will have on the stormwater during high rainfall events.

FINANCIAL IMPLICATIONS

This report is for information only and does not commit Council to any projects. Should it be determined to install new raised pedestrian crossings in Hill Road, Council will explore funding opportunities to deliver the works.



Behzad Saleh
Acting Traffic and Transport Team Leader
12/09/2023
Attachments – Nil.



CITY OF PARRAMATTA COUNCIL

Traffic Engineering Advisory Group Agenda Item

ITEM NO: 2309 B3
SUBJECT: Granville High Pedestrian Activity Area (HPAA) – Traffic Study
APPLICANT: City of Parramatta Council
REPORT OF: Traffic and Transport Engineer
Ward: Rosehill
SED: Parramatta

Purpose

This report provides the outcomes of the traffic study undertaken for the installation of '40km/h High Pedestrian Activity Area (HPAA)' restrictions in Granville Town Centre (north of the railway line). This project is 100% funded by NSW Government under its Safe Speeds in High Pedestrian Activity and Local Areas Program.

OFFICER'S RECOMMENDATIONS:

That the the outcomes of the traffic study for the installation of '40km/h High Pedestrian Activity Area (HPAA)' restrictions in Granville Town Centre (north of the railway line) be received and noted.

Background

City of Parramatta engaged Bitzios Consulting to undertake a traffic study for the installation of High Pedestrian Activity Area (HPAA) in Granville Town Centre (north of the railway line). This project received 100% funding from the NSW Government under its 2022/23 Safe Speeds in High Pedestrian Activity and Local Areas Program.

The 40km/h HPAA's are sections of roads where there is high interaction between vehicles and pedestrians. They may be near shopping strips, railway stations, bus interchanges, popular beaches and services such as medical centres. The maximum speed limit in these areas is 40km/h at all times.

As part of the study, streets within the area bounded by the railway line, Duck creek and Parramatta Road, Granville were assessed. These streets are: Bold Street, Good Street, Rowell Street, Bridge Street, Cowper Street and East Street (refer to Figure 1).

Why 40km/h?

Vehicle speed is a major factor in pedestrian injuries and fatalities, especially in areas that have a high number of pedestrians. This is despite the fact that NSW has experienced major road safety improvements in the past few years.



Figure 1: The map showing the study area for the proposed '40km/h High Pedestrian Activity Area (HPAA)' restrictions

Managing speed, in accordance with safe system principles, is a key component in managing pedestrian safety. Research and scientific analysis show that a pedestrian hit by a car travelling at 40km/h has twice the chance of surviving the collision than if the car was travelling at 50km/h speed. Travelling speeds higher than 40km/h greatly increases the risk of injury and death to pedestrians.

The 40km/h HPAA's are part of a strategy to reduce the number and severity of crashes. They have been introduced since 1991 as part of Local Area Traffic Management schemes to create a safer environment for all road users, particularly pedestrians.

Design of the HPAA Scheme

To convert a street or area to a 40km/h HPAA, the criteria presented in TfNSW's HPAA guidelines need to be met. Based on the warrants assessment for the Granville study area, the HPAA restrictions are proposed in for the section of Good Street, Rowell Street, Bridge Street and Cowper Street as shown in Figure 2 (blue shaded area).

The other main requirements to have a 40km/h HPAA are that the speed of traffic is approximately 40km/h and that there are traffic calming measures to support the 40km/h limit. To reduce vehicle speed and improve pedestrian safety, the study proposes installation of raised pedestrian crossings and a pedestrian refuge island as detailed below and shown in Figure 2.

- Raised Pedestrian Crossings
 - Cowper Street / Good Street – Eastern Leg

- Cowper Street / Rowell Street – Eastern Leg
- Rowell Street / East Street – Northern and Eastern Legs
- Pedestrian Refuge Island
 - Bridge Street / Bold Street – Eastern Leg



Figure 2: Proposed HPAA area and associated pedestrian crossing facilities in Granville Town Centre (north of the railway line)

The proposed signage and marking treatments to supplement the 40km/h HPAA are shown in Figure 3. It is to be noted that raised threshold gateway treatments are always preferred at entrance points to the scheme. However, if they are not feasible, then painted threshold treatments are to be considered as gateway treatments.

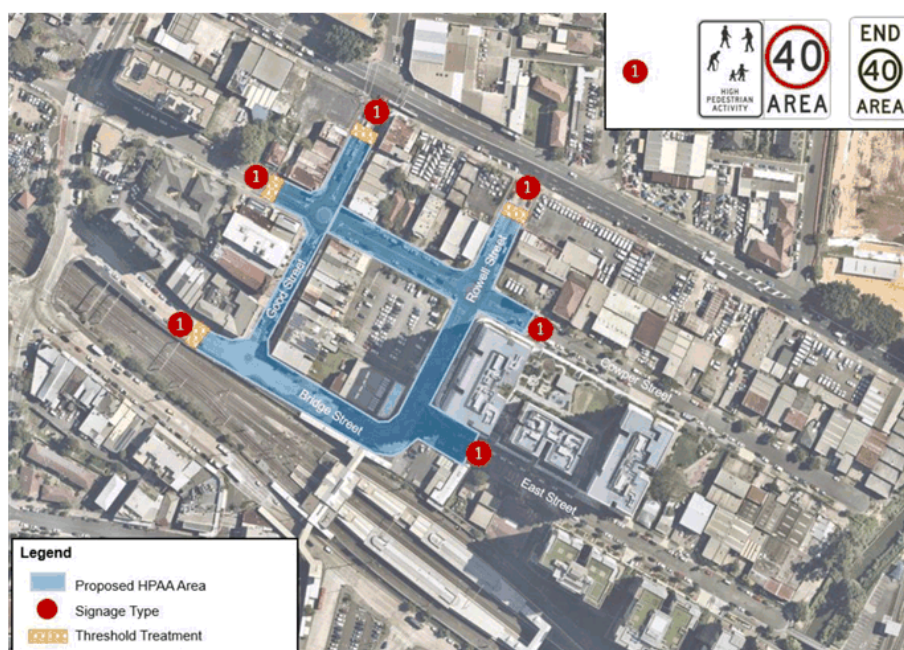


Figure 3: Proposed signage and line marking for the proposed '40km/h High Pedestrian Activity Area' restrictions in Granville Town Centre

Community Notification

Community consultation was undertaken on the traffic study for the High Pedestrian Activity Area restriction in Granville. The consultation invited submissions by 16 June 2023 and involved the engagement channels listed below:

- City of Parramatta website (On-Exhibition page)
- Email to Transport for NSW (TfNSW)
- Email to Cumberland Council
- Email to Bus Service Providers
- Mailout to owners & occupiers within the study area
- On-site Corflute signs

Council received two responses from the local residents with one agreeing and the other one objecting to the proposal. The resident who objected to the proposal indicated that speed reduction is not necessary in this area. Council also received a response from TfNSW requesting an amendment to the proposed HPAA area and inclusion of a raised pedestrian crossing in Rowell Street north of East Street. Both of these requests have been incorporated in the study.

Next Steps

Council staff will now investigate funding opportunities to undertake the detail design and construction of the proposed HPAA including the proposed pedestrian crossings and entry threshold treatments. Potential sources of funds include the Get NSW Active Transport Program.

FINANCIAL IMPLICATIONS

The cost of the Granville HPAA study was \$24,722.50. This study was 100% funded by the NSW Government under its Safe Speeds in High Pedestrian Activity and Local Areas Program.



Nathan McLauchlan
Traffic and Transport Engineer

06/09/2023

Attachments – Report



Granville High Pedestrian Activity Area

Final Report

City of Parramatta

26 June 2023



Gold Coast

Suite 26, 58 Riverwalk Avenue
Robina QLD 4226
P: (07) 5562 5377

Brisbane

Level 2, 428 Upper Edward Street
Spring Hill QLD 4000
P: (07) 3831 4442

Sydney

Studio 203, 3 Gladstone Street
Newtown NSW 2042
P: (02) 9557 6202

W: www.bitziosconsulting.com.au

E: admin@bitziosconsulting.com.au

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Document Issue History

Report File Name	Prepared	Reviewed	Issued	Date	Issued to
P5961.001R Granville and Pendle Hill HPAA Study	A. Liu S. Daizli	M. Hearne D. Bitzios	M. Hearne	26/04/2023	Randil Pohorambage RPohorambage@cityofparramatta.nsw.gov.au
P5961.002R Granville and Pendle Hill HPAA Study	S. Daizli	M. Hearne	M. Hearne	12/05/2023	Randil Pohorambage RPohorambage@cityofparramatta.nsw.gov.au
P5961.003R Granville and Pendle Hill HPAA Study	M. Heame S. Daizli	M. Hearne	M. Hearne	17/05/2023	Randil Pohorambage RPohorambage@cityofparramatta.nsw.gov.au
P5961.004R Granville HPAA Study	M. Shin	M. Hearne	M. Hearne	26/06/2023	Randil Pohorambage RPohorambage@cityofparramatta.nsw.gov.au
P5961.005R Granville HPAA Study	M. Heame	M. Hearne	M. Hearne	27/06/2023	Randil Pohorambage RPohorambage@cityofparramatta.nsw.gov.au

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Appendices

Appendix A: Traffic Volume and Speed Data

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1. INTRODUCTION

1.1 Background

Bitzios Consulting has been engaged by City of Parramatta Council (Council) to undertake High Pedestrian Activity Area (HPAA) assessments within the Granville town centre. The investigations aim to support Council's application to Transport for NSW (TfNSW) to reduce the posted speed limit in these areas for the purpose of increasing pedestrian safety and amenity.

1.2 Study Areas

The extents of the proposed HPAA is listed below and in Figure 1.1.

- Bold Street, north of the rail bridge
- Bridge Street
- Cowper Street
- Good Street, south of Parramatta Road
- Rowell Street
- East Street.



Figure 1.1: Granville Study Area

1.3 NSW Speed Zoning Guidelines

1.3.1 Review and Implementation

Guidelines for implementing speed zones are found in TfNSW's *NSW Speed Zoning Guidelines Version 4 (Speed Zoning Guidelines, 2011)* and the process for reviewing and implementing speed zones is shown in Figure 1.2. This HPAA study considers Step 1 to Step 6 of the review process.

1.3.2 40km/h Speed Limit Categories

In NSW, 40km/h speed limits are permitted in:

- High Pedestrian Activity Areas
- Local Traffic Areas
- School zones (prescribed times)
- School bus black spots.

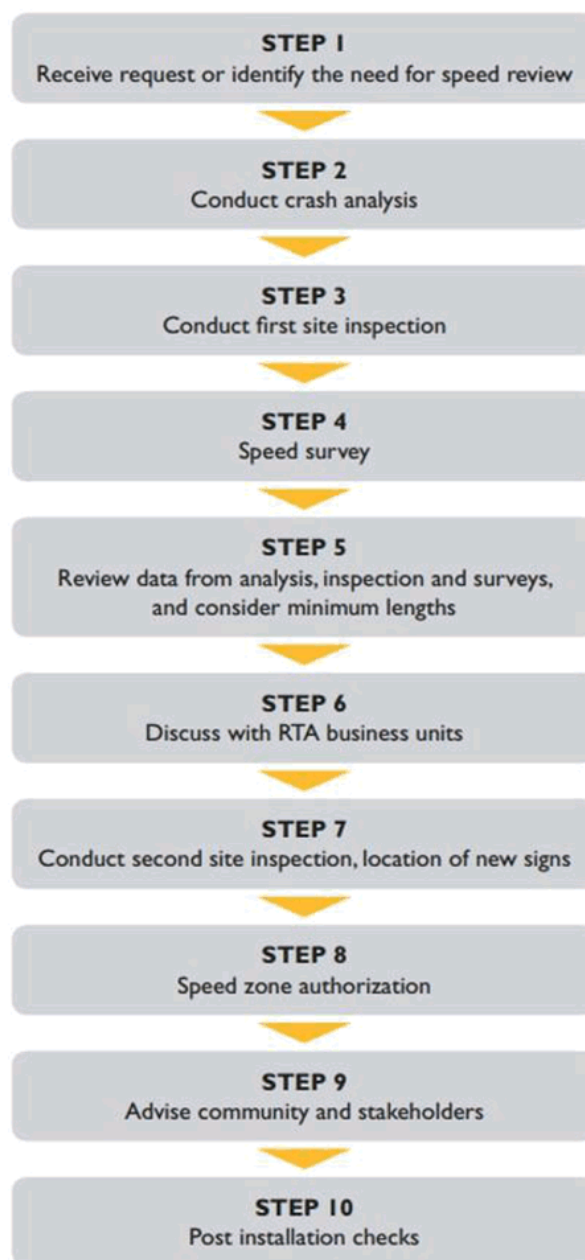
The speed limits within the Granville town centre are proposed to be designated 40km/h speed limits under the 'High Pedestrian Activity Area' category.

1.3.3 Effectiveness of 40km/h Speed Limits

In 2018, the NSW Centre for Road Safety conducted an evaluation on the effectiveness of 40km/h speed limits, including HPAAAs. Key findings from the evaluation include that:

- There have been statistically significant reductions in crashes following implementation of 40km/h HPAAAs
- Reduced casualties in HPAAAs occurred for road users generally, not just for pedestrians
- It is likely that expanded coverage of 40km/h HPAAAs would generate further road safety benefits
- There are high levels of community support for 40km/h zones

Low speed zones achieve broader community benefits, as well as safety benefits.

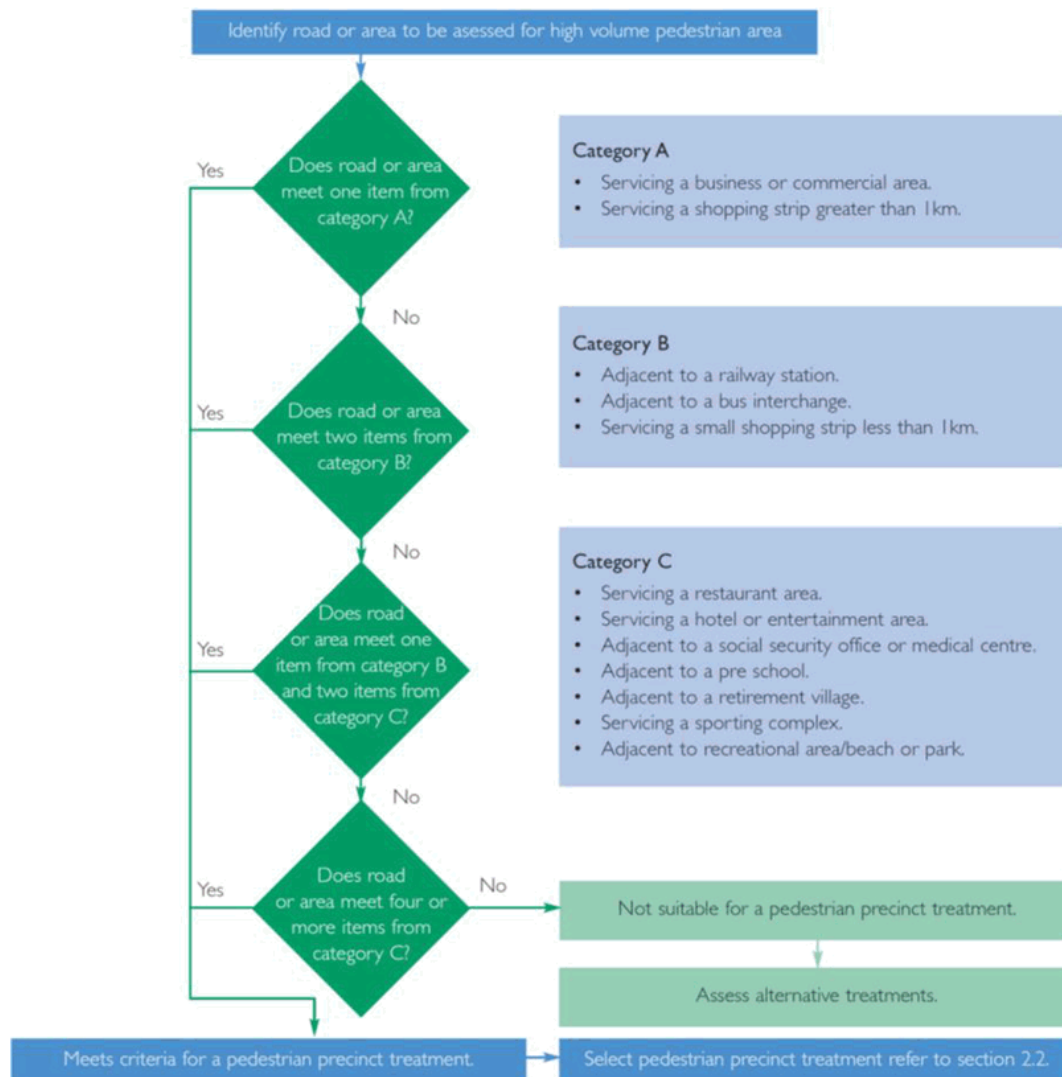


Source: NSW Speed Zoning Guidelines (Transport for NSW, 2011), Figure 2.4

Figure 1.2: Speed Zone Review Process

1.4 Criteria for Implementing 40km/h HPAAs

For the implementation of a 40km/h speed limit under a HPAA, the section of road or area under consideration must satisfy specific criteria contained in TfNSW's *40 km/h Speed Limits in High Volume Pedestrian Areas (2005)* (the HPAA guidelines). The process is shown in Figure 1.3 and suggests the HPAA designation could be suitable in areas such as commercial or business areas, shopping strips, dining precincts, medical centres and social services, recreation areas or sporting complexes, entertainment / hotel areas, and transport hubs / interchanges.



Source: *40 km/h speed limits in high volume pedestrian areas* (Transport for NSW, 2005), Figure 1

Figure 1.3: Qualifying Criteria and Treatments for High Pedestrian Activity Areas

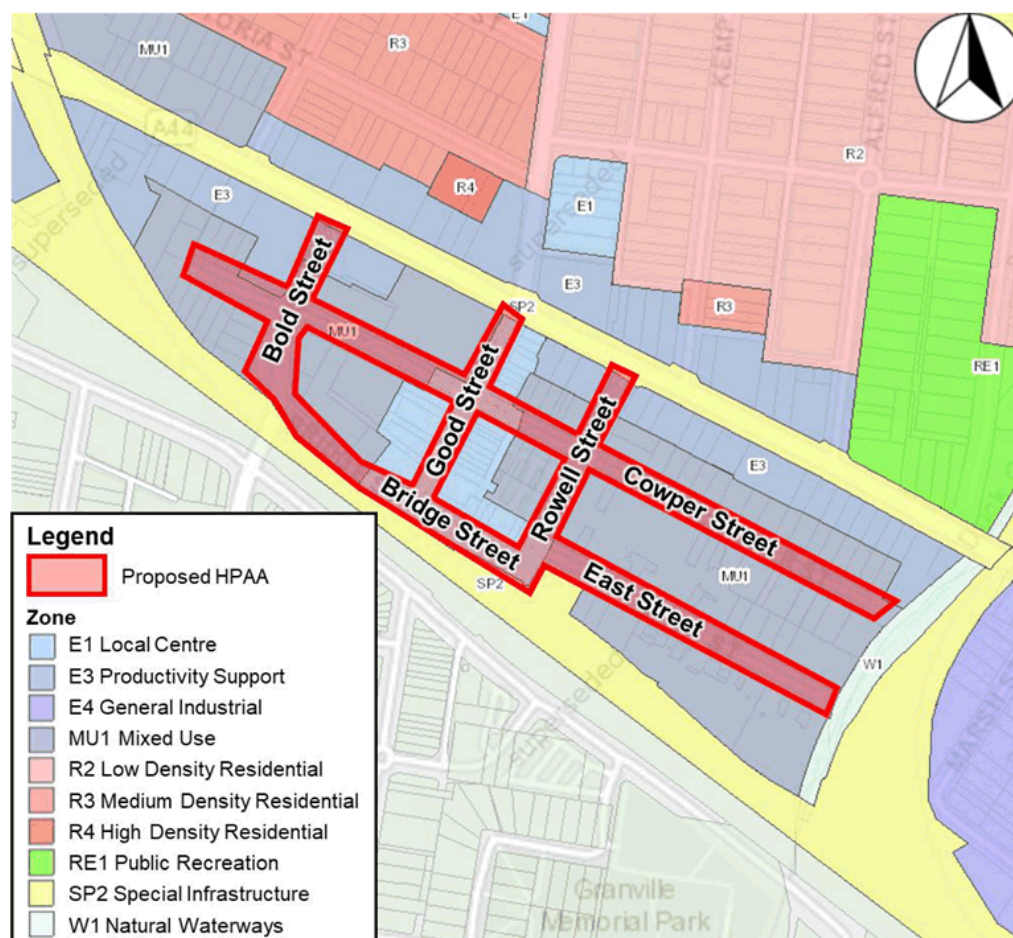
2. EXISTING CONDITIONS

2.1 Land Uses

Granville primarily consists of:

- Local centre along Good Street made up of both dining and retail premises
- Mixed use developments consisting of high-density residential developments and retail premises.

The land use definitions of the Granville study area under the Parramatta Local Environmental Plan 2023 are shown in Figure 2.1.



Source: ePlanning Historical Viewer (NSW Government)

Figure 2.1: Granville Land Zoning Map

2.2 Road Network

Characteristics and key features of the Granville road network is summarised in Table 2.1. Road classifications are shown in Figure 2.2.

Table 2.1: Existing Road Characteristics

Road Name	Classification	Speed Limit(s)	Features
Bold Street	Regional Road	60km/h	Three northbound travel lanes Two southbound travel lanes Parking not permitted on Bold Street Left-in left-out arrangement at Bridge Street Northbound left turn bus lane
Bridge Street	Local Road	50km/h	One travel lane and one parking lane per direction Roundabout with marked splitter islands at Good Street Raised combined pedestrian and cyclist crossing between Good Street and Rowell Street
Cowper Street	Local Road	50km/h	One travel lane and one parking lane per direction No through road west of Bold Street and east of Rowell Street Roundabout with marked splitter islands at Good Street Low profile roundabout with refuge splitter islands at Rowell Street
Good Street	Local Road	50km/h	Two travel lanes per direction north of Cowper Street One southbound travel lane and two parking lanes (south of Cowper Street)
Rowell Street	Local Road	50km/h	One travel lane with one parking lane on all approaches and departures
East Street	Local Road	50km/h	One travel lane and one parking lane per direction No through road



Source: NSW Road Network Classifications Map (Transport for NSW)

Figure 2.2: Granville Road Classifications

2.3 School Zones

There are no school zones within the study area.

2.4 Public Transport

2.4.1 Buses

Bold Street, Cowper Street and Good Street in Granville are serviced by three public bus routes and seven school bus routes. Public bus routes and service frequencies are summarised in Table 2.2 and Table 2.3.

Table 2.2: Granville Public Bus Services

Route No.	Route Description	Direction	Service Frequency
906	Fairfield to Parramatta	Both directions	<ul style="list-style-type: none"> 30 mins (Monday to Friday peak) 60 mins (Monday to Saturday off-peak)
M91	Hurstville to Parramatta via Padstow & Chester Hill	Both directions	<ul style="list-style-type: none"> 10 mins (Monday to Friday peak) 15 mins (Monday to Friday off-peak) 20 mins (weekends and public holidays)
N60	Fairfield to City Town Hall via Strathfield (Night Service)	Both directions	<ul style="list-style-type: none"> 60 mins (Sunday to Thursday nights) 30 mins (Friday and Saturday nights)

Source: transportnsw.info

Table 2.3: Granville School Bus Services

Route No.	Route Description	Service Frequency	
		AM Peak	PM Peak
S423	Granville Station to Our Lady of Mercy College	1	-
S426	Normanby St before Tangerine St, Fairfield East to Our Lady of Lebanon	1	-
S427	Macathur Girls HS to Granville Station	-	1
S428	Our Lady of Lebanon to Normansby St before Tangerine St, Fairfield East	-	1
S429	Rawson Rd after Excelsior St, Guildford to Our Lady of Lebanon	1	-
S434	Our Lady of Lebanon to Excelsior St after Adam St, Guildford	-	1
S435	Donald St at Orchardleigh St, Guildford to Our Lady of Lebanon	1	-
S436	Our Lady of Lebanon to Excelsior St at Farnell St, Merrylands	-	1
S438	Our Lady of Lebanon to Broughton St after South Pde, Old Guildford	-	1

Source: transportnsw.info

2.4.2 Trains

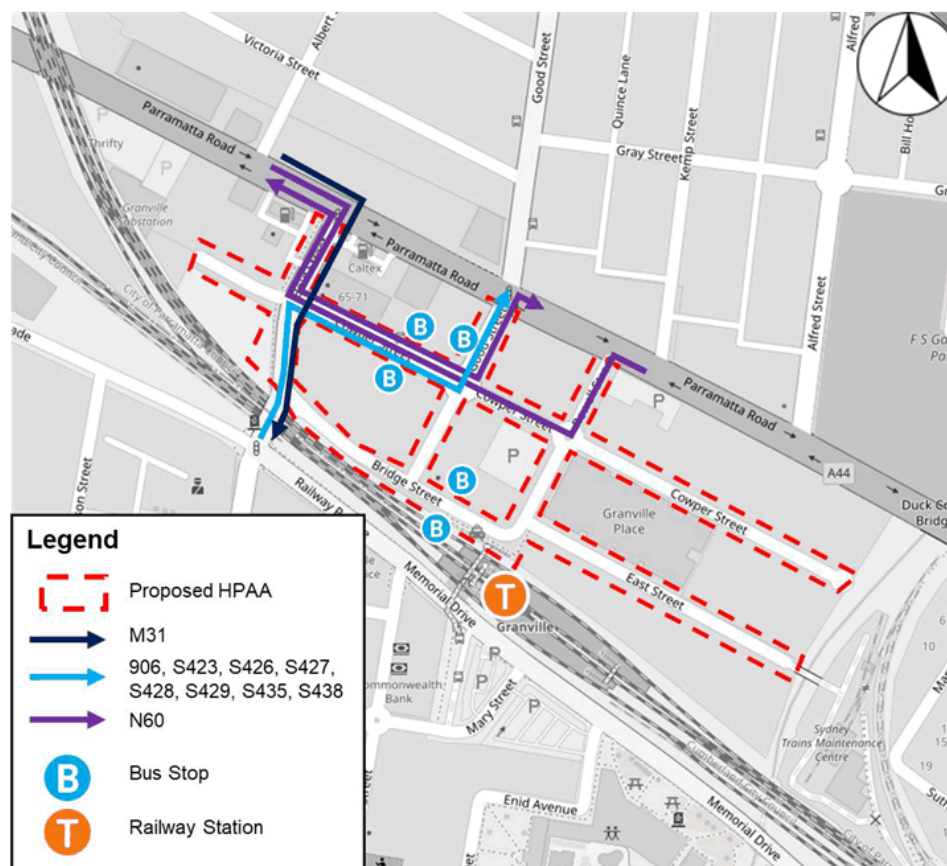
Granville Station is serviced by two rail lines as summarised in Table 2.4.

Table 2.4: Granville Train Services

Line	Line Description	Service Frequency
T1 North Shore & Western Line	Berowra to Emu Plains or Richmond via Gordon and City	<ul style="list-style-type: none"> 15 mins (early and late Monday to Friday, weekends and public holidays)
T2 Inner West & Leppington Line	Parramatta or Leppington to City	<ul style="list-style-type: none"> 5-9 mins (Monday to Friday peak) 3-15 mins (Monday to Friday off-peak) 15 mins (weekends and public holidays)

Source: transportnsw.info

The locations of bus routes and stops and railway stations in the study area are shown in Figure 2.3.



Sources: transportnsw.info / OpenStreetMap

Figure 2.3: Granville Public Transport Routes and Stops

2.5 Active Transport

2.5.1 Walking

Formal footpaths are provided on both sides of all roads within the study area.

2.5.2 Cycling

The following cycling routes are currently located within the study area (see Figure 2.4):

- A shared path along the western side of Bold Street north of Railway Parade
- A shared path along the eastern side of Bold Street between Railway Parade and Bridge Street
- On-road mixed traffic route for vehicles and cyclists along Bridge Street and Good Street.



Source: Cycleway Finder (Transport for NSW)

Figure 2.4: Granville Cycling Routes

In 2017, the City of Parramatta released the Parramatta Bike Plan. This proposed a number of future cycle routes throughout the Parramatta LGA. The proposal is to include on-road painted bicycle lanes along Bridge Street, Good Street and East Street. Off-road, separated cycleways are proposed to be provided along Bold Street and Parramatta Road. The Granville proposed routes from this plan are shown in Figure 2.5.



Adapted from Parramatta Bike Plan (2017)

Figure 2.5: Granville Proposed Cycle Routes

3. CRASH DATA ANALYSIS

3.1 Overview

The *Speed Zoning Guidelines (2011)* recommend analysing a minimum of three years of crash data for roads under review. For this assessment, crash data between October 2017 and September 2022 was sourced from TfNSW, representing five years of data.

As per Rule 287 (3) of the Australian Road Rules, crashes are only recorded if they are reported to the police and when one of the following occurs:

- Any person is killed or injured
- Drivers involved in the crash do not exchange particulars
- When a vehicle involved in the crash is towed away.

3.2 Crash and Casualty History

Figure 3.1 presents the number of crashes per year. 8 crashes were recorded in the study area, resulting in 7 casualties. Additionally:

- Crashes were highest in 2019 and 2021, with 3 crashes each, resulting in 3 casualties in 2019 and 1 casualty in 2021
- 2020 showed a drop to 1 crash, most likely due to COVID which reduced vehicular activity in the area.

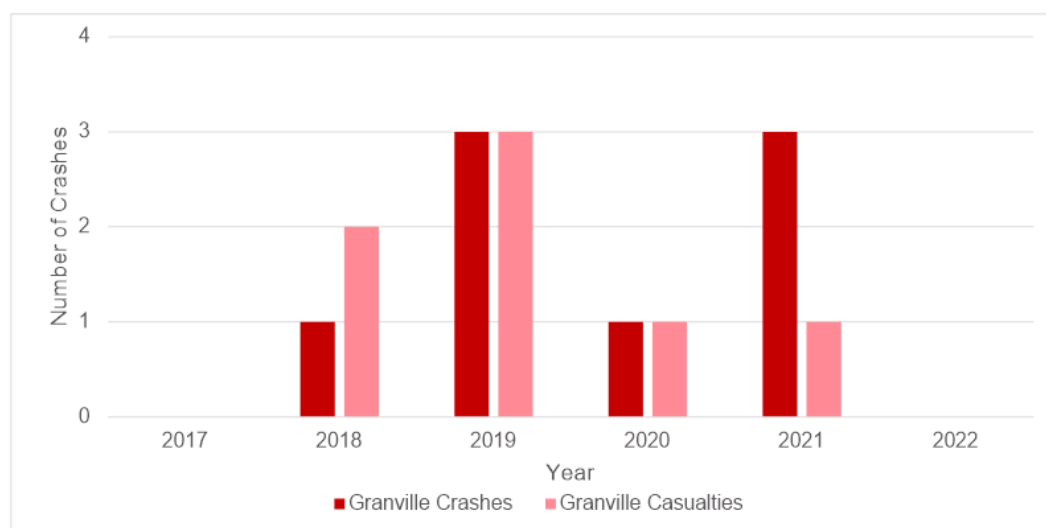


Figure 3.1: Annual Crashes and Casualty Crashes (October 2017-September 2022)

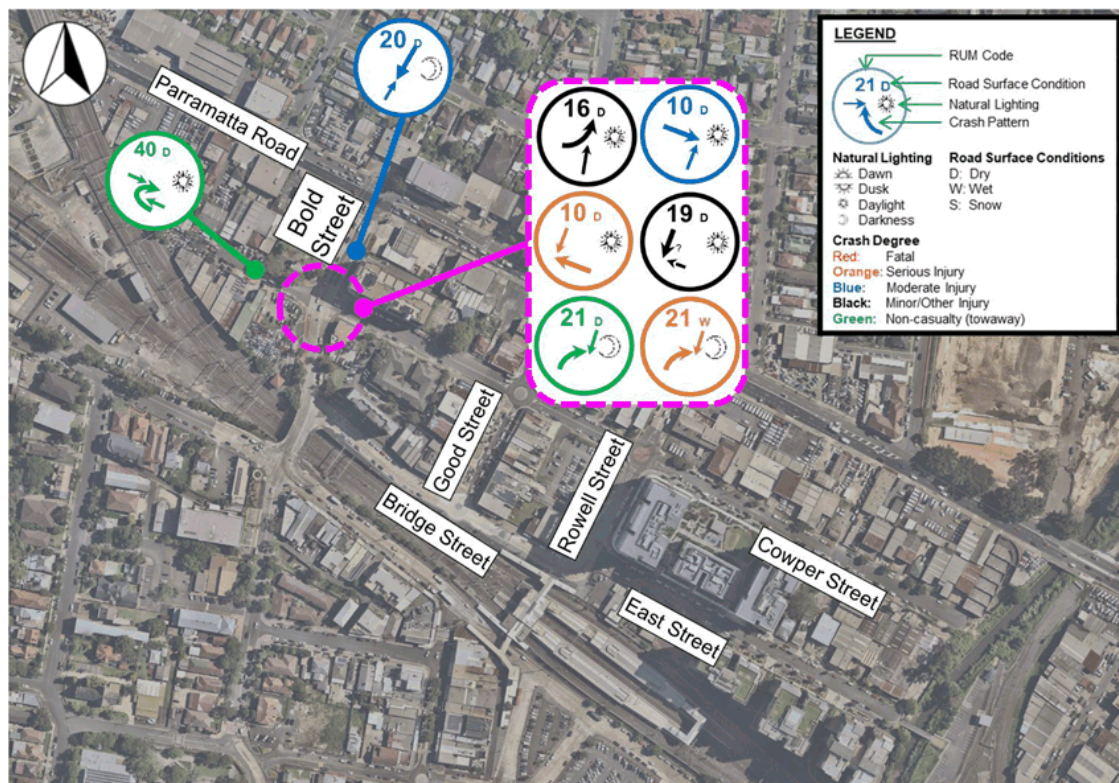
3.3 Crash Locations

Figure 3.2 presents the locations of crashes in Granville by injury level and shows:

- 2 (25%) crashes resulting in a serious injury
- 4 (50%) crashes each resulting in a moderate or minor injury
- 2 (25%) crashes resulting in a tow-away.

6 crashes occurring at the Bold Street/Cowper Street 4-leg priority intersection, including:

- 4 crashes involving vehicles travelling from an adjacent direction
- 2 'right through' crashes
- 3 crashes resulting in a serious injury.



Adapted from Nearmap

Figure 3.2: Granville Crash Locations

3.4 Crash Injury Level

Table 3.1 summarises the annual number and percentages of crash injury level within Granville.

Table 3.1: Crash Injury Level

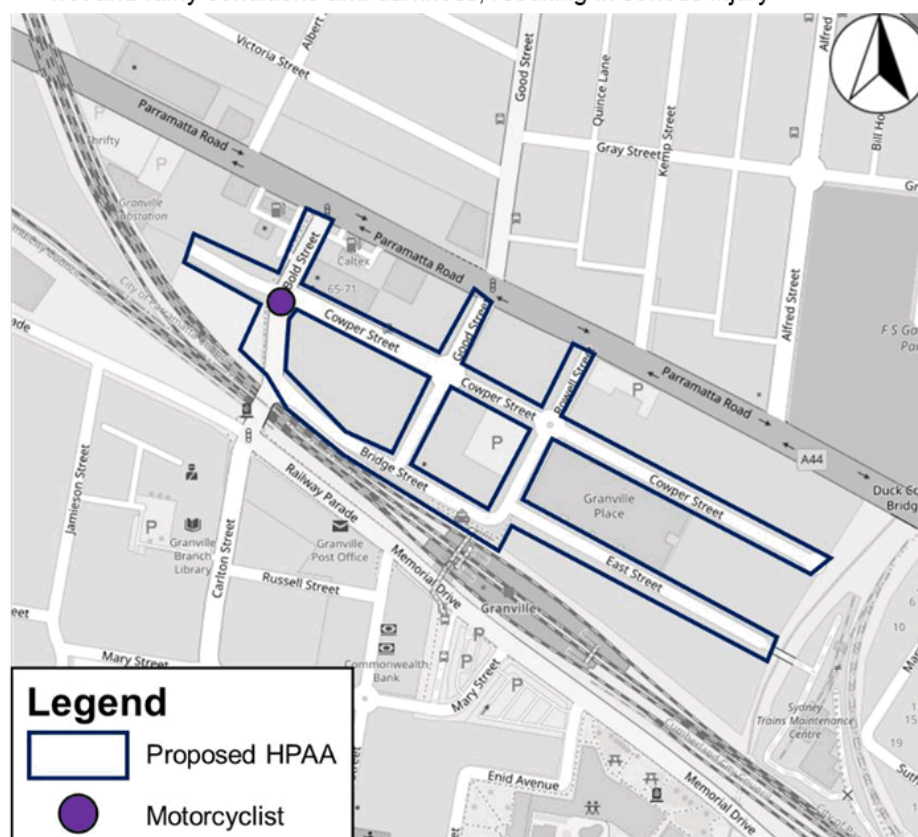
Crash Degree	Number	Percentage
Fatal	0	0%
Serious Injury	2	25%
Moderate Injury	2	25%
Minor/Other injury	2	25%
Non-casualty (towaway)	2	25%

No fatalities were recorded within the data set.

3.5 Vulnerable Road Users

Vulnerable road users (VRUs) include pedestrians, cyclists and motorcyclists. Figure 3.3 presents crashes involving VRUs within Granville. Of the 8 crashes recorded, 1 (12.5%) crash involved VRUs, as follows:

- 1 'right through' crash involved a motorcyclist in 2021 at Bold Street/Cowper Street, Granville, in wet and rainy conditions and darkness, resulting in serious injury



Adapted from OpenStreetMap

Figure 3.3: Granville Crashes Involving Vulnerable Road Users

3.6 Casualty Crash Rates

Typical urban casualty rates from the *Speed Zoning Guidelines (2011)* are shown in

Table 3.2, measured in casualties per kilometre per year. The applicable 'benchmark' casualty rates for this study are circled in red.

Table 3.2: Typical Urban Casualty Rates

URBAN TYPICAL CASUALTY RATE (casualties per km per year)							
Road category	Speed zones						
	50	60	70	80	90	100	110
Motorway / freeway	–	–	0.049	0.039	0.463	0.148	1.219
State highway	0.014	0.450	0.827	0.217	0.177	0.101	0.177
Other classified road	0.102	1.351	1.361	0.360	0.253	0.111	0.007
Unclassified road	0.446	0.874	0.376	0.154	0.077	0.064	0.008

NOTE:

- Discretion is needed in comparing these rates to the rate on a particular section of road. A specific road section may not fall comfortably into any single category.
- The values do not suggest an acceptable level.

Source: NSW Speed Zoning Guidelines (Transport for NSW, 2011), Table 3.1

Table 3.3 summarises the number of casualty related crashes per year and calculated casualty crash rate for each section of road within the study area. The casualty crash rates are highlighted in red if they exceed the relevant typical rates shown in

Table 3.2.

Table 3.3: Crash Summary and Casualty Rates

Road Name	Length (km)	Casualties*								
		2017	2018	2019	2020	2021	2022	Total	Crash Rate (per year)	Crash Rate (per km per year)
Granville										
Bold Street	0.166	0	1	3	1	2	0	7	1.400	8.434
Bridge Street	0.242	0	0	0	0	0	0	0	0.000	0.000
Cowper Street	0.270	0	0	0	0	1	0	1	0.200	0.741
Good Street	0.160	0	0	0	0	0	0	0	0.000	0.000
Rowell Street	0.156	0	0	0	0	0	0	0	0.000	0.000
East Street	0.252	0	0	0	0	0	0	0	0.000	0.000
Total		0	1	3	1	3	0	8	-	-

*Based on the "Street of crash" field in the crash records, even if crashes occurred at an intersection.

Key observations from Table 3.3 are that:

- Each street which recorded crashes exceeded the applicable threshold crash casualty rate
- Bold Street presented the highest crash rate within the study area at 8.434 casualty crashes per km per year. It is important to note that 6 of the 8 crashes occurred at the Cowper Street intersection.

While the casualty rate is relatively high for the identified streets in the study area, it is noted that the thresholds are not ideal for application to short lengths of road.

4. TRAFFIC DATA ANALYSIS

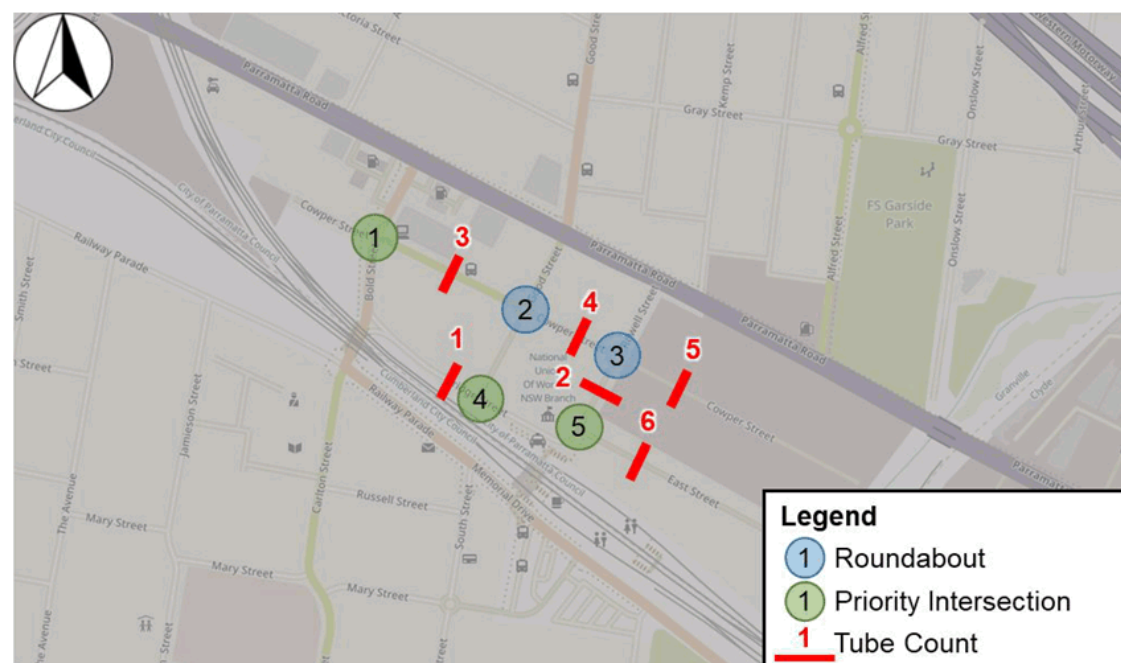
4.1 Traffic Survey

Bitzios Consulting engaged Matrix Traffic and Transport Data to undertake intersection counts and automatic tube counts. The survey details are provided in Table 4.1 and survey locations are shown in Figure 4.1.

The traffic volume and speed survey data are provided in **Appendix A**.

Table 4.1: Traffic Survey Details

Survey Locations	Survey Date(s)	Survey Times (Interval)	Survey Classifications
Intersection counts			
Bold Street / Cowper Street	Tuesday 7 March 2023	6-10am (15 mins)	Light Vehicles
Good Street / Cowper Street		2-6pm (15 mins)	Heavy Vehicles
Rowell Street / Cowper Street			Buses
Bridge Street / Good Street			Cyclists
Rowell Street / East Street			Pedestrians
Automatic tube counts			
Bridge Street, between Bold Street and Good Street	Tuesday 7 to Monday 13 March 2023	24 hours/day (hourly)	Volume – Austroads Speed – Total
Rowell Street, between East Street and Cowper Street			
Cowper Street, between Bold Street and Good Street			
Cowper Street, between Rowell Street and Good Street			
Cowper Street, east of Rowell Street			
East Street, east of Rowell Street			



Adapted from OpenStreetMap

Figure 4.1: Granville Traffic Survey Locations

4.2 Traffic Volumes

The Average Daily Traffic (ADT) and heavy vehicle composition by traffic direction at tube count location was analysed. Vehicle composition was classified in accordance with the following Austroads vehicle classification system:

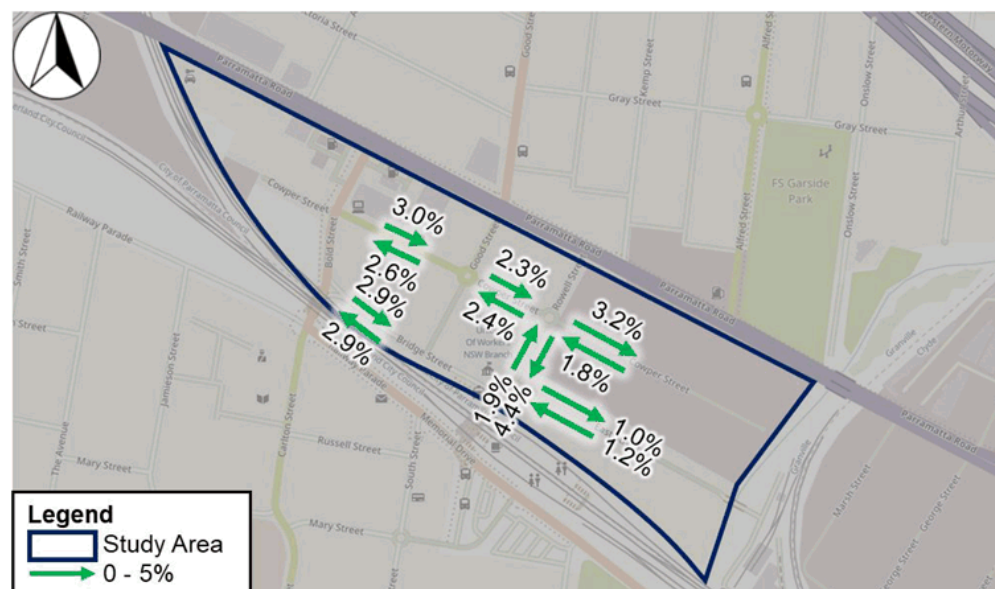
- **Classes 1 and 2 – Light vehicles:** representing cars, utes, vans, motorcycles, bicycles etc.
- **Classes 3 to 12 – Heavy vehicles:** representing trucks and buses.

Figure 4.2, Figure 4.3 and Table 4.2 show the ADT and heavy vehicle composition in Granville.



Adapted from OpenStreetMap

Figure 4.2: Average Daily Traffic



Adapted from OpenStreetMap

Figure 4.3: Heavy Vehicle Composition

Table 4.2: Average Daily Traffic and Heavy Vehicle Composition Summary

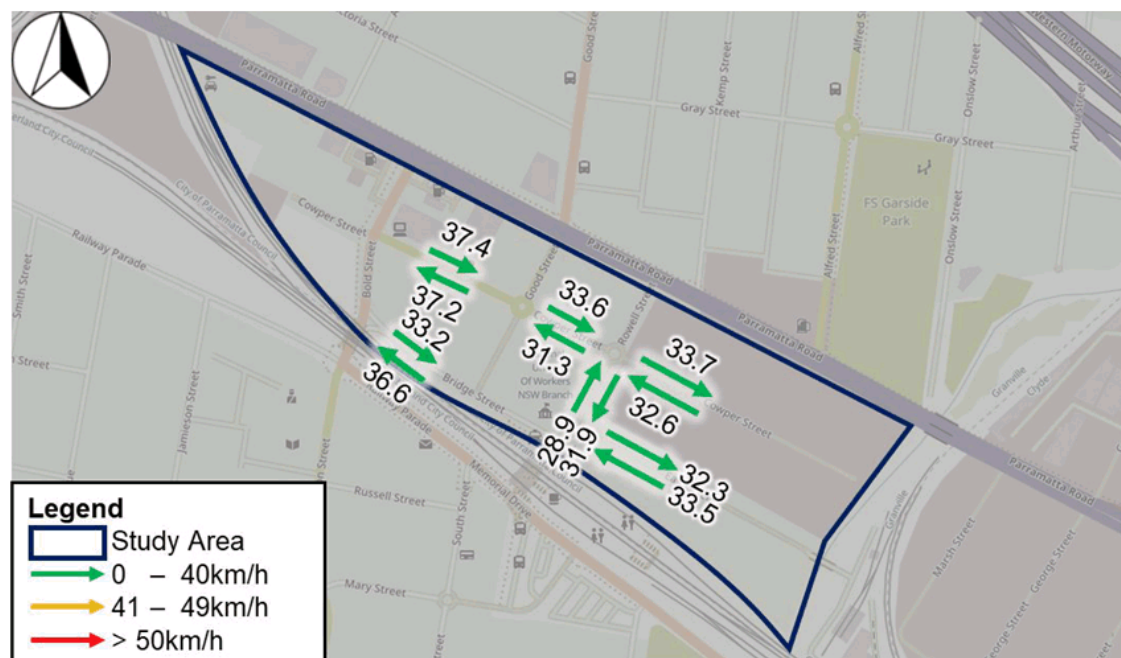
Location	Average Daily Traffic	Heavy Vehicle %
Bridge Street, between Bold Street and Good Street	348 (eastbound) 3,560 (westbound)	2.9% (eastbound) 2.9% (westbound)
Rowell Street, between East Street and Cowper Street	2,336 (northbound) 4,818 (southbound)	1.9% (northbound) 4.4% (southbound)
Cowper Street, between Bold Street and Good Street	4,494 (eastbound) 6,193 (westbound)	3.0% (eastbound) 2.6% (westbound)
Cowper Street, between Rowell Street and Good Street	2,033 (eastbound) 4,159 (westbound)	2.3% (eastbound) 2.4% (westbound)
Cowper Street, east of Rowell Street	552 (eastbound) 538 (westbound)	3.2% (eastbound) 1.8% (westbound)
East Street, east of Rowell Street	2,003 (eastbound) 2,209 (westbound)	1.0% (eastbound) 1.2% (westbound)

4.3 Traffic Speeds

The 85th percentile (85%ile) vehicle speeds in each direction at each tube count location was analysed to determine the suitability of reducing the speed limit to 40km/h on each road surveyed.

For this analysis, locations which recorded 85%ile speeds of 40km/h or under were judged to be capable of maintaining a 40km/h speed limit if drivers were informed of the speed limit via signage. The streets which recorded 85%ile vehicle speeds more than 40km/h would be expected to require additional measures to achieve a self-regulating 40km/h speed environment.

The 85%ile speeds at each location is shown in Figure 4.4. Table 4.3 lists the 85%ile vehicle speeds, the posted speed limit of that road and whether the 85%ile speed exceeds 40km/h.



Adapted from OpenStreetMap

Figure 4.4: Granville 85th Percentile Speeds

Table 4.3: 85th Percentile Speeds Summary

Location	85th Percentile Speed	Posted Speed Limit	Greater than 40km/h?
1. Bridge Street, between Bold Street and Good Street	27.9km/h (eastbound) 33.2km/h (westbound)	50km/h	No
2. Rowell Street, between East Street and Cowper Street	28.9km/h (northbound) 31.9km/h (southbound)		No
3. Cowper Street, between Bold Street and Good Street	37.4km/h (eastbound) 37.2km/h (westbound)		No
4. Cowper Street, between Rowell Street and Good Street	33.6km/h (eastbound) 31.3km/h (westbound)		No
5. Cowper Street, east of Rowell Street	33.7km/h (eastbound) 33.5km/h (westbound)		No
6. East Street, east of Rowell Street	32.3km/h (eastbound) 33.5km/h (Westbound)		No

All recorded 85thile speeds are below the posted speed limit of 50km/h and below 40km/h. This shows that the existing road arrangement is able to achieve a self-regulating 40km/h.

4.4 Pedestrian Volumes

Table 4.4 presents the peak and average hourly bi-directional pedestrian volumes at each surveyed intersection leg.

Table 4.4: Peak and Average Hourly Pedestrian Volumes

Intersection	Leg	Peak	Average
1. Bold Street / Cowper Street	North	5	1
	East	8	4
	South	2	1
	West	50	10
2. Good Street / Cowper Street	North	4	1
	East	85	52
	South	53	33
	West	60	38
3. Rowell Street / Cowper Street	North	2	1
	East	31	17
	South	34	18
	West	29	17
4. Bridge Street / Good Street	North	69	38
	East	4	1
	West	11	5
5. Rowell Street / East Street	North	4	1
	East	167	109
	South	10	3

Figure 4.5 shows the total bi-directional pedestrian volumes at each surveyed intersection leg in the study area during the AM and PM peak hour.



Adapted from Nearmap

Figure 4.5: Granville AM and PM Peak Pedestrian Crossing Movements

5. SITE INSPECTION

Site inspections were undertaken on 19 January 2023 to gain an understanding of current conditions and the road environments within the study area. Surrounding land uses, existing traffic management devices and traffic / pedestrian behaviours were observed and recorded. Weather conditions during the site inspection was fine and dry.

The majority of observed pedestrian movements were between Granville Station and to East Street, either to residential dwellings or to Granville Place shopping area. Pedestrian activity was also observed to restaurants and shops along Good Street, between Cowper Street and Bridge Street. On the northern side of Cowper Street, most businesses were commercial or industrial and saw significantly less pedestrian attraction.

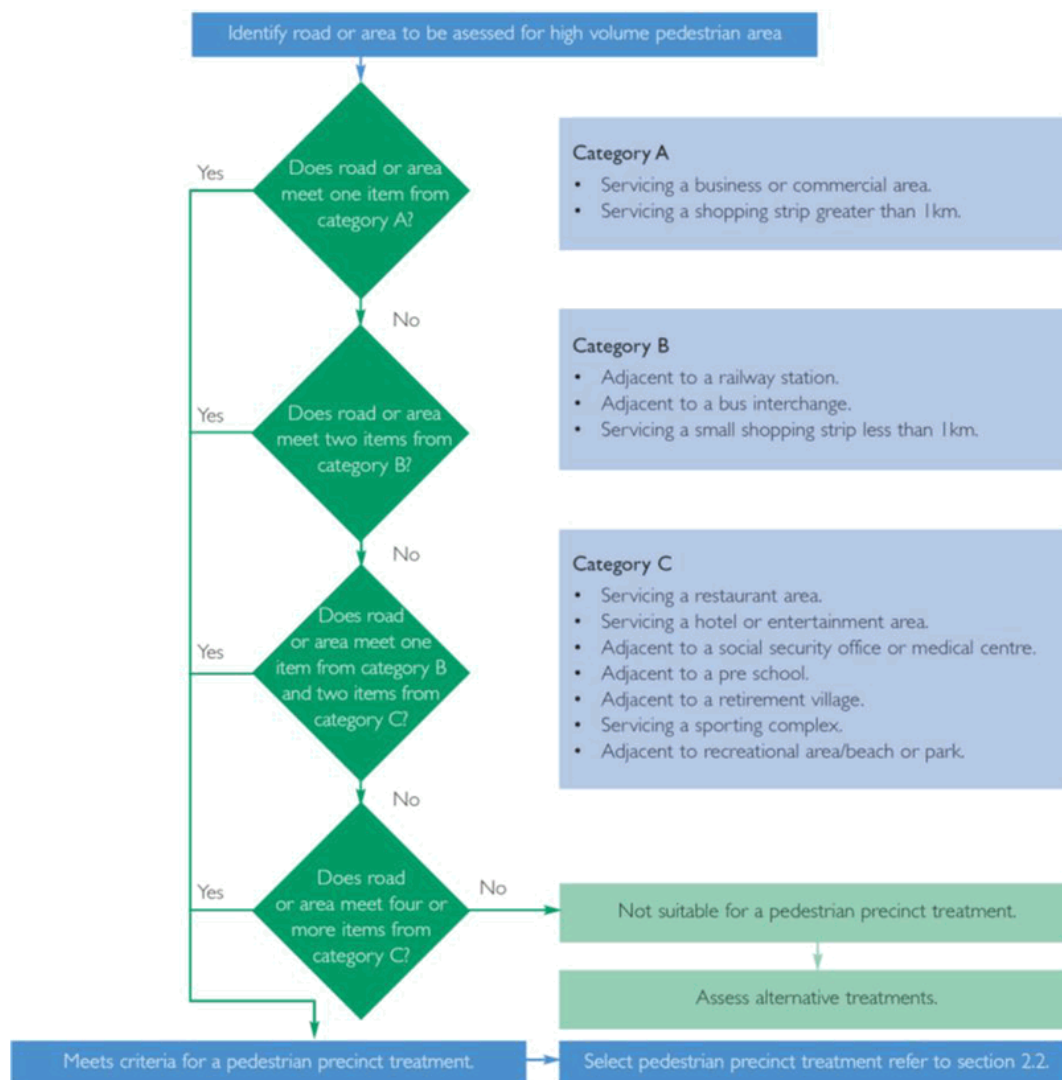
Existing LATM devices in the study area were identified as:

- Raised pedestrian/cyclist crossing on Bridge Street outside Granville Station
- Pedestrian refuges at roundabouts
- Painted islands and medians.

6. HPAA CRITERIA ASSESSMENT

6.1 Criteria for Implementing 40km/h HPAA

For the implementation of a 40km/h speed limit under a HPAA, the section of road or area under consideration must satisfy specific criteria contained in TfNSW's *40 km/h Speed Limits in High Volume Pedestrian Areas (2005)* (the HPAA guidelines). The process is shown in Figure 6.1 and suggests the HPAA designation could be suitable in areas such as commercial or business areas, shopping strips, dining precincts, medical centres and social services, recreation areas or sporting complexes, entertainment / hotel areas and transport hubs / interchanges.



Source: *40 km/h speed limits in high volume pedestrian areas* (Transport for NSW, 2005), Figure 1

Figure 6.1: Qualifying Criteria and Treatments for High Pedestrian Activity Areas

6.2 HPAA Assessment

To convert a street or area to a 40km/h HPAA, the criteria presented in TfNSW's HPAA guidelines and shown in Figure 6.1, need to be met. The warrants assessment for the Granville study area is presented in Table 6.1.

Table 6.1: HPAA Criteria Assessment

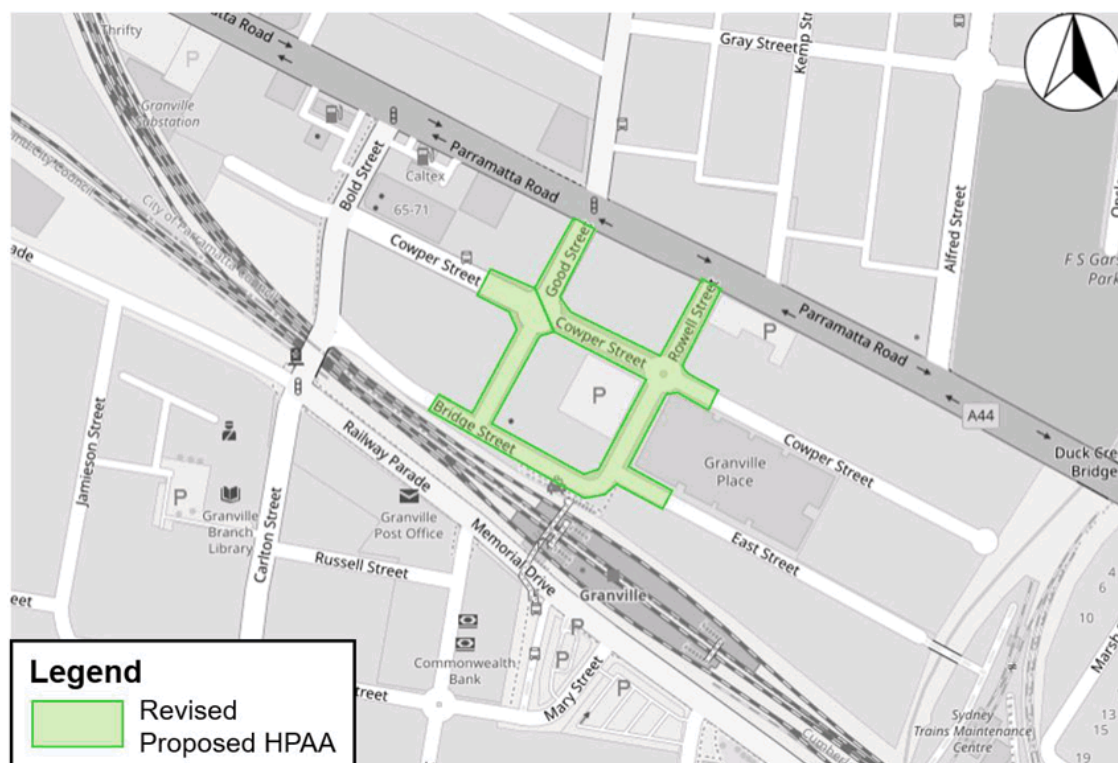
Road Name	Road Section	Category A	Category B	Category C	Criteria Satisfied?
Cowper Street	West of Bold Street	▪ None	▪ None	▪ None	No
	Between Bold Street and Good Street	▪ None	▪ None	▪ None	No
	Between Good Street and Rowell Street	▪ Servicing a business or commercial area	▪ Services a shopping strip less than 1 km	▪ Servicing a restaurant area	Yes
	East of Rowell Street	▪ None	▪ None	▪ None	No
Bold Street	Between Parramatta Road and Cowper Street	▪ None	▪ None	▪ None	No
	Between Cowper Street and Bridge Street	▪ None	▪ None	▪ None	No
Good Street	Between Parramatta Road and Bridge Street	▪ Servicing a business or commercial area	▪ Services a shopping strip less than 1 km ▪ Adjacent to a railway station	▪ Servicing a restaurant area ▪ Servicing a hotel or entertainment area	Yes
Rowell Street	Between Parramatta Road and East Street	▪ Servicing a business or commercial area	▪ Adjacent to a railway station	▪ Servicing a restaurant area ▪ Adjacent to a social security office or medical centre	Yes
East Street	Entire section	▪ Servicing a business or commercial area	▪ Adjacent to a railway station	▪ Servicing a restaurant area	Yes
Bridge Street	Between Bold Street and Good Street	▪ Servicing a business or commercial area	▪ Adjacent to a railway station	▪ Servicing a hotel or entertainment area	Yes
	Between Good Street and Rowell Street	▪ Servicing a business or commercial area	▪ Adjacent to a railway station	▪ None	Yes

As shown in the above table, much of the study area does not align with the threshold criteria in the HPAA guidelines. Although some parts of the study area do not strictly meet the HPAA guideline requirements, they are recommended to be included in the HPAA area, as reasoned below.

Through Granville, Parramatta Road is 60km/h and the existing speed limit within most of the Granville study area is 50km/h. If a 40km/h HPAA was proposed, then vehicles using the route Parramatta Road - Rowell Street - Bridge Street, experience three different speed limits within an 80-metre distance of each other. For consistency purposes, it would be logical to include all of Rowell Street and Good Street within the 40km/h HPAA area.

Transport for NSW reviewed the proposed HPAA area and provided a number of comments. The result of implementing these comments is that the HPAA area will not extend to the full length of East and Cowper Streets, as well as not continuing as far to the west along Bridge Street.

The proposed Granville HPAA streets have been nominated in Figure 6.2



Adapted from OpenStreetMap

Figure 6.2: Granville Revised Proposed HPAA

7. TRAFFIC MANAGEMENT DEVICES

7.1 Overview

The implementation of a 40km/h speed limit needs to consider both the physical control and the self-enforcement methods to create the lower speed environment. Some road attributes can inadvertently lead drivers to travel at speeds more than the speed limit if not controlled. These attributes include long and straight sections and wide roadways. For successful implementation, the 40km/h speed zone must be able to self-enforce and self-regulate the speed limit.

A review and assessment of the relevant streets was undertaken to appraise the existing road environment and to identify if the installation of additional traffic management infrastructure is required to reinforce the 40km/h speed environment.

7.2 Relevant Guidelines

As part of the development of various road treatments in this stage of the speed limit review, the following documents have been reviewed and referred to for the selection and design of appropriate road treatments across the study area:

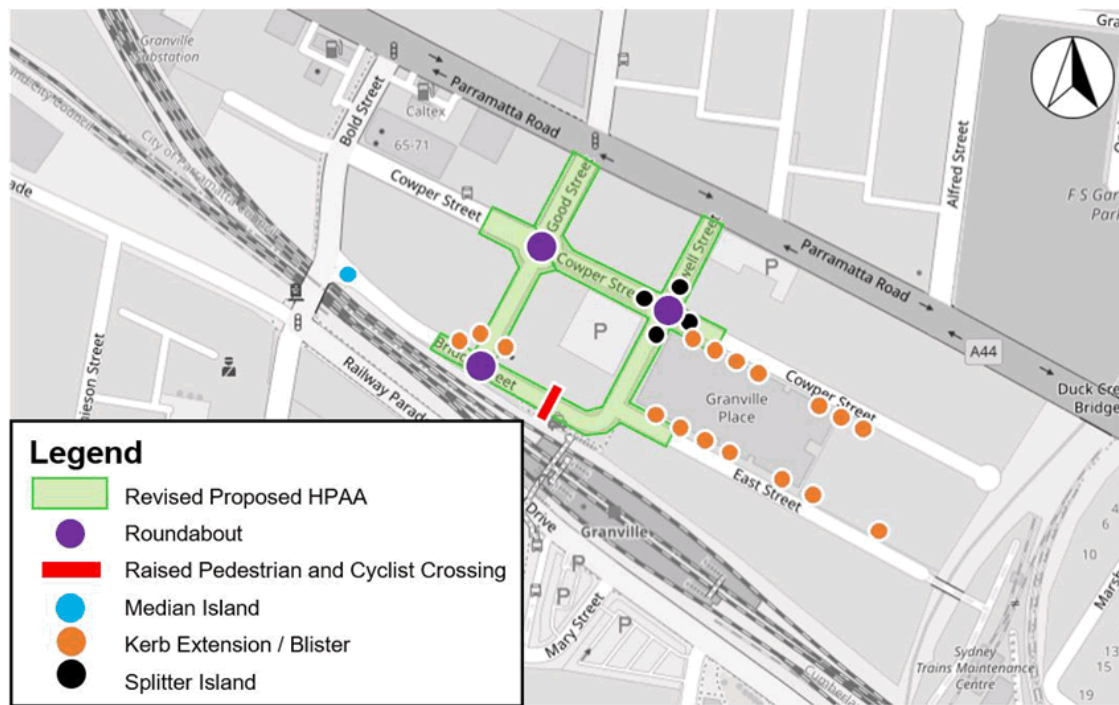
- NSW Speed Zoning Guidelines Version 4 (Transport for NSW, 2011)
- 40 km/h speed limits in high volume pedestrian areas (Transport for NSW, 2005)
- Relevant TfNSW Technical Directions
- Austroads Guide to Traffic Management Part 8: Local Area Traffic Management
- Australian Standard AS1742 MUTCD Part 2: Traffic Control Devices for General Use
- Australian Standard AS1742 MUTCD Part 4: Speed Controls
- Australian Standard AS1742 MUTCD Part 10: Pedestrian control and protection
- Australian Standard AS1742 MUTCD Part 13: Local Area Traffic Management.

7.3 Existing LATM Devices

A number of Local Area Traffic Management (LATM) devices are already in use within the Granville study area, including:

- Roundabouts and splitter islands
- Flat-top humps and cushions
- Raised pedestrian and shared pedestrian/bicycle crossings
- Raised and marked median islands and blisters
- Kerb extensions and blisters.

The locations of existing LATM devices within the Granville study area are shown in Figure 7.1 and respectively. The 26 existing LATM were identified.



Adapted from OpenStreetMap

Figure 7.1: Existing LATM Devices and Locations in Granville

7.4 Preliminary Investigation

7.4.1 Pedestrian Crossing Assessment

The Transport for NSW Pedestrian Crossing Guideline (TS 00043 1.0) includes criteria for the installation of a pedestrian crossing as follows:

- In two separate one-hour periods in a typical day, greater than or equal to 20 pedestrian crossing movements. Children, elderly and mobility impaired pedestrians count as two pedestrians for the purpose of this calculation.

The Guideline provides a number of other conditions for use of pedestrian crossings on Main Streets and Local Streets, such as

- Main Streets** (such as Granville along Cowper Street):
 - The speed limit is $\leq 50\text{km/h}$
 - Pedestrian crossings should be located as close as possible to major attractors or where high proportion of vulnerable pedestrians might be expected
 - The suggested spacing between crossing points is 40m to 100m
 - Raised pedestrian crossings should be used to manage speed and pedestrian prioritisation.
 - Raised threshold gateway treatments are always preferred at entrance points to the zone; however, if these are not feasible, painted threshold treatments are deemed sufficient.
- Local Streets** (such as Granville south of Cowper Street)
 - The speed limit is $\leq 50\text{km/h}$, preferably 30km/h .
 - Non-arterial road
 - Unless the street space is shared, continuous footpaths should be used at intersections wherever possible

- Pedestrian crossings should be used sparingly, generally only on key walking routes or close to significant attractors – the road environment should be designed and managed to make it easy for pedestrians to move freely
- The suggested spacing between crossing points is 100m to 200m.
- Local area traffic management schemes and alternate treatments should be taken into account where possible, for example, road narrowing, pedestrian refuges.

The installation of pedestrian crossings is proposed at the following locations:

- Rowell Street / Cowper Street – eastern leg
- Cowper Street / Good Street – eastern leg
- Rowell Street / East Street – eastern leg.

Table 7.1 summarises the results of the pedestrian crossing warrants assessment at the proposed locations in Granville.

Table 7.1: Pedestrian Crossing Warrants Assessment

Criteria	Rowell Street / Cowper Street – eastern leg	Cowper Street / Good Street – eastern leg	Rowell Street / East Street – northern leg.	Rowell Street / East Street – eastern leg.
Street type	Local Street	Main Street	Main Street	Main Street
Pedestrian volumes	> 20 per hour	> 20 per hour	> 20 per hour (projected)*	> 20 per hour
Distance to other crossing	N/A	110m	60m	N/A

* Specific pedestrian volumes were not available at this location, however, site visit observations indicated significant desire for pedestrians to cross at this location. Presently, there are no pedestrian crossing facilities at this location.

The above locations have parked vehicles obscuring sightlines of pedestrians approaching the roadway. Parking restrictions and kerb extensions are needed in conjunction with the pedestrian crossings to improve sight distances to and from pedestrians crossing the roadway.

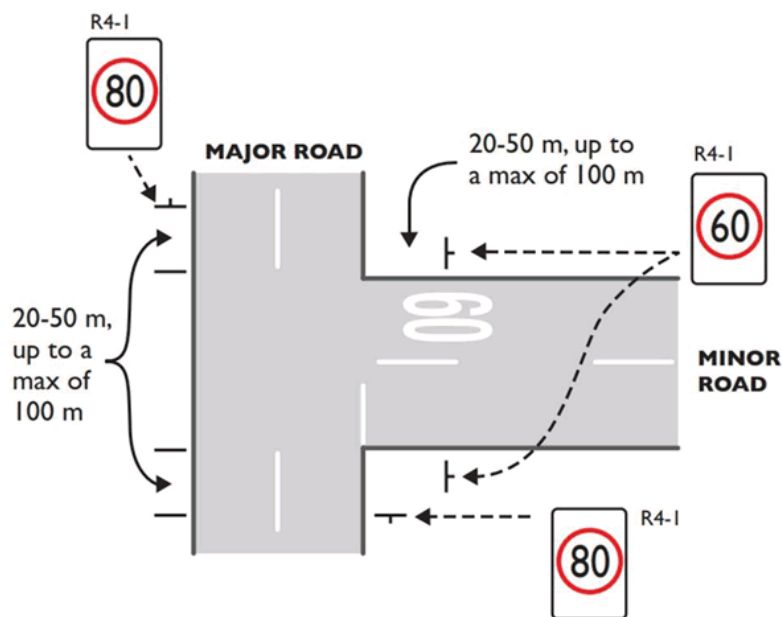
7.5 Traffic Management Devices

7.5.1 Signage

The *Speed Zoning Guidelines (2011)* outlines signage requirements and locations. The relevant guidelines used for this assessment are outlined as follows:

- At any change in speed limit, two speed limit signs are to be installed, ideally on both sides of the carriageway
- For urban environments (which comprises the study area):
 - the vertical clearance between the ground and the base of a sign should ideally be at minimum 2.5m
 - the lateral clearance between the edge line of the travel lane and the nearest edge of the sign should ideally be at minimum 0.6m
 - the lateral clearance between the centre of the left (kerbside) travel lane and the edge of the sign should ideally not exceed 6.6m.
- Speed limit signs at intersections of major and minor roads should be:
 - On the major road, located 20-50m up to a maximum of 100m before and after the edge of the minor road
 - On the minor road, located 20-50m up to a maximum of 100m before and after the edge of the major road
 - See Figure 7.2 below for a diagram of these sign locations.

- For a 40km/h zone, the suggested spacing for repeater signs is 300m for the first sign and 500m for subsequent signs
- The minimum separation between speed limit signs and other signs is 50m for a 40km/h zone
- Road pavement marking should be located at the point of change in speed zone area, centrally located in each lane adjacent to the speed limit sign
- Any exceptions to the clearances (potentially necessary due to site constraints) are subject to approval by the Regional Manager.



Source: NSW Speed Zoning Guidelines Version 4 (Transport for NSW, 2011), Figure 3.12

Figure 7.2: Typical Positioning of Speed Signs at Intersections

7.5.2 LATM Devices

The selection of an appropriate LATM device is greatly dependent on the overall objective for the roadway, the local context of the road environment and the needs of local road users.

Austrroads Guide to Traffic Management Part 8: Local Area Traffic Management provides a toolkit and selection system, which outlines the relative use of different LATM devices based on previous research and practice in Australia and New Zealand. The Austrroads Toolkit is shown in Table 7.2.

Table 7.2 LATM Toolkit

Measure		Reduce speeds	Reduce traffic volume	Reduce crash risk	Increase pedestrian safety	Increase bicycle safety
Vertical deflection devices (Section 8.2)	Road humps	✓	✓	✓	–	–
	Road cushions	✓	✓	✓	–	✓
	Flat-top road humps	✓	✓	✓	–	✓
	Wombat crossings	✓	✓	✓	✓	✓
	Raised pavements	✓	✓	✓	–	✓
Horizontal deflection devices (Section 8.3)	Lane narrowings/kerb extensions	✓	–	–	✓	–
	Slow points	✓	✓	–	–	–
	Centre blister islands	✓	✓	–	✓	–
	Driveway links	✓	✓	–	✓	✓
	Mid-block median treatments	✓	–	✓	✓	✓
	Roundabouts	✓	✓	✓	–	–
Diversion devices (Section 8.4)	Full road closure	–	✓	✓	✓	✓
	Half road closure	–	✓	✓	✓	✓
	Diagonal road closure	–	✓	✓	✓	✓
	Modified T-intersection	✓	✓	✓	✓	✓
	Left-in/left-out islands	–	✓	✓	✓	–
Signs, linemarking and other treatments (Section 8.5)	Speed limit signs	✓	–	✓	✓	✓
	Prohibited traffic movement signs	–	✓	✓	–	✓
	One-way (street) signs	–	✓	✓	✓	–
	Give-way signs	✓	✓	✓	✓	✓
	Stop signs	✓	✓	✓	✓	✓
	Shared zones	✓	✓	–	✓	✓
	School zones	✓	–	✓	✓	✓
	Threshold treatments	✓	✓	✓	–	✓
	Tactile surface treatments	✓	–	–	–	–
	Bicycle facilities	–	–	✓	–	✓
	Bus facilities	–	✓	–	–	–

Source: Austroads Guide to Traffic Management Part 8, Table 8.1

Based on the toolkit presented in Table 7.2, site observations and pedestrian survey data, the following LATM devices may be appropriate to be implemented as part of the HPAA:

- Wombat crossing
- Kerb extensions
- One-way signs
- Threshold treatments
- Tactile service treatments.

8. RECOMMENDED TREATMENTS

8.1 Treatment Selection

As outlined in Section 7.1, the road environment must be able to self-regulate the speed limit if a 40km/h speed limit is implemented. In addition to signage and pavement markings denoting the speed limit, traffic calming devices are required along Rowell Street, and East Street to support the self-enforcing speed environment.

A detailed assessment of the LATM devices outlined in the Austroads Toolkit was undertaken and consideration has also been given to the road environment within the study area to determine potential treatments and locations.

Appropriate treatment types were initially selected based on their purposes, specifically to:



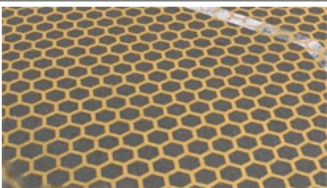
- Slow traffic
- Provide for pedestrian safety and crossing points where necessary.


Attention was also given to existing treatments in the surrounding environment and, when possible, preference was given to devices that were already in place near the area, to ensure greater legibility for drivers.

8.2 Signage and Pavement Markings

The proposed signage and marking treatments to supplement the 40km/h HPAA are presented in Table 8.1.

Table 8.1: HPAA Speed Limit Signage and Markings

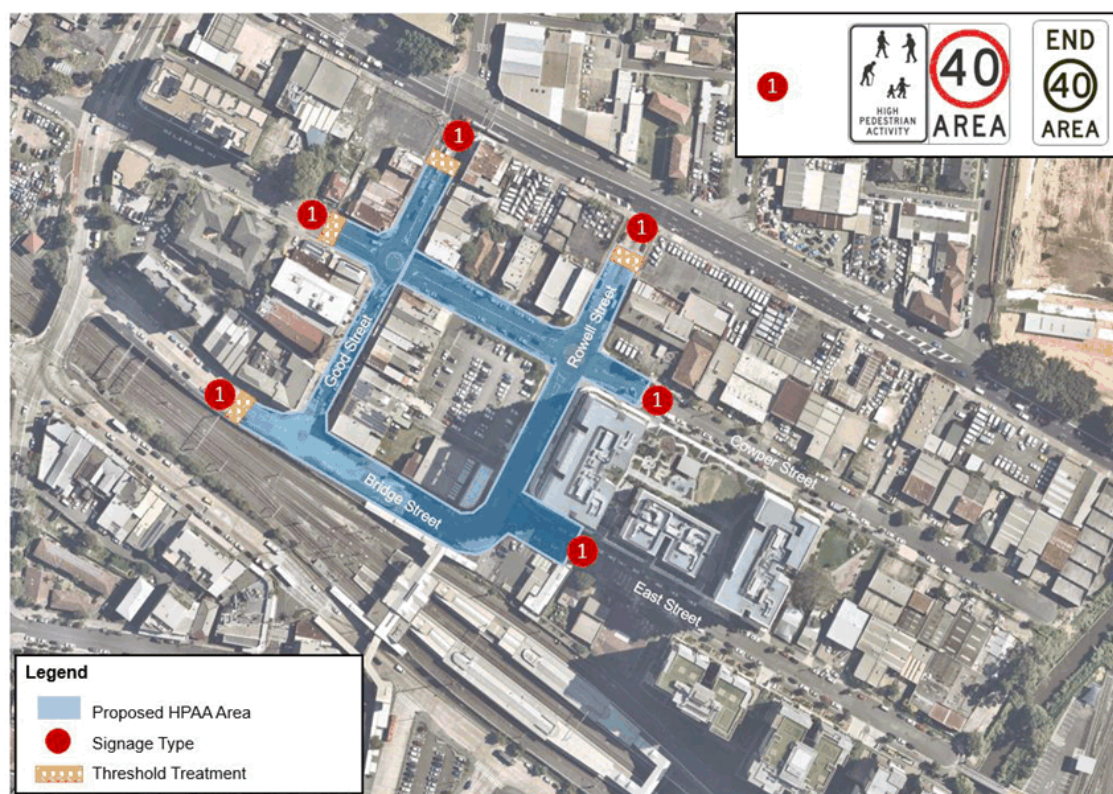
Item	Illustration	Sign Type	Sign No.	Use
1		High Pedestrian Activity Area (40)	R4-236	<ul style="list-style-type: none"> ▪ On the entries to the High Pedestrian Activity Area ▪ Used on the road network or area.
		Speed Limit Pavement Marking (40)	-	
		Threshold Treatment	-	

Item	Illustration	Sign Type	Sign No.	Use
		End 40 Area	R4-11	<ul style="list-style-type: none"> At end of the High Pedestrian Activity Area onto a road with a speed limit other than 40km/h.

In accordance with TfNSW's HPAA guidelines, the following signage treatments are proposed:

- Install entry/exit treatment at the boundary of the HPAA. The entry/exit treatment consists of:
 - 40km/h speed limit High Pedestrian Activity Area (R4-236) sign
 - 40km/h speed limit pavement markings
 - Pavement surface / threshold treatments at the start/end of each to provide a visual contrast between the existing road conditions and the HPAA
 - End 40 Area (R4-11) sign in the outbound direction.

The proposed signage, and threshold treatment locations, are shown in Figure 8.1.



Aerial image sourced from Nearmap

Figure 8.1: Granville Signage and Threshold Treatments

8.3 LATM Treatment Options

To support the HPAA area and reinforce compliance, the following threshold treatments are options for to be used within the study:

- Raised pedestrian crossing
- Continuous footpath
- Lane narrowing / kerb extensions
- Median treatment.

The advantages and disadvantages of the proposed signage and threshold treatments are described in Table 8.2.

Table 8.2: Proposed Signage and Threshold Treatments

Treatments	Advantages	Disadvantages
Raised pedestrian crossing	<ul style="list-style-type: none"> ▪ Effective at slowing vehicles speeds when used in conjunction with a median or kerb side treatment ▪ Provides pedestrians with a priority crossing area ▪ Clearly defined pedestrian crossing areas. 	<ul style="list-style-type: none"> ▪ Traffic noise level may increase ▪ Impact on vehicle passenger comfort ▪ Specific design requirements when used on bus routes
Continuous footpath	<ul style="list-style-type: none"> ▪ Effective at slowing vehicles speeds when used in conjunction with a median or kerb side treatment ▪ Provides pedestrians with a priority crossing area ▪ Clearly defined pedestrian crossing areas. 	<ul style="list-style-type: none"> ▪ Traffic noise level may increase ▪ Impact on vehicle passenger comfort ▪ Only suitable at low vehicle volumes ▪ Not suitable for heavy vehicle routes.
Lane narrowing / kerb extensions	<ul style="list-style-type: none"> ▪ Reduces available road width and slows vehicles down ▪ Expands available kerbside area ▪ Provides opportunity for landscaping and streetscaping improvements ▪ Provides a shorter crossing distance (if combined with a crossing point) ▪ Encourages pedestrians to cross at these locations (if combined with crossing point). 	<ul style="list-style-type: none"> ▪ Reduces available kerbside parking ▪ May impact vehicle movements if placed close to driveways or intersections ▪ Bus friendly designs may not be effective at reducing vehicle speeds due to limited lane reduction.
Raised median treatment	<ul style="list-style-type: none"> ▪ Reinforces the reduced available road width ▪ Assists in reducing traffic speeds when used in conjunction with speed cushions ▪ Provides opportunity to provide a pedestrian refuge / crossing point. 	<ul style="list-style-type: none"> ▪ Relatively high cost ▪ May impact access to adjacent driveways and parking spaces if not located appropriately.

8.4 Summary of All Treatments

The proposed map of treatments to support a 40km/h HPAA for Granville are shown in Figure 8.2.



Aerial image sourced from Nearmap

Figure 8.2: Granville Recommended Treatments

Raised pedestrian crossings are recommended to be installed at key pedestrian movements within the HPAA area:

- **Cowper Street / Good Street: Eastern leg**
 - Provide safer crossing option between existing 40km/h area and Parramatta Road
 - Slow vehicle speeds and discourage rat-running
- **Cowper Street / Rowell Street: Eastern leg**
 - Slow vehicle speeds mostly at left and through movements into Cowper Street east
 - Provide gateway/entry treatment to residential/local area
 - Provide safer crossing option for pedestrians across Cowper Street, linking Granville Place to side streets for pedestrians
- **Rowell Street / East Street: Northern and eastern legs**
 - Reduce vehicle speeds at movement from Rowell Street to East Street
 - Provide safer pedestrian crossing area, where pedestrians have priority
 - Further encourage pedestrian trips in the area
 - Reduce overall vehicle movements along Bridge Street.

Raised pedestrian crossings have high visibility to drivers, while also slowing vehicle speeds around corners, which was observed to be a recurring localised issue at specific locations in the study area.

The pedestrian crossings would be supported by kerb extensions at key locations to reduce crossing distance for pedestrians, as well as narrowing the roadway, further reducing vehicle speeds.

Pedestrian refuges are proposed at crossing points where a pedestrian crossing is not considered appropriate or warranted. These will be supported by kerb ramps where appropriate.

Concept plans for these proposals are shown in **Appendix B**.

9. CONCLUSIONS

A 40km/h HPAA is proposed to be implemented within the study area of Granville in accordance with TfNSW Guidelines. The HPAA is proposed to include the following sections of roads within Granville:

- Bridge Street
- East Street
- Cowper Street
- Rowell Street
- Good Street.

An assessment of the 40km/h HPAA guidelines indicated that the proposed area associated with Granville is suitable for an HPAA treatment.

A detailed assessment of LATM was undertaken to consider the control and enforcement methods to reinforce a 40km/h road environment. The assessment considered the Austroads requirements, combined with the existing road environment and existing LATM devices within the study area. Whenever possible, preference was given to devices already in place near the area, to ensure greater legibility for drivers.

Based on the range of potential LATM devices and the existing road environment, a number of treatments are proposed. These include:

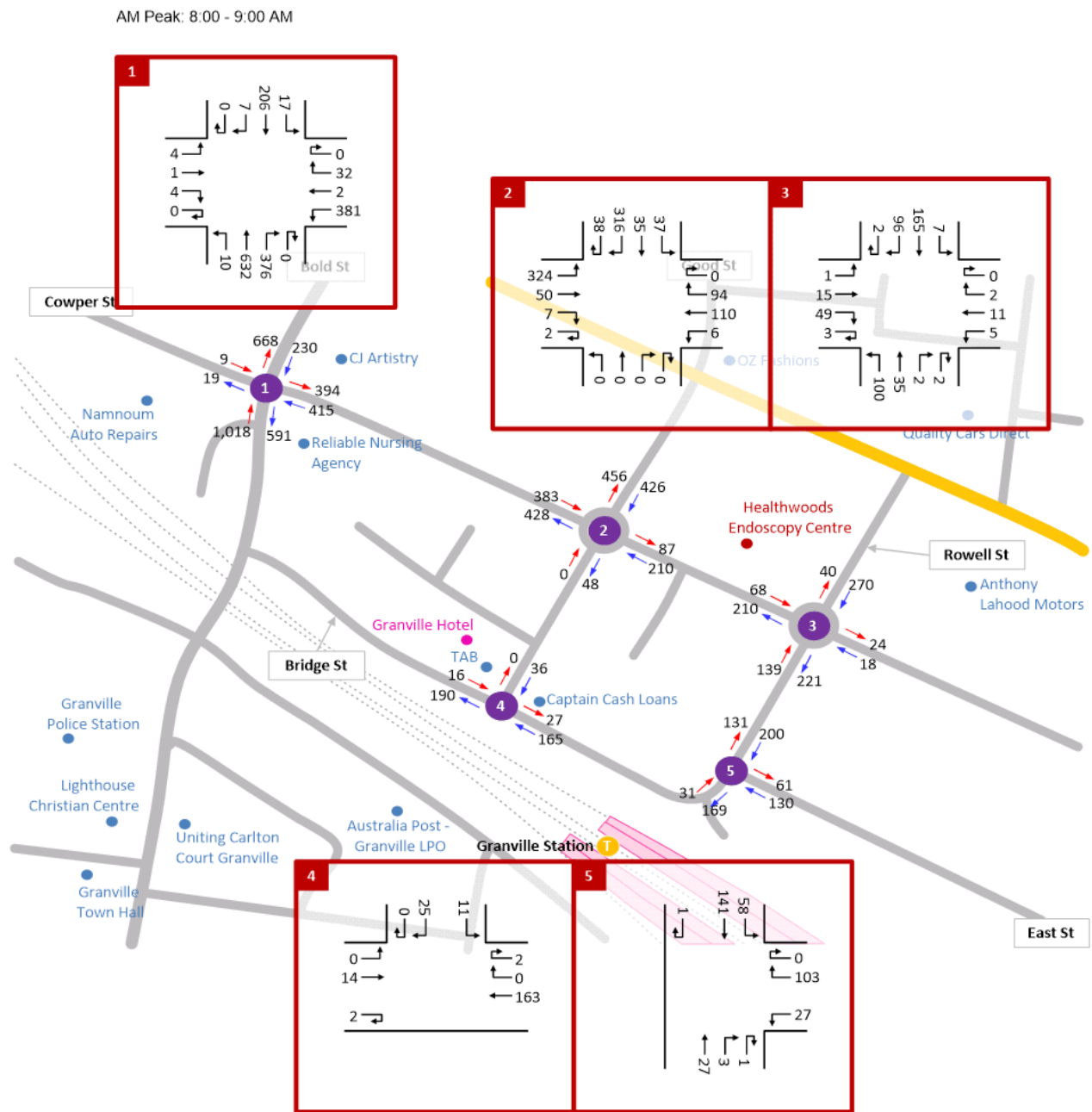
- Signs
- Kerb extensions
- Wombat crossings
- Pedestrian refuges
- Pavement and line marking.

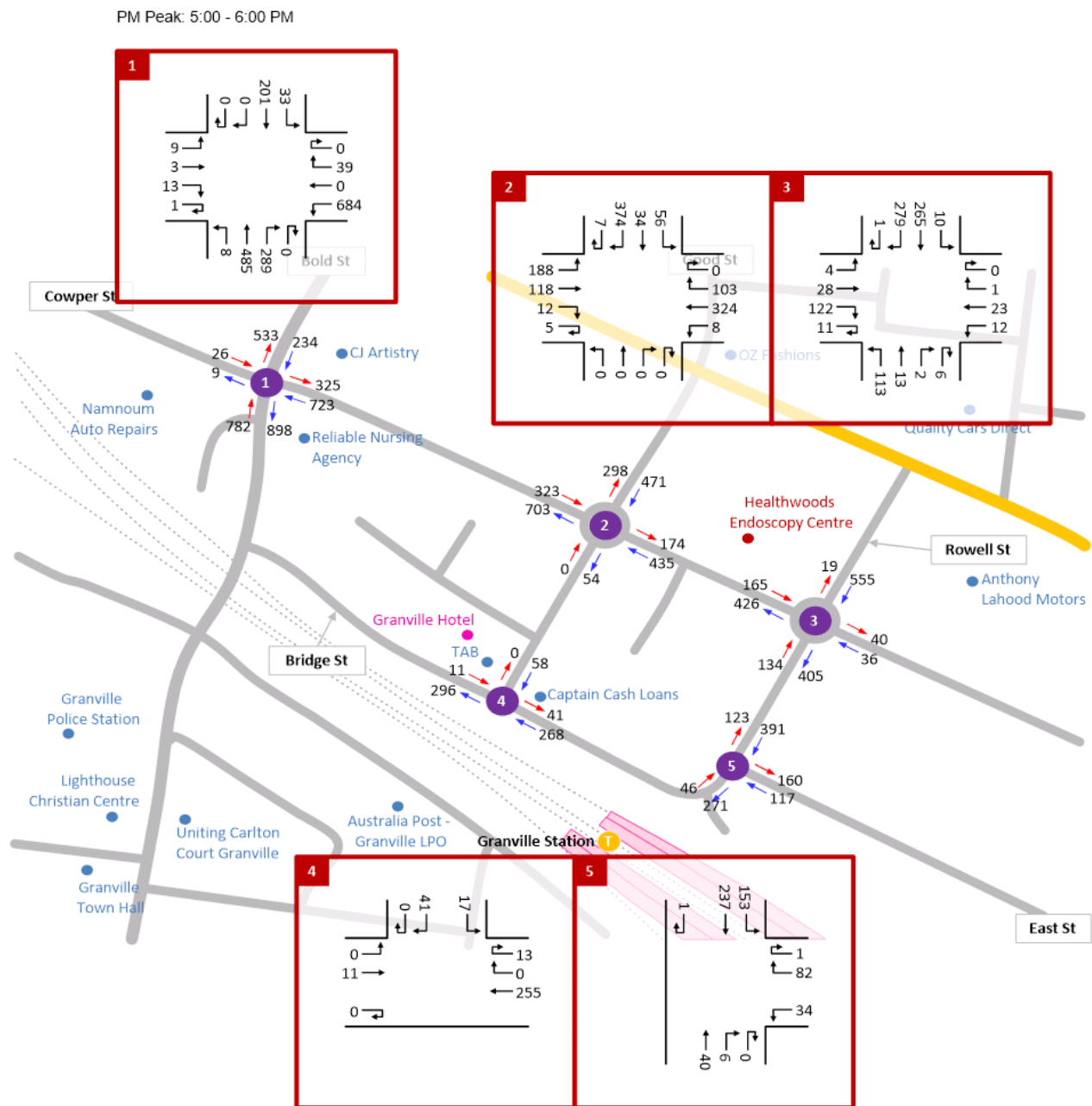
The LATM devices proposed follow State and National guidelines and are intended to create a self-enforcing 40km/h speed limit and to improve the safety of pedestrians.



Appendix A: Traffic Volume and Speed Data



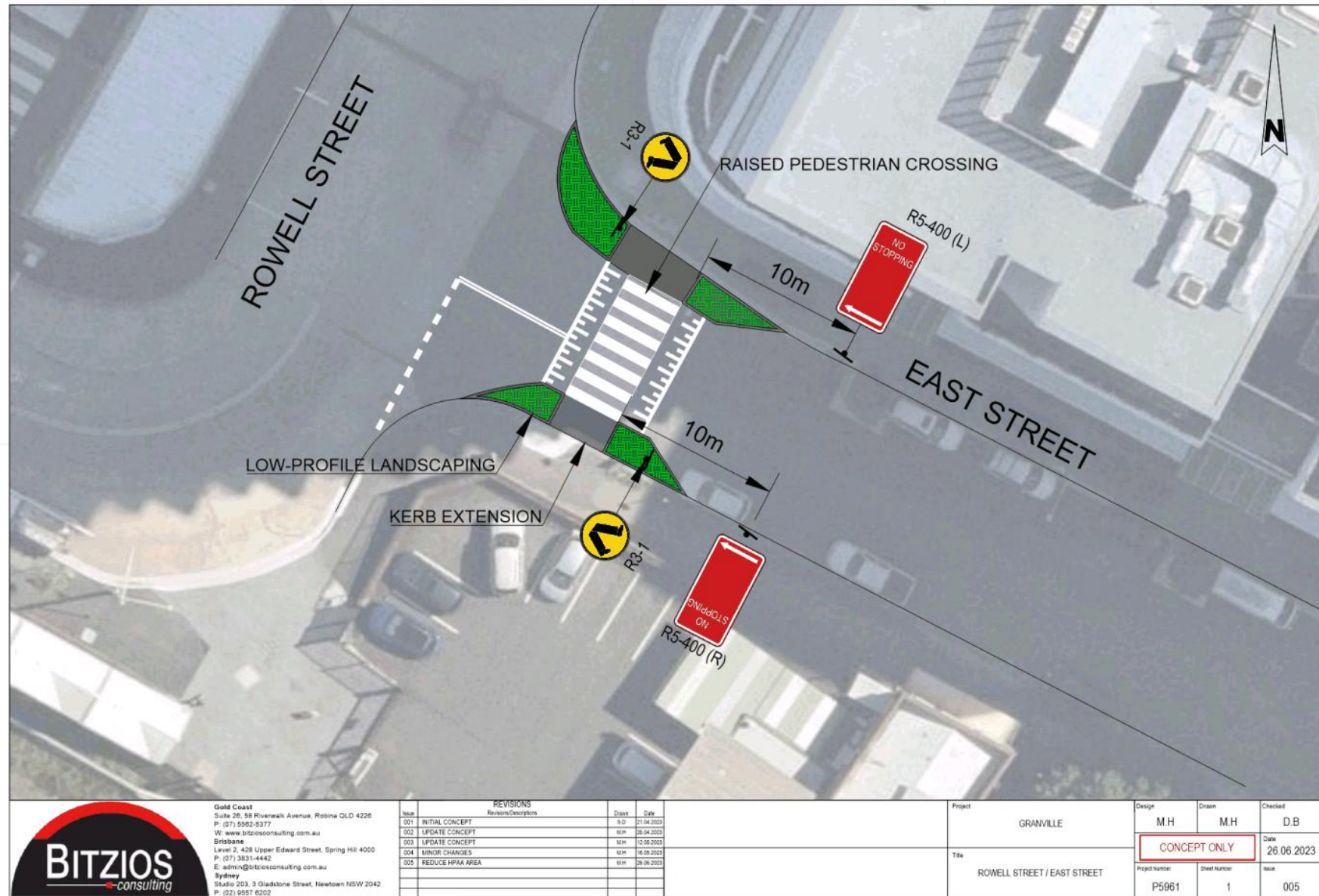


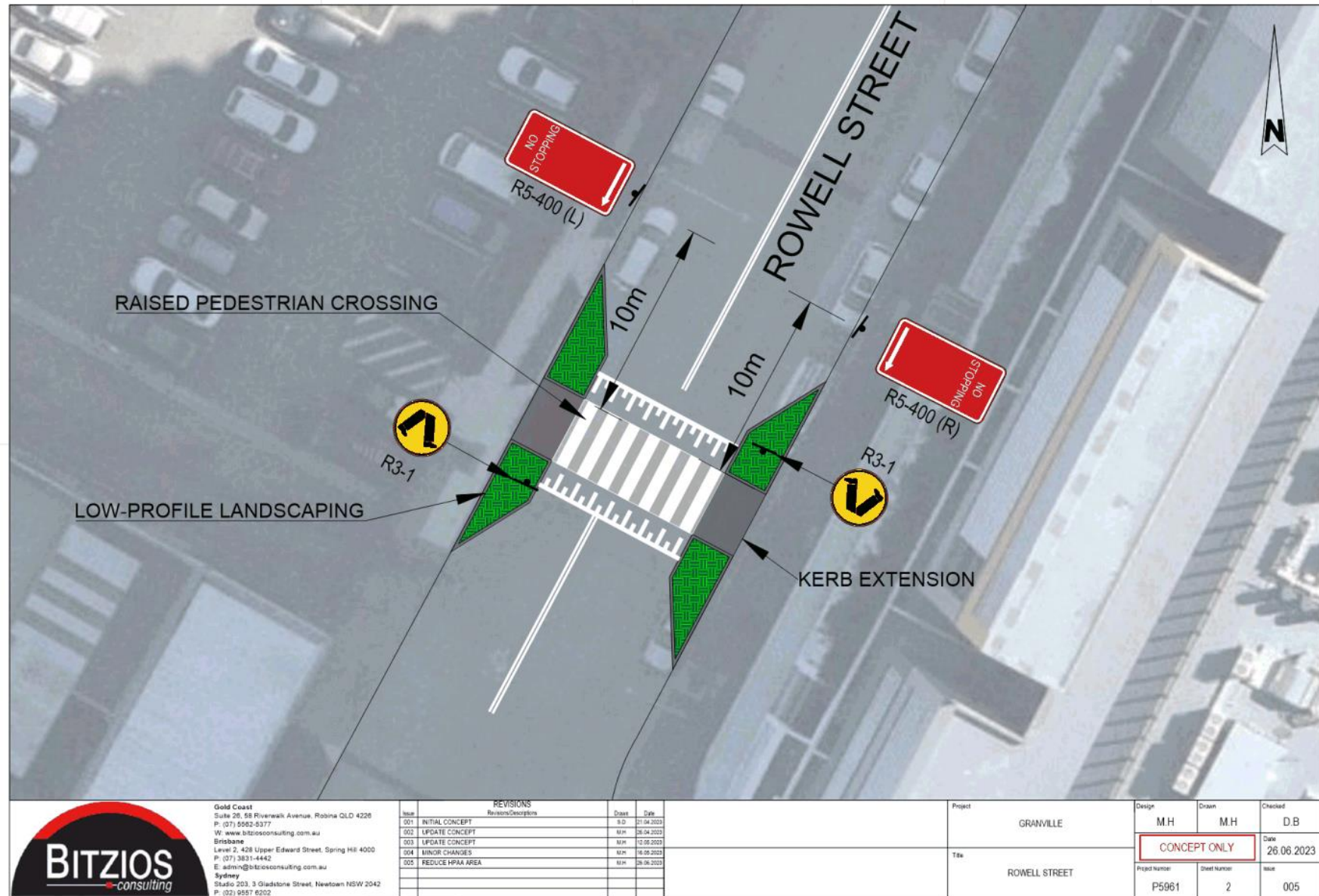


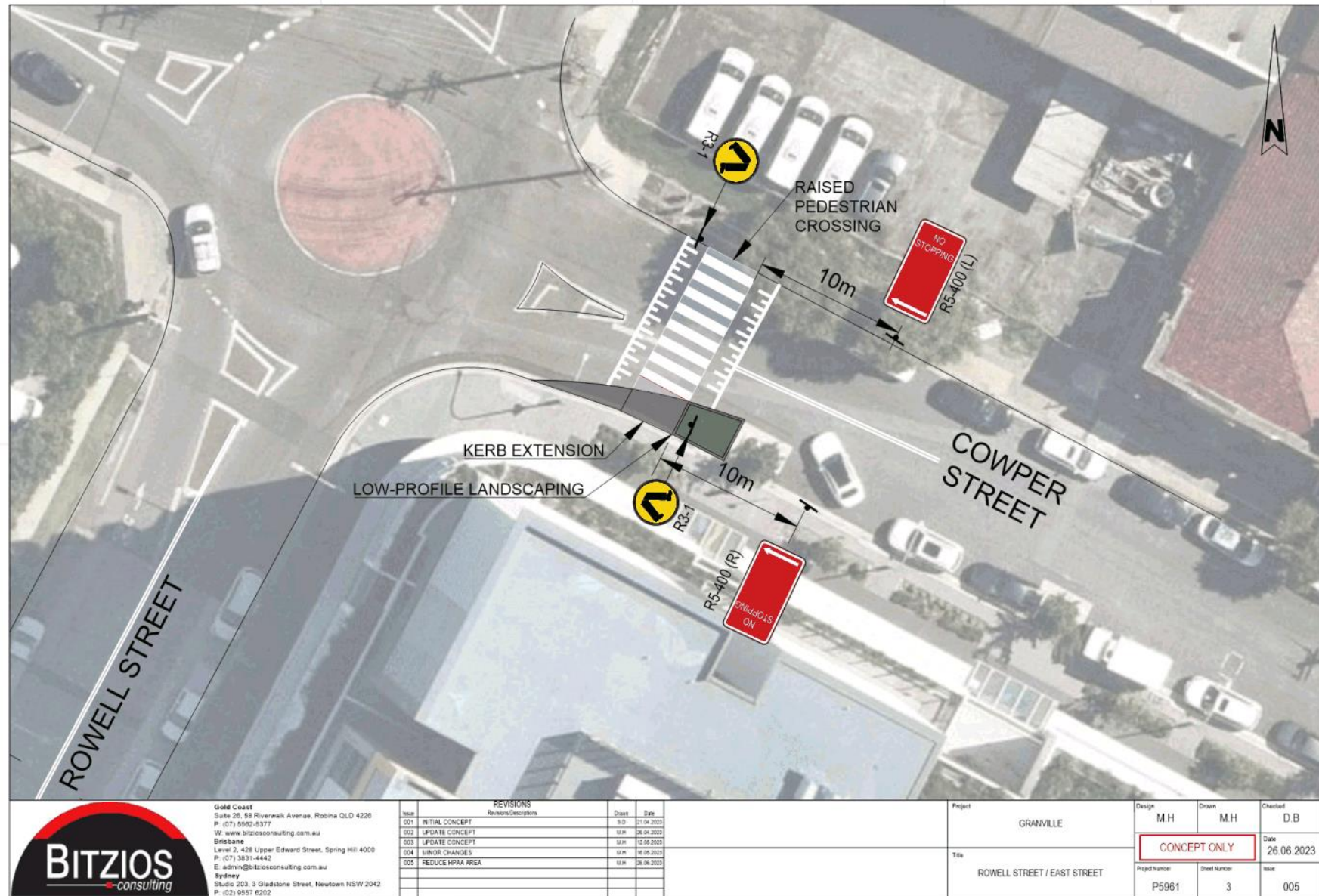


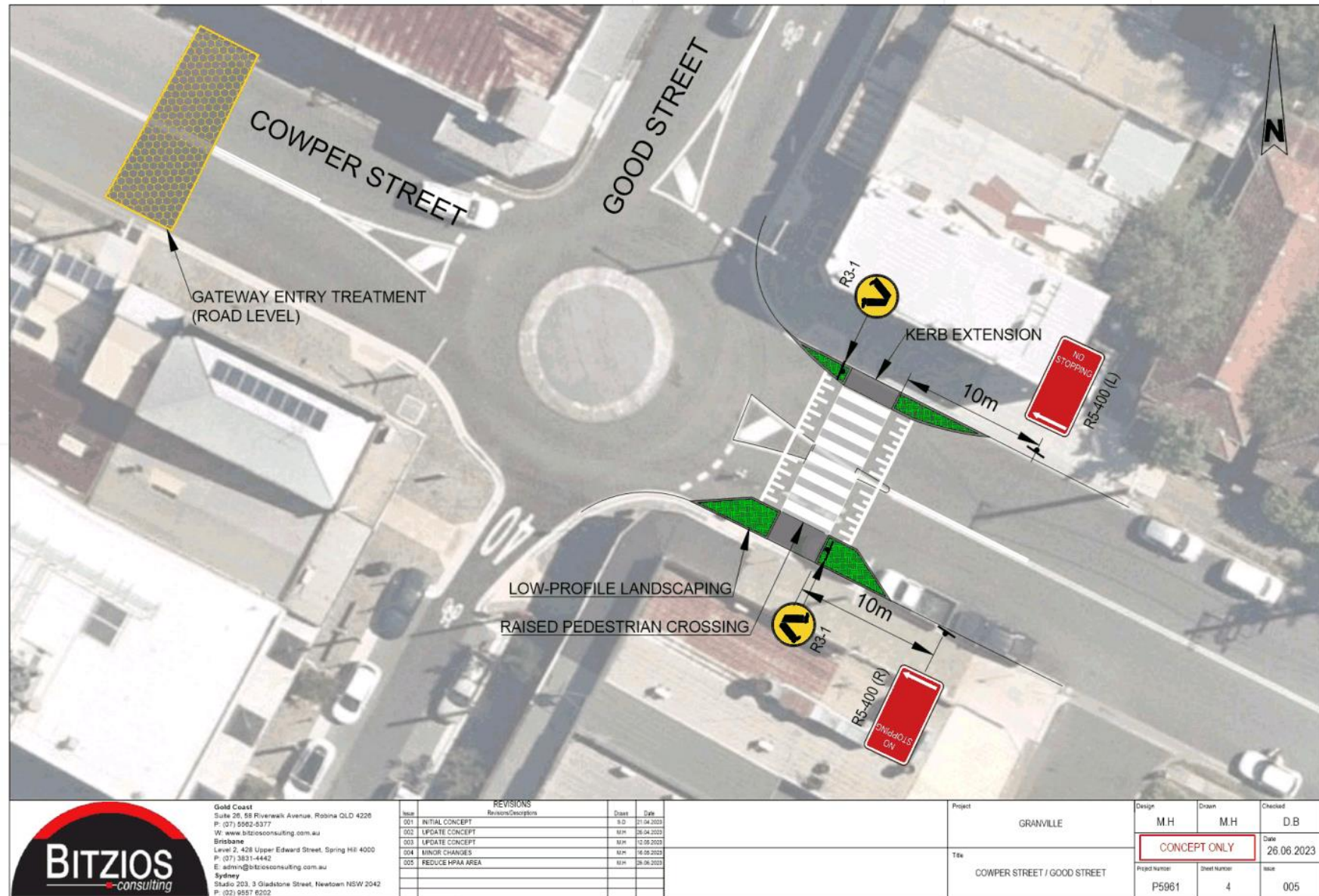
Appendix B: Concept Plans

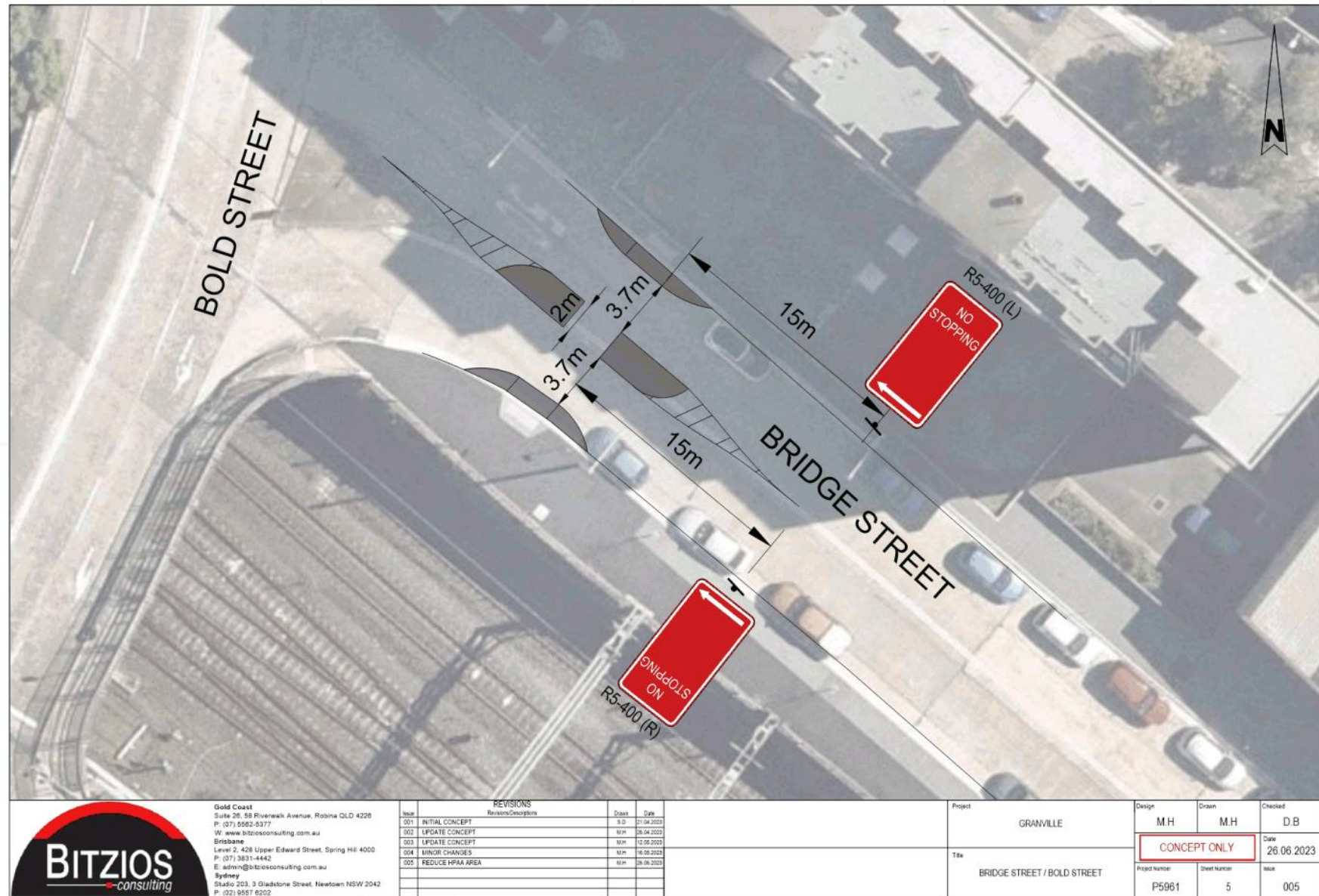


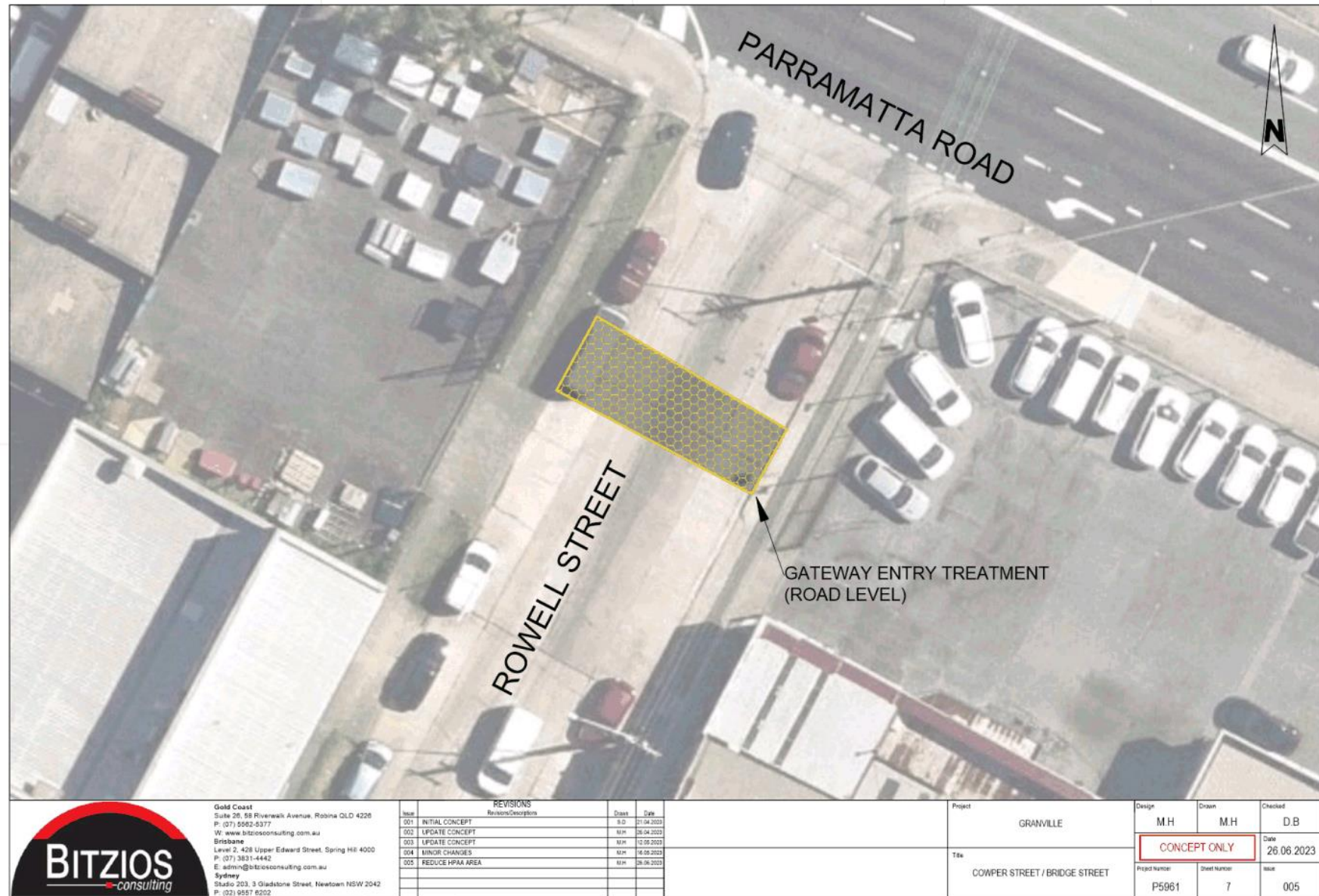




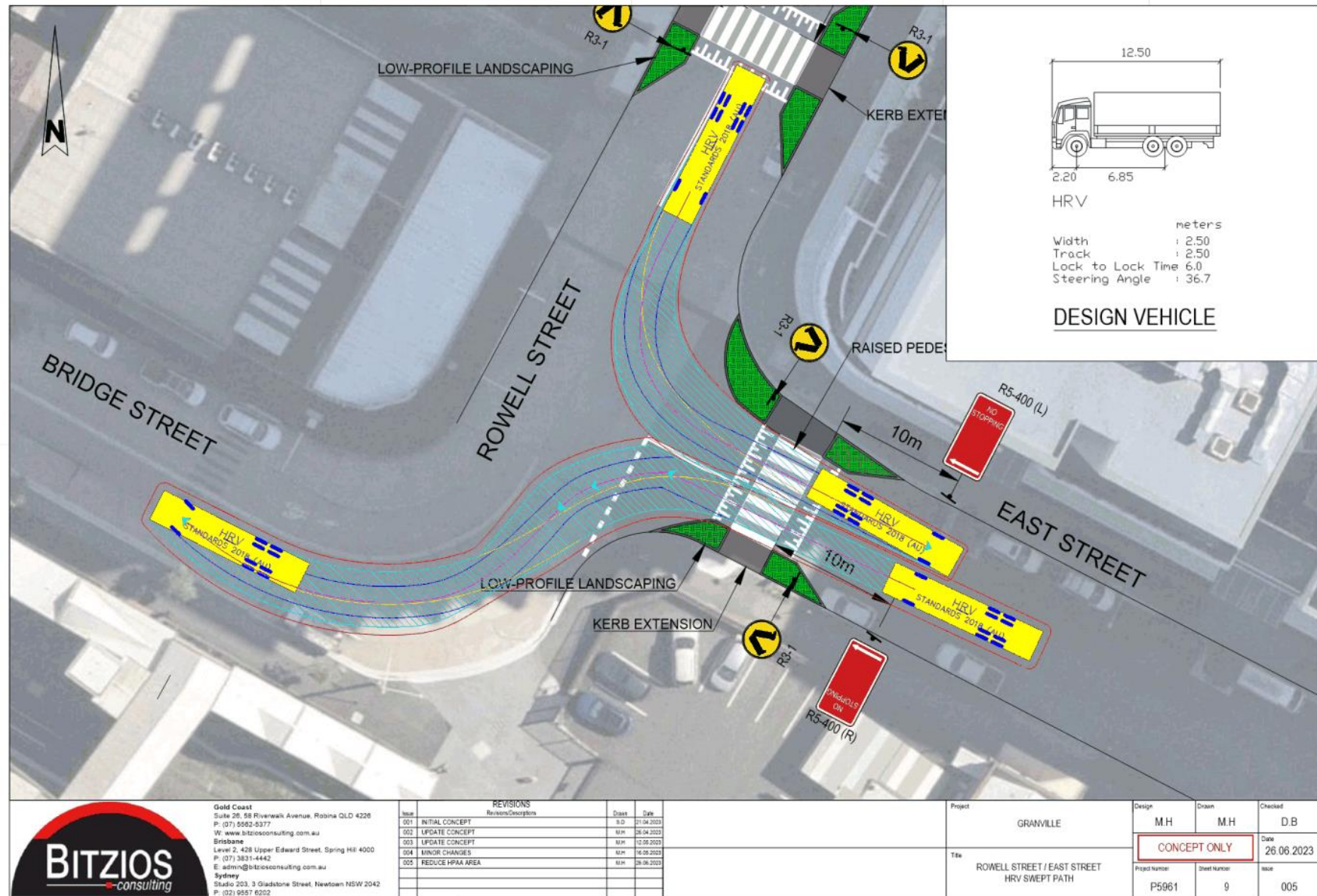


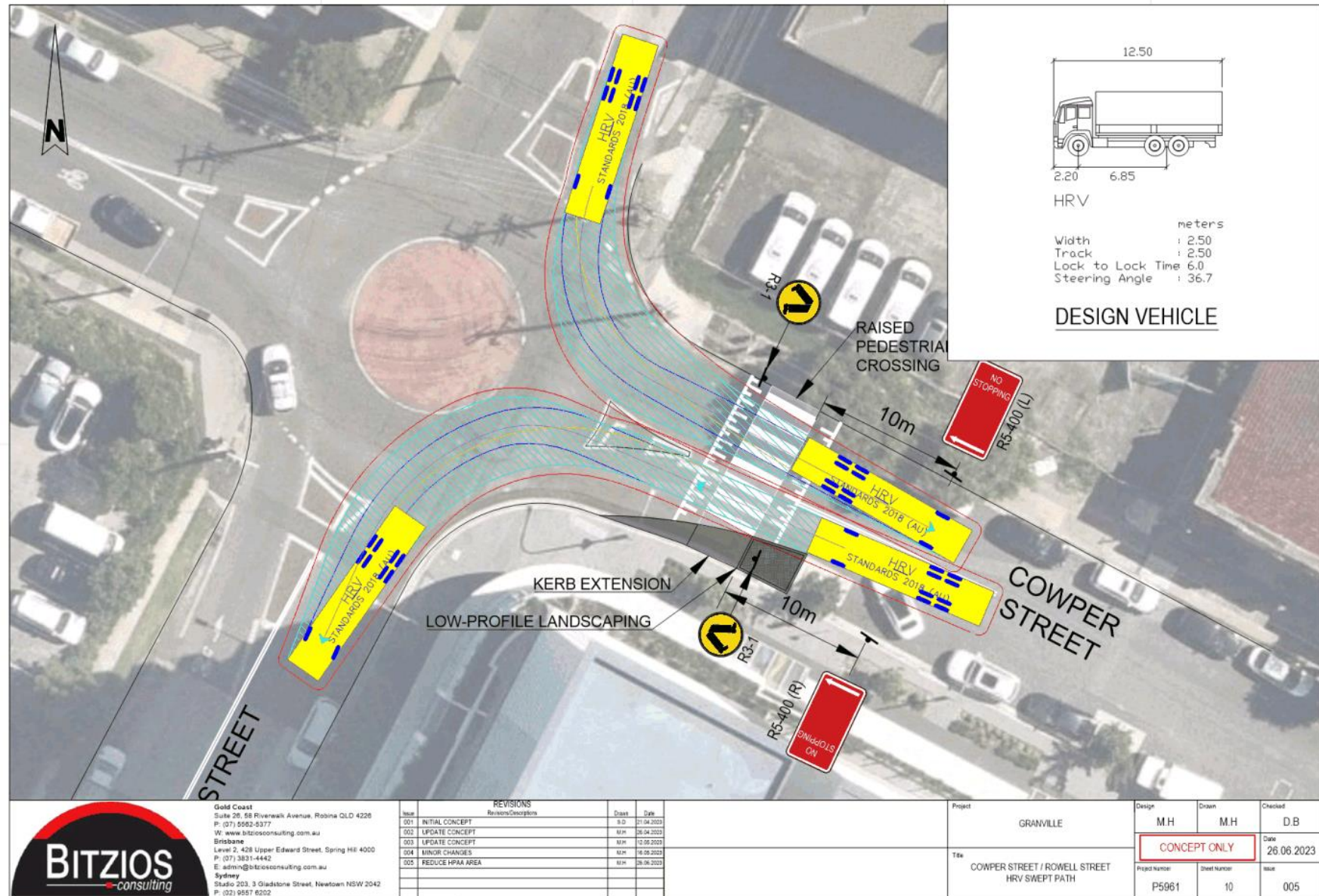


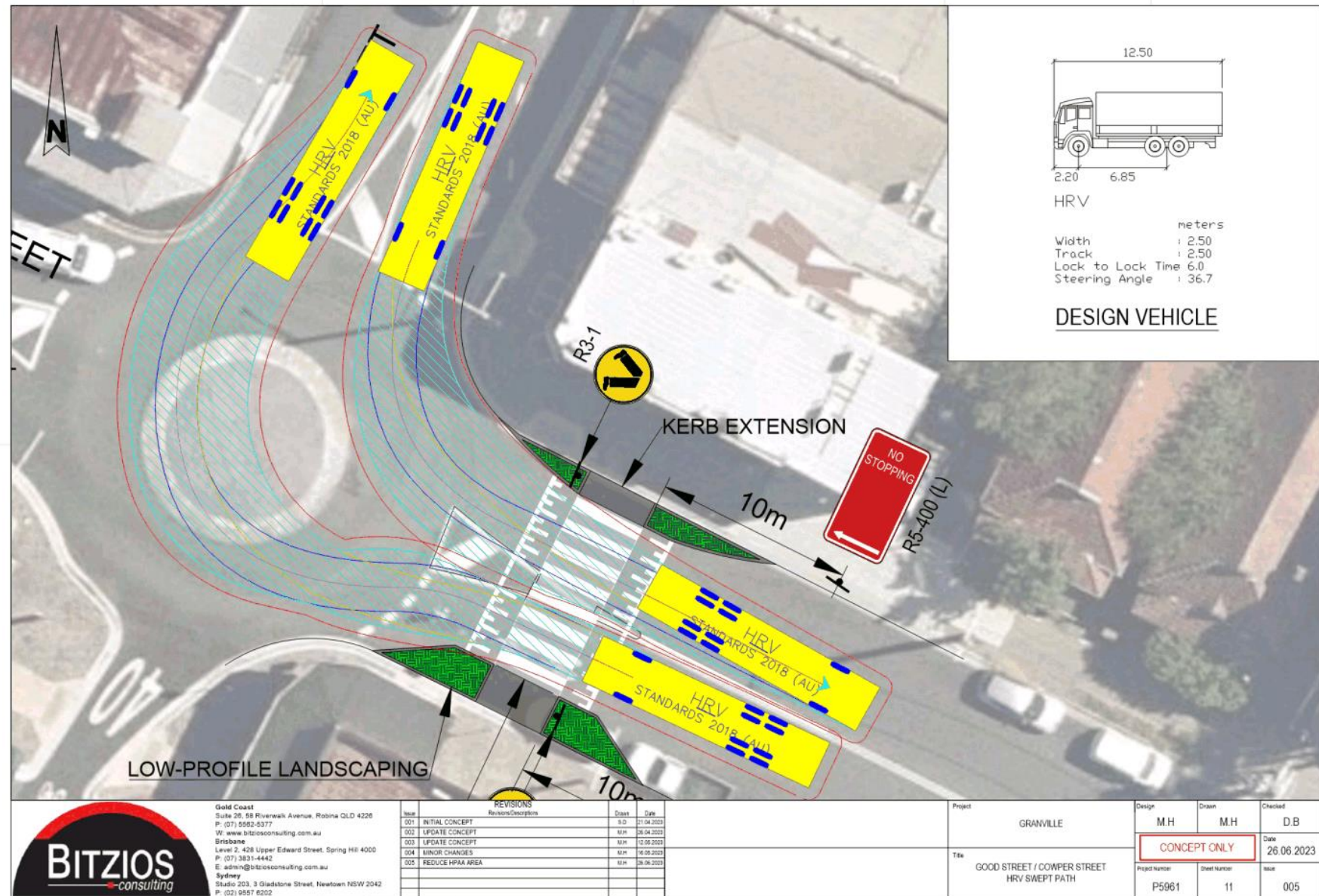














CITY OF PARRAMATTA COUNCIL

Traffic Engineering Advisory Group Agenda Item

ITEM NO: 2309 B4

SUBJECT: Carlingford Road, Ray Road and Rawson Street, Epping – Proposed time extension of the 'No Right Turn' restriction for eastbound motorists

APPLICANT: City of Parramatta Council

REPORT OF: Traffic and Transport Engineer

WARD: Epping

SED: Epping

Purpose

This report seeks approval to write to Transport for NSW (TfNSW) requesting that it investigates extending the timing of the exiting part-time 'No Right Turn' restrictions in Carlingford Road at Ray Road and Rawson Street, Epping to reduce traffic congestion and improve the efficiency of the intersection.

OFFICER'S RECOMMENDATION:

That Council writes to TfNSW requesting it investigates extending the timing of the existing part-time 'No Right Turn' restriction in Carlingford Road at Ray Road and Rawson Street, Epping from '6am-10am; 3pm-7pm Mon-Friday' to '6am-7pm Mon-Fri 9am-6pm Sat, Sun & Public Holidays' to reduce traffic congestion and improve efficiency of the intersection.

Background

Carlingford Road is a state road and connects Pennant Hills Road, Beecroft Road and Epping Road, which are also state roads. Carlingford Road carries approximately 20,000 vehicles a day and provides two travel lanes in each direction. The 'Clearway 6am-7pm Mon-Fri 9am-6pm Sat, Sun & Public Holidays' restrictions apply in this road.

Rawson Street and Ray Road are local roads. Rawson Street provides access to Epping Town Centre and Ray Road to high density residential developments. On average these streets carry around 6,500 vehicles a day.

The intersection of Carlingford Road, Ray Road and Rawson Street is controlled by traffic signals. The 'No Right Turn 6am-10am 3pm-7pm' restrictions apply for both east and westbound motorists in Carlingford Road. This intersection is approximately 50m east of Epping Road and Beecroft Road traffic signals. Figures 1 to 3 shows the aerial view and street view of the intersection.



Figure 1: Aerial View of the area near the intersection of Carlingford Road, Ray Road and Rawson Street, Epping



Figure 2: The street view of Carlingford Road (eastbound) at Ray Road and Rawson Street, Epping

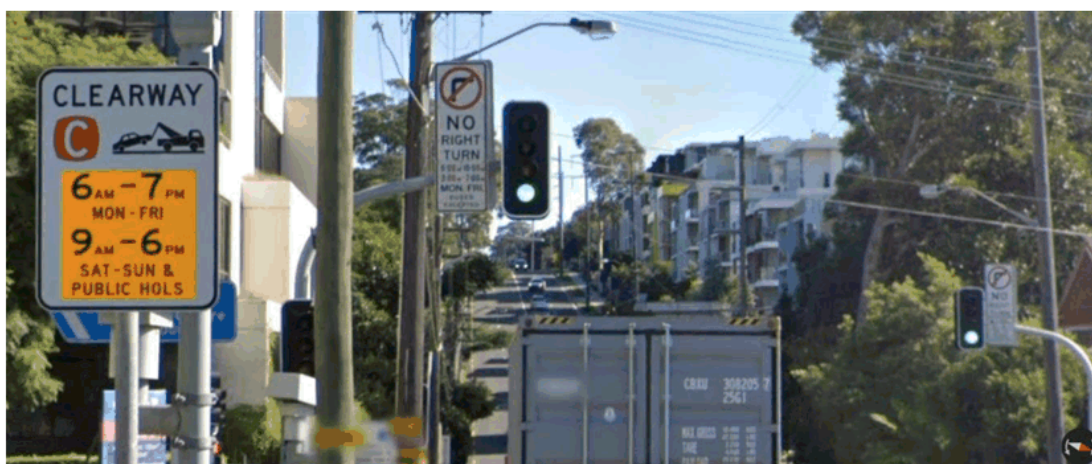


Figure 3: Street view of Carlingford Road (westbound) at Ray Road and Rawson Street, Epping

A 14-hour (6am to 8pm) traffic count survey was undertaken at this intersection on Thursday 23 March 2017. A summary of the traffic movements between 10am and 3pm (outside the existing 'No Right Turn' restriction) in Carlingford Road at Ray Road and Rawson Street are provided below. The counts indicate that there is difficulty making the right turn from Carlingford Road (bold red and back in table) due to volume of traffic that has priority over this movement (underlined red and black in table).

Table 1: Traffic count data in Carlingford Road at Ray Road and Rawson Street, Epping

Time Period	Westbound traffic in Carlingford Road			Eastbound traffic in Carlingford Road		
	WB - LT	WB - LT	WB-RT	EB-LT	EB-ST	EB-RT
10:00 to 11:00	<u>73</u>	<u>445</u>	28	<u>22</u>	825	23
11:00 to 12:00	<u>102</u>	<u>494</u>	51	<u>15</u>	657	33
12:00 to 13:00	<u>130</u>	<u>534</u>	62	<u>14</u>	622	28
13:00 to 14:00	<u>113</u>	<u>635</u>	45	<u>20</u>	564	25
14:00 to 15:00	<u>110</u>	<u>888</u>	56	<u>8</u>	625	13

Furthermore, the vehicles that would wait on the travel lane to turn right may increase the risk of 'right rear' accidents in Carlingford Road. This may also increase the risk of 'lane change' accidents as motorists may change lanes to pass the waiting vehicles at the intersection. Note that five accidents occurred at this intersection between October 2017 and March 2022. All of these accidents (2 x 'right through', 1 x 'head on', 1 x 'left turn sideswipes' and 1 x 'other same direction') involved westbound vehicles.

In 2018, TfNSW (the then Roads and Maritime Services) reviewed the clearway restrictions on state roads and extended the timing of the restrictions from '6am-10am; 3pm-7pm Mon-Fri' to '6am-7pm Mon-Fri 9am-6pm Sat, Sun & Public Holidays' to reduce congestion, improve journey times and improve the efficiency of intersections along the corridor. The existing timing of the 'No Right Turn' restrictions at the intersection of Carlingford Road, Ray Road and Rawson Street, Epping were not reviewed as part of the review of clearway restrictions.

As traffic signals and Carlingford Road are under the care and control of TfNSW, Council is proposing to write to TfNSW requesting that it investigates extending the timing of the existing part-time 'No Right Turn' restriction in Carlingford Road at Ray Road and Rawson

Street, Epping from '6am-10am; 3pm-7pm Mon-Friday' to '6am-7pm Mon-Fri 9am-6pm Sat, Sun & Public Holidays' so that they match with timing of the existing clearway restrictions and reduce congestion and improve the efficiency of the intersection.

FINANCIAL IMPLICATIONS

This report requests TfNSW to make changes to the timing of the existing 'No Right turn' restrictions in Carlingford Road at Ray Road and Rawson Street, Epping traffic signals. Therefore, this matter has no financial impact upon Council's budget.



Velsamy Sankaran
Traffic and Transport Engineer
Date: 07/09/2023

Attachments – Nil



CITY OF PARRAMATTA COUNCIL

Traffic Engineering Advisory Group Agenda Item

ITEM NO: 2309 B5
SUBJECT: Projects Recently Completed, Projects Currently Funded and Projects Lists for Consideration of Future Funding
APPLICANT: City of Parramatta Council
REPORT OF: Traffic and Transport Engineer
WARD: All
SED: All

Purpose

This report provides information on traffic and pedestrian projects recently completed or currently funded and projects lists that City of Parramatta Council maintains for budget planning purposes.

OFFICER'S RECOMMENDATIONS:

1. That the Projects Lists for proposed traffic works be received and noted.
2. That the five (5) traffic projects that have been completed since the last TEAG meeting be noted.

Recently Completed Projects

Information on recently completed projects is provided below.

Projects Completed by Council Through Federal and State Funding**1. Park Parade, Parramatta**

Project Details: Installation of a pedestrian refuge island

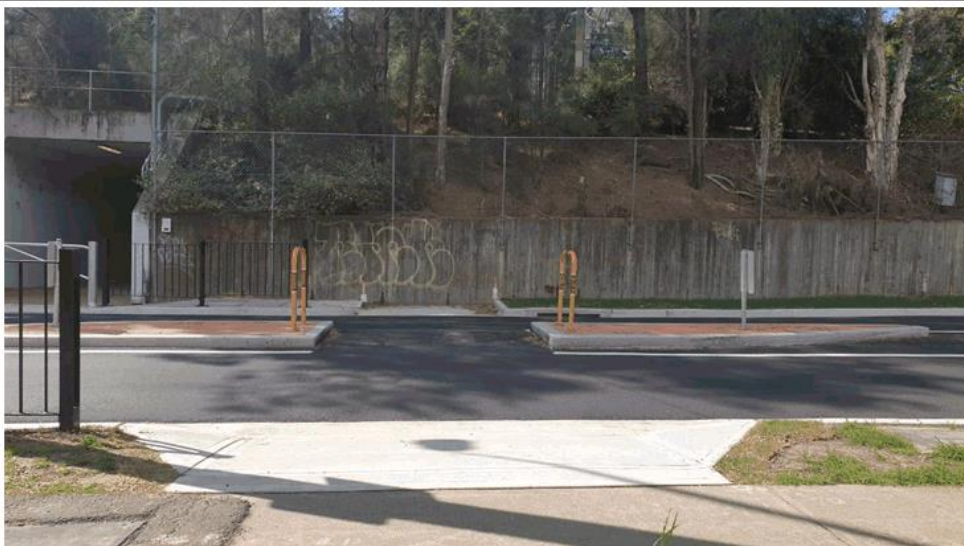
Total cost of the project: \$350,000

Funding Details: Council's Active Transport Program (through the Development Contributions Fund)

BEFORE



AFTER



Projects Completed by Council Through Federal and State Funding**2. Orchard Road at North Rocks Road, Beecroft**

Project Details: Installation of a raised pedestrian crossing

Total cost of the project: \$225,000

Funding Details: NSW Government Get NSW Active

BEFORE



AFTER



Projects Completed by Council Through Federal and State Funding**3. High Street at Raymond Street, Parramatta**

Project Details: Installation of a raised pedestrian crossing and speed cushions

Total cost of the project: \$312,000

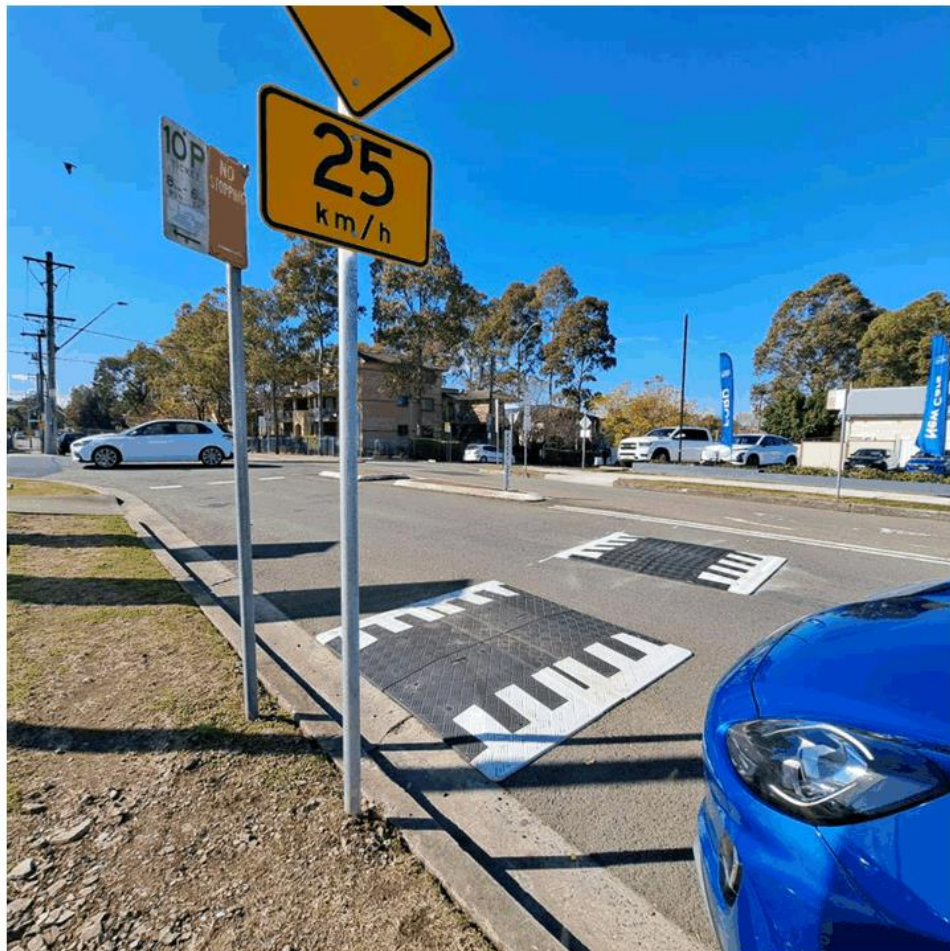
Funding Details: Australian Government Black Spot Program

BEFORE



Projects Completed by Council Through Federal and State Funding

AFTER



Projects Completed by Council Through Federal and State Funding**4. Albion Street, Harris Park**

Project Details: Installation of a Watts Profile speed humps

Total cost of the project: \$48,645

Funding Details: Council's Ward Initiative, PTC Traffic Facilities funds, and Transport for NSW (TfNSW) Block Grant fund

BEFORE



Projects Completed by Council Through Federal and State Funding



AFTER

**5. Bennelong Parkway at The Piazza, Wentworth Point**

Project Details: Installation of a Rubber Blister Island

Total cost of the project: \$10,737.23

Funding Details: Council's PTC Traffic Facilities funds

Projects Completed by Council Through Federal and State Funding	
BEFORE	
AFTER	

Projects to be undertaken in 2023

Information regarding the progress on currently funded projects is provided at the start of the attachment to this report.

Future Projects

Traffic projects that are to be considered for future funding are categorised into one of four lists as detailed below:

- *Development Contributions Plan List - outside the Parramatta City Centre*

Council adopted this list on 12 July 2021 as part of the City of Parramatta (Outside Parramatta CBD) Contributions Plan 2021 (refer to Tables 37 and 38 of the Plan via the link <https://cityofparramatta.co/3HaPxLw>). This list is prioritised into three categories; high (5 years), medium (5-10 years) and low (10-20 years). This work is proposed to be funded from Development Contributions, unless grant funding, a Voluntary Planning Agreement, or other source of funding is obtained.

The Development Contributions Plan is reviewed and set approximately every 5 years. Therefore, the lists shown in Tables 37 and 38 of the City of Parramatta (Outside Parramatta CBD) Contributions Plan 2021 would also be set and fixed every 5 years (approximately) at the same time the Development Contributions Plan is approved by Council.

These projects have a range of purposes such as improving pedestrian safety and amenity; improving sight distance (or reducing speed where sight distance is limited); upgrading an existing facility; reducing congestion; guard rail or barriers; and reducing illegal or unsafe driving. The list includes projects that would be on the Black Spot list except they have a low Benefit Cost Ratio and would not attract grant funds. These projects are also considered for grant funding applications including new proposals that would be considered in the next review of the Development Contributions Plan.

- *Traffic Projects List – within the Parramatta City Centre*

This list includes projects that are located within the Parramatta City Centre. These projects will generally be funded from the Parramatta City Centre Developer Contributions Plan.

- *Black Spot Projects List*

This list is for the projects where funding is being or is proposed to be sought, from the State or Federal Government under their Black Spot and Safer Roads Programs.

The Black Spot locations generally have a high number of collisions, and the proposed work is forecast to have a significant reduction on accidents. Projects under Black Spot Program are ranked on Benefit Cost Ratio (BCR); whereas projects under Safer Roads Programs are ranked on Safety Performance Indicator (SPI). The individual funding programs also have different criteria regarding the number of accidents with injuries that have occurred. At present, a minimum of 2 injury accidents over a 5-year period is generally required for a project to be eligible for funding.

- *List of Traffic Projects Supported by Community Petition*

This list includes locations where Council has received requests from at least 50% of households within the street for traffic calming to be installed in the street or part of the street. This support can be in the form of a petition or letters. Meeting this requirement demonstrates that the local community wants this treatment in the street. These streets often do not have a specific hazard, crash history, or concentration of vulnerable road users such as pedestrians. Often, in streets not on the list, many residents do not support traffic calming and have concerns regarding the installation of traffic calming, particularly in regard to perceptions of noise, loss of parking, and prioritisation of funds.

Development Contribution Funds are not suitable for these projects as these projects are not related to supporting growth in the area. These projects are generally unfunded.

FINANCIAL IMPLICATIONS:

Council's Traffic and Transport Services maintains four (4) projects lists with the funding options as detailed below:

- Development Contributions Plan list - outside the Parramatta City Centre:

These projects have been grouped into 3 categories of priority (high, medium, and long term). It is proposed to deliver the high priority projects from 2021/22 to 2025/26 using Development Contributions fund for part, or all projects.

Applications are also lodged for State and Federal Government funding for projects that would meet the requirements of funding applications at the time of lodgement. Applications are generally lodged between August and October each year for consideration under these programs.

- Traffic Projects List – within the Parramatta City Centre:

These projects will generally be funded from the Parramatta City Centre Section 7.11 Contribution Plan (known as Civic Improvement Plan, CIP), unless otherwise noted.

- Black Spot Projects List:

These projects will generally be funded from the State or Federal Government under their Blackspot and Safer Roads Programs. Applications are lodged between August and October each year for consideration under these programs.

- List of Traffic Projects Supported by Community Petition:

These projects could be funded from General Revenue. Councillors may wish to use part of the ward initiatives budget to deliver these projects.


Approved External Funding for the 2022/23 Projects is detailed below:

- Council has received a 100% funding offer totalling \$454,000 under the FY22/23 Australian Government Black Spot Program for four (4) traffic projects. Refer to 'Blackspot Projects List' section of the attachment for details.
- Council has received a 100% funding offer under the State Government's FY22/23 Get NSW Active program for the construction of the following traffic facility projects:
 - Avenue of Oceania at Louise Sauvage Pathway, Newington - \$240,000 for the construction of a combined pedestrian and cyclists crossing
 - M4 Cycleway at Good Street and Alfred Street, Granville - \$600,000 for the construction of two combined pedestrian and cyclist crossings

- Orchard Road at Plympton Road, Carlingford - \$250,000 for the construction of a raised pedestrian crossing
- Alamein Avenue, Carlingford - \$240,000 for the construction of a raised pedestrian crossing
- Victoria Street at Bridge Street, Epping - \$250,000 for the construction of a combined raised pedestrian and cyclists crossing
- John Ian Wing Parade, Sydney Olympic Park - \$240,000 for the construction of a combined raised pedestrian and cyclists crossing

Internal Funding:

- Council's Draft Delivery Program and Operational Plan generally allocates funding for the delivery of traffic projects using Development Contributions Funds. Due to the recent grant funding offers received from Get NSW Active and the capacity to deliver projects in short time frames, the amount from Active Transport Funding was reduced in 2022/23 with the only project being the pedestrian refuge island in Park Parade near the Parramatta Aquatic Centre.
- Several smaller items are funded through Ward Initiative Funds and/or the PTC traffic facilities fund.
- Construction works has commenced on-site for the traffic signals at the intersection of Hill Road and Bennelong Parkway, Wentworth Point. This project has funding available as part of Council's Delivery Program and Operational Plan which includes \$3.85 million allocated specifically for the upgrade of the Hill Road and Bennelong Parkway intersection in the 2022/23 financial year.



Nathan McLauchlan
Traffic and Transport Engineer
12/09/2023
Attachments – A. Project Lists

Projects for 2023/24

Location	Treatment Type	Cost	Comments
Ward: Epping; SED: Epping			
Alamein Avenue west of Bardia Road, Carlingford	Construction of a new raised pedestrian crossing	\$240,000	Construction in progress. This project has received 100% from the State Government's Get NSW Active program
Carlingford Road at Hepburn Avenue, Carlingford	Install traffic control signals - TfNSW plan checking fees and utility services relocations	\$550,000	Traffic Control Signal (TCS) plan has been approved by TfNSW. Council is currently organizing relocation of services. This is design is 100% funded by Council.
Orchard Road north of North Rocks Road and Plympton Road, Beecroft	Construction of a new raised pedestrian crossing	\$225,000 (Actual)	Completed in September 2023. This project has received 100% from the State Government's Get NSW Active program.
Ray Road at Kent Street, Epping	Install raised pedestrian crossing (Design and construct)	\$340,000	This is design is 100% funded by Council.
Victoria Street, Epping	Construction of a combined raised pedestrian and cyclist crossing	\$250,000	This project has received 100% from the State Government's Get NSW Active program. RFQ is complete. The quoted price is \$22,000 higher than the approved funding. Cost variation request has been submitted to TfNSW for approval. Construction will commence after funding is being approved.
Ward: North Rocks; SED: Seven Hills			
North Rocks Road at Loyalty Road, North Rocks	Install roundabout (Design only)	\$70,000	This project is 100% funded by Council.
Ward: Parramatta; SED: Seven Hills			
Fitzwilliam Road at Tucks Road, Toongabbie	Install roundabout (Design only)	\$70,000	This project is 100% funded by Council.

Location	Treatment Type	Cost	Comments
Ward: Rosehill; SED: Granville			
Brodie Street, Rydalmere	Install raised pedestrian crossing	\$540,000	This project is 100% funded by the 2023/24 State Government Parramatta to Sydney Foreshore Link Program.
M4 Cycleway at Good Street and Alfred Street, Granville	Construct combined raised pedestrian and cyclists crossing	\$600,000	Contract awarded. Construction commenced.
Ward: Rosehill; SED: Parramatta			
Asquith Street, Stubbs Street and Beaconsfield Street, Silverwater	<ul style="list-style-type: none"> • Install speed cushions, median islands and kerb blister islands in Asquith Street at Stubbs Street and at Melton Street N and • Install speed cushions at all approaches to the roundabout at the intersection of Stubbs Street and Beaconsfield Street 	\$83,785 (Actual)	Completed in May 2023. This project is 100% funded by the 2022/23 Australian Government Black Spot Program.
Park Parade south side of railway line at pedestrian underpass to Parramatta Park, Westmead	Construct a pedestrian refuge with kerb extension and pedestrian fencing	\$350,000 (Actual)	Completed in September 2023. This project is 100% funded by Council through its 2022/23 Active Transport Program (from Parramatta CBD Development Contributions Plan).
Intersection of High Street at Raymond Street, Parramatta	Install a raised pedestrian crossing in High St (north leg) and speed cushions at other 3 legs.	\$262,000	Completed in September 2023. This project is 100% funded by the 2022/23 Australian Government Black Spot Program.
Ward: Rosehill; SED: Auburn			
Albion Street, Harris Park	Construction of 3 speed humps	\$48,645 (Actual)	Completed in July 2023. This project is 100% funded by Council from its Ward Initiative, PTC Traffic Facilities, and Transport for NSW (TfNSW) Block Grant funds.
Avenue of Oceania at Louise Sauvage Pathway, Newington	Construction of combined raised pedestrian and cyclist crossing	\$275,807 (Actual)	Completed in May 2023. This project has received 100% from the State Government's Get NSW Active program.
Bennelong Parkway at the Pizza, Wentworth Point	Install linemarking and rubber blister island	\$10,737.23 (Actual)	Completed in July 2023. This Project is 100% funded by Council.

Location	Treatment Type	Cost	Comments
Hill Road at Bennelong Parkway, Wentworth Point	Construction of new Traffic Signals	\$4m	Construction in progress. This project is 100% funded by Council.
John Ian Wing Parade, Newington	Construct combined raised pedestrian and cyclists crossing at Louise Savauge Pathway	\$240,000	Construction is 100% funded under the FY22/23 Get NSW Active program. RFQ is complete. The quoted price is \$65,000 higher than the approved funding. Cost variation request has been submitted to TfNSW for approval. Construction will commence after funding is being approved.

Black Spot Projects List

BCR	Location	Treatment Type	Estimated Cost	Injury Accidents (over 5-year Period) that can be treated by the treatment	Funding Status	Comments
5.52	Redbank Road at Balmoral Road, Northmead	To be investigated in liaison with TfNSW	TBA	4	Not yet funded	Application for the installation of speed cushions was unsuccessful for funding under Federal Stimulus Program in 2022/23. TfNSW suggested that other options be considered for this location.
2.31	Carnarvon St at Melton St North, Silverwater	Install a chicane	\$215,000	2	Not yet funded	Unsuccessful for funding under Federal and State Governments' Black Spot Programs in 2022/23.
1.82	Intersection of Ballandella Road and Burrabogee Road, Toongabbie	Install a roundabout	\$469,000	2	Not yet funded	Unsuccessful for funding under Federal Stimulus Program in 2022/23.
1.58	Intersection of Melton Street North and Beaconsfield Road, Silverwater	Install a roundabout	\$539,760	2	Not yet funded	Unsuccessful for funding under Federal Stimulus Program in 2022/23.
1.32	Intersection of Bulli Road at Bungaree Road, Toongabbie	Install a roundabout	\$645,000	2	Not yet funded	Unsuccessful for funding under Federal Stimulus Program in 2022/23.
0.96	Loyalty Road and North Rocks Road, North Rocks	Install a roundabout	\$790,840	3	Not yet funded	Unsuccessful for funding under Federal Stimulus Program in 2022/23.
0.68	Gladstone Street at Brickfield Street and at Buller Street, North Parramatta	Install two roundabouts	\$900,000	2	Not yet funded	Unsuccessful for funding under Federal Stimulus Program in 2022/23.
--	Martha Street at Wentworth Street and, Clyde	Install raised thresholds on both approaches to Wentworth Street	TBA	4	Not yet funded	
--	Derby St at Wetherill Street North, Silverwater	Install raised thresholds in Derby Street at both	TBA	3	Not yet funded	Unsuccessful for funding under Federal and State Governments' Black Spot Programs in 2022/23.

BCR	Location	Treatment Type	Estimated Cost	Injury Accidents (over 5-year Period) that can be treated by the treatment	Funding Status	Comments
		approaches to Wetherill St North				
--	Bold Street south of Cowper Street, Granville Ward: Rosehill SED: Granville	Install a raised threshold	\$180,000	4	Not yet funded	<p>Liaising with TfNSW to determine the appropriate treatment options for this location.</p> <p>Reviewed the crash history and noted that the appropriate treatments cannot be installed at the intersection due to following reasons:</p> <ul style="list-style-type: none"> • Close proximity to two traffic signals (at Parramatta Road and at Railway Parade) • Required to maintain 3 travel lanes (including a bus lane) in the northbound and 2 travel lanes in the southbound directions. • Required to maintain right turn access between Bold Street and Cowper Street (west leg)

Traffic Projects supported by Community Petition

Location	Proposed Treatment	Year Included on List
Ward: Epping;		
Lexington Avenue at Raimonde Road, Eastwood	Concrete median islands	2014
George Street, Epping	Chicanes (2)	2020
Ward: Parramatta		
Ballandella Road between Fitzwilliam Road and Barangaroo Road, Toongabbie	Raised Thresholds or Chicanes (2)	2015
Frances Street, Northmead	Speed humps (3) or chicanes (2)	2021
Harris Street, Constitution Hill	Speed Humps (3)	2015
Ward: North Rocks		
Barnetts Road, Winston Hills	Chicanes	2011
Ward: Rosehill		
Alice Street between Alfred and Arthur Streets	Speed Humps (2)	2020
Deakin Street, Silverwater (between Stubbs Street and the cul-de-sac)	Speed Humps	2018

Attachment 3**Traffic Engineering Advisory Group meeting held on 20 September 2023****Consultation & Timing: Items B1 to B6****ITEM 2309 B1 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS ON HILL ROAD****Stakeholder Consultation**

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

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on Thursday 14 September 2023 and the meeting was held on Wednesday 20 September 2023. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
20 September 2023	TEAG	Support recommendation	See comment below	Acting Manager Traffic & Transport
20 September 2023	Rep for Julia Finn MP	See comment below	See comment below	Acting Manager Traffic & Transport

Councillor Consultation

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on Thursday 14 September 2023 and the meeting was held on Wednesday 20 September 2023. The below Councillor comments were received.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
20 September 2023	Councillor Noack	See comment below	See comment below	Acting Manager Traffic & Transport

Comments:

Councillor Noack advised the Committee that to his understanding, the developer has advised that the construction of the roundabout at the intersection of Hill Road and Burroway Road was to be completed by the end of this year. Given that we are in

September, he raised concerns that the developer will not be able to meet this deadline.

Chris Worthington, the representative for Julia Finn MP, asked the Committee why the developer has not already installed the roundabout and why did the issue need to be raised by the Councillors to prompt action.

Jennifer Concato of City of Parramatta Council advised the Committee that the developer is not at this point in breach of their conditions of consent as they are not required to construct the roundabout until before the occupation of the next stage in their development.

Furthermore, she advised that staff have been in contact with the developer and an update has been provided within the report which states that the developer is targeting commencing construction towards the end of this year subject to obtaining the necessary approvals from Ausgrid.

Councillor Noack acknowledged the information provided, however advised that a recommendation be included that Council urgently contact the developer regarding the urgent delivery of the roundabout and pedestrian crossings.

ITEM 2309 B2 HILL ROAD, WENTWORTH POINT – REQUEST FOR A PEDESTRIAN CROSSING

Stakeholder Consultation

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

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on Thursday 14 September 2023 and the meeting was held on Wednesday 20 September 2023. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
20 September 2023	TEAG	Support recommendation	-	Acting Manager Traffic & Transport

Councillor Consultation

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on Thursday 14 September 2023 and the meeting was held on Wednesday 20 September 2023. The below Councillor comments were received.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
20 September 2023	Nil	-	-	Acting Manager Traffic & Transport

ITEM 2309 B3 GRANVILLE HIGH PEDESTRIAN ACTIVITY AREA (HPAA) – TRAFFIC STUDY

Stakeholder Consultation

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

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on Thursday 14 September 2023 and the meeting was held on Wednesday 20 September 2023. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
20 September 2023	TEAG	Support recommendation	-	Acting Manager Traffic & Transport

Councillor Consultation

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on Thursday 14 September 2023 and the meeting was held on Wednesday 20 September 2023. The below Councillor comments were received.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
20 September 2023	Clr Prociv	See comment below	Noted	Acting Manager Traffic & Transport

Comments:

Councillor Prociv advised the committee that she has received representations from residents living on the north side of Parramatta Road who have indicated their support for the proposal.

**ITEM 2309 B4 CARLINGFORD ROAD, RAY ROAD AND RAWSON STREET,
EPPING – PROPOSED TIME EXTENSION OF THE ‘NO RIGHT TURN’
RESTRICTION FOR EASTBOUND MOTORISTS****Stakeholder Consultation**

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

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on Thursday 14 September 2023 and the meeting was held on Wednesday 20 September 2023. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
20 September 2023	TEAG	Support recommendation	-	Acting Manager Traffic & Transport
20 September 2023	TfNSW	See comment below	See comment below	Acting Manager Traffic & Transport

Councillor Consultation

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on Thursday 14 September 2023 and the meeting was held on Wednesday 20 September 2023. The below Councillor comments were received.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
20 September 2023	Nil	-	-	Acting Manager Traffic & Transport

Comments:

Nazli Tzannes from Transport for NSW (TfNSW) enquired as to what route would motorists take should the restriction be extended and what impact this will have. Saniya Sharmeen of City of Parramatta advised that the current route motorists take to access Ray Road is via Midson Road. Saniya further advised that as this restriction is already applicable during peak hours, the road network should be able to handle extending the restriction to cover off peak hours.

ITEM 2309 B5 PROJECTS RECENTLY COMPLETED, PROJECTS CURRENTLY FUNDED AND PROJECTS LISTS FOR CONSIDERATION OF FUTURE FUNDING**Stakeholder Consultation**

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

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on Thursday 14 September 2023 and the meeting was held on Wednesday 20 September 2023. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
20 September 2023	TEAG	Support recommendation	-	Acting Manager Traffic & Transport

Councillor Consultation

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on Thursday 14 September 2023 and the meeting was held on Wednesday 20 September 2023. The below Councillor comments were received.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
20 September 2023	Nil	-	-	Acting Manager Traffic & Transport

ITEM 2309 B6 – NO RIGHT RESTRICTION IN PARK PARADE, PARRAMATTA AT THE ENTRANCE TO THE PARRAMATTA AQUATIC CENTRE CARPARK**Stakeholder Consultation**

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

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on Thursday 14 September 2023 and the meeting was held on Wednesday 20 September 2023. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
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20 September 2023	TEAG	Support recommendation	-	Acting Manager Traffic & Transport
20 September 2023	Parramatta PAC CDC Buses	See comment below	See comment below	Acting Manager Traffic & Transport

Councillor Consultation

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on Thursday 14 September 2023 and the meeting was held on Wednesday 20 September 2023. The below Councillor comments were received.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
20 September 2023	Nil	-	-	Acting Manager Traffic & Transport

Comments:

Sergeant Jack Makhoul raised concerns with the part time 'No Right Turn' restriction from Park Parade, Parramatta into the Parramatta Aquatic Centre carpark and questioned where vehicles would be queuing to make the turn. He further asked whether this matter is the responsibility of TfNSW or Council. Michael Perrone from CDC Buses echoed these concerns and further advised that there is a risk to buses should vehicles use the left hand side lane to make the turn as opposed to the bus lane itself which will mean that the vehicle would turn into the path of buses.

Myfanwy McNally of City of Parramatta Council clarified that the part-time 'No Right Turn' restriction was implemented in conjunction with TfNSW and the decision as to whether to make this a full-time restriction sits with TfNSW. Jennifer Concato suggested that Council and TfNSW discuss this matter further in order to agree upon a resolution.

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.3
SUBJECT	Public Exhibition of Draft Hoarding Policy and Draft Tower Crane Policy
REFERENCE	F2022/03176 - D09014441
REPORT OF	Policy Officer

CSP THEME: Fair

WORKSHOP/BRIEFING DATE: Policy Review Committee – 28 June 2023
Policy Review Committee – 26 July 2023

PURPOSE:

To seek Council's approval to place the draft Tower Crane Policy and Guidelines and draft Hoarding Policy and Guidelines on public exhibition.

RECOMMENDATION

- (a) That the draft Tower Crane Policy and Guidelines and draft Hoarding Policy and Guidelines be placed on public exhibition for a period of 28 days.
- (b) That Council authorises the Chief Executive Officer to make any necessary editorial and content changes to the draft Tower Crane Policy and Guidelines and draft Hoarding Policy and Guidelines for public exhibition to give effect to Council's resolution.
- (c) That the outcome of the public exhibition be reported to Council.

BACKGROUND

- 1. Council's existing Hoarding and Tower Cranes Policy (Policy 233) was last adopted by Council on 10 July 2017 and is now due for review.

ISSUES/OPTIONS/CONSEQUENCES

- 2. It is recommended to divide the existing Hoarding and Tower Cranes Policy into separate topics for clarity. Each new policy suite consists of a core policy and external-facing guideline, copies of which can be found at **Attachments 1 to 4**.
- 3. The key substantive updates proposed to the existing Hoarding and Tower Cranes Policy are summarised at **Attachment 5**.
- 4. Before adopting the draft policies and guidelines, Council must place the documents on public exhibition for a period of 28 days. This report is seeking Council's approval to place the draft documents on public exhibition. The submission period is likely to close in late-November 2023.
- 5. Once submissions have closed a further report will be presented to Council incorporating any public comment at a meeting in December 2023 where Council will be required to adopt the final policies and guidelines. The documents will become effective once adopted by Council.

6. The draft Tower Crane Policy and draft Hoarding Policy must be adopted concurrently to ensure that Council maintains policy provisions for both subject areas.

CONSULTATION & TIMING

Stakeholder Consultation

7. The following stakeholder consultation has been undertaken in relation to this matter:
 - Legal Services unit,
 - Executive Team, and
 - Policy Review Committee (28 June and 26 July 2023)

Time frame from exhibition to adoption of policies:

- Council Meeting – 23 October 2023: Council endorses the draft policies and guidelines for the purposes of public exhibition
- Public Exhibition – Exhibition dates approximately 30 October to 27 November 2023
- Council Meeting – 11 December 2023 for adoption of the final policies and guidelines

LEGAL IMPLICATIONS FOR COUNCIL

8. The draft policies were reviewed by Legal Services and do not present any legal concerns.
9. The draft Hoarding Design and Installation Guideline will undergo final technical review by Legal Services prior to seeking adoption of the Guideline.

FINANCIAL IMPLICATIONS FOR COUNCIL

10. If Council resolves to approve this report as per the recommendation, there are no unbudgeted financial implications for Council's budget.

Melissa McIsaac
Policy Officer

Paul Lyth
Group Manager Regulatory Services

Jon Greig
Executive Director Community Services

Angela Jones-Blayney
Executive Director City Engagement & Experience

Jennifer Concato

Executive Director City Planning and Design







John Angilley

Executive Director Finance & Information

Gail Connolly

Chief Executive Officer

ATTACHMENTS:

- | | | | |
|---|---|---|----------|
| 1 | ↓ | For Public Exhibition - Draft Tower Crane Policy 2023 | 6 Pages |
| | |  | |
| 2 | ↓ | For Public Exhibition - Draft Tower Crane Guidelines 2023 | 9 Pages |
| | |  | |
| 3 | ↓ | For Public Exhibition - Draft Hoarding Policy 2023 | 5 Pages |
| | |  | |
| 4 | ↓ | For Public Exhibition - Draft Hoarding Design and Installation Guidelines 2023 | 55 Pages |
| | |  | |
| 5 | ↓ | For Information - Hoarding and Tower Crane Policies Review 2023 - Summary of Proposed Changes | 1 Page |
| | |  | |
| 6 | ↓ | For Information - Hoarding and Tower Cranes Policy 2017 | 26 Pages |
| | |  | |

REFERENCE MATERIAL



Tower Crane Policy

Contents

1. Scope	1
2. Purpose	1
3. Policy	1
4. Delegation	4
5. Procedure	4
6. Definitions	5

1. Scope

- 1.1 This Policy applies to the installation and operation of Tower Cranes within the City of Parramatta Council (Council) Local Government Area (LGA), which, while carrying out hoisting and slewing activities, will overhang or weathervane over Public Roads.
- 1.2 Tower Cranes moving and slewing wholly within the confines of private property undergoing construction, are not subject to this Policy and do not require Council approval to operate.

2. Purpose

- 2.1 The purpose of this Policy is to establish a framework for ensuring the safe installation and operation of Tower Cranes in the LGA, including for the purposes of maintaining safe public and private passage, and high amenity around worksites using Tower Cranes.

3. Policy

- 3.1 Council recognises that Tower Cranes are often a necessary part of development activity. When used within the LGA, Tower Cranes must be installed and operated in a manner which:

- (a) minimises impact on the safe and convenient passage of pedestrians, bicycle riders, and vehicles past worksites;

Tower Crane Policy		
Owner Manager Regulatory Services	Area: Regulatory Services	POL No:
Date of Commencement: 2023	Approval Authority: Council	Date Approved:
Amendment 1	Date of Next Review:	Review: 4

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- (b) maintains safe passage and high amenity, including safe walking surfaces past worksites; and
 - (c) minimises impacts on Council's infrastructure.
- 3.2 Tower Cranes must not be installed on or operated over a Public Road, public property, and/or a neighbouring private property in the LGA, unless prior approval has been obtained from Council and the owners of the public property and neighbouring private property.
 - 3.2.1 If approval is not granted by a private property owner for a proposed Tower Crane to aerial rotate over their property, the applicant will need to either apply to the Local Court for an access order, pursuant to Part 2 of the *Access to Neighbouring Land Act 2000* (NSW), or consider seeking a court order from the NSW Supreme Court, for the granting of an easement pursuant to section 88K of the *Conveyancing Act 1919* (NSW).
- 3.3 Council approval for the installation and operation of a Tower Crane is granted pursuant to section 68 of the *Local Government Act 1993* (NSW) (LG Act) and section 139 of the *Roads Act 1993* (NSW) (Roads Act).
- 3.4 The following requirements for the installation of Tower Cranes will be taken into consideration during Council's assessment and determination of Tower Crane applications:
 - (a) Applications must satisfy the design and construction requirements as set out by Council's Tower Cranes Guidelines (**Guidelines**).
 - (b) Applicants must maintain adequate public liability insurance, as specified in the Guidelines.
- 3.5 Any Approval granted by Council does not endorse or approve the design or structural adequacy for a hoisting device, system, or operation for the purposes of satisfying a person's responsibilities under the *Work Health and Safety Act 2011* (NSW), and the provisions of clauses 34, 35, 54, 55, and 235 of the *Work Health and Safety Regulation 2017* (NSW).
- 3.6 Approved Tower Cranes must be installed, certified, operated, and removed in accordance with the procedures set out in the Guidelines and any conditions contained in the Approval.

Tower Crane Policy		
Owner Manager Regulatory Services	Area: Regulatory Services	POL No:
Date of Commencement: 2023	Approval Authority: Council	Date Approved:
Amendment 1	Date of Next Review:	Review: 4

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- 3.6.1 An installation certification must be lodged within 72 hours of completing the Tower Crane installation. The Tower Crane must not be used until the required certification is provided to and accepted by Council.
- 3.6.2 Applicants must provide engineering certificates to confirm installation and, if installed over 6 months, subsequent certificates to confirm the ongoing installation, structural integrity, and operation.
- 3.7 A Tower Crane must not be used to convey material over a public way unless a Type B Hoarding is in place. A separate Hoarding Approval must be obtained from Council, in accordance with Council's Hoarding Policy.
- 3.8 Approval to install a Tower Crane does not permit the use of a Public Road for general loading and unloading to and from vehicles. A separate Works Zone Application must be lodged and approval obtained from Council where use of a Public Road in this manner, is required.
- 3.9 Council may, upon request, determine to extend an Approval under section 107 of the LG Act if it is satisfied there is good cause for doing so. An extension requires the submission of a further application to Council.
- 3.9.1 An Approval will not be extended by Council where a Tower Crane is:
- (a) structurally unsound;
 - (b) not being satisfactorily maintained in accordance with the Guidelines;
 - (c) non-compliant with the Approval; or
 - (d) not maintaining a current public liability insurance policy for a structure, including where the policy has been withdrawn by the insurer.
- 3.10 Council may revoke an Approval under section 108 of the LG Act for any circumstance set out in section 109 of the LG Act. An Approval may also be revoked for any reason under section 140 of the Roads Act. Council may exercise its powers under these Acts to revoke an Approval where any of the following apply:
- (a) The person holding an Approval fails to act on directions to rectify a Tower Crane, particularly in relation to structural inadequacy or other public safety risks.

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- (b) An Approval has lapsed, and an application has not been lodged to extend an Approval.
- (c) The person holding an Approval fails to comply with that Approval, including conditions of the Approval.
- (d) A public liability insurance policy for a structure/Approval is not current or has been withdrawn by the insurer.
- (e) Any other circumstance as determined by Council.

3.10.1 In circumstances where an Approval has been revoked, Council reserves the right to take action to have the unauthorised Tower Crane removed and recover all associated costs.

3.11 An Authorised Person may issue a direction, give an Order, issue a penalty infringement notice (**PIN**), or initiate court action for non-compliance with or breaches of this Policy, an Approval, or other related legislation, including the LG Act, Roads Act, or *Environmental Planning and Assessment Act 1979* (NSW), and prosecute for associated breaches.

3.11.1 Section 672 of the LG Act establishes that non-compliance with an Approval issued under the LG Act is a breach of the LG Act.

3.11.2 Parties not acting in accordance with this Policy or an Approval may be given notice in writing to comply, before a PIN is issued. However, Council reserves the right to immediately issue a PIN or Order, without first issuing a written notice to comply, depending on the seriousness of the non-compliance or breach, and at the Authorised Person's discretion.

4. Delegations

4.1 There are Administrative and/or Legislative Delegations applicable to this Policy, which are provided for in Council's Delegations Manual.

5. Procedure

5.1 This Policy must be read in conjunction with Council's Tower Crane Guidelines, which provide specific procedures regarding Tower Crane design, installation, and operation.

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Applicants should have regard to the Guidelines when completing an application for an Approval, as Council will refer to the Guidelines when assessing such applications.

- 5.2 Conditions set out in an Approval must be read in conjunction with any conditions of development consent pertaining to the development of the particular site.
- 5.3 Approval to install a Tower Crane is subject to payment of an application fee and a monthly fee, as set out in Council's Schedule of Fees and Charges. Fees are also applicable for applications to extend an Approval. Applicable fees will be determined as part of Council's assessment of an application.
- 5.4 All applications to install a Tower Crane must be submitted to Council via the Council website. Applications must be lodged at least three weeks prior to the date of the proposed installation.
- 5.4.1 All applications to install a Tower Crane must include the required supporting documentation, as set out in clause 3.9 of the Guidelines.

6. Definitions

Approval	Refers to a permit issued by Council for the installation and operation of a Tower Crane which, while carrying out hoisting and slewing activities, will overhang or weathervane over Public Roads.
Authorised Person	An employee of Council generally or specially authorised by Council in respect of or whose duty it is to deal with, or to act in regard to, any acts, matters or things in relation to which the expression is used.
Hoarding	The use of suitable materials and/or other standing structures fit for purpose to secure the boundary of a construction site, adjacent to and above a Public Road, ensuring the safety of pedestrians, cyclists, and vehicle operators.
Order	An authoritative direction or instruction given by Council.
Public Road	A road opened or dedicated for the free right of passage of the public on foot, in a vehicle, or otherwise, and declared to be a Public Road for the purposes of the Roads Act, and includes a Road Related Area.

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Road Related Area	As defined in section 4 of Part 1.2 of the <i>Road Transport Act 2013</i> (NSW), includes but is not limited to: (a) an area that divides a road; (b) a footpath or nature strip adjacent to a road; (c) an area that is open to the public and is designated for use by cyclists or animals; (d) an area that is not a road and that is open to or used by the public for driving, riding, or parking vehicles; or (e) a shoulder of a road.
Tower Crane	For the purpose of this Policy, refers to a tower crane that is installed via fixation to the ground and/or a building, during the course of the construction or maintenance of a multi-level building.
Type B Hoarding	Refers to a typically prefabricated modular steel gantry Hoarding structure installed and assembled in segments, to form an integrated overhead protective structure allowing pedestrians and vehicles to pass safely beneath.

REFERENCES	<i>Access to Neighbouring Land Act 2000</i> (NSW) <i>Conveyancing Act 1919</i> (NSW) <i>Environmental Planning and Assessment Act 1979</i> (NSW) <i>Local Government Act 1993</i> (NSW) <i>Roads Act 1993</i> (NSW) <i>Road Transport Act 2013</i> (NSW) <i>Work Health and Safety Act 2011</i> (NSW) <i>Work Health and Safety Regulation 2017</i> (NSW)
ASSOCIATED POLICIES	City of Parramatta Schedule of Fees and Charges Hoarding Policy Regulatory Enforcement Policy
ATTACHMENTS	Tower Crane Guidelines

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Tower Crane Guidelines

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1. Scope

- 1.1 These Guidelines apply to all Tower Cranes subject to City of Parramatta Council (Council) approval, as established by Council's Tower Crane Policy.

2. Purpose

- 2.1 These Guidelines support the implementation of Council's Tower Crane Policy.
- 2.2 The purpose of the Guidelines is to outline clear and consistent requirements for seeking approval to install and operate Tower Cranes in the Parramatta Local Government Area.
- 2.3 The Guidelines will be used by Council in the assessment of applications requesting to install or operate Tower Cranes over Public Roads.

3. Procedure

Administration of Tower Crane Approvals

- 3.1 Council's Regulatory Services Unit is responsible for processing applications for the installation of Tower Cranes.

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- 3.2 Council will consider and assess applications to install a Tower Crane through the framework established by the Tower Crane Policy, in accordance with section 68 of the *Local Government Act 1993* (NSW) (**LG Act**) (an activity under Part E(1) of the table to that section) and section 139 of the *Roads Act 1993* (NSW) (**Roads Act**). An Approval will be issued with conditions, which must be complied with.
- 3.3 Council reserves the right to randomly audit:
- (a) certified documentation lodged at the application and the installation stage; and
 - (b) installations of Tower Cranes, including inspecting associated structures.
- 3.4 Where deemed necessary, Council may commission an independent assessment by a structural engineer or other person to act on behalf of Council.
- 3.5 Where access is required to undertake inspections of a Tower Crane, the applicant must not prevent or obstruct an Authorised Person or independent auditor, acting on behalf of Council, from accessing a workplace, subject to satisfying the relevant visitor access provisions under the *Work Health and Safety Act 2011* (NSW).

Application for a Tower Crane Approval

- 3.6 All applications to install a Tower Crane must be submitted online via Council's website, www.cityofparramatta.nsw.gov.au. To allow sufficient time to assess proposals, applications must be lodged at least three weeks prior to the date of the proposed installation. Applicants should allow additional time for complex proposals and/or where infrastructure works may be affected, or in circumstances where multiple agreements are required from private property owners.
- 3.7 These Guidelines do not override State or Federal legislation. Applicants should check other relevant legislation and adopted codes of practice and, where necessary, consult the appropriate State and Federal Government departments and agencies to ensure that the Tower Crane complies and satisfies all statutory requirements, including in particular work health and safety obligations.
- 3.7.1 Examples of legislation and codes relevant to the design of Tower Cranes, which should be considered when preparing an application and maintaining a Tower Crane include, but are not limited to, the:

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- (a) AS1742.3:2019 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads;
- (b) Building Code of Australia (2022);
- (c) *Environmental Planning and Assessment Act 1979* (NSW);
- (d) Guide to Traffic Management Part 8: Local Area Traffic Management (2016);
- (e) *Local Government Act 1993* (NSW);
- (f) *Protection of the Environment Operations Act 1997* (NSW);
- (g) *Roads Act 1993* (NSW);
- (h) SafeWork Australia, *Guide to Inspecting and Maintaining Cranes* (December 2015);
- (i) WorkCover NSW, *Code of Practice – Overhead Protective Structures* (20 March 1995);
- (j) *Work Health and Safety Act 2011* (NSW); and
- (k) *Work Health and Safety Regulation 2017* (NSW).

3.8 Applicants for a Tower Crane Approval should be aware that there are several provisions relevant to the management of tower cranes from the *Work Health and Safety Regulation 2017* (NSW) that a person conducting a business or undertaking must satisfy. The Regulation also sets out penalties for non-compliance with these provisions. Relevant provisions include:

- Clause 34 – Duty to Identify Hazards
- Clause 35 – Managing Risks to Health and Safety
- Clause 54 – Management of risk of falling objects
- Clause 55 – Minimising risk associated with falling objects
- Clause 235 – Major inspection of registered tower cranes

3.9 The following documentation is required to be provided with an application:

3.9.1 Drawings and details:

- (a) Architectural-type drawings – site plan at a minimum scale of 1:100 showing the:
 - i location of the proposed Tower Crane on the site;
 - ii area on the Public Road from which material will be hoisted over; and
 - iii relevant sections, elevation/s, and footing plans.

Tower Cranes must be installed in accordance with manufacturers' designs and specifications.

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- (b) Drawing showing the slewing and/or luffing radius over Public Roads and surrounding properties. Tower Cranes must not be erected or encroach on any public land or neighbouring properties. Where a Tower Crane is proposed to overhang, hoist, or slew over public land or another party's premises/property, the applicant must obtain written approval from the relevant person prior to use of the Tower Crane, with Council receiving evidence of this written approval. Any concerns or requirements raised by the affected party must be resolved or accommodated, prior to use of the Tower Crane.
- 3.9.2 A copy of the current public liability insurance policy held in the name of the applicant (applicants should refer to paragraph 3.10 of the Guidelines for details regarding the requirements for sufficient public liability insurance).
- 3.9.3 Details setting out the length of time that the Tower Crane is proposed to be installed, as well as the nature of the works that are to be undertaken during this period (i.e. the approved development application reference number).
- 3.9.4 Street trees: The site plan must clearly and accurately show in plan and elevation the location of street trees, including accurately specifying the height and canopy volume/diameter and significant branches of all street trees in the vicinity of the proposed Tower Crane. If trees are likely to be affected, the Tower Crane must be designed to accommodate the trees without the need to prune major branches or limbs. Where it is not possible for a Tower Crane design to accommodate tree canopies, applicants must contact Council's Public Tree Management Officer, prior to finalising design drawings and lodging an application, to discuss any design constraints.
- 3.10 Conditions contained in a Tower Crane Approval must be read in conjunction with any conditions of development consent pertaining to the development of the particular site. Specific conditions in a development consent relating to the protection of Council's assets, street trees, site management, and construction layout, may impact on the Tower Crane design, and this must be complied with. Failure to adhere to any development conditions will constitute a breach of that consent.
- 3.11 If the Tower Crane is installed in close proximity to overhead electricity wires, electrical hazards are likely. Applicants must consult the appropriate utility authority to ensure that there is no adverse impact on infrastructure from the proposed work.

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3.12 Public Liability Insurance

As per Council's Tower Crane Policy, applicants for a Tower Crane Approval must hold sufficient public liability insurance.

3.12.1 Indemnity during the installation, use, dismantlement, and removal of Tower Cranes

Council must be indemnified for the duration of a Tower Crane's installation, use, dismantlement, and removal, against any claims for injury to persons; damage to adjoining properties and/or public places; and any excess payable under an insurance policy, arising out of any claim made against that policy.

Such indemnity must be expressed in the applicant's public liability insurance policy, with a minimum amount of \$20,000,000 payable for any individual claim that may be made against that policy.

The insurance policy must be held in the name of the person or business holding the Approval, and must cover the duration of the Tower Crane's installation, use, dismantlement, and removal.

Where an insurance policy will expire prior to the Tower Crane being removed, Council must be provided with a copy of the certificate of currency, at least two weeks prior to the insurance policy expiring.

3.12.2 Indemnity - Change of entity holding an Approval

The person holding an Approval for a Tower Crane must, in the case of the transfer of the project to another person or company, advise the proposed new entity to lodge a fresh application together with evidence of their new public liability insurance policy, to seek approval to allow the Tower Crane to remain in place, and for the Approval to be held in the name of the new entity.

3.13 Applicants will be required to pay the following fees, as set in Council's Schedule of Fees and Charges:

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- (a) Relevant application fee: Application fees will be determined as part of the assessment process. Applicants will be advised of the required monies payable shortly after an application is lodged. The approval will not be issued and have no effect until all fees and bonds are paid.
- (b) Monthly Tower Crane fee: Ongoing fees vary depending on whether the Tower Crane is being used with a works zone or without a works zone.

Tower Crane Installation, Dismantlement, Removal, Certification, and Operation

- 3.14 Before installing or dismantling and removing a Tower Crane, applicants must advise Council of the following:
- (a) Installation of temporary barricading to control pedestrians and traffic at the work area in which the Tower Crane will be erected or dismantled and removed.
 - (b) The proposed days and work times for installation or dismantlement and removal.
 - (c) Any hoisting of the Tower Crane or components to and from a vehicle situated on the Public Road, within authorised kerb-side parking spaces.
- 3.15 Tower Cranes must be dismantled and removed as soon as practicable after they are no longer required.
- 3.16 Requirements when installing, dismantling, and removing Tower Cranes
- 3.16.1 Installation or dismantlement and removal of a Tower Crane must be undertaken safely and not damage infrastructure including footways, kerbing, street trees, and street gardens.
- 3.16.2 Installation or dismantlement and removal must be during the hours approved under conditions of the development consent pertaining to the development of the particular site. Installation or removal outside of these hours will require an extended work hours approval. A separate Extended Work Hours Application must be lodged and approved prior to installation or removal.
- 3.16.3 Public Road surfaces must be maintained by the applicant in a safe and tidy condition at all times, including when installing or dismantling and removing a Tower Crane.

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3.17 Certification

3.17.1 Council requires a certificate from an appropriately qualified person confirming that the Tower Crane complies with the Guidelines, including the structural adequacy requirements. Council will also require a certificate at completion of the installation of the Tower Crane to verify its structural adequacy and compliance with the approved plans, details, and conditions of Approval. An installation certification must be lodged within 72 hours after completing the installation. The Tower Crane must not be used until the required certification is provided to and accepted by Council.

3.17.2 Where a Tower Crane Approval exceeds six months, Council will require a certificate every 6 months from an appropriately qualified person confirming that the Tower Crane continues to comply with the Guidelines, including the structural adequacy requirements.

3.17.3 Council or the responsible Minister under the LG Act must rely on such a certificate if it is from an appropriately qualified person and is furnished by a public authority.

Sections 92 and 93 of the LG Act specify circumstances in which a council does not have to form an independent judgment about some aspect of an activity for which approval is being sought but may rely on an accreditation or certification of a competent person. A component, process, or design relating to an activity may be accredited in accordance with the procedure set out in Division 5 of Part 1 of Chapter 7 of the LG Act.

Section 732 the LG Act exempts a council, councillor, or employee of a council from liability that would otherwise be incurred as a consequence of relying on an accreditation or certification, in accordance with sections 92 and 93 of the LG Act.

3.18 Operation

3.18.1 Tower Cranes must only be operated during the operating hours prescribed by the relevant development consent pertaining to the development of the particular site.

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3.18.2 Any installed Tower Crane imagery must not be illuminated.

3.19 A copy of the Tower Crane Approval must be available onsite at all times for inspection by Council and WorkCover personnel.

4. Definitions

Approval	Refers to a permit issued by Council for the installation and operation of a Tower Crane which, while carrying out hoisting and slewing activities, will overhang or weathervane over Public Roads.
Authorised Person	An employee of Council generally or specially authorised by Council in respect of or whose duty it is to deal with, or to act in regard to, any acts, matters or things in relation to which the expression is used.
Public Road	A road opened or dedicated for the free right of passage of the public on foot, in a vehicle, or otherwise, and declared to be a Public Road for the purposes of the Roads Act, and includes a Road Related Area.
Road Related Area	As defined by section 4 of Part 1.2 of the <i>Road Transport Act 2013</i> (NSW), includes but is not limited to: <ul style="list-style-type: none"> (a) an area that divides a road; (b) a footpath or nature strip adjacent to a road; (c) an area that is open to the public and is designated for use by cyclists or animals; (d) an area that is not a road and that is open to or used by the public for driving, riding, or parking vehicles; or (e) a shoulder of a road.
Tower Crane	For the purpose of this Policy, refers to a tower crane that is installed via fixation to the ground and/or a building, during the course of the construction or maintenance of a multi-level building.

REFERENCES	AS1742.3:2019 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads
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ASSOCIATED POLICIES	City of Parramatta Schedule of Fees and Charges Hoarding Policy Regulatory Enforcement Policy Tower Crane Policy
ATTACHMENTS	Nil

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Hoarding Policy

Contents

1. Scope
2. Purpose
3. Policy
4. Delegations
5. Procedure
6. Definitions

1. Scope

- 1.1 This Policy applies to the installation of Hoardings on or above a Public Road within the City of Parramatta Council (Council) Local Government Area (LGA).

2. Purpose

- 2.1 The purpose of this Policy is to establish a framework for regulating the design and placement of Hoardings on or above a Public Road in the LGA, which must include a Visual Activation component.
- 2.2 Council aims to maintain a high standard of Hoarding installation by ensuring approved designs are used across the LGA. This Policy further prescribes Visual Activation embellishment requirements for Hoardings, intended to ensure visual amenity and promote the city.

3. Policy

- 3.1 All Hoardings installed on or above a Public Road in the LGA are subject to Council approval. There are no exempt activities available.
- 3.2 All costs associated with producing and maintaining Hoardings are at developers' own expense.
- 3.3 Council approval for the placement of Hoardings on or over a Public Road is granted pursuant to section 68 of the *Local Government Act 1993* (NSW) (LG Act), and section 139 of the *Roads Act 1993* (NSW) (Roads Act). An Approval will be granted by Council to allow a Hoarding to be installed and used in a specific way, as prescribed by Council's Hoarding Design and Installation Guidelines (Guidelines), and as set out in the conditions of the Approval.

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- 3.3.1 After an Approval is granted, Council must be further consulted regarding all Visual Activation requirements and commitments. Council will provide approval to proceed with embellishment designs and production.
- 3.4 Approved Visual Activation for Hoardings must be implemented within 28 days after the installation of the Hoarding, by the developer beneficiary of the Approval.
- 3.5 The following principles for the installation of Hoardings will be taken into consideration during Council's review and issuing of Approvals:
- To minimise the adverse visual impact of Hoardings through the installation of approved Visual Activation.
 - To minimise pedestrian, cycleway, and vehicular obstructions and inconvenience resulting from the placement of a Hoarding on or above a Public Road.
 - To maintain safe passage and high amenity, including maintaining the pavement surfaces in front of worksites.
 - To maintain pedestrian visual ability when using footways adjacent to or under Hoardings.
 - To screen and secure development areas from public access, to ensure pedestrian and vehicle safety from work, tools, and materials used in the excavation and construction of the development.
 - To ensure fascias are installed to conceal site sheds on hoarding decks.
 - To ensure suitable gates and controls are in place for truck and worker access/egress points in Hoardings, to enhance public safety.
 - To provide effective lighting under Hoardings for public safety, and to illuminate graphics on site fences.
 - To ensure the placement of Hoardings does not breach any of Council's tree or vegetation protection requirements and tree protection zones.
- 3.6 An Approval does not automatically permit the use of equipment (tower cranes or hoists) to swing or lift material across or over any part of a Public Road. A separate tower crane approval will be required, as per Council's Tower Crane Policy.
- 3.7 Council may, upon request, determine to extend an Approval under section 107 of the LG Act, if it is satisfied there is a need to do so. An extension requires the submission of a further application to Council.

An Approval may not be extended by Council where Hoardings are:

- structurally unsound;
- not being satisfactorily maintained in accordance with the Guidelines;
- non-compliant with the Approval; or

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- (d) not maintaining a current public liability insurance policy for a Hoarding Approval, including where the policy has been withdrawn by the insurer.

3.8 Council may revoke an Approval under section 108 of the LG Act for any circumstance set out in section 109 of the LG Act. An Approval may also be revoked, for any reason, under section 140 of the Roads Act. Council may exercise its powers under these Acts to revoke an Approval where any of the following apply:

- (a) The person holding an Approval fails to act on directions to rectify a Hoarding, particularly in relation to structural inadequacy or other public safety risks.
- (b) An Approval has lapsed, and an application has not been lodged to extend an Approval.
- (c) The person holding an Approval fails to comply with that Approval, including conditions of the Approval.
- (d) A public liability insurance policy for a Hoarding subject of an Approval is not current or has been withdrawn by the insurer.
- (e) Any other circumstance as determined by Council.

3.8.1 In circumstances where an Approval has been revoked, Council reserves the right to take action to have the unauthorised Hoarding removed and recover all associated costs

3.9 An Authorised Person may issue a direction, give an Order, issue a penalty infringement notice (PIN), or initiate court action for non-compliance with or breaches of this Policy, an Approval, or other related legislation, including the LG Act, Roads Act, or *Environmental Planning and Assessment Act 1979* (NSW), and prosecute for associated breaches.

3.9.1 Section 672 of the LG Act states that non-compliance with an Approval issued under the LG Act is a breach of the LG Act.

3.9.2 Parties not acting in accordance with this Policy or an Approval may be given notice in writing to comply, before a PIN is issued. However, Council reserves the right to immediately issue a PIN or Order, without first issuing a written notice to comply, depending on the seriousness of the non-compliance or breach, and at the Authorised Person's discretion.

4. Delegations

4.1 There are Administrative and/or Legislative Delegations applicable to this Policy, which are provided for in Council's Delegations Manual.

5. Procedure

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- 5.1 This Policy must be read in conjunction with Council's Hoarding Design and Installation Guidelines, which provide specific procedures and requirements regarding Hoarding installation. Applicants should have regard to the Guidelines when completing an application for an Approval, as Council will refer to the Guidelines when assessing such applications.
- 5.2 Conditions set out in an Approval must be read in conjunction with any conditions of development consent pertaining to the development of the particular site.
- 5.3 Approval to install Hoarding is subject to payment of an application fee and a monthly fee, as set out by Council's Schedule of Fees and Charges. Fees are also applicable for applications to extend an Approval. Applicable fees will be determined as part of Council's assessment of an application.
- 5.4 All applications to install Hoarding must be submitted to Council via the Council Website. Applications must be lodged at least three weeks prior to the date of the proposed installation.
- 5.4.1 Council will provide applicants with design examples and templates for any required Visual Activation components to be applied to Hoardings.

6. Definitions

Approval	Refers to a permit issued by Council for the placement of Hoarding on or over a Public Road in the LGA.
Hoarding	The use of suitable materials and/or other standing structures fit for purpose to secure the boundary of a construction site, adjacent to and above a Public Road, ensuring the safety of pedestrians, cyclists, and vehicle operators.
Public Road	A road opened or dedicated for the free right of passage of the public on foot, in a vehicle, or otherwise, and declared to be a public road for the purposes of the Roads Act and includes a Road Related Area.
Road Related Area	As defined in section 4 of Part 1.2 of the <i>Road Transport Act 2013</i> (NSW), includes but is not limited to: <ul style="list-style-type: none"> (a) an area that divides a road. (b) a footpath or nature strip adjacent to a road. (c) an area that is open to the public and is designated for use by cyclists or animals. (d) an area that is not a road and that is open to or used by the public for driving, riding, or parking vehicles; or (e) a shoulder of a road.

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Visual Activation	Refers to the required use of graphics, photos, images, and/or branding, as approved by Council, which intend to improve public amenity of a construction site Hoarding.
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REFERENCES	<i>Environmental Planning and Assessment Act 1979 (NSW)</i> <i>Local Government Act 1993 (NSW)</i> <i>Roads Act 1993 (NSW)</i>
ASSOCIATED POLICIES	Public Tree Protection During Works Policy Schedule of Fees and Charges Tower Crane Policy
ATTACHMENTS	Hoarding Design and Installation Guidelines

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Introduction and Purpose of the Guidelines

The Hoarding Design and Installation Guidelines have been developed to support the implementation of City of Parramatta Council's Hoarding Policy.

The Guidelines apply to all Hoardings subject to Council approval, as established by Council's Hoarding Policy.

Hoardings are often a necessary part of development and maintenance activity. Hoardings are typically required to isolate the work area from the public space, and to provide adequate protection and safety to the public. A significant aspect of Hoardings in terms of public access and amenity is the impact that these structures can have on pedestrian movement, motor vehicles, and bicycle usage, and associated public safety in the vicinity of a worksite. Poorly designed and maintained Hoardings can also cause adverse visual impacts on the streetscape, particularly in high-density centres.

Hoardings placed on Public Roads therefore need to:

- minimise pedestrian and cycleway obstructions and inconvenience;
- maintain safe passage and high amenity, including safe walking surfaces past worksites; and
- minimise adverse visual impacts on the local environment.

In accordance with the framework established by Council's Hoarding Policy, the Guidelines prescribe specific design criteria to limit and control these impacts whilst allowing proponents of development, contractors, and building owners to undertake required work and to meet their legislative work safety responsibilities and other requirements.

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The Guidelines aim to:

- (a) provide clarification around Council's design, approval, maintenance, and regulation requirements for Hoardings erected on Public Roads within the City of Parramatta Council Local Government Area (LGA);
- (b) ensure that Hoardings are appropriately designed so as to minimise adverse impacts on amenity, public safety, and pedestrian, vehicle, and bicycle movement including ensuring accessibility; and
- (c) ensure that Hoardings contribute towards a vibrant and visually interesting public place.

The Guidelines do not override state or federal legislation. Applicants must therefore check other relevant legislation and adopted codes of practice, and where necessary, consult the appropriate state and federal government departments and agencies to ensure that Hoardings comply and satisfy all statutory requirements including in particular, work health and safety obligations.

Examples of legislation and codes relevant to the design of Hoardings which should be considered when preparing an application and maintaining Hoarding include, but are not limited to, the:

- AS1742.3:2019 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads
- Building Code of Australia (2022)
- *Environmental Planning and Assessment Act 1979* (NSW)
- Guide to Traffic Management Part 8: Local Area Traffic Management (2016)
- *Local Government Act 1993* (NSW) (LG Act)
- *Roads Act 1993* (NSW) (Roads Act)
- *Protection of the Environment Operations Act 1997* (NSW)
- WorkCover NSW, *Code of Practice – Overhead Protective Structures* (20 March 1995)
- *Work Health and Safety Act 2011* (NSW)
- *Work Health and Safety Regulation 2017* (NSW)

Applicants for a Hoarding Approval should be aware that there are several provisions relevant to the management of Hoardings from the *Work Health and Safety Regulation 2017* (NSW) that a person conducting a business or undertaking must satisfy. The Regulation also sets out penalties for non-compliance with these provisions. Relevant provisions include:

- Clause 34 – Duty to Identify Hazards
- Clause 35 – Managing Risks to Health and Safety
- Clause 54 – Management of risk of falling objects
- Clause 55 – Minimising risk associated with falling objects
- Clause 298 – Security of workplace

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The Guidelines also do not override any relevant conditions of a development consent applying to the land adjoining the road on which a Hoarding is to be installed.

Diagrams or photographs employed in the Guidelines do not nominate or specify all of the prescriptive requirements, therefore when designing Hoardings the reader must not rely solely on the details in the diagrams and/or photographs in order to comply with these Guidelines.

In the event of any inconsistency between the written prescriptive requirements and the diagrams, the written requirements apply.

Part 1: Approvals Framework and Application Process

1. Approvals Administration

- 1.2 Council's Regulatory Services Unit is responsible for processing applications for the installation of Hoardings.
- 1.3 Council's Schedule of Fees and Charges outline different occupation fees for High-Risk zones and Low Risk zones. The site will be classified by falling into either one of the following land zones. The type of Hoarding required to be erected will be depicted by the locality, being either within a low risk or high-risk zone, and nature of the proposed construction work.

1.3.1 Low Risk Zone

- R1 - General Residential (unless development associated with high-risk zone)
- R2 - Low Density Residential
- R3 - Medium Density Residential

1.3.2 High Risk Zone

- B1 - Neighbourhood Centre
- B2 - Local Centre
- B3 - Commercial Core
- B4 - Mixed Use
- B5 - Business Development
- B6 - Enterprise Corridor
- B7 - Business Park
- DM - Deferred Matter
- E2 - Environmental Conservation

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- E4 - Environmental Living
- E3 - Environmental Management
- IN1 - General Industrial
- IN2 - Light Industrial
- IN3 - Heavy Industrial
- MD - Major Development SEPP
- R4 - High Density Residential
- RE1 - Public Recreation
- RE2 - Private Recreation
- RU3 - Forestry
- SP1 - Special Activities
- SP2 - Infrastructure
- W1 - Natural Waterways
- W2 - Recreational Waterways

1.4 Rights to randomly audit

Council reserves the right to randomly audit:

- (a) certified documentation lodged both at application and at installation stage; and
- (b) installations of Hoarding including inspecting structures.

Where deemed necessary, Council may commission an independent assessment by a structural engineer or other person acting on behalf of Council.

2. Guidelines for Applicants

2.1 An application must be submitted for the installation Hoardings.

To allow sufficient time to assess proposals, applications must be lodged at least 28 days prior to the date of the proposed installation.

Applicants should allow additional time for complex proposals and/or where infrastructure works may be affected.

Applicants may be required to apply for additional permits or approvals from Transport for NSW.

In cases where a Hoarding is proposed to be installed on a classified road (or within the Parramatta Light Rail Notification Area) an additional 21 days should also be allocated to allow for required concurrences to be obtained from Transport for NSW.

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2.2 Application Documentation Requirements

2.2.1 Drawings and details

The following documentation must be provided with an application:

- (a) Architectural-type drawings – fully dimensioned site plan at a minimum scale of 1:100 showing:
 - i the footway finish and widths including the accurate location of the Hoarding and utility pits in the footway and other infrastructure such as poles;
 - ii the site fence and scaffolding (where proposed) fully dimensioned including an elevation drawing of the extent of the proposed scaffold;
 - iii site sheds including their accurate position on Type B Hoardings;
 - iv proposed or approved works zone on the roadway;
 - v existing building entrances, emergency egress exits and existing sprinkler/hydrant booster connections located on the building facade;
 - vi street trees (trunk diameter and dimensions of tree pits); and
 - vii street furniture accurately plotted on drawings with clearances to site fences etc. clearly shown.
- (b) Accurate and detailed sections and elevations clearly showing:
 - i. the Hoarding heights to the underside of the deck and bracing for Type B Hoardings including the various heights where Hoardings are to be located on sloping footways/roadways;
 - ii. clear footway width dimensions and the location of the site fence including showing the proposed encroachment onto the footway where required for specific construction or access needs; and
 - iii. detailed written justification for any site fence encroachment on the footway.
- (c) The location of graphics proposed or required to be installed on the Hoarding.
- (d) The lighting system for Type B Hoardings (location of luminaires).
- (e) Details setting out the length of time that the Hoarding will be installed as well as the nature of the works that are to be undertaken during this period (i.e. the approved development application reference number).
- (f) Details (plan) of any required temporary pedestrian pathways (on roadways) past worksites or changes to street parking and traffic control signage that may be affected by the proposed Hoarding.
- (g) A set of fully detailed structural drawings that include:

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- i. the location of the proposed temporary structure including any relevant items such as:
 - scaffolding and access stairs;
 - location of site sheds on the Hoarding deck;
 - any construction equipment such as mast climbing work platforms, construction hoists and suspended scaffolds (swinging stages) proposed to be placed on the deck of Type B Hoardings. Note: Hoisting activity over a public road requires a separate Tower Crane application.
 - ii. section sizes, details of connections/ties including site fence, deck, vehicle and worker access gates, etc. and elevation/s including any required bracing for lateral stability, counterweighting (and connection to columns) and Hoarding fascias including bracings for high fascias.
- (h) Structural certification for design. Where scaffolding, site sheds and other structures are proposed to be placed on the deck of a Type B Hoarding, the drawings must indicate this and certification confirming that the Hoarding is capable of supporting all superimposed loads and not exceed the loads specified in the SafeWork NSW 'Code of Practice for Overhead Protective Structures' must be provided.
- (i) Street trees: The site plan must clearly and accurately show in plan and elevation the location of street trees including accurately specifying the height and canopy volume/diameter and significant branches of all street trees in the vicinity of the proposed temporary structure. If trees are likely to be affected, the structure must be designed to accommodate the tree/s without the need to prune major branches or limbs. Where it is not possible for a Hoarding design to accommodate tree canopies, applicants must contact Council's Public Tree Management Officer prior to finalising design drawings and lodging an application to discuss any design constraints (see section 15.3 for further details relating to street tree protection requirements).
- (j) Street furniture and other infrastructure: The site plan must also show accurately all street furniture including street litter bins, bench-seats, bus shelters, public telephones, poster bollards, smart poles/power poles, street parking signage stems and the type of parking signage (if approval is to be sought for removal) and utility access hatches in the footway. An assessment of the likely impacts (obscuring viewing of the public place) on Council's controlled CCTV cameras/systems, traffic monitoring cameras and private CCTV cameras required by a condition of development consent must also be provided.
- (k) Traffic lights or Transport for NSW (TfNSW) cameras: The site plan must set out the location of all traffic lights, TfNSW monitoring cameras, closed circuit television cameras and the like. The application must ensure there is no interference in the operation of these facilities. Referrals to the

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appropriate authority or private organisations may be required to confirm there is no proposed interference. All costs associated with relocating or installing additional traffic lights or cameras are to be borne by the applicant.

2.2.2 A certificate of structural design must be submitted with all Hoarding applications.

2.2.3 Traffic Management Plan

The application must include a traffic/pedestrian management plan for the site. Accredited traffic and pedestrian controllers must be used during the installation, repair/modification, and removal of a temporary structure.

A traffic management plan (TMP) must be prepared by an accredited traffic engineer if a Hoarding is likely to affect pedestrian or traffic movements during the construction or removal phase. Applicants will be advised by Council if they are required to provide a TMP. The TMP must identify traffic and pedestrian issues, recommend appropriate means for dealing with such issues and must be submitted with the Hoarding application for Council approval. Council's traffic engineers may provide relevant advice regarding the contents a TMP and / or request additional permits be obtained in addition to the Hoarding Approval.

The Approval holder must clearly display a prominent and water-resistant sign on the Hoarding listing a site contact name, phone number, and email address to allow members of the local community to make enquires or complaints regarding traffic control for the site.

Where Hoardings and/or scaffolding are erected on Council-owned land such as roads and footpaths, Council reserves the right to require road safety advisor signs to be displayed. You will be contacted and advised during the application process if it will be required for appropriate Council-supplied signage to be installed.

2.2.4 Columns supported on footings

In special cases where Council has agreed to consider the use of fixed column placement (footings) within a footway the following must be provided with an application:

- (a) detailed drawings of the footing system designed and certified by a practising structural engineer;

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- (b) a full survey to identify sub-surface utility services;
- (c) the footing system must not interfere with any services and were located in close proximity to or within the zone of influence of services, the formal approval of the utility owner must be obtained and evidence of such approval provided; and
- (d) an assessment and report prepared by an arborist on the extent of the root system of street trees located nearby and confirming that there will be no impact from the proposed footings. The design and report must be accepted by the Council's Parks and Open Spaces, Public Trees Team. Where approval is given, upon removal of the Hoarding structure the footings must be removed to a depth of at least 1.5 metres below the footway surface and the footway reinstated to Council's specifications and satisfaction.

2.3 Public Liability Insurance

Prior to an Approval being issued, Council must be provided with a copy of the current certificate of currency held in the name of the Applicant.

2.3.1 Indemnity during the erection, placement and dismantling of Hoardings

Council must be indemnified during the erection and dismantling of the Hoarding structure and also throughout the period that structures are in place.

The indemnification is against any claims for injury to persons, damage to adjoining properties and/or public places, and any excess on the insurance policy arising out of any claim.

Such indemnity must be expressed in the form of a public liability insurance policy with a minimum amount of \$20,000,000 for any individual claim that may be made.

The insurance policy must be held in the name of the person or business holding the Approval.

2.3.2 Indemnity for the full duration that Hoardings are in place

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Indemnity insurance must be held for the full duration that the Hoarding is in place. Where an insurance policy does not cover the full period of the proposed installation, a renewed policy must be provided to Council at least two (2) weeks prior to the insurance policy lapsing.

2.3.3 Indemnity - change of entity holding a Permit

The person holding an Approval for a Hoarding must, in the case of the transfer of the project to another person or company, advise the proposed new entity to lodge a fresh application together with providing a new public liability insurance policy, to seek approval to allow the Hoarding structure to remain in place and for the Approval to be held in the name of the new entity.

2.4 Performance bonds

Performance bonds (documentary evidence such as bank guarantee or undertaking), bank cheque, cash or EFTPOS transfer may be required prior to the installation of a hoarding if it is not included as a condition in the development application determination letter. Where a performance bond applies, the following provisions apply:

- (a) the bond will be charged as per Council's Schedule of Fees and Charges. The bond must be paid before an Approval is released;
- (b) the applicant must submit to Council a dilapidation report prior to any work commencing. The dilapidation report is required to document/record any existing damage to kerbs, footpaths, roads, nature strips, street trees and furniture with street frontage/s bounding the site up to and including the centre of the road; and
- (c) any damage caused to Council's infrastructure must be rectified to Council's standard requirements/specifications. The bond will not be returned until Council is notified that any required rectification works have been completed to the required acceptable standard or that no damage has occurred.

3. Impacts on Building Use

3.1 Buildings undergoing change

Proponents of Hoarding installations and/or building owners are responsible for any adverse impacts that Hoardings may cause on the continued use and occupation of buildings such as retail premises on the ground floor, including approved outdoor dining areas on the adjoining footway.

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The proponent and/or building owner should therefore communicate with building occupants to advise of the proposed works and address any issues. A minimum of seven (7) days' notice shall be provided prior to installation occurring.

3.2 Adjoining and surrounding properties

Where a Hoarding is proposed to span a roadway (laneway), or project in front of an adjoining property, potential adverse impacts on affected properties must be considered and, where necessary, the Hoarding design may need to be modified to minimise identified potential impacts.

Proponents should consult with owners/occupiers of affected properties prior to lodgement of an application. Where Council believes that there could be an adverse impact Council will inform affected parties in writing of the proposed Hoarding placement and consider any feedback received.

4. Access to Sites

A copy of all Approvals must be available onsite at all times for inspection by Council and WorkCover personnel.

Where access is required to undertake inspections of Hoardings the applicant must not prevent or obstruct an Authorised Person or independent auditor acting on behalf of Council accessing a workplace, subject to satisfying the relevant visitor access provisions under the *Work Health and Safety Act 2011* (NSW).

Part 2: General Design Guidelines for Hoarding Structures

5. Design Quality Requirements

The Guidelines aim to achieve a high standard of design quality for all Hoardings. It is expected that this quality standard will also be attained in the variable circumstances of individual sites. The design solutions must address specific conditions including problems posed by narrow laneways and footways, local traffic conditions and site access constraints.

Structures are to be designed for easy and effective maintenance through the use of durable and appropriate materials and finishes.

Hoardings must be designed in accordance with the relevant Australian Standards including AS1170 Part 1 - Permanent, imposed and other actions, AS1170 Part 2 - Wind actions and AS1170 Part 4 - Earthquake actions.

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The design and installation of Hoardings must also comply with the relevant provisions of the *Work Health and Safety Act 2011* (NSW) and the *Work Health and Safety Regulations 2017* (NSW).

5.1 Type A Hoardings

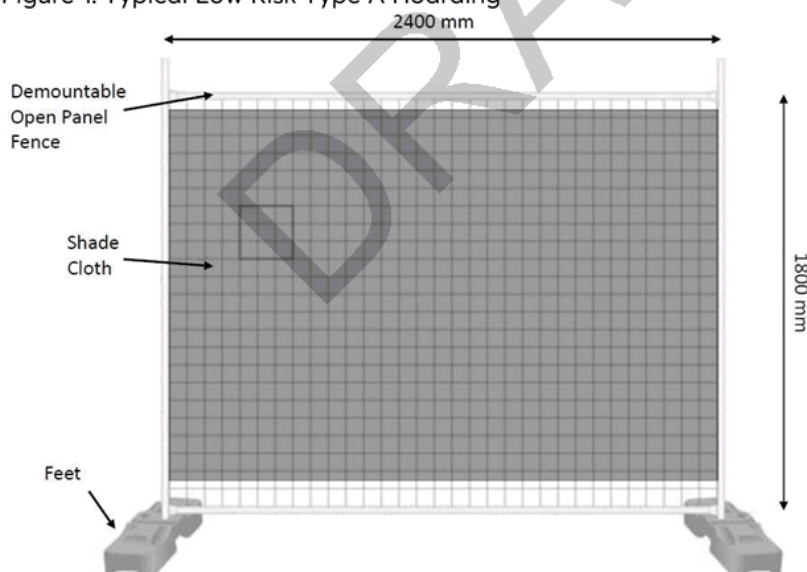
5.1.1 Type A Hoarding in a low-risk zone

A Type A Hoarding in a low-risk zone is to be a fence consisting of a structural frame of timber or steel, clad with water-resistant structural plywood sheets that separate the worksite from the road.

A key design requirement for Type A Hoarding is to minimise the encroachment of the work area on footways and roadways to ensure that adequate space is provided for the safe and convenient movement of pedestrians, bicycle riders and vehicles.

Encroachments may be permitted for site specific needs, such as shop-front replacement or alteration, construction, or excavation where shoring or piling is required along a property boundary.

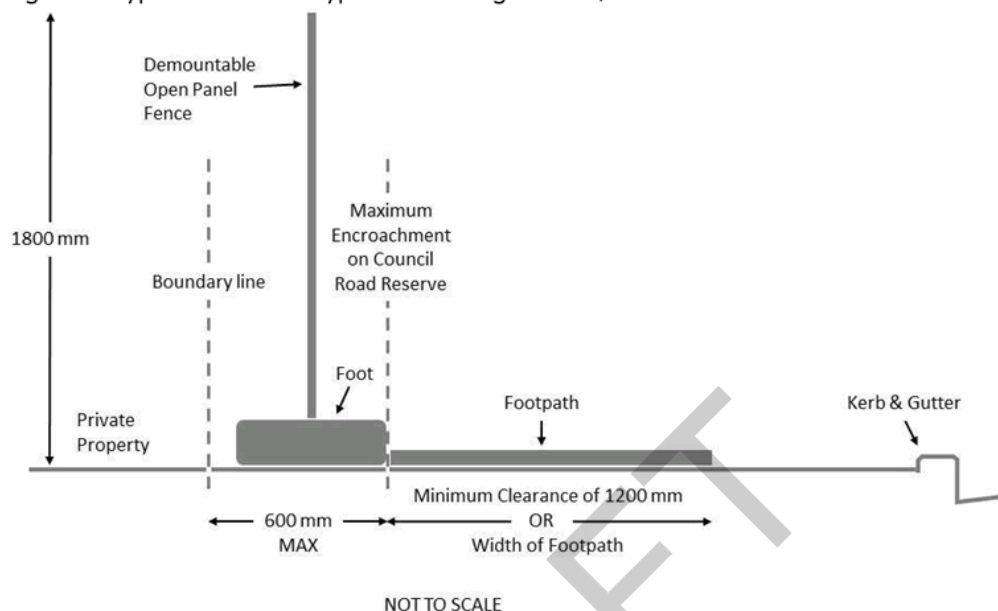
Figure 1: Typical Low Risk Type A Hoarding



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Figure 2: Typical Low Risk Type A Hoarding Section/Detail



5.1.2 Type A Hoarding in a high-risk zone

A Type A Hoarding in a high-risk zone is to be a fence consisting of a structural frame of timber or steel, clad with water-resistant structural plywood sheets that separates the worksite from the road.

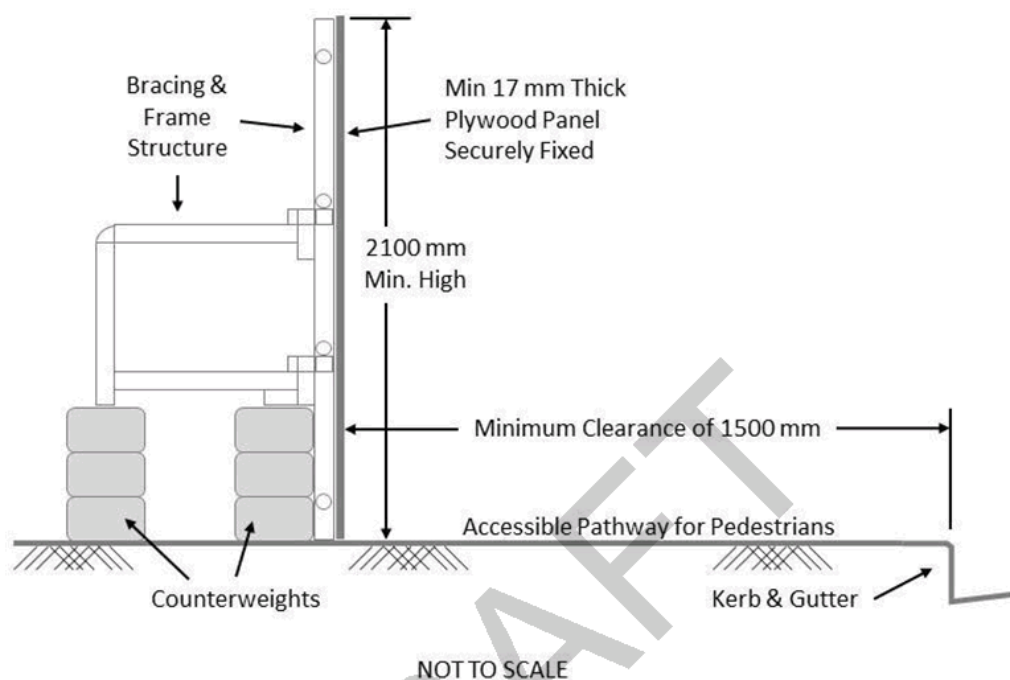
A key design requirement for Type A Hoarding is to minimise the encroachment of the work area on footways and roadways to ensure that adequate space is provided for the safe and convenient movement of pedestrians, bicycle riders and vehicles.

Encroachments may be permitted for site specific needs, such as shop-front replacement or alteration, construction, or excavation where shoring or piling is required along a property boundary.

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Figure 3: Typical High Risk Type A Hoarding Section/Detail



5.1.3 Mandatory design features for Type A Hoardings

The following design features are mandatory for Type A Hoardings:

- The Hoarding is required to be a minimum height of 1800mm in a low-risk zone; and 2100mm in a high-risk zone;
- The Hoarding is to be positioned as close as possible to the site boundary;
- The Hoarding may be constructed of a demountable open panel fence (temporary fencing) with dust preventative measures (mesh) in low-risk zones only; for high-risk zones the Hoarding must be constructed of solid timber panels with a minimum thickness of 17mm;
- The minimum width of accessible footpath shall be 1200mm in a low-risk zone, and 1500mm in high-risk zones to ensure continual pedestrian access; and
- The consistency of the pedestrian access provided is required to be of the same quality and standard as what was there prior to the Hoarding being erected.

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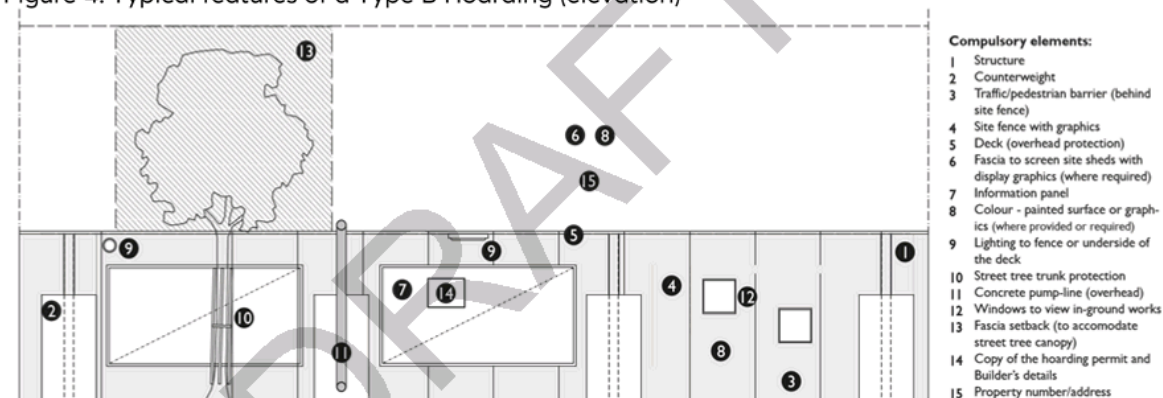
5.2 Type B Hoardings

5.2.1 Type B Hoardings: prefabricated modular gantry design

A Type B Hoarding is typically a prefabricated modular steel gantry Hoarding structure installed and assembled in segments to form an integrated overhead protective structure allowing pedestrians and bicycle riders to pass beneath. The Hoarding structure must be of square hollow section type or similar (subject to Council review i.e. container type).

A prefabricated modular Type B Hoarding may incorporate a site fence.

Figure 4: Typical features of a Type B Hoarding (elevation)



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Figure 5: Typical Type B Hoarding Elevation View

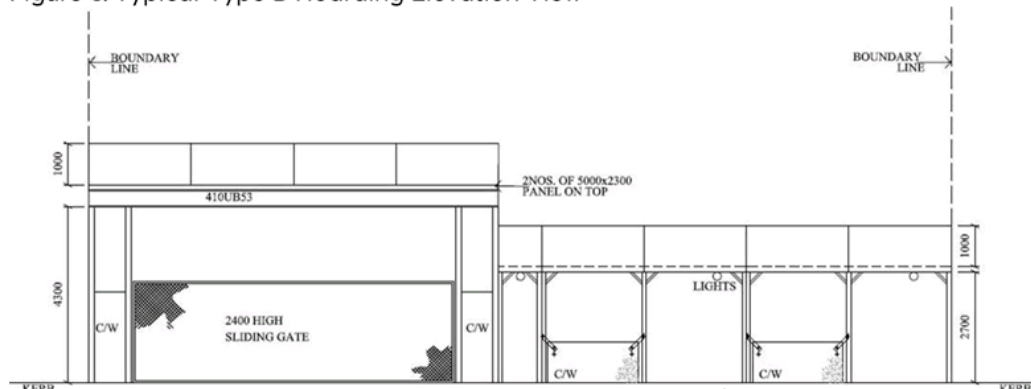
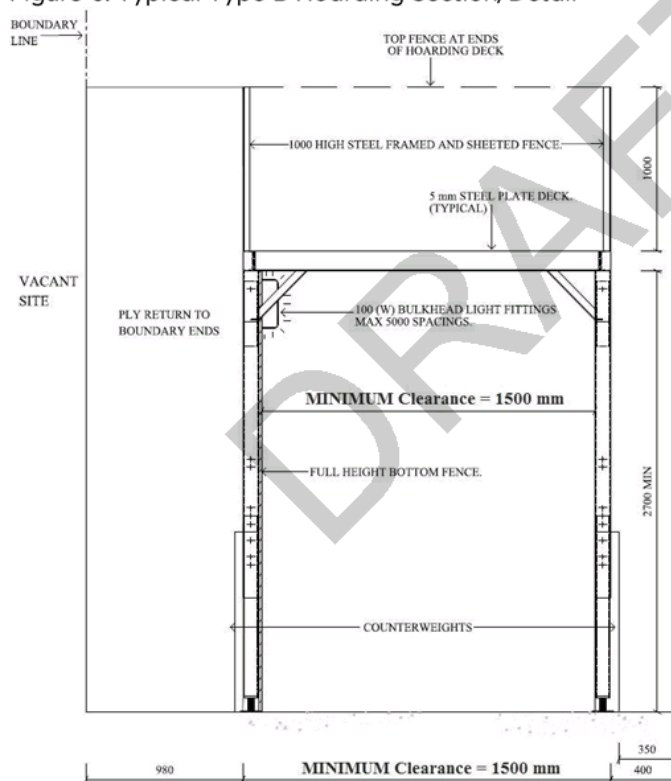


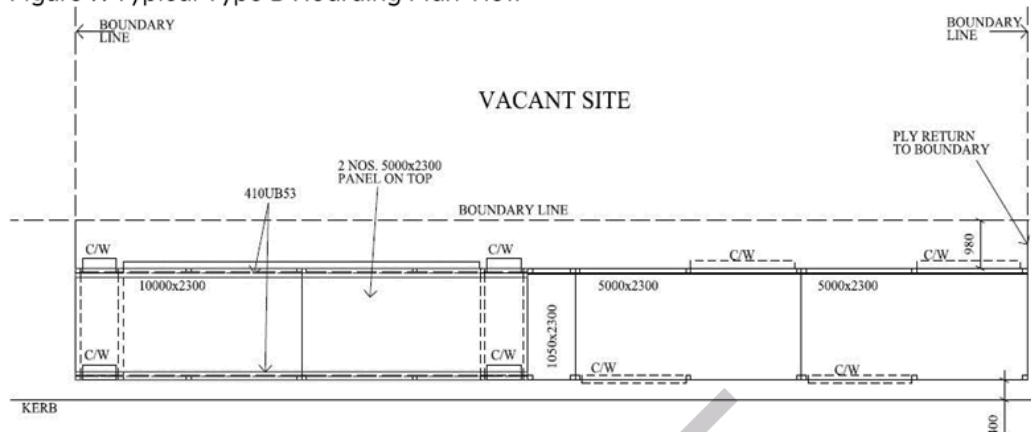
Figure 6: Typical Type B Hoarding Section/Detail



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Figure 7: Typical Type B Hoarding Plan View



5.2.2 Type B Hoardings: full structural assembled in-situ

Designed to achieve the same purpose as a gantry system however generally a larger system of steel framed overhead protective structure that is used to span wide footways and roadways under which vehicles can pass. This type of Hoarding provides greater flexibility to accommodate street furniture, poles and street trees whilst at the same time minimising footway encroachments (multiple support columns) and maximises clear pedestrian pathways particularly for wide footways.

This type of Hoarding is often required:

- (a) in localities with high pedestrian densities such as the city centre to minimise obstructions and maximise the clear span between support columns; and
- (b) where multiple site sheds and other approved loads are proposed to be placed on a Hoarding deck.

A full structural Type B Hoarding may include a site fence of structural plywood.

5.2.3 Mandatory design features for Type B Hoardings

The following design features are mandatory for Type B Hoardings:

- (a) obstruction of the footway is to be minimised. Columns of Type B Hoardings are to be located at least 250 mm from the kerb edge, if this distance is greater than 400 mm, pedestrian access

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- between the structure and the kerb is to be blocked off at each end;
- (b) the Hoarding is to be positioned as close as possible to the site boundary;
 - (c) the Hoarding is to have a minimum clearance of 2200 mm to any bracing, beams or any other part of the structure;
 - (d) Type B Hoardings must provide visual transparency of the footway beneath by maintaining at least a nominated minimum height clearance to the underside of Hoarding decks and, in the city centre, provide vertical and non-continuous counterweights at the kerb;
 - (e) the street side should be open for at least two-thirds of its height for the full length of the structure to prevent a "tunnel effect";
 - (f) the minimum width of accessible footpath shall be 1500mm to ensure continual pedestrian access;
 - (g) site sheds installed on Type B Hoardings must be screened on the side/s facing the public place through the use of fascias or approved fabric screens that display high quality graphics;
 - (h) high quality and effective lighting of ground surfaces under Type B Hoardings to enhance safety and amenity for pedestrians and bicycle riders;
 - (i) weather protection for pedestrians and bicycle riders (Type B Hoardings) through the provision of watertight graded decks; and
 - (j) timber and timber products including site fences, fascias and decks of Hoardings must be sourced from legally logged forests as required by the *Illegal Logging Prohibition Act 2012* (Cth).

5.3 Prohibited forms of Hoardings

Hoarding systems that do not satisfy the provisions of the Guidelines include systems which:

- do not minimise physical and visual obstruction of the footway;
- use base counterweights (mesh fencing) that do not project into the pedestrian thoroughfare (to prevent trip hazards);
- do not provide a tidy, uncluttered and visually pleasing structure,
- do not eliminate elements that permit easy climbing;
- do not maximise the clear width of the footway between support columns particularly for wide footways;
- do not ensure the structural adequacy of the Hoarding (particularly pipe scaffolds) or protect from impacts by vehicles; and
- present difficulties of integrating counterweights within the structure in a visually uncluttered manner.

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Figure 8: Examples of prohibited forms of Hoarding



5.4 Other structures associated with Hoardings

Site sheds and scaffolding may be permitted on the deck of both forms of Type B Hoardings where site constraints do not permit placement elsewhere within the site.

The WorkCover NSW *Code of Practice – Overhead Protective Structures* (20 March 1995) requires that loads on Type B Hoardings, including loads from scaffolding, must not exceed 40% of the design live load (generally 10 kPa). Design drawings must confirm that the Hoarding is fully capable of carrying loads from any proposed scaffolding/sheds and complies with the Code of Practice. Sheds placed above Type B Hoardings must be a minimum of 2400 mm in height and are to be tied down to the deck by suitable structural fixings – which is certified by a qualified practicing structural engineer.

Shed positions must be shown accurately on the certified design drawings lodged with an application.

5.4.1 Type B Hoardings must not be used as a work platform or associated activities other than approved:

- (a) site sheds;
- (b) scaffolding; and
- (c) associated minor ancillary structures such as awnings to provide weather protection to walkways and stairways.

5.4.2 The storage of materials and equipment on Hoarding decks is generally not allowed unless there are clearly justified site-specific needs.

6. Fire Safety and Other Risks Associated with Type B Hoardings

6.1 Emergency-related risks on Hoarding decks

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An applicant must assess the risk of a fire occurrence or other emergency on occupiable Type B Hoardings (housing site sheds and other approved structures or material) and satisfy any Safe Work Australia and/or SafeWork NSW requirements.

Some of the matters that should be considered when developing a required control measure are:

- (a) the distance to reach egress points (stairways) on a hoarding deck and the distance between alternative exits;
- (b) the width of corridors, passageways and stairs to provide adequate egress to a safe place in an emergency (Note: Access doors/gates must not open over a footway or roadway); and
- (c) whether portable fire extinguishers and exit signage are necessary including the number and location of extinguishers.

6.2 Potential risks of fire-spread to buildings adjoining Hoardings

Where a Hoarding is erected over a roadway such as a laneway, an assessment must be undertaken in relation to the risk of fire spreading from the worksite to surrounding buildings via the Hoarding, sheds, scaffolding and approved areas storing material/equipment.

If it is established that there is a potential for fire to spread to adjoining or nearby building/s, the applicant must address these risks in the Hoarding design and use. This is particularly important where surrounding buildings are not sprinkler-protected and/or where older buildings exist which may not comply with the principal fire control provisions of contemporary building control regulations such as the Building Code of Australia. To address identified risks, control measures may need to be developed and implemented which could include:

- (a) locating site sheds on Hoardings away from likely fire risk sources or potential fire-spread pathways;
- (b) limiting the nature and volume of combustible material on or as part of a Hoarding such as timber decking components and fascia; and
- (c) installing temporary automatic sprinkler systems on Hoarding decks/sheds and/or fire-fighting equipment such as hose reels on Hoarding decks. This could assist construction workers undertaking initial firefighting (subject to meeting relevant work health and safety obligations and requirements as they apply to construction personnel) until the arrival of Fire and Rescue NSW personnel. Part E1 of the Building Code of Australia can provide some guidance on firefighting equipment including mandatory firefighting systems for buildings under construction.

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6.3 Access for fire-fighting appliances and operations

Hoardings erected over roadways (laneways) must be assessed for any potential adverse impacts on the firefighting and rescue operational needs of Fire and Rescue NSW. This includes potential fire occurrences in buildings located above or in close proximity to worksites and temporary structures including obstruction to the use of access ladders and aerial fire-fighting appliances.

Where necessary, such as the installation of substantial Hoardings erected over a long frontage of laneway, the applicant will need to seek feedback from the manager of the local fire station and incorporate any requirements in the design of temporary structures before an application is lodged.

Access and egress from buildings (fire exit doors), access to fire hydrants, sprinkler booster connections and utility pits must not be obstructed. If it is not possible to avoid placing a Hoarding site fence/scaffolding over minor utility pits the affected section of the Hoarding fence must be designed to be easily removable to provide safe and convenient access in the locality of the pit for utility service personnel. Where major service pits are affected including electricity services pits and substations, the owner of the utility must be consulted and any requirements for access or conditions of installation imposed by the utility owner must be submitted with the Hoarding application.

7. Public Space Access, Amenity, and Infrastructure

The following principles must be applied to the design and installation of Hoardings to minimise the impact of Hoardings on safe pedestrian movement and amenity:

- minimise unnecessary footway encroachments, obstructions and clutter;
- maintain the highest possible standard of pedestrian access, amenity and safety past a worksite;
- ensure pedestrians are readily visible from the roadway;
- provide safe and convenient pedestrian movement and amenity including access to vehicles parked along the kerb;
- pedestrian crossings and kerb ramps must be kept clear of obstructions and be maintained in a safe and accessible condition at all times. This is particularly important for persons with mobility restrictions, wheelchair-users, mobility scooters, strollers and delivery workers using trolleys. Hoardings should be splayed at intersections to minimise columns near kerb ramps and pedestrian queuing spaces caution signage and distinctive markings on columns at the portals should be installed; and

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- the consistency of the pedestrian access provided is required to be of the same quality and standard as what was there prior to the Hoarding being erected.

7.1 Impacts of public crowding on site fences

Applicants must consider the loads imposed on Hoarding site fences resulting from live actions of public crowding pushing against a Hoarding fence. This is particularly important in the city centre where large gatherings associated with public events can be expected.

7.2 Shared pathways

It is critical that Hoardings do not interrupt the flow of bicycle movement along shared pathways.

Hoardings erected in shared pedestrian/cycleway pathways require minimum clearance of 2500mm, with 3000mm desirable. If a narrower width is required, Council will evaluate Hoardings and propose a solution in consultation with Council's Traffic Engineers to ensure functionality of both the shared pathway and proposed Hoarding.

- #### 7.3 Where a proposed works zone adjoins a cycleway and requires temporary lane diversions to accommodate the works zone when in operation, Council may, particularly in high traffic volume roads and/or other critical roadways, limit the operational times of the zone to off-peak traffic periods.

7.4 Temporary closure of footways

In cases where the work cannot be modified to limit the site fence encroachment or the footway is very narrow, approval may need to be sought to allow the footway to be temporarily closed. You will need to apply for a Temporary Road Occupancy Permit from Council's Traffic and Transport Unit.

- #### 7.5 The applicant is responsible for maintaining the condition of the footway adjoining a worksite to a standard at least equal to the surface condition prior to commencement of work.

An appropriately qualified person must assess the safe load capacity of the footway and subsurface ground conditions to support a proposed Type B Hoarding including site sheds placed on Type B Hoardings to prevent damage to the existing paving and utility services beneath the footway.

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7.6 Relocation of infrastructure

- 7.6.1 The design of a Hoarding must accommodate all existing street trees and consider other physical constraints of the site.

Where a Hoarding is likely to impact on Public Road infrastructure, such as parking ticket machines, bus shelters, parking signage, or other street furniture, or cause a reduction in the clear space for safe and convenient pedestrian movement, Council may require the temporary removal or relocation of the infrastructure at the applicant's expense. Any required adjustments must be identified in the application.

Separate specific approval for changes to street furniture and other infrastructure is required in addition to obtaining an Approval to erect a Hoarding.

7.6.2 Traffic control signals

The line-of-sight to traffic control signals and signs must not be obstructed. An assessment of potential impacts on control signals must be undertaken and a Hoarding design adjusted to accommodate signals and signs. Where, due to site specific constraints or Hoarding design, control signals need to be relocated or remounted on the Hoarding to maintain full visibility to road users and pedestrians, the applicant or Hoarding contractor must consult with Transport for NSW and obtain their approval to reposition traffic signals and signage.

- 7.6.3 Where sightlines from Council-operated CCTV cameras are likely to be affected particularly where a temporary structure will be in place for a lengthy duration, and/or the site is located in a high-risk and/or high pedestrian density area, Council may require the camera to be relocated or an additional camera installed for the duration that the temporary structure is in place. All costs associated with relocating or installing additional cameras are to be borne by the applicant.

7.7 Pollution control in a public place (dust, noise, water and litter)

- 7.7.1 Adequate site controls must be implemented to prevent pollution of the public place. This includes, but is not limited to, the following:
- (a) General litter: maintain the footway/roadway area and remove any litter that accumulates around a Hoarding.
 - (b) Noise: comply with any conditions of development consent that regulate noise generation associated with the development site.

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- (c) Hours of operation: comply with the development consent and any conditions imposed through other approvals issued by the Council.
- (d) Dust and debris: contain dust and debris to the work area and where necessary provide a physical barrier or screening such as shade cloth or fabric mesh to encapsulate the workplace.
- (e) Water: collect and dispose of rainwater falling on the deck of Type B Hoardings in accordance with section 35 (Hoarding deck and overhead protection). Where water and/or cleaning agents are used to wash buildings or undertake other activity, all wastewaters must be collected and disposed of to the sewer system (subject to meeting any Sydney Water requirements) or collected and disposed of by a licensed liquid waste contractor.

7.7.2 Liquids, other than uncontaminated rainwater falling on and draining from the deck of a Type B Hoarding, must not be allowed to flow into the street gutter and stormwater drainage system.

7.8 Utility services (pits and hatches) and metering

7.8.1 Utility service pits and hatches must not be obstructed. Where a Hoarding fence cannot be positioned to avoid pits the fence must be constructed to allow access or panels designed to allow easy removal and access to pits. Signage may also be required. Utility service providers must be consulted and approval granted in these circumstances.

7.8.2 Where utility service pits are located behind a site fence or obstructed in any way the approval of utility owner must consent to the obstruction and which may require appropriate signage being displayed on the fence to indicate the pit location/s and type of utility service.

7.8.3 Electricity metering equipment and switchboards should, where possible, be located within the site. Where the local electricity supplier/authority requires the installation of metering equipment at the site boundary (within the site fence), the meter cabinet must:

- (a) be recessed within the site fence to ensure that the closed doors do not project past the fence surface;
- (b) have frames and latches/locks that do not protrude forward of the fence surface;
- (c) have signage affixed to cabinet doors indicating the type of utility service;

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- (d) cabinets must be kept locked at all times except when being accessed by authorised personnel; and
- (e) comply fully with any requirements of applicable Australian Standards and the local electricity supply authority.

7.8.4 The following are considered minimum requirements that must be satisfied:

- (a) thoroughly survey all utility services and underground structures (pits) in the area of the proposed temporary structure. Utility service access hatches including Ausgrid services must not be obstructed at any time unless specific approval is given by the utility service provider. For location of utility service, call 'Dial Before You Dig' on 1100 or website: www.1100.com.au with UBD reference grid identification; and
- (b) consult the relevant utility authority for design bearing pressure on or near any services likely to be affected by loads from the Hoarding.

Part 3: Technical Specifications for Components of Approved Hoarding Structures

This section details specific design requirements for the various elements of Hoardings. Hoarding designs must satisfy applicable deemed-to-comply provisions.

If compliance with the deemed-to-comply provisions cannot be achieved due to specific site or building constraints, applicants must clearly show that an alternative design solution meets Council's Hoarding Policy principles and the objectives of these Guidelines.

8. Structure

The following requirements are the deemed-to-comply provisions for the structure component of Type A and Type B Hoardings:

8.1 Height/clearances:

- (a) the minimum height clearance to the underside of a Type B deck structure is 2700 mm measured above the footway;
- (b) knee-bracing must not be less than 2500 mm above the footway and the size of bracing is to be minimised; and
- (c) a minimum height clearance of 4300 mm must be provided above a roadway or at a truck entrance to a site.

8.2 Column spacings and location:

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- (a) columns and/or column/counterweight units must be located with a minimum clear spacing of:
 - i. 4 metres along the footpath in the city centre with a greater spacing for Hoardings erected over cycleways in areas outside the city centre;
 - ii. columns must not be placed on or in close proximity to utility service pits/hatches/ chambers (bearing pressures); and
- (b) columns and/or column/counterweight units must be located at equal spacings wherever possible unless this would conflict with street trees, furniture, utility pits or other site constraints.

8.3 Column and fence bases:

- (a) the bases of Hoarding fences and columns, including vertical counterweights erected on granite stone paving, must be separated from the paving with a minimum 12 mm structural grade plywood placed on one layer of a heavy-duty waterproof membrane to prevent rust staining, all cut flush with the fence or column base; and
- (b) where there are clearly demonstrated site specific construction needs for a Hoarding to be supported on concrete footings within a footway and the Hoarding will be in place for a lengthy duration, consideration may be given to permit this form of Hoarding (column) support.

8.4 Site fences are to be used to effectively screen and secure the work area from the public place, as follows:

- (a) For Type B Hoardings the site fence must extend to the underside of the deck. Fences of Type A Hoardings must have a minimum height of 1800mm for low-risk areas and 2100mm in high-risk areas. Where there are construction or security needs Type A Hoarding fences can extend to the underside of street awnings.
- (b) The site fence must be finished neatly top and bottom. The top edge of Type A Hoardings must be capped or finished with a trimming board and skirting boards at the base. The trimming boards and capping must be not less than 90 mm and painted the same colour as the fence or an alternative approved contrasting colour.
- (c) Fences must be well constructed, plumb, and smooth. Fencing must be constructed of solid durable material, such as a minimum thickness of 17 mm thick structural plywood complying with AS/NZS 2269-2012, of approximately 1200 mm wide sheets which are butt-jointed (not overlapped).
- (d) The toe of a site fence (excluding any required skirting boards) must not protrude onto the footway to ensure the fence does not create a trip hazard for pedestrians.
- (e) The fence of Type B Hoardings must cover all structural elements (framing and support columns on the site side) and the surface must be smooth

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finished and capable of accommodating graphics. Complying knee-bracing at deck level is permitted to project through the site fence however the preferred finish is to have all structural elements fully covered.

- (f) Site fence plywood sheeting (including access openings or gates) must be securely fixed to a structurally sound and adequate frame using appropriately sized fasteners. Fasteners suitable for the site work being undertaken and the likely wind actions in the locality must be used. Fasteners must also not protrude past the fence surface i.e. be finished flush or countersunk.

8.4.1 Bill poster control

In circumstances where bill posters are repeatedly attached to Hoardings Council may require the installation of steel grid mesh on the fence to prevent poster attachment. Where meshing is allowed or required the following provisions apply:

- (a) the mesh must be galvanised;
- (b) the wire aperture must be not less than 25 mm square and have a wire diameter of 3-4mm; and
- (c) the mesh must be securely fixed to the site fence using plated 'U' nails or durable staples and the perimeter trimmed neatly with rebated battens to fully cover the wire end-edges for pedestrian safety.

Meshing is not the preferred treatment to manage bill poster attachment. For problematic sites where it has been clearly demonstrated by the builder that repeated poster removal and re-painting has failed to control poster attachment or the builder fails to control posters, meshing will be allowed or required.

8.5 Longitudinal bracing

Where longitudinal cross-bracing is required to provide structural stability to a Hoarding, the cross-bracing must:

- (a) be located behind the site fence. Where this cannot be achieved or additional bracing is required on the kerb side, bracing must be restricted to bays that are least likely to restrict pedestrian movement across a road such as in approved designated works zone;
- (b) not be located near pedestrian crossings, bus stop zones and road intersections;
- (c) where permitted along the kerb, be covered with water-resistant plywood sheeting on both sides to prevent pedestrian access through the open braced sections and to eliminate climbing elements; and
- (d) the size of all secondary structural members below deck level (excluding columns) is to be minimised.

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9. Counterweights, column bases, traffic and pedestrian safety barriers

The following are the deemed-to-comply provisions for the counterweights, column bases, and traffic and pedestrian safety barriers components of Hoarding:

9.1 Counterweights (general):

- (a) Structural stability and adequacy of Hoardings includes stability during increased wind conditions, or are expected in the locality after a building is demolished (loss of wind shielding to Hoardings). Hoarding stability is to be achieved with the least impact upon the width and openness of the footway. Consideration must be given to the suitability of potential alternatives to kerb-side counterweights, e.g. stabilised by fixing to the shoring system or bracing to the first floor of the building structure (new building construction only) where the design of the building can safely accommodate the structural and overhead protection requirements applying to the Hoarding.
- (b) Counterweights, particularly vertically proportioned counterweights, must have connections to columns that are designed to withstand dislodgment resulting from vehicle impacts.
- (c) Where kerb-side counterweight units are necessary to deal with the effects of wind, vehicle impact, or other actions.
Counterweights must be designed as architectural elements that are appropriately and visually integrated within the Hoarding design including well designed and integrated connections.
 - i. Counterweights are to have a high-quality smooth finish with 45-degree bevelled edges to minimise the risk of pedestrian injury, and be painted the black;
 - ii. Counterweight connection systems to columns must be of a high-quality structural design with minimum protrusions (fixings) and preferably be concealed or recessed to minimise sharp edges.
 - iii. Vertical counterweights are permitted to be placed (supported) on footways. For horizontal counterweights they must be supported at least 150 mm above the footway or ground surface through the use of appropriately designed support systems (brackets) on columns to prevent the accumulation of litter and debris around horizontal counterweights and to allow for easy cleaning of footways. Timber blocks or other similar systems to support counterweights are not permitted.
 - iv. The top surface of horizontal counterweights must not exceed 1200 mm above the footway/ ground surface.
 - v. a minimum setback of 300 mm from the kerb must be maintained including to all vertical parts of the structure.

The following requirements apply to kerb-side vertical counterweights:

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- i. maximum dimensions of 1200 mm (length along the footpath inclusive of columns and counterweights), 300 mm (width across footpath), and height as required. In cases where additional counterweighting is necessary to address wind loads on tall Hoardings and fascias, counterweights up to 1500 mm length will be allowed; and
 - ii. where the tops of counterweights are located less than 2100 mm above the ground, they are to be chamfered or sloped to avoid the collection of dirt and litter.
- (d) Where it is not possible to install integrated vertical counterweights or where horizontal weights are used, consideration must be given to the impacts on kerb-side parking including safe and convenient access for persons alighting from and entering vehicles. Safe pedestrian access to and from the footway and roadway interface must also be considered. This is particularly important in the city centre and other busy centres.
- (e) Horizontal placement may be permitted outside the city centre subject to site specific assessment and approval. Where permitted, counterweighting will only be permitted in a minimum of every second bay between columns to allow safe and convenient pedestrian access between the kerb/roadway and the footway.
- (f) Continuous counterweights may be used adjacent to the site boundary provided that they are screened from the footpath by the site fence.
- (g) Counterweights for Type A Hoardings are typically of a formed concrete block or Jersey kerb configuration with cast-in connection/bracing points (see Figure 4).
- (h) Columns must have levelling devices or be cut level with the footway. The height of levelling screws above soleplates must not exceed 150 mm. Packing under soleplates to level the structure will not be accepted unless otherwise specifically approved to address special needs. Soleplates are to be:
- i. of the least possible thickness and dimensions to avoid trip hazards and are to be aligned parallel with the footway; and
 - ii. designed to ensure that all loads from the Hoarding and site sheds are evenly distributed to avoid damage to the footway (see also 3.9.4(i) and (j) regarding material and equipment storage on Hoarding decks).

9.2 Column bases and soleplates:

- (a) Edges of soleplates may in some cases require a colour contrast with the footway surface to clearly distinguish the plate to enhance pedestrian safety.
- (b) Hardwood timber sole-boards are permitted where columns bear onto unsealed surfaces such as grass nature strips (consideration must be given to timber durability where a Hoarding is to be installed for a lengthy duration). Timber sole-boards must be recessed into the ground and made level with the surrounding surface to eliminate trip hazards.

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- (c) Footings, bolts, ground anchors or spikes must not be inserted into the roadway, footway surfaces or nature strips, unless specific approval is given by Council including the relevant utility service authority where services are located in close proximity to the Hoarding.

9.3 Barriers protecting excavations

Where a site is excavated and in close proximity to the property alignment with a public place, applicants must consider fall risks to the public.

Any required pedestrian and traffic barriers should be incorporated into the Hoarding structure. Freestanding barriers such as concrete barriers provided between the site fence and the edge of the excavation can also be used. Where a barrier is required, it must be of concrete or steel, designed to AS1170.1 and to any required pedestrian and traffic risk assessment recommendations including the requirements of Safe Work Australia's Code of Practice for Excavation Work.

The *Work Health and Safety Regulation 2017* (NSW) requires the person undertaking excavation work and the principal contractor to manage the risks and comply with clause 305 of the Regulation. This includes potential hazards for pedestrians in the public place falling into an excavation.

9.3.1 Caution signage – excavations

Caution signage must be securely fixed at each end of the site fence warning of a deep excavation (more than 1.5 metres below the footway/roadway surface) behind the fence. For long frontages (greater than 30 metres) additional intermediate signage must be displayed on the site fence in a method that does not interfere with installed graphics.

9.3.2 Stability considerations – ground erosion and subsidence

The positioning of Hoardings, particularly support columns of Type B Hoardings and concrete traffic/pedestrian barriers adjoining sites that are proposed to be excavated must, in the design of the Hoarding, take into account any risks associated with:

- (a) partial settlement of the public road; or
- (b) major subsidence/collapse of the roadway/ surface resulting from excavation works. This includes:
 - the impacts of water accumulation and run-off (rainwater) and
 - ruptured water-supply pipes), which may affect the foundation material providing support and stability to a temporary structure.

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Special consideration must be given to Hoardings adjacent to sites undergoing demolition or excavation activity. Bearing pressures must allow for any likely ground disturbance caused by the proposed siteworks including adverse impacts resulting from erosion by water.

10. Encroachments

10.1 Where there are reasonable and fully justifiable site construction needs, the site fence may intrude upon the footpath by up to 1000 mm subject to consideration of local conditions including the availability of adequate clear pathway width, pedestrian density and duration of installation.

10.2 Intrusions on footways exceeding 1000 mm other than localised intrusions for stairways, will only be considered in exceptional circumstances. Intrusions exceeding 1000 mm for construction purposes must be fully justified in an application and must include details of how acceptable pedestrian safety, movement and amenity will be maintained past the work area. This is particularly important in high pedestrian density areas of the city centre and other busy commercial areas.

10.3 The following also apply:

(a) Intrusions up to 1200 mm will generally only be permitted in localised circumstances e.g. stair access to scaffolding in cases where access cannot be accommodated:

- i. within the permissible 1000 mm intrusion; or
- ii. from within the property; or
- iii. where original glazed pavement lights (providing illumination to basements) are installed in the footway; or
- iv. for special construction or work needs.

Approval will only be given where there will be no adverse impact on safe and convenient pedestrian movement (see also (b) below).

(b) In areas with high pedestrian volumes particularly in the city centre, the site fence must be located as close as possible to the site boundary alignment. Once the development has reached a stage where the fence intrusion is no longer required the fence must be relocated to the building alignment or other agreed position. For Type B Hoardings this may be required when the development has been constructed to first floor level unless there are clearly demonstrated site or construction needs to require the encroachment for the full duration of the development.

(c) Full and detailed consideration must be given to the design of a Hoarding to allow for its easy relocation and/or modification to satisfy (b) above. This must be detailed in the application.

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- 10.4 Where a Type A Hoarding fence is proposed on a narrow footway and it is not possible to provide a Type B Hoarding to keep the footway fully open, Council will expect the method of work and/or Hoarding to be designed to minimise the site fence encroachment.

11. Clear pedestrian width

- 11.1 Where there are high pedestrian densities, such as at busy road intersections, Type B Hoardings must span the full width of footways, with columns set back from kerb ramps and the Hoarding deck and fascia splayed. For some narrow roadways (including laneways) it may be necessary to span the full width of the carriageway.
- 11.2 Where Hoardings are required to be notched around street trees and other infrastructure, intermediate columns to support the notched sections (deck beams) are not permitted.
- 11.3 The clear span across the footway is to be maximised. Where the footway width will be reduced by a Hoarding site fence encroachment or column placement, and is located in a high pedestrian density area, a detailed assessment must be made of the likely impacts on safe and convenient pedestrian movement. This may require the submission of a pedestrian and/or traffic management assessment report prepared by a suitably qualified person to determine whether a site fence encroachment and/or reduced column spacing across the footway is acceptable. In some cases, a standard modular gantry-type Hoarding will not be permitted and a full structural Hoarding system may be required to maximise the spanning distance over the footway.
- 11.4 Where the footway is wider than the standard width (typically about 3.6 metres in the city centre and other major roads) and it is not proposed, feasible, or required by Council to span the full width, the applicant should assess any risks to pedestrians from any objects that may fall from the work area onto the unprotected area. In some localities it may also be necessary to set the Hoarding back more than 300 mm from the kerb for site specific needs such as minimising impacts on bus stops (loading and unloading of passengers) and bus manoeuvring. Where this is necessary it must be fully detailed in the Hoarding application.

Where a setback greater than 300 mm is proposed or necessary, consideration must be given to the potential impacts on pedestrians including:

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- (a) injury resulting from walking or stumbling into columns placed within the main pedestrian thoroughfare; and
- (b) pedestrians walking close to the roadway between the kerb and the Hoarding columns and the resulting potential for pedestrians to inadvertently step off the kerb and/or be hit by passing vehicles including impacts from external vehicle side mirrors, particularly buses and trucks.

Where a dark-coloured Hoarding frame (columns) are required or are proposed, the columns must be painted with a 1-metre-high white band commencing 500 mm above the footway surface to clearly identify the obstruction. This is particularly important for pedestrians with a vision impairment.

Where vertical counterweights are incorporated with the column the corners must also be painted with a white 1-metre-high marking. In some cases it may also be necessary to provide additional lighting.

- 11.5 Where a Type B Hoarding spans over a roadway, a minimum clearance of 4.5 metres must be provided, measured from any point on the roadway surface vertically to the underside of all parts of the structure, excluding minor knee bracings on the outer kerb-side edges.
- 11.6 Where support columns are required to be placed more than 300 mm from the kerb due to specific site constraints or requirements, an acceptable primary accessible pathway must still be maintained. For standard width footways a clear width of at least 2.0 metres must be provided however this is subject to site specific approval based on local pedestrian conditions and volumes. Variations to this requirement will only be considered where valid reasons for a lesser width are provided.
- 11.7 Where works require the installation of a Type B Hoarding adjoining a heritage item (building) or architecturally significant street awning, Council may allow the installation of specially designed Hoardings where beams are partially supported from the building and span across the footway to the support columns along the kerb-line.

12. Hoarding Deck and Overhead Protection

Where applicable, an overhead barrier must be provided to protect the public place from objects that may fall from a construction site.

The following are the deemed-to-comply provisions for Hoarding deck and overhead protection components of Type B Hoarding:

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12.1 General requirements:

- (a) The underside of a deck is to be painted white.
- (b) Fully lined deck soffits are permitted and encouraged particularly in the high-density city centre where a Hoarding is proposed to be in place for a lengthy duration. Council reserves the right to require fully lined soffits on a site-specific basis.
- (c) The deck must be impervious to liquids and designed to collect and drain rainwater via a drainage system discharging to the site (behind the site fence) or road gutter (a minimum 2 per cent gradient must be provided). Rainwater is to be collected and disposed of without impacting on pedestrians. Hoardings must be checked periodically to ensure that the deck remains impervious to liquids including, importantly, rainwater.
- (d) Where Hoardings are installed on sloping footways and the deck is stepped with the gradient of the roadway or footway the vertical openings at Hoarding segment junctions must be sealed to provide an impervious deck surface.
- (e) Where decks are trafficable such as for accessing site sheds, balustrades must be provided on stairways and openings to prevent falls.
- (f) Provide a cleanly detailed and finished soffit (support beams permitted).
- (g) Decks must not cause excessive loss of sunlight to windows of neighbouring buildings where Hoardings span roadways.

12.2 Superimposed loads

Superimposed loads, including sheds and scaffolding, are not permitted on Hoardings unless shown on the certified structural drawings accompanying the application forming part of an Approval.

12.3 Use of decks for storage or work platforms

Decks generally must not to be used as a work platform, including the placement of material, equipment, and hoists unless there are actual operational and logistical requirements for doing so (and specifically approved by Council).

12.3.1 Where Council determines that there are sufficient grounds to allow a deck to be used for material/equipment storage, a site operation and management plan must be lodged with a Hoarding application. The plan must provide details of the type/s of activity to be undertaken on the deck including the proposed loads and be assessed by the engineer responsible for the design of the Hoarding to:

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- i. determine the adequacy of the Hoarding and footway/roadway to carry the proposed loads and activity without causing damage to Council-owned infrastructure and services infrastructure;
- ii. consider the type/s of material, equipment and work including the type of movement to, from and on the deck and recommend any required control measures to address identified risks;
- iii. clearly specify on the drawings the extent and location that material and equipment can be placed on the Hoarding deck;
- iv. determine whether operational procedures and conditions of use including any control measures and SafeWork NSW requirements, are required to be followed in addition to the site management plan; and
- v. certify the design of the Hoarding against the proposed (and approved) usage plan.

12.3.2 The person in the control of the workplace (typically the builder or principal contractor) must manage the placement and movement of material, equipment and work to ensure that the on-going structural capability and stability of the Hoarding is fully maintained and that compliance with any operational conditions specified by the design engineer and required as part of the Hoarding Approval are complied with at all times. Where approval is given all material and equipment must be screened from the public place.

12.3.3 Fuel tanks for site cranes and other equipment including temporary electricity generators and compressors must not be placed on Hoarding decks.

13. Fascia

The follow are the deemed-to-comply provisions for fascia components of Type B Hoarding:

- (a) A fascia must be provided to fully screen approved site sheds placed on Hoarding decks and extend to at least the top of sheds. Where special and specific approval is given to allow equipment and material to be placed on decks the fascia must fully screen the equipment and material parked on a Hoarding deck.
- (b) The fascia of site-fabricated and assembled structural Hoardings must extend below the Hoarding deck to fully cover the deck structure, beams, and knee-bracing. Where supplementary structural beams are used on gantry Hoardings the fascia must fully cover the beams and extend along the full length of the Hoarding in a consistent straight horizontal line.

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- (c) 'Half fascia' panels must be provided in locations where site sheds are not placed on the deck. The panels are to extend a minimum height of 1000 mm above the deck floor and for site-fabricated and assembled Hoardings including gantry Hoardings where supplementary beams are used, fully cover the deck structure as required by (b) and be securely fixed to the structural frame of the Hoarding.
- (d) A fascia must be constructed from durable impervious material such as structural plywood or sheet steel that is capable of accommodating graphics and public art. Other material may be permitted where it can be clearly demonstrated that it meets the objectives, can effectively accommodate graphics and comply with any applicable provisions of work safety codes of practice.
- (e) Fascia panels must be butt-joined neatly with minimal openings/gaps.
- (f) Fascias and associated bracings must be designed to withstand all likely imposed loads including wind actions in the locality.
- (g) Fascias must be fully and securely braced using durable and structurally adequate elements including appropriate and durable fasteners (screws/bolts are mandatory).
- (h) Fascias must be designed and installed to fully accommodate street tree canopies. Where this is not possible and minor branch trimming is required, refer to Council's tree and vegetation protection requirements.

14. Standardised Colours for Hoarding Structures

Council will require a consistent colour scheme for Hoarding structures installed across the LGA.

The following are the deemed-to-comply provisions for colours featured in Type A and Type B Hoarding structures:

- (a) For Hoardings that are not required to display graphics, as determined by Council's requirements in Part 4 of these Guidelines:
 - i. steel frame structure, fascias, counterweights, site fence: black.
 - ii. soffit of the Hoarding deck, beams and vertical infill panels: White.
- (b) For Hoardings that are required to display graphics, as determined by Council's requirements in Part 4 of these Guidelines:
 - i. steel frame structure, fascias, counterweights, site fence: black, with white bandings and markings on columns and corners of counterweights.
 - ii. soffit of the Hoarding deck, beams and vertical infill panels: white.
 - iii. site fence/fascia on which graphics are installed: black.

15. Access Gates and Pedestrian, Bicycle Rider, and Traffic Control Systems

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The following are the deemed to comply provisions for site access gates and pedestrian / bicycle rider / traffic control systems components of Type A and Type B Hoardings:

- (a) Vehicle and personnel access gates provided in a work site fence must either slide internally or open inward. Pursuant to clause 18 of the *Roads Regulation 2018* (NSW), it is an offence to allow a gate or door to open over a road.
- (b) The number of site access points and gates must be minimised to provide a clean and uninterrupted surface on the site fence and to minimise impacts on the public footway from site personnel entering and exiting the site.
- (c) Pedestrian and cycleway control gates (concertina fences not higher than 1000 mm) at truck access points must be used to ensure the safe movement of vehicles to and from the site. Control gates must be placed on each side of an access driveway and be manned by appropriately accredited persons.
- (d) Concertina gates are to be removed or secured (locked back) to prevent unauthorised use at the end of each day's work. They are not to encroach on the clear footway and shared pathways width when not in use.
- (e) At truck access points to the site caution signage must be installed
- (f) Access gates/doors, including truck access points, must comply with the following:
 - i. a minimum height clearance of 4.5 metres to the underside of Type B Hoardings at truck access points must be provided. For sites where small truck access only is proposed a reduced height is permitted subject to minimum height clearance signage being displayed on the Hoarding fascia above the driveway.
 - ii. appropriate signage must be installed at conspicuous location/s indicating the minimum height clearance to the underside of Hoarding truck access bays.
 - iii. vehicle access gates must:
 - be of solid durable material e.g. plywood or sheet steel (subject to satisfying any work health and safety codes of practice). Chain-link or welded mesh gates are not permitted;
 - be securely fixed to a structurally sound and adequate frame;
 - extend to the underside of the deck and be close-fitting to the frame and the ground surface to prevent unauthorised access and to afford protection to the public place; and
 - be lockable and remain closed when access is not required.
- (g) To ensure the safe manhandling of large access gates particularly in high-bay truck access openings the mass of doors/gates can be reduced by using sliding (single or in two leaf) or two-leaf side-hinged doors. Barnyard-type doors are also allowed subject to the doors being close-fitting. To reduce door mass, steel sheeting in lieu of 17 mm plywood sheeting is permitted subject to satisfying any work health and safety requirements including codes of practice.

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- (h) Roller-shutter doors on access openings are generally not permitted however where specific approval is given for their use must meet acceptable durability standards and maintenance requirements (easy ongoing cleaning and where necessary, re-painting) and also satisfy work safety requirements including codes of practice issued by SafeWork NSW.
- (i) Where vehicles enter and exit a site, traffic control measures must be implemented in accordance with the 'Guide to Traffic Engineering Practice' and to the current AS 1742 - Part 3 'Manual of uniform traffic control devices – Traffic control devices for works on roads'.
- (j) Where truck access is required and an existing vehicular crossing is to be used an assessment of the structural adequacy and dimensions of the crossing (to fully accommodate all truck wheels) must be made before commencing use. Where a temporary crossing is required, a separate approval must be obtained prior to any vehicles accessing the site.

16. Lighting

Adequate lighting is required as part of the Hoarding to ensure effective illumination of the footway and roadway with a minimum shadowed area, to maintain the safety and amenity of pedestrians, including persons with mobility limitations or vision impairment.

It is an offence under Clause 13 of the *Roads Regulation 2018* (NSW) to obscure a streetlight. Lighting systems must therefore provide adequate illumination of the public place at night.

Lighting may also be used to illuminate graphics on site fences on Type B Hoardings.

The following are the deemed-to-comply provisions for lighting components of Type B Hoarding:

16.1 General requirements:

- (a) Lighting levels beneath a Hoarding must achieve an illuminance of not less than 30 lux average, with a minimum at any point of 10 lux for footways and roadways; and for shared pathways 40 lux average with a minimum at any point of 10 lux with external lighting over each portal to adequately illuminate the Hoarding entrances and caution signage, in accordance with AS/NZS 1158.3.1: 2005 'Lighting for roads and public spaces'.
- (b) Luminaires (light fittings) and conduits must not be installed or fixed over site fence graphics.

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- (c) Lighting systems must be installed and made operational at the end of each installation shift or stage to illuminate the area beneath the Hoarding to provide a safe illuminated passage for pedestrians and bicycle riders.
- (d) Where there are site specific hazards, luminaires must be mounted on the underside of the Hoarding deck along the centreline to maximise illumination of the footway or alternatively greater lighting intensity or luminaires must be used on the site fence to adequately illuminate to clearly identify potential hazards including black painted columns.
- (e) Where a Type B Hoarding is installed above a street awning and there is no lighting or insufficient lighting below the awning, luminaires must be provided on the Hoarding columns or on the underside of the awning to adequately illuminate the footway and supporting columns to ensure pedestrians can clearly see the obstructions (columns).
- (f) Luminaires must be of the fluorescent or LED type. Where a dark colour such as black is used the lighting system must be designed to ensure that the minimum illumination levels specified in this section will be achieved.
- (g) Cabling of lighting systems must be securely and neatly fixed to the Hoarding structure and exposed conduits and/or cabling must be painted to match the colour of the site fence or underside of the deck.

16.2 Operation and maintenance requirements:

- (a) Lighting systems must be checked at least weekly to ensure that all luminaires remain operational.
- (b) Lighting systems must operate as follows:
 - i. where a Hoarding spans over a shared path in the city centre; and in other areas where specifically required by Council, the lighting system over the footway must operate at all times;
 - ii. for Hoarding installations in low-risk areas lighting systems must be controlled by:
 - light sensors located under the Hoarding to ensure the system operates automatically when there are low levels of natural light; or
 - timers programmed to commence operation at least one (1) hour before sunset and turn-off not less than one (1) hour after sunrise (and the timer adjusted at least fortnightly); and
 - iii. in areas with low levels of natural light (such as the city centre and narrow lanes), the lighting system should operate at all times.

16.3 Light spill management requirements:

- (a) Lighting systems must not result in excessive light-spill where Hoardings adjoin or are located opposite residential-type buildings. Where a nuisance occurs Council may require modification of the system.

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- (b) There must be no upward light spill into open space.
- (c) Lighting glare must be controlled in accordance with AS 4282.

17. Street Tree and Garden Protection and Maintenance

The following are the deemed-to-comply provisions for street tree and garden protection and maintenance, in relation to Type A and Type B Hoarding installations:

17.1 General requirements:

- (a) Where street trees adjoin a development or worksite their location, height, canopy volume/ diameter, health and condition must be ascertained in conjunction in preparing a Hoarding application. An assessment must also be made regarding whether the tree/s require pruning or are required to be removed and replaced as part of a development consent applying to the site.
- (b) In addition to (a), where street trees and/or footway garden beds are likely to be affected applicants must detail in the Hoarding application all mitigation measures to be implemented. This may require the submission of a report from a qualified arborist to enable Council's Street Tree Officers to thoroughly assess and determine the impacts on existing trees and garden beds. Specific additional protection measures may also be required through the development consent and/or Hoarding Approval.
- (c) Hoardings must be designed and installed to prevent injury to trees. Plans must clearly and accurately show the position of trees in relation to a proposed Hoarding and demonstrate how affected trees will be protected. Required tree protection must be installed before a Hoarding is installed.
- (d) For trees with large trunks and canopies it may be necessary to notch the Hoarding structure and/ or fascia to accommodate a tree canopy or to minimise the amount of branch pruning that may be required. Where pruning is required, this must be identified in the application. Where specific approval is given to allow decks to be used for site sheds high fascias around tree canopies may be required.
- (e) Where a Hoarding deck is required to be set back to accommodate street trees double support columns around the tree to support the deck are not permitted. The deck must be supported by a system of bridging beams at the deck level.

17.2 Removal of street trees

It is not permitted to remove street trees to allow for the installation of a Hoarding. Where trees are in poor health and/ or condition and it is demonstrated that they must be removed to accommodate specific site needs, Council may allow tree removal subject to the applicant agreeing to

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replace affected trees and maintain them for a prescribed period after the Hoarding is removed. All costs associated with the removal of trees and their replacement and maintenance must be borne by the applicant and will be subject to the lodgement of a performance bond and/or advance payment.

17.3 Street tree protection

- (a) Tree trunk and major limb protection must be undertaken prior to installation of a Hoarding. The protection systems must be installed by a qualified arborist (AQF Levels 2 or 3) including satisfying the following:
 - i. an adequate clearance, minimum 250 mm, between the structure (including site sheds and Hoarding fascias) and tree branches, limbs and trunk at all times;
 - ii. tree trunk/s and/or major branches located within 500 mm of any part of a Hoarding, must be wrapped with protective hessian or similar acceptable material to prevent tree injury;
 - iii. timber battens (50 mm x 100 mm or similar) must be placed around tree trunks with battens spaced at 100 mm intervals and fixed against the trunk using metal or durable plastic strapping with connections appropriately finished or covered to protect pedestrians from snagging injury. The hessian and timber battens must not be fixed to the tree; and
 - iv. tree trunk and major branch protection are to remain in place whilst the Hoarding is in place and must be removed at the completion of the project.
- (b) For Hoarding Approvals exceeding 12 months, 6-monthly reports from a qualified arborist (min AQF Level 4) must be submitted to Council to assess whether the tree protection and mitigation measures are being fully and effectively implemented to maintain the healthy condition of the tree/s.
- (c) All supporting columns of Hoardings must be placed at least 300 mm from the edge of existing tree pit edges so that no subsidence or damage occurs. If this is not possible appropriate approved measures must be implemented to distribute the loads to prevent damage to the tree surrounds.

17.4 Tree pruning

- (a) Approval must be obtained from Council prior to undertaking any street tree pruning works (including tree roots). Only minor pruning works may be approved to accommodate Hoardings.
- (b) Any pruning that is approved by Council must be carried out by a qualified arborist (min. AQF3 Level 3) in accordance with AS4373-2007 'Pruning of Amenity Trees'.

17.5 Maintaining clear pedestrian pathways around street trees

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- (a) Where a Hoarding site fence is approved to encroach onto the footway that results in a reduction in the available clear pedestrian width and there are unsealed footway surfaces at the base of trees, the tree pit surface (if not flush with the footway) must be made safe and level using stabilised decomposed granite.
- (b) Where a temporary surface is installed, it must be maintained in a sound and safe condition level with the footway surface for the duration that the Hoarding is in place including the footway surface being swept daily to remove any crushed granite material walked or scuffed from the tree pit.
- (c) For sites where a Hoarding will be in place for more than 12 weeks or is located in a high pedestrian traffic area, Council may require the tree pit surface be made safe and level using resin-bonded porous paving to a depth of 50 mm or otherwise as permitted by Council.

18. Specific Design Requirements When Using Scaffold Systems with Type A and Type B Hoardings

The key design requirements for elements of scaffolding systems, installation and meshing screens are as follows:

18.1 Scaffolding must be designed and erected in accordance with AS/NZS 1576.

18.2 Fixing to building facades including architecturally significant buildings and heritage-listed buildings

Fixing scaffolding to masonry elements is to be avoided wherever possible. Scaffold ties fixed through window openings should be used where practicable. Where the physical anchoring of scaffolding ties to significant facades is unavoidable the following measures must be implemented (subject to satisfying any Safe Work Australia Codes of Practice for scaffolding work).

Where possible and structurally acceptable, scaffolding is to be fixed at locations of existing wall penetrations or where a masonry surface is already damaged to minimise the amount of new drilling into sound masonry.

18.3 Screening and meshing

- (a) The preferred method for screening scaffolding, including all diagonal bracing, is to install durable mesh or fabric on the outer surface (public place side) of the frame including at the end returns to the building. In cases where scaffolding will be in place for a significant duration (as determined by Council) or it is determined that the locality is significant in terms of visual aesthetics, it will be mandatory for the screening mesh to be installed on the outer surfaces.

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- (b) Mesh screens must:
- i. be in good condition (no permanent creases or warping) - must be checked and confirmed by the proponent prior to installation;
 - ii. have a consistent colour throughout;
 - iii. be properly and neatly fixed including quality joining at seams;
 - iv. be fitted tightly and tensioned to the scaffolding frame to provide a quality even finish throughout;
 - v. during progressive dismantling such as during demolition, the mesh must not be allowed to hang untethered from the scaffolding frame; and
 - vi. be fully and effectively fixed to withstand likely wind loads in the locality and to ensure that the mesh/fabric is installed and maintained in a taut condition throughout the full duration of the installation. The scaffolder must take account of any additional wind loads and impacts on the scaffold as a result of perimeter meshing and scaffolding artwork wraps.
- (c) The preferred colour of mesh screening is black. Other neutral colours may be permitted subject to the colour being appropriate to the development site and locality, particularly where scaffolding is installed on or near older significant buildings including heritage-listed buildings.

18.4 Advertising is not permitted on scaffolding.

Part 4: Embellishment Design Specifications for Hoardings

Council's Hoarding Policy establishes that Hoarding designs must address considerations for Visual Activation components. Applicable Visual Activation requirements will also be included as a condition of consent for Development Applications.

It will not be permitted to apply any kind of developer branding or marketing to Hoardings. All Hoardings installed across the Local Government Area must present, at a minimum, the prescribed City of Parramatta branding, but the display of creative artwork and images on Hoardings is strongly encouraged, and in certain circumstances is mandatory. The display of artwork and graphics minimises the adverse impacts of Hoardings, and adds visual interest and creativity to the streetscape. Artwork and graphics can also discourage graffiti and attaching prohibited printed promotional materials to Hoardings.

For Hoardings installed in prominent locations, including high pedestrian density commercial districts or major transport corridors, applicants should contact Council to establish if a specific artwork may be required. Variations to the prescriptive design elements for Hoardings to accommodate innovative designs may be permitted subject to site assessment and Council approval.

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19. Visual Activation Requirements for Type A Hoardings

For Type A Hoardings, Council requires that:

- (a) Hoarding must be painted in black and have the City of Parramatta Brand covering no less than 70% and no more than 80% of the Hoarding length at each 10m length; and
- (b) except for the City of Parramatta Brand and regulatory and legal signage (such as but not limited to building, principal contractor, safety signage and design consultants identification), no other graphics must be included in the Hoarding.

20. Visual Activation Requirements for Type B Hoardings

20.1 Council requires different Visual Activation elements for Type B Hoardings depending on the prominence of the development, taking into consideration such factors as the location and duration of installation.

Council will inform applicants of the applicable category of requirements for the development site requiring Hoarding, using the following table as a guide:

Category	Development Site Characteristics	Visual Activation requirements
Tier 1	<ul style="list-style-type: none"> Parramatta CBD and installed for more than 4 weeks Outside of Parramatta CBD but adjoining major roads and/or transport corridors, and installed for more than 8 weeks All other locations and installed for more than 12 weeks Otherwise determined by Council as being a site or project of public prominence Works not associated with heritage items 	Refer to clause 20.2
Tier 2	Tier 1 development site characteristics, and works associated with heritage items or in heritage conservation areas	Refer to clause 20.3
Tier 3	All other Type B Hoardings for sites that do not meet Tier 1, Tier 2, or Tier 4 development site characteristics	Refer to clause 20.4

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Tier 4	Hoarding installations in minor or secondary roadways such as rear laneways that are used primarily for local traffic, and where the prevailing form of the laneway consists of rear fences, garages, gates, roller doors and the like	The display of graphics is not required
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20.2 For Type B Hoardings for developments classified by Council as Tier 1 sites, Council requires that:

- (a) At least 75% of the surface area of a site fence, including return end panels, major/large access gates/doors (wider than 2 metres), and fascias must be covered by the prescribed Visual Activation graphics, with the remaining surface finished and painted flat black or other approved colour appropriate for the graphic display. For Type B highbay Hoardings where the deck height is greater than 3 metres the graphics must be installed on the site fence up to at least the lateral bracing elements.
- (b) Visual Activation graphics must consist, at a minimum, of:
 - i. a standard creative graphic selected from Council's image bank; or
 - ii. approved site-specific high-quality artwork commissioned by developers or as required by Council, that adds visual interest in the streetscape, and which is appropriate for the locality. Proponents must discuss their proposal with Council prior to commencing detailed artwork design and commissioning.
- (c) For construction sites where the length exceeds 10 metres, Council requires that developers harmoniously combine the templates throughout each 10 metre section. Council must approve the final layout.

20.3 For Type B Hoardings for developments classified by Council as Tier 2 sites, Council requires that:

- (a) At least 75% of the surface area of a site fence, including return end panels, major/large access gates/doors (wider than 2 metres), and fascias must be covered by the prescribed Visual Activation graphics, with the remaining surface finished and painted flat black or other approved colour appropriate for the graphic display. For Type B highbay Hoardings where the deck height is greater than 3 metres the graphics must be installed on the site fence up to at least the lateral bracing elements.
- (b) Visual Activation graphics must consist, at a minimum, of historic images of the building/local streetscape or photographs from Council's image bank must be used. If Council does not have available heritage images, the creative artwork requirements in clause 20.2(b) will apply.

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- (c) For construction sites where the length exceeds 10 metres, Council requires that Developers harmoniously combine the templates throughout each 10 metre section. Council must approve the final layout.

20.4 For Type B Hoardings for developments classified by Council as Tier 3 sites, Council requires that:

- (a) developers choose one of Council's supplied Hoarding templates;
- (b) the selected template (including colours and graphics) must cover the entire Hoarding area according to each specific layout;
- (c) the City of Parramatta Brand must cover no less than 35% and no more than 50% of the Hoarding length at each 10 metre length;
- (d) except for the City of Parramatta Brand and regulatory and legal signage (such as, but not limited to building, principal contractor, safety signage and design consultants identification), all other graphics are prohibited from use in the Hoarding; and
- (e) for construction sites where the length exceeds 10 metres, Council requires that Developers harmoniously combine the templates throughout each 10 metre section. Council must approve the final layout.

20.5 In cases where a Hoarding is installed on the main frontage of a corner block and the Hoarding extends along the side laneway having a width of less than 6 metres measured from the property boundaries, graphics must be displayed for a length of at least 5 metres within the laneway measured from the corner intersection. Where a side laneway width exceeds 6 metres, graphics must be displayed for the full length of the Hoarding.

21. Production

- 21.1 Council will provide any necessary brand files and template artwork files ready to print, as well as colour guides.
- 21.2 As established by Council's Hoarding Policy, all costs associated with the installation of Hoardings, including Visual Activation components, are at the applicant's expense. In approving graphics, Council accepts no copyright responsibilities that the applicant may need to meet.
- 21.3 Applicants are required to arrange any contractors, such as graphic designers or printing firms, which may be needed to meet Council's specifications. Names and credentials of selected printing firms must be provided to Council for approval.
- 21.4 The preferred material for printing required Visual Activation is vinyl with porous substrate paired with PVC coating, providing a quality print surface

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that is fade-resistant for the long term. An anti-graffiti coating is also recommended. However, Council does not determine production specifications for Visual Activation components, as long as the delivered quality is consistent with the reference above, which will be assessed by Council's Brand team during the application process.

- 21.5 All production specifications must meet relevant Australian building standards, legislation, and regulations.
- 21.6 Council's Brand team will advise applicants on how to elaborate compositions with the chosen templates, providing layout guidance. However, design and final artwork costs are at the applicant's expense.

22. Visual Activation Approval Process

Council's Hoarding Policy establishes that approval for Visual Activation components must be done as part of the process for obtaining an Approval from Council for the installation of Hoarding.

All enquiries regarding Visual Activation requirements or Hoarding embellishments should be done through the following email address:

brand@cityofparramatta.nsw.gov.au

Part 5: Hoarding Installation, Certification, and Maintenance Specifications

23. Installing or Removing a Hoarding

23.1 Requirements when installing and removing temporary structures

23.1.1 Installation and removal of a temporary structure must be undertaken safely and not damage infrastructure including footways, kerbing, street trees and street gardens.

23.1.2 Installation and removal must be during the hours approved under conditions of your development application consent, any installation or removal outside of these hours will require an Extended Work Hours approval. A separate Extended Work Hours application must be lodged with Council and approved prior to installation or removal.

23.1.3 As a general requirement Council expects Type B Hoardings to be installed by hoisting gantry.

23.1.4 Modules or structural members onto a footway directly from a truck standing legally on the adjoining roadway: In cases where there are site

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constraints preventing hoisting from the roadway such as street awnings or where there is restricted clear access along the kerb due to street trees or infrastructure, forklift operation on footways to install Hoardings will be permitted during installation and removal subject to the following:

- (a) the size (mass) of the forklift or other similar equipment including the load must be limited to 7 tonnes (max.);
- (b) 17mm (minimum thickness) structural plywood sheets complying with AS/NZS 2269.0 must be placed on the footway surface to assist in distributing loads and to prevent damage to asphalt/stone surfaces (particularly as a result of wheel twisting), cracking or subsidence of granite stones or brick paving;
- (c) utility service hatches/lids in the footway must be assessed for adequacy of loadbearing pressures and where necessary, temporary steel plates placed over pits;
- (d) plywood sheets and steel plates required by (ii) and (iii) must have a smooth transition (chamfered edges) at the interface with the footway surface to avoid trip hazards for pedestrians moving, under supervision and assistance, through the work area;
- (e) forklift movement along footways must be minimised; and
- (f) where existing vehicular crossings for forklift access are not available in close proximity to the work area appropriate and suitable temporary kerb ramps must be used for mounting a kerb to access the footway and work area.

23.1.5 When installing Hoardings and/or scaffolding near aerial electricity power cables all applicable safety requirements must be followed.

23.2 Managing impacts on the public place

23.2.1 Truck outriggers for hoisting activity must not be placed on footways or kerbing unless there are site constraints that prevent outriggers being positioned on the roadway. A roadway surface has a more stable surface and greater bearing capacity to carry loads from outriggers and is therefore the preferred method of support. Where outriggers must be placed on footways the loads must be evenly distributed over the footway surface using 5 mm thick 900 mm square steel plates.

23.2.2 Approval to install a Hoarding does not permit the use of the roadway for general loading and unloading to and from vehicles. A separate Works Zone Application must be lodged with Council and approval obtained where use of the roadway is required.

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- 23.2.3 Hoisting activity using mobile cranes must not be undertaken in a public place without formal tower crane approval from Council.
- 23.2.4 Building material and equipment including construction waste bins associated with a development site must not be stored in the public place.
- 23.2.5 Construction waste chutes installed over a public place are not permitted.
- 23.2.6 Footway and roadway surfaces must be maintained by the applicant in a safe and tidy condition at all times including during installation and dismantling of temporary structures.
- 23.2.7 The footway or roadway must not be used as a platform for construction, demolition or maintenance work on a building without the prior written approval of Council.
- 23.2.8 Kerbstones and gutters must not be cut or damaged to accommodate or install a Hoarding. Approval for the removal of kerbstones and/or part of a gutter such as for temporary vehicle crossings must be obtained by completing and lodging a vehicle crossing (driveway) application. The kerb gutter must be kept clear of structures at all times unless otherwise specifically approved. The gutter must also be kept clean and free of debris.
- 23.3 Where a footway, cycleway and/or roadway in vicinity of a Hoarding is obstructed by the Hoarding and access is required by Council, its contractors, or utility service providers in order to undertake works, the temporary structure must be temporarily removed or modified if so directed. Council will take into account any statutory obligations that a person in control of the worksite has under the *Work Health and Safety Act 2011* (NSW) to protect the public place before directing removal or substantial modification of the temporary structure. All associated costs must be borne by the Approval holder.
- 23.4 Scaffolding installed near aerial electricity power cables must comply with all applicable safety requirements that may apply including during the installation and dismantling stages.

24. Certification

24.1 Hoarding certification

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24.1.1 Council requires a certificate from an appropriately qualified person confirming that the design of the Hoarding complies with the Guidelines, including the structural adequacy requirements. Council will also require a certificate at completion of the erection/installation of a Hoarding to verify its structural adequacy and compliance with the approved plans, details and conditions of Approval.

Council or the Minister must rely on such a certificate if it is from an appropriately qualified person and is furnished by a public authority.

Sections 92 and 93 of the LG Act specify circumstances in which a council does not have to form an independent judgment about some aspect of an activity for which approval is being sought but may rely on an accreditation or certification of a competent person. A component, process or design relating to an activity may be accredited in accordance with the procedure set out in Division 5 of this Part.

Section 732 exempts a council, councillor or employee of a council from liability that would otherwise be incurred as a consequence of relying on an accreditation or certification.

24.1.2 An installation certification must be lodged within 24 hours of completing the installation of a Hoarding. An authorised person will inspect the completed structure for compliance with the Approval. The Hoarding must not be used until the required certification is provided to and accepted by Council.

24.1.3 Where a Hoarding Approval exceeds six months, Council will require a certificate every 6 months from an appropriately qualified person confirming it continues to comply with the Guidelines, including the structural adequacy requirements.

The certificate must be submitted to Council after inspection and completion of any remedial work that is required.

24.1.4 Eligibility of structural engineers

An appropriately qualified practising structural engineer certifying a Hoarding must have:

- (a) tertiary qualifications in structural engineering; and
- (b) chartered membership of Engineers Australia and/or hold National Engineers Registration (NER) regarding certification.

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24.2 Scaffolding certification

24.2.1 Scaffolding structures must be maintained to ensure continued compliance with the AS 1576.1: 2010 'Scaffolding – General requirements' and Clause 225 of the *Work Health and Safety Regulation 2017* (NSW).

24.2.2 The scaffold is not to be used until it has been inspected by a licensed scaffolder and/or structural engineer and certification provided to Council confirming that the scaffold complies with the Standard (i.e. is structurally sound) and does not pose a risk to public safety.

24.2.3 Any modifications to a scaffold will require inspection and certification by the scaffolder.

24.2.4 Council can require proof of current compliance with the relevant Standards at any time.

24.2.5 Whilst a scaffold is being constructed or left unattended, the person with management or control of the site/scaffold must prevent unauthorised access.

24.2.6 Maintenance and inspections

Scaffolding systems must be inspected to ensure that the scaffold has not been changed from the approved design and to also satisfy Clause 225 of the *Work Health and Safety Regulation 2017* (NSW).

Periodic inspections must be carried out as required by applicable regulations but in any case, not less than at six-monthly intervals. Inspections must be undertaken by an appropriately qualified practising structural engineer or licensed scaffolder. The certificate must be submitted after having incorporated and re-inspected any remedial works required to be undertaken.

24.2.7 Eligibility of scaffolding contractors

A scaffolder erecting and certifying a scaffolding structure must hold a scaffolding licence issued by SafeWork NSW appropriate for the type of scaffold (design and/or installation).

Where scaffolding ties are fixed (bolted) to an adjoining structure that is not of reinforced masonry or concrete construction, Council may require

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certification from an appropriately qualified practising structural engineer verifying that the existing building is capable of providing adequate support to the scaffolding system.

25. General maintenance of temporary structures and the public place adjoining workplaces

- 25.1 Section 142 of the Roads Act and Council's Policy require a person who is responsible for a Hoarding on or over a Public Road, is required to maintain the structure in a satisfactory state of repair and condition.

The effective ongoing maintenance and appearance of Hoardings is important to maximise public safety and minimise adverse visual impacts. Hoardings must therefore be maintained in a clean, tidy and safe condition at all times.

- 25.2 The general condition of the public place in vicinity of Hoardings and the workplace must be kept tidy and clear of overgrown vegetation on nature strips, dust, debris and litter that can accumulate around the Hoarding particularly where safe and convenient access by Council's cleansing and parks services may be restricted by the structures.

Council will closely monitor the condition of Hoardings and screening systems. If structures are inadequately maintained Council will direct the applicant to rectify the defects.

The holder of an Approval must ensure that the structural adequacy of a Hoarding is monitored regularly and is fully maintained for the duration that it is in place. The owner of a Hoarding, typically the supplier or contractor, may be held responsible for the removal of a structure where an Approval lapses or is revoked and the Approval holder fails to arrange removal.

25.3 Screening systems and graphics

Screening systems and/or graphics, photos, images, and commissioned art on Hoardings or scaffolding must be fully and properly maintained for the full duration that a Hoarding is in place, including keeping:

- (a) the screening mesh or fabric taut to minimise the adverse effects of wind on the structure and being visually pleasing; and
- (b) screening systems in good condition to maintain an acceptable and quality appearance in the streetscape.

25.4 Graffiti management

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Hoarding site fences must be kept free of graffiti and bill posters and the structural frame of Type B Hoardings must be kept clean, tidy and in good condition, as determined by Council.

25.4.1 Graffiti and bill posters must be removed within 24 hours of being placed on Hoarding site fences and, where the surface has been damaged, the site fence repaired and re-painted. In the case of damage to graphics, photos or artwork, replacement of damaged sections will be required. General wear-and tear on site fences and the Hoarding structure will require periodic repair and/or re-painting throughout the duration of a project.

25.4.2 In cases where a Hoarding is repeatedly targeted by bill posters the fixing of steel mesh to site fences may be permitted subject to meeting minimum design requirements. Meshing however will only be permitted in problematic areas and in extreme cases of continual poster attachment. Approval to use mesh must be obtained from Council prior to installation.

25.4.3 Where maintenance is not carried out to an acceptable standard as directed by an authorised person, including directions to maintain graphics or remove graffiti and bill posters, infringement notices (fines) may be issued.

26. Use of performance bonds to recover costs

Performance bonds may be used to recover costs incurred by Council including, but not limited to, the following circumstances:

- (a) administering and enforcing the conditions of the Approval and the provisions of these Guidelines, where the person or company having the benefit of an Approval fails to comply with the conditions of Approval and/or a direction of Council to rectify, repair or maintain a Hoarding;
- (b) maintenance and repairs to damaged Council infrastructure, including street trees, where the applicant fails to undertake required rectification work or where the work is not to Council's standards and satisfaction;
- (c) the removal of a Hoarding where an Approval has lapsed or been revoked and the applicant fails to remove the structure;
- (d) the condition of a Hoarding is found to be structurally defective or inadequate requiring its removal or modification and the applicant or owner of the temporary structure fails to take appropriate action, thereby requiring Council to remove the structure or carry out remedial repairs;
- (e) general maintenance including the removal of graffiti and bill posters that has not been carried out regularly or a structure's surface is not kept in good

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repair and appearance requiring Council or its contractors to undertake maintenance work;

- (f) the installation and/or repair of graphics, where the applicant fails to undertake works as required by these Guidelines and/or as directed by Council; and
- (g) where Council considers that the design or installation of a Hoarding may be inadequate and/or is non-compliant with the Policy, Council may commission an independent engineer or other person to audit the submitted drawings and/or installation to determine the acceptability or otherwise of the structure.

26.1 Street trees and street gardens

Performance bonds can also be used for the protection and/or maintenance of street trees, garden beds, landscaping, and grass verges in the vicinity of a Hoarding where the applicant fails to protect and undertake required maintenance.

Where damage occurs and the applicant fails to follow a direction from an authorised person to undertake repairs, the performance bond will be used to recover costs associated with:

- (a) undertaking inspections and reporting on affected damage and required remedial works; and
- (b) the full removal and replacement of severely damaged tree/s and street landscaping/garden beds (as determined by Council) and the associated ongoing maintenance until the tree/s and gardens are fully established to Council's satisfaction (min. 12 months).

26.2 Tree and garden damage

- (a) Where the person holding an Approval fails to undertake required works, maintenance, or to supply information (reports) on affected trees and garden beds, Council may require the Approval holder to:
 - i. undertake remedial repairs to damaged trees, garden beds and other areas;
 - ii. obtain an arborist's report on the condition of trees and any required remedial repairs;
 - iii. replace street trees or shrubs as result of negligent or accidental damage associated with the temporary structure's placement; or
 - iv. install or maintain required tree protection devices as required by these Guidelines and/ or a condition of Approval.
- (b) Any damage sustained to street trees, street garden beds or landscaping as a result of the Hoarding installation is to be reported immediately to Council to determine the appropriate action for

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maintaining the health and structural integrity of the tree/s and safety of pedestrians.

26.3 Maintenance

- (a) All replacement street trees must be maintained by a qualified horticulturist or arborist (minimum AQF Level 2) for a minimum period of twelve (12) months. Maintenance must conform with the technical planting details of Council's street trees.
- (b) The maintenance period will commence from the date of inspection by the Council's Street Tree Coordinator who will confirm in writing that the tree/s have been planted in accordance with the Council's specifications. Should the tree/s die or be substantially damaged within the 12 months maintenance period replacement tree/s must be planted by the applicant at their cost and the 12 months maintenance period will recommence. At the end of the maintenance period formal notice must be given to the Council seeking handover. Trees will be assessed and if found satisfactory, the performance bond will be returned.
- (c) Tree pits must be maintained in a safe condition to minimise trip and slip hazards. Damaged or sunken tree pits resulting from the development or work activity on the site that are not repaired may be rectified by Council and the costs associated with this work will be recovered from the bond held against the site.

Definitions

[to be addressed during final Legal Services review following Policy Review Committee consultation]

Approval	Refers to a permit issued by Council for the placement of Hoarding on or over a Public Road in the LGA.
Hoarding	The use of suitable materials and/or other standing structures fit for purpose to secure the boundary of a construction site, adjacent to and above a Public Road, ensuring the safety of pedestrians, cyclists, and vehicle operators.
Public Road	A road opened or dedicated for the free right of passage of the public on foot, in a vehicle, or otherwise, and declared to be a public road for the purposes of the Roads Act and includes a Road Related Area.
Visual Activation	Refers to the required use of graphics, photos, images, and/or branding, as approved by Council, which intend to improve public amenity of a construction site Hoarding.

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REFERENCES	AS1742.3:2019 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads Austroads - Guide to Traffic Management Part 8: Local Area Traffic Management (2016) Building Code of Australia (2022) Environmental Planning and Assessment Act 1979 (NSW) Illegal Logging Prohibition Act 2012 (Cth) Local Government Act 1993 (NSW) Protection of the Environment Operations Act 1997 (NSW) Roads Act 1993 (NSW) Roads Regulation 2018 (NSW) WorkCover NSW, Code of Practice – Overhead Protective Structures (20 March 1995) Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2017 (NSW)
ASSOCIATED POLICIES	City of Parramatta Schedule of Fees and Charges Hoarding Policy Regulatory Enforcement Policy Tower Crane Policy
ATTACHMENTS	Nil

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Hoarding and Tower Cranes Policy Review 2023 – Summary of Proposed Changes

Changes made to the Policy as a result of the review are summarised below:

Type	Description	Reason
Update	<p>Policy 233 Hoarding and Tower Cranes has been divided into 2 separate topics. Each new policy suite consists of a core Policy and external-facing Guideline for applicants.</p> <p>Regulatory provisions from the 2017 Policy have generally been retained and copied into the new documents. Technical specifications for installation and maintenance have been notably elaborated in each Guideline component.</p>	<p>Council approvals for use of Hoarding and Tower Cranes are administered separately, with distinct application processes and requirements. Division of documents by topic supports clearer implementation of each approval framework.</p> <p>Elaborated Guidelines support transparent communication of Council's requirements and expectations.</p>
Update	Hoarding Policy and Tower Crane Policy: Transferred content to current Policy Template branding	To ensure consistent formatting across Council's policy portfolio
Update	Hoarding Policy and Tower Crane Policy: Updated phrasing and references	To improve clarity, accuracy, and to ensure consistency with applicable Council and legal standards.
Update	Hoarding Policy and Guideline: Replaced "marketing standards for hoardings" (2017 Policy Attachment 2) with substantially updated Hoarding embellishment requirements. High-level visual activation principles and requirements are established in the Hoarding Policy, and design specifications are set out in Part 4 of the Guideline.	Strategy for visual activation of Hoardings has been updated as per recommended improvements from internal Council subject matter experts, and to address Policy Review Committee feedback on the strategic direction for the program.



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Hoarding and Tower Crane Policy 233

Contents

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2. Purpose
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1. Scope

This Policy applies to the erection of hoardings and tower cranes within the City of Parramatta Council's local government area and prescribes the design and installation criteria to control the placement of tower cranes which overhang, slew or hoist over public land including footpaths and roads.

To provide a clear and consistent process for Council officers in considering the approval and erection of hoardings on footpaths located within road reserves, erection of tower cranes which overhang or carry out hoisting and slewing activities over public footpaths and public roads.

2. Purpose

- 2.1 The purpose of this Policy is to provide guidelines and controls for both hoardings and tower cranes during development activities undertaken within the City of Parramatta's local government area.
- 2.2 The Policy prescribes design and installation criteria to control the placement of hoarding located on, or tower cranes which overhang, slew or hoist over, public footpaths and roads.
- 2.3 The Policy facilitates the visual quality of hoarding and tower crane imagery through the implementation of consistent Council and proponent branding in appropriate locations and to minimise the amenity impacts of tower cranes overhanging, hoisting and slewing activities over public land.

3. Legislation & References

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The following acts and regulations are the guiding legislation for hoarding and tower crane matters:

Environmental Planning and Assessment Act 1979
Local Government Act 1993
Roads Act 1993
Work Health and Safety Act 2011
WorkCover's Code of Practice – Overhead Protective Structures
AS 1742 Part 3 Manual of Traffic Control Devices
Revision of Guide to Traffic Engineering Practice Part 8: Traffic Control Devices

4. Policy

- 4.1 Hoardings re designed to protect the public from the hazards of adjacent construction, excavation or demolition works. All building sites within the City of Parramatta's Local Government Area must be secured to prevent unauthorised entry and to provide safe access in accordance with current work, health and safety requirements.
- 4.2 Approvals for hoardings or tower cranes (which are temporary structures) will be made by Council in accordance with section 68 of the *Local Government Act 1993* (an activity under category E (2) of the table to that section) and *section 115* of the *Roads Act 1993*. Any approval issued by Council will be subject to conditions with which an applicant must comply. See Attachment 4 for Application Form.
- 4.3 Where it is proposed that a hoarding or tower crane is erected on a classified road, the concurrence of the NSW Roads and Maritime Services (RMS) must also be obtained (s138(2) of the *Roads Act 1993*). Council must refer the application to RMS for their concurrence. It is important that applicants allow sufficient time in their work program to obtain the required concurrences and approvals. A list of classified roads is available on the RMS website.
- 4.4 This policy sets out requirements for the installation of hoarding and tower crane imagery to provide consistent and attractive marketing and advertising.
- 4.5 Hoardings and tower cranes shall be of a good condition and maintained regularly to prevent injury to the general public and protect the amenity of the surrounding land.

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4.6 Hoardings and tower cranes (specifically the overhang, hoisting or slew) located or moving wholly within the confines of private property, are not obligated to obtain an approval from Council however, construction sites must comply with relevant parts of this policy, *WorkCover's Code of Practice 1995 for Overhead Protective Structures* and the *Work Health and Safety Act 2011* to ensure public safety and access is maintained.

4.7 General

4.7.1 Hoardings shall be designed in accordance with adopted designs and specifications stipulated in this hoarding policy, known as either a Type A or a Type B hoarding. The type of hoarding required to be erected will be depicted by the locality, being either within a low risk or high risk zone, and nature of the proposed construction work.

4.7.2 Hoardings must be erected where it is proposed to construct, demolish and carry out façade remedial works or maintenance to a building adjoining a public way. Hoarding fees will be charged in accordance with Council's Schedule of Fees and Charges.

Attachment 1 of this policy depicts typical hoarding illustrations.
Attachment 3 of this policy defines low and high risk zones.

4.8 Type A Hoarding

4.8.1 Type A hoarding in a low risk zone:

- a. The hoarding is required to be a minimum height of 1800 mm;
- b. The hoarding may be constructed of a demountable open panel fence (temporary fencing) with dust preventative measures (mesh);
- c. The hoarding may encroach onto Council's land to the extent of the nature strip and up to the footpath, ensuring the footpath is left accessible for pedestrians - in circumstances where there is no nature strip and the footpath abuts the boundary, a maximum encroachment of 600 mm is allowed;

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- d. The minimum width of accessible footpath shall be 1200 mm or the existing footpath width (the greater of the two shall be adopted) to ensure continual pedestrian access;
- e. The consistency of the pedestrian access provided is required to be of the same quality and standard as what was there prior to the hoarding being erected;
- f. The supporting feet elements of the hoarding structure is to be visually obtrusive to ensure it is easily visible by pedestrians;
- g. Must not obstruct the view of traffic lights or signage; and,
- h. The area of encroachment on Council's road reserve is to be reinstated to original condition upon removal of the hoarding.

4.8.2 Type A hoarding in high risk zone:

- a. The hoarding is required to be a minimum height of 2100 mm;
- b. The hoarding must be constructed of solid timber panels with a minimum thickness of 17 mm. The hoarding is to be free of any protrusions (i.e. bolts and nails) and must panels must be securely fixed flush and even;
- c. The minimum width of accessible footpath shall be 1500 mm to ensure continual pedestrian access;
- d. The consistency of the pedestrian access provided is required to be of the same quality and standard as what was there prior to the hoarding being erected;
- e. Must not obstruct the view of traffic lights or signage; and,
- f. Certification by a qualified and practicing structural engineer is required.

4.9 Type B Hoarding

4.9.1 A Type B hoarding can either be stand alone or incorporate site sheds or site offices. A Type B hoarding is required when works to an existing or proposed building, adjoining a public way:

- a. Is 7500 mm or greater in height and less than 3500 mm from the street alignment; or,
- b. Has a vertical height above footpath level of less than 4000 mm; or,
- c. Has the least horizontal distance between the footpath and nearest part of the structure to be lesser than half the height of the structure.

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4.9.2 A Type B hoarding must comply with the following requirements:

- a. Have a minimum clear distance of 250 mm from the edge of the kerb to any part of the hoarding structure. If this distance is greater than 400 mm, pedestrian access between the structure and the kerb is to be blocked off at each end;
- b. Have a minimum overhead clearance of 2200 mm to any bracing, beams or any other part of the structure;
- c. The street side should be open for at least two-thirds of its height for the full length of the structure to prevent a "tunnel effect";
- d. A clear span of 1500 mm is required for continual pedestrian access at all times;
- e. The hoarding structure must be of square hollow section type or similar (subject to Council review i.e. container type)
- f. For visibility requirements, the structure shall be painted white below the deck level; and,
- g. Certification by a qualified and practicing structural engineer is required.

4.9.3 All Type B hoardings are required to be constructed in accordance with the above design criteria and *WorkCover's Code of Practice 1995 for Overhead Protective Structures* regardless on whether the hoarding is located within a low or high risk zone.

4.10 Shared Pathways

4.10.1 When a hoarding is proposed along a Shared Pathway, the standard hoarding minimum clearances may not be applicable. In such cases, Council will evaluate hoardings and propose a solution in consultation with Council's Traffic Engineers to ensure functionality of both the shared pathway and proposed hoarding.

4.11 Prohibited Hoarding Materials

4.11.1 For Type A and Type B hoardings, the following are not permitted to form part of the hoarding structure situated on Council's road reserve:

- a. Scaffolding;
- b. Demountable open panel fencing (temporary fencing) - with the exception of Type A low risk zone hoardings;
- c. Reinforcing mesh;
- d. Star pickets and Cyclone mesh; and,
- e. Similar structures as mentioned above that are not permanently fixed.

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4.11.2 All materials must be solid in construction, be securely fixed and provide a smooth finish to a minimum height of 2100 mm to prevent injury to pedestrians, with the exception of Type A low risk zone hoardings, where it is a minimum height of 1800 mm.

4.12 Lighting

4.12.1 Hoarding lighting, connected to mains power supply, must be provided to ensure the pedestrian pathway or footpath is well lit for pedestrians. Lighting is to be equal to the level and distribution pattern of the existing street lighting in the area.

4.12.2 Where pedestrian hazards associated with the hoarding are present, Council will require the establishment of significantly higher lighting levels.

4.12.3 All lighting associated with hoardings must not impact on surrounding traffic.

4.13 Office Sheds

4.13.1 All site office and work sheds are to be located on private property. Where this is not possible, a Type B hoarding must be erected to facilitate this requirement.

4.13.2 Sheds placed above Type B Hoardings must be a minimum of 2400 mm in height and are to be tied down to the deck by suitable structural fixings – which is certified by a qualified practicing structural engineer.

4.13.3 The office sheds and work are to incorporate a hoarding material to conceal the sheds from public view.

4.14 Use of Cranes or the Like

4.14.1 A crane or similar (i.e. mobile crane, hoist, concrete pump etc.) must not be used to convey material over a public way, unless a Type B Hoarding is in place and an appropriate approval has been obtained from Council.

4.14.2 The use of cranes, hoists, and concrete pumps shall not be placed on public property unless prior approval has been obtained from Council.

4.15 Safety and Access

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4.15.1 **Protective Footway Crossings**

- a. Vehicles must not cross the footpath to gain access to the site. If a vehicle crossing is required a temporary vehicular crossing shall be constructed to the satisfaction of Council.
- b. The temporary vehicular crossing shall protect the existing footpath, be maintained and must not cause a tripping hazard or pose any danger to the public.

4.15.2 **Utility Services**

- a. Hydrants, utility services and sewer manholes are not to obstruct the services and infrastructure to ensure ongoing access.
- b. If the structure is in close proximity to overhead electricity wires, electrical hazards are likely. Applicants must consult the relevant electrical authority if the structure is within two metres of wiring. All electrical distribution boards required for site works are to be located within the site and not attached externally to the structure.
- c. Applicants must consult with the appropriate utility authority to ensure that there is no adverse impact on infrastructure from the proposed work.

4.15.3 **Footpaths and Provision for People with Disabilities**

- a. When required, pedestrian detours or alternative pathways must be designed to provide for disabled access. These routes must provide appropriate widths, levels, gradients, tactile indicators and colour schemes to assist people with disabilities.
- b. Pathways must be repaired immediately, if damaged to ensure pedestrian safety. Footpaths must be reinstated to their original condition to the satisfaction of Council, when a hoarding is removed.
- c. Any obstruction to the footpath from a proposed concrete pour, laying of cables, conduits, drainage pipes, service lines and the like requires Council's prior approval.

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4.16 Maintenance of Hoardings

4.16.1 Graffiti Prevention

- a. Graffiti must be removed or painted over on all hoarding structures within 48 hours of detection or Council notification. Hoardings must consist of appropriate coverings to assist in graffiti removal or measures to reduce the occurrence of graffiti.
- b. In the event of non-compliance with these requirements, Council reserves the right to remove or paint over the graffiti and invoice the developer for associated costs incurred by Council.

4.17 Protection of Council Street Trees

4.17.1 The design of a hoarding, including the type and location of posts, counter weights, crossings and overhead decking, must be designed to minimise impact on the street trees and vegetation.

4.17.2 Tree preservation measures may be required if there is an impact on the street trees. No tree cutting, lopping or removal is permitted without the prior consent from Council.

4.18 Council Assets

4.18.1 Council's infrastructure and assets must not be interfered with or damaged during the construction or operation of the hoarding. This includes the drainage system, kerb and gutters, footpaths and the like. Prior approval from Council is required for any modification to Council's Infrastructure.

4.18.2 The use of the roadway for storage of materials, loading and unloading is not permitted at any time, unless prior approval has been obtained from Council.

4.18.3 Council's footpaths, roadways and ancillary infrastructure assets (i.e. street furniture, signage and the like) must be reinstated to their original condition when a hoarding is removed. An initial dilapidation report must be prepared and submitted to Council prior to the commencement of works and a second dilapidation within one week of the completion of work.

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4.19 Traffic Management Plan

4.19.1 A traffic management plan (TMP) must be prepared by an accredited traffic engineer, if a hoarding is likely to affect pedestrian or traffic movements during the construction, operation or removal phase. The TMP must identify traffic and pedestrian issues, recommend appropriate means for dealing with such issues and must be submitted with the hoarding application for Council approval. Council's traffic engineers may provide relevant advice regarding the contents a TMP and / or request additional permits be obtained in addition to the hoarding approval.

4.19.2 A TMP must refer to relevant Council, Police and/ or RMS requirements. Special conditions may apply, especially in high trafficable areas of the City or in the vicinity of pedestrian malls and traffic interchanges.

4.19.3 The TMP should provide for traffic control in accordance with Revision of Guide to Traffic Engineering Practice Part 8: Traffic Control Devices Details should be included in a TMP as required.

4.19.4 A copy of the TMP must be available onsite at all times for the inspection of an authorized officer of Council, the NSW Police or the RMS.

4.20 Obstruction to Traffic Lights, RMS Cameras and CCTV Cameras

4.20.1 All hoardings must be constructed so that they will not obstruct the sight lines of either motorists or pedestrians to traffic lights and cameras.

4.20.2 Visibility from driveways, pedestrian crossings and intersections must not be obstructed.

4.20.3 The hoarding application site plan must set out the location of all traffic lights, RMS monitoring cameras, closed circuit television cameras and the like. The application must ensure there is no interference in the operation of these facilities. Referrals to the appropriate authority or Council or private organisations may be required to confirm there is no proposed interference.

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4.21 Tower cranes

4.21.1 General

Tower cranes shall be designed in accordance with adopted designs and specifications

4.21.2 Suitable Locations

- a) Tower cranes shall not be erected or encroach on any public land or neighbouring properties. Where a tower crane is proposed to overhang, hoist or slew over public land or another parties' premises/property, the applicant must obtain written approval from the relevant person prior to use of the crane. Any concerns or requirements raised by the affected party must be resolved or accommodated prior to use of the crane.

4.21.3 Hours of operation

- a) Tower cranes shall only be operated between the operating hours prescribed by the relevant development consent.

4.21.4 Layout and Accessibility

- a) Tower cranes shall not compromise the existing street activities, through maintaining adequate clearances.
- b) The layout of the tower crane shall be incorporated into the Pedestrian and Traffic Management Plan and must be approved by Council and implemented at all times.

4.21.5 Information relating to hoisting activities and public safety

- a) The approval of hoisting activity over a public road (roadway and/or footway) is regulated through the Local Government Act 1993 and associated Regulations. Any approval granted for this activity does not endorse or approve the design or structural adequacy for a hoisting device, system or operation for the purposes of satisfying a person's responsibilities under the Work Health and Safety Act 2011 and Regulations; including the provisions of clauses 34, 35, 54, 55 and 235 of the Work Health and Safety Regulation 2011.

4.21.6 Clause 34 – Duty to Identify Hazards

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- a) A duty holder, in managing risks to health and safety, must identify reasonably foreseeable hazards that could give rise to risks to health and safety.

4.21.7 Clause 35 – Managing Risks to Health and Safety

- a) A duty holder, in managing risks to health and safety, must:
- i. Eliminate risks to health and safety so far as is reasonably practicable; and,
 - ii. If it is not reasonably practicable to eliminate risks to health and safety, then minimise those risks so far as is reasonably practicable.

4.21.8 Clause 54 – Management of risk of falling objects

- a) A person conducting a business or undertaking at a workplace must manage risks to health and safety associated with an object falling on a person if the falling object is reasonably likely to injure the person.

4.21.9 Clause 55 – Minimising risk associated with falling objects

- a) This clause applies if it is not reasonably practicable to eliminate the risk referred to in clause 54.
- b) The person conducting the business or undertaking at a workplace must minimise the risk of an object falling on a person or on surrounding property by providing adequate protection against the risk in accordance with this clause.

Maximum penalty:

- i. In the case of an individual—\$6,000, or
 - ii. In the case of a body corporate—\$30,000.
- c) The person provides adequate protection against the risk if the person provides and maintains a safe system of work, including:

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- i. Preventing an object from falling freely, so far as is reasonably practicable; or,
- ii. If it is not reasonably practicable to prevent an object from falling freely, then providing, so far as is reasonably practicable, a system to arrest the fall of a falling object.

Examples.

1. Providing a secure barrier.
2. Providing a safe means of raising and lowering objects.
3. Providing an exclusion zone persons are prohibited from entering.

4.21.10 **Clause 235 – Major inspection of registered tower cranes**

- a) This clause applies to the person with management or control of a registered tower crane at a workplace.
- b) The person must ensure that a major inspection of the crane is carried out by, or under the supervision of, a competent person:
 - i. at the end of the design life recommended by the manufacturer for the crane, or
 - ii. if there are no manufacturer's recommendations—in accordance with the recommendations of a competent person, or
 - iii. if it is not reasonably practicable to comply with paragraph (a) or (b)—every 10 years from the date that the crane was first commissioned or first registered, whichever occurred first.

Maximum penalty:

1. In the case of an individual—\$3,600, or
2. In the case of a body corporate—\$18,000.

- c) A major inspection carried out under and in accordance with an equivalent provision of a corresponding Work Health and Safety law is taken to be a major inspection for the purposes of this clause.

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d) In this clause, a competent person is a person who:

Complies with the following:

- i. Has acquired through training, qualification or experience the knowledge and skills to carry out a major inspection of the plant: and is,
 - ii. Registered under a law that provides for the registration of professional engineers; or,
 - iii. A member (or is qualified to be a member) of Engineers Australia with the status of Chartered Professional Engineer; or,
 - iv. Entered on the National Professional Engineers Register administered by the Institution of Engineers Australia; and,
 - v. Is determined by the regulator to be a competent person.
- e) The regulator may, on the application of a person, make a determination in relation to the person for the purposes of clause 4.21.10 (d) iii, if the regulator considers that exceptional circumstances exist.
- f) In this clause, major inspection means:
- i. *An examination of all critical components of the crane, if necessary by stripping down the crane and removing paint, grease and corrosion to allow a thorough examination of each critical component; and,*
 - ii. *A check of the effective and safe operation of the crane.*

4.21.11 **Section 93 – Certification by qualified persons (Local Government Act 1993)**

a) A council or the Minister may be satisfied that:

- i. A particular design, material, process or product complies with a criterion for approval; or,
 - ii. An activity has been carried out in compliance with an approval, by relying on a certificate to that effect from an appropriately qualified person.
- b) A certificate relating to a particular design, material, process or product must specify the particular criterion with which the design, material, process or product complies.

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- c) The Council or the Minister must rely on such a certificate if it is from an appropriately qualified person and is furnished by a public authority.

Note. Sections 92 and 93 specify circumstances in which a council does not have to form an independent judgment about some aspect of an activity for which approval is being sought, but may rely on an accreditation or certification of a competent person.

A component, process or design relating to an activity may be accredited in accordance with the procedure set out in Division 5 of this Part.

Section 732 exempts a council, councillor or employee of a council from liability that would otherwise be incurred as a consequence of relying on an accreditation or certification.

4.22 Imagery

4.22.1 General

- a) Council aims to work with developers to ensure that marketing and advertising opportunities on hoardings and tower cranes are high quality designs which combine the promotion of the new development with the potential economic growth and benefit to the City of Parramatta.
- b) Council will work with individual applicants, providing advice on brand style, supply artwork guidelines and examples, and give final approval to proceed with artwork designs.
- c) The planned benefit of the development to the City of Parramatta is to be aligned with Council's brand standards (see Attachment 2). Council's Marketing Team to be consulted for all hoarding and tower crane imagery/branding requirements and commitments.

4.22.2 Advertising and Artwork on Hoardings

- a) Council strongly encourages the provision of public art, graphics and images on hoardings. Good imagery is an opportunity for a developer to promote their development and show its contribution to the vivacity and growth of the City of

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Parramatta. Good graphics embellish a site and minimise the likelihood of graffiti or vandalism.

- b) Hoarding artwork must be limited to messages that relate to the adjacent development, the partners in the project and the planned benefit to the development of the City of Parramatta.
- c) Graffiti or advertising not associated with the development of the City of Parramatta branding must be removed within 48 hours of a notice to the developer being provided by Council.
- d) In the event of non-compliance with clause 5.2.3, Council reserves the right to remove or paint over the advertising and invoice the applicant for actual costs incurred by Council. Clause 3.10.1.2 makes reference to this statement.

4.22.3 Tower Crane Imagery

- a) Tower crane imagery shall not be illuminated.

4.23 General operating procedures

4.23.1 General

- a) Regulatory Services Unit is responsible for processing applications for hoardings.
- b) All hoardings and tower cranes must be designed, constructed and operated in accordance with this policy.
- c) All hoardings and tower cranes must comply with the conditions of their relevant approvals. Breaches of this policy and the conditions of any approvals issued by Council are dealt with in Part 4.24 of this policy.
- d) Conditions contained in hoarding and tower crane approvals must be read in conjunction with any conditions of development consent pertaining to the development of the particular site. Specific conditions in a development consent relating to the protection of Council's assets, street trees, site management and construction layout, may impact on the hoarding or tower crane design, and this must be complied with. Failure to adhere to any development conditions would constitute a breach of that consent.

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- e) A copy of all approvals must be available onsite at all times for inspection by Council and WorkCover personnel. The hoarding or tower crane must be erected in accordance with this policy and conditions contained in the approval.
- f) 5.5 When a hoarding or tower crane approval has expired, Council will notify the applicant and may direct that the hoarding or tower crane be removed. Council will undertake a site inspection within 48 hours after the approval expiry date, to ensure that the hoarding has been removed.

4.23.2 Amendments to an Approval

- a) Any modification to an approved hoarding or tower crane design, or change from one type of hoarding or tower crane to another, requires the submission of a further application for Council approval, accompanied with reasons to support the proposed changes and payment prescribed in Council's Schedule of Fees and Charges. Additional information may be requested by the assessing officer in order to appropriately assess the application.

4.23.3 Renewal of an Approval

- a) Council may determine to extend a hoarding or tower crane approval under section 107 of the Local Government Act 1993 if it is satisfied that there is good cause for doing so. An approval will not be extended beyond five years.
- b) An approval to extend an approval must be obtained before it lapses. The application must:
 - i. Provide reasons for an extension of approval;
 - ii. Set out the proposed extended period required; and,
 - iii. Set out any actual changes, if any, from the original approval.
- c) A certificate from an appropriately qualified person may also be required to confirm that the temporary structure remains structurally sound.
- d) A renewal must include payment, as prescribed in Council's Schedule of Fees and Charges. Failure to renew an application can cause all building or demolition works to cease on site.

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4.24 Breaches and enforcement of this policy

4.24.1 Breach of Act

- a) Section 672 of the *Local Government Act 1993* states that a non-compliance with and approval issued under this Act is a breach of the Act.

4.24.2 Enforcement

- a) If Council becomes aware of non-compliance with the conditions relating to a hoarding or tower crane approval, Council may:
- i. Issue penalty infringement notices for failing to comply with the approval;
 - ii. Issue a court attendance notice at Local Court. The Local Court can impose penalties for a corporation or for an individual;
 - iii. Issue Orders requiring compliance with the conditions of approval;
 - iv. In circumstances where Council has issued an order requiring compliance with the approval and the terms of the order have not been complied with, Council may commence legal action with the Land and Environment Court or Local Court to enforce the orders.

5 Document control

AUTHORISED BY

EFFECTIVE FROM

DEPARTMENT RESPONSIBLE
Regulatory Service Unit

REVIEW DATE

July 2020

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VERSIONS

Version	Amended By	Changes Made	Date	TRIM No.
1	Adopted by Council	Not applicable		

ATTACHMENTS

Attachment 1 – Hoarding Types

Attachment 2 – Marketing Standards for Hoardings

Attachment 3 – Low and High Risk Zones

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Attachment 1 – Hoarding types

Type A Hoardings – Low Risk

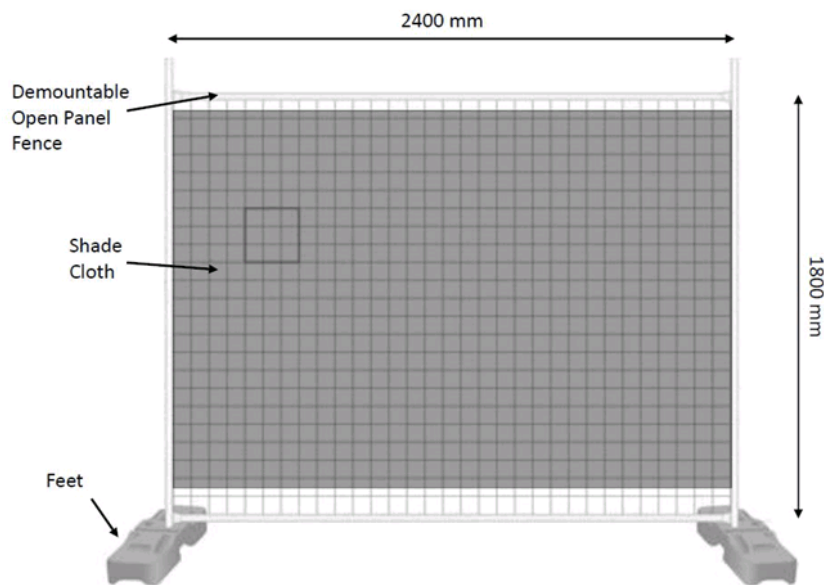


Figure 1: Typical Low Risk Type A Hoarding

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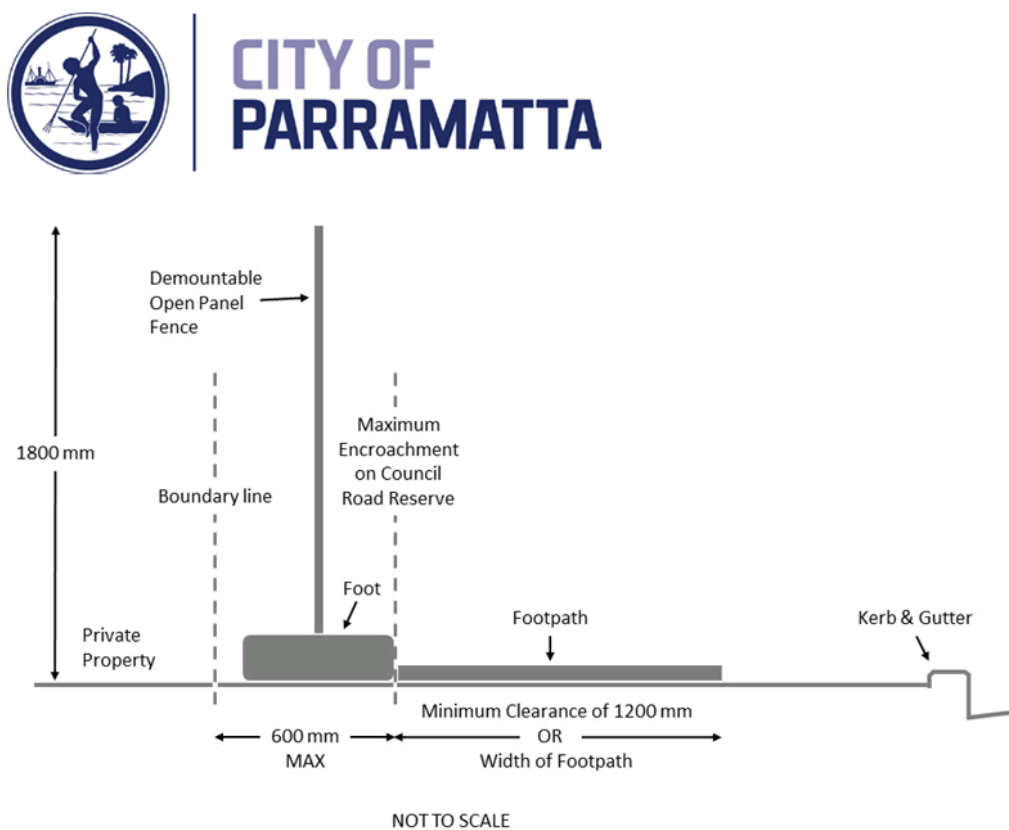


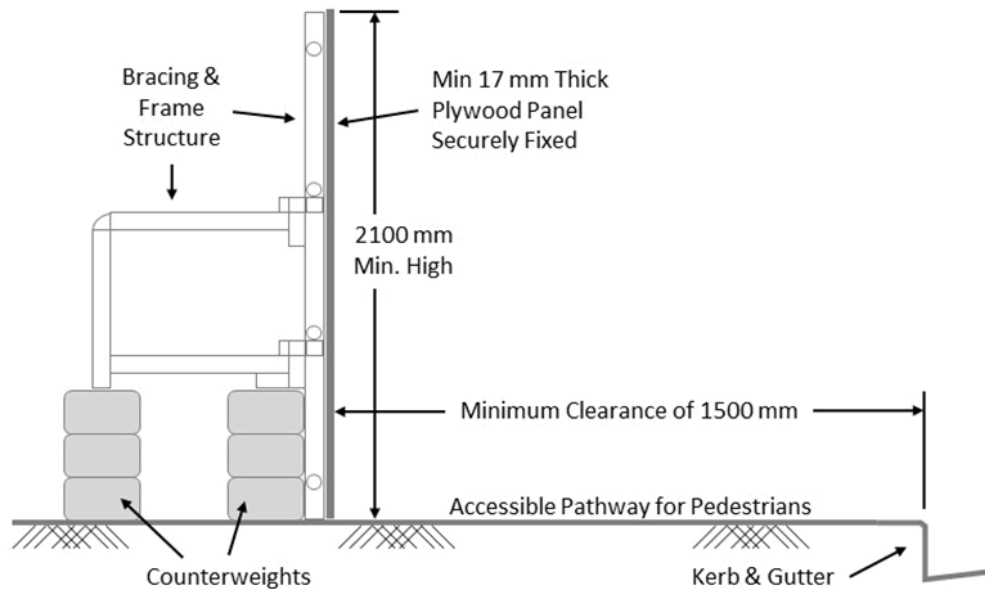
Figure 2: Typical Low Risk Type A Hoarding Section/Detail

Type A Hoardings – High Risk

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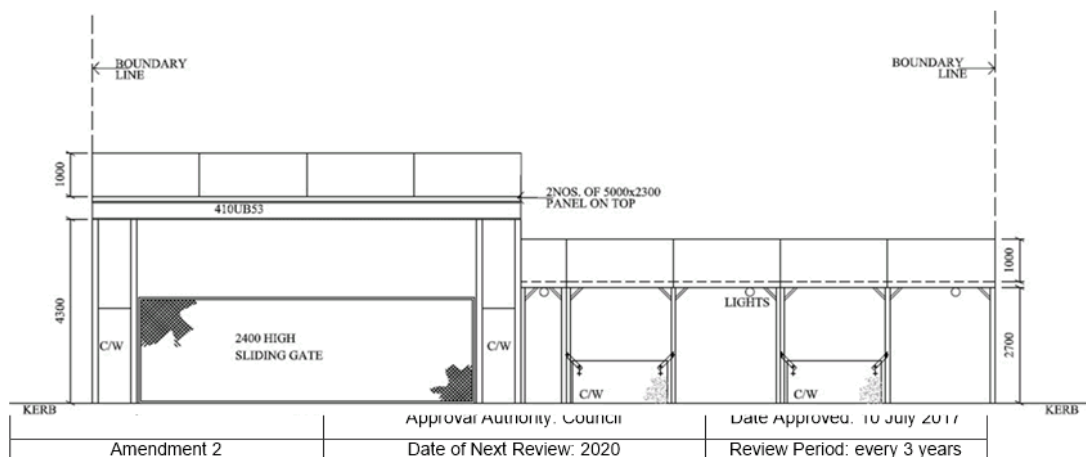
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NOT TO SCALE

Figure 3: Typical High Risk Type A Hoarding Section/Detail

Type B Hoardings





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Figure 4: Typical Type B Hoarding Elevation View

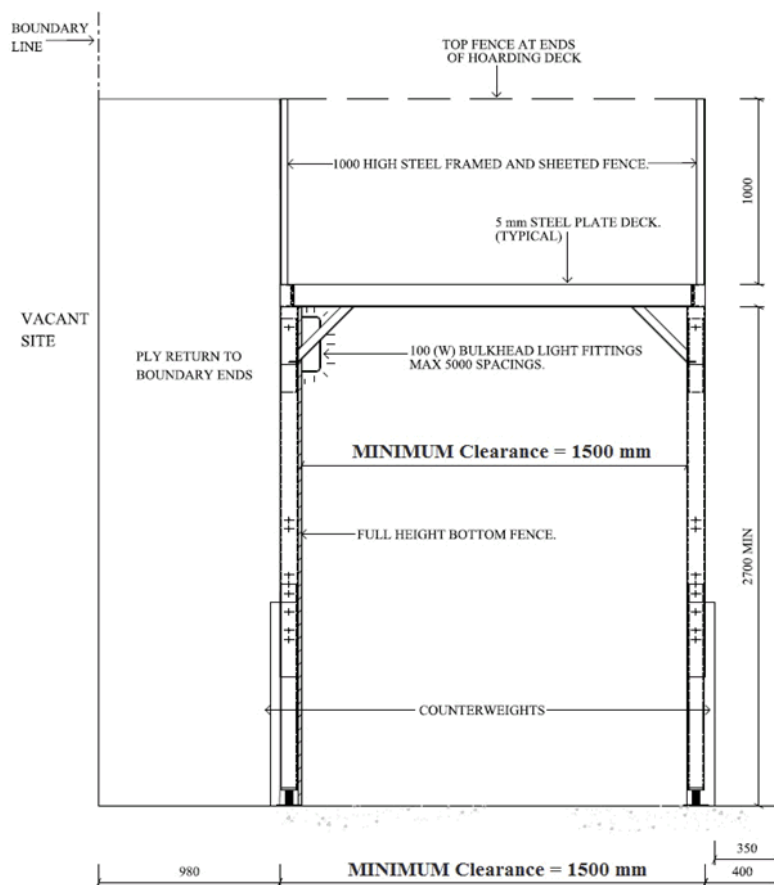


Figure 5: Typical Type B Hoarding Section/Detail

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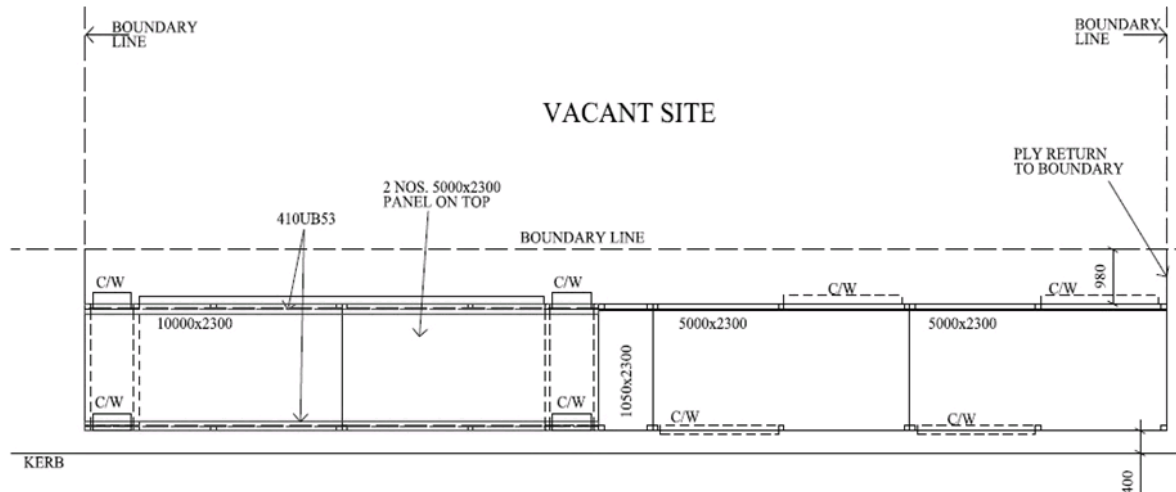


Figure 6: Typical Type B Hoarding Plan View

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Attachment 2 – marketing standards for hoardings

Parramatta Building Australia's Next Great City" Campaign

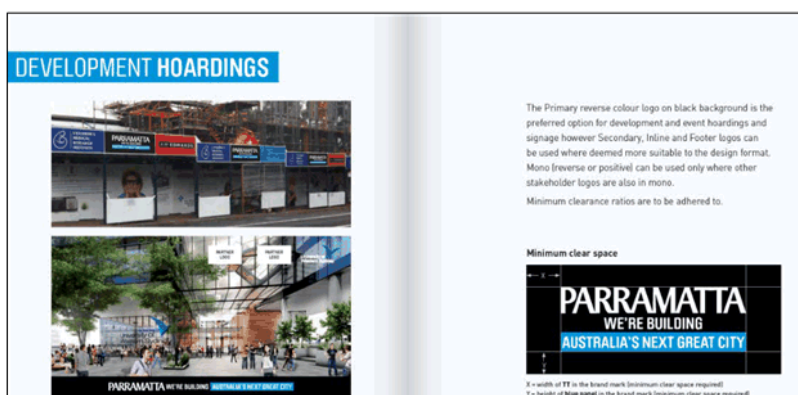
The Parramatta Building Australia's Next Great City campaign was developed to explain Parramatta's story, ambition and articulate how the City will drive and sustain the economic, social, residential and educational needs of greater Sydney.

It is about:

- Our local communities understanding that they're part of something special;
- The wider Sydney and global audience recognising what we have on offer; and,
- Capitalising on our growth and potential, making the most of our story, and that of our people, and continuing to prove that we can make it happen.

The identity will be used to highlight, visually and through its messaging, much of the City-building work that had already commenced in Parramatta.

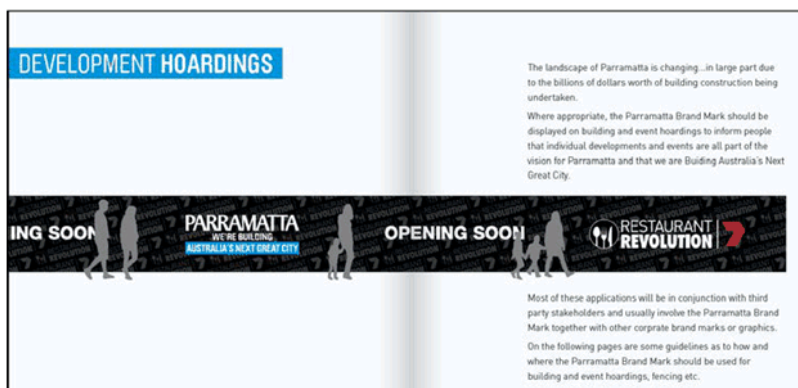
Parramatta: "Building Australia's Next Great City", brings together all of these elements to present a strong identity that captures and reinforces the City's varied and important role in the broader Sydney picture.



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The concept of branding has evolved in recent years to include working with nations, regions and cities to craft their competitive offering and build a sense of a unique and compelling destination.

The objectives of city branding include:

- Developing a brand idea which represents a cohesive marketing image for the city; and,
- Ensuring a more joined up and effective approach to city promotion.

City branding will build the following attributes in Parramatta:

- Increased positive awareness and sense of competitiveness, resulting in a positive impact on investment, jobs, residents, visitors and events;
- Higher return on investments in real estate, infrastructure and events;
- Integrated city development as the physical, social, economic, cultural and sporting aspects work together to deliver to brand promise; and,
- Growth in city pride as the residents, workers, businesses, investors and institutions experience a stronger sense of purpose and direction.

Note: Council's Marketing team is to be consulted for all hoarding imagery/branding requirements and commitments.

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Attachment 3 – low and high risk zones

The type of hoarding required to be erected will be depicted by the locality, being either within a low risk or high risk zone.

Low Risk Zone

Classified by falling in either one of the following land zone categories:

- R1 - General Residential (unless development associated with high risk zone)
- R2 - Low Density Residential
- R3 - Medium Density Residential

High Risk Zone

Classified by falling in either one of the following land zone categories:

- B1 - Neighbourhood Centre
- B2 - Local Centre
- B3 - Commercial Core
- B4 - Mixed Use
- B5 - Business Development
- B6 - Enterprise Corridor
- B7 - Business Park
- DM - Deferred Matter
- E2 - Environmental Conservation
- E4 - Environmental Living
- E3 - Environmental Management
- IN1 - General Industrial
- IN2 - Light Industrial
- IN3 - Heavy Industrial
- MD - Major Development SEPP
- R4 - High Density Residential
- RE1 - Public Recreation
- RE2 - Private Recreation
- RU3 - Forestry
- SP1 - Special Activities
- SP2 - Infrastructure
- W1 - Natural Waterways
- W2 - Recreational Waterways

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REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER 13.4
SUBJECT Adoption of Petitions Policy
REFERENCE F2022/03176 - D09121985
REPORT OF Policy Officer

CSP THEME: Fair

WORKSHOP/BRIEFING DATE: Policy Review Committee – 6 December 2022
 Policy Review Committee – 27 April 2023
 Policy Review Committee – 26 July 2023

PURPOSE:

To consider the submissions received during the public exhibition of the draft Petitions Policy and to seek Council's endorsement to adopt the Policy.

RECOMMENDATION

That Council adopts the Petitions Policy 2023 as attached to this report.

BACKGROUND

- On 28 August 2023, Council resolved the place the draft Petitions Policy on public exhibition for a period of 28 days, as prescribed under the *Local Government Act 1993*.
- The Policy was placed on public exhibition for a period of 28 days, from 11 September 2023 to 10 October 2023. Submissions on the Policy were invited from members of the public by contacting Council's Governance team directly or by using Council's Participate Parramatta portal. Printed copies of exhibition materials were also made available for viewing at Council's library branches and Customer Service Centre.
- In total, the Participate Parramatta page for the Petitions Policy received 238 views.

ISSUES/OPTIONS/CONSEQUENCES

- During the public exhibition period, nine (9) submissions were received, providing mixed feedback regarding the Policy.
- The submissions are summarised in the table below, with a staff response provided for each submission:

Submission Number	Submission Comment	Staff Response
1	Generally supportive of the Policy. Enquired as to whether Council had considered NSW State Government protocols for handling petitions, and recommended for the process	Noted. Confirmed that NSW State Government protocols were considered during development of Council's Policy, but the Policy Review Committee determined to continue current practices at Council to not

	set out in the Policy to ensure that petitions are duly addressed by Council.	debate petitions and to give all accepted petitions equal consideration. Provided clarification that the proposed process will require staff to investigate and respond on the petition matter, within a set timeframe, and that outcomes will be published on Council's website.
2	Generally supportive of the Policy. Enquired as to who determines a petition will not be received on the grounds of being vexatious or frivolous, and whether an appeals process will be available for rejected petitions.	Noted. Provided clarification regarding proposed process that the recipient Councillor or CEO will have the discretion to assess the petition for compliance. Clarified that the policy proposes for Councillors to be first advised of any petitions to be rejected by the CEO for non-compliance, prior to notifying the Chief Petitioner of the outcome.
3	Not in support of the Policy. Recommended to consider lowering the number of required signatories to around 5.	Noted. Provided clarification regarding comparative research undertaken, and that at the 27 April 2023 Policy Review Committee meeting, it was determined to set a requirement of at least 10 signatories.
4	Unsure if supportive of the Policy. Requested clarification regarding process for submitting online petitions, particularly whether an account login will be required.	Noted. Provided clarification that a webpage platform for Council will be developed following adoption of the Policy and will be modelled using the State and Federal Government webpages. Feedback will be forwarded to relevant officers for consideration in designing the webpage to be user friendly.
5	Generally supportive of the Policy. Provided concern regarding Council's receipt of Change.org style online petitions, particularly whether Council will be considering petitions received with signatories from outside of the LGA.	Noted. Provided clarification that it is proposed for paper and e-Petitions to require each signatory's postcode, which will provide transparency for Councillors and staff when considering petitions. Clarified that in assessing the draft, the Policy Review Committee resolved to provide the actioning manager with case-by-case discretion to consider signatories' postcodes when determining an appropriate course of action.
6	In support of the Policy. No additional feedback provided.	Noted.
7	Generally supportive of the Policy. Provided feedback recommending discussing petitions during Council Meetings, and to establish means for accepting online petitions.	Noted. Provided clarification that a framework for discussing petitions was considered during the Policy development, but the Policy Review Committee determined to continue custom practices at Council to not debate petitions; Public Forum submissions may still be made. Confirmed that that a webpage platform for Council will be developed following adoption of the Policy and will be modelled using the State and Federal Government webpages.
8	Not in support of the Policy. Recommended to follow NSW State Government model for	Noted. Provided clarification that NSW State Government practices were regarded during the Policy development, including considering a

	handling and discussing petitions in Parliament.	framework for discussing petitions was considered during the Policy development, but the Policy Review Committee determined to continue custom practices at Council to not debate petitions. Public Forum submissions may still be made and received petitions & outcomes will be publicised on Council's website. Confirmed that that an electronic petitions webpage platform for Council will be developed following adoption of the Policy and will be modelled using the State and Federal Government webpages.
9	Unsure if supportive of the Policy. Recommended to allow for receipt of fully electronic petitions, and to consider NSW State Government protocols for discussing petitions at meetings depending on the number of signatories.	Noted. Confirmed that the proposed policy allows for receipt of electronic petitions, and an electronic petitions webpage platform for Council will be developed following adoption of the Policy. Provided clarification that NSW State Government protocols were considered during development of Council's Policy, but the Policy Review Committee determined to continue custom practices at Council to not debate petitions and to give all accepted petitions equal consideration.

6. Council officers have not proposed any changes to the Policy as a result of the submissions received from the public.
7. Following public exhibition, minor administrative amendments were applied to the Policy to address feedback from Council's Legal Services unit.
8. The final Petitions Policy recommended for adoption is provided at **Attachment 1**.

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
11 September – 10 October 2023	Public Exhibition	9 submissions received, providing mixed support.	Noted and clarification provided where requested. No changes have been proposed to the draft as a result of the submissions received.	Governance

Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
6 December 2022	Policy Review Committee	Councillors provided concept feedback on introducing a policy for consistent handling of petitions received by Council.	Feedback used to inform further research and help develop an initial draft.	Governance
27 April 2023	Policy Review Committee	Councillors provided feedback on the initial draft. Councillors proposed the following substantive amendments: a. Increase the minimum number of petition signatories to ten persons. b. Add option to submit petition to Council by way of a Councillor tabling during a Council Meeting. c. Ensure Councillors are informed about of any compliant petitions submitted directly to Council. d. Remove requirement to submit petition to Council 2 weeks in advance of Council Meeting, and clarify that Councillors who directly table a petition at a Council Meeting are responsible for ensuring its compliance with the Policy. e. Specify a time requirement for resolving accepted petitions and/or providing periodic updates on Council's action. f. Reduce or delete timeframe restriction on receiving repeat petitions. g. Clarify that Public Forum submissions may be received for petition reports listed on the Agenda.	Recommended amendments incorporated into draft and feedback used to inform further research, and to develop training resources pending adoption of the Policy. Clarified that provisions for receiving Public Forum submissions are already sufficiently set out in the Code of Meeting Practice.	Governance
26 July 2023	Policy Review Committee	The Committee provided feedback on the completed draft. The Committee proposed to add a requirement that Councillors be first	Feedback noted and reflected in the Policy placed on public exhibition.	Governance

		notified where any petitions submitted to the CEO are rejected.		
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LEGAL IMPLICATIONS FOR COUNCIL

11. The draft Policy was reviewed by Council's Legal Services Unit and the Policy recommended to be adopted does not present any legal concerns.

FINANCIAL IMPLICATIONS FOR COUNCIL

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

Melissa McIsaac

Policy Officer

Roxanne Thornton

Chief Governance & Risk Officer

John Angilley

Executive Director Finance & Information

Gail Connolly

Chief Executive Officer

ATTACHMENTS:

1  For Adoption - Petitions Policy 2023 8 Pages

REFERENCE MATERIAL



Petitions Policy

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1. Scope

- 1.1 This Policy applies to all Petitions submitted to City of Parramatta Council (**Council**); all persons submitting Petitions to Council; and all Councillors and Council Staff who handle Petitions.

2. Purpose

- 2.1 The purpose of this Policy is to effectively manage and respond to Petitions, received by Council in a consistent and transparent manner.

3. Policy

- 3.1 Council is committed to engaging and listening to the community, and welcomes Petitions, on matters of interest and concern. Petitions are taken into consideration as part of the decision-making process, if submitted in accordance with this Policy.

4. Delegation

- 4.1 There are no Administrative and/or Legislative Delegations applicable to this Policy.

5. Procedure

- 5.1 A Petition must be about a matter on which Council has power to act.

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5.2 A Petition should:

- (a) be a clear and concise statement that the petitioners wish to bring to the notice of Council;
- (b) conclude with a request that Council do, or do not do, something or take some course of action;
- (c) where possible, be clearly written, typed, or printed; and
- (d) be respectful, and not offensive in its language.

5.3 Paper Petitions

The Chief Petitioner must ensure that the petition:

- (a) is signed by at least ten people (including the Chief Petitioner);
- (b) is accompanied by a completed Petition Lodgement Form, including:
 - i. the number of signatories and number of pages of the Petition; and
 - ii. the full printed name, street address, phone number and signature of the Chief Petitioner (together with the name of the organisation or group they represent, if the Petition is submitted on behalf of an organisation or group);
- (c) adopts the format of the Petitions Template, in that each page:
 - i. clearly states at the top of the page the subject of the Petition and the action requested;
 - ii. contains the full name, postcode, and signature of each petitioner; and
 - iii. clearly states at the top of the page the subject of the petition and the action requested.

5.4 Electronic Petitions (e-Petition)

5.4.1 The Chief Petitioner must ensure that the e-Petition:

- (a) is signed on-line by at least ten people (including the Chief Petitioner);
- (b) contains a clear and concise statement identifying the subject matter of the Petition (i.e. the reason you are writing to Council) and the nature of the action requested (i.e. what you are asking Council to do);
- (c) identifies the total number of signatories to the Petition;
- (d) contains the full printed name, street address, email address, and phone number of the Chief Petitioner (together with the name of the organisation

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or group they represent, if the Petition is submitted on behalf of an organisation or group); and

- (e) contains the full name and postcode of all petitioners.

5.5 Submitting a Petition to the Chief Executive Officer (CEO)

5.5.1 Petitions must be addressed to the CEO:

- (a) by mail, to City of Parramatta, PO Box 32, Parramatta NSW 2124;
- (b) by email, to governance@cityofparramatta.nsw.gov.au; or
- (c) in person, at City of Parramatta Council during business hours at the: *Corporate Reception at 126 Church St, Parramatta*
Opening hours: Monday - Friday, 8.30am - 4.30pm.

5.5.2 Petitions received by staff will be forwarded to the Office of the CEO.

5.6 Submitting a Petition to a Councillor

5.6.1 A Petition submitted directly to a Councillor must clearly indicate whether the Petition is to be tabled at a Council meeting or forwarded directly to the CEO.

5.6.2 A Petition can be submitted to a Councillor via email or in paper.

5.7 Petitions received by the CEO

5.7.1 On receipt of the Petition, staff will assess the Petition for compliance in accordance with this Policy.

5.7.2 Petitions will be acknowledged by Council within five working days and further information may be requested during assessment.

5.8 Petitions received by Councillors

5.8.1 Where a Petition has been received by a Councillor, the Councillor may table the Petition to a Council meeting or send it directly to the CEO's Office if the Chief Petitioner has requested the Petition not be tabled at a Council meeting.

5.9 Tabling of Petitions at Council Meeting received by the CEO

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- 5.9.1 Petitions received by the CEO must indicate if they are to be tabled at a Council meeting.
- 5.9.2 Petitions to be tabled at a Council meeting must be submitted to the CEO by 4.00pm on the Thursday the week before the Council meeting is to be held.
- 5.9.3 Petitions are not subject to discussion or debate at Council meetings.
- 5.9.4 A copy of the response will also be communicated to Councillors, within 28 days from receipt of the Petition.
- 5.10 Tabling of Petitions at Council Meeting received by Councillors
- 5.10.1 Petitions received by Councillors may be tabled at any Council meeting.
- 5.10.2 These Petitions are not subject to discussion or debate at Council meetings.
- 5.11 Actioning of Petitions
- 5.11.1 All Petitions will be forwarded to the manager responsible for the matter raised in the Petition. They will investigate, consider the matter, and respond to the Chief Petitioner.
- 5.11.2 All decisions on valid Petitions can be accessed on Council's e-Petitions page on Council's website.
- 5.12 Rejection of Petitions
- 5.12.1 If any requirements for Petition content, format, or lodgement are not complied with, the Petition may be rejected.
- 5.12.2 Reasons for non-compliance include Petitions:
- (a) relating to a planning decision already determined by Council Staff, or Council's Local Planning Panel; or other determining authority;
 - (b) containing irrelevant statements or information, including logos, photos, or slogans;
 - (c) considered to be frivolous, vexatious, or lacking in substance;

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- (d) considered to be defamatory;
- (e) containing threatening or offensive language;
- (f) proposing any action which may be unlawful;
- (g) altered in a way from the Petition as signed by the petitioners; or
- (h) affected by legislation, legal, or insurance proceedings (including potential proceedings) impacting on Council's ability to respond or deal with the matter.

5.12.3 Petitions submitted directly to the CEO's Office and rejected after being assessed by Staff will be forwarded to the Councillors, before the Chief Petitioner is notified.

5.13 Communications of Petitions

5.13.1 Council will only communicate with the Chief Petitioner and will not respond individually to all petitioners. It is the responsibility of the Chief Petitioner to communicate information to other signatories to the Petition.

5.13.2 Council may, at its absolute discretion, verify the name and address and signatures of any person supporting the Petition, should it be considered necessary for any reason.

5.14 Repeat Petitions

5.14.1 A Petition will not be considered where it is received within three months of another Petition being considered by Council on the same matter. Where a Petition is received on a similar issue to a previous Petition, the Chief Petitioner will be notified of the outcome of the previous petition, if the Council considers that the issues raised have been addressed.

6. Definitions

Chief Petitioner	The main or head petitioner identified with appropriate contact details, or, if not identified as such, the first petitioner.
Councillor	A person elected or appointed to civic office as a member of the governing body of Council, including the Lord Mayor.
e-Petition or Electronic Petition	Refers to a Petition lodged on Council's e-Petitions online portal.

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Petition	A formal written request to Council seeking action or special consideration of a particular matter, that Council is authorised to determine.
Staff	A person who is directly employed by Council on a full time, part time, temporary, or casual basis.

REFERENCES	Nil
ASSOCIATED POLICIES	Code of Conduct Code of Meeting Practice Privacy Management Policy and Plan
ATTACHMENTS	Petition Lodgement Form

Petitions Policy		
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Petition Lodgement Form

SUBJECT OF PETITION:

Number of persons who have signed the petition (minimum 10)	
Number of signed pages attached	
Signature of person lodging petition (Chief Petitioner)	
Name (Chief Petitioner)	
Address (Chief Petitioner)	
Telephone (Chief Petitioner)	
If acting on behalf of an organisation/group, name of organisation/group	

PRIVACY STATEMENT City of Parramatta Council is collecting your personal information solely for the purpose of administering this petition and verifying its authenticity, as required by Council's Petitions Policy. Council will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Questions concerning privacy or the use of your personal information may be referred to Council's Governance department.

Petition

SUBJECT OF PETITION:

ACTION REQUESTED. We, the undersigned, petition the Lord Mayor and Councillors of the City of Parramatta to:

[illegible]

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.5
SUBJECT	Adoption of Amended City of Parramatta Council Ward Boundaries
REFERENCE	F2022/03176 - D09162609
REPORT OF	Chief Governance & Risk Officer

CSP THEME: Fair

WORKSHOP/BRIEFING DATE: 23 August 2023

PURPOSE:

This report seeks to adopt the amended ward boundaries following the public exhibition period. The proposed changes will take effect prior to the local government elections to be held in September 2024.

RECOMMENDATION:

That Council:

- (a) receives and notes the outcomes from the public exhibition of the proposed ward boundaries (Attachment 1),
- (b) adopts the proposed ward boundaries (Attachment 2) for implementation prior to the local government elections to be held in September 2024;
- (c) advises the NSW Electoral Commission of its decision; and
- (d) advises affected residents of the changes to their ward.

BACKGROUND

1. At its ordinary meeting of 28 August 2023, Council resolved to publicly exhibit the proposed ward boundaries for a 42 day exhibition period.
2. The exhibited proposed ward boundaries considered the below principles to address the current 17.15 percent variation:
 - a. Meet the target number of electors to be moved between Wards.
 - b. Contiguity of boundaries.
 - c. Avoid splitting of SA1 districts.
 - d. Use major roads as a logical delineation point.
3. The alterations proposed in the ward boundaries, when applied to current numbers, result in an estimated variance of 5.40 per cent.

Ward Name	Redistributed Ward Total (Proposed)	% Variance in proposed wards
Parramatta North Rocks Ward	29,620	Highest
Parramatta Ward	28,075	Lowest
Parramatta Epping Ward	28,514	
Parramatta Dundas Ward	28,721	

Parramatta Rosehill Ward	29,172	
Total number of voters	144,102	5.50%

4. The proposed ward boundaries, comply with section 211 of the *Local Government 1993* (Act) in that councils that are divided into wards are to keep ward boundaries under review to ensure the difference in elector numbers between wards does not exceed 10 percent.

ISSUES/OPTIONS/CONSEQUENCES

5. The City of Parramatta has experienced significant population growth and changes in the distribution of its residents. The Act requires councils to review ward boundaries on a regular basis. If during a council's term it becomes aware that the number of electors in one ward differs by more than 10 percent from any other ward (and if that difference remains at the end of the first year of the following term of office), the council must, as soon as practicable, alter the ward boundaries to reduce the variance below the threshold.
6. The NSW Electoral Commission (NSWEC) strongly encourages councils to address an identified variation prior to a general election, when time allows, to ensure elections are conducted in the most democratic way.
7. To reduce the discrepancy in elector numbers to below 10 percent for the next election held in September 2024, ward alterations at the City of Parramatta should be finalised by 27 October 2023 with the NSWEC.
8. Currently, North Rocks Ward has the lowest number of electors and Rosehill Ward has the highest number of electors with a variance of 17.15 percent of voters.
9. The alterations proposed in the Ward boundaries results in an estimated variance of 5.40 percent which complies with legislation.

CONSULTATION & TIMING

10. Councillor consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
23 August 2023 (Councillor Workshop)	Councillor Valjak	<ul style="list-style-type: none"> Councillor Valjak requested staff to redistribute the Parramatta Ward and North Rocks Ward boundaries along Hammond Road. 	Staff redistributed the ward boundary subject to the legislative requirements. Feedback was provided to Councillors.	Executive Director, Finance and Information
23 August 2023 (Councillor Workshop)	Councillors Prociv, Noack and Siviero	<ul style="list-style-type: none"> Councillors Prociv, Noack and Siviero requested staff to redistribute the Rosehill Ward and Parramatta Ward 	Staff redistributed the ward boundary subject to the legislative requirements.	Executive Director, Finance and Information

		along Banksia Street, Hassall Street and James Ruse Drive.	Feedback was provided to Councillors.	
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11. Following the Councillor Workshop, Councillor Bradley recommended keeping the three (3) Northmead SA1s in Parramatta Ward with a view of balancing the voter numbers between North Rocks and Parramatta. Cllr Bradley suggested that there is a strong community of interest and geographic/road separation to support his recommendation.
12. Community engagement / consultation
The following community engagement /consultation has been undertaken in relation to this matter.
13. At its ordinary meeting of 28 August 2023, Council resolved to publicly exhibit the proposed ward boundaries for a 42-day exhibition period.
14. Public exhibition of the 'Proposed Ward Boundary Plan' was conducted for 42 days from 30 August 2023 – 10 October 2023.
15. The public exhibition of the proposed Ward boundaries was undertaken in accordance with Council's Community Engagement Strategy, and the opportunity for community feedback was promoted through:
 - Participate Parramatta e-newsletter on 19 September – 16,221 recipients reached;
 - Participate Parramatta project page:
 - 2,615-page views;
 - the Proposed Ward Boundary Plan was downloaded 79 times.
 - Print advertisements placed in the Parra News on 12 September 2023 and 19 September 2023;
 - direct notification letters sent to a total of 5,470 households.
16. During the public exhibition period, a total of 22 submissions were received, including 14 for the proposal, six (6) against the proposal, and two (2) unsure submissions.
17. No changes are proposed as a result of the public exhibition. More information about the submissions, including staff responses, can be found in Attachment 1.

LEGAL IMPLICATIONS FOR COUNCIL

18. Council must, on or before 27 October 2023, report the ward boundaries and names with the NSW Electoral Commissioner.

FINANCIAL IMPLICATIONS FOR COUNCIL

19. Budget is available from the adopted operational budget of the Finance and Information Department.



Roxanne Thornton

Chief Governance & Risk Officer

John Angilley
Executive Director Finance & Information

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

- | | | | |
|---|---|--|---------|
| 1 |  | Submission from Residents on the Ward Boundaries | 9 Pages |
| 2 |  | Proposed Ward Boundaries | 1 Page |

REFERENCE MATERIAL

Submission from Resident	Relationship to the City	Support or Not Support	Summary of submission	Summary of comments by staff
Parramatta	Live I am ratepayer	Yes-	I'm glad to be moving into the Parramatta Ward makes sense given I'm living on the ridge of Mays Hill and actually much closer to Parramatta than Rosehill.	Noted. Outcome: No change to the proposed Ward Boundaries.
Northmead	Live	No-	The most central aspect of my opposition to this proposal is how late that these boundaries have been proposed. It is incumbent on the council to either adhere to the NSW Electoral Commission's deadlines or promote the transfer the responsibility of ward redistribution to the Commission. The deadline was supposed to be 5 October. Northmead fits far better in Parramatta Ward than in North Rocks Ward in terms of its social relationship to its surrounding suburbs. Northmead is serviced heavily by shops and services offered in Toongabbie and Constitution Hill. A better solution would be to involve Dundas Ward in the redistribution by incorporating more of the population of North Parramatta into Parramatta Ward rather than involving North Rocks Ward. It is strange to utilise the name Parramatta Ward.	Altering only three of its five wards was deemed to be the preferred solution, with the view of minimizing the areas affected by the change, whilst still complying with legislation. The services to all Wards remains the same. The deadline for Council to notify the NSW Electoral Commission for the City of Parramatta is 27 October 2023. Outcome: No change to the proposed Ward Boundaries.

Submission from Resident	Relationship to the City	Support or Not Support	Summary of submission	Summary of comments by staff
Old Toongabbie	Live	Yes-	I think the change is good and correctly reflects population growth and recent development in Parramatta area.	Noted. Outcome: No change to the proposed Ward Boundaries.
Old Toongabbie	Live	Yes-	I absolutely agree and find the proposed change is better than current one regarding geography and urban planning.	Noted. Outcome: No change to the proposed Ward Boundaries.
North Parramatta	Live work	Yes-	Parramatta should expand since smaller suburbs like Harris Park etc. don't seem to want to help ease the housing affordability crisis. Parramatta builds high and medium density buildings as well as multi-storey mixed use buildings and its business can stay open until later in many cases which makes life more convenient for the locals.	Noted. Outcome: No changes to the proposed Ward Boundary Plan.

Submission from Resident	Relationship to the City	Support or Not Support	Summary of submission	Summary of comments by staff
Parramatta	Live I am ratepayer	Not sure-work	I live in the suburb of Parramatta but am in the Rosehill ward not Parramatta ward. This is confusing. Is there a way to resolve this issue whilst rearranging?	<p>There is no correlation to the suburb you live in and the Ward you belong to. There are a lot of areas that is similar to your situation throughout the Parramatta Local Government Area. The Wards are divided in a certain way by the NSW Electoral Commission that complies with the legislation and the number of voters across the Wards are divided as equally as the NSW Electoral Commission can so there is equal representation to vote for Councillors in each Ward. With the projected increase in population, there is a real likelihood of another Ward boundary adjustment before the 2028 local government elections.</p> <p>Outcome: No change to the proposed Ward Boundaries.</p>
North Rocks	Live I am ratepayer	Yes-	So long as I am still in the City of Parramatta I don't mind any ward changes.	<p>Noted.</p> <p>Outcome: No changes to the proposed Ward Boundary Plan.</p>

Submission from Resident	Relationship to the City	Support or Not Support	Summary of submission	Summary of comments by staff
Winston Hills	Live I am ratepayer	Yes-	The move of part of Parramatta Ward to North Rocks Ward makes sense as the part that is moving is already part of Winston Hills and therefore connects it with the rest of the bulk of Winston Hills. Winston Hills is a large suburb of Parramatta and deserves to be in the one ward.	Noted. Outcome: No changes to the proposed Ward Boundary Plan.
Parramatta	Live I own a business	Yes-	I am much more connected to the Parramatta Ward as my local community and would prefer to have a voice in this community rather than the Rosehill Ward community.	Noted. Outcome: No changes to the proposed Ward Boundary Plan.
Parramatta	Live	Not sure-	no comment about this Proposal	Noted. Outcome: No changes to the proposed Ward Boundary Plan.

Submission from Resident	Relationship to the City	Support or Not Support	Summary of submission	Summary of comments by staff
Westmead	Live in Westmead near Parramatta	No-	Please include Westmead South as Part of parramatta as well from Great Western Highway North. It is ridiculous that Cumberland Council will not rezone near the station in Westmead South. These are ageing units. However across the road further away they are proposing to rezone. Please we deserve better treatment. Westmead should not be divided.	<p>The City of Parramatta Council cannot decide a 'rezone' of another Council. Legislation requires that the difference of the number of voters in all the five wards should not exceed 10%. The proposed ward boundaries are compliant with the legislation. With the projected increase of population in the Parramatta Local Government Area, there is a real likelihood of another ward boundary adjustment before the 2028 local government election.</p> <p>Outcome: No changes to the proposed Ward Boundary Plan.</p>
Parramatta	Live I am ratepayer	Yes-Live in Westmead near Parramatta	The boundary change makes sense and is logical	<p>Noted.</p> <p>Outcome: No changes to the proposed Ward Boundary Plan.</p>
Parramatta	Live	Yes-	I support this I think it's great the council are actively ensuring they are complying with the local gov act 1993	<p>Noted.</p> <p>Outcome: No changes to the proposed Ward Boundary Plan.</p>

Submission from Resident	Relationship to the City	Support or Not Support	Summary of submission	Summary of comments by staff
Old Toongabbie	Live	No-	The proposed changes will split the Suburb of Old Toongabbie into 2 different wards. Historically the area east of Oakes Road and south of Toongabbie Creek always identifies with OLD TOONGABBIE in the Ward of Parramatta and to divert it into North Rocks Ward where it does NOT adjoin that Ward is nonsense.	<p>The following principles were considered when altering the boundary and comply with legislation:</p> <ul style="list-style-type: none"> -Meet the target number of electors to be moved between Wards. -Contiguity of boundaries. -Avoid splitting of SA1 districts. -Use major roads as a logical delineation point. <p>With the projected increase in the population growth, there is a real likelihood of another boundary adjustment before the 2028 local government election.</p> <p>Outcome: No changes to the proposed Ward Boundary Plan.</p>
Parramatta	Live I am ratepayer	Yes-	I think it makes more sense than the very stretched out Rosehill	<p>Noted.</p> <p>Outcome: No changes to the proposed Ward Boundary Plan.</p>

Submission from Resident	Relationship to the City	Support or Not Support	Summary of submission	Summary of comments by staff
Harris Park	Live I own a business I am ratepayer	No-	My principal concern is the move of Mays Hill out of Rosehill and into Parramatta. Parkes St and the Great Western Highway form a natural boundary between the Rosehill and Parramatta communities, with significant differences in community character between the two area. I can see that the council has mostly followed this as the delineation of the two wards, with the exception of a new pan-handle from parramatta down into Mays Hill. Although the act does not set out principles or objectives in the setting of ward boundaries I think it is important to bear in mind in adjusting the boundaries that the wards serve to elect council members, and so the electors of a ward should share a common purpose and care for their community.	<p>Altering only three of its five wards was deemed to be the preferred solution, with the view of minimizing the areas affected by the change, whilst still complying with legislation. The following principles were considered when altering the boundary</p> <ul style="list-style-type: none"> -Meet the target number of electors to be moved between Wards. -Contiguity of boundaries. -Avoid splitting of SA1 districts. -Use major roads as a logical delineation point. <p>With the projected increase in the population growth, there is a real likelihood of another boundary adjustment before the 2028 local government election.</p> <p>Outcome: No changes to the proposed Ward Boundary Plan.</p>

Submission from Resident	Relationship to the City	Support or Not Support	Summary of submission	Summary of comments by staff
Carlingford	Visitor	Yes-	I think its a great idea!	Noted. Outcome: No changes to the proposed Ward Boundary Plan.
Rosehill	Live	Yes-Visitor	AS the Rosehill precinct has grown up a lot due to recent developments of building apartments is fair to move the ward boundaries.	Noted. Outcome: No changes to the proposed Ward Boundary Plan.
Westmead	Live	Yes-	Boundary changes are necessary due to the increase in population and in order to provide the facilities to the people in a structured way.	Noted. Outcome: No changes to the proposed Ward Boundary Plan.
North Rocks	Live	No-	do not want to spoil character of North Rocks any more	Noted. Outcome: No changes to the proposed Ward Boundary Plan.
North Parramatta	Live	Yes-	It looks a little more logical than before.	Noted. Outcome: No changes to the proposed Ward Boundary Plan.

Submission from Resident	Relationship to the City	Support or Not Support	Summary of submission	Summary of comments by staff
Parramatta	Live	Yes	I recommend a variation to balance the voter numbers between North Rocks (highest voter numbers) & Parramatta *lowest voter numbers) Wards by keeping the three Northmead SA1s in Parramatta Ward (a total of 721 voters - leaving North Rocks with 28,899 voters & Parramatta Ward with 28,796 voters). The resulting ward sizes are then also similar to the other 3 wards. There are also a strong community of interest and geographic/road separation arguments to support this. These three SA1s form a peninsula which are bounded by Windsor Road and Quarry Branch Creek, but are strongly connected in the south to the Northmead suburb and the Northmead Public School community.	<p>The current proposal is a recommendation from majority of the Ward Councillors in the Parramatta Ward and North Rocks Ward. The current proposal is consistent with legislation. It should be noted that the projected increase in the Parramatta Local Government Area, there is a real likelihood of another ward boundary adjustment before the 2028 local government elections.</p> <p>Outcome: No changes to the proposed Ward Boundary Plan.</p>

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.6
SUBJECT	Status Update on Report - Proposed Suburb Boundary Adjustment - Harris Park
REFERENCE	F2022/03176 - D09135767
REPORT OF	Senior Project Officer

CSP THEME: Thriving

WORKSHOP/BRIEFING DATE: Nil

PURPOSE:

This report is to seek an extension to the due date for a report to Council to progress a Harris Park suburb boundary amendment.

RECOMMENDATION

That this matter be further deferred to the 6 November 2023 Council meeting.

BACKGROUND

1. On 24 July 2023, City of Parramatta Council resolved that a report investigating options for a suburb boundary review in Harris Park consistent with the NSW Geographical Names Board review requirements come to Council by the end of October 2023.
2. Staff are seeking Council's endorsement for this matter to be deferred to the 6 November 2023 Council meeting.

ISSUES/OPTIONS/CONSEQUENCES

3. Issues, options and consequences will be detailed in the full report to Council.

CONSULTATION & TIMING

4. Consultation and timing will be detailed in the full report to Council.

LEGAL IMPLICATIONS FOR COUNCIL

5. Legal implications will be detailed in the full report to Council.

FINANCIAL IMPLICATIONS FOR COUNCIL

6. Financial implications will be detailed in the full report to Council.

Sasha Allen

Senior Project Officer

Bruce Mills

Group Manager Place Services

Gail Connolly

Chief Executive Officer

ATTACHMENTS:

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.7
SUBJECT	Appointment of Community Member to Access Advisory Committee
REFERENCE	F2022/03176 - D09157738
REPORT OF	Community Capacity Building Officer
CSP THEME:	Accessible

WORKSHOP/BRIEFING DATE: NIL

PURPOSE:

This report seeks Council appointment of a new member of Council's Access Advisory Committee.

RECOMMENDATION

That Council appoint Tony Walker as a Committee Member of the Access Advisory Committee, for the remaining period of this Council term.

BACKGROUND

1. Council has established several Advisory Committees to provide advice, input and feedback to Council on specific issues or needs of Council and the City of Parramatta community that fall within the parameters of its authority. The Committees have an advisory role only and do not have decision-making delegations from Council. A Committee may make a recommendation for action, which is referred to Council for a resolution.
2. Council's Advisory Committees ceased operation at the 2021 Local Government Elections, with Expressions of Interest sought for new members and reestablishment of the Advisory Committees.
3. Terms of Reference for the new Committees were established by Council at its meeting on 23 May 2022. This enabled Council to call for Expressions of Interest (EOI) from the community for membership to the Committees.
4. At the 8 August 2022 meeting of Council, eight (8) community members were appointed as members of the Access Advisory Committee after the initial promotion and consideration of EOIs.
5. After the appointment of the eight (8) community members, there were four (4) vacancies remaining, out of a maximum of twelve (12) membership positions.
6. Council has continued to accept EOIs throughout the current term.
7. Since the initial appointment of eight (8) Committee members, two (2) members have resigned and one (1) new member has been appointed.

8. There are currently seven (7) Committee members and five (5) vacancies.
9. An EOI for the Access Advisory Committee was recently received from Mr Tony Walker and has been assessed for eligibility and suitability in accordance with the Committee's Terms of Reference.

ISSUES/OPTIONS/CONSEQUENCES

10. The purpose of the Access Advisory Committee is to advise Council on the access needs of people with disability and access related issues and to provide advice, input and feedback on Council's business relating to people with disability and access related issue.
11. To be eligible for membership, people must live, work, study or have a strong commitment to the City of Parramatta LGA, and meet one or more of the following criteria:
 - People with a disability;
 - People employed with a specialised non-profit or social enterprise disability service in the City of Parramatta LGA supporting people with shared experience of access barriers; and
 - People with a demonstrated qualification, competency or knowledge of legislative requirements such as the *Disability Discrimination Act 1992* and Australian Standards.
12. Mr Tony Walker meets the criteria, and it is recommending that Council appoint him as a member of the Access Advisory Committee. Mr Walker is a resident of the Parramatta Local Government Area and has both professional experience and knowledge of access and the built environment, including Australian Standards and the *Disability Discrimination Act 1992*.
13. Should Council endorse Mr Walker's appointment, there will be eight (8) Committee Members. Council will remain open to considering EOIs for the four (4) remaining vacant member positions and will continue to encourage submissions through networks of Access Advisory Committee Members and Council's Community Capacity Building Team.

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
20 September 2023	Community	One EOI received while Member vacancies remain.	Selection panel reviewed and formed	Community Capacity Building/

			recommendation to Council.	Community Services
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Councillor Consultation

15. There has been no Councillor consultation prior to this report to Council.

LEGAL IMPLICATIONS FOR COUNCIL

16. There are no legal implications for Council associated with this report. The assessment of EOs received followed the processes set out within the Terms of Reference of the Committee.

FINANCIAL IMPLICATIONS FOR COUNCIL

17. There are no unbudgeted financial implications for Council associated with this report.

Tanya Owen

Community Capacity Building Officer

Rodrigo Gutierrez

Community Capacity Building Manager

David Moutou

Acting Executive Director Community Services

Jon Greig

Executive Director Community Services

Roxanne Thornton

Chief Governance & Risk Officer

John Angilley

Executive Director Finance & Information

Gail Connolly

Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

REFERENCE MATERIAL

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER 13.8
SUBJECT LATE REPORT: Presentation of the Audited 2023-2024 Annual Financial Statements
REFERENCE F2022/03176 - D09160373
REPORT OF Senior Financial Analyst

PURPOSE:

That Council note that a late report will be included in a supplementary agenda and distributed to Councillors prior to the Council meeting.

RECOMMENDATION

To be provided in the supplementary report.

Amit Sharma
Chief Financial Officer

John Angilley
Executive Director Finance & Information

Gail Connolly
Chief Executive Officer

ATTACHMENTS:**REFERENCE MATERIAL**

NOTICES OF MOTION

23 OCTOBER 2023

14.1	Heritage Review for City of Parramatta	426
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NOTICE OF MOTION

ITEM NUMBER 14.1
SUBJECT Heritage Review for City of Parramatta
REFERENCE F2022/03176 - D09153778
FROM Councillor Garrard

MOTION

- (a) That the Chief Executive Officer prepare a scope that includes an estimated cost and timeline for the preparation of a comprehensive heritage review for the Parramatta local government area. The comprehensive heritage review should include, but not be limited to a review of heritage listings and heritage related controls including those that apply to Heritage Conservation Areas.
- (b) That this scope be presented to Councillors before 31 March 2024 to inform the 2024/2025 DPOP and budget processes.

BACKGROUND

- 1. Council's last extensive heritage review occurred in 2011. Good planning practice recommends that a review should be undertaken every 5-10 years to ensure Council's heritage framework remains up to date.
- 2. The Proclamation in 2016 which adjusted the City of Parramatta LGA boundaries resulted in new heritage items and conservation areas being added to Council's heritage inventory.
- 3. Council's Community Strategic Plan 2018-2038 (CSP) and Local Strategic Planning Statement 2020 (LSPS) include strategic actions that seek to protect and enhance Parramatta's heritage.
- 4. During the consultation of Council's Harmonisation of the Parramatta LEP and DCP, the community requested additional updates to Council's heritage controls. Similar feedback was provided when the Parramatta CBD Planning Proposal was exhibited.
- 5. A comprehensive review that seeks to review the planning and management frameworks that apply to heritage and updates them to ensure Council is effectively managing the heritage of our City should be pursued.

EXECUTIVE DIRECTOR CITY PLANNING & DESIGN RESPONSE

- 6. A comprehensive review of Council's planning policies and other heritage management functions would ensure that Council is pursuing actions in its CSP and the LSPS and responding to issues that have arisen during the exhibition of the recent CBD and Citywide (Harmonisation) LEP reviews.
- 7. A comprehensive heritage review that seeks to update Council's planning controls to apply best practice heritage management controls to all aspects of heritage management undertaken by Council would be a substantial task and it is likely to extend over 3-4 years. The scope should include, but not be limited to:

- i. Undertake a thematic study to prioritise the aspects of Parramatta's history that should be protected.
 - ii. Finalise a Heritage Strategy to guide heritage management across all Council including, interpretation and management of Council owned heritage items, promotion of the City's history and programs to support heritage owners.
 - iii. Update heritage listings.
 - iv. Update heritage inventory details.
 - v. Review heritage conservation areas including identification of contributory items.
 - vi. Update heritage controls in Parramatta LEP 2023 and Parramatta DCP 2023 – as appropriate.
8. The preparation of a comprehensive heritage review would require:
- i. Council to develop a work program to schedule each component of the review.
 - ii. Council to engage specialist consultants. Funding for their engagement will need to be considered as part of the 2024/2025 DPOP and longer-term budget forecasts.
 - iii. Consultation with landowners, the community and key stakeholders, including Council's Heritage Advisory Committee and State Government agencies.

FINANCIAL AND RESOURCE IMPLICATIONS

9. The scoping exercise can be undertaken utilising existing resources this financial year.
10. There are insufficient resources and budget this financial year to commence the preparation of a comprehensive heritage review (other than the scoping exercise). Hence, the matter will require a budget bid as part of the 2024/25 DPOP preparation process.

Michelle Garrard

Councillor Garrard

Jennifer Concato

Executive Director City Planning and Design

Gail Connolly

Chief Executive Officer

ATTACHMENTS:

There are no attachments for this report.

QUESTIONS WITH NOTICE

23 OCTOBER 2023

15.1 Questions Taken on Notice at the 9 October 2023 Council Meeting. ...430

QUESTIONS WITH NOTICE

ITEM NUMBER	15.1
SUBJECT	Questions Taken on Notice at the 9 October 2023 Council Meeting.
REFERENCE	F2022/03176 - D09171907
REPORT OF	Council Secretariat & Policy Officer

QUESTIONS WITH NOTICE

Clr Pandey asked a question on Item 13.2 Deferred from OCM 28 August 2023 – Audit of Sporting Facilities and Amenities (Female Friendly)

- Regarding State and Federal funding, how much has Council received in this term of Council in regard to the upgrade of sporting facilities and amenities (Female Friendly)?

Deputy Lord Mayor, Clr Prociv asked a question on Item 13.4 Rate Category Adjustments

- Can a report be provided to Council on how any staggered rate increases would work?

Clr Garrard asked a question on Urgency Motion - Provision of Disabled Parking Facilities

- When is the Car Parking Strategy due to be submitted to Council?

Clr Darley asked a question on Item 15.2 Protection from Extreme Heat

- Does Council still run the proactive program “Cool Parramatta”?

Answers to be provided in the Supplementary Report.

ATTACHMENTS:

There are no attachments for this report.

REFERENCE MATERIAL