

# 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, 25 March 2024 at 6.30PM.

Gail Connolly PSM  
CHIEF EXECUTIVE OFFICER

# EMERGENCY EVACUATION DIAGRAM

Level 4 East

2 Civic Place, Parramatta NSW 2150

## Evacuation Procedures

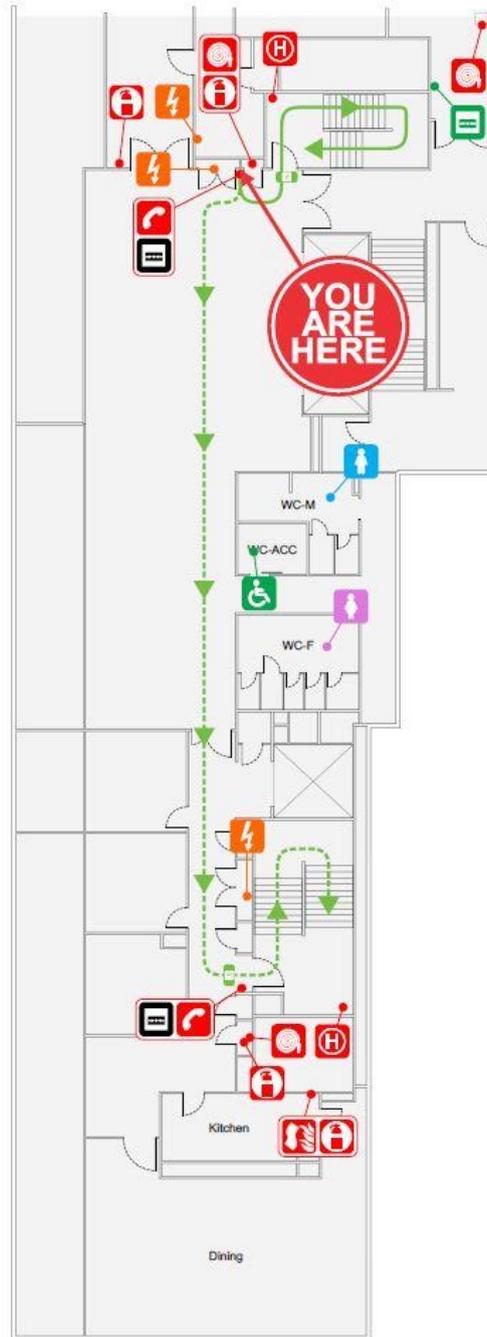
### IN CASE OF FIRE

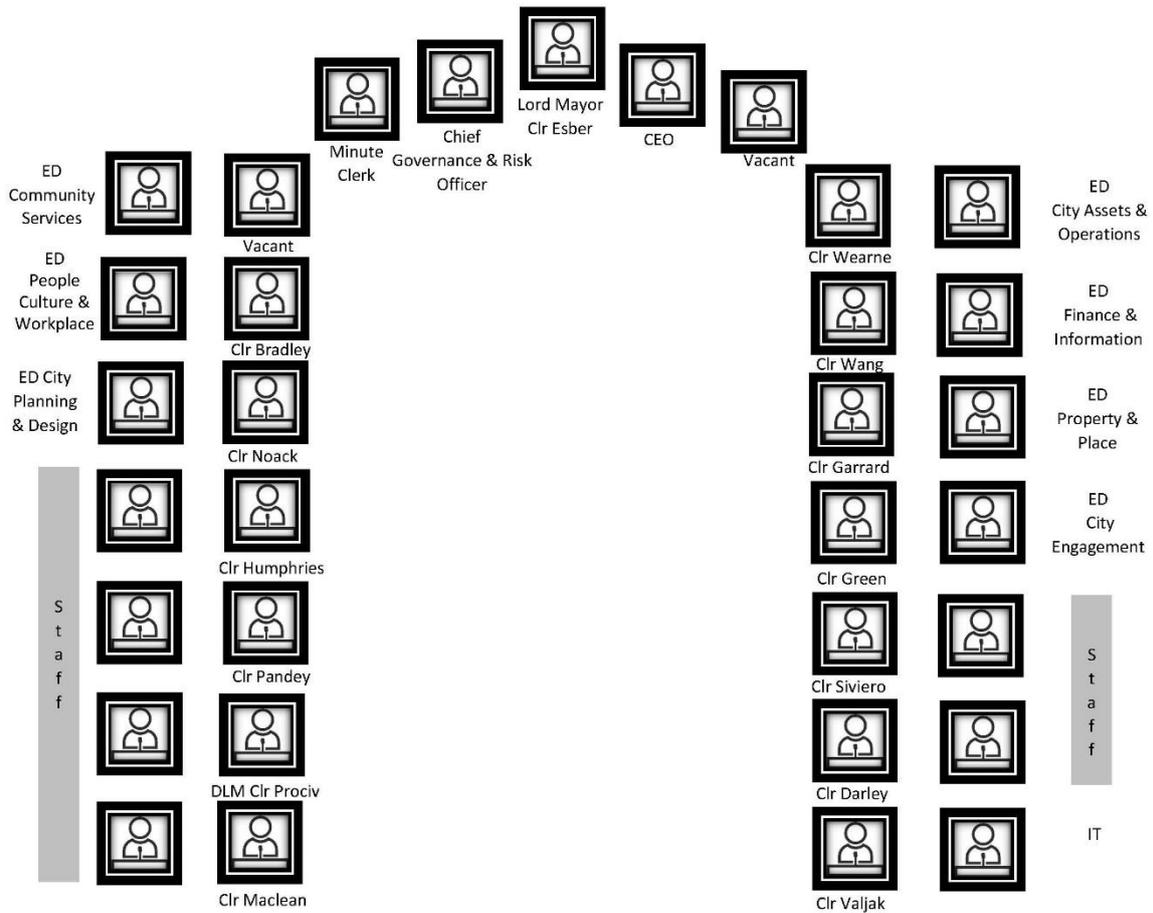
- (R)** REMOVE people from immediate danger
- (A)** ALERT people nearby and raise an alarm (Dial 000)
- (C)** CONFINE fire and smoke (Close doors behind you if safe to do so)
- (E)** EVACUATE via the nearest emergency exit

## Legend


## Site Plan

Parramatta PHIVE





## 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	
<b>Oath [Affirmation] of Office by Councillors</b>	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	
<b>Pecuniary Interests</b>	<p>A Councillor who has a <b>pecuniary interest</b> 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> <ol style="list-style-type: none"> <li>At any time during which the matter is being considered or discussed, or</li> <li>At any time during which the Council is voting on any question in relation to the matter.</li> </ol>
<b>Non-Pecuniary Conflict of Interests</b>	A Councillor who has a <b>non-pecuniary conflict of interest</b> 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.
<b>Significant Non-Pecuniary Conflict of Interests</b>	A Councillor who has a <b>significant</b> 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.
<b>Non-Significant Non-Pecuniary Interests</b>	A Councillor who determines that they have a non-pecuniary conflict of interest in a matter that is <b>not significant</b> 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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## TABLE OF CONTENTS

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ITEM	SUBJECT	PAGE NO
1	<b>OPENING MEETING</b>	
2	<b>ACKNOWLEDGMENT OF TRADITIONAL OWNERS OF LAND</b>	
3	<b>WEBCASTING ANNOUNCEMENT</b>	
4	<b>GENERAL RECORDING OF MEETING ANNOUNCEMENT</b>	
5	<b>APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK BY COUNCILLORS</b>	
6	<b>CONFIRMATIONS OF MINUTES</b>	
	<i>Council - 11 March 2024.....</i>	<i>7</i>
7	<b>DECLARATIONS OF INTEREST</b>	
8	<b>MINUTES OF THE LORD MAYOR</b>	
	Nil	
9	<b>PUBLIC FORUM</b>	
	Nil	
10	<b>PETITIONS</b>	
	Nil	
11	<b>RESCISSION MOTIONS</b>	
	Nil	
12	<b>REPORTS TO COUNCIL - FOR NOTATION</b>	
12.1	Minutes of Audit Risk and Improvement Committee Meeting held on 23 November 2023.....	30
12.2	ARIC Annual Report 2023 .....	38
12.3	Investment Report for February 2024 .....	45
12.4	Quarter Two Progress Report - Delivery Program and Operational Plan 2023/24 .....	97
12.5	Traffic Engineering Advisory Group - 21 February 2024 - Minutes .....	143
12.6	LATE REPORT Committee Structure – City of Parramatta .....	217
13	<b>REPORTS TO COUNCIL - FOR COUNCIL DECISION</b>	
13.1	Minutes of the Parramatta Traffic Committee Meeting Held on 21 February 2024.....	219
13.2	Adoption of Land Dedication Policy 2024 .....	296
13.3	Naming Proposal for Unnamed Laneway at 78 Phillip Street, Parramatta .....	311
13.4	Public Exhibition of Draft Councillor Workshops Policy 2024.....	334
13.5	2024/25 Budget Consideration - Parramatta Past Revealed Historical Publication.....	354

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13.6	Sponsorships, Corporate Memberships and Memoranda of Understanding.....	358
<b>14</b>	<b>NOTICES OF MOTION</b>	
14.1	Lobbying of Government Officials - Proposed New Policy, Disclosure Requirements and Register for Councillors and CEO .....	378
14.2	Report to Investigate a New City of Parramatta Industrial Instrument (Enterprise Award) .....	382
<b>15</b>	<b>QUESTIONS WITH NOTICE</b>	
15.1	Gross Pollutant Traps.....	386
15.2	Community Association/Strata Obligations for Long Term Care and Maintenance of Public Parks .....	387
15.3	Developer Contributions - Parramatta City Local Infrastructure Contributions Plan, Church Street North Precinct .....	388
15.4	Questions Taken on Notice at the 11 March 2024 Council Meeting .....	391
15.5	Parking Fines .....	392
<b>16</b>	<b>CONFIDENTIAL MATTERS</b>	
16.1	QWN - Staff Level and Costs by DPOP Group <i>This report is confidential in accordance with section 10A (2) (e) of the Local Government Act 1993 as the report contains information that would, if disclosed, prejudice the maintenance of law.</i>	
<b>17</b>	<b>PUBLIC ANNOUNCEMENT</b>	
<b>18</b>	<b>CONCLUSION OF MEETING</b>	



# **CITY OF PARRAMATTA**

## **MINUTES**

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**Ordinary Council Meeting  
Monday, 11 March 2024  
6.30pm**

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

## **COUNCIL MEMBERS IN ATTENDANCE**

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

## **COUNCIL STAFF IN ATTENDANCE**

Chief Executive Officer - Gail Connolly, Executive Director City Engagement and Experience - Angela Jones-Blayney, Executive Director Finance and Information - John Angilley, Executive Director City Planning and Design - Jennifer Concato, Executive Director Community Services - Jonathan Greig, Executive Director City Assets & Operations - George Bounassif, Chief Technology Officer - John Crawford, Chief Financial Officer - Amit Sharma, General Manager City Strategic Planning – Robert Cologna, Group Manager Social & Community Services-David Moutou, Acting Chief People Culture and Performance Officer – Brendan Clifton, ICT Strategy and Partnering Manager - Ian Vong, ICT Service Desk Team Leader - Alex Picone, ICT Service Desk Officer- Efty Dewan, Media Officer-Ash Gautam, Business Support Coordinator – Kate Tanner and Executive Assistance to CEO – Valance Horne.

### **1. OPENING MEETING**

The Lord Mayor, Councillor Esber, opened the meeting at 6:48PM.

### **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 Bradley

That Councillor Humphries be permitted to attend this meeting by audio-visual link.

**Record of Voting:**

For the Motion: Unanimous

## 6. CONFIRMATION OF MINUTES

**Minutes of the Council Meeting held on 26 February 2024**

**RESOLVED:** Councillor Noack and Councillor MacLean

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

**Record of Voting:**

For the Motion: Unanimous

Note: Questions were taken on notice for Item 6 – Confirmation of Minutes by Councillor Darley.

## 7. DISCLOSURES OF INTEREST

There were no Declarations of Interest made at this meeting.

### PROCEDURAL MOTION DEALING WITH ITEMS BY EXCEPTION

**RESOLVED:** Councillor MacLean and Councillor Noack

That in accordance with Section 13 of Council's Code of Meeting Practice, the Order of Business be amended to deal with the following items by exception

- Item 13.1 Council Policies for Rescission – Stormwater Disposal Policy 2020
- Item 13.2 Public Exhibition of Draft Regulatory Enforcement Policy
- Item 15.1 QwN Funds and Voluntary Planning Agreements Remitted to Council After the 2016 Council Amalgamations - Wentworth Point
- Item 15.2 LATE REPORT: Questions Taken on Notice at the Ordinary Council Meeting on 26 February 2024

**Record of Voting:**

For the Motion: Unanimous

13.1 **Council Policies for Rescission: Stormwater Disposal Policy 2020**  
(Report of Policy Officer)

**RESOLVED:** Councillor MacLean and Councillor Noack

**That** Council approve the immediate rescission of the Stormwater Disposal Policy 2020 (Policy 340).

**Record of Voting:**

For the Motion: Unanimous

13.2 **Public Exhibition of Draft Regulatory Enforcement Policy**  
(Report of Policy Officer)

**RESOLVED:** Councillor MacLean and Councillor Noack

(a) That the draft Regulatory Enforcement 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 and content changes to the draft Regulatory Enforcement Policy for public exhibition to give effect to Council's resolution.

(a) That officers prepare a report to Council following the exhibition period to present the final Regulatory Enforcement Policy for adoption.

**Record of Voting:**

For the Motion: Unanimous

15.1 **Funds and Voluntary Planning Agreements Remitted to Council After the 2016 Council Amalgamations - Wentworth Point**  
(Report of Deputy Lord Mayor Councillor Dr Patricia Proxiv)

**QUESTIONS**

1. What Voluntary Planning Agreements for Wentworth Point, if any, were transferred from Auburn Council to the City of Parramatta Council at amalgamation?
2. Did Council receive from the State Government any monetary contributions or assets for Wentworth Point?
3. Please provide the value of the monetary (or other) contributions, how they were spent, and the assets delivered for Questions 1 and 2 above.

## Executive Director, City Planning & Design and Executive Director, Finance & Information response:

At amalgamation (May 2016) City of Parramatta Council inherited two (2) Planning Agreements relating to Wentworth Point (as outlined in Table 1 below). Both Planning Agreements have been completed through delivery of assets by the relevant Developer as outlined in the Agreement. These assets included the delivery of the bus/pedestrian/cycle bridge connection between Wentworth Point and Rhodes and the Wentworth Point Library and Community Centre (cold shell) and 10 basement parking spaces. These Planning Agreements did not include any monetary contribution components and as such no money was transferred from the former Auburn Council in relation to the Planning Agreements.

*Table 1: Executed Planning Agreements- Wentworth Point Precinct at Amalgamation (May 2016)*

Executed VPA	Value	Parties	Deliverables	Status
Burroway Road Precinct -	\$60 million	Billbergia (Fairmead) and Roads and Maritime Services	Bus/cyclist/pedestrian Bennelong Bridge connecting Rhodes to Wentworth Point	Delivered
3 Burroway Road (Block B) –	\$3.5 million	Billbergia (Fairmead) and Auburn City Council (now City of Parramatta)	<ul style="list-style-type: none"> <li>• 3 200 sqm library and community facility cold shell</li> <li>• 10 basement parking spaces</li> <li>• Fit out not included</li> </ul>	Delivered

As outlined in the Annual Financial Statement for 13 May 2016 to 30 June 2017 the former Auburn Council transferred the following funds to City of Parramatta:

- \$163,602,000 - Non-cash Assets being Infrastructure, Property, Plant and Equipment (including roads, footpaths, bridges, stormwater drainage, buildings etc)
- \$10,196,000 - Accounts Receivable - for services performed by the Council
- \$10,085,000 - Development Contribution for Homebush West Precinct (now known as Wentworth Point)
- \$111,000 - Development Contributions (Traffic Management) for the Carter Street Precinct

Table 2 outlines the development contributions transferred from the former Auburn Council in relation to Homebush Bay West (Wentworth Point), and additional income earned to date (\$16.737m).

Council has spent \$13.481 million on projects within and in the immediate vicinity of Wentworth Point. Key projects include the fit-out and resourcing of the Wentworth Point Library and Community Centre and the traffic upgrade of Bennelong Parkway and Hill Road. The remaining funds have been allocated to future projects, including primarily the Newington Reserve upgrade to a district level park.

Table 2: Development contributions income and expenditure (Auburn Contribution Plan – Part C – Homebush Bay West)

Auburn Contribution Plan – Part C – Homebush Bay West	Transferred from Auburn Council*	Additional income/ interest/ repayment since amalgamation*	Expenditure to date (and key projects)*
Open Space (HBW)	\$5,039	\$8,846	\$2,052 Upgrade works Newington Reserve (also includes borrowing for Rydalmere Park since repaid back)
Community Facilities (HBW)	\$4,486	\$3,933	\$7,477 Wentworth Point Library and Community Facility fit out and resources
Traffic Management (HBW)	\$560	\$2,984	\$3,188 Traffic intersection upgrade Hill Road & Bennelong Parkway; and local cycleway upgrades
Plan Administration (HBW)	\$0	\$974	\$764 Administration costs associated with Managing the Plan
<b>TOTAL</b>	<b>\$10,085</b>	<b>\$16,737</b>	<b>\$13,481</b>

\*- shown in thousands (\$000)

15.2 **Questions taken on Notice at the 26 February 2024 Council Meeting**  
(Report of Council Secretariat & Policy Officer)

**QUESTIONS TAKEN ON NOTICE**

**Councillor Bradley** asked a question on Item 13.1 Quarterly Budget Review - December 2023 which was take on notice.

- [How does Council calculate depreciation?](#)

**Executive Director Finance and Information Response:**

Land, bulk earthworks, trees, and heritage assets are not depreciated. Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful lives as outlined in the following table (noting that the asset residual values and useful lives are reviewed and adjusted if appropriate at each reporting date) as shown in the table below.

Depreciation for previous and future financial years is budgeted as follows:

2022/23: \$60.9M (actual)

2023/24: \$63.4M

2024/25: \$67.0M

Currently, the LTFP indicates that depreciation is estimated to rise to \$99.8M as at 2033/34.

**Useful lives of IPPE**

Land, bulk earthworks, trees, and heritage assets are not depreciated. Depreciation on other assets is calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

<b>Buildings (by component type):</b>	<b>Years</b>		<b>Years</b>
Superstructure (Short Life)	26 to 100	<b>Kerb &amp; Gutter</b>	100 to 120
Superstructure (Long Life)	50 to 300	<b>Street Furniture</b>	10 to 100
Sub-structure (Short Life)	35 to 105	<b>Traffic Facilities</b>	41 to 94
Sub-structure (Long Life)	75 to 300	<b>Pathways</b>	30 to 100
Roof (Short Life)	18 to 100	<b>Parking Areas</b>	17 to 200
Roof (Long Life)	35 to 300		
Fitout (Short Life)	16 to 57	<b>Other Infrastructure:</b>	
Fitout (Long Life)	34 to 300	<b>Stormwater Drainage</b>	
Floor Coverings (Short Life)	5 to 139	Conduits - Pipes, Culverts & Natural Channels	80 to 300
Floor Coverings (Long Life)	3 to 146	Structures - Pits, Headwalls & Converters	100
Electrical Services (Short Life)	24 to 78	Other Drainage Assets	20 to 200
Electrical Services (Long Life)	10 to 195		
Mechanical Services (Short Life)	10 to 52	<b>Bridges (by component type):</b>	
Mechanical Services (Long Life)	1 to 146	Abutments	110 to 117
Hydraulic Services (Short Life)	23 to 85	Deck	40 to 117
Hydraulic Services (Long Life)	4 to 195	Guardrails	40 to 80
Fire Services (Short Life)	10 to 22	Sub-structure	40 to 117
Fire Services (Long Life)	4 to 134	Superstructure	40 to 117
Security Services (Short Life)	10 to 25	Surface	30
Security Services (Long Life)	1 to 140		
Lift/Transport (Short Life)	75 to 100	<b>Open Space</b>	5 to 100
Lift/Transport (Long Life)	150	<b>Swimming Pools</b>	20 to 50
Site Infrastructure (Short Life)	56 to 174	<b>Bus Shelters</b>	30
Site Infrastructure (Long Life)	56 to 174	<b>Land Improvements and Other Structures</b>	5 to 100
Site Services (Short Life)	56 to 174		
Site Services (Long Life)	56 to 174	<b>Plant and equipment:</b>	
		Office equipment	5 to 10
<b>Infrastructure</b>		Office furniture	10
<b>Roads (by component type):</b>		Computer equipment	5
Surface (Short Life)	11 to 37	Vehicles	5 to 10
Surface (Long Life)	40 to 60	Other plant and equipment	5 to 10
Pavement Base (Short Life)	80 to 113		
Pavement Sub Base (Short Life)	200	<b>Other Assets:</b>	
Pavement Sub Base (Long Life)	200	Library books	5
Formation (Bulk Earthworks)	Infinite	Other Assets	5 to 10

**Councillor Pandey** asked a question on Item 16.1 myWorkplace - 9 Wentworth Street Project Update which was taken on notice.

Answer provided in the Confidential Attachment attached to this report, noting also that officers are preparing a comprehensive report to Council following the recent receipt of updated pricing for additional works approved by Council in 2023.

## 8. MINUTES OF THE LORD MAYOR

### 8.1 **Vale Paul Barber, Former Lord Mayor** (Report of the Lord Mayor Councillor Pierre Esber)

**RESOLVED:** Lord Mayor Councillor Pierre Esber

- (a) That Council acknowledge the death of Paul Barber, former Lord Mayor of City of Parramatta from 2007-2008, on 29 February 2024.
- (b) That Council express its sincere condolences to Paul Barber's family and friends at this sad time.

- (c) That the Lord Mayor and CEO be delegated authority to enable a local facility to be named in memory of Mr Barber and his service to Council. After a potential location is selected, the Lord Mayor consult with the relevant Ward Councillors.

**Record of Voting:**

For the Motion: Unanimous

8.2 **Vale Rear Admiral Guy Griffiths AO DSO DSC RAN (Ret'd)**  
(Report of the Lord Mayor Councillor Pierre Esber)

**RESOLVED:** Lord Mayor Councillor Pierre Esber and Councillor Garrard

- (a) That Council acknowledge the death of Rear Admiral Guy Griffiths AO DSO DSC RAN (Ret'd), former commissioning Commanding Officer of the HMAS Parramatta and Patron of the Parramatta Memorial Sub Section of the Naval Association of Australia, on 5 March 2024.
- (b) That Council note the funeral will be held with full navy honours on 15 March 2024 at 11AM at Garden Island Chapel, Garden Island Defence Precinct, Cowper Wharf Road, Woolloomooloo NSW.
- (c) That Council express its sincere condolences to Rear Admiral Guy Griffiths' family and friends at this sad time.

**Record of Voting:**

For the Motion: Unanimous

8.3 **Celebrating Holi Festival of Colours**  
(Report of the Lord Mayor Councillor Pierre Esber)

**RESOLVED:** Lord Mayor Councillor Pierre Esber and Councillor Pandey

- (a) That Council recognise the Holi Festival of Colours, an annual Hindu celebration to be held on 25 March 2024 marking the start of spring and new beginnings;
- (b) That Council extend our best wishes to those across our City celebrating the Holi Festival with family and friends.

**Record of Voting:**

For the Motion: Unanimous

8.4 **2024 Homelessness Street Count**  
(Report of Lord Mayor Councillor Pierre Esber)

**RESOLVED:** Lord Mayor Councillor Pierre Esber and Councillor Garrard

- (a) That Council note City of Parramatta's annual Homelessness Street Count took place on the night of Monday 19 February into the morning of Tuesday 20 February 2024, collecting accurate data on the number of people sleeping rough or in emergency and crisis accommodation in the City of Parramatta local government area.
- (b) That Council recognises these collaborative efforts to support the wellbeing of vulnerable and disadvantaged communities, especially at a time of rising cost of living pressures and housing affordability issues.
- (c) That Council acknowledge and thank the staff conducting the count, and write to the local organisations and service providers who support the annual Homelessness Street Count to thank them for their support of the initiative.

**Record of Voting:**

For the Motion: Unanimous

Note: A question was taken on notice for Item 8.4 - 2024 Homelessness Street Count by Councillors Garrard.

**8.5 Clean Up Australia Day 2024**  
(Report of Lord Mayor Councillor Pierre Esber)

**RESOLVED:** The Lord Mayor, Councillor Esber and Councillor Darley

- (a) That Council note Clean Up Australia Day was held on Sunday 3 March 2024, with many local volunteers and community groups participating at various locations across the City of Parramatta.
- (b) That Council write to the community groups, schools and businesses who participated in Clean Up Australia Day 2024 in the City of Parramatta, to acknowledge their efforts and thank them for helping to clean up our City.

**Record of Voting:**

For the Motion: Unanimous

**8.6 Observing Ramadan and Eid al-Fitr**  
(Report of Lord Mayor Councillor Pierre Esber)

**RESOLVED:** The Lord Mayor, Councillor Esber and Councillor Garrard

- (b) That Council recognise the Holy Month of Ramadan and Eid al-Fitr (Festival of Breaking the Fast) across the City of Parramatta from 12 March to 10 April 2024.
- (c) That Council convey 'Ramadan Mubarak' to those across our City observing Ramadan and Eid al-Fitr with their family, friends, colleagues and neighbours.

**Record of Voting:**

For the Motion: Unanimous

## 9. PUBLIC FORUM

Speaker	Report No.	Report Title
Janet McGarry	14.1	Notice of Motion – Report on Council’s Community Spaces
Chris Waller	14.2	Notice of Motion - Unsolicited Proposal by the Australian Turf Club
Helen Hughes	14.2	Notice of Motion -Unsolicited Proposal by the Australian Turf Club
David Borger	14.2	Notice of Motion -Unsolicited Proposal by the Australian Turf Club
Rick Graf	14.2	Notice of Motion - Unsolicited Proposal by the Australian Turf Club

## PROCEDURAL MOTION AMENDMENT TO ORDER OF BUSINESS

**RESOLVED:** Councillor Noack and Councillor MacLean

That in accordance with Section 8.2 of Council’s Code of Meeting Practice, the Order of Business be amended to deal with the following items:

- Item 14.1 Report on Council's Community Spaces
- Item 14.2 Unsolicited Proposal by the Australian Turf Club – Proposed

**Record of Voting:**

For the Motion: Unanimous

## 14. NOTICES OF MOTION

### 14.1 **Report on Council's Community Spaces** (Report of Councillor Kellie Darley)

**MOTION** Councillor Darley and Councillor MacLean

- (a) That the CEO prepare a report for Council on the current provision, utilisation and condition of community spaces (halls, meeting rooms and centres) provided by Council as well as outline plans to increase the amount of community space to meet the benchmark for our population and improve the quality of current community spaces, including but not limited to:

- Current comparison of the provision of community space (m2 per 1,000 people) by City of Parramatta Council compared with other similar Councils,
- Average number of hours each community space is booked and vacant on weekdays and weekends,
- Utilisation rates of Council's community spaces by regular or one-off bookings,
- Accessibility levels at each of Council's community spaces,
- Level of IT facilities at each of the community spaces,
- Availability of a baby change table that can be accessed by men and women at each of the community spaces.

- (b) That the CEO investigate the creation of a community space grants program whereby community organisations and groups can apply for the hire fee to be waived or further discounted, including what other local Council's offer, and provide options and recommendations to Council.

**AMENDMENT:** Councillor Noack and Councillor Green

That this matter be deferred until such time as Council considers its draft Property Strategy.

**Record of Voting:**

For the Motion: Lord Mayor Councillor Esber, and Councillors Garrard, Green, Humphries, Noack, Pandey, Siviero, Valjak and Wang and Wearne

Against the Motion: Councillors Bradley, Darley, MacLean and Prociv

On being PUT to the meeting, voting was Ten (10) votes FOR and Four (4) vote AGAINST. The MOTION was **CARRIED**. The Amendment became the MOTION.

**RESOLVED:** Councillor Noack and Councillor Green

That this matter be deferred until such time as Council considers its draft Property Strategy.

**Record of Voting:**

For the Motion: Lord Mayor Councillor Esber, and Councillors Garrard, Green, Humphries, Noack, Pandey, Siviero, Valjak and Wang and Wearne

Against the Motion: Councillors Bradley, Darley, MacLean and Prociv

On being PUT to the meeting, voting was Ten (10) votes FOR and Four (4) vote AGAINST. The MOTION was **CARRIED**.

14.2 **Unsolicited Proposal by the Australian Turf Club - Proposed Sale and Redevelopment of Rosehill Racecourse**  
(Report of Councillor Michelle Garrard)

**MOTION** Councillor Garrard and Councillor Siviero

- (a) That the Lord Mayor or Chief Executive Officer write to the Australian Turf Club (ATC), the NSW Premier, the Hon Chris Minns MP, the Minister for Planning and Public Spaces, the Hon Paul Scully MP, and the Member for Parramatta Donna Davis MP, outlining the City of Parramatta's opposition to the proposed sale of Rosehill Racecourse for the redevelopment of more than 25,000 new homes.
- (b) That the Lord Mayor or Chief Executive Officer write to the NSW Premier, the Hon Chris Minns MP, the Minister for Planning and Public Spaces, the Hon Paul Scully MP, and the Member for Parramatta Donna Davis MP, requesting Rosehill Racecourse be assessed for State Heritage Listing.
- (d) That the Lord Mayor or Chief Executive Officer write to the Australian Turf Club (ATC), the NSW Premier, the Hon Chris Minns MP, the Minister for Planning and Public Spaces, the Hon Paul Scully MP, and the Member for Parramatta Donna Davis MP, outlining that the City of Parramatta welcomes continuing to work on the Camellia-Rosehill Place Strategy, emphasizing the Metro West station is essential to Parramatta's economic future and a sufficient catalyst to making the Camellia-Rosehill Place Strategy work.

**AMENDMENT:** Councillor Noack and Councillor MacLean

That the Lord Mayor and council officers urgently seek a meeting with the NSW Government to discuss the housing needs and strategy for the Parramatta LGA, including infrastructure and affordable housing.

**Record of Voting:**

For the Motion: Lord Mayor Councillor Esber, Deputy Lord Mayor Councillors Prociv and Councillors Bradley, Humphries Noack, Pandey MacLean,

Against the Motion: Councillors Darley (abstain), Garrard, Green, Siviero, Valjak (abstain), Wang and Wearne

On being PUT to the meeting, voting was Seven (7) votes FOR and Seven (7) vote AGAINST. The Lord Mayor exercised his casting vote. The MOTION was **CARRIED**. The Amendment became the MOTION.

**RESOLVED:** Councillor Noack and Councillor MacLean

That the Lord Mayor and council officers urgently seek a meeting with the NSW Government to discuss the housing needs and strategy for the Parramatta LGA, including infrastructure and affordable housing.

**Record of Voting:**

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

Against the Motion: Garrard, Green, Siviero, Valjak (abstain), Wang and Wearne.

On being PUT to the meeting, voting was Eight (8) votes FOR and Six (6) vote AGAINST. The MOTION was **CARRIED**.

## **PROCEDURAL MOTION ADJOURNMENT OF MEETING**

At 9.26pm, The Lord Mayor adjourned the meeting and the following Councillors were present:

Lord Mayor, Councillor Esber, Deputy Lord Mayor, Councillor Prociv and Councillors Bradley, Darley, Garrard, Green, Humphries, MacLean, Noack, Pandey, Siviero, Valjak, Wang, and Wearne.

## **PROCEDURAL MOTION RECONVENED MEETING**

At 9.45pm, the Lord Mayor reconvened the meeting and the following Councillors were present:

Lord Mayor, Councillor Esber, Deputy Lord Mayor, Councillor Prociv and Councillors Bradley, Darley, Garrard, Humphries, MacLean, Noack, Pandey, Siviero, Valjak, Wang, and Wearne.

Note: Councillor Green left the meeting and did not return.

## **10. PETITIONS**

Councillor Garrard tabled a petition for the Parramatta City Council to object to DA/22/2024 13 Cowells Lane, Ermington NSW 2115 – Proposed Child Care Centre with 84 places.

## 11. RESCISSION MOTIONS

There was no rescission motion at this meeting.

## 12. REPORTS TO COUNCIL - FOR NOTATION

### 12.1 **Status Report - Update on Transcription Technology at PHIVE** (Report of Chief Technology Officer)

**RESOLVED:** Councillor Siviero and Councillor Wang

That Council receive and note the report.

**Record of Voting:**

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

- Note:
1. The meeting resumed at 9:45pm.
  2. Questions were taken on notice for Item 12.1 Status Report - Update on Transcription Technology at PHIVE by Councillors Siviero, Garrard and Darley.
  3. This Notice of Motion is still open until the second part is provided to Council.
  4. If a report is in relation to a Notice of Motion, staff is to note the Councillor's name and the Notice of Motion.

## 13. REPORTS TO COUNCIL - FOR COUNCIL DECISION

### 13.1 **Council Policies for Rescission: Stormwater Disposal Policy 2020** (Report of Policy Officer)

This Item was dealt with earlier in the meeting.

### 13.2 **Public Exhibition of Draft Regulatory Enforcement Policy** (Report of Policy Officer)

This Item was dealt with earlier in the meeting.

### 13.3 **Public Exhibition of Draft Homebush Bay Circuit - Bennelong Parkway** (Report of Senior Project Officer Transport Planning)

**RESOLVED:** Councillor Noack and Councillor Siviero

- (a) That Council approve the draft Homebush Bay Circuit – Bennelong Parkway Bridge and Paths at Attachment 1 for the purposes of public exhibition.
- (b) That the draft plans be placed on exhibition for a minimum period of 28 days.
- (c) That the outcomes of public exhibition of the plan be reported to Parramatta Traffic Committee and Council.

**Record of Voting:**

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

Note: A Briefing Note is to be provided to Councillors on submissions received on Item.13. 3 Public Exhibition of Draft Homebush Bay Circuit - Bennelong Parkway.

## **PROCEDURAL MOTION DEALING WITH ITEMS BY EXCEPTION**

**RESOLVED:** Councillor Garrard and Councillor MacLean

That in accordance with Section 13 of Council's Code of Meeting Practice, Council adopt the following Items as printed:

- Item 13.4 Public Exhibition of Draft Toongabbie to Westmead Pedestrian and Cyclist Corridor
- Item 13.5 Public Exhibition of Draft Wilderline to Duck River Pedestrian and Cyclist Paths

**Record of Voting:**

For the Motion: Unanimous

13.4 **Public Exhibition of Draft Toongabbie to Westmead Pedestrian and Cyclist Corridor**  
(Report of Senior Project Officer Transport Planning)

**RESOLVED:** Councillor Garrard and Councillor MacLean

- (a) That Council approve the draft Toongabbie to Westmead Pedestrian and Cyclist Corridor at Attachment 1 for the purposes of public exhibition.
- (b) That the draft plan be placed on exhibition for a minimum period of 28 days.
- (e) That the outcomes of public exhibition of the plan be reported to Parramatta Traffic Committee and Council.



**Executive Director City Assets & Operations Response:**

The proportion of council-owned buildings suitable for solar panels varies due to factors like the size, structure and orientation of roof, building redevelopment plans, operational changes, and shading (from trees or adjoining development). Currently, 11 potential sites are identified, with 4 completed last year, 2 planned for this financial year, and the rest are under detailed design and feasibility.

2. How many Council owned buildings currently have solar panels and what proportion is this of all Council owned buildings?

**Executive Director City Assets & Operations Response:**

Currently, the City of Parramatta has rooftop solar PV installations on 21 facilities, totalling 648 kW in installed capacity.

Considering that 136 buildings are viable for solar installation, presently around 16.8% of Council buildings have solar PV installed. However, it's crucial to note that not all buildings are suitable for solar installation.

3. Currently what is the plan for installing solar panels on the remainder of suitable Council own buildings (i.e. how many buildings per year will have solar panels installed)?

**Executive Director City Assets & Operations Response:**

With a current annual budget of \$100,000 available, we anticipate delivering approximately 2-3 projects per year at 10-50kw capacity each.

4. What is the estimated total cost to install the remaining solar panels?

**Executive Director City Assets & Operations Response:**

Determining the estimated total cost to install the remaining solar panels requires a detailed site analysis taking into consideration various factors such as consumption patterns, system size, as well as site conditions like shading and roof structure. Comprehensive energy consumption analysis and investigation of individual sites are necessary to provide accurate cost estimates and return on investment. Conducting this analysis entails significant effort and will necessitate additional time and resources.

5. What roughly would be the savings to Council once solar panels are installed on all suitable locations?

**Executive Director City Assets & Operations Response:**

In FY 2023, the Council generated approximately 544 MWh of renewable energy from its current rooftop solar PV installations, based on a utilisation rate of around 70% this resulted in estimated cost savings of around \$77,000.

Note: The answer to question 2 on Item 15.3 Solar Panels on Council Facilities was amended to reflect that there are 136 buildings viable for solar installations.

## **PROCEDURAL MOTION MATTER OF URGENCY**

The Deputy Lord Mayor, Councillor Prociv requested to raise a Matter of Urgency under clause 9.3(b) of the Code of Meeting Practice, regarding the Closure of Australia Post at Olympic Park.

The Lord Mayor considered the matter to be urgent.

## **MATTER OF URGENCY INTERNATIONAL WOMEN'S DAY**

**RESOLVED:** Councillor Prociv and Councillor MacLean

Thanked the staff for a successful celebration of the International Women's Day at the City of Parramatta.

## **PROCEDURAL MOTION MOVE TO CLOSED SESSION**

**RESOLVED:** Councillor Noack and Councillor MacLean

That at this time of the meeting, being 10:13pm, 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:

### **16.1 Tender 27/2023 Phillip Street Smart Street, Stage 2, Parramatta - Civil and Landscape Works**

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

**Record of Voting:**

For the Motion: Unanimous

Note: Council moved into closed session at 10:14pm.

## **16. REPORTS OF RESOLUTIONS PASSED IN CLOSED SESSION**

- 16.1 **Tender 27/2023 Phillip Street Smart Street, Stage 2, Parramatta - Civil and Landscape Works**  
(Report of Group Manager Capital Projects)

**MOTION** Councillor Pandey and Councillor Noack

- (a) That the tender submitted by EzyPave Pty Ltd for construction of Phillip Street Smart Street, Stage 2 for the sum of \$2,718,124.29 (excluding GST) be accepted.
- (b) That all unsuccessful tenderers be advised of Council's decision in this matter.
- (c) That Council delegate authority to the Chief Executive Officer to finalise and execute all necessary documents.

**Record of Voting:** Unanimous

Note: Questions were taken on notice for Item 16.1 Tender 27/2023 Phillip Street Smart Street, Stage 2, Parramatta - Civil and Landscape Works by Councillors Pandey and Darley.

## **PROCEDURAL MOTION RETURN TO OPEN SESSION**

**RESOLVED:** Councillor MacLean and Councillor Wearne

That Council move into open session.

**Record of Voting:**

For the Motion: Unanimous

Note: Council Moved to Open Session at 10:33pm.

## **17. PUBLIC ANNOUNCEMENT**

**RESOLVED:** Councillor Noack and Councillor MacLean

That the recommendations in relation to Item:

- **16.1 Tender 27/2023 Phillip Street Smart Street, Stage 2, Parramatta - Civil and Landscape Works**
- 

be received and noted as resolutions of Council without any alteration and amendment thereto.

**Record of Voting:**

For the Motion: Unanimous

- 16.1 **Tender 27/2023 Phillip Street Smart Street, Stage 2, Parramatta - Civil and Landscape Works**  
(Report of Group Manager Capital Projects)

**RESOLVED:** Councillor Noack and Councillor MacLean

- (a) That the tender submitted by EzyPave Pty Ltd for construction of Phillip Street Smart Street, Stage 2 for the sum of \$2,718,124.29 (excluding GST) be accepted.
- (b) That all unsuccessful tenderers be advised of Council's decision in this matter.
- (c) That Council delegate authority to the Chief Executive Officer to finalise and execute all necessary documents.

**Record of Voting:** Unanimous

## **18. CONCLUSION OF MEETING**

The meeting concluded at 10:33 pm.

This page and the preceding 27 pages are the Minutes of the Ordinary/Extraordinary Council Meeting held on Monday, 26 February 2024 and confirmed on Monday, 25 March 2024.

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Chairperson

## **REPORTS TO COUNCIL - FOR NOTATION**

### **25 MARCH 2024**

12.1	Minutes of Audit Risk and Improvement Committee Meeting held on 23 November 2023.....	30
12.2	ARIC Annual Report 2023.....	38
12.3	Investment Report for February 2024.....	45
12.4	Quarter Two Progress Report - Delivery Program and Operational Plan 2023/24 .....	97
12.5	Traffic Engineering Advisory Group - 21 February 2024 - Minutes.....	143
12.6	LATE REPORT Committee Structure – City of Parramatta .....	217

## REPORTS TO COUNCIL - FOR NOTATION

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<b>ITEM NUMBER</b>	12.1
<b>SUBJECT</b>	Minutes of Audit Risk and Improvement Committee Meeting held on 23 November 2023
<b>REFERENCE</b>	F2024/00282 - D09345935
<b>REPORT OF</b>	Coordinator Internal Audit
<b>CSP THEME:</b>	FAIR

### PURPOSE:

To receive and note the confirmed Minutes from the Audit, Risk and Improvement Committee (ARIC) meeting held on 23 November 2023.

### RECOMMENDATION

That Council receive and note the confirmed Minutes from the Audit, Risk and Improvement Committee (ARIC) meeting held on 23 November 2023.

### BACKGROUND

1. Council's Audit, Risk and Improvement Committee Charter provides for the reporting of Audit, Risk and Improvement Committee (ARIC) meeting minutes to Council.

### ISSUES/OPTIONS/CONSEQUENCES

2. The Minutes of the ARIC meeting held on 23 November 2023 were confirmed by the ARIC at its meeting on 22 February 2024 and are now submitted for Council's information.

### CONSULTATION & TIMING

#### Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
8 January 2024	Risk & Audit Manager	Minor changes recommended	Referred draft minutes to ARIC Chair	Risk & Audit Coordinator Internal Audit
10 January 2024	Chairperson of ARIC	Approved	Referred approved draft minutes to ARIC	Risk & Audit Coordinator Internal Audit
10 January 2024	ARIC Independents	No changes recommended	No change to Chair approved minutes	Risk & Audit Coordinator Internal Audit

Councillor Consultation

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

<b>Date</b>	<b>Councillor</b>	<b>Councillor Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
10 January 2024	Councillor representatives on ARIC	No comment from councilor representatives.	No further action.	Risk & Audit Coordinator Internal Audit

**LEGAL IMPLICATIONS FOR COUNCIL**

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

**FINANCIAL IMPLICATIONS FOR COUNCIL**

6. There are no financial implications associated with this report.

Bruce Ferguson  
**Risk & Audit Manager**

Roxanne Thornton  
**Chief Governance & Risk Officer**

John Angilley  
**Executive Director Finance & Information**

Gail Connolly  
**Chief Executive Officer**

**ATTACHMENTS:**

1   ARIC Meeting Minutes 23 November 2023 6 Pages

**REFERENCE MATERIAL**



# MINUTES

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**Audit Risk & Improvement Committee**  
**Thursday, 23 November 2023**  
**6.30pm**

**Level 12, Boardroom**  
**126 Church Street, Parramatta**

Audit Risk & Improvement Committee – 23 November 2023

## **ARIC MEMBERS IN ATTENDANCE**

Chair - Dr Col Gellatly, David Pendleton, Jesse Jo

## **COUNCIL STAFF IN ATTENDANCE**

Chief Executive Officer – Gail Connolly, Executive Director, Finance and Information – John Angilley, Acting Executive Director Property and Place – Bruce Mills, Chief Information Officer – John Crawford, Chief Financial Officer – Amit Sharma, Risk & Audit Manager – Bruce Ferguson, A/Internal Ombudsman – Josh Jongma

## **EXTERNAL IN ATTENDANCE**

Internal Auditor – Josh Goulton

## **OPENING MEETING**

The Chair opened the meeting at 6.32pm.

### **1. ACKNOWLEDGEMENT TO TRADITIONAL OWNERS OF LAND**

The Chair acknowledged the Burrumattagal 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.

### **2. APOLOGIES**

Councillors Sameer Pandey and Michelle Garrard.

### **3. CONFIRMATION OF MINUTES**

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

### **4. DISCLOSURES OF INTEREST**

There were no disclosures of interest at the meeting.

### **5. AGENDA ITEMS**

#### **5.1 Minutes of Previous Meeting**

#### **5.2 Matters Arising and Action Items from Minutes**

The following matters were agreed to be CLOSED by the ARIC:

- Issue#98 – ARIC Terms of Reference – The Office of Local Government Guidelines for Risk Management and Internal Audit for Local Government in NSW is expected to be regulated soon which will affect the ARIC Charter. A draft ARIC Terms of Reference is available.
- Issue#101 – Draft Enterprise Risk Management Policy - has been on public exhibition and will be going to a Council Meeting in December for endorsement. There were no public submissions on the Policy.
- Issue#113 - Reflections on completed projects (PHIVE) and operational readiness reviews (Parramatta Aquatic Centre).
- Issue#114 – Summary of IOSS complaints
- Issue#115 – WHS including Emergency Management in the WHS Report
- Issue#116 – Updates on TechOne Project

Audit Risk & Improvement Committee – 23 November 2023

- Issue#117 – Draft Financial Statements
- Issue#121 – Draft Financial Statements – NSW Fire Brigade and wording of operating performance ratio commentary.

**Action:**

Issue#98 - Risk and Audit Manager to circulate the draft ARIC Terms of Reference to the ARIC members.

### 5.3 Update on Major Projects

#### 1. PHIVE

- Council building is completed and opened on 23 September 2022.

#### 2. Town Hall

- Building has been completed but not opened as client is making sure the project is delivered according to the specifications.
- Financial and Risk status is being monitored. The cost of asbestos removal and remediation was more than anticipated so any significant requests from the client will have to be monitored considering the funds available. However, there are no significant requests anticipated from the client.
- The Town Hall opening date is 14 December 2023.

#### 3. Public Domain

- Public domain is complete and open to the public.
- The final occupational certificate for stage 2 is contingent upon the agreed Operational Plan of Management with TfNSW.
- Outstanding matter is the River Flow and final completion is estimated to be in Q2 2024 pending cost approval.
- The Public Domain project will be closed out and a new one created called the River Flow Project.
- The remaining \$1.5 million from the Public Domain Project will be used to finish the River Flow Project
- The risk for the River Flow Project is that the \$1.5 million is insufficient to complete the project. However, the project managers are working with the Finance Team to ensure sufficient funds will be available for completion.
- Design changes may cause alteration to River Flow Project schedule.
- The new River Flow Project would not be considered a major project as it is within \$2million - \$2.5million.

#### 4. 6&8 Parramatta Square – Commercial Towers

- Project is completed, however, there are a few contractual issues being resolved with Walker Corporation. These were the result of the original concept being changed from a residential tower to a commercial tower. The change in concept was agreed to rapidly at the time to enable Walker to secure tenants and ensure the viability of the project.
- The contractual issues relate to payment to Council based on the valuation of the building at completion. Matter This is being negotiated by Neil Murray, a consultant, on behalf of Council.
- Sydney Water was to make funds available to Council, however, Council had to connect their car parking to the Square. As this relates to access, Walker Corporation will need to be part of this contractual agreement between Sydney Water and Council. This will be a benefit to Council due to cost reduction and accessibility in the underground levels.

#### 5. Parramatta Aquatic Centre

- Project has been completed and PAC opened to the public on 25 September 2023.

Audit Risk & Improvement Committee – 23 November 2023

- There are technological issues with carparking which staff is resolving with the contractor.
6. *Epping Aquatic Centre*
- Timeline has been reviewed and an extra four months has been added.
  - The project overall status is 'yellow' due to scope creep.
  - There are ongoing community consultations, with the development application scheduled to go to Council on 4 December.
  - For the work to progress, the development application needs to be approved, the tender process finalized and construction timeline to fit within the tender timeframe.
7. *Riverside Theatre Redevelopment*
- There is a \$10million shortfall for this project but this could be funded from developer contributions and public domain grants.
  - Lead consultant for the project is ARUP. A potential breach of confidentiality and IP by ARUP has been resolved by all parties. This has not delayed the program.
8. *9 Wentworth Place – Future Workplace*
- There have been some scope changes including bringing in the fourth floor to allow more staff time in the office.
  - The first CDC and Certificate of Completion for first three floors should be completed by end of May 2024. The fourth floor should be completed by end of June 2024.
  - Costs for fourth floor will be finalized by end of January 2024 but it is expected to be within the \$3.8million budget.

#### Question taken on Notice

Can the Acting Executive Director of Property and Place provide an update to the ARIC on whether staff have addressed the following two high risk items (highlighted in orange) on page 3 of Attachment 2 of Item 5.2, if so, what was done?

1. Protocol for CCTV not available
2. Inner ring lawn uneven surface

#### **5.4 Internal Ombudsman Shared Service**

There were a total of 22 complaints received between 1 July 2023 and 30 September 2023. Themes of investigations include:

- allegations of breaches of the Code of Conduct,
- staffing matters,
- recruitment,
- public interest disclosures and
- allegations of corruption in regulatory functions.

The Public Interest Disclosure Policy has been adopted by the CEO and now in force. There will be a number of mandatory training available to disclosure officers at the end of the year and first quarter of next year.

IOSS also provided education activities and input to policy reviews.

The Chair mentioned that this was Josh Jongma's last week as the Internal Ombudsman and he thanked him for his work.

#### **5.5 Finance Report YTD September 2023**

The Quarterly Budget Review was endorsed by Council on 20 November 2023.

Audit Risk & Improvement Committee – 23 November 2023

There is a slight deficit of \$2.4m which relates to the phasing of the roads renewal program. Council received in late June a \$7m contribution which was too late to include in the 2022/23 Financial Year. There was a \$1million workers compensation which was adjustments from previous years that came through. There is some rental adjustment to Level 4 at 9 Wentworth.

The following has also increased:

- Charges and fees for parking meters
- Higher domestic waste management charges
- Higher interest income

Expenses is above budget by approximately \$8million. The operating grants and contributions and capital grants contributions are below budget.

The budget process has commenced and IPART has advised that the rate peg is 5.1% which represents approximately \$8.8million. There were no comments from members of the public on the general purpose finance statement when it went on public exhibition.

Forecast is positive and we will have a better sense of where things are in quarter two (Q2).

#### **5.6 ICT Major Projects Update**

- Going live phase one of transformation with TechOne.
- Business Solutions Implementation team working across the organization, revamp the budget accounts and rolling out EB for budgeting processes.
- There will be a lessons learnt before we commence phase two.
- Below budget and online with timings.
- Phase two will start in 1 July which is our financial supply chain part one of the ECM and Assets Portal, mapping of the project will commence in two weeks' time.
- Budgeting phase, new chart of accounts will commence in the new system on 1 July.
- We are under budget for 9 Wentworth in relation to our expectations on IT component.
- IT is currently reviewing the responses to the cyber audit.

#### **5.7 Update from Audit Office**

The update from the Audit Office was circulated out of session to the ARIC.

#### **5.8 Report of Internal Audit Activities**

Josh Goulton provided the following update:

- Key business process to map assurance activities increased from 50 to 76 and this exercise has concluded. Management has been provided with the draft actions to resolve identified gaps.
- The assurance map summary of results was provided indicating comprehensive and rigorous coverage of multiple controls.
- Five key takeaways:
  - CoP has a considerable number of assurance activities in place.
  - High degree of second line independent monitoring/committee oversight or reporting in place (65/76)

Audit Risk & Improvement Committee – 23 November 2023

- Moderate degree of first line management oversight or reporting in place (55/76).
- Limited formal or periodic compliance review/spot checks in place. Visibility of those outcomes could be improved.
- 2024/26 Internal Audit Plan addresses many of the assurance gaps identified through the mapping exercise.

**Action:**

Risk and Audit Manager to liaise with the WHS Team to advise ARIC on what Council is doing in relation to the new Work and Health and Safety legislation and requirements.

ARIC member Jesse Jo is to provide the details of questions for psychosocial risks for a note back to the ARIC from staff.

**5.9 New Item – Update from CEO**

- Councillors agreed to the following at the Councillor Strategic Day :-
  - 30 year vision for the City
  - Establish a future forum to have a vision developed by a group of eminent people. Once adopted the vision will be reviewed annually.
  - CoP to position itself as Western Sydney's global city and be the leader of local government in Western Sydney.
  - Staff will be working on this for the next eight to ten months.
- Electoral Commission has commenced election preparation for next year which is really positive as we can be more proactive and organized.

Next meeting will be on the 22 February 2024.

**REPORTS TO COUNCIL - FOR NOTATION**

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<b>ITEM NUMBER</b>	12.2
<b>SUBJECT</b>	ARIC Annual Report 2023
<b>REFERENCE</b>	F2024/00282 - D09345944
<b>REPORT OF</b>	Coordinator Internal Audit
<b>CSP THEME:</b>	FAIR

**WORKSHOP/BRIEFING DATE:** NIL

**PURPOSE:**

This report provides a summary of the operations of the Audit Risk and Improvement Committee (ARIC) for the period from 1 January 2023 to 31 December 2023.

**RECOMMENDATION**

That Council receives and notes the 2023 Annual Report of the Audit Risk and Improvement Committee.

**BACKGROUND**

1. The ARIC comprises three independent members:
  - Dr Col Gellatly AO (Chairperson)
  - David Pendleton
  - Jesse Jo
2. The ARIC comprises two Councillor representatives:
  - Sameer Pandey
  - Michelle Garrard
3. The ARIC operates under the *Audit, Risk and Improvement Committee Charter* which was adopted by Council on 25 June 2018.
4. The 2023 ARIC Annual Report is submitted to Council for information, review and as an improvement opportunity.

**ISSUES/OPTIONS/CONSEQUENCES**

5. Council's Internal Audit has been functioning in a co-sourced structure where internal audit services are undertaken by Council's Coordinator Internal Audit and contracted service provider, BDO Services Pty Ltd.
6. The Executive Team and the ARIC have endorsed an Annual Internal Audit Program and a three-year Strategic Internal Audit Program. The current Strategic Internal Audit Program is based on a formalised risk assessment methodology linked to Council's Enterprise Risk Management program.
7. Attachment 1 to this report is the 2023 Annual Report prepared by the Chairperson of ARIC in respect of the activities undertaken by the Committee during the period from 1 January 2023 to 31 December 2023.

**CONSULTATION & TIMING**Stakeholder Consultation

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

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
9 January 2024	Risk & Audit Manager	Amendments suggested to report.	Draft to ARIC Chair for comment.	Risk & Audit Coordinator Internal Audit
10 January 2024	Chairperson of ARIC	Approved	Draft forwarded to ARIC members.	Risk & Audit Coordinator Internal Audit
10 January 2024	Audit, Risk and Improvement Committee (ARIC)	No comment	Chairperson approved report amendments.	Risk & Audit Coordinator Internal Audit

Councillor Consultation

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

<b>Date</b>	<b>Councillor</b>	<b>Councillor Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
16 February 2024	Councillor representatives on ARIC	No comment from councillor representatives.	No further action.	Risk & Audit Coordinator Internal Audit

**LEGAL IMPLICATIONS FOR COUNCIL**

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

**FINANCIAL IMPLICATIONS FOR COUNCIL**

11. There are no financial implications associated with this report.

Bruce Ferguson  
**Risk & Audit Manager**

Roxanne Thornton  
**Chief Governance & Risk Officer**

John Angilley  
**Executive Director Finance & Information**

Gail Connolly  
**Chief Executive Officer**

**ATTACHMENTS:**

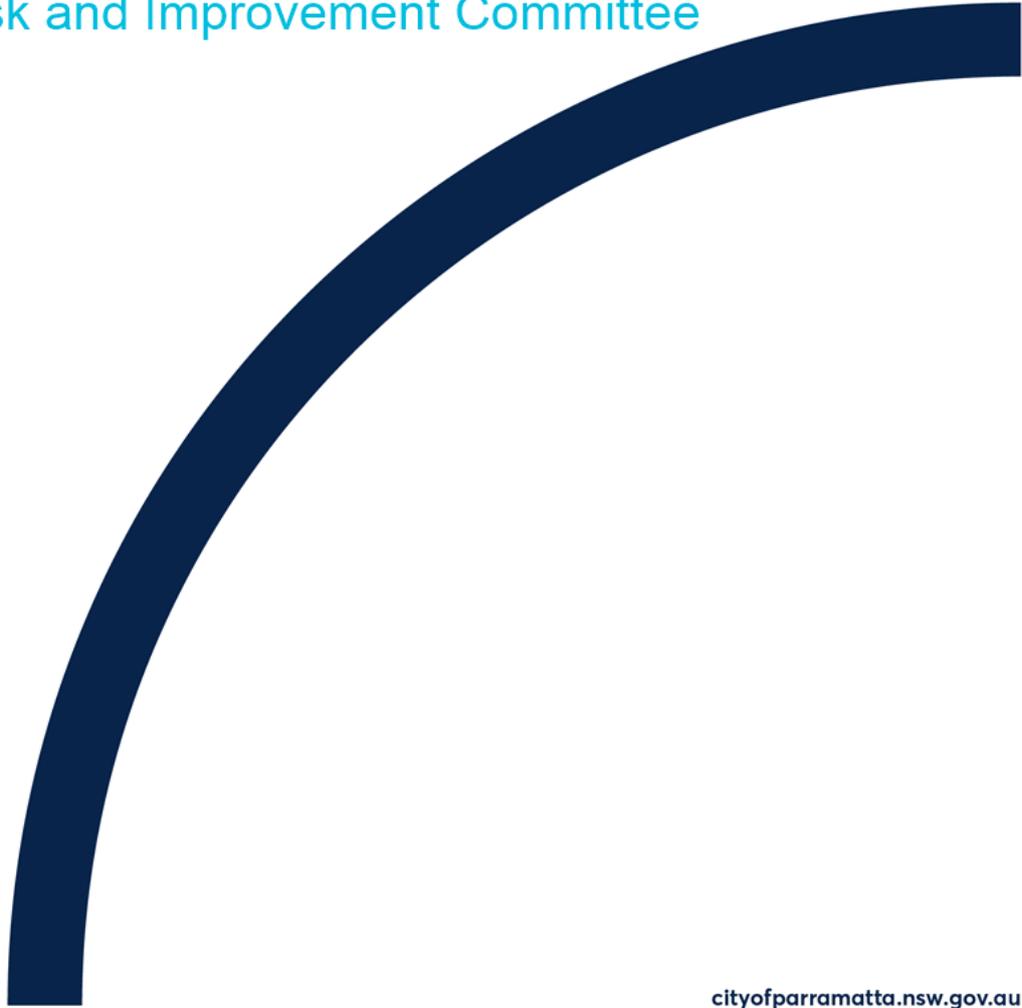
1   ARIC Annual Report 2023 4 Pages

**REFERENCE MATERIAL**



# ANNUAL REPORT

Audit Risk and Improvement Committee  
2023



[cityofparramatta.nsw.gov.au](http://cityofparramatta.nsw.gov.au)

## INTRODUCTION

The purpose of this report is to provide City of Parramatta with a summary of the operations of the Audit Risk and Improvement Committee (ARIC) in accordance with the ARIC Charter.

The ARIC met five times during 2023. Four ordinary meetings covered all aspects of the Charter and one special meeting focused on the review of audited Annual Financial Reports for 2022/23.

## CHARTER

The Charter for the Committee as the end of 2023 is at Attachment 1. The committee will consider a revised terms of reference and internal audit charter in line with the recently released Guidelines for Risk Management and Internal Audit for Local Government in NSW early in 2024.

## COMMITTEE MEMBERS

Throughout the relevant period the committee members were:

- Independent external representatives:
  - Dr Col Gellatly (Chairperson)
  - David Pendleton
  - Jesse Jo
  
- Councillor representatives:
  - Councillor Sameer Pandey \*\*
  - Councillor Michelle Garrard

\*\* In accordance with the ARIC Charter Councillor Pandey was excluded from the Committee from 22 May 2023 to 25 September 2023 as he was Lord Mayor during this time.

## MEMBERS & ATTENDANCE

In 2023 the Committee held four (4) ordinary meetings and one (1) special meeting in October to consider Council's audited financial reports. Below are the dates of meetings held:

- 23 February 2023
- 25 May 2023
- 17 August 2023
- 19 October 2023
- 23 November 2023

The table below shows the number of attendances of the Committee members at the above meetings:

Member Name	Meetings eligible to Attend	Meetings Attended	Apology Received
Dr Col Gellatly	5	4	1
David Pendleton	5	5	-
Jesse Jo	5	5	-
Councillor Michelle Garrard	5	1	4
Councillor Sameer Pandey	3	1	2

### FINANCIAL AUDIT 2022/2023

Council's financial audit was undertaken by the Audit Office of NSW.

The 2023 Annual Engagement Plan included the audit of the Council's General Purpose Financial Statements and Special Purpose Financial Statements. The key issues which were addressed included:

- Revaluation of infrastructure, property, plant and equipment (IPPE)
- Assessing the fair value of Council's infrastructure, property, plant and equipment (IPPE)
- Parramatta Light Rail project
- Developments related to the Museum of Applied Arts and Sciences (MAAS)
- Revenue and leases - Significant contracts and agreements
- Horwood place compulsory acquisition
- Major capital expenditure
- New payroll system
- Information Technology General Controls
- Cyber security

The representatives from the Audit Office provided regular updates of progress and issues at each ARIC meeting. A special meeting was held on 19 October 2023 for the ARIC to consider the draft audited financial reports. The ARIC recommended that Council to adopt those financial reports.

### INTERNAL AUDIT

Council's Internal Audit functions under a co-sourced model with BDO who are contracted to provide internal audit services for the 3 years to 30 June 2024.

A major focus of the Committee has been tracking the completion of agreed management responses to the internal audit recommendations. We are pleased to report there has been a significant improvement in the completion rate, particularly with the recommendations made by the Internal Ombudsman Shared Service. We have seen a real commitment by management at all levels to follow up and implement agreed recommendations.

In April 2023 the Committee met with the Risk & Audit Manager and the Coordinator Internal Audit to review the operation of the Internal Audit function and programme.

During the 2023 calendar year, the Audit Risk & Improvement Committee considered the following internal audits:

- Early Learning Centre Operations
- Fleet Management
- Overtime Practices
- Use of Council Credit Cards
- Councillor Expenses
- RMS DRIVES System Access

### **CONTROL ASSURANCE MAPPING**

In August 2023 the Committee requested that a Council wide Control Assurance Map be developed. BDO have undertaken this task and will present the results to Committee in early 2024.

### **INTERNAL OMBUDSMAN SHARED SERVICES (IOSS)**

The service is shared by City of Parramatta, Cumberland and Inner West Councils and operates under the Internal Ombudsman Shared Service Governance Charter. The Internal Ombudsman started reporting to the ARIC in May 2018. Since then, the IOSS has been providing quarterly updates on current activities to the ARIC.

In the 12 months to June 2023 City of Parramatta has continued to make better use of the service than in the previous year with utilisation increasing from 30% to 37%. The number of complaints received by the IOSS has increased. The IOSS continues to conduct in-house training with staff and senior management on Code of Conduct, Public Interest Disclosure (PID) and new staff induction training.

### **OTHER MATTERS REVIEWED BY THE COMMITTEE**

- James Hardie Legacy Asbestos Activities
- Updates on Major Projects
- Updates from Major Projects Advisory Committee
- Updates on Cyber Security and Patch Management
- Enterprise Risk Management
- Financial YTD Reporting
- WHS Annual Report
- NSW SafeWork Improvement Notice
- Proposed Upgrade of the TechOne System
- People Culture & Workplace Reporting
- Finance & Information Reporting

### **CONCLUSION**

The current ARIC completed a full year of operation and completed activities required by its Charter in a constructive way.

Dr Col Gellatly  
**Chair of Audit Risk and Improvement Committee**

## REPORTS TO COUNCIL - FOR NOTATION

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<b>ITEM NUMBER</b>	12.3
<b>SUBJECT</b>	Investment Report for February 2024
<b>REFERENCE</b>	F2024/00282 - D09351209
<b>REPORT OF</b>	Tax and Treasury Accountant
<b>CSP THEME:</b>	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 February 2024.

### RECOMMENDATION

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

### BACKGROUND

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

### ISSUES/OPTIONS/CONSEQUENCES

#### Investment Portfolio Summary

3. The investment portfolio closing balance as of 29 February 2024 was \$506.4m. The average portfolio holdings held throughout the month was \$498.1m.
4. The majority of Council's investment portfolio is in term deposits (64%). The portfolio also includes liquid floating rate notes (FRNs), cash, and the TCorp Long Term Growth Fund (LTGF).
5. Approximately 9.6% of the portfolio comprises of less conservative long-term investments with exposure to credit markets and domestic and international shares. The investment portfolio is well diversified and weighted towards higher-rated institutions.
6. The table below lists the diversified range of investments held by Council as at 29 February 2024.

Table 1: Summary of investment portfolio

Investment Product	000's	% Held	Monthly Return	Annualised Return
Term Deposits	321,050	0.63	0.34	4.38
Floating Rate Notes	58,835	0.12	0.44	5.66
Bonds	34,251	0.07	0.13	1.60
Cash at Call	43,631	0.09	0.36	4.60
31 Day Notice Funds	171	0.00	0.40	4.80
CFS Global Managed Funds (CFS)	15,528	0.03	0.57	7.44
TCorp Long Term Growth Fund (LTGF)	32,939	0.07	2.60	38.09
<b>Total Investment Funds</b>	<b>506,405</b>	<b>1.00</b>	<b>0.47</b>	<b>6.09</b>
<b>*COPC Internal Benchmark</b>			<b>0.48</b>	<b>6.75</b>
<b>Ausbond Bank Bill Index Benchmark</b>			<b>0.34</b>	<b>4.43</b>
<b>(Underperformance) / Outperformance &gt; Ausbond BBI</b>				<b>1.66</b>

**\*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 **0.47%** for February 2024 (or 6.09% on an annualised basis), outperforming the monthly Ausbond bank bill index **by 166 basis** points annualised. The TCorp Fund actual return of 2.60% was the main contributor to performance, as Both domestic shares (S&P ASX 200 Accumulation Index +0.79%) and international shares (MSCI World ex-Australia +4.22%) provided modest gains this month..

7. **Historical investment performance.** The table below provides year-to-date and historical investment performance compared to the Ausbond Bank Bill Index.

Table 2: Historical investment portfolio performance

Past and Present Performance	FYTD	1 Year	2 Year	3 Year
Total Portfolio	6.09	4.52	3.11	2.45
Ausbond Bank Bill Index Benchmark	4.43	4.10	2.92	1.95
<b>Outperformance</b>	<b>1.66</b>	<b>0.42</b>	<b>0.19</b>	<b>0.50</b>

8. **Investment Revenue:** As at the end of February 2024, the cumulative actual interest/income earned, was approximately **\$839k above** the annual budget. This outperformance is on the back of strong managed funds returns over the last quarter.

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	\$1,766,667	\$2,157,596	\$390,929
Aug 2023	\$3,533,333	\$3,384,092	-\$149,241
Sep 2023	\$5,300,000	\$4,137,027	-\$1,162,973
Oct 2023	\$7,066,667	\$4,976,807	-\$2,089,860
Nov 2023	\$8,833,333	\$7,682,940	-\$1,150,393
Dec 2023	\$10,600,000	\$10,367,665	-\$232,335
Jan 2024	\$12,366,667	\$12,629,655	\$262,988
Feb 2024	\$14,133,333	\$14,971,968	\$838,634
Mar 2024	\$15,900,000		
Apr 2024	\$17,666,667		
May 2024	\$19,433,333		
Jun 2024	\$21,200,000		

**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 Jan-24	Asset Valuation Feb-24	Value Capitalised Net Return	Monthly Interest Return Actual
TCorp Long Term Growth Fund	\$32,104,660	\$32,938,619	\$833,959	2.60%
CFS Global Managed Fund	\$15,439,784	\$15,528,107	\$88,322	0.57%
<b>Total:</b>	<b>\$47,544,445</b>	<b>\$48,466,726</b>	<b>\$922,281</b>	<b>1.95%</b>

9. During February, unrealised capital valuations on Managed funds rose by approximately \$922k. This increase in capital valuation, has been capitalised and is included in the cumulative investment revenue shown in table 3.
10. **The CFS Global Credit fund** accounts for around 3.07% of Council's total investment portfolio. The Fund returned +0.57% (actual) in February, as market valuations in global credit securities increased. With a running yield of 5.50% p.a., advisors recommend Council retains this "grandfathered" Fund given the alternative to invest in cash and deposits are yielding slightly lower.
11. **Maturities and Transactions:** Overall, the portfolio remains well diversified from a maturity perspective, with around 19% of assets directed to medium term (2-5 years).
12. 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.
13. The following Investment transactions occurred during February 2024:

Table 5: Investment Maturities

Type	Issuer	Rating	Principal (\$)	Purchase Date	Maturity Date	Coupon (%)
TD	The Mutual Bank	BBB-	2,500,000.00	04-Jul-23	08-Feb-24	5.82
TD	JUDO BANK	BBB-	4,500,000.00	30-Jun-23	08-Feb-24	5.75
TD	JUDO BANK	BBB-	4,500,000.00	30-Jun-23	15-Feb-24	5.75
			<b>11,500,000.00</b>			

Table 6: New Investment Purchases

Type	Issuer	Rating	Principal (\$)	Purchase Date	Maturity Date	Coupon (%)	Fossil Fuel- Green
FRN	ANZ Bank	AA-	3,500,000.00	05-Feb-24	05-Feb-29	5.31	Yes
FRN	Heritage and Peoples Choice L	BBB	2,100,000.00	08-Feb-24	08-Feb-27	5.94	Yes
TD	Suncorp	A+	4,000,000.00	09-Feb-24	09-Jan-25	5.16	Yes
TD	NAB	AA-	4,000,000.00	09-Feb-24	13-Feb-25	5.16	Yes
TD	Bank of Us	BBB+	5,000,000.00	09-Feb-24	12-Feb-26	4.97	No
TD	ING Direct	A	5,000,000.00	09-Feb-24	09-Feb-29	5.05	Yes
FRN	Newcastle Greater Mutual Gro	BBB	1,500,000.00	14-Feb-24	14-Feb-29	6.20	Yes
TD	JUDO BANK	BBB-	4,500,000.00	15-Feb-24	15-Aug-24	5.18	Yes
FRN	Bank Australia	BBB	1,500,000.00	21-Feb-24	21-Feb-28	6.03	Yes
							No
			31,100,000.00				

14. During the month Council invested \$31.1m, in Term Deposits, Floating Rate Notes and at call cash. Of which \$26.1m were invested in **environmentally sustainable fossil fuel free investments**.

15. Portfolio Maturity Duration

Table 7: Maturity profile

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 365 days	\$315,606,202	62.38%	20%	100%	\$190,319,458
✓	1 – 2 years	\$61,774,202	12.21%	0%	70%	\$292,373,760
✓	2 – 5 years	\$95,606,638	18.90%	0%	60%	\$207,948,759
✓	5 – 10 years	\$32,938,619	6.51%	0%	15%	\$42,950,230
		\$505,925,660	100.00%			

16. 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.

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

*Table 8: Exceptions to counterparty limits*

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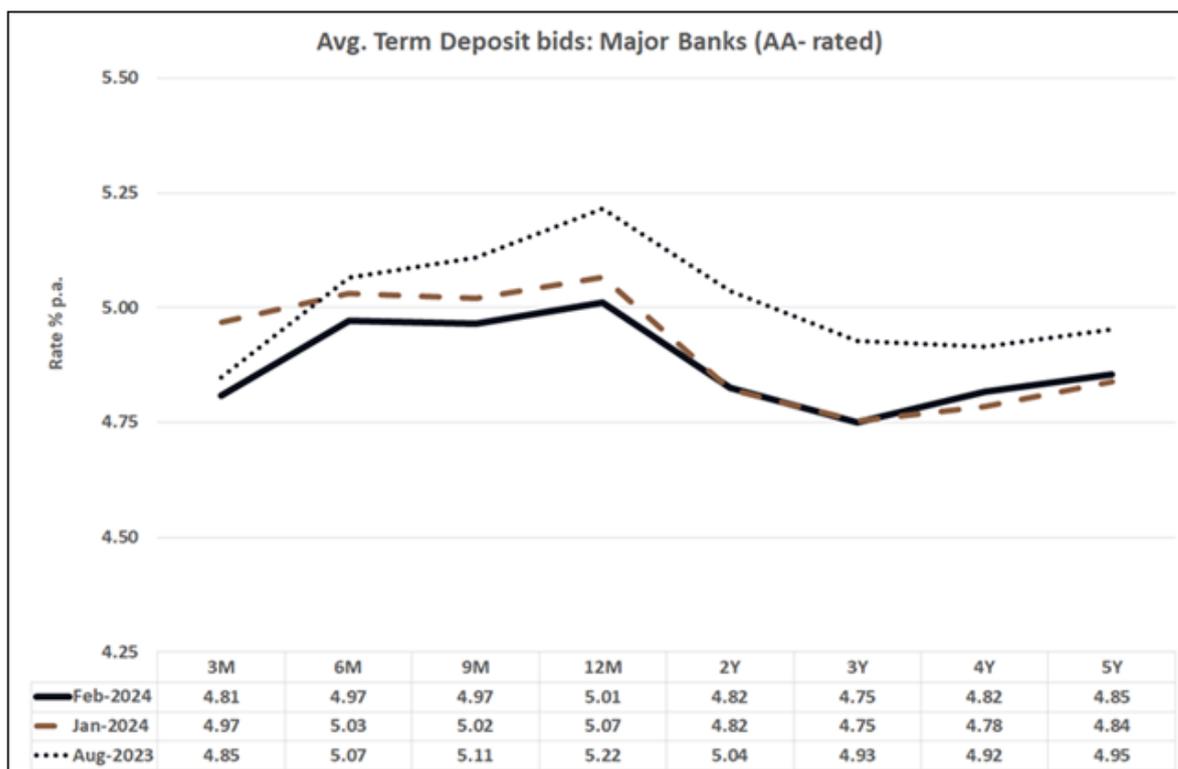
No  
Exceptions

18. As at the end of February 2024, Council did not have an overweight position to any single ADI. Overall, the portfolio is well diversified across the entire credit spectrum, including some exposure to unrated ADIs.
19. A full list of counterparty holdings is available on page 9 of the Arlo Advisory comprehensive report (attachment 2).
20. **Current Yields** Councils Floating Rate Notes are currently yielding around 5.66% FYTD with unrealised capital gains of approximately \$358k based on current market valuations.
21. **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.
22. **Council's term deposit portfolio** (64% of the portfolio) was yielding 4.24% p.a. at month-end, with a weighted average duration of around 261 days or 9 months.

Financial markets continued their rally in February largely reflective of the overall continued easing in inflation globally. Focus remains on when central banks will begin their interest rate cuts this year.

Over February 2024, movements for major bank term deposit rates were mixed compared to the previous month (January 2024). Major bank deposit rates dropped by as much as 16bp across the shorter-tenors (3-12 months), whilst flat across the medium term (2-3 years) and was slightly up by around 2-3bp across the longer-tenors (4-5 years). Interestingly, major bank deposit rates are approximately 10-22bp lower than what they were 6 months ago (August 2023), clearly pricing in the future rate cuts expected later this year.

*Graph 2: Term Deposit Yields*



- 23. Council engages Arlo Advisory for assistance in all investment matters relating to advice, risk, and portfolio weighting. Arlo monitor the portfolio daily and conduct a monthly health check review. This confirms that Council’s portfolio is being conducted in accordance with the Act, the Regulation, and the Investment Policy.
- 24. 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**

- 25. I hereby certify the investments for the month of February 2024 have been made in compliance with the Act, the Regulations, Council’s Investment Policy, and the adviser’s recommendations.

**John Angilley, Executive Director, Finance & Information**

**CONSULTATION & TIMING**

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
29 Feb 2024	Arlo Advisory	All Investments are within Policy guidelines	All Investments	John Angilley

		and supported by Councils independent advisor.  Refer Arlo Comprehensive Report	are within Policy limits and reconcile to the General Ledger as at 29 Feb 2024	Executive Director, Finance & Information  Bruce MacFarlane Treasury & Tax Accountant
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### Councillor Consultation

27. 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

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

### FINANCIAL IMPLICATIONS FOR COUNCIL

29. As of 29 February 2024, cumulative interest income outperformed the year-to-date budget by approximately **\$839k**.

Overall actual interest is tracking strongly versus budget despite some monthly volatility.

Bruce MacFarlane  
**Treasury Tax & Accounts Payable Manager**

John Angilley  
**Executive Director Finance & Information**

Gail Connolly  
**Chief Executive Officer**

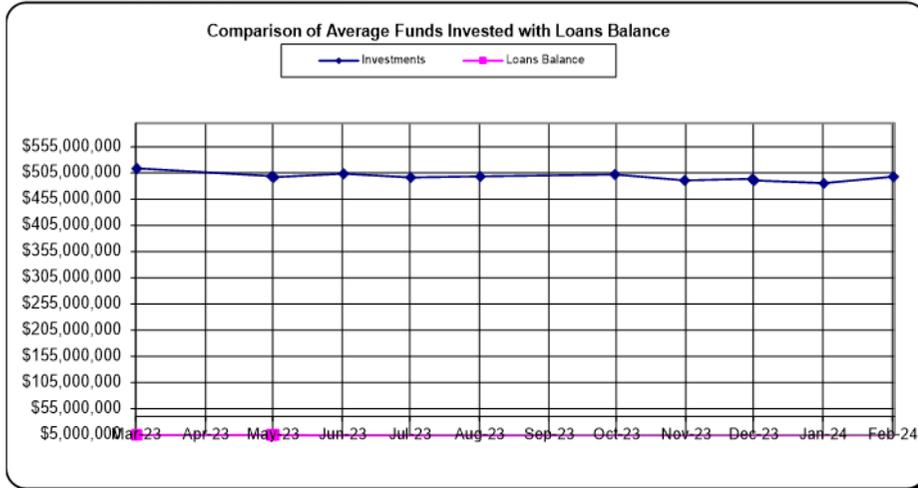
### ATTACHMENTS:

 1	Investment and Loans Performance Graph February 2024.pdf	1 Page
 2	Arlo Advisory Comprehensive Investment Report -February 2024 .pdf	35 Pages
 3	List of Council Investments by maturity February 2024.pdf	8 Pages

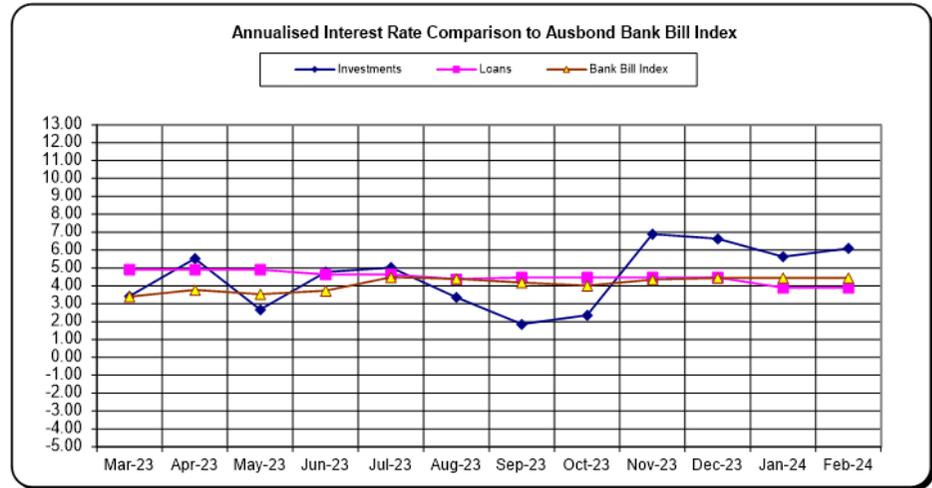
### REFERENCE MATERIAL



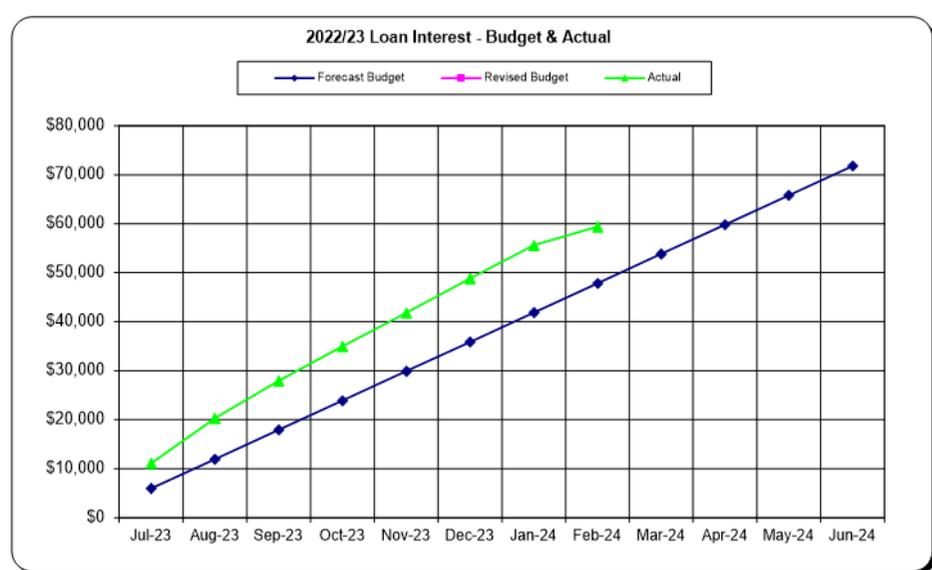
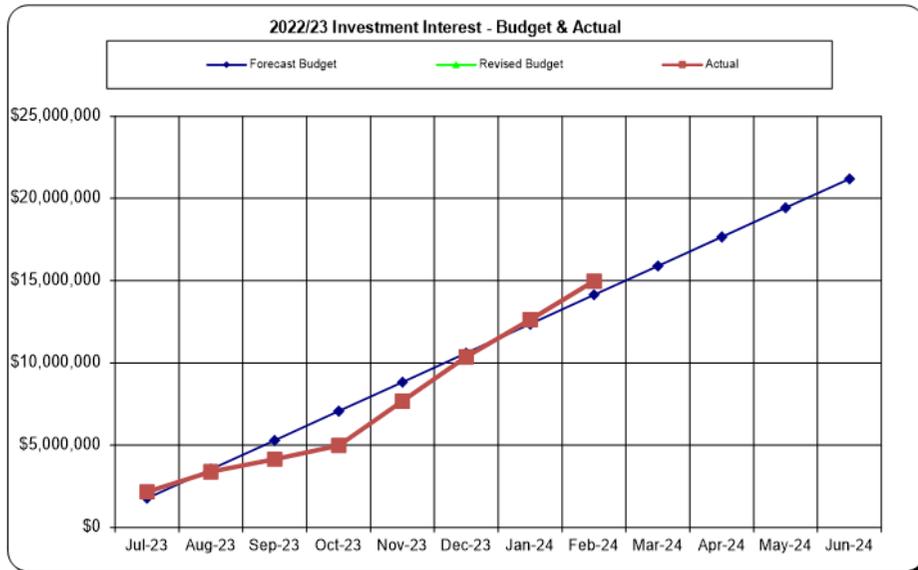
**ATTACHMENT 1**



**CL..... Governance & Corporate**



**Investments and Loans Interest - Year to Date Budget Performance**





## Monthly Investment Review



**CITY OF  
PARRAMATTA**

February 2024

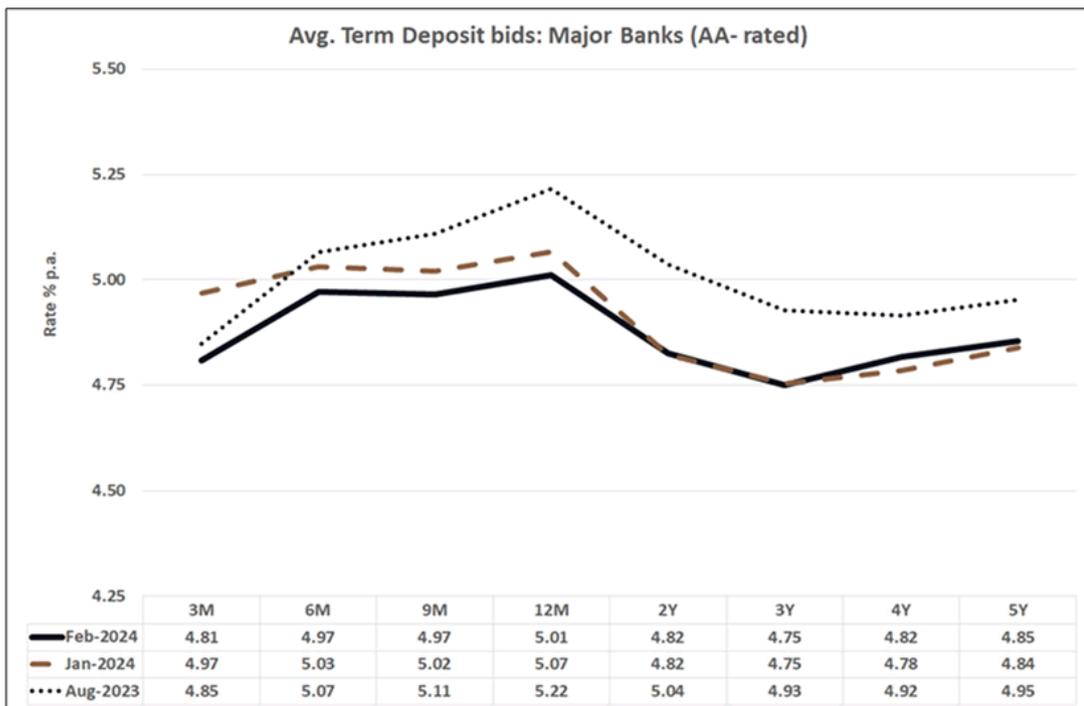
Arlo Advisory Pty Ltd  
ABN: 55 668 101 795  
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AFSL 246 638  
Phone: +61 2 9053 2987  
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125 Middle Harbour Road, East Lindfield NSW 2070



## Market Update Summary

Financial markets continued their rally in February largely reflective of the overall continued easing in inflation globally. Focus remains on when central banks will begin their interest rate cuts this year.

Over February 2024, movements for major bank term deposit rates were mixed compared to the previous month (January 2024). Major bank deposit rates dropped by as much as 16bp across the shorter-tenors (3-12 months), whilst flat across the medium term (2-3 years), and was slightly up by around 2-3bp across the longer-tenors (4-5 years). Interestingly, major bank deposit rates are approximately 10-22bp lower than what they were 6 months ago (August 2023), clearly pricing in the future rate cuts expected later this year.



Source: Imperium Markets

With a global economic downturn and multiple interest rate cuts being priced in coming years, investors should consider taking an ‘insurance policy’ against a potentially lower rate environment by investing across 2-5 year fixed deposits, targeting rates above or close to 4%-5% p.a. (small allocation only).



## City of Parramatta Council's Portfolio Summary

### Term Deposits

Term Deposits (fixed and floating) account for around 64% of the total investment portfolio at month-end. Council's term deposit portfolio was yielding 4.24% p.a. at month-end, with a weighted average duration of around 261 days or ~9 months. Where liquidity permits, we recommend increasing the overall duration closer to 12 months incrementally over the current financial year.

### Senior FRNs

Council's senior floating rate notes (FRNs) make up around 12% of the total investment portfolio at month-end. The market valuation of Council's FRNs collectively rose around **+0.19% (actual)** in February (or **+\$109,407 in dollar terms**).

Summary	January 2024	February 2024	Net Flow (\$)	Monthly Change %
Face Value	\$49,700,000	\$58,300,000	\$8,600,000	+17.46%
Market Value	\$49,874,472	\$58,583,879	\$109,407	+0.19%

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 +\$283,983** (noting some were purchased at a slight discount to par in the secondary market).

### BBB rated senior FRNs

As per all FRNs, we have no issues with Council's investments in "BBB" rated senior FRNs given all counterparties continue to hold robust balance sheets with high levels of capital. On a mark-to-market basis, collectively they rose around **\$42,692 in dollar terms or +0.26% (actual)** for the month.

Summary	January 2024	February 2024	Net Flow (\$)	Monthly Change %
Face Value	\$11,300,000	\$16,400,000	\$5,100,000	+45.13%
Market Value	\$11,330,998	\$16,473,690	\$42,692	+0.26%

At month-end, Council's "BBB" rated FRNs are now marked at an **unrealised capital gain of ~\$73,794**.



### Senior Bonds

Since September 2020, Council has an outstanding \$27m placed in Northern Territory Treasury Corporation (NTTC) fixed bonds rated AA- (same as the domestic major banks), locking in yields between 0.90%-1.40% p.a. The weighted average yield on these investments was 1.09% p.a., with a current weighted average duration of 1.69 years.

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

During August 2021, Council purchased \$600k in the ING (AAA) covered fixed bond at a yield of 1.16% p.a. This is likely to be held for 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. Separately, in recent months, Council purchased fixed bonds with BoQ (BBB+) and Judo (BBB-) Bank at discounted values – these are likely to result in capital gains as they mature and were originally purchased at above +5% and +6% yields respectively.

### TCorp Long-Term Growth Fund

The NSW TCorp Fund accounts for ~6% of Council's total investment portfolio. **The Fund returned +2.60% (actual) during February.** Domestic and international shares provided modest gains this month, contributing to overall returns of the Fund. This was partially offset by bonds (yields rose/valuations fell),

Summary	Jan 2024	Feb 2024	Investment (\$)	Net Return (\$)	Net Return (%)
Market Value	\$32,104,660	\$32,938,619	\$0	+\$833,958	+2.60%

Global inflation continues to move lower, and central bank target levels for inflation are coming within sight. Thus, markets believe that if central banks decide to hike rates again to tame inflation, then rate cuts will come once inflation returns to target. The perceived timing differences between central banks pivoting to rate cuts (or not) partially explains the divergences in performance across developed market. The main debate presently is all about timing of future rate cuts.

Overall, risk markets have proven resilient. Credit spreads ended 2023 at their lowest level for the year and further tightened in the beginning of 2024. Equity markets have rallied and volatility has fallen. The consensus is that economies are heading for a soft landing, that is avoiding a recession, and with inflation falling, central banks will eventually ease, underpinning economic resilience.

With central bank target inflation levels coming within sight the question for policy makers is whether they will respond by easing monetary policy because of lower inflation or will they continue to hesitate



because growth remains resilient. This debate within central banks and the markets is likely to be a source of volatility in the months and quarters ahead.

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 +0.57% (actual) in February**, as the market valuation of the fund's assets in global credit securities increased during the month.

Summary	Jan 2024	Feb 2024	Difference (\$)	Difference (%)
Market Value	\$15,439,784	\$15,528,107	+\$88,322	+0.57%

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 +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 lower.

### Cash Accounts

Cash accounts make up around 9% of Council's investment portfolio at month-end. Council's cash accounts are likely to yield up to 0.15% p.a. (at most) above the official cash rate over coming years i.e. yield up to 4.50% p.a. at current yields. Short-dated term deposits will continue to outperform overnight cash accounts in most cases so we recommend keeping cash levels at a bare minimum to meet ongoing liquidity requirements.



### Council's Budgeted Income for FY2023-2024

Council's budgeted income for FY2023-2024 has been revised to \$21.2m. Based on an average total investment portfolio size of around \$480m, that equates to a budgeted yield of around 4.42% for the current financial year.

For the financial year to date, the cumulative interest revenue earned was roughly \$839k 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 (fluctuations can be up or down \$1m on any month).

Month-End	Cumulative Budget	Cumulative Investment Revenue	Difference (\$)
Jul 2023	\$1,766,667	\$2,157,596	\$390,929
Aug 2023	\$3,533,333	\$3,384,092	-\$149,241
Sep 2023	\$5,300,000	\$4,137,027	-\$1,162,973
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Mar 2024	\$15,900,000		
Apr 2024	\$17,666,667		
May 2024	\$19,433,333		
Jun 2024	\$21,200,000		

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



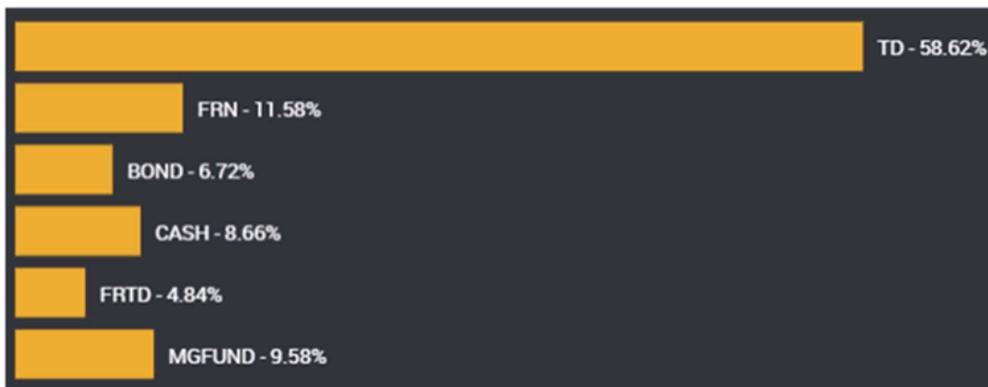
## Council's Portfolio & Compliance

### Asset Allocation

As at the end of February 2024, the portfolio was mainly directed to fixed and floating rate term deposits (64%). The remaining portfolio is directed to FRNs (12%), overnight cash accounts (9%), bonds (7%), and the managed funds with CFS Global Credit Income Fund and NSW T-Corp Long Term Growth Fund (10%, combined).

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

With multiple rate cuts and a global economic downturn being priced in coming years, investors can choose to allocate a small proportion of longer-term funds and undertake an insurance policy against any potential future rate cuts by investing across 2-5 year fixed deposits, locking in and targeting yields close to or above 4%-5% p.a.





**Term to Maturity**

Overall, the portfolio remains well diversified from a maturity perspective with around 19% 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	\$315,606,202	62.38%	20%	100%	\$190,319,458
✓	1 - 2 years	\$61,774,202	12.21%	0%	70%	\$292,373,760
✓	2 - 5 years	\$95,606,638	18.90%	0%	60%	\$207,948,759
✓	5 - 10 years	\$32,938,619	6.51%	0%	15%	\$42,950,230
		<b>\$505,925,660</b>	<b>100.00%</b>			



### Counterparty

As at the end of February 2024, Council did not have an overweight position to any single ADI. Overall, the portfolio is well diversified across the entire credit spectrum, including some exposure to the unrated ADIs.

Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	BoQ Covered	AAA	\$904,145	0.18%	50.00%	\$252,058,686
✓	Bendigo Covered	AAA	\$5,218,410	1.03%	50.00%	\$247,744,421
✓	Suncorp Covered	AAA	\$549,164	0.11%	50.00%	\$252,413,666
✓	ING Covered	AAA	\$803,542	0.16%	50.00%	\$252,159,288
✓	ANZ	AA-	\$12,578,559	2.49%	40.00%	\$189,791,705
✓	CBA	AA-	\$32,396,527	6.40%	40.00%	\$169,973,737
✓	NAB	AA-	\$73,859,141	14.60%	40.00%	\$128,511,123
✓	Northern Territory	AA-	\$30,000,000	5.93%	40.00%	\$172,370,264
✓	Westpac	AA-	\$24,500,000	4.84%	40.00%	\$177,870,264
✓	Citibank NA	A+	\$1,001,090	0.20%	25.00%	\$125,480,325
✓	Macquarie	A+	\$2,433,082	0.48%	25.00%	\$124,048,333
✓	Suncorp	A+	\$17,762,082	3.51%	25.00%	\$108,719,333
✓	UBS AG	A+	\$5,782,433	1.14%	25.00%	\$120,698,982
✓	CFS Global CI	A	\$15,528,107	3.07%	25.00%	\$110,953,308
✓	ICBC	A	\$78,052,016	15.43%	25.00%	\$48,429,399
✓	ING Bank Aus.	A	\$24,000,000	4.74%	25.00%	\$102,481,415
✓	Aus. Military Bank	BBB+	\$5,000,000	0.99%	15.00%	\$70,888,849
✓	Aus. Unity Bank	BBB+	\$4,000,000	0.79%	15.00%	\$71,888,849
✓	BankVIC	BBB+	\$5,000,000	0.99%	15.00%	\$70,888,849
✓	Bank of Us	BBB+	\$21,000,000	4.15%	15.00%	\$54,888,849
✓	BoQ	BBB+	\$5,983,886	1.18%	15.00%	\$69,904,963
✓	Bendigo-Adelaide	BBB+	\$3,117,785	0.62%	15.00%	\$72,771,064
✓	Hume Bank	BBB+	\$4,500,000	0.89%	15.00%	\$71,388,849
✓	QT Mutual Bank	BBB+	\$999,249	0.20%	15.00%	\$74,889,600
✓	AMP Bank	BBB	\$10,670,696	2.11%	15.00%	\$65,218,153
✓	Auswide Bank	BBB	\$14,000,000	2.77%	15.00%	\$61,888,849
✓	Bank Australia	BBB	\$4,218,654	0.83%	15.00%	\$71,670,195
✓	CUA	BBB	\$2,506,508	0.50%	15.00%	\$73,382,341
✓	G&C Mutual	BBB	\$5,000,000	0.99%	15.00%	\$70,888,849
✓	Heritage	BBB	\$2,107,554	0.42%	15.00%	\$73,781,295
✓	MyState	BBB	\$3,000,000	0.59%	15.00%	\$72,888,849
✓	Newcastle	BBB	\$1,514,795	0.30%	15.00%	\$74,374,055
✓	P&N Bank	BBB	\$11,500,000	2.27%	15.00%	\$64,388,849
✓	Police Bank	BBB	\$4,000,000	0.79%	15.00%	\$71,888,849
✓	Judo Bank	BBB-	\$10,492,470	2.07%	15.00%	\$65,396,379
✓	QBank	BBB-	\$5,007,148	0.99%	15.00%	\$70,881,701
✓	The Mutual	BBB-	\$6,000,000	1.19%	15.00%	\$69,888,849



Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	Bank of Sydney	Unrated	\$5,000,000	0.99%	0.99%	\$0
✓	Police CU	Unrated	\$4,000,000	0.79%	0.99%	\$1,000,000
✓	Summerland Bank	Unrated	\$3,000,000	0.59%	0.99%	\$2,000,000
✓	Unity Bank	Unrated	\$5,000,000	0.99%	0.99%	\$0
✓	Warwick CU	Unrated	\$1,000,000	0.20%	0.99%	\$4,000,000
✓	TCorpIM LTG	Unrated	\$32,938,619	6.51%	10.00%	\$17,653,947
			<b>\$505,925,660</b>	<b>100.00%</b>		

### 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	\$343,074,232	67.81%
Australia	\$343,074,232	67.81%
Branches of Foreign Bank	\$84,835,539	16.77%
China	\$78,052,016	15.43%
Switzerland	\$5,782,433	1.14%
United States	\$1,001,090	0.20%
Foreign Subsidiary Banks	\$29,549,164	5.84%
Lebanon	\$5,000,000	0.99%
Netherlands	\$24,549,164	4.85%
Global <sup>^</sup>	\$48,466,725	9.58%
International	\$48,466,725	9.58%
<b>Total</b>	<b>\$505,925,660</b>	<b>100.00%</b>

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

<sup>^</sup>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 68% of Council's total investment portfolio is placed with domestic ADIs, while the remaining 32% 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 29/02/2024 (\$505.93), 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
ING Bank Australia	A	Yes
Aus Military Bank	BBB+	No
Aus Unity Bank	BBB+	No
BOQ	BBB+	No
BankVIC	BBB+	No
Bank of Us	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
Heritage	BBB	No
MyState	BBB	No
Newcastle	BBB	No
P&N Bank	BBB	No
Police Bank	BBB	No
QBank	BBB-	No
Judo Bank	BBB-	No
The Mutual Bank	BBB-	No
Bank of Sydney	Unrated	No
Police CU	Unrated	No
Summerland CU	Unrated	No
Unity Bank	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	\$261,359,129	52%
No	\$244,566,532	48%
	<b>\$505,925,660</b>	<b>100%</b>

#### **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	\$7,475,260	1%	100%	\$498,450,400
✓	AA Range or Major Banks	\$173,334,227	34%	100%	\$332,591,433
✓	A Category	\$144,558,810	29%	80%	\$260,181,719
✓	BBB Category	\$129,618,744	26%	30%	\$22,158,954
✓	Unrated ADI Category	\$18,000,000	4%	10%	\$32,592,566
✓	TCorpIM Funds	\$32,938,619	7%	25%	\$93,542,796
		<b>\$505,925,660</b>	<b>100.00%</b>		

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 February 2024 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year	2 years	3 years
Official Cash Rate	0.34%	1.07%	2.10%	2.80%	4.09%	2.94%	1.99%
AusBond Bank Bill Index	0.34%	1.09%	2.12%	2.88%	4.10%	2.92%	1.95%
PCC Internal Benchmark*	0.52%	1.65%	2.76%	3.67%	5.33%	3.83%	2.81%
PCC Cash Portfolio	0.36%	1.13%	2.23%	2.97%	4.34%	3.18%	2.26%
PCC T/D Portfolio	0.34%	1.03%	1.93%	2.53%	3.45%	2.73%	2.23%
PCC FRN Portfolio	0.44%	1.38%	2.80%	3.74%	5.41%	4.17%	3.31%
PCC Bond Portfolio	0.13%	0.38%	0.68%	0.87%	1.25%	1.17%	1.13%
PCC Credit Fund	0.57%	2.43%	4.43%	5.92%	7.80%	4.77%	2.91%
PCC TCorp Growth Fund	2.60%	7.25%	7.19%	8.78%	13.46%	5.91%	6.52%
<b>PCC's Total Portfolio</b>	<b>0.47%</b>	<b>1.49%</b>	<b>2.40%</b>	<b>3.14%</b>	<b>4.52%</b>	<b>3.11%</b>	<b>2.45%</b>
<b>Rel. Perf. (BBI)</b>	<b>0.13%</b>	<b>0.40%</b>	<b>0.28%</b>	<b>0.26%</b>	<b>0.42%</b>	<b>0.19%</b>	<b>0.50%</b>
<b>Rel. Perf. (Int. Bench.)</b>	<b>-0.05%</b>	<b>-0.16%</b>	<b>-0.35%</b>	<b>-0.54%</b>	<b>-0.81%</b>	<b>-0.72%</b>	<b>-0.35%</b>

\*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 February, the total investment portfolio (including cash) provided a return of +0.47% (actual) or +6.09% p.a. (annualised),** outperforming the AusBond Bank Bill Index return of +0.34% (actual) or +4.43% p.a. (annualised), whilst underperforming Council's internal benchmark return of +0.52% (actual) or +6.75% 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 February 2024 are shown in the following table:

Performance (% p.a.)	1 month	3 months	6 months	FYTD	1 year	2 years	3 years
Official Cash Rate	4.35%	4.35%	4.27%	4.22%	4.09%	2.94%	1.99%
AusBond Bank Bill Index	4.43%	4.43%	4.31%	4.34%	4.10%	2.92%	1.95%
PCC Internal Benchmark*	6.75%	6.80%	5.61%	5.55%	5.33%	3.83%	2.81%
PCC Cash Portfolio	4.60%	4.60%	4.52%	4.47%	4.34%	3.18%	2.26%
PCC T/D Portfolio	4.38%	4.18%	3.91%	3.81%	3.45%	2.73%	2.23%
PCC FRN Portfolio	5.66%	5.65%	5.70%	5.65%	5.41%	4.17%	3.31%
PCC Bond Portfolio	1.60%	1.55%	1.38%	1.31%	1.25%	1.17%	1.13%
PCC Credit Fund	7.44%	10.10%	9.09%	8.99%	7.80%	4.77%	2.91%
PCC TCorp Growth Fund	38.09%	32.42%	14.94%	13.41%	13.46%	5.91%	6.52%
PCC's Total Portfolio	6.09%	6.12%	4.88%	4.73%	4.52%	3.11%	2.45%
Rel. Perf. (BBI)	1.66%	1.68%	0.58%	0.39%	0.42%	0.19%	0.50%
Rel. Perf. (Int. Bench.)	-0.66%	-0.68%	-0.73%	-0.81%	-0.81%	-0.72%	-0.35%



## Recommendations for Council

### **Term Deposits**

As at the end of February 2024, Council's **deposit** portfolio was yielding **4.24% p.a.** (down 2bp from the previous month), with a weighted average duration of around 261 days (~9 months).

There is growing belief that multiple interest rate cuts and a global economic downturn maybe delivered as early as mid-2024 and so locking in rates close to or above 4¾-5% p.a. across 1-5 year tenors may provide some income protection against a lower rate environment over coming years.

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

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	17/10/2025	AU3FN0072617	\$800,000	+56.5bp	\$100.443	\$3,542
Citibank	A+	17/11/2024	AU3FN0051561	\$1,000,000	+65.0bp	\$100.109	\$1,090



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

Issuer	Rating	Maturity Date	ISIN	Face Value	Trading Margin	Capital Price (\$)	Realised Gain (\$)
NAB	AA-	21/01/2025	AU3FN0052510	\$2,000,000	+53.0bp	\$100.345	\$6,900
Suncorp	A+	30/07/2024	AU3FN0049144	\$2,000,000	+59.0bp	\$100.192	\$4,800
NAB	AA-	30/05/2025	AU3FN0069373	\$2,000,000	+57.0bp	\$100.548	\$9,316
Suncorp	AAA	24/04/2025	AU3FN0053880	\$700,000	+71.0bp	\$100.498	\$3,486
Bendigo	BBB+	06/09/2024	AU3FN0050019	\$1,750,000	+76.0bp	\$100.151	\$2,642
<b>Total Realised Gains FY2023-2024</b>							<b>\$27,144</b>

### 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. <sup>^</sup>	Remaining Term (Yrs)	Interest Paid
24/11/2020	16/12/2024	\$1,000,000	0.90%	0.80	Annually
16/02/2021	16/06/2025	\$1,000,000	0.90%	1.30	Annually
16/02/2021	15/06/2026	\$5,000,000	1.00%	2.29	Annually
12/05/2021	17/06/2024	\$3,000,000	0.80%	0.30	Annually
12/05/2021	16/06/2025	\$3,000,000	1.10%	1.30	Annually
12/05/2021	15/06/2026	\$3,000,000	1.30%	2.29	Annually
20/05/2021	16/06/2025	\$3,500,000	1.10%	1.30	Annually
09/09/2021	16/12/2024	\$2,500,000	0.90%	0.80	Semi-Annually
09/09/2021	15/12/2026	\$5,000,000	1.40%	2.79	Semi-Annually
<b>Totals / Wgt. Avg.</b>		<b>\$27,000,000</b>	<b>1.09%</b>	<b>1.69 yrs</b>	

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



Separately, Council also purchased into the following fixed bonds. Where attractive, Council may consider purchasing additional units in these securities in the secondary market to 'average-in' a better overall purchase price.

Issuer	Rating	Maturity Date	ISIN	Face Value	Purchase Yield	Current Yield	Unrealised Gain / Loss (\$)
ING	AAA	19/08/2026	AU3CB0282358	\$600,000	1.16%	4.77%	-\$49,090
BoQ	BBB+	06/09/2024	AU3CB0296168	\$1,500,000	5.45%	5.13%	+\$15,654
Judo	BBB-	26/09/2025	AU3CB0292480	\$2,000,000	6.60%	6.62%	-\$650



## CFS Global Credit Income Fund

For the month of February, the CFS Global Credit Income Fund returned +0.57% (actual), outperforming the AusBond Bank Bill Index return of +0.34% (actual) and the AusBond Credit Index return of +0.05% (actual).

After spiralling to highs not seen since the 1970s, inflation rates are tumbling. With no recession it has become clear that supply chain normalisation – which pushed inflation up – is now driving inflation lower. Should spreads remain at current levels or tighten further, this should result in strong performance in the fund over the coming year.

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 ~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 +2.60% (actual) for the month of February.** Both domestic shares (S&P ASX 200 Accumulation Index +0.79%) and international shares (MSCI World ex-Australia +4.22%) provided modest gains this month. Bonds detracted from performance as yields rose (AusBond Composite Bond Index fell -0.30%).

Global inflation continues to move lower, and central bank target levels for inflation are coming within sight. Thus, markets believe that if central banks decide to hike rates again to tame inflation, then rate cuts will come once inflation returns to target. The perceived timing differences between central banks pivoting to rate cuts (or not) partially explains the divergences in performance across developed market. The main debate presently is all about timing of future rate cuts.

Risk markets have proven resilient. Credit spreads ended 2023 at their lowest level for the year and further tightened in the beginning of 2024. Equity markets have rallied and volatility has fallen. The consensus is that economies are heading for a soft landing, that is avoiding a recession, and with inflation falling, central banks will eventually ease, underpinning economic resilience.

With central bank target inflation levels coming within sight the question for policy makers is whether they will respond by easing monetary policy because of lower inflation or will they continue to hesitate because growth remains resilient. This debate within central banks and the markets is likely to be a source of volatility in the months and quarters ahead.

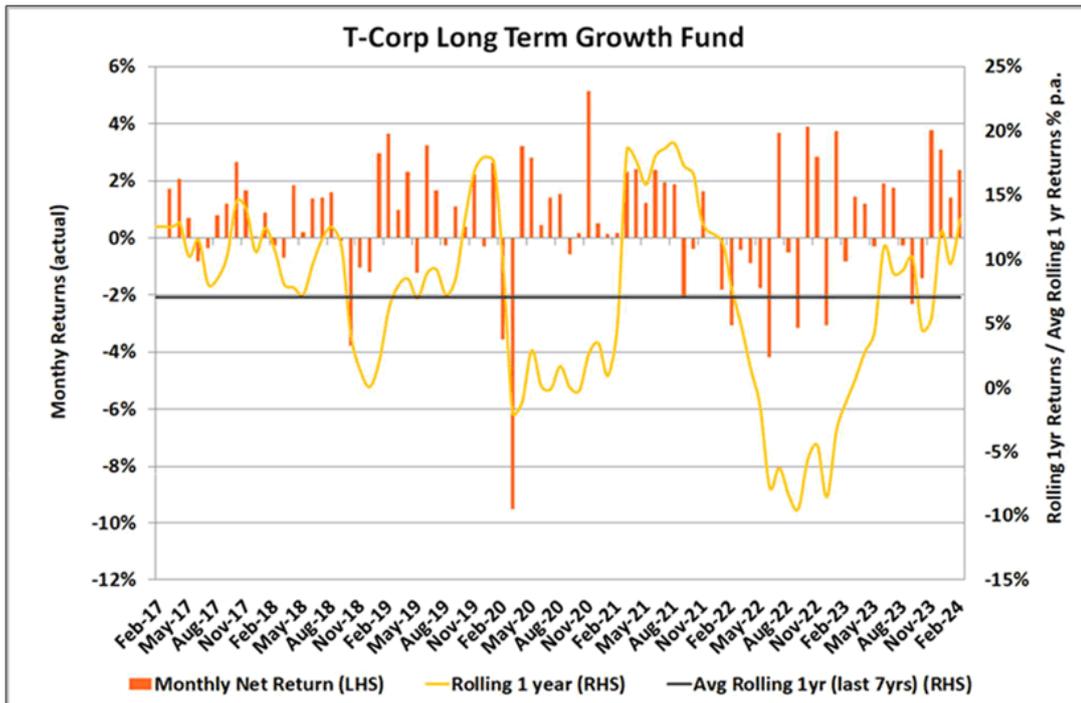
Overall, we remain cautious on the future performance of the T-Corp Growth Fund given the high volatility associated with a diversified growth fund, which generally allocates a range of 60%–80% in domestic and international shares. Investors are seeking relief from the elevated levels of inflation and remain hopeful that rate cuts will be delivered by the middle or at the very least, the end of 2024.

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

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



Since Inception	T-Corp Long Term Fund
Negative Months	143 (~1 in 3 months)
Positive Months	273
Total Months	416 (34.67 yrs)
Average Monthly Return	+0.65% (actual)
Median Monthly Return	+1.02% (actual)
Lowest 1 year Rolling Return	-21.12% p.a. (Nov 2008)
Highest 1 year Rolling Return	+29.89% p.a. (Jan 1994)





## Term Deposit Market Review

### Current Term Deposits Rates

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

Index	LT Credit Rating	Term	Rate % p.a.
ING	A	5 years	5.04%
BoQ	BBB+	5 years	5.00%
ING	A	2 years	4.95%
BoQ	BBB+	4 years	4.95%
ING	A	4 years	4.92%
Australian Unity	BBB+	2 years	4.90%
ING	A	3 years	4.87%
Suncorp	A+	2 years	4.85%
BoQ	BBB+	2 years	4.85%
Westpac	AA-	5 years	4.82%
Westpac	AA-	2 years	4.82%
NAB	AA-	2 years	4.75%

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*):



Index	LT Credit Rating	Term	Rate % p.a.
NAB	AA-	5-8 months	5.10%
ING	A	12 months	5.08%
Suncorp	A+	6 months	5.08%
NAB	AA-	12 months	5.05%
Westpac	AA-	12 months	5.05%
Suncorp	A+	9 months	5.05%
BoQ	BBB+	9 months	5.05%
Hume Bank	BBB+	12 months	5.04%
Bendigo	BBB+	9 months	5.03%
BoQ	BBB+	6 months	5.00%

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

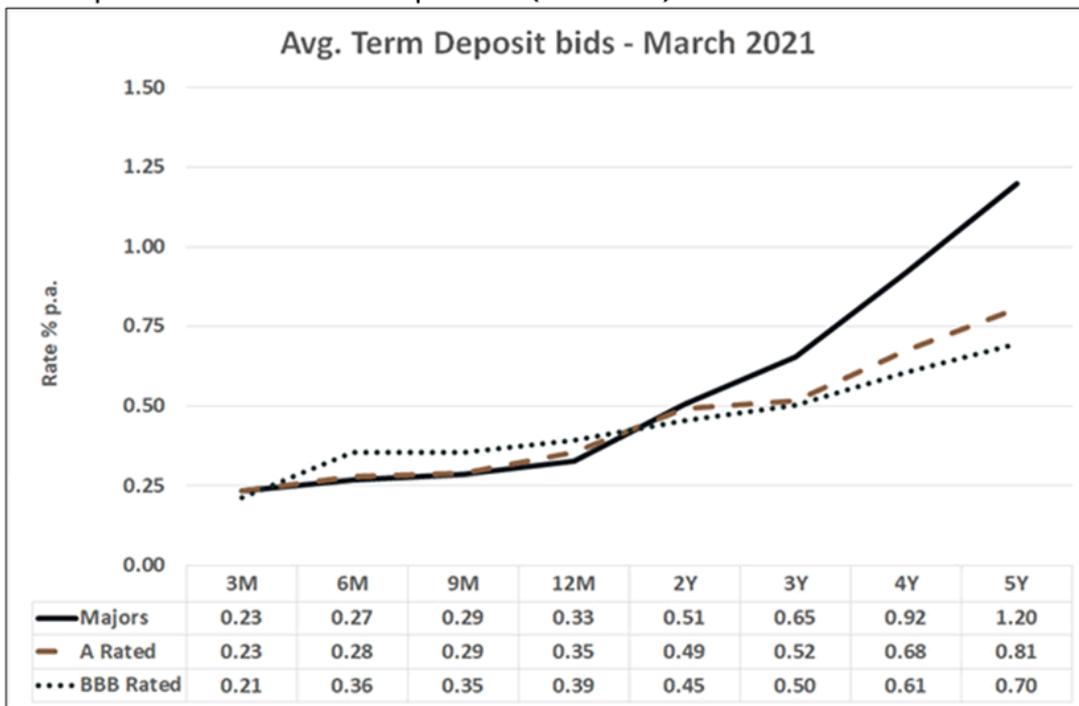
With a global economic slowdown and rate cuts being priced in coming years, investors should strongly consider and allocate some longer term surplus funds to undertake an insurance policy by investing across 2-5 year fixed deposits and locking in rates close to or above 4¼-5% p.a. This will provide some income protection with central banks now likely to cut rates at some stage later this year.



**Term Deposits Analysis**

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

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



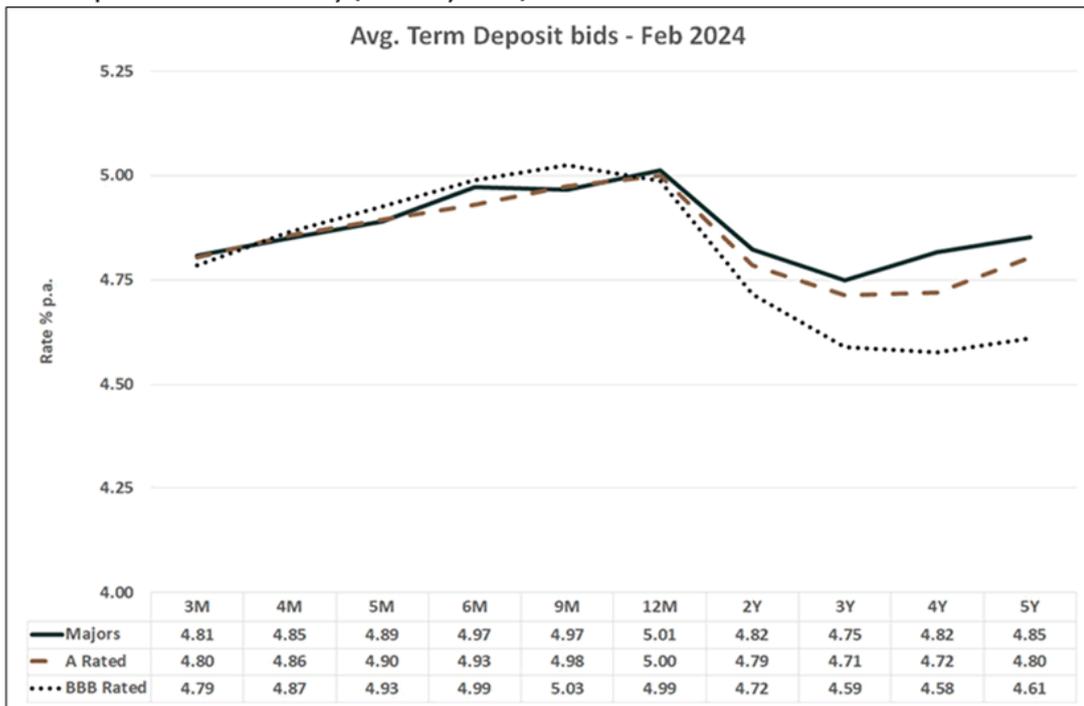
Source: Imperium Markets

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



Going forward, Council should have a larger opportunity to invest a higher proportion of its funds with the lower rated institutions (up to Policy limits), from which the majority are not lending to the Fossil Fuel industry. We are slowly seeing this trend emerge, although the past few months have been an exception, with the major banks repricing more rapidly to the movement in the bond market than their lower rated counterparts. This reversed somewhat over the past few months with the lower rated institutions (mainly "A" rated) lagging the major banks in dropping their rates:

**Term Deposit Rates – Currently (February 2024)**



Source: Imperium Markets

**Regional & Unrated ADI Sector**

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

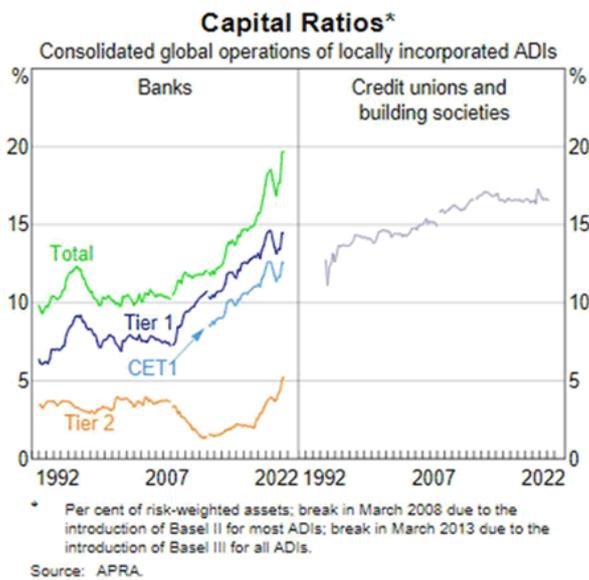
We remain supportive of the regional and unrated ADI sector (and have been even throughout the post-GFC period). They continue to remain solid, incorporate strong balance sheets, while exhibiting high levels of capital – typically, much higher compared to the higher rated ADIs. Some unrated ADIs have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



Overall, the lower rated ADIs (BBB and unrated) are generally now in a better financial position than they have been historically (see the Capital Ratio figure below). The financial regulator, APRA has noted that the Common Equity Tier 1 capital of Australian banks now exceeds a quarter of a trillion dollars. It has increased by \$110 billion, or more than 70%, over the past ten 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.

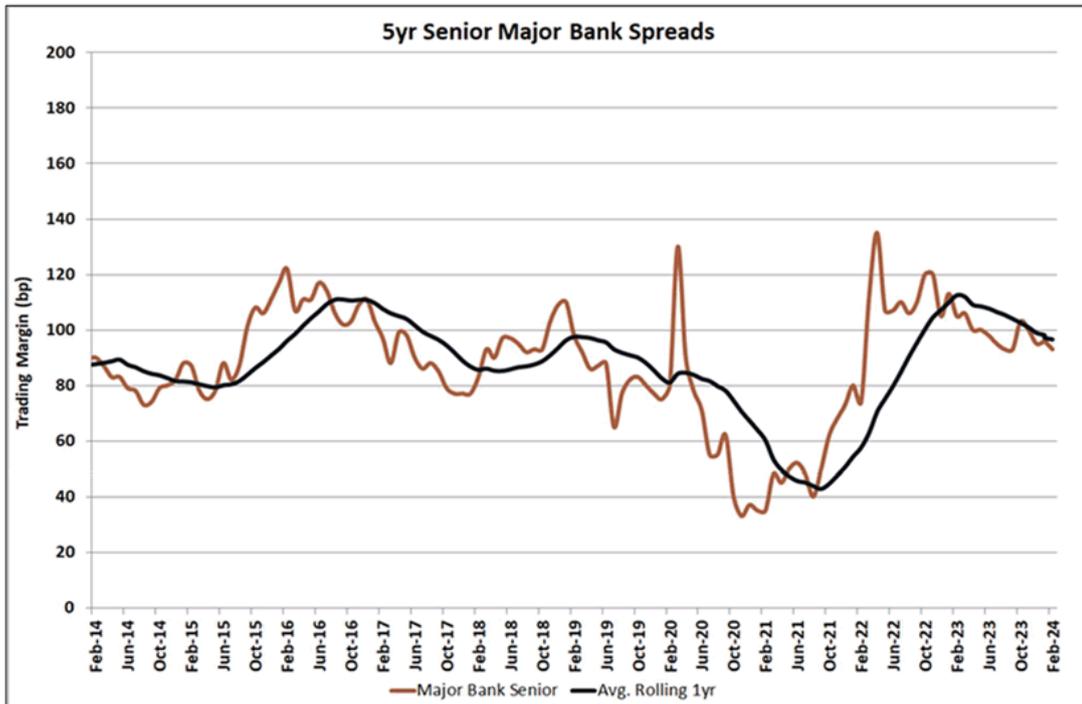
In the current environment of high regulation and scrutiny, all domestic (and international) ADIs continue to carry high levels of capital. There is minimal (if any) probability of any ADI defaulting on their deposits going forward – this was stress tested during the GFC and the pandemic period. APRA's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





## Senior FRNs Market Review

Over February, amongst the senior major bank FRNs, physical credit securities tightened by around 3-7bp at the long-end of the curve. Major bank senior securities remain at fair value on a historical basis (5yr margins around +93bp level).



Source: IBS Capital

During the month, there were several new (primary) issuances including:

- Heritage (BBB) 3 year senior FRN at +160bp
- Newcastle Greater (BBB) 5 year senior FRN at +185bp
- Bank Australia (BBB) 4 year senior FRN at +170bp
- DBS Bank (AA-) 3 year senior security at +77bp
- Rabobank Australia Branch (A+) 3 & 5 year senior security at +87bp and +103bp respectively
- MUFG Bank Sydney Branch (A) 3 & 5 year senior FRN at +85bp and +99bp respectively
- Members Banking Group (RACQ Bank) (BBB+) 3 year senior FRN at +160bp
- OCBC Sydney Branch (AA-) 3 year senior FRN at +72bp



Amongst the “A” rated sector, the securities tightened by around 12–20bp at the longer–end of the curve, whilst the “BBB” rated sector widened by around 12bp at the 3 year part of the curve. Overall, credit securities are looking much more attractive given the widening of spreads over the past 2 years and as more primary issuances become available. FRNs will continue to play a role in investors’ portfolios mainly on the basis of their liquidity and the ability to roll down the curve and gross up returns over ensuing years (in a relatively stable credit environment).

Senior FRNs (ADIs)	29/02/2024	31/01/2024
“AA” rated – 5yrs	+93bp	+96bp
“AA” rated – 3yrs	+73bp	+80bp
“A” rated – 5yrs	+105bp	+125bp
“A” rated – 3yrs	+87bp	+99bp
“BBB” rated – 3yrs	+160bp	+148bp

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 early 2026 for the “AA” rated ADIs (domestic major banks);
- On or before early 2025 for the “A” rated ADIs; and
- Within 6–9 months for the “BBB” rated ADIs (consider case by case).

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



## Senior Fixed Bonds – ADIs (Secondary Market)

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

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

ISIN	Issuer	Rating	Capital Structure	Maturity Date	~Remain. Term (yrs)	Fixed Coupon	Indicative Yield
AU3CB0278174	UBS	A+	Senior	26/02/2026	1.99	1.10%	5.01%
AU3CB0280030	BoQ	BBB+	Senior	06/05/2026	2.18	1.40%	5.16%
AU3CB0299337	Bendigo	BBB+	Senior	15/05/2026	2.21	4.70%	5.08%
AU3CB0296168	BoQ	BBB+	Senior	27/01/2027	2.91	4.70%	5.13%



## Economic Commentary

### International Market

Financial markets continued their rally in February largely reflective of the overall continued easing in inflation globally. Focus remains on when central banks will begin their interest rate cuts this year.

Across equity markets, the S&P 500 Index gained +5.17% over the month, whilst the NASDAQ surged +6.12%. Europe's main indices also experienced material gains, led by Italy's FTSE MIB (+7.34%), Germany's DAX (+4.58%), and France's CAC (+3.54%). UK's FTSE (-0.01%) was the exception, which was largely flat against the rally in global equity markets.

In the US, January CPI was +0.3% m/m vs +0.2% expected, with the core reading at +0.4% m/m (+2.8% y/y) vs +0.3% expected.

In Europe, the CPI was +2.8% y/y in January, down from +2.9% y/y recorded in December. Additionally, wage growth declined to +4.5% y/y in January (from +4.7% the previous month).

UK CPI data for January also came in lower than expected, where the headline rate held at +4.0% (expected +4.1%), as did core at +5.1% (versus +5.2% expected). UK Q4 GDP fell -0.3% in Q4 following the -0.1% contraction in Q3, resulting in a technical recession. The UK labour market data was stronger than expected, with the unemployment rate 0.2% lower than expected at 3.8% and wages inflation not falling as fast as expected.

Canadian CPI was +2.9% in January from a year ago, which was much lower than the expected +3.3%. Additionally, unemployment in Canada fell to 5.7% vs. 5.9% expected and employment was +37.5k vs. +15.0k expected.

Whilst in Japan, core CPI eased to +2.0%/y/y in January compared with +2.3%/y/y in December.

In China, the People's Bank of China lowered the five-year loan prime rate by 25bp to 3.95%. This surprise cut is aimed to revive China's property sector as it could improve affordability for buyers by lowering mortgage rates.

The MSCI World ex-Aus Index rose +4.22% for the month of February:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+5.17%	+11.57%	+28.36%	+10.17%	+12.85%	+10.61%
MSCI World ex-AUS	+4.22%	+10.43%	+23.37%	+7.12%	+10.01%	+7.31%
S&P ASX 200 Accum. Index	+0.79%	+9.39%	+10.64%	+9.32%	+8.61%	+7.95%

Source: S&P, MSCI



### Domestic Market

According to the RBA February Board meeting minutes, the Board had considered to hike the cash rate by 25bp or to hold steady; however, it ultimately decided to hold the cash rate steady given recent signs inflation had moderated further. However, the minutes stated, “it was not yet possible to rule in or out further increases in interest rates” and it would take “some time” to have sufficient confidence inflation was on track.

The monthly consumer price index (CPI) fell -0.3% in January, leaving the annual rate unchanged at +3.4% y/y (which was lower than market expectations of +3.6% y/y). When excluding volatile items, the annual rise was +4.1%, down from +4.2% recorded in December.

The Wage Price Index (WPI) was +0.9% over the December 2023 quarter and +4.2% over calendar 2023 (the highest annual growth since the March 2009 quarter). The annual growth in the WPI exceeded forecasts and was driven by newly-implemented enterprise agreements in the public sector. Wages growth in the public sector rose by +4.3% y/y, outpacing the +4.2% y/y wages growth in the private sector.

The unemployment rate rose to 4.1% from 3.9% (consensus 4.0%), though unrounded it rose only by 0.1% to 4.0577%. Employment growth was flat at +0.5k vs. the +25.0k consensus, and hours worked fell sharply by -2.5% m/m. The participation rate also fell by 0.1% to 66.8% from 66.9% and underemployment rose by 0.1% to 6.6%.

Retail sales increased +1.1% m/m in January, which was lower than expectations of +1.6% m/m, but rebounded from the -2.7% recorded in December.

Dwelling approvals fell sharply in December by -9.5% m/m, driven by a sharp fall in the volatile non-house component (i.e. apartments; -25.3% m/m).

The December goods trade surplus fell slightly to \$10.96bn from \$11.8bn (consensus \$10.5bn). The largely on consensus print was driven by a partial rebound in imports (+4.8% m/m after last month’s -8.4%; or \$1.7bn).

The Australian dollar slightly fell -0.84%, finishing the month at US65.19 cents (from US65.74 cents the previous month).

### Credit Market

The global credit indices tightened over February as risk markets continued their rally. They are now back to their levels in early 2022 (prior to the rate hike cycle from most central banks):

Index	February 2024	January 2024
CDX North American 5yr CDS	52bp	55bp
iTraxx Europe 5yr CDS	55bp	60bp
iTraxx Australia 5yr CDS	64bp	68bp

Source: Markit



## Fixed Interest Review

### Benchmark Index Returns

Index	February 2024	January 2024
Bloomberg AusBond Bank Bill Index (0+YR)	+0.34%	+0.37%
Bloomberg AusBond Composite Bond Index (0+YR)	-0.30%	+0.21%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.53%	+0.44%
Bloomberg AusBond Credit Index (0+YR)	+0.05%	+0.41%
Bloomberg AusBond Treasury Index (0+YR)	-0.36%	+0.16%
Bloomberg AusBond Inflation Gov't Index (0+YR)	-0.48%	-0.69%

Source: Bloomberg

### Other Key Rates

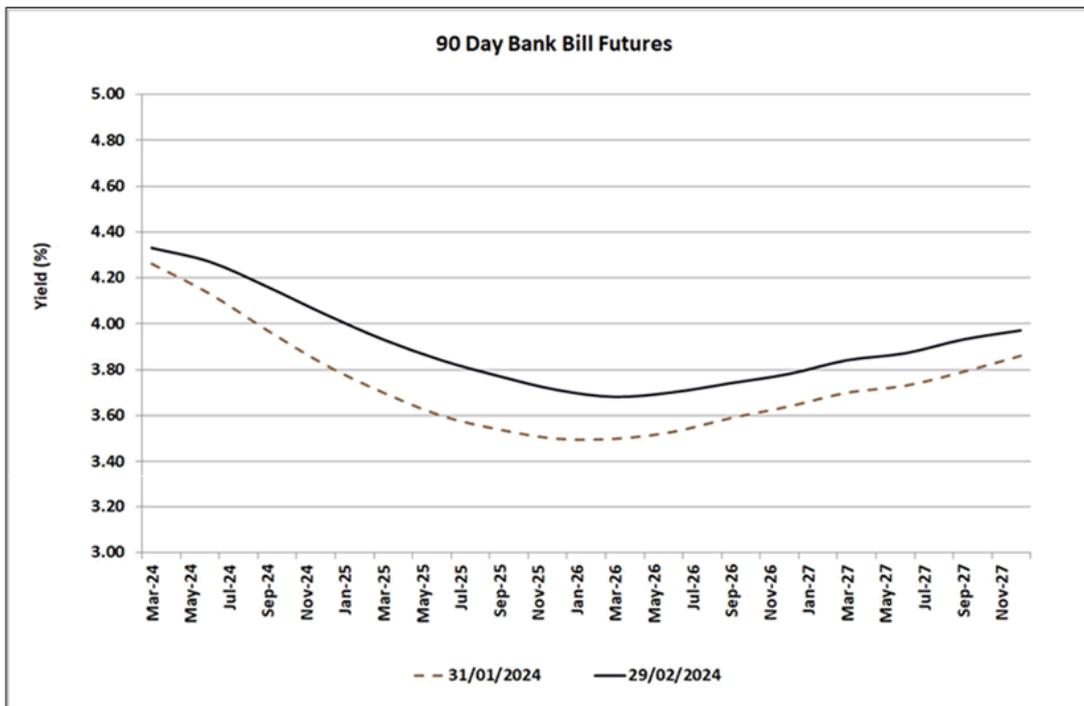
Index	February 2024	January 2024
RBA Official Cash Rate	4.35%	4.35%
90 Day (3 month) BBSW Rate	4.34%	4.35%
3yr Australian Government Bonds	3.71%	3.56%
10yr Australian Government Bonds	4.14%	4.02%
US Fed Funds Rate	5.25%-5.50%	5.25%-5.50%
2yr US Treasury Bonds	4.64%	4.27%
10yr US Treasury Bonds	4.25%	3.99%

Source: RBA, ASX, US Department of Treasury



**90 Day Bill Futures**

Bill futures increased across the board this month, following the movement in the global bond market. The focus from the market remains on when the first rate cut will be delivered:



Source: ASX

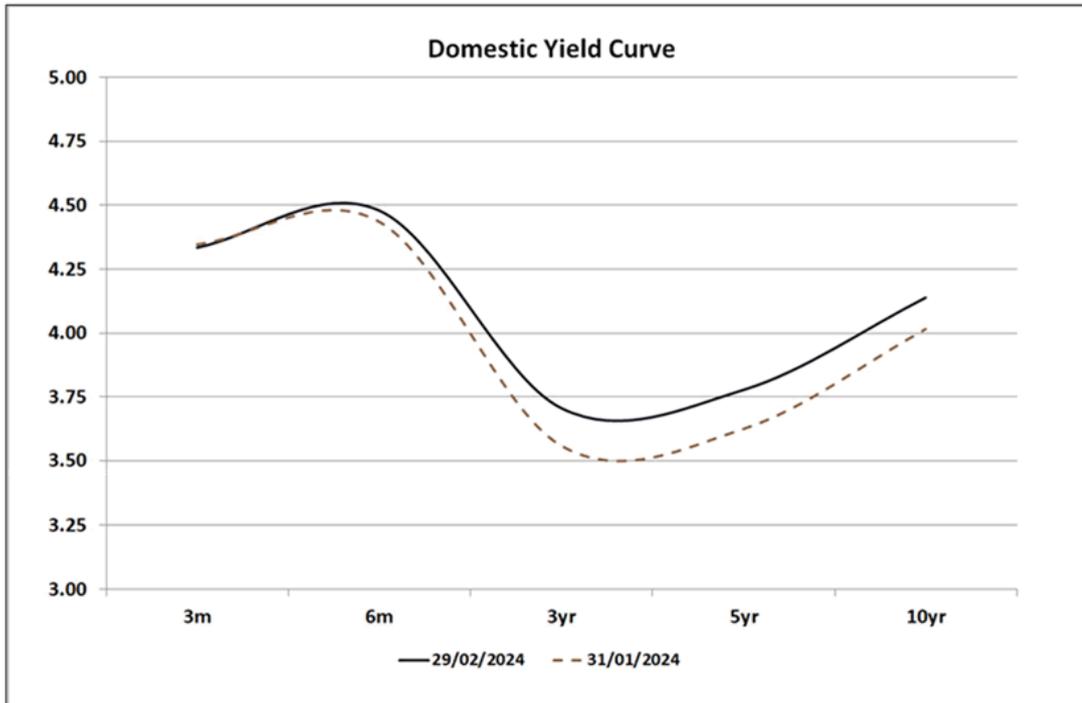


## Fixed Interest Outlook

There is uncertainty when central banks will start to cut official rates in 2024. The latest minutes of the US Federal Reserve’s latest meeting stated significant progress has been made to date on inflation; however, policymakers noted “restrictive” policy has more work to do. This suggests the Fed is therefore in no rush to cut rates as it wants to see more evidence inflation is firmly on a downward path to the 2% target before lowering interest rates. Financial markets are currently pricing in around 80bp of US Fed rate cuts in 2024, with the first cut expected at the Fed’s July meeting.

Domestically, the RBA currently remains on a mild tightening bias and appears to be comfortable with the current level of the cash rate being restrictive enough. The RBA February Board meeting minutes stated, “it was not yet possible to rule in or out further increases in interest rates” and it would take “some time” to have sufficient confidence inflation was on track. The Board therefore wants to keep the optionality in the event of future shocks. Nevertheless, financial markets anticipate the RBA to cut rates by year end.

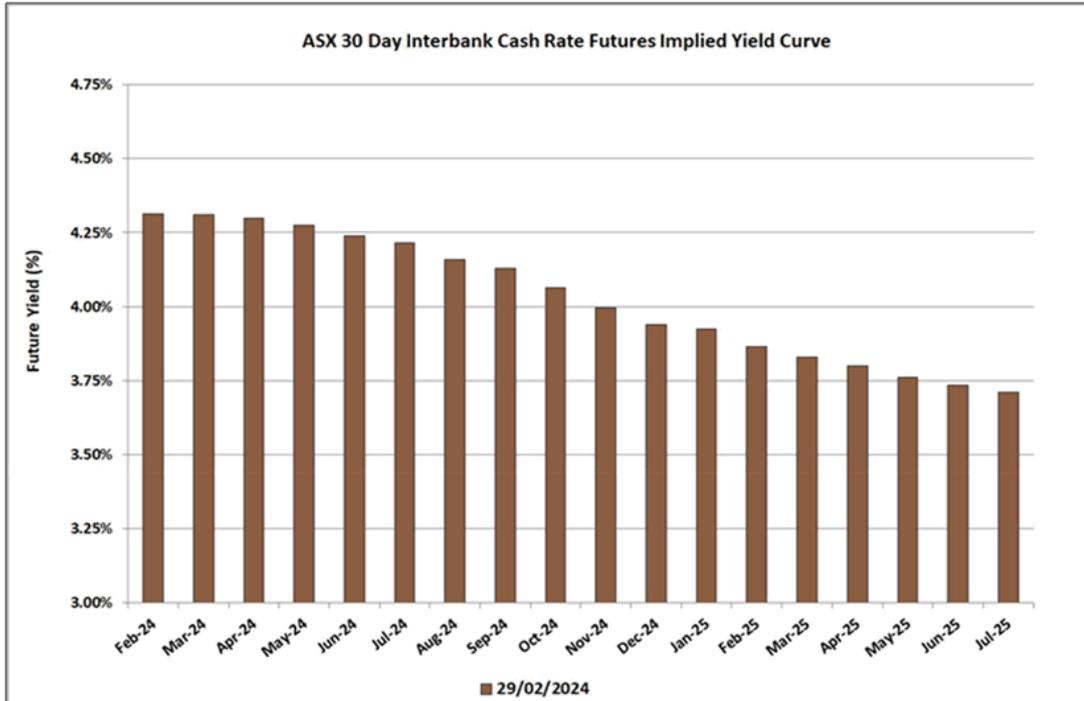
Over the month, longer-term yields rose up to 15bp at the very long end of the curve:



Source: ASX, RBA



The consensus from the broader market is that we have reached the peak of the interest rate cycle, with financial markets pricing in the first rate cut by October 2024:



Source: ASX

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# Investment Report

01/02/2024 to 29/02/2024



**Portfolio Valuation** as at 29/02/2024

Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
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	143,835.62	20,856.16
JUDO BANK	BBB-	TD	GENERAL	At Maturity	18/09/2023	14/03/2024	5.0700	4,000,000.00	4,000,000.00	91,676.71	16,112.88
Summerland Bank	Unrated	TD	GENERAL	At Maturity	20/03/2023	21/03/2024	5.0600	3,000,000.00	3,000,000.00	144,313.97	12,060.82
Warwick Credit Union	Unrated	TD	GENERAL	At Maturity	26/09/2023	28/03/2024	5.2600	1,000,000.00	1,000,000.00	22,625.21	4,179.18
Auswide Bank	BBB	TD	GENERAL	At Maturity	09/08/2023	28/03/2024	5.4700	4,000,000.00	4,000,000.00	122,887.67	17,384.11
Auswide Bank	BBB	TD	GENERAL	At Maturity	09/08/2023	04/04/2024	5.4700	4,000,000.00	4,000,000.00	122,887.67	17,384.11
Westpac	AA-	FRTD	GENERAL	Quarterly	05/04/2019	05/04/2024	5.3617	12,000,000.00	12,000,000.00	98,714.04	51,119.77
Westpac	AA-	FRTD	GENERAL	Quarterly	08/04/2019	08/04/2024	5.3629	3,000,000.00	3,000,000.00	23,361.67	12,782.80
Australian Military Bank	BBB+	TD	GENERAL	Annual	13/04/2021	17/04/2024	0.7600	5,000,000.00	5,000,000.00	33,627.40	3,019.18
NAB	AA-	TD	GENERAL	Annual	13/04/2021	18/04/2024	0.7700	5,000,000.00	5,000,000.00	34,069.86	3,058.90
AMP Bank	BBB	TD	GENERAL	At Maturity	20/04/2023	22/04/2024	5.0000	2,000,000.00	2,000,000.00	86,575.34	7,945.21
Hume Bank	BBB+	TD	GENERAL	At Maturity	28/04/2023	29/04/2024	4.8000	4,500,000.00	4,500,000.00	182,268.49	17,161.64
ICBC Sydney Branch	A	TD	GENERAL	Annual	22/04/2022	02/05/2024	3.3400	25,000,000.00	25,000,000.00	713,753.42	66,342.47
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	22/04/2022	02/05/2024	3.2600	21,000,000.00	21,000,000.00	112,536.99	54,392.88
BOQ	BBB+	TD	GENERAL	Annual	03/05/2019	03/05/2024	2.8000	3,500,000.00	3,500,000.00	81,353.42	7,786.30
NAB	AA-	TD	GENERAL	At Maturity	12/05/2021	16/05/2024	0.7600	3,000,000.00	3,000,000.00	63,964.93	1,811.51
ICBC Sydney Branch	A	TD	GENERAL	Annual	20/05/2022	20/05/2024	3.7000	6,000,000.00	6,000,000.00	172,734.25	17,638.36
The Mutual Bank	BBB-	TD	GENERAL	At Maturity	26/05/2023	23/05/2024	5.1700	3,000,000.00	3,000,000.00	118,980.82	12,323.01





Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
BankVic	BBB+	TD	GENERAL	At Maturity	24/05/2023	23/05/2024	5.1400	5,000,000.00	5,000,000.00	198,558.90	20,419.18
The Mutual Bank	BBB-	TD	GENERAL	At Maturity	29/06/2023	30/05/2024	5.8100	3,000,000.00	3,000,000.00	117,473.42	13,848.49
P&N Bank	BBB	TD	GENERAL	At Maturity	30/05/2023	30/05/2024	5.1500	4,000,000.00	4,000,000.00	155,769.86	16,367.12
Westpac	AA-	FRTD	GENERAL	Quarterly	30/05/2019	30/05/2024	5.2950	6,000,000.00	6,000,000.00	870.41	870.41
Westpac	AA-	FRTD	GENERAL	Quarterly	06/06/2019	06/06/2024	5.3448	3,500,000.00	3,500,000.00	44,076.30	14,862.94
Suncorp	A+	TD	GENERAL	At Maturity	19/09/2023	13/06/2024	5.2000	4,000,000.00	4,000,000.00	93,457.53	16,526.03
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	17/06/2024	0.8000	3,000,000.00	3,000,000.00	17,095.89	1,906.85
Unity Bank	Unrated	TD	GENERAL	At Maturity	21/11/2023	20/06/2024	5.4500	2,500,000.00	2,500,000.00	37,702.05	10,825.34
Unity Bank	Unrated	TD	GENERAL	At Maturity	21/11/2023	27/06/2024	5.4500	2,500,000.00	2,500,000.00	37,702.05	10,825.34
Bank of Us	BBB+	TD	GENERAL	At Maturity	05/12/2023	04/07/2024	5.4500	4,000,000.00	4,000,000.00	51,961.64	17,320.55
Bank of Us	BBB+	TD	GENERAL	At Maturity	05/12/2023	11/07/2024	5.4500	4,000,000.00	4,000,000.00	51,961.64	17,320.55
Bank of Us	BBB+	TD	GENERAL	At Maturity	05/12/2023	18/07/2024	5.4500	4,000,000.00	4,000,000.00	51,961.64	17,320.55
Bank of Us	BBB+	TD	GENERAL	At Maturity	05/12/2023	25/07/2024	5.4700	4,000,000.00	4,000,000.00	52,152.33	17,384.11
Auswide Bank	BBB	TD	GENERAL	At Maturity	14/12/2023	01/08/2024	5.4600	3,000,000.00	3,000,000.00	35,003.84	13,014.25
Auswide Bank	BBB	TD	GENERAL	At Maturity	14/12/2023	08/08/2024	5.4600	3,000,000.00	3,000,000.00	35,003.84	13,014.25
JUDO BANK	BBB-	TD	GENERAL	At Maturity	15/02/2024	15/08/2024	5.1800	4,500,000.00	4,500,000.00	9,579.45	9,579.45
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	11/08/2023	15/08/2024	5.5000	4,000,000.00	4,000,000.00	36,164.38	17,479.45
Commonwealth Bank	AA-	TD	GENERAL	Semi-Annual	16/08/2023	22/08/2024	5.5000	3,000,000.00	3,000,000.00	27,123.29	13,109.59
AMP Bank	BBB	TD	GENERAL	At Maturity	15/12/2023	05/09/2024	5.2500	2,000,000.00	2,000,000.00	22,150.68	8,342.47





Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
ICBC Sydney Branch	A	TD	GENERAL	Annual	13/09/2022	12/09/2024	4.4000	2,300,000.00	2,300,000.00	47,134.25	8,040.55
Bank of Sydney	Unrated	TD	GENERAL	At Maturity	19/12/2023	19/09/2024	5.4700	3,000,000.00	3,000,000.00	32,820.00	13,038.08
Bank of Sydney	Unrated	TD	GENERAL	At Maturity	19/12/2023	26/09/2024	5.4700	2,000,000.00	2,000,000.00	21,880.00	8,692.05
Suncorp	A+	TD	GENERAL	At Maturity	12/01/2024	03/10/2024	5.1700	4,000,000.00	4,000,000.00	27,762.19	16,430.68
Police Credit Union SA	Unrated	TD	GENERAL	At Maturity	12/01/2024	10/10/2024	5.1800	4,000,000.00	4,000,000.00	27,815.89	16,462.47
AMP Bank	BBB	TD	GENERAL	Annual	13/10/2022	17/10/2024	4.7500	2,000,000.00	2,000,000.00	36,438.36	7,547.95
ICBC Sydney Branch	A	TD	GENERAL	Annual	21/10/2021	21/10/2024	1.3000	4,000,000.00	4,000,000.00	18,520.55	4,131.51
AMP Bank	BBB	TD	GENERAL	At Maturity	21/12/2023	24/10/2024	5.1000	1,500,000.00	1,500,000.00	14,880.82	6,078.08
Great Southern Bank	BBB	FRN	GENERAL	Quarterly	24/10/2019	24/10/2024	5.4701	1,751,582.00	1,750,000.00	9,703.81	7,605.69
ICBC Sydney Branch	A	TD	GENERAL	Annual	29/10/2021	29/10/2024	1.6500	1,000,000.00	1,000,000.00	5,560.27	1,310.96
BOQ	BBB+	FRN	GENERAL	Quarterly	30/10/2019	30/10/2024	5.4443	1,001,997.00	1,000,000.00	4,623.93	4,325.61
Australian Unity Bank	BBB+	TD	GENERAL	At Maturity	16/01/2024	07/11/2024	5.1600	4,000,000.00	4,000,000.00	25,446.58	16,398.90
MyState Bank	BBB	TD	GENERAL	At Maturity	09/11/2023	14/11/2024	5.5600	3,000,000.00	3,000,000.00	51,639.45	13,252.60
ICBC Sydney Branch	A	TD	GENERAL	Annual	15/11/2021	14/11/2024	1.7900	3,000,000.00	3,000,000.00	15,742.19	4,266.58
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/11/2021	14/11/2024	1.6800	3,000,000.00	3,000,000.00	15,603.29	4,004.38
Citibank, N.A.	A+	FRN	GENERAL	Quarterly	15/11/2019	14/11/2024	5.2259	1,001,090.00	1,000,000.00	2,290.81	2,290.81
ICBC Sydney Branch	A	TD	GENERAL	Annual	19/11/2021	21/11/2024	1.7500	4,750,000.00	4,750,000.00	23,229.45	6,604.45
Police Bank	BBB	TD	GENERAL	At Maturity	16/01/2024	05/12/2024	5.1600	4,000,000.00	4,000,000.00	25,446.58	16,398.90
ICBC Sydney Branch	A	TD	GENERAL	Annual	13/12/2021	12/12/2024	1.8600	3,000,000.00	3,000,000.00	12,077.26	4,433.42
ICBC Sydney Branch	A	TD	GENERAL	Annual	10/12/2021	12/12/2024	1.8200	4,000,000.00	4,000,000.00	16,155.62	5,784.11





Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	01/10/2021	16/12/2024	1.0000	3,000,000.00	3,000,000.00	6,328.77	2,383.56
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	09/09/2021	16/12/2024	0.9000	2,500,000.00	2,500,000.00	4,746.58	1,787.67
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	24/11/2020	16/12/2024	0.9000	1,000,000.00	1,000,000.00	1,898.63	715.07
AMP Bank	BBB	TD	GENERAL	At Maturity	20/12/2023	19/12/2024	5.2500	3,000,000.00	3,000,000.00	31,068.49	12,513.70
Suncorp	A+	TD	GENERAL	At Maturity	09/02/2024	09/01/2025	5.1600	4,000,000.00	4,000,000.00	11,875.07	11,875.07
ING Direct	A	TD	GENERAL	At Maturity	12/01/2024	16/01/2025	5.2600	4,000,000.00	4,000,000.00	28,245.48	16,716.71
ING Direct	A	TD	GENERAL	At Maturity	17/01/2024	23/01/2025	5.2600	3,500,000.00	3,500,000.00	22,192.88	14,627.12
ING Direct	A	TD	GENERAL	At Maturity	18/01/2024	30/01/2025	5.2600	3,500,000.00	3,500,000.00	21,688.49	14,627.12
ING Direct	A	TD	GENERAL	At Maturity	19/01/2024	06/02/2025	5.2200	4,000,000.00	4,000,000.00	24,026.30	16,589.59
NAB	AA-	TD	GENERAL	At Maturity	09/02/2024	13/02/2025	5.1600	4,000,000.00	4,000,000.00	11,875.07	11,875.07
ICBC Sydney Branch	A	TD	GENERAL	Annual	22/04/2022	24/04/2025	3.6800	15,000,000.00	15,000,000.00	471,846.58	43,857.53
BOQ	AAA	FRN	GENERAL	Quarterly	14/05/2020	14/05/2025	5.4159	904,144.50	900,000.00	2,136.68	2,136.68
NAB	AA-	TD	GENERAL	Annual	12/05/2021	15/05/2025	1.0500	3,000,000.00	3,000,000.00	25,372.60	2,502.74
RACQ Bank	BBB+	FRN	GENERAL	Quarterly	23/05/2022	23/05/2025	5.5851	999,249.00	1,000,000.00	1,071.12	1,071.12
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	20/05/2021	16/06/2025	1.1000	3,500,000.00	3,500,000.00	27,424.66	3,058.90
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	16/06/2025	1.1000	3,000,000.00	3,000,000.00	23,506.85	2,621.92
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	16/02/2021	16/06/2025	0.9000	1,000,000.00	1,000,000.00	6,410.96	715.07
UBS AG	A+	FRN	GENERAL	Quarterly	30/07/2020	30/07/2025	5.2143	3,253,100.50	3,250,000.00	14,392.90	13,464.32
QBANK	BBB-	TD	GENERAL	Annual	26/07/2023	31/07/2025	5.8200	2,000,000.00	2,000,000.00	69,840.00	9,248.22





Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
P&N Bank	BBB	TD	GENERAL	At Maturity	11/08/2023	14/08/2025	5.3000	3,000,000.00	3,000,000.00	88,430.14	12,632.88
QBank	BBB-	TD	GENERAL	Annual	21/08/2023	21/08/2025	5.4100	2,000,000.00	2,000,000.00	57,212.60	8,596.71
ICBC Sydney Branch	A	TD	GENERAL	Annual	24/08/2022	25/08/2025	4.7500	2,000,000.00	2,000,000.00	49,452.05	7,547.95
ICBC Sydney Branch	A	TD	GENERAL	Annual	09/09/2022	11/09/2025	4.5200	3,500,000.00	3,500,000.00	74,549.04	12,569.32
JUDO BANK	BBB-	BOND	GENERAL	Semi-Annual	14/12/2023	26/09/2025	6.4000	1,992,470.00	2,000,000.00	55,057.53	10,169.86
Suncorp	AAA	FRN	GENERAL	Quarterly	17/10/2022	17/10/2025	5.2302	803,542.40	800,000.00	5,043.92	3,324.40
Bendigo and Adelaide	AAA	FRN	GENERAL	Quarterly	11/11/2022	11/11/2025	5.2972	4,013,420.00	4,000,000.00	10,449.27	10,449.27
Bank Australia	BBB	FRN	GENERAL	Quarterly	22/12/2022	24/11/2025	5.9356	1,306,259.50	1,300,000.00	845.62	845.62
ICBC Sydney Branch	A	FRN	GENERAL	Quarterly	19/01/2023	19/01/2026	5.3689	1,502,016.00	1,500,000.00	9,266.87	6,398.55
Suncorp	A+	TD	GENERAL	Annual	19/01/2024	22/01/2026	5.0500	4,000,000.00	4,000,000.00	23,243.84	16,049.32
Bank of Us	BBB+	TD	GENERAL	Annual	09/02/2024	12/02/2026	4.9700	5,000,000.00	5,000,000.00	14,297.26	14,297.26
NAB	AA-	TD	GENERAL	At Maturity	04/03/2021	05/03/2026	1.3400	3,000,000.00	3,000,000.00	120,379.73	3,193.97
P&N Bank	BBB	TD	GENERAL	Annual	28/04/2023	28/04/2026	4.8000	4,500,000.00	4,500,000.00	182,268.49	17,161.64
NAB	AA-	TD	GENERAL	Annual	12/05/2021	14/05/2026	1.3000	3,000,000.00	3,000,000.00	31,413.70	3,098.63
Bendigo and Adelaide	BBB+	FRN	GENERAL	Quarterly	15/05/2023	15/05/2026	5.5976	2,010,016.00	2,000,000.00	4,600.77	4,600.77
NAB	AA-	TD	GENERAL	Annual	20/05/2021	21/05/2026	1.3000	3,500,000.00	3,500,000.00	35,402.74	3,615.07
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	12/05/2021	15/06/2026	1.3000	3,000,000.00	3,000,000.00	27,780.82	3,098.63
Northern Territory Treasury	AA-	BOND	GENERAL	Annual	16/02/2021	15/06/2026	1.0000	5,000,000.00	5,000,000.00	35,616.44	3,972.60
ING Direct	AAA	BOND	GENERAL	Semi-Annual	19/08/2021	19/08/2026	1.1000	549,163.80	600,000.00	198.90	198.90





Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
Macquarie Bank	A+	FRN	GENERAL	Quarterly	14/09/2023	14/09/2026	5.2041	2,403,043.20	2,400,000.00	26,690.62	9,923.43
QBank	BBB-	FRN	GENERAL	Quarterly	01/12/2023	01/12/2026	6.0196	1,007,148.00	1,000,000.00	15,007.77	4,782.70
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	09/09/2021	15/12/2026	1.4000	5,000,000.00	5,000,000.00	14,767.12	5,561.64
Commonwealth Bank	AA-	FRN	GENERAL	Quarterly	14/01/2022	14/01/2027	5.0502	1,299,015.90	1,300,000.00	8,274.03	5,216.23
BOQ	BBB+	BOND	GENERAL	Semi-Annual	05/10/2023	27/01/2027	4.7000	1,481,889.00	1,500,000.00	6,180.82	5,601.37
Bendigo and Adelaide	BBB+	FRN	GENERAL	Quarterly	27/01/2023	27/01/2027	5.7064	1,107,769.30	1,100,000.00	5,503.16	4,987.24
Heritage and Peoples Choice Limited	BBB	FRN	GENERAL	Quarterly	08/02/2024	08/02/2027	5.9445	2,107,553.70	2,100,000.00	7,524.27	7,524.27
Great Southern Bank	BBB	FRN	GENERAL	Quarterly	09/02/2023	09/02/2027	5.9936	754,926.00	750,000.00	2,586.28	2,586.28
Bank Australia	BBB	FRN	GENERAL	Quarterly	22/02/2023	22/02/2027	5.8873	1,405,499.20	1,400,000.00	1,806.51	1,806.51
Suncorp	A+	FRN	GENERAL	Quarterly	24/11/2023	24/05/2027	5.4356	1,762,082.00	1,750,000.00	1,042.44	1,042.44
ANZ Bank	AA-	FRN	GENERAL	Quarterly	04/11/2022	04/11/2027	5.5492	4,050,588.00	4,000,000.00	15,203.29	15,203.29
NAB	AA-	FRN	GENERAL	Quarterly	25/11/2022	25/11/2027	5.5356	1,721,763.40	1,700,000.00	1,031.29	1,031.29
Bank Australia	BBB	FRN	GENERAL	Quarterly	21/02/2024	21/02/2028	6.0326	1,506,895.50	1,500,000.00	2,231.24	2,231.24
ANZ Bank	AA-	FRN	GENERAL	Quarterly	31/03/2023	31/03/2028	5.4175	1,511,661.00	1,500,000.00	14,026.13	6,456.47
Bendigo and Adelaide	AAA	FRN	GENERAL	Quarterly	16/06/2023	16/06/2028	5.5125	1,204,989.60	1,200,000.00	13,411.23	5,255.75
Commonwealth Bank	AA-	FRN	GENERAL	Quarterly	17/08/2023	17/08/2028	5.2900	3,010,044.00	3,000,000.00	4,782.74	4,782.74
ANZ Bank	AA-	FRN	GENERAL	Quarterly	11/09/2023	11/09/2028	5.2902	3,508,540.00	3,500,000.00	41,089.64	14,711.10
NAB	AA-	FRN	GENERAL	Quarterly	16/11/2023	16/11/2028	5.3680	4,124,046.50	4,100,000.00	8,441.73	8,441.73
UBS AG	A+	FRN	GENERAL	Quarterly	24/11/2023	24/11/2028	5.7856	2,529,332.50	2,500,000.00	1,585.10	1,585.10





Issuer	Rating	Type	Alloc	Interest	Purchase	Maturity	Rate	Capital Value	Face Value	Accrued	Accrued MTD
ING Direct	A	TD	GENERAL	Annual	19/01/2024	19/01/2029	5.1800	4,000,000.00	4,000,000.00	23,842.19	16,462.47
ANZ Bank	AA-	FRN	GENERAL	Quarterly	05/02/2024	05/02/2029	5.3092	3,507,770.00	3,500,000.00	12,727.53	12,727.53
ING Direct	A	TD	GENERAL	Annual	09/02/2024	09/02/2029	5.0500	5,000,000.00	5,000,000.00	14,527.40	14,527.40
Newcastle Greater Mutual Group Ltd	BBB	FRN	GENERAL	Quarterly	14/02/2024	14/02/2029	6.1959	1,514,794.50	1,500,000.00	4,074.02	4,074.02
Macquarie Bank	A+	CASH	GENERAL	Monthly	29/02/2024	29/02/2024	4.6000	30,038.69	30,038.69	99.06	99.06
NAB	AA-	CASH	GENERAL	Monthly	29/02/2024	29/02/2024	4.6000	43,513,331.35	43,513,331.35	157,454.69	157,454.69
CFS WGCIF	A	FUND	GENERAL	Monthly	30/06/2016	06/03/2027	0.0000	15,528,106.63	15,528,106.63	-	-
NSWTC IM LTGF	Unrated	FUND	GENERAL	Annual	31/10/2017	06/03/2029	0.0000	32,938,618.81	32,938,618.81	-	-
AMP Bank	BBB	CASH	GENERAL	Monthly	29/02/2024	29/02/2024	4.8000	170,695.65	170,695.65	655.12	655.12
Commonwealth Bank	AA-	CASH	GENERAL	Monthly	29/02/2024	29/02/2024	4.6000	87,467.28	87,467.28	322.06	322.06
<b>TOTALS</b>							<b>505,925,660.42</b>	<b>505,718,258.42</b>	<b>5,917,053.24</b>	<b>1,400,055.70</b>	



**REPORTS TO COUNCIL - FOR NOTATION**

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<b>ITEM NUMBER</b>	12.4
<b>SUBJECT</b>	Quarter Two Progress Report - Delivery Program and Operational Plan 2023/24
<b>REFERENCE</b>	F2024/00282 - D09308493
<b>REPORT OF</b>	Corporate Strategy Manager
<b>CSP THEME:</b>	FAIR

**WORKSHOP/BRIEFING DATE:** N/A

**PURPOSE:**

To present the Quarter Two (Q2) progress report on implementing the Delivery Program 2022-26 and Operational Plan 2023/24.

**RECOMMENDATION**

That Council receive and note the report.

**BACKGROUND**

1. The Local Government Act 1993 via the Integrated Planning and Reporting Guidelines 2021 requires that the General Manager (Chief Executive Officer) provide progress reports to the Council with respect to the principal activities detailed in the Delivery Program at least every six months.
2. At its meeting of 26 June 2023, Council adopted an updated Delivery Program for 2022-2026, inclusive of the Year Two Operational Plan and Budget for 2023/24 (together known as the 'DPOP'). The DPOP addresses Council's efforts in achieving the six Strategic Goals of the City's Community Strategic Plan (CSP) – *Fair, Accessible, Welcoming, Green, Thriving, and Innovative*.

**ISSUES/OPTIONS/CONSEQUENCES**

3. The Q2 Progress Report (the Report) at Attachment 1 provides an update on progress made in the first half of the 2023/24 financial year against the Projects and Key Performance Indicators (KPIs) in the DPOP. An Exceptions Report listing only Projects 'off track' or 'on hold', and KPIs 'not achieved', is provided in the Report.
4. After notation by Council, the Report will be published on the *Quarterly and Annual Reporting* section of Council's website.

**Q2 status summary of Projects and Key Performance Indicators (KPIs)**

5. At 31 December 2023, 64% of Council's 91 Projects were reported as either completed or progressing on track. A further 35% were reported as either progressing, off track or on hold.

<b>Project status</b>	<b>#</b>	<b>%</b>
Completed	13	14%
Progressing – on track	45	50%
Progressing – off track	29	32%
On hold / stopped	3	3%
Not due to start	1	1%
<b>Total</b>	<b>91</b>	<b>100%</b>

6. At 31 December 2023, 21% of Council's 94 KPIs were reported as achieved or on track to achieve their targets. 6% were reported as not achieved.
7. For 73% of KPIs, data was reported as not available or not due in this period – the bulk of these being annually reported measures only due for reporting in Q4.

<b>KPI status</b>	<b>#</b>	<b>%</b>
Achieved / on track	20	21%
Not achieved	5	6%
Data not available	3	3%
Not due	66	70%
<b>Total</b>	<b>94</b>	<b>100%</b>

## **CONSULTATION & TIMING**

### Stakeholder Consultation

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

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
Dec 2023 – Feb 2024	Reporting officers; Executive Approvers	All business units with reportable items in the DPOP have been consulted to compile the Report, with approvals provided by Executive Directors.	Final draft report finalised.	All directorates and business units, led by Corporate Strategy

## **LEGAL IMPLICATIONS FOR COUNCIL**

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

## **FINANCIAL IMPLICATIONS FOR COUNCIL**

10. There are no unbudgeted financial implications associated with this report.

Dayne Glinkowski  
**Corporate Strategy Manager**

Jennifer Concato  
**Executive Director City Planning and Design**

John Angilley  
**Executive Director Finance & Information**

Gail Connolly  
**Chief Executive Officer**

**ATTACHMENTS:**

1  Q2 Progress Report - Delivery Program & Operational Plan  
 2023/24

43  
Pages

**REFERENCE MATERIAL**



# Quarterly Progress Report

Delivery Program & Operational Plan

Quarter Two 2023/24



**CITY OF  
PARRAMATTA**

# CONTENTS

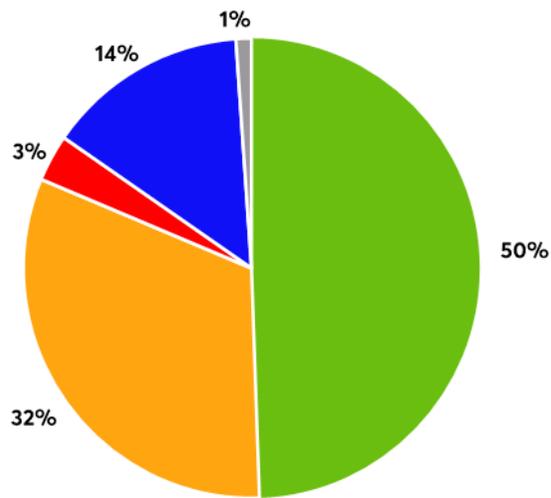
<b>All of Council Summary</b>	<b>3</b>
<b>How to read this Report</b>	<b>4</b>
<b>Exceptions Report</b>	<b>5</b>
<b>Projects and Key Performance Indicators by Directorate</b>	
<b>City Assets and Operations</b>	<b>11</b>
Capital Delivery	
Environment and Sustainability	
Fleet and Depot Operations	
Parks and Open Spaces	
Regulatory Services	
Roads and Civil Infrastructure	
Waste Management and Cleansing	
<b>Community Services</b>	<b>18</b>
Community Infrastructure	
Libraries	
Parramatta Artists' Studios and Cultural Services	
PHIVE and Community Hubs	
Riverside Theatres	
Social and Community Services	
<b>City Engagement and Experience</b>	<b>24</b>
Communication and Marketing	
Community Engagement and Research	
Customer Service Centre	
Events and Festivals	

<b>City Planning and Design</b>	<b>27</b>
City Design	
Development and Traffic Services	
Infrastructure Planning and Design	
Major Projects and Precincts	
Strategic Land Use Planning	
<b>Property and Place</b>	<b>31</b>
Place Services	
Project Delivery (Property Capital Projects)	
Property Development	
Property, Security, Assets and Services	
<b>City Strategy</b>	<b>36</b>
Corporate Strategy	
City Strategy	
Project Management Office	
<b>People, Culture and Workplace</b>	<b>39</b>
<b>Finance and Information</b>	<b>41</b>

## All of Council Summary – Projects and KPIs

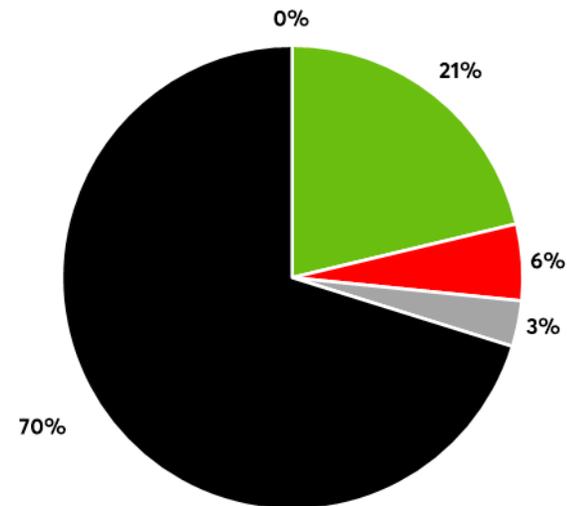
### 91 Projects

- 45 Progressing – On Track
- 29 Progressing – Off Track
- 1 Not Due to Start
- 13 Completed
- 3 On Hold / Stopped



### 94 KPIs

- 20 Achieved / On Track
- 5 Not Achieved / Not On Track
- 3 Data Not Available
- 66 Not Due
- 0 New Baseline Set



# How to read this Report

Council's **Key Performance Indicators** and **Projects** are presented in tables like the examples below.

**Key Performance Indicators** - these measures consider the core business functions of our services

Code	Measure and Target Description	Service	Target	Q1 Actual	Comments	Q1 Status
6C.M1	Percentage of contributions enquiries resolved within target timeframe	Infrastructure Planning and Design	≥ 80%	87%		

Reference Only	A description of the Service provided by Council to achieve the Strategic Objective. The Measure allows us to monitor & the target allows us to assess our delivery progress or performance.	Accountable Service Area	Target Full Year	Actual result for the quarter	Provides an overall unbiased, complete & balanced commentary, clearly & concisely identifying actual performance, goals & variances	Quarterly tracking indicator
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Note that measures titled **Community Satisfaction** are based on the results from Council's Community Satisfaction Survey (unless stated otherwise in description) and are reported in Q4. These community ratings are measured with a mean score out of 5 and provide insights into which areas are meeting community needs and where further resources or improvements are required.

Other **Satisfaction** measures are collected directly from customers at the point of service (e.g. "Smiley Terminal") or via service-specific surveys (e.g. feedback forms for Council programs, or other internal feedback mechanisms).

**Projects** - these measures track progress against specific operational plan activities

Code	Project	Due Date	Comments	Service	Progress	Q1 Status
1A.P2	Alfred Street Cycleway Stage Two Pedestrian and cyclist upgrade along Alfred Street between Eleanor Street and George Street, Rosehill.	31/12/2023		Capital Delivery	10%	

Reference Only	Describes the specific action that will be undertaken to support the principal activity. <u>Council's roles:</u> Deliver a range of programs & services, To build & facilitate strategic partnerships Advocate the needs & aspirations of the community	Date for completion	Provides an overall unbiased, complete & balanced commentary, clearly & concisely identifying actual performance, gaps & variances	Council team responsible for delivering this Project	What has been achieved this quarter?	Quarterly tracking indicator
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## Exceptions Report – Projects

● Progressing – On Track  
 ● Progressing – Off Track  
 ● Not Due to Start  
 ● On Hold / Stopped  
 ● Completed

### New to Exceptions this quarter

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
1A.P2	<b>Alfred Street Cycleway Stage Two</b> Pedestrian and cyclist upgrade along Alfred Street between Eleanor Street and George Street, Rosehill.	31/12/2023	Delays executing the contract and confirming contractor and plant availability. Works are currently planned to commence on site by the end of March.	Capital Delivery	20%	●	●
1A.P3	<b>Barrack Lane, Parramatta</b> Improve amenity and pedestrian safety.	30/06/2024	Detailed design has been completed to a point where heritage input is required. NBN already has an AHIP lodged with NSW Heritage who will only consider one AHIP at a time. NBN anticipate completion by March 2024. Current construction estimate is \$2,500,000 which is in addition to the current budget due to the need for significant heritage investigations.	Capital Delivery	20%	●	●
1A.P5	<b>Carter Street Regional Cycleway (WI)</b> Extension of the Haslams Creek and M4 Shared Path into Carter Street with two bridges and a cycleway.	31/12/2026	Delayed pending negotiation of an interface agreement with Transport for NSW and WestConnex.	Capital Delivery	25%	●	●
1A.P7	<b>Ermington Foreshore Stage 3</b> Stage 3 of separated walking and cycling paths along the river near Rydalmere Wharf.	31/12/2023	Quotes for construction were beyond the available budget, so additional time was required to adjust the design and bring the project under budget and go back to the market.  Currently in procurement with construction anticipated to commence March/April 2024.	Capital Delivery	20%	●	●
1D.P8	<b>PRIAP - FS Garside</b> Upgrade and remediate F.S Garside Park to include recreation, district playground, upgraded sportsfield, dogpark and reconfigured car parking.	31/12/2023	Minor construction delays due to weather conditions. Construction anticipated for completion in early 2024.	Parks and Open Spaces	90%	●	●
6C.P2	<b>Metro CBD Station - Civic Link</b> Advocate for interim and permanent Civic Link through Metro CBD Station.	31/12/2023	Program delays in the Metro project have resulted in a delay in the negotiation for the temporary link.	Infrastructure Planning and Design	50%	●	●

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
6C.P4	<b>Parramatta Light Rail Stage 2</b> Advocate to the NSW Government to make an investment decision and progress Stage 2. Support full funding with civil and public domain design advice and assessment and preparation of a Development Agreement.	31/12/2023	The Tender for PLR 2 delayed, was issued Oct, now awarded mid-2024. Delay due to discovery of landowner discrepancy requiring TfNSW to issue to Council and PMC a tripartite MOU for Archer Park, which triggers correction of title and Acquisition process. Most clauses of MOU have been agreed and title correction is being addressed. The acquisition matter has been paused pending valuation advice.	Infrastructure Planning and Design	25%		
6E.P11	<b>Parramatta CBD to Sydney CBD Cycleway (WI)</b> Connect the M4 Cycleway and Haslams Creek paths into the Carter Street Precinct.	31/12/2026	Delayed pending negotiation of an interface agreement with Transport for NSW and WestConnex.	Strategic Land Use Planning	25%		
7A.P4	<b>Hill Road Master Plan – Pedestrian and Cycle Upgrades</b> Minor streetscape and amenity improvements.	31/12/2023	Revised delivery program in line with financial year.	Place Services	60%		
8A.P14	<b>Smart City and Innovation Strategy and Action Plan</b> Create a Smart City Strategy.	31/07/2023	Council officers are reviewing the strategies post exhibition with a view to aligning resources and budget.	City Strategy	80%		
8A.P15	<b>Social Strategy and Action Plan</b> Refresh the Socially Sustainable Parramatta Framework.	31/07/2023	Council officers are reviewing the strategies post exhibition with a view to aligning resources and budget.	City Strategy	80%		
8A.P19	<b>Strategic Partnerships</b> Review City Strategy's operating model for strategic partnerships.	30/06/2024	Resources were reallocated to responding to a Council request for information on Partnerships and Sponsorships which will be reported to Council in Q3 with work to commence on this once that report has been considered by Council.	City Strategy	20%		
8A.P23	<b>City Economy Strategy and Action Plan</b> Create a City Economy Strategy.	31/07/2023	Council officers are reviewing the strategies post exhibition with a view to aligning resources and budget.	City Strategy	80%		
8A.P24	<b>Cultural Strategy and Action Plan</b> Refresh 'Culture and our City' (Cultural Plan).	31/03/2024	Allocation of resources to other strategies delayed progression of this Strategy. It is expected that the matter will be subject of a briefing and Council report in Q4.	City Strategy	50%		
8A.P25	<b>Environmental Strategy and Action Plan</b> Refresh Environmental Sustainability Strategy.	31/07/2023	Officers are considering the strategies post-exhibition with a view to aligning resources and budget.	City Strategy	80%		

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
8C.P1	<b>Project and Grants Management Framework</b> Develop a Council-wide project and grants management framework.	30/06/2024	Key decisions about the Project Management Office and Grants Framework have been deferred pending a review of resources and priorities.	Project Management Office	30%		

### Still Exceptions this quarter

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
1A.P9	<b>George Street East Cycleway</b> New pedestrian and cyclist path on the southern bank of the Parramatta River between Alfred Street and the CBD.	31/12/2023	Heritage excavation test pits were undertaken during October/November 2023. The design will now be adjusted in response, with a view to commencing construction the during the 3rd quarter of 2023/24.	Capital Delivery	25%		
1A.P11	<b>Norwest T-Way Shared Path</b> Re-alignment of the TWay Cycleway to be shorter, safer and better connected.	31/12/2023	Delays due to additional environmental approvals required to establish the site compound. Construction contract awarded and works commenced during December 2023. Scheduled for completion by end June 2024.	Capital Delivery	20%		
1B.P6	<b>Places To Swim</b> Improvements to Lake Parramatta swimming area.	31/12/2023	Council resolved to reject all tenders and negotiate with potential contractors. Construction works delayed to Q3.	Environment and Sustainability	25%		
2D.P1	<b>Riverside Redevelopment (WI)*</b> Redevelopment project which will revitalise and substantially expand the current Riverside Theatres complex to provide a world class, state-of-the-art performing arts and cultural centre.	31/03/2027	Issue relating to first stage EOI resolved, and shortlist of Design Competition proponents established.	Riverside Theatre	15%		
3A.P1	<b>MyWorkplace - 9 Wentworth Street</b> Deliver Council's new workplace at 9 Wentworth Street, Parramatta.	30/06/2024	Addition of Level 4 to scope pushing out completion date at 9 Wentworth Street.	People & Culture	75%		
6C.P1	<b>Civic Link</b> Develop detailed design for Civic Link Block 3.	31/12/2023	Design for Council endorsement Feb 2024 to publicly exhibit the design, as per Q1 report. Stormwater Investigations are progressing more slowly, due to data gaps and internal response times.	Infrastructure Planning and Design	25%		
6C.P5	<b>Charles Street Footbridge</b> An upgraded River Crossing at Parramatta Quay.	31/05/2024	Design has been delayed as technical investigations have failed to identify a feasible solution for flood conveyance and ferry operations. While additional flood modelling is being commissioned to further assess issues, alternative	Infrastructure Planning and Design	10%		

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
			project ideas are being explored internally and with Funding Partners to define more feasible solutions that achieve project objectives.				
6C.P6	<b>Western Precinct Connections</b> New and upgraded foreshore connections and access, includes a new Marsden Street pedestrian and cycle bridge and the Justice Precinct boardwalk.	31/07/2026	Feasibility Studies Completed and Design Services Procurement progressing. Funding Agreement Execution remains outstanding, but not considered at risk.	Infrastructure Planning and Design	20%		
6E.P2	<b>Parramatta CBD Access Strategy</b> Develop an Access Strategy for the Parramatta CBD.	30/06/2024	The State Government has yet to begin this work. Council continues to advocate for it to commence.	Strategic Land Use Planning	5%		
6E.P7	<b>Local Housing Policy (Stage 2)</b> Pursue Local Housing Strategy Actions and Department of Planning conditions to improve housing supply, mix and design outcomes.	30/06/2024	The delay in the release of the NSW Government's Central City District Plan & Six Cities Region Plan has delayed commencement of this project due to the need to align with this new policy framework. In addition, resources have been reallocated to analysing and preparing Council's submission on a new policy framework for medium density housing released late in Q2.	Strategic Land Use Planning	5%		
6E.P9	<b>Western Parramatta River and CBD Precinct Connections*</b> Connect the Parramatta City Centre, its river and Parramatta Park, to promote walking and cycling.	31/12/2026	Feasibility investigations have concluded. As noted, previous quarter, project completion forecast now mid-2027 to reflect delayed project start. Funding Agreement now executed and Tender for design services has been released.	Strategic Land Use Planning	25%		
6E.P10	<b>Eastern Parramatta River and CBD Precinct Connections (WI)</b> Increase the safety, capacity along the Parramatta foreshore to improve the experience for pedestrians and cyclists.	31/12/2026	Delayed pending negotiation of deed with WestInvest Program Office.	Strategic Land Use Planning	10%		
7C.P1	<b>Central City Parkway Pilot Project</b> Resolve land agreement with TfNSW for Pilot Project along with funding for Stage 1.	30/06/2024	Project impacted by organisational realignment, staff resourcing. Detailed update to be provided in Q3.	Property Development	10%		
7C.P2	<b>Epping Pool Redevelopment</b> Deliver new Epping Pool on time and on budget.	31/12/2024	The Development Application has been submitted and the Expressions of Interest process to shortlist candidates for the Head Contractor Tender has been complete. Detailed design documentation is underway.	Property Development	15%		

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
7C.P6	<b>Riverside Redevelopment (WI)</b> Redevelopment project which will revitalise and substantially expand the current Riverside Theatres complex to provide a world class, state-of-the-art performing arts and cultural centre.	31/03/2027	Issue relating to first stage EOI resolved, and shortlist of Design Competition proponents established.	Property Development	15%		
8A.P16	<b>Tree Canopy Plan</b> Develop a Tree Canopy Plan for the Parramatta LGA.	31/12/2023	Whilst the project has been delayed work is underway with consultants engaged. Councillor workshop booked for early 2024. Draft Plan expected end Q3.	City Strategy	55%		

Back on Track

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
8A.P20	<b>WestInvest</b> Deliver the WestInvest program.	31/12/2026		City Strategy	5%		
8A.P22	<b>Roxy Theatre</b> Advocate for renewal of Roxy as a live performance theatre owned by NSW government.	30/06/2024		City Strategy	50%		

## Exceptions Report – KPIs

 Achieved / On Track
  Not Achieved / Not On Track
  Data Not Available
  Not Due
  New Baseline Set

New to Exceptions this quarter

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
1F.M2	Square metres of new or renewed footpaths	Roads and Civil Infrastructure	8,000 sqm by the end of Q2, 16,000 sqm by the end of Q4	0	2250	Delay in starting yearly program but expected to be completed by Q4.		

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
1F.M7	Percentage of potholes final repairs completed within 6 months	Roads and Civil Infrastructure	95%	95%	85%	Target not met due to competing resourcing priorities; however, works are ordered to minimise or eliminate any immediate safety risks in the first instance.		

### Still Exceptions this quarter

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
1B.M2	Number of street trees planted	Environment and Sustainability	Increase based on same quarter previous year. 2022/23 results: Q1 125 Q2 210 Q3 268 Q4 1,000	2	0	The majority of the street tree planting is scheduled for Q4 during the cooler Autumn months.		
1F.M3	Percentage of potholes made safe within 48 hours	Roads and Civil Infrastructure	90%	75%	85%	Target not met due to competing resourcing priorities; however, works are ordered to minimise or eliminate any immediate safety risks in the first instance.		
6B.M4	Percentage of development applications determined within 180 days	Development & Traffic Services Section	90%	75%	80%	Working to clear older applications has impacted target. On track to improve over the year.		

### Back on Track

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
1D.M2	Percentage of non-compliant/safety issues identified from programmed playground inspections rectified within the recommended timeframe	Parks and Open Spaces	95%	57%	95%			
5C.M1	Percentage of calls answered within 30 seconds	Customer Service Centre	Equal to or greater than 80%	62%	86%			

# Projects and Key Performance Indicators by Directorate

## City Assets and Operations – KPIs

● Achieved / On Track     
 ● Not Achieved / Not On Track     
 ● Data Not Available     
 ● Not Due     
 ● New Baseline Set

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
1A.M1	Delivery of projects and associated expenditure as allocated in the DPOP - Annual Q4 only	Capital Delivery	100% (plus or minus 5%)	Not Due	Not Due		●	●
1B.M1	Tonnes of carbon emissions generated by Council operations - Annual Q4 only	Environment and Sustainability	Decrease on previous year 2022/23 result: 12,152	Not Due	Not Due		●	●
1B.M2	Number of street trees planted	Environment and Sustainability	Increase based on same quarter previous year. 2022/23 results: Q1 125 Q2 210 Q3 268 Q4 1,000	2	0	The majority of the street tree planting is scheduled for Q4 during the cooler Autumn months.	●	●
1B.M3	Community Satisfaction with planting of trees in your local area - Annual Q4 only	Environment and Sustainability	Increase on previous year (3.38/5)	Not Due	Not Due		●	●
1C.M1	Percentage of non-compliant/safety issue rectified within recommended timeframe	Fleet and Depot Operations	100%	100%	100%		●	●
1C.M2	Percentage of Heavy & Light Plant replaced on schedule - Annual Q4 only	Fleet and Depot Operations	90%	Not Due	Not Due		●	●
1D.M1	Percentage of Sporting Fields/Playgrounds mowed to schedule - Annual target (Q4)	Parks and Open Spaces	95%	Not Due	Not Due		●	●

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
1D.M2	Percentage of non-compliant/safety issues identified from programmed playground inspections rectified within the recommended timeframe	Parks and Open Spaces	95%	57%	95%			
1D.M3	Community satisfaction rating with the availability of parks, bushland or other green spaces - Annual Q4 only	Parks and Open Spaces	Increase on previous year (3.70/5)	Not Due	Not Due			
1E.M1	Percentage of inspections completed within recommended timeframe for registered/known food outlets - Annual Q4 only	Regulatory Services - Health & Building Compliance	100%	Not Due	Not Due			
1E.M3	Number of Building Information Certificates received - Annual Q4 only	Regulatory Services - Certification	Decrease on previous year (improved compliance) 2022/23 results: 89	Not Due	Not Due			
1E.M5	Community satisfaction with patrolling and enforcement of parking regulations - Annual Q4 only	Regulatory Services - Parking	Increase on previous results (3.52/5)	Not Due	Not Due			
1E.M6	Percentage of compliant monitored vehicles in CBD timed parking spaces	Regulatory Services - Parking	90%	90%	90%			
1E.M7	Community satisfaction rating with cleanliness of food providers in LGA - Annual Q4 only	Regulatory Services - Health & Building Compliance	Increase on previous year (Baseline TBD 2023/24)	Not Due	Not Due			
1E.M8	Percentage of food outlets pass first inspection - Annual Q4	Regulatory Services - Health & Building Compliance	90% (plus or minus 2%)	Not Due	Not Due			
1F.M1	Square metres of new or renewed roads	Roads and Civil Infrastructure	40,000 sqm by the end of Q2, 80,000 sqm by end of Q4	15,846	52,000			

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
1F.M2	Square metres of new or renewed footpaths	Roads and Civil Infrastructure	8,000 sqm by the end of Q2, 16,000 sqm by the end of Q4	0	2250	Delay in starting yearly program but expected to be completed by Q4.		
1F.M3	Percentage of potholes made safe within 48 hours	Roads and Civil Infrastructure	90%	75%	85%	Target not met due to competing resourcing priorities; however, works are ordered to minimise or eliminate any immediate safety risks in the first instance.		
1F.M4	Community satisfaction rating with provision of cycleways and facilities - Annual Q4 only	Roads and Civil Infrastructure	Increase on previous year (3.4/5)	Not Due	Not Due			
1F.M5	Community Satisfaction rating with the maintenance of footpaths - Annual Q4 only	Roads and Civil Infrastructure	Increase on previous year (3.24/5)	Not Due	Not Due			
1F.M6	Community Satisfaction rating with the condition of local suburban roads - Annual Q4 only	Roads and Civil Infrastructure	Increase on previous year (2.96/5)	Not Due	Not Due			
1F.M7	Percentage of potholes final repairs completed within 6 months	Roads and Civil Infrastructure	95%	95%	85%	Target not met due to competing resourcing priorities; however, works are ordered to minimise or eliminate any immediate safety risks in the first instance.		
1G.M1	Turnaround time to correct missed service (bin) (Percentage within 3 Days)	Waste Management and Cleansing	≥ 90%	99%	99%			
1G.M2	Combined percentage of streets swept on a regular basis	Waste Management and Cleansing	≥ 90%	99%	100%			
1G.M3	Community satisfaction with waste collection services - Annual Q4 only	Waste Management and Cleansing	Increase on previous year (3.76/5)	Not Due	Not Due			
1G.M4	Community satisfaction rating with Council's efforts to increase recycling - Annual Q4 only	Waste Management and Cleansing	Increase on previous year (3.31/5)	Not Due	Not Due			
1G.M5	Community satisfaction with the cleanliness of streets - Annual Q4 only	Waste Management and Cleansing	Increase on previous year (3.53/5)	Not Due	Not Due			

## City Assets and Operations – Projects

● Progressing – On Track  
 ● Progressing – Off Track  
 ● Not Due to Start  
 ● On Hold / Stopped  
 ● Completed

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
1A.P2	<b>Alfred Street Cycleway Stage Two</b> Pedestrian and cyclist upgrade along Alfred Street between Eleanor Street and George Street, Rosehill.	31/12/2023	Delays executing the contract and confirming contractor and plant availability. Works are currently planned to commence on site by the end of March.	Capital Delivery	20%	<span style="color: green;">●</span>	<span style="color: orange;">●</span>
1A.P3	<b>Barrack Lane, Parramatta</b> Improve amenity and pedestrian safety.	30/06/2024	Detailed design has been completed to a point where heritage input is required. NBN already has an AHIP lodged with NSW Heritage who will only consider one AHIP at a time. NBN anticipate completion by March 2024. Current construction estimate is \$2,500,000 which is in addition to the current budget due to the need for significant heritage investigations.	Capital Delivery	20%	<span style="color: green;">●</span>	<span style="color: orange;">●</span>
1A.P4	<b>Black Spot Program</b> Various traffic safety initiatives.	30/06/2024		Capital Delivery	100%	<span style="color: red;">●</span>	<span style="color: blue;">●</span>
1A.P5	<b>Carter Street Regional Cycleway (WI)</b> Extension of the Haslams Creek and M4 Shared Path into Carter Street with two bridges and a cycleway.	31/12/2026	Delayed pending negotiation of an interface agreement with Transport for NSW and WestConnex.	Capital Delivery	25%	<span style="color: green;">●</span>	<span style="color: orange;">●</span>
1A.P6	<b>Duck River Cycleway (WI)</b> Pedestrian and cyclist paths along the eastern and western banks of Duck River (where available) between the M4 and the Parramatta River.	31/12/2026		Capital Projects	15%	<span style="color: green;">●</span>	<span style="color: green;">●</span>
1A.P7	<b>Ermington Foreshore Stage 3</b> Stage 3 of separated walking and cycling paths along the river near Rydalmere Wharf.	31/12/2023	Quotes for construction were beyond the available budget, so additional time was required to adjust the design and bring the project under budget and go back to the market.  Currently in procurement with construction anticipated to commence March/April 2024.	Capital Delivery	20%	<span style="color: green;">●</span>	<span style="color: orange;">●</span>

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
1A.P8	<b>Finlaysons Creek Cycleway (WI)</b> Regional pedestrian and cyclist path under Western Rail Line and up to Darcy Road, Westmead.	31/12/2026		Capital Delivery	15%		
1A.P9	<b>George Street East Cycleway</b> New pedestrian and cyclist path on the southern bank of the Parramatta River between Alfred Street and the CBD.	31/12/2023	Heritage excavation test pits were undertaken during October/November 2023. The design will now be adjusted in response, with a view to commencing construction the during the 3rd quarter of 2023/24.	Capital Delivery	25%		
1A.P10	<b>Get NSW Active Program</b> Various traffic safety initiatives.	30/06/2024		Capital Delivery	95%		
1A.P11	<b>Norwest T-Way Shared Path</b> Re-alignment of the TWay Cycleway to be shorter, safer, and better connected.	31/12/2023	Delays due to additional environmental approvals required to establish the site compound. Construction contract awarded and works commenced during December 2023. Scheduled for completion by end June 2024.	Capital Delivery	20%		
1B.P1	<b>Deliver Net Zero Emissions</b> Maintain carbon neutral certification for Financial Year 2024.	30/06/2024		Environment and Sustainability	50%		
1B.P2	<b>Reduce flood risk in City</b> Deliver key projects to reduce flood risk including the Parramatta Flood Study.	30/06/2024		Environment and Sustainability	50%		
1B.P3	<b>Drainage Construction At Lyndelle Place, Carlingford</b> Construction of bank stabilisation works to mitigate creek erosion.	30/06/2024		Environment and Sustainability	25%		
1B.P4	<b>Parramatta River Flood Management Study</b> Study to mitigate flood risks.	28/02/2024		Environment and Sustainability	75%		
1B.P5	<b>Parramatta River Flood Management Plan</b> Reviews the flood study and develops mitigation options to reduce flood risk.	30/06/2025		Environment and Sustainability	0%		

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
1B.P6	<b>Places To Swim</b> Improvements to Lake Parramatta swimming area.	31/12/2023	Council resolved to reject all tenders and negotiate with potential contractors. Construction works delayed to Q3.	Environment and Sustainability	25%		
1B.P7	<b>Parramatta Light Rail Tree Offsets</b> Planting of street and park trees to mitigate removal of trees that occurred within the light rail corridor.	30/06/2026		Environment and Sustainability	25%		
1D.P1	<b>Open Spaces &amp; Recreation Plan</b> Develop an Open Spaces & Recreation Plan.	30/06/2025		Parks and Open Spaces	10%		
1D.P2	<b>Doyle Ground Sports Facility Improvements (WI)</b> Transform Doyle Ground into a high-quality district sporting complex that accommodates multi-sport activities.	31/12/2026		Parks and Open Spaces	10%		
1D.P3	<b>Let's Play at Kilpack (WI)</b> Undertake major upgrades and improvements at Kilpack Park.	31/12/2026		Parks and Open Spaces	5%		
1D.P4	<b>Somerville Park Improvement (WI)</b> Deliver a district-scale accessible playground, circulation paths, multi-purpose sports court space, outdoor fitness equipment, park furniture and shaded areas.	31/12/2026		Parks and Open Spaces	5%		
1D.P5	<b>West Epping Park Dog Off-Leash Area (WI)</b> Provide a dedicated dog off-leash area.	30/06/2024		Parks and Open Spaces	5%		
1D.P6	<b>Active youth are healthy youth (WI)</b> Embellish youth-focused play activities in Dundas Ward, designed by young people in the community. Through providing spaces to explore, socialise and relax, the project will support young people.	31/12/2025		Parks and Open Spaces	5%		

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
1D.P7	<b>Max Ruddock Reserve Amenities (WI)</b> Installation of a new amenities block.	31/12/2025		Parks and Open Spaces	15%		
1D.P8	<b>PRIAP - FS Garside</b> Upgrade and remediate F.S Garside Park to include recreation, district playground, upgraded sportsfield, dogpark and reconfigured car parking.	31/12/2023	Minor construction delays due to weather conditions. Construction anticipated for completion in early 2024.	Parks and Open Spaces	90%		
1D.P9	<b>Rydalmere Park Master Plan</b> Design and construction of natural turf fields 1 and 2.	31/12/2023		Parks and Open Spaces	100%		
1D.P10	<b>Strengthening the Heart of Play (WI)</b> Deliver sporting and recreation open space across the five parks that form the Heart of Play network.	30/06/2026		Parks and Open Spaces	5%		
1D.P11	<b>Sue Savage Reserve Multigenerational Recreational Facility (WI)</b> Passive and multi-generational recreational activities and facilities including: accessible public toilets, skate park, fitness stations, car park, minor ponding improvements to channel street, BMX pump track.	31/12/2026		Parks and Open Spaces	20%		
1G.P2	<b>Roll out full FOGO residential waste contract</b> New domestic waste contract for all residential waste, including recyclables, that reduces landfill by diverting all food and organic scraps into the green waste bin for composting.	30/12/2024		Waste Management and Cleansing	85%		
1G.P3	<b>Recycling Centre</b> Deliver a new Community Recycling Facility.	30/06/2024		Waste Management and Cleansing	65%		

# Community Services – KPIs

● Achieved / On Track    
 ● Not Achieved / Not On Track    
 ● Data Not Available    
 ● Not Due    
 ● New Baseline Set

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
2B.M3	Number of visits to all City of Parramatta Libraries - Annual Q4 only	Libraries	Minimum of 750,000 visits per annum	Not Due	Not Due		●	●
2B.M4	Lending Turnover rate - Annual Q4 only	Libraries	Rate of 3.5 per annum	Not Due	Not Due		●	●
2B.M5	Percentage of library customers who view the library service as 'good' or 'very good' - Annual Q4 only	Libraries	≥ 85% of customers rate their satisfaction with the library as good or very good	Not Due	Not Due		●	●
2C.M1	Number of art and cultural programs developed and delivered - Annual Q4 only	Parramatta Artists' Studios and Cultural Services	≥ 70	Not Due	Not Due		●	●
2C.M2	Number of artists supported via cultural programs and projects - Annual Q4 only	Parramatta Artists' Studios and Cultural Services	≥ 110	Not Due	Not Due		●	●
2C.M3	Community satisfaction with Parramatta Artists' Studios Cultural Program - Annual Q4 only	Parramatta Artists' Studios and Cultural Services	Increase on previous year (3.29/5)	Not Due	Not Due		●	●

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
2D.M1	Attendances at performances (events held at Riverside and elsewhere) - Annual target (Q4)	Riverside Theatres	≥ 165,000	Not Due	Not Due		●	●
2D.M2	Student attendances at education performances or events (held at Riverside and elsewhere) - Annual Q4 only	Riverside Theatres	≥ 18,000	Not Due	Not Due		●	●
2D.M3	Attendance at Community based events or performances or events (held at Riverside and elsewhere) - Annual Q4 only	Riverside Theatres	≥ 16,000	Not Due	Not Due		●	●
2D.M4	Community satisfaction rating with Riverside Theatres - Annual Q4 only	Riverside Theatres	Increase on previous year (3.69/5)	Not Due	Not Due		●	●
2E.M1	Annual average percentage utilisation of childcare and family support services - Annual Q4 only	Social and Community Services - Children and Families	Equal to or greater than 93%	Not Due	Not Due		●	●
2E.M2	Number of Councils' Recreation programs hours	Social and Community Services - Recreation Facilities and Program	3,000 hours per year	1,098	673		●	●
2E.M3	Number of Seniors and Disability program hours	Social and Community Services - Community Care	25,000 hours per year	7,268	7,062		●	●
2E.M4	Percentage of Community Grants recipient projects delivering on track and reporting on time - Annual Q4 only	Social and Community Services - Community Capacity Building	Equal to or greater than 90%	Not Due	Not Due		●	●
2E.M5	Utilisation of aquatic centres (Number of visits) - Annual Q4 only	Social and Community Services -	650,000 visits	Not Due	Not Due		●	●

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
		Aquatic and Wellness						
2E.M6	Occupancy of Learn to Swim programs	Social and Community Services - Aquatic and Wellness	Maintain occupancy of over 75%	89.3%	87%			
2E.M7	Quality ratings as determined by independent accreditation body - Annual Q4 only	Social and Community Services - Children and Families	5 (Achieve 'Exceeding' rating)	Not Due	Not Due			
2E.M8	Annual satisfaction rating of users of School Holiday and Active Parramatta programs - Annual Q4 only	Social and Community Services - Recreation Facilities and Program	> 90%	Not Due	Not Due			
2E.M9	Participant satisfaction rating of community care - Annual Q4 only (Every two years)	Social and Community Services - Community Care	> 3.26	Not Due	Not Due			
2E.M10	Satisfaction with community capacity building services - Annual Q4 only	Social and Community Services - Community Capacity Building	> 80%	Not Due	Not Due			
2E.M11	Customer satisfaction of aquatic centres - Annual Q4 only	Social and Community Services - Recreation Facilities and Program	> 80%	Not Due	Not Due			

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
2E.M12	Community satisfaction of aquatic centres - Annual Q4 only	Social and Community Services - Aquatic and Wellness	Maintain on previous year. 2022/23 results: 78	Not Due	Not Due		●	●
2F.M2	Customer satisfaction rating with community hub services - Annual Q4 only	PHIVE and Community Hubs	Increase on same quarter previous year. 2022/23 result: 4.50	Not Due	Not Due		●	●
2F.M3	Combined utilisation of Community Hubs services (number of visits and participants in Community Hub programs) - Annual Q4 only	PHIVE and Community Hubs	500,000 visits	Not Due	Not Due		●	●

## Community Services – Projects

● Progressing – On Track    
 ● Progressing – Off Track    
 ● Not Due to Start    
 ● On Hold / Stopped    
 ● Completed

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
2B.P2	<b>Library ICT Upgrade</b> Deliver an enhanced library service and customer experience via the implementation of the Library Services Transformation Program.	31/03/2024		Libraries	35%	●	●
2C.P2	<b>Parramatta Artists' Studios (PAS) Relocation</b> Relocation of the PAS studios to Granville.	31/10/2023	Fit-out works completed. Occupation Certificate received in December 2023. Artist selection process completed in December 2023  Artist to move in from Feb 24. Public opening planned for Apr 24.	Parramatta Artists' Studios and Cultural Services	100%	●	●
2D.P1	<b>Riverside Redevelopment (WI)*</b> Redevelopment project which will revitalise and substantially expand the current Riverside Theatres complex to provide a world class, state-of-the-art performing arts and cultural centre.	31/03/2027	Issue relating to first stage EOI resolved, and shortlist of Design Competition proponents established.	Riverside Theatre	15%	●	●
2E.P2	<b>First Nations Strategy</b> Complete a First Nations Strategy.	1/09/2023		Social and Community Services - Community Capacity Building	100%	●	●
2E.P3	<b>Parramatta Aquatic Centre</b> Deliver Parramatta Aquatic Centre business readiness planning, facility opening and operation.	30/09/2023		Social and Community Services - Aquatic and Wellness	100%	●	●

\*This project is a duplicate of 7C.P6. The status and comments replicate updates provided by Property & Place (Project Delivery).

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
2FP1	<b>Parramatta Town Hall</b> Deliver business readiness planning, facility opening and operation.	31/01/2024		PHIVE and Community Hubs	100%		
2FP3	<b>Carter Street Community Centre Fit out (WI)</b> The fit out and operationalisation of a new Community Centre in the Carter Street Precinct (Lidcombe).	30/06/2025		PHIVE and Community Hubs	5%		

## City Engagement and Experience – KPIs

● Achieved / On Track    
 ● Not Achieved / Not On Track    
 ● Data Not Available    
 ● Not Due    
 ● New Baseline Set

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
5A.M2	Community satisfaction rating with the provision of information - Annual Q4 only	Communication and Marketing	Increase on previous year (3.24/5).	Not Due	Not Due		●	●
5B.M2	Number of members on Participate Parramatta panel - Annual Q4 only	Community Engagement and Research	5% increase on previous calendar year (from 15,878 to 16,671)	Not Due	Not Due		●	●
5B.M3	Number of visits to the Participate Parramatta engagement platform - Annual Q4 only	Community Engagement and Research	5% increase on previous calendar year (from 137,063 to 143,916)	Not Due	Not Due		●	●
5B.M4	Community satisfaction rating with the opportunity to have your say on key issues affecting community - Annual Q4 only	Community Engagement and Research	Increase on previous year (3.23/5)	Not Due	Not Due		●	●
5C.M1	Percentage of calls answered within 30 seconds	Customer Service Centre	Equal to or greater than 80%	62%	86%		●	●
5C.M3	Community mean rating of "I am confident that Council would respond if I contacted them" - Annual Q4 only	Customer Service Centre	Increase on previous year (3.18/5)	Not Due	Not Due		●	●
5C.M4	Percentage of formal Access to Information requests completed within GIPA Act legislation timeframe	Customer Service Centre	100%	100%	100%		●	●
5C.M5	Percentage of Correspondence registered and actioned within 48 hours	Customer Service Centre	Equal to or greater than 90%	99.13%	99.56%		●	●

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
5C.M6	Percentage of customers satisfied with Contact Centre - Annual Q4 only	Customer Contact Centre	Equal to or greater than 80%	Not Due	Not Due		●	●
5D.M1	Percentage of respondents who would consider visiting Parramatta - Annual Q4 only	Communication and Marketing	Increase on previous Perception survey (63%)	Not Due	Not Due		●	●
5E.M2	Community satisfaction rating with events and festivals delivered by Council - Annual Q4 only	Events and Festivals	Increase on previous year (3.66/5)	Not Due	Not Due		●	●
5E.M4	Attendance at events and festivals - Annual target (Q4)	Events and Festivals	≥ 250,000	Not Due	Not Due		●	●

# City Engagement and Experience – Projects

● Progressing – On Track  
 ● Progressing – Off Track  
 ● Not Due to Start  
 ● On Hold / Stopped  
 ● Completed

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
5A.P3	<b>Marketing &amp; Promotions for launch of Parramatta Aquatic Centre</b> Deliver on the marketing, brand and promotional programs to support major projects in particular the Parramatta Aquatic Centre.	30/09/2023		Communication and Marketing	100%	●	●

## City Planning and Design – KPIs

● Achieved / On Track   
 ● Not Achieved / Not On Track   
 ● Data Not Available   
 ● Not Due   
 ● New Baseline Set

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
6A.M4	Percentage of referrals processed within relevant required timeframes - Annual Q4 only	City Design	80%	Not Due	Not Due		●	●
6B.M2	Percentage of traffic safety service requests and temporary road occupancy resolved within standard of service	Development & Traffic services	≥70%	74%	70%		●	●
6B.M3	Community satisfaction rating of Development Application Service - Annual Q4 only	Development & Traffic services	Increase on previous year (2.73/5)	Not Due	Not Due		●	●
6B.M4	Percentage of development applications determined within 180 days	Development & Traffic Services Section	90%	75%	80%	Working to clear older applications has impacted target. On track to improve over the year.	●	●
6C.M1	Percentage of contributions enquiries resolved within target timeframe	Infrastructure Planning and Design	≥ 80%	87%	94%		●	●
6C.M5	Percentage of planning agreements that are compliant with milestone delivery timeframes - Annual Q4 only	Infrastructure Planning and Design	85%	Not Due	Not Due		●	●
6D.M1	Planning proposals (low/medium/high complexity) determined within 12/18/24 months	Major Projects and Precincts	80%	100%	Data Not Available	No planning proposals finalised during the quarter.	●	●
6D.M2	Community mean rating of "New developments are well planned" - Annual Q4 only	Major Projects and Precincts	Increase on previous year (2.72/5)	Not Due	Not Due		●	●
6E.M2	Community mean rating of "New developments are well planned" - Annual Q4 only	Strategic Land Use Planning	Increase on previous year (2.72/5)	Not Due	Not Due		●	●

## City Planning and Design – Projects

● Progressing – On Track   
 ● Progressing – Off Track   
 ● Not Due to Start   
 ● On Hold / Stopped   
 ● Completed

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
6C.P1	<b>Civic Link</b> Develop detailed design for Civic Link Block 3.	31/12/2023	Design for Council endorsement Feb 2024 to publicly exhibit the design, as per Q1 report. Stormwater Investigations are progressing more slowly, due to data gaps and internal response times.	Infrastructure Planning and Design	25%	●	●
6C.P2	<b>Metro CBD Station - Civic Link</b> Advocate for interim and permanent Civic Link through Metro CBD Station.	31/12/2023	Program delays in the Metro project has resulted in a delay in the negotiation for the temporary link.	Infrastructure Planning and Design	50%	●	●
6C.P3	<b>Parramatta Light Rail Stage 1</b> Support delivery of Parramatta Light Rail Stage 1.	31/12/2023		Infrastructure Planning and Design	100%	●	●
6C.P4	<b>Parramatta Light Rail Stage 2</b> Advocate to the NSW Government to make an investment decision and progress Stage 2. Support full funding with civil and public domain design advice and assessment and preparation of a Development Agreement.	31/12/2023	The Tender for PLR 2 delayed, was issued Oct, now awarded mid-2024. Delay due to discovery of landowner discrepancy requiring TfNSW to issue to Council and PMC a tripartite MOU for Archer Park, which triggers correction of title and Acquisition process. Most clauses of MOU have been agreed and title correction is being addressed. The acquisition matter has been paused pending valuation advice.	Infrastructure Planning and Design	25%	●	●
6C.P5	<b>Charles Street Footbridge</b> An upgraded River Crossing at Parramatta Quay.	31/05/2024	Design has been delayed as technical investigations have failed to identify a feasible solution for flood conveyance and ferry operations. While additional flood modelling is being commissioned to further assess issues, alternative project ideas are being explored internally and with Funding Partners to define more feasible solutions that achieve project objectives.	Infrastructure Planning and Design	10%	●	●

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
6C.P6	<b>Western Precinct Connections</b> New and upgraded foreshore connections and access, includes a new Marsden Street pedestrian and cycle bridge and the Justice Precinct boardwalk.	31/07/2026	Feasibility Studies Completed and Design Services Procurement progressing. Funding Agreement Execution remains outstanding, but not considered at risk.	Infrastructure Planning and Design	20%		
6D.P1	<b>Camellia Precinct</b> Advocate for and comment on the Camellia- Rosehill Place Strategy.	31/12/2023		Major Projects and Precincts	100%		
6D.P3	<b>Parramatta North &amp; Westmead Innovation District (WID)</b> Advocate for and comment on the Parramatta North Master Plan & Implement Place Strategy.	31/12/2024		Major Projects and Precincts	30%		
6D.P5	<b>Epping Town Centre</b> Undertake open space review and reclassify Epping Town Centre laneways.	30/06/2024		Major Projects and Precincts	25%		
6D.P6	<b>Telopea Precinct</b> Advocate Council's position on Telopea.	31/12/2023		Major Projects and Precincts	100%		
6E.P2	<b>Parramatta CBD Access Strategy</b> Develop an Access Strategy for the Parramatta CBD.	30/06/2024	The State Government has yet to begin this work. Council continues to advocate for it to commence.	Strategic Land Use Planning	5%		
6E.P4	<b>Public Transport Network advocacy</b> Advocate for public transport improvements including Westmead multi modal interchange, Active Travel Link funding and Bus network improvements.	30/06/2024		Strategic Land Use Planning	50%		
6E.P6	<b>Preparation of Integrated Transport Strategy</b> Undertake Preliminary Analysis work to allow completion of Strategy in 2024/25.	30/06/2024		Strategic Land Use Planning	50%		

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
6E.P7	<b>Local Housing Policy (Stage 2)</b> Pursue Local Housing Strategy Actions and Department of Planning conditions to improve housing supply, mix and design outcomes.	30/06/2024	The delay in the release of the NSW Government's Central City District Plan & Six Cities Region Plan has delayed commencement of this project due to the need to align with this new policy framework. In addition, resources have been reallocated to analysing and preparing Council's submission on a new policy framework for medium density housing released late in Q2.	Strategic Land Use Planning	5%		
6E.P8	<b>Parramatta CBD Growth Precincts</b> Pursue Council endorsed CBD Growth Precincts including Parramatta North Precinct and West Auto Alley Precinct.	30/06/2024		Strategic Land Use Planning	40%		
6E.P9	<b>Western Parramatta River and CBD Precinct Connections*</b> Connect the Parramatta City Centre, its river and Parramatta Park, to promote walking and cycling.	31/12/2026	Feasibility investigations have concluded. As noted, previous quarter, project completion forecast now mid-2027 to reflect delayed project start. Funding Agreement now executed and Tender for design services has been released.	Strategic Land Use Planning	25%		
6E.P10	<b>Eastern Parramatta River and CBD Precinct Connections (WI)</b> Increase the safety, capacity along the Parramatta foreshore to improve the experience for pedestrians and cyclists.	31/12/2026	Delayed pending negotiation of deed with WestInvest Program Office.	Strategic Land Use Planning	10%		
6E.P11	<b>Parramatta CBD to Sydney CBD Cycleway (WI)</b> Connect the M4 Cycleway and Haslams Creek paths into the Carter Street Precinct.	31/12/2026	Delayed pending negotiation of an interface agreement with Transport for NSW and WestConnex.	Strategic Land Use Planning	25%		
6E.P12	<b>Sydney Metro West Advocacy</b> Advocate for project and additional stations, including stations at Camellia and Newington.	31/12/2023		Strategic Land Use Planning	100%		

# Property and Place – KPIs

● Achieved / On Track    
 ● Not Achieved / Not On Track    
 ● Data Not Available    
 ● Not Due    
 ● New Baseline Set

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
7A.M1	Percentage of projects delivered on time and within +/-10% budget and timeframe	Place Services	100%	Data Not Available	100%		<span style="color: grey;">●</span>	<span style="color: green;">●</span>
7A.M2	Percentage of people who report enjoying a local public place in the last twelve months - Annual Q4 only	Place Services	Increase (up to above 85%)	Not Due	Not Due		<span style="color: black;">●</span>	<span style="color: black;">●</span>
7B.M2	Percentage of reports to Major Projects Advisory Committee (MPAC) provided on time	Project Delivery	100%	100%	100%		<span style="color: green;">●</span>	<span style="color: green;">●</span>
7D.M1	Utilisation of paid parking services	Property, Security, Assets and Services	Maintain or improve on same quarter previous year 2022/23 results: Q1 62% Q2 71% Q3 No data Q4 No data	Data Not Available	Data Not Available	Methodology is currently being improved to align with incoming technology upgrades, property strategy and carpark strategy.	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>
7D.M2	Leasing of community space (utilisation)	Property, Security, Assets and Services	90% utilisation	97%	97%		<span style="color: green;">●</span>	<span style="color: green;">●</span>
7D.M4	Community satisfaction rating of Council's on-street and multi-level car parking facilities and services	Property, Security, Assets and Services	Increase on previous year. 2022/23 results: Q1 % Q2 %	Data Not Available	Data Not Available	Methodology is currently being improved to align with incoming technology upgrades, property strategy and carpark strategy.	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
			Q3 % Q4 %					

# Property and Place – Projects

● Progressing – On Track    
 ● Progressing – Off Track    
 ● Not Due to Start    
 ● On Hold / Stopped    
 ● Completed

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
7A.P1	<b>CBD Outdoor Dining Project 2</b> Outdoor dining upgrades at the corners of Church Street and Phillip Street.	30/06/2024		Place Services	30%	●	●
7A.P2	<b>Centenary Square Review</b> Centenary Square Permanent Vehicle Mitigation - Bollards and Electrical Works.	30/06/2024		Place Services	35%	●	●
7A.P4	<b>Hill Road Master Plan – Pedestrian and Cycle Upgrades</b> Minor streetscape and amenity improvements.	31/12/2023	Revised delivery program in line with financial year.	Place Services	60%	●	●
7A.P5	<b>Integrated Parking Solutions Program</b> Smart Parking System for Council's on-street and off-street (MLCP) parking environments.	31/12/2025		Place Services	25%	●	●
7A.P7	<b>Phillip Street Smart St Stage 2</b> Streetscape upgrade between Smith Street and Charles Street, extending from Stage 1.	30/06/2024		Place Services	70%	●	●
7A.P8	<b>Phillip Street Smart Street Stage 3</b> Streetscape upgrade.	31/12/2025		Place Services	20%	●	●
7A.P10	<b>Southern Precinct Renewal Project</b> East-West pedestrian link from Church Street to Rivoli Lane, reconfiguration of Parramatta Station Car Park entry from Parkes Street, and upgrades to Valentine Avenue and Wentworth Street.	31/12/2025		Place Services	60%	●	●

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
7A.P12	<b>Epping Town Centre: Oxford Street Urban Amenity &amp; Reinvigoration Project</b> Inject new life and vibrancy into the Epping Town Centre, reinvigorating outdoor dining, open spaces and bringing much needed shady street trees.	31/08/2025		Place Services	5%		
7A.P14	<b>Don Moore Multi Purpose Community Hub (WI)</b> Deliver the Don Moore Multi-Purpose Community Hub project which will consolidate existing buildings in Carlingford to deliver a community space that supports education and create arts.	31/12/2026		Place Services	5%		
7A.P15	<b>Refurbish Rydalmere Bowling Club Into a New Multi-Purpose Community Facility (WI)</b> Adaptively reuse the existing premises to serve the community as a multipurpose community centre.	31/12/2026		Place Services	5%		
7B.P3	<b>Parramatta Town Hall</b> Deliver 7 Parramatta Square on time and on budget.	31/01/2024		Project Delivery	100%		
7B.P4	<b>3,4,6 &amp; 8 PSQ &amp; Public Domain</b> 6 & 8 Parramatta Square: Deliver new public square and public domain upgrades.	31/12/2023		Project Delivery	100%		
7C.P1	<b>Central City Parkway Pilot Project</b> Resolve land agreement with TfNSW for Pilot Project along with funding for Stage 1.	30/06/2024	Project impacted by organisational realignment, staff resourcing. Detailed update to be provided in Q3.	Property Development	10%		
7C.P2	<b>Epping Pool Redevelopment</b> Deliver new Epping Pool on time and on budget.	31/12/2024	The Development Application has been submitted and the Expressions of Interest process to shortlist candidates for the Head Contractor Tender has been complete. Detailed design documentation is underway.	Property Development	15%		

Code	Project	Due Date	Comment	Service	Progress	Q1 Status	Q2 Status
7C.P5	<b>Sale of Horwood Place</b> Complete the Horwood Place compulsory acquisition.	30/08/2024		Property Development	95%		
7C.P6	<b>Riverside Redevelopment (WI)</b> Redevelopment project which will revitalise and substantially expand the current Riverside Theatres complex to provide a world class, state-of-the-art performing arts and cultural centre.	31/03/2027	Issue relating to first stage EOI resolved, and shortlist of Design Competition proponents established.	Property Development	15%		
7D.P1	<b>CBD Parking</b> Technology upgrade of on street parking and renewal/ upgrade of all multi-decks.	30/06/2025		Property, Security, Assets and Services	25%		

## City Strategy – KPIs

● Achieved / On Track   
 ● Not Achieved / Not On Track   
 ● Data Not Available   
 ● Not Due   
 ● New Baseline Set

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comment	Q1 Status	Q2 Status
8A.M2	Community mean rating of "Council is forward thinking" - Annual Q4 only	City Strategy	Increase on previous year (3.15/5)	Not Due	Not Due		●	●
8A.M3	Percentage of City Strategy led Strategies and Action Plans reported on annually - Annual Q4 only	City Strategy	100%	Not Due	Not Due		●	●
8B.M1	Percentage of statutory plans & reports completed on time	Corporate Strategy	100%	100%	100%		●	●
8C.M1	Stakeholder satisfaction rating - Annual Q4 only	Project Management Office	Improve on previous year results (Baseline TBD in 23/24)	Not Due	Not Due		●	●

## City Strategy – Projects

● Progressing – On Track  
 ● Progressing – Off Track  
 ● Not Due to Start  
 ● On Hold / Stopped  
 ● Completed

Code	Project	Due Date	Comments	Service	Progress	Q1 Status	Q2 Status
8A.P14	<b>Smart City and Innovation Strategy and Action Plan</b> Create a Smart City Strategy.	31/07/2023	Council officers are reviewing the strategies post exhibition with a view to aligning resources and budget.	City Strategy	80%	●	●
8A.P15	<b>Social Strategy and Action Plan</b> Refresh the Socially Sustainable Parramatta Framework.	31/07/2023	Council officers are reviewing the strategies post exhibition with a view to aligning resources and budget.	City Strategy	80%	●	●
8A.P16	<b>Tree Canopy Plan</b> Develop a Tree Canopy Plan for the Parramatta LGA.	31/12/2023	Whilst the project has been delayed work is underway with consultants engaged. Councillor workshop booked for early 2024. Draft Plan expected end Q3.	City Strategy	55%	●	●
8A.P17	<b>Visitor Economy Plan</b> Review and revise the Visitor Economy plan for the City.	30/06/2025		City Strategy	10%	●	●
8A.P18	<b>Parramatta River Plan</b> Parramatta River Communications and Advocacy Platform.	30/06/2024		City Strategy	25%	●	●
8A.P19	<b>Strategic Partnerships</b> Review City Strategy's operating model for strategic partnerships.	30/06/2024	Resources were reallocated to responding to a Council request for information on Partnerships and Sponsorships which will be reported to Council in Q3 with work to commence on this once that report has been considered by Council.	City Strategy	20%	●	●
8A.P20	<b>WestInvest</b> Deliver the WestInvest program.	31/12/2026		City Strategy	5%	●	●

Code	Project	Due Date	Comments	Service	Progress	Q1 Status	Q2 Status
8A.P21	<b>Affordable Housing</b> Deliver the affordable housing action plan.	30/06/2025		City Strategy	20%		
8A.P22	<b>Roxy Theatre</b> Advocate for renewal of Roxy as a live performance theatre owned by NSW government.	30/06/2024		City Strategy	50%		
8A.P23	<b>City Economy Strategy and Action Plan</b> Create a City Economy Strategy.	31/07/2023	Council officers are reviewing the strategies post exhibition with a view to aligning resources and budget.	City Strategy	80%		
8A.P24	<b>Cultural Strategy and Action Plan</b> Refresh 'Culture and our City' (Cultural Plan).	31/03/2024	Allocation of resources to other strategies delayed progression of this Strategy. It is expected that the matter will be subject of a briefing and Council report in Q4.	City Strategy	50%		
8A.P25	<b>Environmental Strategy and Action Plan</b> Refresh Environmental Sustainability Strategy.	31/07/2023	Officers are considering the strategies post-exhibition with a view to aligning resources and budget.	City Strategy	80%		
8A.P27	<b>Night Time Economy Plan</b> Review and revise the Night Time Economy plan for the City.	31/12/2024		City Strategy	5%		
8B.P1	<b>Business Planning Framework</b> Develop a Council-wide business planning and service review framework.	30/06/2024		Corporate Strategy	30%		
8C.P1	<b>Project and Grants Management Framework</b> Develop a Council-wide project and grants management framework.	30/06/2024	Key decisions about the Project Management Office and Grants Framework have been deferred pending a review of resources and priorities.	Project Management Office	30%		

## People, Culture and Workplace – KPIs

● Achieved / On Track    
 ● Not Achieved / Not On Track    
 ● Data Not Available    
 ● Not Due    
 ● New Baseline Set

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comments	Q1 Status	Q2 Status
3A.M2	Percentage of agreed audit recommendations actioned - Annual Q4 only	Audit and Risk	Equal to or greater than 90% within timeframe indicated	Not Due	Not Due		●	●
3B.M1	Percentage of Leadership development training completed - Annual Q4 only	People and Culture	90% completion for current leaders at all levels by 2024	Not Due	Not Due		●	●
3B.M2	Employee Engagement rating - Annual Q4 only	People and Culture	5 percentage points increase on previous year. 2022/23 results: 55%	Not Due	Not Due		●	●
3B.M3	Employee Turnover rate - Annual Q4 only	People & Culture	Decrease turnover rate by 5%	Not Due	Not Due		●	●
3C.M1	Number of lost time injuries occurring per 1 million hours worked - Annual Q4 only	Workplace, Health and Safety	128	Not Due	Not Due		●	●

## People, Culture and Workplace – Projects

● Progressing – On Track  
 ● Progressing – Off Track  
 ● Not Due to Start  
 ● On Hold / Stopped  
 ● Completed

Code	Project	Due Date	Comments	Service	Progress	Q1 Status	Q1 Status
3A.P1	<b>MyWorkplace - 9 Wentworth Street</b> Deliver Council's new workplace at 9 Wentworth Street, Parramatta.	30/06/2024	Addition of Level 4 to scope pushing out completion date at 9 Wentworth Street.	People & Culture	75%	<span style="color: orange;">●</span>	<span style="color: orange;">●</span>

## Finance and Information – KPIs

● Achieved / On Track    
 ● Not Achieved / Not On Track    
 ● Data Not Available    
 ● Not Due    
 ● New Baseline Set

Code	Measure and Target Description	Service	Target	Q1 Actual	Q2 Actual	Comments	Q1 Status	Q2 Status
4A.M1	Availability of Community Facing Systems (Web-sites; Service Portals)	ICT	99.5% excluding scheduled maintenance	99.5%	100%		●	●
4A.M2	Customer rating of the ease of use of council's systems - Annual Q4 only	ICT	Increase on previous year	Not Due	Not Due		●	●
4B.M1	Council Meeting agendas are published 7 days prior to a Council Meeting.	Governance	100%	100%	100%		●	●
4B.M2	Stakeholder satisfaction rating- Annual Q4 only	Governance	Increase on previous year 2022/23 result: 7.29	Not Due	Not Due		●	●
4C.M1	Percentage of statutory plans & reports completed on time (Financial and Committee) - Annual Q4 only	Finance	100%	Not Due	Not Due		●	●
4C.M2	Business services support satisfaction rating - Annual Q4 only	Finance	Increase on previous year. 2022/23 results: 6.72	Not Due	Not Due		●	●
4D.M2	Internal stakeholder rating - Annual Q4 only	Legal Services	Increase on previous year. 2022/23 result: 7.26	Not Due	Not Due		●	●

# Finance and Information – Projects

● Progressing – On Track  
 ● Progressing – Off Track  
 ● Not Due to Start  
 ● On Hold / Stopped  
 ● Completed

Code	Project	Due Date	Comments	Service	Progress	Q1 Status	Q2 Status
4C.P5	<b>TechOne 'One Council' Project</b> Deliver system upgrades and modernisations of system platforms via the TechOne 'One Council' integrated solution, including Finance, Works & Assets, Procurement, P2P, CRM, GIS and ECM systems.	30/06/2026		ICT	30%	<span style="color: green;">●</span>	<span style="color: green;">●</span>

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**REPORTS TO COUNCIL - FOR NOTATION**

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<b>ITEM NUMBER</b>	12.5
<b>SUBJECT</b>	Traffic Engineering Advisory Group - 21 February 2024 - Minutes
<b>REFERENCE</b>	F2024/00282 - D09340707
<b>REPORT OF</b>	Traffic and Transport Manager

**CSP THEME:** Accessible

**WORKSHOP/BRIEFING DATE:** Nil

**PURPOSE:**

That Council note the minutes and recommendations of the Traffic Engineering Advisory Group meeting held on 21 February 2024.

**RECOMMENDATION**

That Council notes the minutes of the Traffic Engineering Advisory Group meeting held on 21 February 2024, as provided in **Attachment 1**, and summarised below:

- (a) **ITEM 2402 B1 STATION STREET EAST, HARRIS PARK – PROPOSED ONE-WAY NORTHBOUND RESTRICTION AND FOOTPATH WIDENING**  
This report seeks in-principle support for the footpath widening and one-way restriction in Station Street East and Marion Street, Harris Park between Wigram Street and Ada Street. The detail design could be funded from the Developer Contributions Plan (Outside of the CBD) or grants and staff will consider both options in planning for future budgets. This report makes no recommendation on the timing or funding source of the detailed design.
- (b) **ITEM 2402 B2 RAWSON STREET, EPPING – REQUEST FOR SIGNALISED MID-BLOCK PEDESTRIAN CROSSING**  
There are no financial implications from adopting the recommendations in this report.
- (c) **ITEM 2402 B3 SOUTH STREET WEST OF JOHN STREET, RYDALMERE – REVIEW OF THE CHILDREN’S CROSSING**  
There are no additional financial impacts from Council adopting the recommendations of this report.
- (d) **ITEM 2402 B4 TRAFFIC MANAGEMENT AND PEDESTRIAN WORKS TEMPORARY DELEGATIONS TO COUNCIL**  
This report only provides information on new delegations for traffic management and pedestrian works and therefore, has no direct financial impact on Council’s budget.
- (e) **ITEM 2402 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.

(f) **ITEM 2402 B6 TRAFFIC CONDITIONS IN KISSING POINT ROAD AT QUARRY ROAD, DUNDAS VALLEY**

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

(g) **ITEM 2402 B7 REQUEST FOR 'NO STOPPING' RESTRICTIONS IN BLUEGUM CIRCUIT, NORTHMEAD**

The estimated cost for the installation of 'No Stopping' restriction is \$1000. This item however does not approve the installation of the restriction and therefore, has no financial implications to Council. When this is approved through the delegated authority process, Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2023/24 will be used to fund the works.

(h) **ITEM 2402 B8 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS**

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

## **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 21 February 2024. The meeting was attended by Councillors Paul Noack (Chairperson), Henry Green and Patricia Procriv. The minutes of that meeting and the reports to that meeting are provided at **Attachments 1 and 2** of this report.

## **ISSUES/OPTIONS/CONSEQUENCES**

The recommendations from the TEAG meeting are provided below.

### **ITEM 2402 B1 STATION STREET EAST, HARRIS PARK – PROPOSED ONE-WAY NORTHBOUND RESTRICTION AND FOOTPATH WIDENING**

#### **Recommendation from Traffic Engineering Advisory Group:**

1. That Council provide in principle support for a one-way northbound only traffic movement in Station Street East, Harris Park to allow for widening of the existing shared path on the west side of the road.
2. That Council staff investigate funding opportunities to undertake the detailed design and construction of the proposed one-way restriction and footpath widening in Station Street East and Marion Street, Harris Park.

Unanimous support

**ITEM 2402 B2 RAWSON STREET, EPPING – REQUEST FOR SIGNALISED MID-BLOCK PEDESTRIAN CROSSING**

1. That Council note that the current road layout in Rawson Street at the Council car park pedestrian crossing does not meet TfNSW design requirements for mid-block pedestrian signals, particularly regarding vehicle volumes and the close proximity of the lane.
2. That Council note the work that is currently being undertaken to ensure that the design of future development in Rawson Street allows for pedestrian signals to be installed at the existing pedestrian crossing.
3. That Council investigate relocation of the Council car park entry in Rawson Street further to the north to facilitate future installation of the pedestrian signals.
4. That Council staff progress the option of signalling the entry/exit to Council's car park, including provision of pedestrian phases by seeking TfNSW approval in principle for the project and report the results back to the Traffic Engineering Advisory Group and Council.
5. That Council write to Transport for NSW (TfNSW) advising that the traffic signals at the Carlingford Road/Rawson Street/Ray Road intersection are being coordinated in a manner that provides little opportunity for traffic to make the left turn from Ray Road into Carlingford Road, and the right turn from Rawson Street into Carlingford Road. That the letter also request that TfNSW review the traffic signal coordination to provide improved opportunities to turn from Ray Road and Rawson Street into Carlingford Road.

Unanimous support

**ITEM 2402 B3 SOUTH STREET WEST OF JOHN STREET, RYDALMERE – REVIEW OF THE CHILDREN'S CROSSING****Recommendation from Traffic Engineering Advisory Group:**

1. That Council note the low number of school children crossing South Street at John Street, Rydalmere.
2. That Council note that staff are discussing with Rydalmere Public School and the TfNSW School Crossing Supervisor Team the placement of the children's crossing flags each morning and afternoon at the crossing in John Street.
3. That Council undertake further pedestrian counts following installation of the children's crossing flags to assist in determining the appropriate pedestrian facility.
4. That Council write to TfNSW requesting that it allow Councils to use the children's crossing sign and flashing lights as an alternative to schools placing the flags at the crossing each morning and afternoon.

Unanimous support

**ITEM 2402 B4 TRAFFIC MANAGEMENT AND PEDESTRIAN WORKS TEMPORARY DELEGATIONS TO COUNCIL****Recommendation from Traffic Engineering Advisory Group:**

1. That Council notes that on 24 February 2023 the NSW Department of Transport created the Instrument of Delegation and Authorisation – Traffic Management and Pedestrian Works Temporary Delegation to Councils (the 'Instrument of Delegation') (**Attachment 1**) for council, general managers of councils or an employee and will cease on 30 June 2026 unless revoked earlier.
2. That the functions and powers delegated under schedule 1 of the Instrument of Delegation are as follows:
  - a. Works to regulate parking;
  - b. Pedestrian crossings;
  - c. Pedestrian refuges;
  - d. Conversion of existing pedestrian ('zebra') crossings to raised pedestrian ('wombat') crossings;
  - e. Footpaths and continuous footpaths;
  - f. Temporary or permanent works to enable alfresco dining;
  - g. Temporary or permanent works to improve or expand footpaths or pedestrian space;
  - h. Kerb buildouts to reduce crossing distance or manage vehicle speed;
  - i. Kerb modifications or median islands for tree planting, landscaping or water sensitive urban design;
  - j. Treatments to manage vehicle speed including road humps, road cushions, raised intersections, chicanes and slow points;
  - k. Works to create (but not remove) bicycle parking, bicycle lanes, bicycle paths, shared paths, separated footpaths and contra flow access for bicycle riders.
3. That under schedule 3 of the Instrument of Delegation, Council endorses the below positions or any person acting in the positions to be delegated the functions outlined in schedule 1 of the Instrument of Delegation.
  - a. Manager Traffic and Transport
  - b. Group Manger Development and Traffic Services
  - c. Executive Director City Planning and Design
  - d. Chief Executive Officer
4. That Council notes that this Instrument of Delegation does not affect any previously delegated functions on traffic management and pedestrian works, except for the conditions set out in schedule 4 of the Instrument of Delegation.

Unanimous support

**ITEM 2402 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 four traffic projects that have been completed since the last TEAG meeting be noted.

Unanimous support

**BUSINESS ITEMS:**

**ITEM 2402 B6 TRAFFIC CONDITIONS IN KISSING POINT ROAD AT QUARRY ROAD, DUNDAS VALLEY**

**Recommendation from Traffic Engineering Advisory Group:**

That the information regarding the intersection of Kissing Point Road and Quarry Road be received and noted.

Unanimous support

**ITEM 2402 B7 REQUEST FOR 'NO STOPPING' RESTRICTIONS IN BLUEGUM CIRCUIT, NORTHMEAD**

**Recommendation from Traffic Engineering Advisory Group:**

That the information related to the request for the installation of a 'No Stopping' restriction in Bluegum Circuit, Northmead be noted.

Unanimous support

**ITEM 2402 B8 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS**

**Recommendation from Traffic Engineering Advisory Group:**

That the updates regarding improvements on Hill Road, Wentworth Point as detailed in the report attached to the minutes be received and noted.

Unanimous support

## CONSULTATION & TIMING

### LEGAL IMPLICATIONS FOR COUNCIL

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

### FINANCIAL IMPLICATIONS FOR COUNCIL

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

ITEM	
2402 B1	This report seeks in-principle support for the footpath widening and one-way restriction in Station Street East and Marion Street, Harris Park between Wigram Street and Ada Street. The detail design could be funded from the Developer Contributions Plan (Outside of the CBD) or grants and staff will consider both options in planning for future budgets. This report makes no recommendation on the timing or funding source of the detailed design.
2402 B2	There are no financial implications from adopting the recommendations in this report.
2402 B3	There are no additional financial impacts from Council adopting the recommendations of this report.
2402 B4	This report only provides information on new delegations for traffic management and pedestrian works and therefore, has no direct financial impact on Council's budget.
2402 B5	There are no financial implications to Council as a result of this report.
2402 B6	There are no financial implications to Council as a result of this item.
2402 B7	The estimated cost for the installation of 'No Stopping' restriction is \$1000. This item however does not approve the installation of the restriction and therefore, has no financial implications to Council. When this is approved through delegated authority process, Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2023/24 will be used to fund the works.
2402 B8	This report only provides an update on the proposed traffic improvements and other proposed works on Hill Road and Bennelong Parkway, Wentworth Point and Sydney Olympic Park. Therefore, this report has no financial impact upon Council's budget.

Mark Leotta

**Group Manager - Development and Traffic Services**

Jennifer Concato

**Executive Director City Planning and Design**

John Angilley

**Executive Director Finance & Information**

Gail Connolly

**Chief Executive Officer**

**ATTACHMENTS:**

<b>1</b>  <a href="#">↓</a>	TEAG 2402 Minutes for the Traffic Engineering Advisory Group meeting held on 21 February 2024	10 Pages
<b>2</b>  <a href="#">↓</a>	TEAG 2402 Item Reports for the meeting held on 21 February 2024	49 Pages
<b>3</b>  <a href="#">↓</a>	TEAG 2402 Attachment 3 Consultation and Timing for Traffic Engineering Advisory Group meeting held on 21 February 2024	8 Pages

**REFERENCE MATERIAL**

**TRAFFIC ENGINEERING ADVISORY GROUP MEETING****WEDNESDAY 21 FEBRUARY 2024****MINUTES****MINUTES OF THE TRAFFIC ENGINEERING ADVISORY GROUP MEETING HELD WEDNESDAY 21 FEBRUARY 2024 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 1:52pm.

<b>PRESENT:</b>	
<b>NAME:</b>	<b>REPRESENTATIVE OF</b>
Paul Noack	Councillor and Chairperson
Henry Green	Councillor
Patricia Procriv	Councillor and Representative for Member for Parramatta Donna Davis MP
Nazli Tzannes	Transport for NSW (TfNSW)
Sergeant Jack Makhoul	Parramatta Police Area Command (PAC)
Sergeant Leonie Abberfield	Ryde Police Area Command (PAC)
LSC Raymond Yeung	Auburn Police Area Command (PAC)
Michael Butterworth	Representative for Member for Bennelong Jerome Laxale MP
Pam Kendrick	Representative for the Parramatta Bicycle Committee and Bicycle NSW
Ben Cantor	Busways
Mark Leotta	Group Manager – Development and Traffic Services, CoPC
Richard Searle	Traffic and Transport Manager, CoPC
Iman Mohammadi	Senior Traffic and Transport Engineer, CoPC
Zulfiqar Ali	Traffic and Transport Engineer, CoPC
Nathan McLauchlan	Traffic and Transport Engineer, CoPC
Velsamy Sankaran	Traffic and Transport Engineer, CoPC
Saniya Sharmeen	Traffic and Transport Team Leader, CoPC - Minutes Secretary

<b>APOLOGIES:</b>	
<b>NAME:</b>	<b>REPRESENTATIVE OF</b>
LSC William Graham	Cumberland Police Area Command (PAC)
Pierre Esber	Lord Mayor and Councillor
Philippa Scott	Representative for Member for Reid Sally Sitou MP

**DECLARATIONS OF CONFLICT OF INTEREST:**

There were no declarations of conflict of interest.

**CONFIRMATION OF THE MINUTES OF MEETING HELD ON 8 NOVEMBER 2023:**

That the report of the Traffic Engineering Advisory Group meeting held on 8 November 2023 be taken as read and confirmed as a true record of the meeting.

**BUSINESS ARISING:**

Nil.

**SECTION B ITEMS:**

**ITEM 2402 B1 STATION STREET EAST, HARRIS PARK – PROPOSED ONE-WAY NORTHBOUND RESTRICTION AND FOOTPATH WIDENING**

**Ward:** Rosehill

**State Electorate:** Parramatta

**Recommendation to Traffic Engineering Advisory Group:**

1. That Council provide in principle support for a one-way northbound only traffic movement in Station Street East, Harris Park to allow for widening of the existing shared path on the west side of the road.
2. That Council staff investigate funding opportunities to undertake the detailed design and construction of the proposed one-way restriction and footpath widening in Station Street East and Marion Street, Harris Park.

**Comments:**

Nazli Tzannes of TfNSW advised the committee that a traffic modelling study would be required as part of the Traffic Management Plan approval process to understand the impact of reassigned traffic in the surrounding road network.

Ben Cantor from Busways informed the committee that Station Street East is within the rail replacement bus routes and therefore the proposed one-way restriction would have impact on their services. Richard Searle of CoPC advised that bus service providers including Busways will be consulted and alternate route options will be discussed as part of the consultation process.

**Recommendation from Traffic Engineering Advisory Group:**

1. That Council provide in principle support for a one-way northbound only traffic movement in Station Street East, Harris Park to allow for widening of the existing shared path on the west side of the road.
2. That Council staff investigate funding opportunities to undertake the detailed design and construction of the proposed one-way restriction and footpath widening in Station Street East and Marion Street, Harris Park.

Unanimous support

**ITEM 2402 B2 RAWSON STREET, EPPING – REQUEST FOR SIGNALISED MID-BLOCK PEDESTRIAN CROSSING**

Ward: Epping

State Electorate: Epping

**Recommendation to Traffic Engineering Advisory Group:**

1. That Council note that the current road layout in Rawson Street at the Council car park pedestrian crossing does not meet TfNSW design requirements for mid-block pedestrian signals, particularly regarding vehicle volumes and the close proximity of the lane.
2. That Council note the work that is currently being undertaken to ensure that the design of future development in Rawson Street allows for pedestrian signals to be installed at the existing pedestrian crossing.
3. That Council investigate relocation of the Council car park entry in Rawson Street further to the north to facilitate future installation of the pedestrian signals.
4. That Council note that traffic signals or pedestrian signals are not recommended to be installed prior to development of the site on the east side of Rawson Street, however, if they were to be installed then the currently preferred option would be to investigate signalling the entry/exit to Council's car park, including provision of pedestrian phases.
5. That Council write to Transport for NSW (TfNSW) advising that the traffic signals at the Carlingford Road/Rawson Street/Ray Road intersection are being coordinated in a manner that provides little opportunity for traffic to make the left turn from Ray Road into Carlingford Road, and the right turn from Rawson Street into Carlingford Road. That the letter also request that TfNSW review the traffic signal coordination to provide improved opportunities to turn from Ray Road and Rawson Street into Carlingford Road.

**Comments:**

Richard Searle of CoPC informed the Committee that Councillor Cameron MacLean had asked for part 4 of the recommendation be changed to:

4. That Council staff progress the option of signalling the entry/exit to Council's car park, including provision of pedestrian phases by seeking TfNSW approval in principle for the project and report the results back to the Traffic Engineering Advisory Group and Council.

Michael Butterworth, representative of the Member for Bennelong supported the revised recommendation. He also informed the committee that a raised pedestrian crossing in West Parade, Eastwood has been converted to signalised crossing in mid-2022 and this location did not meet the TfNSW warrants for the installation of such a crossing.

**Recommendation from Traffic Engineering Advisory Group:**

1. That Council note that the current road layout in Rawson Street at the Council car park pedestrian crossing does not meet TfNSW design requirements for mid-block

pedestrian signals, particularly regarding vehicle volumes and the close proximity of the lane.

2. That Council note the work that is currently being undertaken to ensure that the design of future development in Rawson Street allows for pedestrian signals to be installed at the existing pedestrian crossing.
3. That Council investigate relocation of the Council car park entry in Rawson Street further to the north to facilitate future installation of the pedestrian signals.
4. That Council staff progress the option of signalling the entry/exit to Council's car park, including provision of pedestrian phases by seeking TfNSW approval in principle for the project and report the results back to the Traffic Engineering Advisory Group and Council.
5. That Council write to Transport for NSW (TfNSW) advising that the traffic signals at the Carlingford Road/Rawson Street/Ray Road intersection are being coordinated in a manner that provides little opportunity for traffic to make the left turn from Ray Road into Carlingford Road, and the right turn from Rawson Street into Carlingford Road. That the letter also request that TfNSW review the traffic signal coordination to provide improved opportunities to turn from Ray Road and Rawson Street into Carlingford Road.

Unanimous support

#### **ITEM 2402 B3 SOUTH STREET WEST OF JOHN STREET, RYDALMERE – REVIEW OF THE CHILDREN'S CROSSING**

**Ward:** Rosehill

**State Electorate:** Parramatta

#### **Recommendation to Traffic Engineering Advisory Group:**

1. That Council note the low number of school children crossing South Street at John Street, Rydalmere.
2. That Council note that staff are discussing with Rydalmere Public School and the TfNSW School Crossing Supervisor Team the placement of the children's crossing flags each morning and afternoon at the crossing in John Street.
3. That Council undertake further pedestrian counts following installation of the children's crossing flags to assist in determining the appropriate pedestrian facility.
4. That Council write to TfNSW requesting that it allow Councils to use the children's crossing sign and flashing lights as an alternative to schools placing the flags at the crossing each morning and afternoon.

#### **Comments:**

Councillor and Chairperson Paul Noack advised the committee that residents believed that high numbers of pedestrians cross South Street at John Street and therefore, requested that a marked pedestrian crossing be installed at this location. As such, Councillor Noack was not supportive of the 'do nothing' approach of the recommendations and asked that

the matter be further investigated as per part 3 of the recommendations with a view to provide a marked pedestrian crossing at this location.

Richard Searle of CoPC advised the Committee that according to the pedestrian volume counts undertaken in South Street at John Street in late 2023, this location did not meet the warrant requirements for a pedestrian crossing. However, further counts would be undertaken after the school starts putting out the flags to see if pedestrian numbers increase.

Mr Searle further advised that there are also physical works that would be required to have the current facility converted to a pedestrian crossing. This involves a lighting upgrade, widening kerb ramps to match the pedestrian crossing marking standard width, and removing the refuge island as the gap in the refuge does not meet the standard width of a pedestrian crossing. Any work is likely to be replaced when PLR 2 is constructed. There are also other works that are required to meet current standards, however these other works may be considered as optional due to the temporary nature of the works.

As an interim measure, Councillor Patricia Prociy, representative of the Member for Parramatta asked Council to make a written request for a pedestrian crossing supervisor at the children's crossing. Richard Searle of CoPC advised the Committee that in accordance with TfNSW's guidelines, schools are required to make such applications directly to TfNSW.

**Recommendation from Traffic Engineering Advisory Group:**

1. That Council note the low number of school children crossing South Street at John Street, Rydalmere.
2. That Council note that staff are discussing with Rydalmere Public School and the TfNSW School Crossing Supervisor Team the placement of the children's crossing flags each morning and afternoon at the crossing in John Street.
3. That Council undertake further pedestrian counts following installation of the children's crossing flags to assist in determining the appropriate pedestrian facility.
4. That Council write to TfNSW requesting that it allow Councils to use the children's crossing sign and flashing lights as an alternative to schools placing the flags at the crossing each morning and afternoon.

Unanimous support

**ITEM 2402 B4 TRAFFIC MANAGEMENT AND PEDESTRIAN WORKS TEMPORARY DELEGATIONS TO COUNCIL**

**Ward:** All

**State Electorate:** All

**Recommendation to Traffic Engineering Advisory Group:**

1. That Council note the new temporary delegations given to Council for traffic management and pedestrian works that are in force from 12 December 2023 to 30 June 2026 unless revoked earlier.

2. That Council expand the existing sub-delegation to staff to include the following road and traffic functions:
  - a. Works to regulate parking
  - b. Installation of speed cushions, speed humps, raised intersections, chicanes or other slow point treatments to manage vehicle speeds
  - c. Installation of pedestrian crossings
  - d. Installation of pedestrian refuge islands
  - e. Conversion of existing pedestrian crossings to raised pedestrian crossings
  - f. Installation of continuous footpath treatments
  - g. Installation of kerb extensions
  - h. Works in relation to creating bicycle parking, bicycle lanes, bicycle paths, shared paths, separated footpaths, and contra flow access for bicycle riders (note: this does not include removal of these facilities)
  - i. Temporary or Permanent works to enable alfresco dining
  - j. Temporary or permanent footpath widening
  - k. Installation of kerb extensions or median islands for tree planting, landscaping or water sensitive urban design
3. That the sub-delegation referred to in item 2 apply to the following staff:
  - a. Manager Traffic and Transport
  - b. Group Manger Development and Traffic Services
  - c. Executive Director City Planning and Design
  - d. Chief Executive Officer

**Comments:**

Richard Searle of CoPC advised the Committee that the recommendation for this report has been reworded as follows:

- 1 That Council notes that on 24 February 2023 the NSW Department of Transport created the Instrument of Delegation and Authorisation – Traffic Management and Pedestrian Works Temporary Delegation to Councils (the 'Instrument of Delegation') (**Attachment 1**) for council, general managers of councils or an employee and will cease on 30 June 2026 unless revoked earlier.
- 2 That the functions and powers delegated under schedule 1 of the Instrument of Delegation are as follows:
  - a. Works to regulate parking;
  - b. Pedestrian crossings;
  - c. Pedestrian refuges;
  - d. Conversion of existing pedestrian ('zebra') crossings to raised pedestrian ('wombat') crossings;
  - e. Footpaths and continuous footpaths;
  - f. Temporary or permanent works to enable alfresco dining;

- g. Temporary or permanent works to improve or expand footpaths or pedestrian space;
  - h. Kerb buildouts to reduce crossing distance or manage vehicle speed;
  - i. Kerb modifications or median islands for tree planting, landscaping or water sensitive urban design;
  - j. Treatments to manage vehicle speed including road humps, road cushions, raised intersections, chicanes and slow points;
  - k. Works to create (but not remove) bicycle parking, bicycle lanes, bicycle paths, shared paths, separated footpaths and contra flow access for bicycle riders.
- 3 That under schedule 3 of the Instrument of Delegation, Council endorses the below positions or any person acting in the positions to be delegated the functions outlined in schedule 1 of the Instrument of Delegation.
- a. Manager Traffic and Transport
  - b. Group Manger Development and Traffic Services
  - c. Executive Director City Planning and Design
  - d. Chief Executive Officer
- 4 That Council notes that this Instrument of Delegation does not affect any previously delegated functions on traffic management and pedestrian works, except for the conditions set out in schedule 4 of the Instrument of Delegation.

**Recommendation from Traffic Engineering Advisory Group:**

- 1 That Council notes that on 24 February 2023 the NSW Department of Transport created the Instrument of Delegation and Authorisation – Traffic Management and Pedestrian Works Temporary Delegation to Councils (the 'Instrument of Delegation') (**Attachment 1**) for council, general managers of councils or an employee and will cease on 30 June 2026 unless revoked earlier.
- 2 That the functions and powers delegated under schedule 1 of the Instrument of Delegation are as follows:
- l. Works to regulate parking;
  - m. Pedestrian crossings;
  - n. Pedestrian refuges;
  - o. Conversion of existing pedestrian ('zebra') crossings to raised pedestrian ('wombat') crossings;
  - p. Footpaths and continuous footpaths;
  - q. Temporary or permanent works to enable alfresco dining;
  - r. Temporary or permanent works to improve or expand footpaths or pedestrian space;
  - s. Kerb buildouts to reduce crossing distance or manage vehicle speed;
  - t. Kerb modifications or median islands for tree planting, landscaping or water sensitive urban design;

- u. Treatments to manage vehicle speed including road humps, road cushions, raised intersections, chicanes and slow points;
  - v. Works to create (but not remove) bicycle parking, bicycle lanes, bicycle paths, shared paths, separated footpaths and contra flow access for bicycle riders.
- 3 That under schedule 3 of the Instrument of Delegation, Council endorses the below positions or any person acting in the positions to be delegated the functions outlined in schedule 1 of the Instrument of Delegation.
- a. Manager Traffic and Transport
  - b. Group Manger Development and Traffic Services
  - c. Executive Director City Planning and Design
  - d. Chief Executive Officer
- 4 That Council notes that this Instrument of Delegation does not affect any previously delegated functions on traffic management and pedestrian works, except for the conditions set out in schedule 4 of the Instrument of Delegation.

Unanimous support

**ITEM 2402 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 four traffic projects that have been completed since the last TEAG meeting be noted.

**Comments:**

Alison Sievwright, Representative for Member for Winston Hills advised in writing that the correct State Electoral Districts (SEDs) for the below two projects as detailed in the report are:

- The intersection of North Rocks Road at Loyalty Road, North Rocks - Epping
- The intersection of Fitzwilliam Road and Tucks Road, Toongabbie - Winston Hills

**Recommendation from Traffic Engineering Advisory Group:**

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

Unanimous support

**BUSINESS ITEMS:**

**ITEM 2402 B6 TRAFFIC CONDITIONS IN KISSING POINT ROAD AT QUARRY ROAD, DUNDAS VALLEY**

**Ward:** Dundas

**State Electorate:** Epping

**Comments:**

Councillor Patricia Prociv, representative for Member for Parramatta raised concerns regarding the intersection of Kissing Point Road and Quarry Road, Dundas Valley. It was noted that TEAG has previously considered this matter and Councillor Prociv advised that this matter should not be neglected. It was noted that this is a TfNSW matter.

**Recommendation from Traffic Engineering Advisory Group:**

That the information regarding the intersection of Kissing Point Road and Quarry Road be received and noted.

Unanimous support

**ITEM 2402 B7 REQUEST FOR 'NO STOPPING' RESTRICTIONS IN BLUEGUM CIRCUIT, NORTHMEAD**

**Ward:** North Rocks

**State Electorate:** Winston Hills

**Comments:**

Councillor Henry Green requested an update on a resident's request for the installation of a 'No Stopping' restriction in Bluegum Circuit, Northmead. Councillor Green advised that Bluegum Circuit is a narrow street and therefore, ambulances and fire brigade vehicles cannot access the street when vehicles are parked on both sides of the streets.

Saniya Sharmeen of CoPC advised the Committee that Council has consulted with the residents and received two responses with one agreeing and one objecting to the proposal. Both of these respondents previously submitted petitions in support of their preferences.

Richard Searle of CoPC advised the Committee that arrangements will be made to install the restriction with approval through the delegated authority process.

**Recommendation from Traffic Engineering Advisory Group:**

That the information related to the request for the installation of a 'No Stopping' restriction in Bluegum Circuit, Northmead be noted.

Unanimous support

**ITEM 2402 B8 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS**

**Ward:** Rosehill

**State Electorate:** Parramatta

**Comments:**

Richard Searle of CoPC tabled a report at the meeting in relation to updates on the proposed improvement works in Hill Road, Wentworth Point.

**Recommendation from Traffic Engineering Advisory Group:**

That the updates regarding improvements on Hill Road, Wentworth Point as detailed in the report attached to the minutes be received and noted.

Unanimous support

The Chairperson closed the meeting at 2:23pm.



CITY OF PARRAMATTA COUNCIL

## Traffic Engineering Advisory Group Agenda Item

**ITEM NO:** 2402 B1  
**SUBJECT:** Station Street East, Harris Park – Proposed one-way northbound restriction and footpath widening  
**APPLICANT:** City of Parramatta Council  
**REPORT OF:** Traffic and Transport Investigations Engineer  
**WARD:** Rosehill  
**SED:** Parramatta

### Purpose

The purpose of this report is to seek in principle support from Council for a one-way northbound only restriction in Station Street East and in Marion Street, Harris Park between Wigram Street and Ada Street to allow for the widening of the existing shared path on the west side of the road.

### **OFFICER'S RECOMMENDATIONS:**

1. That Council provide in principle support for a one-way northbound only traffic movement in Station Street East, Harris Park to allow for widening of the existing shared path on the west side of the road.
2. That Council staff investigate funding opportunities to undertake the detailed design and construction of the proposed one-way restriction and footpath widening in Station Street East and Marion Street, Harris Park.

### Background

Council, at its meeting held on 14 March 2022 considered a Notice of Motion regarding a proposed safety upgrade of the existing shared path on the east side of Station Street east, Harris Park and resolved:

- a) *That Council officers investigate short and long-term options to reduce the impact of lighting poles and signs and provide adequate width for all users of the shared pedestrian and cyclist path on the west side of Station Street East, Harris Park.*
- b) *That a report on (a) above be provided to the Active Transport Advisory Committee, to investigate the feasibility of relocating or reducing the impact of recently installed lighting poles on the path.*
- c) *That Council also investigate widening the shared path or provision of separate cycling facilities on the west side of Station Street East, Harris Park.*
- d) *That a draft report on the proposal at (c) above be provided to the Traffic Engineering Advisory Group and Active Transport Advisory Committee.*

- e) Further, that Council be informed of the report recommendations and the outcomes of the relevant Committee meetings.

With regards to short term options, Council staff have investigated the matter and have determined that there are no feasible interim options as the relocation of the light poles will incur substantial costs.

#### Location Description

Station Street East, Harris Park is a local road which runs along the western boundary of the Harris Park town centre. Parking is generally permitted on both sides of the road in the form of a '2P 8m-6pm Permit Holders Excepted' restriction.

The 85th percentile speed in both directions is approximately 40km/h indicating that motorists are generally complying with the existing High Pedestrian Activity Area 40 km/h restriction.

The existing shared path on the west side of Station Street East forms part of a connection linking the Parramatta CBD to the M4 Cycleway. This connection includes a separated bidirectional cycleway in part of Wigram and Cambridge Streets, a shared path running adjacent to the train line behind properties and a shared path on the west side of Station Street East.

The shared path has varied widths throughout with the narrowest section being approximately 1.6m wide. However, due to the recent installation of street light poles and security cameras on the western side of the road, there are now additional pinch points which create a safety concern for cyclists.



**Figure 1: Street view of Station Street East looking northbound with the existing shared path located on the left side of the image**

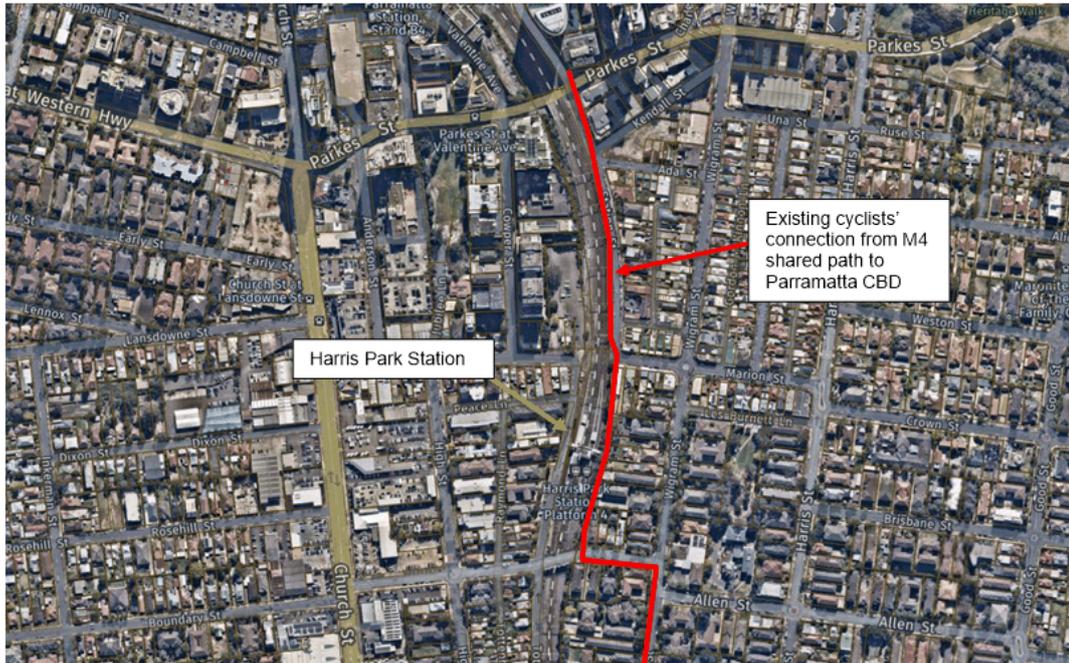


Figure 2: An aerial map of the location surrounding Station Street East, Harris Park

### Proposal and Detail Design Considerations

In accordance with Austroads Guidelines, the recommended minimum width for a shared path is at least 3m. To achieve this width, it is proposed to convert both Station Street East and Marion Street, between Ada Street and Wigram Street into one-way streets. This will mean that one of the travel lanes can be used to widen the path.

A concept design of the proposal is shown in Figure 3 and 4 below. The key details of the design are as follows:

- A dedicated 2.4m width space for cyclists which is to have advisory delineation showing 1.4m wide lane for northbound cyclists and 1.0m lane for southbound cyclists.
- A 1.2m clear space allocated for pedestrians plus an additional 1.5m space which is to be shared between pedestrians and street furniture including street trees and light poles.
- The proposal will not result in a net loss of on-street parking and will be designed to accommodate a vehicle up to a 12.5m long bus and/or heavy rigid vehicle as shown in Figure 5.

Further to the above, there is opportunity for additional enhancements of the precinct which can include street tree planting in Station Street and footpath widening in Marion Street to increase outdoor dining space.

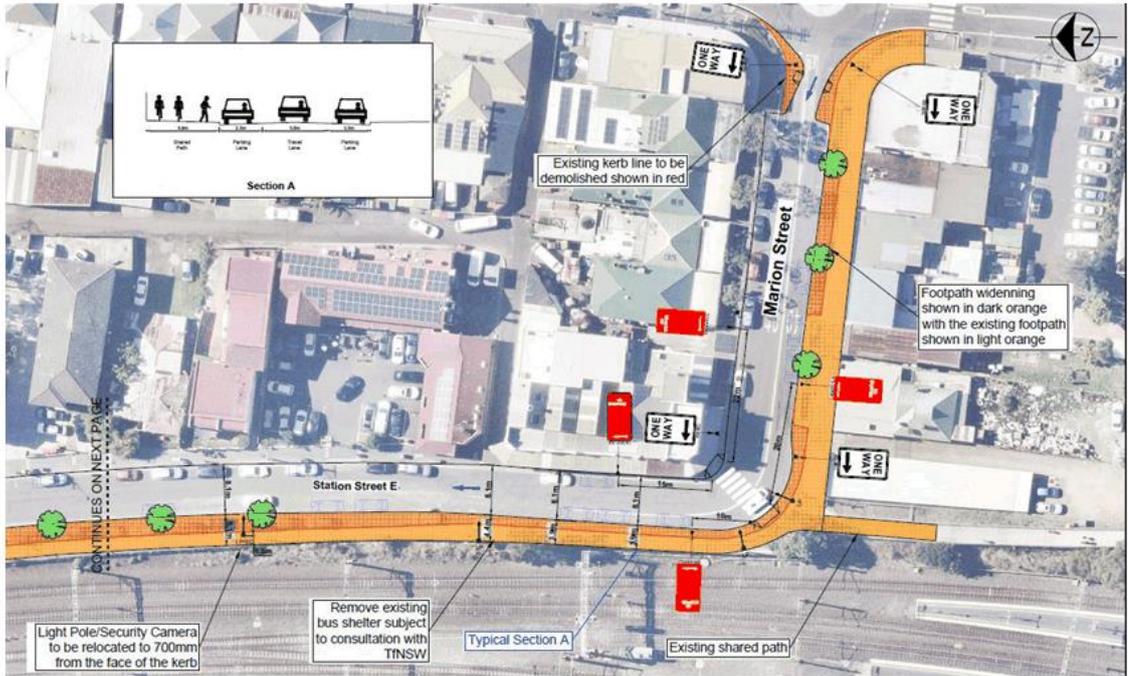


Figure 3: Concept plan of the footpath widening in Station Street East and Marion Street, Harris Park

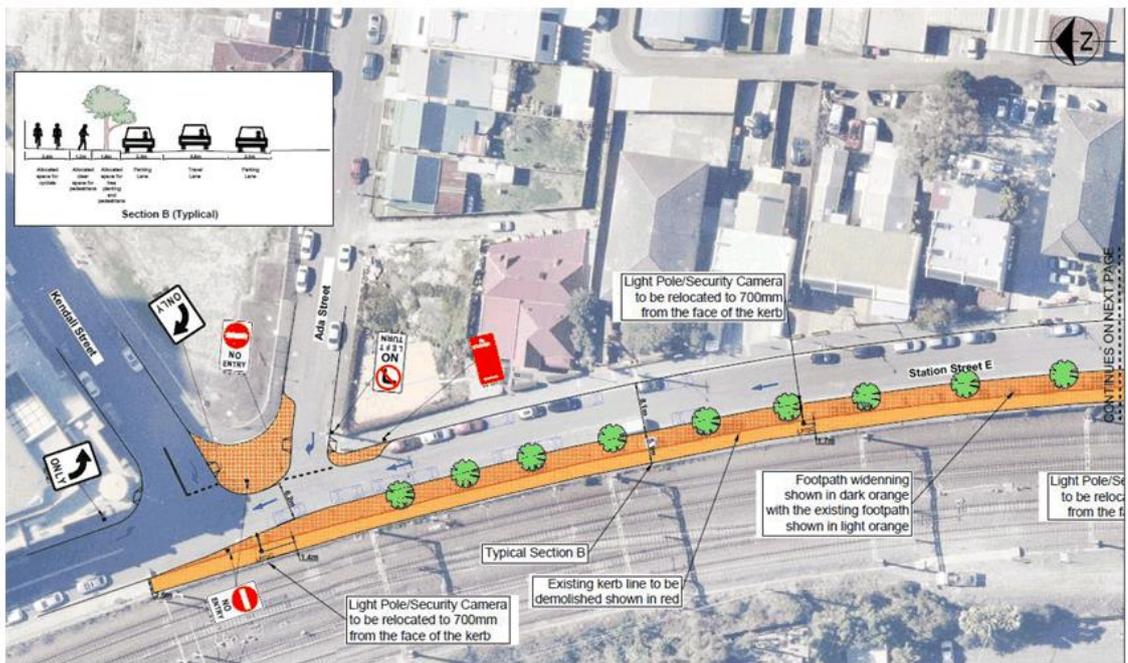


Figure 4: Concept plan of the footpath widening in Station Street East, Harris Park

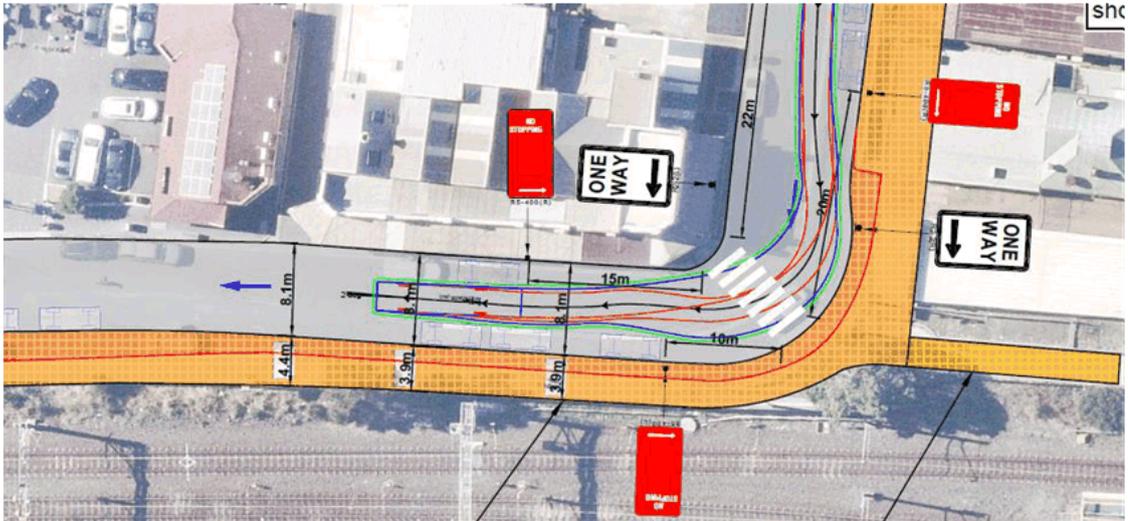


Figure 5: Swept Path plan of a 12.5m long rigid bus travelling through the bend between Station Street East and Marion Street, Harris Park

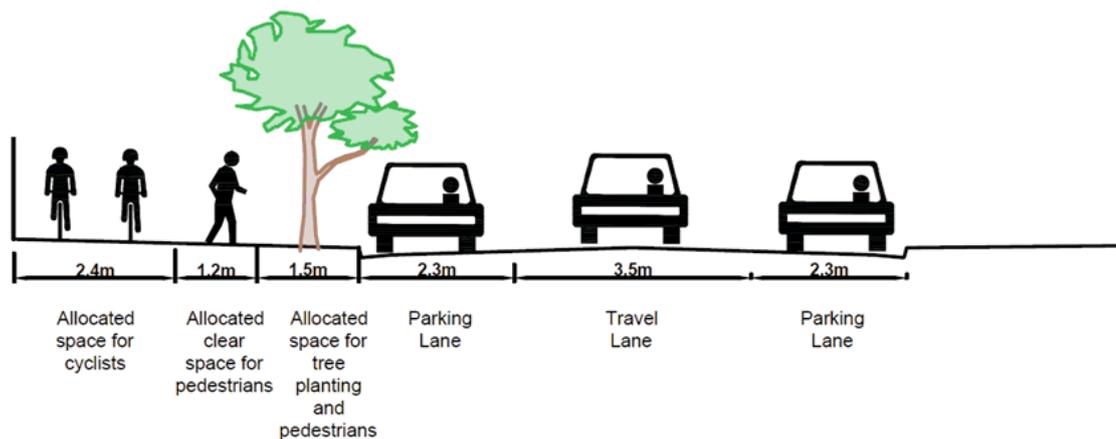


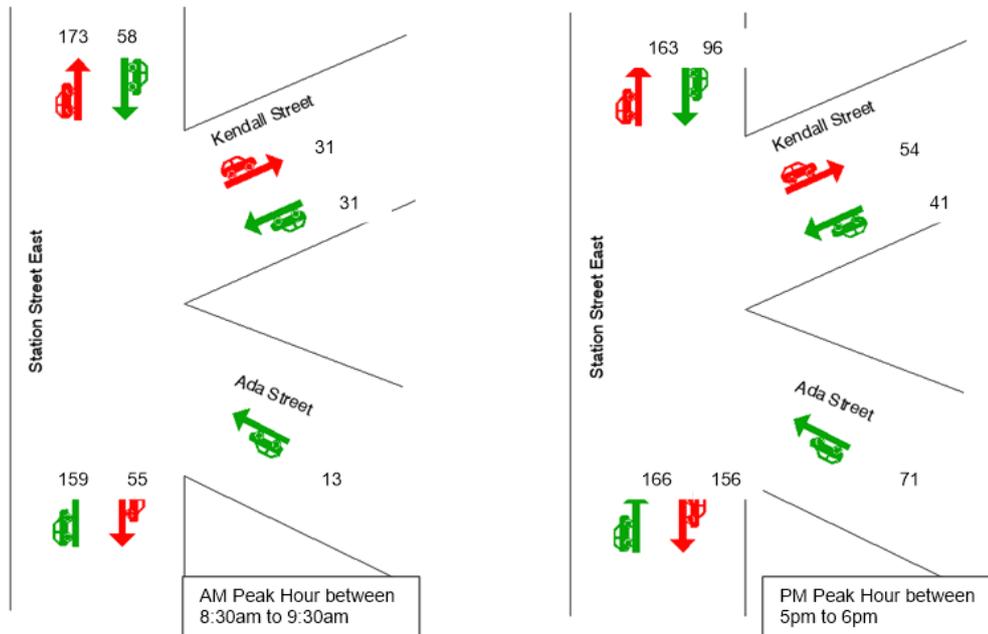
Figure 6: Typical cross-section of Station Street East following footpath widening

The project is currently at the concept stage and there are a number of items that will need to be considered in depth during the detail design and investigations. These items are as follows:

- The detail design will need to consider the stormwater drainage requirements as well as the location of existing underground services.
- The detail design will need to consider the costs and feasibility of relocating the recently installed streetlights and security cameras along the shared path. It is noted that the street poles are located approximately 1.5m from the retaining wall and will still be an obstruction to cyclists. Accordingly, it will be recommended that these poles be relocated 700mm from the face of kerb to ensure clear unobstructed space for pedestrians and cyclists.
- The detail design will need to consider the possibility and the type of medium to large street trees to be planted approximately 8m apart from each other on the western side of Station Street and the southern side of Marion Street where the footpath is being widened. The design should incorporate strata vault pavement support around all trees to mitigate compaction for the required soil volume.

Existing Traffic Volumes

Council has undertaken a traffic and pedestrian video count at the intersection of Station Street East, Ada Street and Kendall Street in August 2023. A summary of the count is shown in Figure 7 below. In accordance with these counts, it is evident that most of the traffic in Station Street East is travelling in the northbound direction.



**Figure 7: Summary of a traffic count undertaken at the intersection of Station Street, Kendall Street and Ada Street in August 2023**

A further seven-day traffic speed and volume tube count was undertaken in Station Street East between Marion Street and Ada Street. The results of this count indicated that the average daily traffic volume in the southbound direction was 1,936 and was 2,446 in the northbound direction.

It is noted that the morning peak hour for the southbound direction occurred between 11am and 12pm with a maximum of 97 vehicles. During the traditional morning peak hour of between 8am and 9am, the volume of southbound traffic was lower with a maximum of 75 vehicles. The afternoon weekday peak hour was higher with a maximum of 223 vehicles travelling in the southbound direction between 5pm and 6pm.

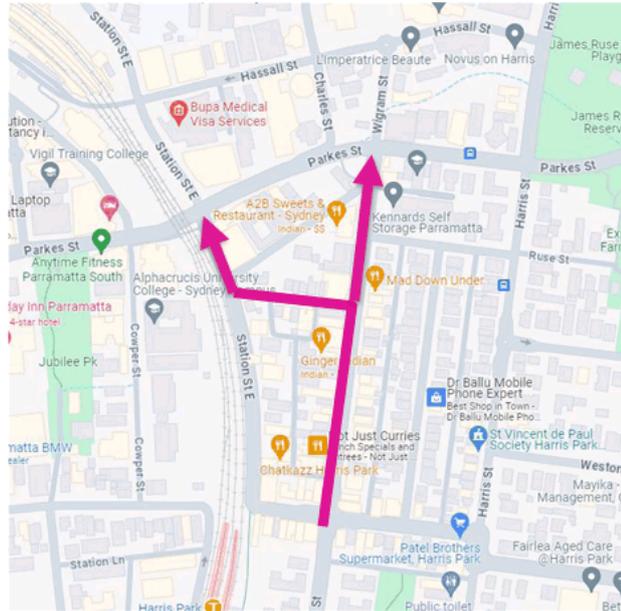
The peak traffic in the northbound direction followed the more traditional peak hours with the AM peak hour between 8am and 9am accommodating a maximum of 167 vehicles and the PM peak hour between 5pm and 6pm carrying a maximum of 209 vehicles.

A third spike in traffic occurred between 8pm and 10pm where the vehicle volumes were more than 200 vehicles for both directions of traffic. This spike is likely to be the result of people visiting the restaurants in the Harris Park town centre.

Traffic Impacts with a One-Way Southbound Only traffic movement

The majority traffic flow during the traditional peak hours was in the northbound direction. If a one-way southbound only movement was implemented this would divert traffic to Wigram

Street. Some of this traffic will use Ada Street to travel back onto Station Street East and some will travel through the intersection of Wigram Street and Parkes Street.



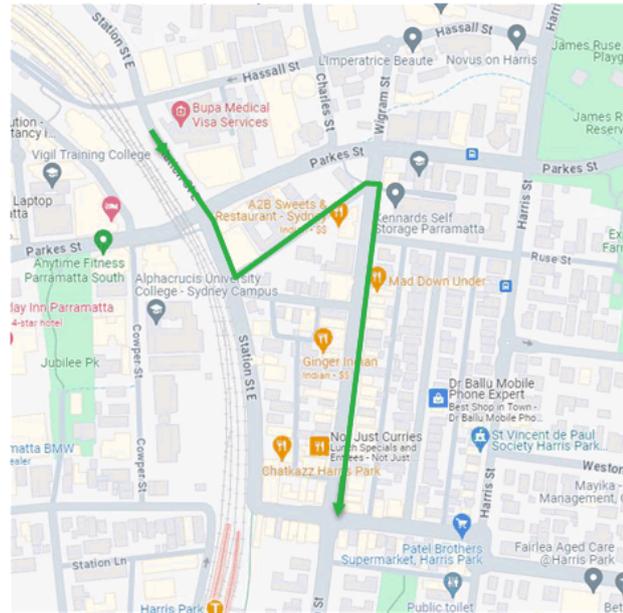
**Figure 8: Detour route for northbound traffic with a one-way southbound only restriction in Station Street East and Marion Street, Harris Park between Wigram Street and Ada Street**

#### Traffic Impacts with a One-Way Northbound traffic movement

With the one-way northbound only movement in place, it is foreseeable that southbound vehicles in Station Street East will use Kendall Street to detour to Wigram Street rather than travelling through the signalised intersection of Wigram Street and Parkes Street. As a result, the one-way northbound restriction is not likely to have a significant impact on the performance of nearby traffic signals.

The proposed restriction will have an impact on westbound traffic in Kendall Street that needs to travel to the Harris Park Town Centre. These vehicles are likely to be local traffic that will adapt to the changed traffic conditions by making a 3 point turn and travelling east along Kendall Street. For traffic in Ada Street, it is noted that they can use Kendall Street to detour back towards the Harris Park town centre.

There is currently a greater volume of northbound traffic in Station Street East compared to southbound traffic. This is likely to be related to the 'No Right Turn' from Parkes Street into Station Street East.



**Figure 9: Detour route for southbound traffic in Station Street East with a northbound only one-way restriction**

Given the above, it is considered that that a proposed one-way northbound only traffic movement restriction in Station Street East will result in the least traffic impacts on motorists and therefore is the current preferred option.

#### Impact on Public Transport

There are no regular public transport routes running down Station Street East, however, the rail replacement services do use both directions of the road. Accordingly, this will be a matter for further discussions with Transport for NSW (TfNSW) with a view to redirect services running in both directions to ensure that the bus stops are located in close proximity to one another to assist with wayfinding. Possible alternative routes may include Wigram Street, Harris Street or Raymond Street.

#### Impact on On-Street Parking

The concept design for the one-way restriction aims to have minimal impact on the amount of on-street parking. Generally, the on-street parking along the eastern side of Station Street and along the northern side of Marion Street will remain unaffected by the proposal. However, there will be an opportunity to increase parking by approximately seven spaces on the western side of Station Street and southern side of Marion Street due to the removal of one lane of traffic and the re-alignment of the kerb and gutter.

#### Impact on Special Events

Wigram Street between Ada Street and Marion Street is regularly used for special events such as the Diwali festival hosted by the local business associations. Generally, however, traffic is detoured to Albion Street to allow for hostile vehicle mitigation to be installed. As such, any one-way restriction in Station Street is unlikely to result in any significant impact on future special events in the area. However, it is noted that the additional footpath space on the west side of Station Street may assist with pedestrian management measures and providing improved access to Harris Park train station.

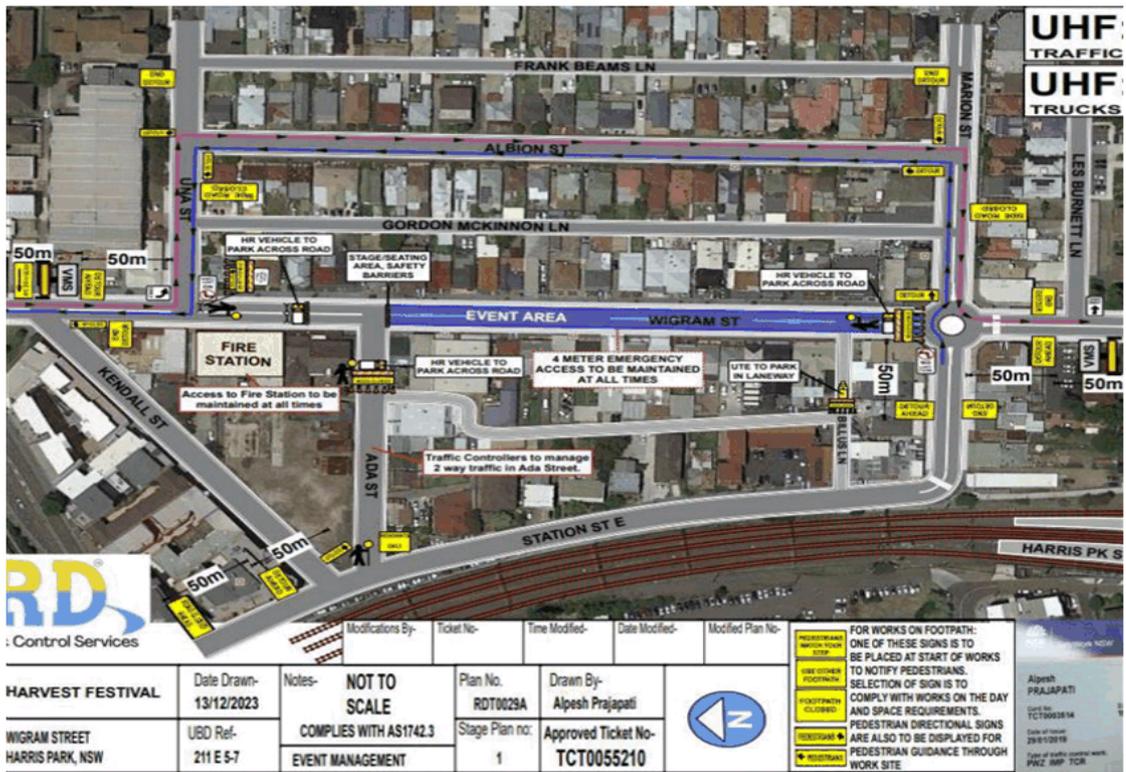


Figure 10: An example of a Traffic Guidance Scheme during special events in Harris Park

**Next Steps**

Should the proposed footpath widening be supported by Council, the next steps will be to consult with bus service providers and emergency services and investigate funding opportunities. When funding is identified staff would consult with the broader community and commence the detail design as well as seek formal approval from TfNSW for the proposed one-way restriction.

**FINANCIAL IMPLICATIONS**

The detail design for the footpath widening and one-way restriction in Station Street East and Marion Street, Harris Park between Wigram Street and Ada Street could be funded from the Developer Contributions Plan (Outside of the CBD) or grants and staff will consider both options in planning for future budgets. This report makes no recommendation on the timing or funding source of the detailed design.

Behzad Saleh  
**Traffic and Transport Investigations Engineer**  
 1/02/2024  
 Attachments – Nil.



CITY OF PARRAMATTA COUNCIL

## Traffic Engineering Advisory Group Agenda Item

<b>ITEM NO:</b>	2402 B2
<b>SUBJECT:</b>	Rawson Street, Epping – Request for Signalised Mid-Block Pedestrian Crossing
<b>APPLICANT:</b>	City of Parramatta Council
<b>REPORT OF:</b>	Senior Traffic and Transport Engineer
<b>WARD:</b>	Epping
<b>SED:</b>	Epping

### Purpose

This report considers conversion of the existing raised pedestrian crossing in Rawson Street, Epping to a signalised crossing and rationalizing the existing crossings to reduce congestion.

### **OFFICER'S RECOMMENDATION:**

1. That Council note that the current road layout in Rawson Street at the Council car park pedestrian crossing does not meet TfNSW design requirements for mid-block pedestrian signals, particularly regarding vehicle volumes and the close proximity of the lane.
2. That Council note the work that is currently being undertaken to ensure that the design of future development in Rawson Street allows for pedestrian signals to be installed at the existing pedestrian crossing.
3. That Council investigate relocation of the Council car park entry in Rawson Street further to the north to facilitate future installation of the pedestrian signals.
4. That Council note that traffic signals or pedestrian signals are not recommended to be installed prior to development of the site on the east side of Rawson Street, however, if they were to be installed then the currently preferred option would be to investigate signalling the entry/exit to Council's car park, including provision of pedestrian phases.
5. That Council write to Transport for NSW (TfNSW) advising that the traffic signals at the Carlingford Road/Rawson Street/Ray Road intersection are being coordinated in a manner that provides little opportunity for traffic to make the left turn from Ray Road into Carlingford Road, and the right turn from Rawson Street into Carlingford Road. That the letter also request that TfNSW

review the traffic signal coordination to provide improved opportunities to turn from Ray Road and Rawson Street into Carlingford Road.

### Background

City of Parramatta Council at its meeting held on 11 December 2023 considered a Notice of Motion regarding signalisation of the pedestrian crossing near the Council car park in Rawson Street, Epping and resolved:

- That Council notes the strong community desire from the Epping community for improved pedestrian and traffic safety at Rawson Street, Epping.
- That Council notes the strong community support for the existing raised pedestrian crossing at Rawson Street, Epping, near the Council car park, to be converted to pedestrian signals.
- That a report be prepared for the Traffic Engineering Advisory Group and Council on the possibility of converting this existing raised pedestrian crossing to pedestrian signals.
- That a report be prepared for the Traffic Engineering Advisory Group and Council on the possibility of rationalisation of the pedestrian crossings in Rawson Street.
- That the report be presented to the Traffic Engineering Advisory Group at its meeting in February 2024.



**Figure 1** Aerial photo of Rawson Street, Epping showing the subject pedestrian crossing.

Rawson Street, Epping is a high pedestrian activity area that services local businesses and residents. There are three pedestrian crossings in Rawson Street between Carlingford Road and Bridge Street that were installed based on the pedestrian

demand and the pedestrian desire crossing lines, providing safe and convenient pedestrian facilities along Rawson Street. Past pedestrian surveys have shown that all three pedestrian crossings are well used by the community, with the pedestrian crossing nearest to the Council's car park experiencing the highest foot traffic.

A report was presented to TEAG on 22 November 2018, including results of video footage, which was taken in Bridge Street at Rawson Street, Epping between 3pm and 7pm on 27 September 2018. Figure 2 shows the location of two video cameras placed in Bridge Street. According to the video footage, northbound queues on Rawson Street extend well beyond the roundabout in Bridge Street between 5:30pm and 6:30pm (refer to Figures 2 & 3).

Additionally, as indicated in the September 2018 TEAG report, the traffic counts and site inspections indicate that the crossing near the Council car park causes majority of the queuing in Rawson Street (northbound).

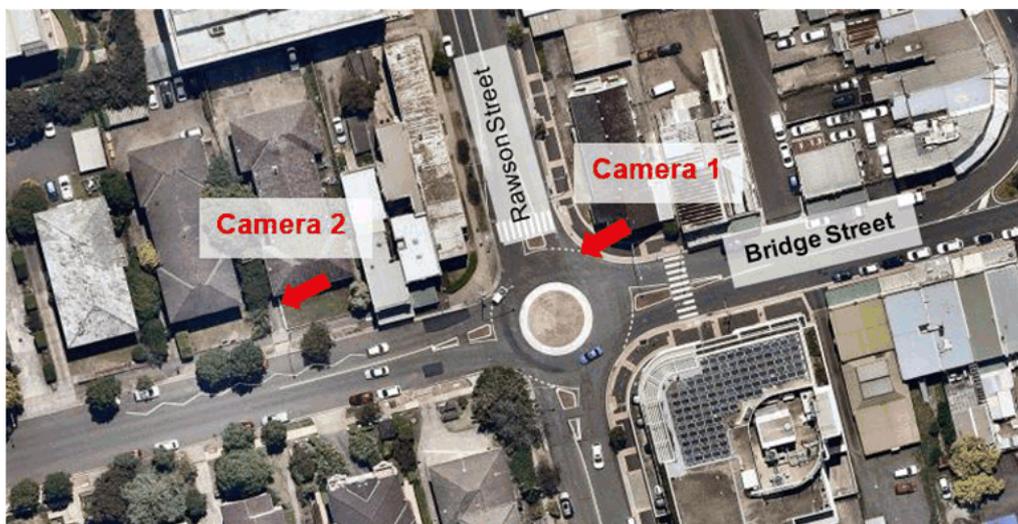


Figure 2: Location and direction of video cameras on Bridge Street near Rawson Street



**Figure 3: Camera 1 shows queuing of vehicles on Bridge Street and Rawson Street**



**Figure 4: Camera 3 shows queuing of vehicles on Bridge Street (eastbound) near Victoria Street**

### Crash History

A search of the crash history for the 5 years from April 2018 to April 2023 showed that there were three reported crashes along Rawson Street between Carlingford Road and Bridge Street, Epping as detailed below.

1. One serious injury crash on the south side of pedestrian crossing involving a vehicle traveling south, rear ending another vehicle travelling in the same direction.
2. One serious injury crash in front of property No.54 Rawson Street involving a vehicle reversing from a driveway eastbound into an object.
3. One non-injury crash on Rawson Street in front of Epping Club involving a vehicle leaving parking traveling north and colliding with another vehicle travelling in the same direction.



**Figure 5: Crash diagram at Rawson Street between Carlingford Road and Bridge Street**

### Design Criteria for Pedestrian Signals

The TfNSW Technical Direction 'Traffic Signal Design, Section 2 – Warrant' does not support provision of a signalised mid-block marked foot crossing within 130m of an adjacent signalised intersection.

Additionally, a signalised mid-block marked foot crossing must be located a minimum of 30m from any side streets. There is a laneway/side street on the southeast side of the pedestrian crossing that is located immediately adjacent to this crossing.

Council's car park entry and exit has traffic volumes that create traffic issues similar to what a side street would create. Relocation of the car park entry to the north should also be considered as part of the planning for pedestrian signals so that they are located further from the signals. This may also have a minor benefit for northbound traffic flow in Rawson Street during peak periods if implemented in the short term.

Council is currently considering the design for the site on the east side of Rawson Street. One of the aims of this consideration is to ensure that pedestrian signals will be able to be installed in future, particularly regarding proposed driveway locations.

### Numerical Warrant Criteria for Pedestrian Signals

Transport for NSW (TfNSW) Traffic Signal Design Guidelines, Section 2: Warrants, provides requirements for the installation of signalised mid-block marked foot crossing as follows:

- (a) *For each of four one-hour periods of an average day:*
- (i) *the pedestrian flow crossing the road exceeds 250 persons/hour; and*
  - (ii) *the vehicular flow exceeds 600 vehicles/hour in each direction or, where there is a central median of at least 1.2m wide, 1000 vehicles/hour in each direction.*

OR

- (b) *For each of eight one-hour periods of an average day:*
- (i) *the pedestrian flow exceeds 175 persons/hour; and*
  - (ii) *the vehicular flow exceeds 600 vehicles/hour in each direction or, where there is a central median of at least 1.2m wide, 1000 vehicles/hour in each direction; and*
  - (iii) *there is no other pedestrian crossing or signalised marked foot crossing within a reasonable distance.*

Vehicle and pedestrian counts were conducted at the pedestrian crossing at the Council car park on Rawson Street, Epping during morning and afternoon peak hours on Wednesday 22<sup>nd</sup> November 2023. The result of these counts is provided below:

		Time Period		Northbound	Southbound	Total
AM peak	7:00	to	8:00	280	209	<b>489</b>
	8:00	to	9:00	315	259	<b>574</b>
PM peak	16:00	to	17:00	276	203	<b>479</b>
	17:00	to	18:00	300	222	<b>522</b>

**Figure 6: Vehicle peak summary**

Time Period				Westbound	Eastbound	Total
AM peak	7:00	to	8:00	86	361	<b>447</b>
	8:00	to	9:00	173	593	<b>766</b>
PM peak	16:00	to	17:00	134	300	<b>434</b>
	17:00	to	18:00	530	294	<b>824</b>

*Figure 7: Pedestrian peak summary*

The pedestrian count results show that this location exceeds the minimum requirement of 250 pedestrians crossing. However, it does not meet the minimum requirement of 600 vehicles per hour in each direction. Noncompliance with the warrants should not be a reason for rejecting pedestrian signals based on the following information:

1. The traffic volumes are a concern based on the extensive traffic queues that form.
2. The pedestrian volumes are more than double the warrant requirements, therefore conflict with vehicles is a concern.
3. The low vehicle numbers will allow increased time to be allocated for pedestrians in the cycle, which would reduce the incentive for pedestrians to cross illegally on their red signal.

#### Consolidation of Pedestrian Facilities

Previously the Traffic Engineering Advisory Group recommended not to consolidate any of the three pedestrian crossings in Rawson Street. The crossings are currently located on desire lines and are well used. However, it is only the car park pedestrian crossing that causes extensive queuing and delays. Rawson Street is a part of the town centre where good pedestrian amenity and safety should be a priority. It is recommended that none of these pedestrian crossings be removed.

Pedestrian counts were conducted at the pedestrian crossing fronting the Epping Club on Rawson Street, Epping during morning and afternoon peak hours on Tuesday 27<sup>th</sup> March 2018. The result of these counts is provided below:

Time Period				Westbound	Eastbound	Total
AM peak	7:00	to	8:00	14	102	<b>116</b>
	8:00	to	9:00	32	101	<b>133</b>
	9:00	to	10:00	54	67	<b>121</b>
	11:00	to	11:00	36	46	<b>82</b>
PM peak	15:00	to	16:00	104	56	<b>160</b>
	16:00	to	17:00	129	54	<b>183</b>
	17:00	to	18:00	132	47	<b>179</b>
	18:00	to	19:00	155	47	<b>202</b>

*Figure 8: Pedestrian peak summary at Epping Club (2018 Data)*

The existing signalised pedestrian crossing on the eastern side of the intersection of Carlingford Road, Rawson Street and Ray Road may cause minor delays for northbound traffic in Rawson Street turning right. However, the main delay for right turning traffic is the coordination of traffic signals and the queueing area on the

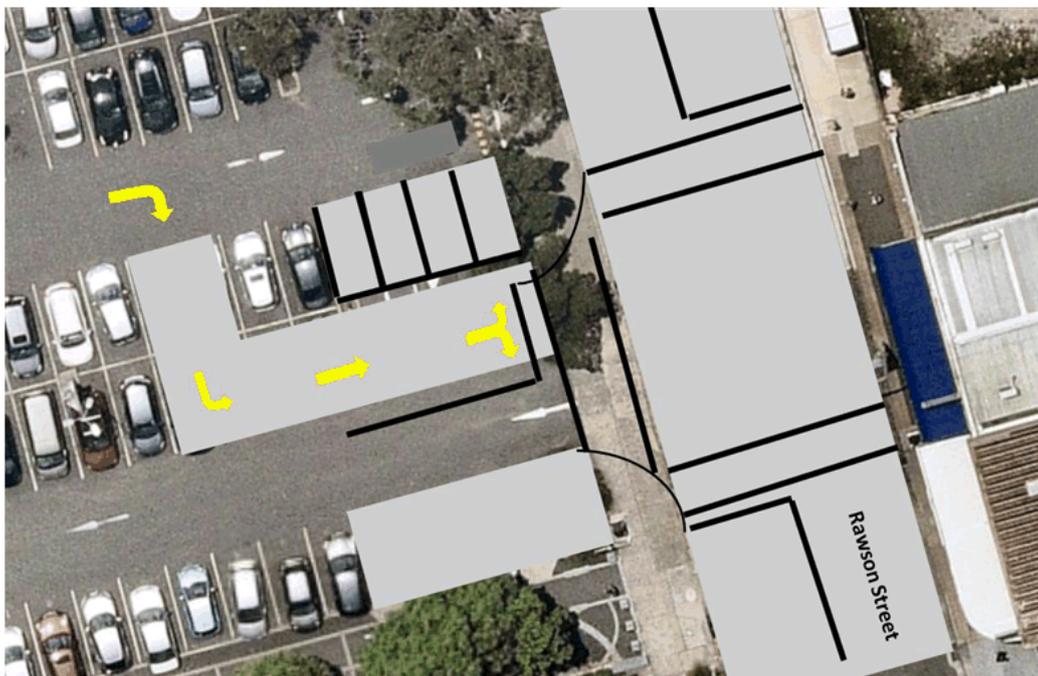
eastbound approach to Carlingford Road. This issue is currently being further investigated. At this stage it is not recommended to remove this pedestrian phase.

Alternative to mid-block pedestrian signals at the location of the existing pedestrian crossing

An alternative to mid-block traffic signals is to signalise the intersection of Rawson Street and the lane at the Epping Hotel site, including pedestrian phases across Rawson Street. This location also does not meet the numerical warrants for traffic signals. Any traffic signals at this location are likely to be removed for development of adjacent sites. Therefore, funding of this option may provide a benefit that only lasts for a short period. Accordingly, it is not recommended that Council proceed with this option.

If the Council car park entrance and exit is relocated and rebuilt as a roundabout at the northern end of the car park, then this would provide more space for mid-block pedestrian signals to be located north of the existing pedestrian crossing. This would require removal of on-street parking and installation of pedestrian fences to enforce the new pedestrian route. Both the roundabout and signals would be replaced at the time future development occurred. It also still does not meet TfNSW design requirements or volume warrants.

Another alternative is to signalise the entrance and exit to the Council car park including provision of pedestrian phases (refer to Figure 6). This would remove parking spaces in the car park. Whilst this location does not meet TfNSW volume warrants it is the busiest of the driveways and lanes in the area. It is possible that these signals would be removed in future due to development. However, it may be that this removal is only required for development of the Council car park site, and other sites could proceed without its removal.



*Figure 6 Concept plan showing the signalized entry and exit driveway of Council car park in Rawson Street, Epping*

Traffic signals or pedestrian signals are not recommended to be installed prior to development of the site on the east side of Rawson Street. However, if they were to be installed then the currently preferred option would be to investigate signalling the entry/exit to Council's car park, including provision of pedestrian phases.

Right Turn from Rawson Street into Carlingford Road

If an improvement were to be obtained in the northbound traffic flow in Rawson Street at the pedestrian crossing, then it may result in increased queuing in Rawson Street for the northbound right turn into Carlingford Road. There are already significant delays for this movement.

It has been observed that TfNSW is coordinating the traffic signals at Carlingford Road/Rawson Street/Ray Road in a manner that provides little opportunity for traffic to make the left turn from Ray Street into Carlingford Road, and the right turn from Rawson Street into Carlingford Road. Accordingly, it is recommended that Council write to the TfNSW raising this concern. However, it is noted that any improvement for Ray Road and Rawson Street is likely to come at the expense of other traffic movements.

It is currently proposed to provide traffic signals at the intersection of Carlingford Road and Kent Street to provide an alternative route to avoid the delays occurring for the right turn from Rawson Street. This creates a detour up to 1.3km longer than the current route for some motorists. However, it would be a quicker option for many motorists, particularly those with a shorter detour. This option currently does not include a ban on the right turn from Rawson Street. Traffic could still make this turn and there would still be delays for this right turn, but they would be less than would otherwise be the case.

**FINANCIAL IMPLICATIONS**

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



Iman Mohammadi  
**Senior Traffic and Transport Engineer**  
1/02/2024

Attachments – NIL



CITY OF PARRAMATTA COUNCIL

## Traffic Engineering Advisory Group Agenda Item

**ITEM NO:** 2402 B3  
**SUBJECT:** South Street west of John Street, Rydalmere – Review of the children’s crossing  
**APPLICANT:** City of Parramatta Council  
**REPORT OF:** Traffic and Transport Engineer  
**WARD:** Rosehill  
**SED:** Parramatta

### Purpose

This report reviews the existing pedestrian conditions at the intersection of South Street and John Street, Rydalmere and seeks Council support to commence consultation with Rydalmere Public School regarding the removal of the children’s crossing from the street.

### **OFFICER’S RECOMMENDATION:**

1. That Council note the low number of school children crossing South Street at John Street, Rydalmere.
2. That Council note that staff are discussing with Rydalmere Public School and the TfNSW School Crossing Supervisor Team the placement of the children’s crossing flags each morning and afternoon at the crossing in John Street.
3. That Council undertake further pedestrian counts following installation of the children’s crossing flags to assist in determining the appropriate pedestrian facility.
4. That Council write to TfNSW requesting that it allow Councils to use the children’s crossing sign and flashing lights as an alternative to schools placing the flags at the crossing each morning and afternoon.

### Background

City of Parramatta Council has received a request from a local resident for a review of pedestrian conditions at the existing combined raised pedestrian refuge island and children’s crossing at the western leg of the roundabout in South Street at John Street, Rydalmere. The resident advised that it is not clear who, pedestrians or motorists, have priority at this crossing.

South Street and John Street are local roads with a speed limit of 50 km/h. The intersection is controlled by a roundabout. A combined raised pedestrian refuge island and children’s crossing is located at the western leg of the intersection. The children’s crossing was installed in 2007. The aerial view and street view of the intersection and the pedestrian facilities are shown in Figures 1 and 2.



**Figure 1: Aerial View of the area near the intersection of South Street at John Street, Rydalmere**



**Figure 1: Street View of the pedestrian facilities in South Street west of John Street, Rydalmere**

An intersection traffic count survey was undertaken in South Street at John Street on Thursday 30 November 2023 during morning and afternoon school peak hours (7:30am to 9:30am and 2pm to 4pm). The count (refer to Table 1) indicated that the pedestrian volume at this location is low and does not meet Council's minimum requirements for the installation

of a marked pedestrian crossing. According to Council's guidelines, pedestrian crossings can be installed on local roads with speed limits of 50km/h or less if the number of pedestrians per hour crossing the road is 20 or more. Note that in accordance with the guidelines, the pedestrian volume at South Street considers each older person, person with a disability and unaccompanied child of primary school age is equivalent to two adults.

Time Period	Pedestrian Volume			Total (2C+A+2E)
	Children (C)	Adults (A)	Elderly (E)	
<b>During Peak hours:</b>				
7:30am – 8:30pm	3	7	2	17
2:15pm – 3:15pm	0	4	0	4

**Table 1: Pedestrian volume count at the 'children crossing' in South Street west of John Street, Rydalmere**

The pedestrian count also showed that no children crossed at the children's crossing in the afternoon. A further review of the count indicated that some pedestrians including children crossed South Street at the eastern leg of the intersection (refer to Table 2). Note that there is no pedestrian crossing facility at this leg.

Time Period	Children (C)	Adults (A)	Elderly (E)	Total (2C+A+2E)
<b>During Peak hours:</b>				
7:30am – 8:30pm	0	6	1	8
2:15pm – 3:15pm	2	7	0	11

**Table 2: Pedestrian volumes crossing South Street east of John Street, Rydalmere**

A site inspection was also conducted between 2:30 and 4:00 pm in November 2023. During the inspection, it was noted that children's crossing flags were not displayed at the crossing. During that period, only two adults crossed South Street. There was an instance when a vehicle heading eastbound yielded to a pedestrian, while a westbound vehicle continued through the crossing and did not stop for the pedestrian.

According to TfNSW guidelines, children's crossings are part-time crossings that generally operate during school zone hours. According to Road Rules (Reg. 80), a children's crossing has either children crossing flags, or children's crossing signs and twin yellow lights. As the flags are not being set out at the school the crossing is not active and motorists have priority. Note that TfNSW does not allow the sign and flashing lights option to be used, despite the regulation giving this option.

Council Officers have previously noted that children's crossing flags were not being displayed at the crossing in South Street during school peak hours. The TfNSW Supplement to Austroads Guide to Traffic Management Part 6 Interchanges, Intersections and Crossing states:

*...the School Principal to arrange the display of the "Children Crossing" flags or signs during and only during the specified period of operation 8.00am-9.30am and 2.30pm-4.00pm and when necessary at other times such as school excursions and school sport days.*

Accordingly, Council wrote to Rydalmere Public School in 2018 requesting that they display the flags to enhance road safety. However, it appears that no flags are being displayed by the school.

Without children's crossing flags, motorists are not required to give way to pedestrians at the combined crossing in South Street west of John Street. However, with the existing pavement markings and posts, pedestrians may perceive that they have a priority. To alleviate such confusion, it is recommended that the school displays the flags during school peak hours. Furthermore, there is a School Crossing Supervisor for the crossing in John Street near Victoria Road that may be able to install the flags each day.

According to the pedestrian count (Table 1 above), South Street at John Street does not meet Council's minimum requirements for the installation of a raised pedestrian crossing. Accordingly, it is not proposed to convert the existing pedestrian facility at this location to a raised pedestrian crossing. Furthermore, Stage 2 of Parramatta Light Rail (PLR) is anticipated to be travelling through the intersection of South Street and John Street. The intersection design is likely to change substantially as part of the light rail works meaning that any works completed by Council may become redundant.

It is also an option to remove the children's crossing, remove the raised threshold, and reconstruct the existing refuge island. However, it is currently considered that the existing facility should be improved by installing the flags or, if permitted, use of the sign and flashing lights. The option to remove a children's crossing with flags or flashing lights may provide less safety than a refuge island only, although this would require further investigation to confirm. It would involve significant expenditure that would need to be planned. It would also likely be altered again for construction of PLR stage 2.

## FINANCIAL IMPLICATIONS

There are no additional financial impacts from Council adopting the recommendations of this report.



Nathan McLauchlan  
**Traffic and Transport Engineer**  
Date: 25/01/2024

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

<b>ITEM NO:</b>	2402 B4
<b>SUBJECT:</b>	Traffic Management and Pedestrian Works Temporary Delegations to Council
<b>APPLICANT:</b>	City of Parramatta Council
<b>REPORT OF:</b>	Traffic and Transport Executive Engineer
<b>WARD:</b>	All
<b>SED:</b>	All

Purpose

This report seeks to provide an update on new temporary delegations given to Council for Traffic Management and Pedestrian Works. The purpose of these delegations is to fast-track the approval process for low impact traffic management improvements on local roads.

**OFFICER'S RECOMMENDATIONS:**

1. That Council note the new temporary delegations given to Council for traffic management and pedestrian works that are in force from 12 December 2023 to 30 June 2026 unless revoked earlier.
2. That Council expand the existing sub-delegation to staff to include the following road and traffic functions:
  - a. Works to regulate parking
  - b. Installation of speed cushions, speed humps, raised intersections, chicanes or other slow point treatments to manage vehicle speeds
  - c. Installation of pedestrian crossings
  - d. Installation of pedestrian refuge islands
  - e. Conversion of existing pedestrian crossings to raised pedestrian crossings
  - f. Installation of continuous footpath treatments
  - g. Installation of kerb extensions
  - h. Works in relation to creating bicycle parking, bicycle lanes, bicycle paths, shared paths, separated footpaths, and contra flow access for bicycle riders (note: this does not include removal of these facilities)
  - i. Temporary or Permanent works to enable alfresco dining
  - j. Temporary or permanent footpath widening
  - k. Installation of kerb extensions or median islands for tree planting, landscaping or water sensitive urban design
3. That the sub-delegation referred to in item 2 apply to the following staff:
  - a. Manager Traffic and Transport
  - b. Group Manger Development and Traffic Services
  - c. Executive Director City Planning and Design

d. Chief Executive Officer

### Background

In February 2023, Transport for NSW (TfNSW) issued the Traffic Management and Pedestrian Works Temporary Delegations to Councils. This authorised councils to make low-risk improvements to their streets and neighbourhoods without needing referral to the Local Traffic Committee provided that certain conditions were met. It is noted that City of Parramatta Council has not utilised this delegation during the past year it has been active.

Following feedback from various councils, TfNSW has revised the delegations to remove the requirement for a Road Safety Audit to be undertaken for new pedestrian crossings and have expanded them to include several additional road and traffic management functions. Furthermore, Council can now sub-delegate additional delegations to staff meaning that it is able to make improvements more efficiently.

In summary, the new temporary delegations include the following functions:

#### **Regulating Traffic and Parking**

- e. Works to regulate parking
- f. Installation of speed cushions, speed humps, raised intersections, chicanes or other slow point treatments to manage vehicle speeds

#### **Pedestrian Works**

- g. Installation of pedestrian crossings
- h. Installation of pedestrian refuge islands
- i. Conversion of existing pedestrian crossings to raised pedestrian crossings
- j. Installation of continuous footpath treatments
- k. Installation of kerb extensions

#### **Bicycle Infrastructure**

- l. Works in relation to creating bicycle parking, bicycle lanes, bicycle paths, shared paths, separated footpaths, and contra flow access for bicycle riders (note: this does not include removal of these facilities)

#### **Amenity Works**

- m. Temporary or Permanent works to enable alfresco dining
- n. Temporary or permanent footpath widening
- o. Installation of kerb extensions or median islands for tree planting, landscaping or water sensitive urban design

The delegations to Council are to operate until 30 June 2026, unless extended beyond or revoked prior to this date by the Secretary for the Department of Transport.

Furthermore, there is another delegation for traffic items known as the sub-delegation. For these items council staff can approve the item rather than requiring a Council resolution. These sub-delegations are currently exercised through the PTC under Delegated Authority process. This is the batch of items that is emailed to PTC members approximately once per month. It is recommended that Council expand these sub-delegations to take advantage of the expanded delegations from TfNSW. It is proposed that this new sub-delegation apply to the same staff positions as the current sub-delegation.

Expanding these delegations will enable greater efficiencies, better customer service and quicker implementation of works. It is recommended that the sub-delegation be expanded to include all the items detailed above.

Note that staff currently have a sub-delegation for the following road and traffic functions:

1. Linemarking (lane lines, separation lines, edge lines, barrier lines, etc)
2. Parking restrictions (excluding preferential and residential parking schemes)
3. Advisory signposting
4. Works zones
5. Taxi zones / bus zones (subject to consultation with relevant associations and bodies and Transport for NSW)
6. Angled and disabled parking
7. Light traffic thoroughfares
8. Regulatory signs (other than turn restrictions and one-way restrictions)
9. Marked foot crossings and children crossings (other than raised crossings or where road narrowing is involved)
10. Temporary road closures / on-the-spot road closures for annual events (as per RMS requirements and subject to Police approval)

The staff positions with this sub-delegation include the following:

1. Manager Traffic and Transport
2. Group Manger Development and Traffic Services
3. Executive Director City Planning and Design
4. Chief Executive Officer

### Limitations

The new delegations do include limitations as to when they can be applied. Specifically, Council can only use the new delegations in the following circumstances:

- The works are in accordance with the relevant Australian Standards, Austroads guidelines, and TfNSW standards, specification and technical directions.
- The works are on an unclassified road.
- The works are on roads with a speed limit of 50km/h or less unless the works is to:
  - a. Regulate parking
  - b. Converting an existing pedestrian crossing into a raised pedestrian crossing
  - c. Works relating to footpaths, shared paths or separated footpaths
- The works do not involve changes to the operation of any clearway, bus lane, bus only lane, bus layover or transit lane.
- The works do not involve the reduction in length or operating hours of a bus zone and there is no reduction in the space for draw in and draw out of buses from bus zones.
- The works do not result in the altering of the number of continuous travel lanes unless the works are in relation to managing vehicle speeds by way of a chicane or slow point.
- The works are not within 20m of a Traffic Signal unless the works are in an area used for parking at all times of the day.
- The works are not within 60m of a Traffic Signal if the works are in relation to reducing the length or operating hours of a travel lane.

- The works are not within 60m of a Traffic Signal if the works are in relation to a pedestrian crossing.
- Any prescribed Traffic Control device installed as part of the works must be delegated to Council for authorisation within the TfNSW Traffic Signs Database.
- The works do not involve an internally illuminated sign.

Further to the above, Council is still required to obtain TfNSW approval prior to exercising the delegation, if the works involve any changes to existing unrestricted parking within 1km radius of a nominated train station such as Granville and Wentworthville.

It is noted that previously for functions in respect with Division 2 of Part 8 of the Roads Act 1993, councils were not able to sub-delegate approvals. Items under this division generally include one-way restrictions, road closures, turn restrictions or other restrictions that enable new or prohibit existing movements of traffic including pedestrians. The new delegation allows these items to be sub-delegated, but councils must still obtain TfNSW approval of a Traffic Management Plan (TMP) in accordance with the 2011 delegation and must receive unanimous support from the members of the Local Traffic Committee. Given this, it is not proposed that these items be sub-delegated to staff at this stage.

#### Using the Delegations on Bus Routes

As noted above, Council cannot use the new delegation if it involves changes that impact the performance of a bus lane or bus zone. However, where such changes will not occur, but the proposal still is along a bus route, Council must ensure that the design is capable of accommodating the largest bus used in a particular route. In accordance with current information provided by TfNSW, this is generally a 19m articulated bus unless a particular route specifies that a smaller 14.5m long rigid bus is the maximum size permitted.

Further to the above, the local bus operators must be consulted on the design of the proposed works on any bus route and must also be notified not less than 14 days prior to the installation of a treatment.

#### Role of TfNSW and the Parramatta Traffic Committee

It is to be acknowledged that the Parramatta Traffic Committee and the Traffic Engineering Advisory Group facilitate discussions between topic experts, key stakeholders and Councillors. As the new temporary delegations are completely optional for Council, it is envisaged that both these forums will continue to perform this function where an item has been identified as needing further discussion. Furthermore, the TfNSW representative is still required to remain available to meet Council and provide guidance on any proposal covered under the temporary delegation.

Although the works that are now included in the temporary delegations are generally low risk, Council officers will continue to adhere to a comprehensive consultation process to ensure that feedback from the community and key stakeholders are taken into account before any decision is made under delegation.

#### Processes for approval of traffic items by Council

For approval of traffic items by Council there would be three categories as defined below:

- Category 1: Items such as linemarking, changes to bus zone restrictions and other restrictions not covered under the new delegations to councils, but are sub-delegated to

staff.

- Category 2: Items such as parking control signage (other than changes to existing bus zones), pedestrian facilities and bicycle infrastructure works covered under the new delegations and sub-delegated to staff.
- Category 3: Items that require TfNSW approval of a Traffic Management Plan or fall outside of the new delegations to Council and are outside of the sub-delegation to staff.

For the Category 1 items, Council staff will continue the normal process of sending a batch report at the end of each month to members of the Parramatta Traffic Committee. These items will only be approved under sub-delegation once concurrence is received from the applicable voting members.

For the Category 2 items, Council staff will adopt a similar process to that for Category 1 items in that a batch report will be emailed to members of the Committee, however, this report will be sent for information purposes only. Accordingly, Council will proceed to obtaining approval under sub-delegation without requiring a response from voting members. This is a new process.

For the Category 3 items, it is not intended for the any Council delegation to be sub-delegated to staff. Accordingly, the normal process for such matters being tabled at a Traffic Committee meeting will remain unchanged.

It is to be noted that there will be no changes to the operation of the Traffic Engineering Advisory Group.

## FINANCIAL IMPLICATIONS

This report only provides information on new delegations for traffic management and pedestrian works and therefore, has no direct financial impact on Council's budget.



Behzad Saleh  
**Traffic and Transport Investigations Engineer**  
1/02/2024  
**Attachments –**

1. Instrument of Delegation and Authorisation



## INSTRUMENT OF DELEGATION AND AUTHORISATION

### TRAFFIC MANAGEMENT AND PEDESTRIAN WORKS TEMPORARY DELEGATION TO COUNCILS No.2

*Roads Act 1993*  
*Road Transport Act 2013*

On behalf of Transport for NSW, I, Josh Murray, Secretary of the Department of Transport:

- a) **REVOKE** the instrument of 24 February 2023 titled "*Instrument of Delegation and Authorisation – Traffic Management and Pedestrian Works – Temporary Delegation to Councils*"; and
- b) **REVOKE**, in the "*Roads and Maritime Services - Delegation to Councils*" dated 31 October 2011 ("the 2011 Delegation"), clause 6 of that Instrument (which relates to the prohibition on a sub-delegate from carrying out a function under Division 2 of Part 8 of the *Roads Act 1993*), **SUBJECT TO** the condition in paragraph 11 of **Schedule 4** of this Instrument; and
- c) **DELEGATE** under section 31(1) of the *Transport Administration Act 1988* (the 'Act') and all other enabling powers, the functions set out in **Schedule 1** to the councils set out in **Schedule 2**, **SUBJECT TO** the conditions set out in **Schedule 4**; and
- d) **AUTHORISE** those delegates, under section 31(2) of the Act, to sub-delegate the functions set out in **Schedule 1** to the persons set out in **Schedule 3**,

A failure to comply with the conditions set out in **Schedule 4** renders the delegation inoperative with respect to the functions being carried out.

In addition, I **AUTHORISE** under section 122(b) of the *Road Transport Act 2013*, the councils set out in **Schedule 2**, to install or display (or interfere with, alter or remove) any prescribed traffic control device as set out in the TfNSW "*Traffic Signs Database*" and indicated as "*Delegated to Council for Authorisation – Yes*", as required to give effect to functions exercised under this delegation, including any portable traffic control lights, but NOT any internally illuminated traffic control device.

This Instrument commences on the date it is made, and paragraphs (c) and (d) above will continue in force until 30 June 2026 unless revoked earlier.



Josh Murray  
Secretary  
Department of Transport

Date: 12/12/2023

### **SCHEDULE 1 - FUNCTIONS**

1. The functions and powers of Transport for NSW under section 115(2) of the *Roads Act 1993* to regulate traffic on a public road for purposes other than those set out in therein, being the following types of works:

- (a) Works to regulate parking;
- (b) Pedestrian crossings;
- (c) Pedestrian refuges;
- (d) Conversion of existing pedestrian ('zebra') crossings to raised pedestrian ('wombat') crossings;
- (e) Footpaths and continuous footpaths;
- (f) Temporary or permanent works to enable alfresco dining;
- (g) Temporary or permanent works to improve or expand footpaths or pedestrian space;
- (h) Kerb buildouts to reduce crossing distance or manage vehicle speed;
- (i) Kerb modifications or median islands for tree planting, landscaping or water sensitive urban design;
- (j) Treatments to manage vehicle speed including road humps, road cushions, raised intersections, chicanes and slow points;
- (k) Works to create (but not remove) bicycle parking, bicycle lanes, bicycle paths, shared paths, separated footpaths and contra flow access for bicycle riders.

### **SCHEDULE 2 - DELEGATES**

A council constituted under the *Local Government Act 1993*.

### **SCHEDULE 3 – SUB-DELEGATES**

The general manager of a council, or an employee of the council.

#### **SCHEDULE 4 - CONDITIONS**

A delegate or its sub-delegates may only exercise the functions in Paragraph 1 of Schedule 1 of this Instrument:

1. On unclassified public roads for which the delegate is the roads authority, and within the delegate's local government area under the *Local Government Act 1993*;
2. On a road or part of a road with a speed limit of 50km/h or less, except in relation to
  - (a) Works to regulate parking; or
  - (b) Conversion of existing pedestrian ('zebra') crossings to raised pedestrian ('wombat') crossings; or
  - (c) Works relating to footpaths, shared paths or separated footpaths;
3. Where there is no change to the operation of any clearway, bus lane, bus only lane, bus layover or transit lane in the carrying out of the works;
4. Without altering the number of continuous travel lanes, including lanes that may operate only at peak times, except where carrying out works to manage vehicle speed by way of chicanes or slow points.

#### **Traffic Signals**

A delegate or its sub delegate may not exercise any function in Paragraph 1 of Schedule 1 under this Instrument :

5. Within 20m of a traffic signal, unless the works are within areas or lanes currently used or available at any time for parking; or
6. Within 60m of a traffic signal, where the works being carried out
  - (a) reduce in length or modify the operating hours of any existing auxiliary, through or merge lane (including kerbside approach lanes managed by No Stopping or No Parking controls), or
  - (b) install any new crossing on the road which the signal controls.

#### **Bus Routes**

7. A delegate or its sub-delegates may only exercise the functions in Paragraph 1 of Schedule 1 on a road that is a regular bus route (as prescribed and indicated on a map published on the TfNSW website for the purposes of this Instrument called "*Bus Route Map*") where :

- (a) The design vehicle is no smaller than the length of the buses indicated for the road on the Bus Route Map; and
- (b) There is no reduction in the extent or operating hours of a bus zone, and no reduction in existing space available for entry and exit of buses from the bus zone; and
- (c) Local bus operators have been consulted on the design of the works (other than works to regulate parking) and have been supplied with swept path drawings on request; and
- (d) Local bus operators have been notified in writing of impending works under this delegation (other than works to regulate parking) with a minimum of 14 days notice.

#### **Standards**

- 8. A delegate or its sub delegates must use any relevant Transport for NSW established standards, specifications and Technical Directions, and relevant Austroads guidelines and Australian Standards when designing and carrying out works under this Instrument
- 9. A delegate or its sub delegates may not use this Instrument to carry out any novel designs or works where there are no established standards, technical directions, or guidelines, and any such works must be referred to Local Traffic Committee through existing processes.

#### **Notification of Local Traffic Committee**

- 10. A delegate or its sub-delegate must table a "for information only" record of the works carried out under this Instrument, including any consultation with bus operators (where applicable) at the relevant Local Traffic Committee as soon as practicable after completion of the works. The record of the works must also be made public on the Council website.

#### **Sub-delegates carrying out Regulation of Traffic functions under the 2011 Delegation**

- 11. A sub delegate may only carry out a function under Division 2 of Part 8 of the *Roads Act 1993* using the 2011 Delegation if the proposed works to be carried out or functions to be exercised have been referred to Local Traffic Committee under that Delegation, and the proposal has received unanimous support from the members of the Local Traffic Committee.



CITY OF PARRAMATTA COUNCIL

## Traffic Engineering Advisory Group Agenda Item

**ITEM NO:** 2402 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 four 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. John Ian Wing Parade at Louise Savage Pathway, Sydney Olympic Park**

Project Details: Installation of a raised combined pedestrian and cyclist crossing

Total cost of the project: \$314,525.57

Funding Details: Get NSW Active

BEFORE



AFTER



**Projects Completed by Council Through Federal and State Funding**

**2. Good Street and Alfred Street, Granville (at M4)**

Project Details: Installation of a raised combined pedestrian and cyclist crossings

Total cost of the project: \$627,222

Funding Details: Get NSW Active

Good Street, Granville

BEFORE



AFTER



Projects Completed by Council Through Federal and State Funding	
Alfred Street, Granville	
BEFORE	
AFTER	

**Projects Completed by Council Through Federal and State Funding**

**3. Victoria Street at Bridge Street, Epping**

Project Details: Installation of a raised combined pedestrian and cyclist crossing

Total cost of the project: \$269,007.07

Funding Details: Get NSW Active

BEFORE



AFTER



**Projects Completed by Council Through Council Funding**

**4. Hill Road at Bennelong Parkway, Wentworth Point**

Project Details: Installation of Traffic Signals

Total cost of the project: \$3.85 Million

Funding Details: Council

BEFORE



AFTER



### Projects to be undertaken in 2023/24

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.

Note that two applications as detailed below have been lodged under the 2024/25 Get NSW Active Program:

- A raised combined pedestrian and cyclist crossing Macarthur Street at Albert Street, North Parramatta and a shared path on the south side of Albert Street between Macarthur Street and Brabyn Street pedestrian crossing – Design Only (\$80k)
- Upgrade kerb ramps at Victoria Road and Park Road traffic signals, a combined raised pedestrian and cyclists crossing in South Street at Park Road and shared paths on the west side of Park Road, Rydalmere - Design Only (\$250k)

- 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).

- 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.

Note that Council has lodged applications for 2024/25 Black Spot fundings for three traffic projects as listed below and attached Black Spot Projects List:

- Installation of a roundabout at the intersection of Buller Street and Gladstone Street, North Parramatta
- Installation of raised thresholds in Redbank Road at Balmoral Road, Northmead
- Installation of raised thresholds in Martha Street at Wentworth Street, Clyde

- 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.

External Funding:

- Council has received 100% funding offer under the State Government's FY23/24 Safe Speeds in High Pedestrian Activity and Local Areas program for the design of High Pedestrian Activity Area in Granville by June 2024.
- Council has received 100% funding offer under the State Government's Parramatta-Sydney Foreshore Link (Early Delivery Projects) Program for the construction of the following traffic facility project in FY23/24:
  - Brodie Street south of Alan Street, Rydalmere - \$540,500 for the construction of a raised combined pedestrian and cyclist crossing

Internal Funding:

- Council's Delivery Program and Operational Plan generally allocates funding for the delivery of traffic projects using Development Contributions Funds. The traffic projects that are to be funded from the Development Contributions Funds in 2023/24 are listed below:
  - Traffic Signals in Carlingford Road at Hepburn Avenue Carlingford - \$550k for the TfNSW plan checking fees and utility services relocations (Complete Design and Commence Construction). It is intended to complete this project in 2024/25.
  - Raised Pedestrian Crossing in Ray Road at Kent Street Epping - \$340k for design and construction
  - Roundabout in North Rocks Road at Loyalty Road North Rocks - \$70k for design only
  - Roundabout in Fitzwilliam Road at Tucks Road Toongabbie - \$70k for design only



Zulfiqar Ali  
**Traffic and Transport Engineer**  
15/02/2024  
**Attachments – A. Project Lists**

**Projects for 2023/24**

Location	Treatment Type	Cost	Comments
<b>Ward: Epping; SED: Epping</b>			
Alamein Avenue west of Bardia Road, Carlingford	Construction of a new raised pedestrian crossing	\$264,507.60 (Actual)	Completed in September 2023. This project has received 100% from the State Government's Get NSW Active program
Carlingford Road at Hepburn Avenue, Carlingford	Install traffic control signals - TfNSW plan checking fees and utility services relocations	\$550,000 in 2023/24 with the remainder to be spent in 24/25	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	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	Community consultation completed. This project is to be referred to the Parramatta Traffic Committee for approval. This is project is 100% funded by Council.
Victoria Street, Epping	Construction of a combined raised pedestrian and cyclist crossing	\$255,541	Completed in December 2023. This project has received 100% from the State Government's Get NSW Active program.
<b>Ward: North Rocks; SED: Seven Hills</b>			
North Rocks Road at Loyalty Road, North Rocks	Install roundabout (Design only)	\$70,000	Design is in progress. This project is 100% funded by Council.
<b>Ward: Parramatta; SED: Seven Hills</b>			
Fitzwilliam Road at Tucks Road, Toongabbie	Install roundabout (Design only)	\$70,000	Design has commenced.

Location	Treatment Type	Cost	Comments
			This project is 100% funded by Council.
<b>Ward: Rosehill; SED: Granville</b>			
Brodie Street, Rydalmere	Install raised pedestrian crossing	\$540,000	Design is in progress. Approved by Council through the Parramatta Traffic Committee Process. This project is 100% funded by the 2023/24 State Government Parramatta to Sydney Foreshore Link Program.
M4 Cycleway at Good Street and Alfred Street, Granville	Construct combined raised pedestrian and cyclists crossing	\$600,000	Completed in December 2023. This project has received 100% from the State Government's Get NSW Active program.
<b>Ward: Rosehill; SED: Parramatta</b>			
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.
<b>Ward: Rosehill; SED: Auburn</b>			
Hill Road at Bennelong Parkway, Wentworth Point	Construction of new Traffic Signals	\$4m	Main traffic signals completed in December 2023. Signalised crossing on the slip lane is yet to be constructed. 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	Completed in December 2023. This project has received 100% from the State Government's Get NSW Active program.

**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
5.12	Martha Street at Wentworth Street and, Clyde	Install raised thresholds on both approaches to Wentworth Street	\$200,000	7	Not yet funded	Applied for funding under State and Federal Government's 2024/25 Black Spots and Safer Roads Programs.
2.13	Gladstone Street at Buller Street, North Parramatta	Install a roundabout	\$600,000	3	Not yet funded	Applied for funding under State and Federal Government's 2024/25 Black Spots and Safer Roads Programs.
1.88	Redbank Road at Balmoral Road, Northmead	Install raised thresholds with median island	\$142,000	2 out of 4	Not yet funded	Applied for Proactive funding under State and Federal Government's 2024/25 Black Spots and Safer Roads Programs.



CITY OF PARRAMATTA COUNCIL

## Traffic Engineering Advisory Group Agenda Item

**ITEM NO:** 2402 B8  
**SUBJECT:** Hill Road, Wentworth Point – Update on the proposed improvements  
**APPLICANT:** City of Parramatta Council  
**REPORT OF:** Traffic and Transport Team Leader  
**WARD:** Rosehill  
**SED:** Parramatta

### Purpose

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

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

### **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*

#### Bennelong Bridge 5 tonne Load Limit

GHD on behalf of Council undertook a structural assessment of the Bennelong Parkway Bridge that crosses Haslams Creek. The assessment found that the bridge has a capacity to cater for a 30T vehicle with a maximum single axle weight of 9T, tandem axle weight of 15T and tri-axle weight of 16T. Accordingly, Council's Civil Assets Team is organising removal of the recently installed 5 tonne load limit signs and is replacing them with the new gross and axle load limit signage.

#### Traffic Signals at Bennelong Parkway Intersection

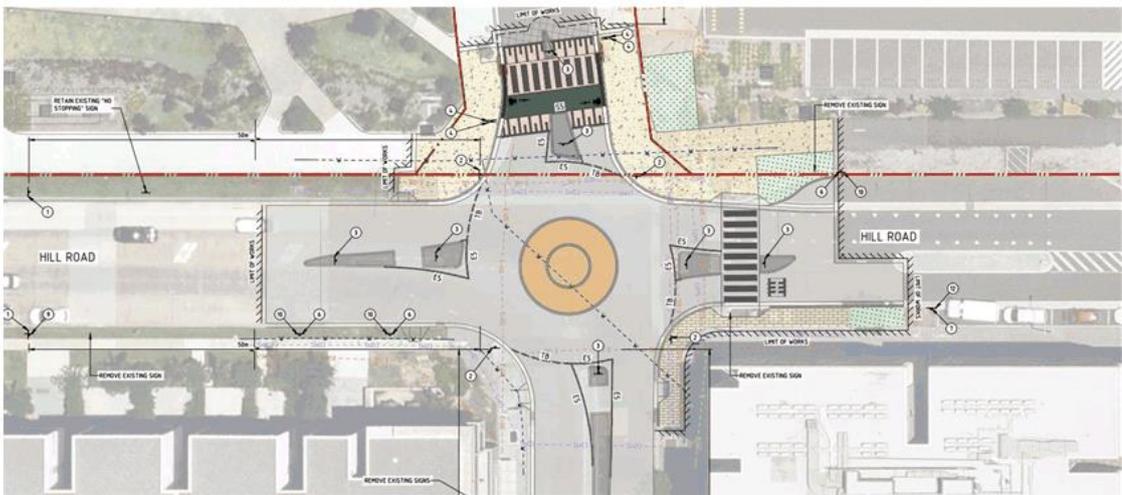
Traffic signals at Bennelong Parkway intersection commenced operation in December 2023. Due to existing utility services, a signalised combined pedestrian and cyclists crossing could not be installed at the originally approved location on the slip lane. An alternate location for the signalised crossing has been identified and approved by TfNSW. The construction of this crossing is scheduled to be completed by March 2024. As an interim measure, a marked pedestrian crossing has been installed on the slip lane along with a speed cushion on the approach to the crossing. This facility will be removed once the signalised crossing is installed.



**Figure 1: Aerial view of the new signalised intersection of Hill Road and Bennelong Parkway, Wentworth Point**

Proposed roundabout and pedestrian crossing at Burroway Road intersection

Construction of the roundabout and pedestrian crossings at the intersection Hill Road and Burroway Road, Wentworth Point has commenced. This project is being delivered by Sekisui House Australia (Sekisui) as part of the construction of four residential flat buildings at 14-16 Hill Road, Wentworth Point (Ref. DA/763/2017).



**Figure 2: Plan showing the roundabout and pedestrian crossings at the intersection of Hill Road and Burroway Road, Wentworth Point**



### Federal Government Funds

The Federal Government has committed \$8.5 million for the upgrade of Hill Road, Wentworth Point. Council has submitted a funding application to the Department of Infrastructure under the Infrastructure Investment Program. At the time of drafting this report, Council had not received formal approval of the funding. The works for which funding has been sought are:

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

### Drainage upgrades for Hill Road

The Technical Civil Works Design Brief of the Stormwater Masterplan for Hill Road is complete. The request for quotation process has commenced to engage a consultant to undertake the study for the drainage masterplan. This study is intended to be funded from the Federal Government funds for the upgrade of Hill Road.

## **FINANCIAL IMPLICATIONS**

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



Saniya Sharmeen  
**Traffic and Transport Team Leader**  
16/02/2024  
**Attachments – Nil**

**Traffic Projects supported by Community Petition**

Location	Proposed Treatment	Year Included on List
<b>Ward: Epping;</b>		
Lexington Avenue at Raimonde Road, Eastwood	Concrete median islands	2014
George Street, Epping	Chicanes (2)	2020
<b>Ward: Parramatta</b>		
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
<b>Ward: North Rocks</b>		
Barnetts Road, Winston Hills	Chicanes	2011
<b>Ward: Rosehill</b>		
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
Albert Street, Granville	Speed humps	2023

**Attachment 3****Traffic Engineering Advisory Group meeting held on Wednesday 21 February 2024****Consultation & Timing: Items B1 to B8****ITEM 2402 B1 STATION STREET EAST, HARRIS PARK – PROPOSED ONE-WAY NORTHBOUND RESTRICTION AND FOOTPATH WIDENING****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 14 February 2024 and the meeting was held on 21 February 2024. The comments below were received.

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 February 2024	Nazli Tzannes – TfNSW,  Ben Cantor - Busways	See comments below	Mr Richard Searle	Manager Traffic & Transport
21 February 2021	PTC	Support recommendation		

**Councillor Consultation**

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on 14 February 2024 and the meeting was held on 21 February 2024 and no comments were received.

**Comments:**

Nazli Tzannes of TfNSW advised the committee that a traffic modelling study would be required as part of the Traffic Management Plan approval process to understand the impact of reassigned traffic in the surrounding road network.

Ben Cantor from Busways informed the committee that Station Street East is within the rail replacement bus routes and therefore the proposed one-way restriction would have impact on their services. Richard Searle of CoPC advised that bus service providers including Busways will be consulted and alternate route options will be discussed as part of the consultation process.

**ITEM 2402 B2 RAWSON STREET, EPPING – REQUEST FOR SIGNALISED MID-BLOCK 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 14 February 2024 and the meeting was held on 21 February 2024. The comments below were received.

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 February 2024	PTC	Support recommendation		
21 February 2024	Michael Butterworth - Rep for Member for Bennelong	See comment below	Mr Richard Searle	Manager Traffic & Transport

**Councillor Consultation**

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on 14 February 2024 and the meeting was held on 21 February 2024. The below Councillor comments were received.

<b>Date</b>	<b>Councillor</b>	<b>Councillor Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 February 2024	Councillor Cameron MacLean,	See comments below	Mr Richard Searle	Manager Traffic & Transport

**Comments:**

Richard Searle of CoPC informed the Committee that Councillor Cameron MacLean had asked for part 4 of the recommendation be changed to:

4. That Council staff progress the option of signalling the entry/exit to Council's car park, including provision of pedestrian phases by seeking TfNSW approval in principle for the project and report the results back to the Traffic Engineering Advisory Group and Council.

Michael Butterworth, representative for Member for Bennelong supported the revised recommendation. He also informed the committee that a raised pedestrian crossing in West Parade, Eastwood has been converted to signalised crossing in mid-2022 and this location did not meet the TfNSW warrants for the installation of such a crossing.

### **ITEM 2402 B3 SOUTH STREET WEST OF JOHN STREET, RYDALMERE – REVIEW OF THE CHILDREN'S 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 14 February 2024 and the meeting was held on 21 February 2024. The comments below were received.

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 February 2024	PTC	Support recommendation	Mr Richard Searle	Manager Traffic & Transport
21 February 2024	Councillor Patricia Prociv – Rep for Member for Parramatta	See comment below	Mr Richard Searle	Manager Traffic & Transport

#### **Councillor Consultation**

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on 14 February 2024 and the meeting was held on 21 February 2024. The below Councillor comments were received.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
21 February 2024	Councillor Paul Noack,	See comments below	Mr Richard Searle	Manager Traffic & Transport

**Comments:**

Councillor and Chairperson Paul Noack advised the committee that residents believed that high numbers of pedestrians cross South Street at John Street and therefore, requested that a marked pedestrian crossing be installed at this location. As such, Councillor Noack was not supportive of the 'do nothing' approach of the recommendations and asked that the matter be further investigated as per part 3 of the recommendations with a view to provide a marked pedestrian crossing at this location.

Richard Searle of CoPC advised the Committee that according to the pedestrian volume counts undertaken in South Street at John Street in late 2023, this location did not meet the warrant requirements for a pedestrian crossing. However, further counts would be undertaken after the school starts putting out the flags to see if pedestrian numbers increase.

Mr Searle further advised that there are also physical works that would be required to have the current facility converted to a pedestrian crossing. This involves a lighting upgrade, widening kerb ramps to match the pedestrian crossing marking standard width, and removing the refuge island as the gap in the refuge does not meet the standard width of a pedestrian crossing. Any work is likely to be replaced when PLR 2 is constructed. There are also other works that are required to meet current standards, however these other works may be considered as optional due to the temporary nature of the works.

As an interim measure, Councillor Patricia Prociv, representative of the Member for Parramatta asked Council to make a written request for a pedestrian crossing supervisor at the children's crossing. Richard Searle of CoPC advised the Committee that in accordance with TfNSW's guidelines, schools are required to make such applications directly to TfNSW.

## **ITEM 2402 B4 TRAFFIC MANAGEMENT AND PEDESTRIAN WORKS TEMPORARY DELEGATIONS TO COUNCIL**

### **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 14 February 2024 and the meeting was held on 21 February 2024. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
21 February 2024	PTC	Support recommendation		

#### Councillor Consultation

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on 14 February 2024 and the meeting was held on 21 February 2024 and no comments were received.

### ITEM 2402 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 14 February 2024 and the meeting was held on 21 February 2024. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
21 February 2024	PTC	Support recommendation		
21 February 2024	Alison Sievwright – Rep for Member for Winston Hill	See comment below	Mr Richard Searle	Manager Traffic & Transport

#### Councillor Consultation

The Traffic Engineering Advisory Group agenda was emailed to the PTC/TEAG mailing list on 14 February 2024 and the meeting was held on 21 February 2024 and no comments were received.

**Comments:**

Alison Sievwright, Representative for Member for Winston Hills advised in writing that the correct State Electoral Districts (SEDs) for the below two projects as detailed in the report are:

- The intersection of North Rocks Road at Loyalty Road, North Rocks - Epping
- The intersection of Fitzwilliam Road and Tucks Road, Toongabbie - Winston Hills

**ITEM 2402 B6 TRAFFIC CONDITIONS IN KISSING POINT ROAD AT QUARRY ROAD, DUNDAS VALLEY****Stakeholder Consultation**

This item was raised in General Business and there was no consultation prior to the meeting.

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 February 2024	PTC	Support recommendation		
21 February 2024	Councillor Patricia Prociv – Rep for Member for Parramatta	See comments below	Mr Richard Searle	Manager Traffic & Transport

**Councillor Consultation**

This item was raised in General Business and there was no consultation prior to the meeting.

**Comments:**

Councillor Patricia Prociv, representative for Member for Parramatta raised concerns regarding the intersection of Kissing Point Road and Quarry Road, Dundas Valley. It was noted that TEAG has previously considered this matter and Councillor Prociv advised that this matter should not be neglected. It was noted that this is a TfNSW matter.

**ITEM 2402 B7 REQUEST FOR 'NO STOPPING' RESTRICTIONS IN BLUEGUM CIRCUIT, NORTHMEAD****Stakeholder Consultation**

This item was raised in General Business and there was no consultation prior to the meeting.

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 February 2024	PTC	Support recommendation		

**Councillor Consultation**

This item was raised in General Business and there was no consultation prior to the meeting.

<b>Date</b>	<b>Councillor</b>	<b>Councillor Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 February 2024	Councillor Henry Green	See comment below	Mr Richard Searle – CoPC, Ms Saniya Sharmeen – CoPC	Manager Traffic & Transport

**Comments:**

Councillor Henry Green requested an update on a resident's request for the installation of a 'No Stopping' restriction in Bluegum Circuit, Northmead. Councillor Green advised that Bluegum Circuit is a narrow street and therefore, ambulances and fire brigade vehicles cannot access the street when vehicles are parked on both sides of the streets.

Saniya Sharmeen of CoPC advised the Committee that Council has consulted with the residents and received two responses with one agreeing and one objecting to the proposal. Both of these respondents previously submitted petitions in support of their preferences.

Richard Searle of CoPC advised the Committee that arrangements will be made to install the restriction with approval through the delegated authority process.

**ITEM 2402 B8 HILL ROAD, WENTWORTH POINT – UPDATE ON THE PROPOSED IMPROVEMENTS****Stakeholder Consultation**

This item was raised in General Business and there was no consultation prior to the meeting.

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 February 2024	PTC	Support recommendation		

**Councillor Consultation**

This item was raised in General Business and there was no consultation prior to the meeting.

**Comments:**

Richard Searle of CoPC tabled a report at the meeting in relation to updates on the proposed improvement works in Hill Road, Wentworth Point.

## **REPORTS TO COUNCIL - FOR NOTATION**

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**ITEM NUMBER** 12.6  
**SUBJECT** LATE REPORT Committee Structure – City of Parramatta  
**REFERENCE** F2024/00282 -  
**FROM** Chief Governance and Risk Officer

This report will be provided in a Supplementary Agenda.

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

### **25 MARCH 2024**

13.1	Minutes of the Parramatta Traffic Committee Meeting Held on 21 February 2024 .....	219
13.2	Adoption of Land Dedication Policy 2024.....	296
13.3	Naming Proposal for Unnamed Laneway at 78 Phillip Street, Parramatta	311
13.4	Public Exhibition of Draft Councillor Workshops Policy 2024 .....	334
13.5	2024/25 Budget Consideration - Parramatta Past Revealed Historical Publication .....	354
13.6	Sponsorships, Corporate Memberships and Memoranda of Understanding	358

**REPORTS TO COUNCIL - FOR COUNCIL DECISION**

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<b>ITEM NUMBER</b>	13.1
<b>SUBJECT</b>	Minutes of the Parramatta Traffic Committee Meeting Held on 21 February 2024
<b>REFERENCE</b>	F2024/00282 - D09339157
<b>REPORT OF</b>	Traffic and Transport Manager

**CSP THEME:** Accessible

**WORKSHOP/BRIEFING DATE:** Nil

**PURPOSE:**

The purpose of this report is to provide Council with the minutes of the Parramatta Traffic Committee held on 21 February 2024 and seek Council approval for the recommendations of the Committee.

**RECOMMENDATION**

- (a) That Council note the minutes of the Parramatta Traffic Committee held on 21 February 2024, provided at Attachment 1.
- (b) That Council approves the recommendations of the Parramatta Traffic Committee from the meeting held on 21 February 2024 provided at Attachment 1 and in this report, noting the following financial implications for each item.

**I. ITEM 2402 A1 WIGRAM STREET, HARRIS PARK – SPECIAL EVENT CLASS 2 HARVEST FESTIVAL**

The proposed Harvest Festival Event in Wigram Street, Harris Park on 13 April 2024 is to be delivered by Little India Australia at no cost to Council. Therefore, this matter has no direct financial impact upon Council's budget.

**II. ITEM 2402 A2 SANDRINGHAM DRIVE AT BARONS AVENUE, CARLINGFORD – INSTALLATION OF A PART-TIME 'NO ENTRY' RESTRICTION**

The estimated cost of the proposed part-time 'No Entry 3pm-4pm School Days' restriction with associated 'All Traffic Left Turn Only 3pm-4pm' and 'All Traffic Right Turn Only 3pm-4pm' signage in Sandringham Drive at Barons Avenue, Carlingford is \$1600. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2023/24.

**III. ITEM 2402 A3 BURROWAY ROAD, WENTWORTH POINT – INSTALLATION OF A RAISED PEDESTRIAN CROSSING**

The proposed raised pedestrian crossing is to be constructed by School Infrastructure NSW at no cost to Council. Therefore, this proposal has no direct financial impact on Council's budget.

#### **IV. ITEM 2402 A4 RAY ROAD EAST OF KENT STREET, EPPING – RAISED PEDESTRIAN CROSSING**

The estimated cost for the installation of a raised pedestrian crossing in Ray Road east of Kent Street, Epping is \$340,000. This project is 100% funded by Council from its Outside CBD Contributions Plan 2021.

#### **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 21 February 2024. The meeting was attended by Councillors Paul Noack (Chairperson), Henry Green, Georgina Valjak 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 2402 A1 WIGRAM STREET, HARRIS PARK – SPECIAL EVENT CLASS 2 HARVEST FESTIVAL**

#### **Recommendation from Parramatta Traffic Committee:**

1. That the proposed Harvest Festival Event scheduled to be held in Wigram Street, Harris Park on Saturday 13 April 2024 be classified as a Class 2 Event in

accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.

2. That the use of Wigram Street (Marion Street - Ada Street), Harris Park for the Harvest Festival Event be approved subject to the following:
  - a. That written approval of Special Event Traffic Management Plan (SETMP) be obtained from Council and TfNSW prior to the event.
  - b. That the Crowd Management Plan for the event be prepared and implemented to the satisfaction of Cumberland Police Area Command.
  - c. That managed vehicle access be provided in Ada Street and Wigram Street (Ada Street to Una Street), Harris Park.
  - d. That the removal of on-street parking spaces from the event area commence from 3pm on 12 April 2024.
  - e. That medium rigid vehicles be used as part of Hostile Vehicle Mitigation Plan.
  - f. That the local community be notified of the traffic impact/ delays due to the event via letter box drop at least 28 days prior to the event and a proof of the notifications is to be submitted to Council prior to the event.
  - g. That two VMS boards be installed at least 7 days prior to the event to advise motorists of the road closure.
  - h. That written concurrence from the Fire Station at 110 Wigram Street, Harris Park is to be obtained and submitted to Council and TfNSW before the SETMP can be approved.
  - i. That the attached traffic related conditions be adhered to for the event.
  - j. That all costs associated with the Harvest Festival event be funded and paid for by the Event Organiser at no cost to City of Parramatta Council.

Unanimous support.

#### **ITEM 2402 A2 SANDRINGHAM DRIVE AT BARONS AVENUE, CARLINGFORD – INSTALLATION OF A PART-TIME ‘NO ENTRY’ RESTRICTION**

That a part-time ‘No Entry 3pm -4pm School Days’ restriction with associated ‘All Traffic Left Turn Only 3pm-4pm School Days’ and ‘All Traffic Right Turn Only 3pm-4pm School Days’ signage be installed in Sandringham Drive at Barons Avenue, Carlingford as shown Figure 4 of this report.

Unanimous support.

#### **ITEM 2402 A3 BURROWAY ROAD, WENTWORTH POINT – INSTALLATION OF A RAISED PEDESTRIAN CROSSING**

1. That Council approves the installation of a raised pedestrian crossing with associated signs and pavement markings be installed outside the new high school in Burroway Road east of Wentworth Place, Wentworth Point as shown on the plan attached to the report.

2. That recommendation 1 is subject to vehicle turning paths being checked and if necessary, designs being updated to accommodate the longest vehicle that will access the intersection

Unanimous support.

### **ITEM 2402 A4 RAY ROAD EAST OF KENT STREET, EPPING – RAISED PEDESTRIAN CROSSING**

That a raised pedestrian crossing with associated signs and pavement markings be installed in Ray Road east of Kent Street, Epping as shown on the plans attached to the report.

Unanimous support.

### **CONSULTATION & TIMING**

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

### **LEGAL IMPLICATIONS FOR COUNCIL**

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

### **FINANCIAL IMPLICATIONS FOR COUNCIL**

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

<b>ITEM</b>	
2402 A1	The proposed Harvest Festival Event in Wigram Street, Harris Park on 13 April 2024 is to be delivered by Little India Australia at no cost to Council. Therefore, this matter has no direct financial impact upon Council's budget.
2402 A2	The estimated cost of the proposed part-time 'No Entry 3pm-4pm School Days' restriction with associated 'All Traffic Left Turn Only 3pm-4pm' and 'All Traffic Right Turn Only 3pm-4pm' signage in Sandringham Drive at Barons Avenue, Carlingford is \$1600. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2023/24.
2402 A3	The proposed raised pedestrian crossing is to be constructed by School Infrastructure NSW at no cost to Council. Therefore, this proposal has no direct financial impact on Council's budget.
2402 A4	The estimated cost for the installation of a raised pedestrian crossing in Ray Road east of Kent Street, Epping is \$340,000. This project is 100% funded by Council from its Outside CBD Contributions Plan 2021.

Mark Leotta

**Group Manager - Development and Traffic Services**

Jennifer Concato

**Executive Director City Planning and Design**

John Angilley

**Executive Director Finance & Information**

Gail Connolly

**Chief Executive Officer**

**ATTACHMENTS:**

<b>1</b> 	PTC 2402 Minutes for the Parramatta Traffic Committee meeting held on 21 February 2024	5 Pages
<b>2</b> 	PTC 2402 Item Reports for the meeting held on 21 February 2024	63 Pages
<b>3</b> 	PTC 2402 Attachment 3 Consultation and Timing for Parramatta Traffic Committee meeting held on 21 February 2024	4 Pages

**REFERENCE MATERIAL**

**PARRAMATTA TRAFFIC COMMITTEE MEETING****WEDNESDAY 21 FEBRUARY 2024****MINUTES****MINUTES OF THE PARRAMATTA TRAFFIC COMMITTEE MEETING HELD WEDNESDAY, 21 FEBRUARY 2024 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 1:32.

<b>PRESENT:</b>	
<b>NAME:</b>	<b>REPRESENTATIVE OF</b>
Paul Noack	Councillor and Chairperson
Henry Green	Councillor
Georgina Valjak	Councillor (Item A2 only)
Patricia Proxiv	Councillor and Representative for Member for Parramatta Donna Davis MP
Nazli Tzannes	Transport for NSW (TfNSW)
Sergeant Jack Makhoul	Parramatta Police Area Command (PAC)
Sergeant Leonie Abberfield	Ryde Police Area Command (PAC)
LSC Raymond Yeung	Auburn Police Area Command (PAC)
Michael Butterworth	Representative for Member for Bennelong Jerome Laxale MP
Pam Kendrick	Representative for the Parramatta Bicycle Committee and Bicycle NSW
Ben Cantor	Busways
Mark Leotta	Group Manager – Development and Traffic Services, CoPC
Richard Searle	Traffic and Transport Manager, CoPC
Iman Mohammadi	Senior Traffic and Transport Engineer, CoPC
Zulfiqar Ali	Traffic and Transport Engineer, CoPC
Nathan McLauchlan	Traffic and Transport Engineer, CoPC
Velsamy Sankaran	Traffic and Transport Engineer, CoPC
Saniya Sharmeen	Traffic and Transport Team Leader, CoPC - Minutes Secretary

<b>APOLOGIES:</b>	
<b>NAME:</b>	<b>REPRESENTATIVE OF</b>
LSC William Graham	Cumberland Police Area Command (PAC)
Pierre Esber	Lord Mayor and Councillor
Philippa Scott	Representative for Member for Reid Sally Sitou MP

**DECLARATIONS OF CONFLICT OF INTEREST:**

There were no declarations of conflict of interest.

**CONFIRMATION OF THE MINUTES OF MEETING HELD ON 8 NOVEMBER 2023:**

That the report of the Parramatta Traffic Committee meeting held on 8 November 2023 be taken as read and confirmed as a true record of the meeting.

**BUSINESS ARISING:**

Nil

**SECTION A ITEMS:****ITEM 2402 A1 WIGRAM STREET, HARRIS PARK – SPECIAL EVENT CLASS 2 HARVEST FESTIVAL**

**Ward:** Rosehill

**State Electorate:** Parramatta

**Recommendation to Parramatta Traffic Committee**

1. That the proposed Harvest Festival Event scheduled to be held in Wigram Street, Harris Park on Saturday 13 April 2024 be classified as a Class 2 Event in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of Wigram Street (Marion Street - Ada Street), Harris Park for the Harvest Festival Event be approved subject to the following:
  - a. That written approval of Special Event Traffic Management Plan (SETMP) be obtained from Council and TfNSW prior to the event.
  - b. That the Crowd Management Plan for the event be prepared and implemented to the satisfaction of Cumberland Police Area Command.
  - c. That managed vehicle access be provided in Ada Street and Wigram Street (Ada Street to Una Street), Harris Park.
  - d. That the removal of on-street parking spaces from the event area commence from 3pm on 12 April 2024.
  - e. That medium rigid vehicles be used as part of Hostile Vehicle Mitigation Plan.
  - f. That the local community be notified of the traffic impact/ delays due to the event via letter box drop at least 28 days prior to the event and a proof of the notifications is to be submitted to Council prior to the event.
  - g. That two VMS boards be installed at least 7 days prior to the event to advise motorists of the road closure.
  - h. That written concurrence from the Fire Station at 110 Wigram Street, Harris Park is to be obtained and submitted to Council and TfNSW before the SETMP can be approved.
  - i. That the attached traffic related conditions be adhered to for the event.
  - j. That all costs associated with the Harvest Festival event be funded and paid for by the Event Organiser at no cost to City of Parramatta Council.

**Comments:**

Councillor and Chairperson Paul Noack informed the Committee that Council has received two other Special Event Traffic Management Plans (SETMPs) for events in Harris Park in May and October 2024. These SETMPs are to be dealt through an extraordinary Parramatta Traffic Committee (PTC) meeting. Councillor Noack asked whether this SETMP should be deferred so that all three events can be considered under one meeting.

Richard Searle of CoPC advised the Committee that this event is scheduled to be held in April 2024. Accordingly, for notification purposes this event needs to be dealt with through this PTC meeting.

**Recommendation from Parramatta Traffic Committee:**

1. That the proposed Harvest Festival Event scheduled to be held in Wigram Street, Harris Park on Saturday 13 April 2024 be classified as a Class 2 Event in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of Wigram Street (Marion Street - Ada Street), Harris Park for the Harvest Festival Event be approved subject to the following:
  - a. That written approval of Special Event Traffic Management Plan (SETMP) be obtained from Council and TfNSW prior to the event.
  - b. That the Crowd Management Plan for the event be prepared and implemented to the satisfaction of Cumberland Police Area Command.
  - c. That managed vehicle access be provided in Ada Street and Wigram Street (Ada Street to Una Street), Harris Park.
  - d. That the removal of on-street parking spaces from the event area commence from 3pm on 12 April 2024.
  - e. That medium rigid vehicles be used as part of Hostile Vehicle Mitigation Plan.
  - f. That the local community be notified of the traffic impact/ delays due to the event via letter box drop at least 28 days prior to the event and a proof of the notifications is to be submitted to Council prior to the event.
  - g. That two VMS boards be installed at least 7 days prior to the event to advise motorists of the road closure.
  - h. That written concurrence from the Fire Station at 110 Wigram Street, Harris Park is to be obtained and submitted to Council and TfNSW before the SETMP can be approved.
  - i. That the attached traffic related conditions be adhered to for the event.
  - j. That all costs associated with the Harvest Festival event be funded and paid for by the Event Organiser at no cost to City of Parramatta Council.

Unanimous support.

**ITEM 2402 A2 SANDRINGHAM DRIVE AT BARONS AVENUE, CARLINGFORD –  
INSTALLATION OF A PART-TIME ‘NO ENTRY’ RESTRICTION**

**Ward:** North Rocks

**State Electorate:** Epping

**Recommendation to Parramatta Traffic Committee**

That a part-time 'No Entry 3pm -4pm School Days' restriction with associated 'All Traffic Left Turn Only 3pm-4pm School Days' and 'All Traffic Right Turn Only 3pm-4pm School Days' signage be installed in Sandringham Drive at Barons Avenue, Carlingford as shown Figure 4 of this report.

**Comments:**

Councillor Georgina Valjak expressed her gratitude for the measures to improve traffic conditions near Carlingford West Public School.

**Recommendation from Parramatta Traffic Committee:**

That a part-time 'No Entry 3pm -4pm School Days' restriction with associated 'All Traffic Left Turn Only 3pm-4pm School Days' and 'All Traffic Right Turn Only 3pm-4pm School Days' signage be installed in Sandringham Drive at Barons Avenue, Carlingford as shown Figure 4 of this report.

Unanimous support.

**ITEM 2402 A3 BURROWAY ROAD, WENTWORTH POINT – INSTALLATION OF A RAISED PEDESTRIAN CROSSING**

**Ward:** Rosehill

**State Electorate:** Parramatta

**Recommendation to Parramatta Traffic Committee**

That Council approves the installation of a raised pedestrian crossing with associated signs and pavement markings be installed outside the new high school in Burroway Road east of Wentworth Place, Wentworth Point as shown on the plan attached to the report.

**Comments:**

Councillor Patricia Prociv, Representative for Member for Parramatta and Pam Kendrick, Representative for Bicycle Committee advised the committee that this area has a very good bicycle access and many high school students are expected to ride to school. As such, they asked for a combined bicycle and pedestrian crossing to be installed at this location. According to the road rule, all cyclists need to dismount at pedestrian crossing and cross the road on foot.

Richard Searle of CoPC informed the committee that there are no shared paths on either side of the crossing. Accordingly, a combined crossing is not be installed at this stage. However, the facility has been designed in a way so that this can be converted to a combined crossing in the future through signs and pavement markings only.

Nazli Tzannes of TfNSW asked for turning paths to be checked and if necessary, designs are to be updated to accommodate turning paths for the longest vehicle that will access the intersection.

**Recommendation from Parramatta Traffic Committee:**

1. That Council approves the installation of a raised pedestrian crossing with associated signs and pavement markings be installed outside the new high school in Burroway Road east of Wentworth Place, Wentworth Point as shown on the plan attached to the report.
2. That recommendation 1 is subject to vehicle turning paths being checked and if necessary, designs being updated to accommodate the longest vehicle that will access the intersection

Unanimous support.

**ITEM 2402 A4 RAY ROAD EAST OF KENT STREET, EPPING – RAISED PEDESTRIAN CROSSING**

**Ward:** Epping

**State Electorate:** Epping

**Recommendation to Parramatta Traffic Committee**

That a raised pedestrian crossing with associated signs and pavement markings be installed in Ray Road east of Kent Street, Epping as shown on the plans attached to the report.

**Recommendation from Parramatta Traffic Committee:**

That a raised pedestrian crossing with associated signs and pavement markings be installed in Ray Road east of Kent Street, Epping as shown on the plans attached to the report.

Unanimous support.

**BUSINESS ITEMS:**

Nil.

The Chairperson closed the meeting at 1:52pm.



CITY OF PARRAMATTA COUNCIL

## Parramatta Traffic Committee Agenda Item

**ITEM NO:** 2402 A1  
**SUBJECT:** Wigram Street, Harris Park – Harvest Festival  
**APPLICANT:** Little India Australia  
**REPORT OF:** Traffic and Transport Engineer  
**WARD:** Rosehill  
**SED:** Parramatta

### Purpose

This report seeks approval for the Special Event Traffic Management Plan (SETMP) for the Harvest Festival Event 2024 in Wigram Street, Harris Park on Saturday, 13 April 2024.

### **OFFICER'S RECOMMENDATIONS:**

1. That the proposed Harvest Festival Event scheduled to be held in Wigram Street, Harris Park on Saturday 13 April 2024 be classified as a Class 2 Event in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of Wigram Street (Marion Street - Ada Street), Harris Park for the Harvest Festival Event be approved subject to the following:
  - a. That written approval of Special Event Traffic Management Plan (SETMP) be obtained from Council and TfNSW prior to the event.
  - b. That the Crowd Management Plan for the event be prepared and implemented to the satisfaction of Cumberland Police Area Command.
  - c. That managed vehicle access be provided in Ada Street and Wigram Street (Ada Street to Una Street), Harris Park.
  - d. That the removal of on-street parking spaces from the event area commence from 3pm on 12 April 2024.
  - e. That medium rigid vehicles be used as part of Hostile Vehicle Mitigation Plan.
  - f. That the local community be notified of the traffic impact/ delays due to the event via letter box drop at least 28 days prior to the event and a proof of the notifications is to be submitted to Council prior to the event.
  - g. That two VMS boards be installed at least 7 days prior to the event to advise motorists of the road closure.
  - h. That written concurrence from the Fire Station at 110 Wigram Street, Harris Park is to be obtained and submitted to Council and TfNSW before the SETMP can be approved.



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.

Fire Brigade Services

Parramatta Fire Station is located in Wigram Street between Ada Street and Una Street. According to the submitted SETMP, managed access will be provided for Fire Brigade vehicles. However, the Event Organiser is to consult and provide Council written concurrence from the Fire Brigades prior to the event.

Crowd Management Plan

The event area is to be fenced off to control the crowd numbers. This is required to reduce the risk of a crowd crush 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 Event Organiser prepare and implement Crowd Management Plan in consultation with Cumberland PAC. A map of the proposed crowd management plan of the event is shown in Figure 2.

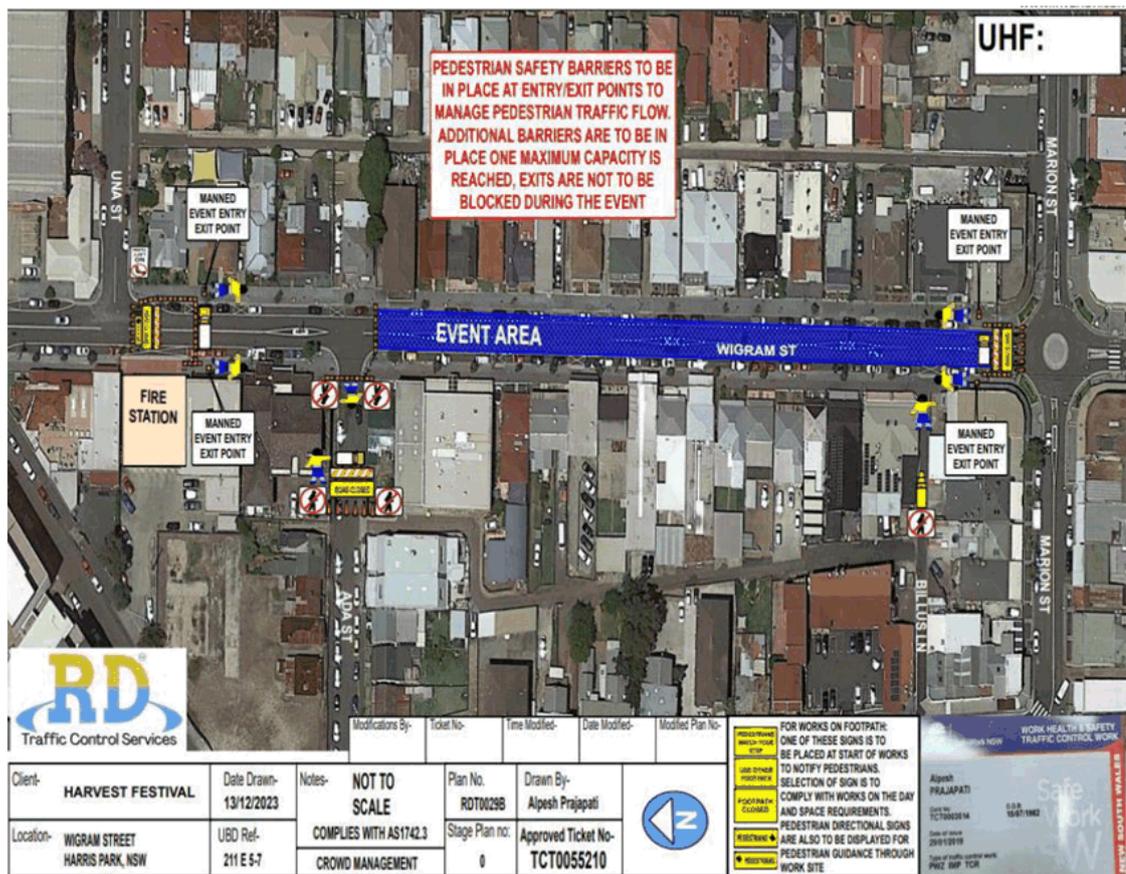


Figure 2: Crowd Management Plan of the Event

#### Hostile Vehicle Management Plan

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

#### Special Event Clearway Restriction

Council has previously resolved that all special events to be held in Wigram Street must obtain approval of a Special Event Clearway from the Traffic Management Centre (TMC) of TfNSW with the application to be submitted at least three months in advance to allow for sufficient administration time. This resolution was in response to feedback received from both the TfNSW and Police representatives at the Parramatta Traffic Committee.

The Special Event Clearway is under the care and control of TMC of TfNSW. As such, Council has discussed this matter with TMC, and they have advised that they do not have sufficient resources and will not be approving a special event clearway for this event. Furthermore, they have suggested that the Police explore alternative means of clearing parking vehicles using their existing powers.

It is to be noted that Special Event Clearway restrictions were not installed during previous road closures in Harris Park. During those events, the event area was cleared of vehicles by allowing event organisers to remove on street parking spaces using barricades from 3pm on the previous day of the event. As such, it is proposed to implement similar strategy for this event, involving removal of on street parking from the event area from 3pm on 12 April 2024.

#### Classification of the Harris Park Harvest Festival Event

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 event 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.

A copy of the submitted SETMP with relevant attachments is attached to the report.

#### Approvals

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

In accordance with the Transport for NSW Guide to Traffic and Transport Management for Special Event, the Special Event Transport Management Plan is to be approved prior to the event.

#### Community Notification

Harris Park Harvest Festival Event is to be held on Saturday, 13 April 2024 by Little India Australia. The Event Organiser is required to undertake community notification of the road

closures in the following form:

- Notification to local residents and businesses via letter box drop at least 28 days prior to the event and a proof of the notifications is to be submitted to Council prior to the event.
- Notification to motorists via two portable VMS boards in Wigram Street (one at Una Street facing southbound motorists and the other one at Marion Street facing northbound motorists) for at least 7 days prior to the event.

### **FINANCIAL IMPLICATIONS**

The proposed Harvest Festival Event in Wigram Street, Harris Park on 13 April 2024 is to be delivered by Little India Australia at no cost to Council. Therefore, this matter has no direct financial impact upon Council's budget.



Zulfiqar Ali  
**Traffic and Transport Engineer**  
7/02/2024

**Attachments** – 1. Traffic related Conditions  
2. Special Event Traffic Management Plan for 13 April 2024

**Attachment 1: TRAFFIC RELATED CONDITIONS FOR HARVEST FESTIVAL EVENTS  
2024**

**Prior to the event:**

1. In accordance with the Transport for NSW Guide to Traffic and Transport Management for Special Events, the Event Organiser is to submit a signed and completed 'Special Event Transport Management Plan Template' form (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 notify the details of the event to the NSW Police, NSW Ambulance Services, NSW Fire Brigade / Rural Fire Service and SES at least at least 28 days prior to the event; a copy of the correspondence be submitted to Council.
5. The Event Organiser is to directly notify relevant bus companies, tourist bus operators and taxi companies operating in the area and all the residences and businesses affected by the proposed event at least at least 28 days prior to the event. A proof of the notification to be submitted to Council prior to the event.
6. The Event Organiser is to assess the risk and addressing the suitability of the entire route as part of the risk assessment considering the possible risks for all participants traveling on winding, narrow, uneven gravel roads with steep roadside embankments and sharp bends; this assessment should be carried out by visual inspection of the route/site by the Event Organiser prior to preparing the TMP and prior to the event.
7. The Event Organiser is to carry out an overall risk assessment for the whole event to identify and assess the potential risks to spectators, participants and road users during the event and design and implement a risk elimination or reduction plan in accordance with the Work Health and Safety Act 2011; (information for Event Organisers about managing risk is available on the NSW Sport and Recreation's web site at <http://www.dsr.nsw.gov.au>). Note that the safety of all road users and personnel on or affected by the event is the responsibility of the Event Organiser.

**During the event:**

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

**After the event:**

11. All roads and 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

## Traffic Management Plan (TMP)

Harvest Festival, Wigram Street, Harris Park, NSW  
Class 2 Event

Prepared by: RD Traffic Control

30/01/24

Alpesh Prajapati  
Licence TCT0003514

## Traffic Management Plan

Event Organiser: Little India Australia

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



## Revision Record

Issue No.	Author	Reviewed/Approved	Description	Date
1.	Alpesh Prajapati	Alpesh	Rev 01	13/12/23
2.	Alpesh Prajapati	Alpesh	Rev 02	30/01/24
3.			Rev 03	
4.			Rev 04	
5.			Rev 05	
6.			Rev 06	

## 1. EVENT DETAILS

### 1.1. Event summary

Event Name: **Harris Park Harvest Festival 2024**

Event Date: Saturday 13<sup>th</sup> April 2024.

Event Start Time: 12:00 hours

Event Finish Time: 21:30 hours

Event Bump in: Saturday 13<sup>th</sup> April 05:00 hours

Event bump out: Saturday 13<sup>th</sup> April 23:30 hours

Event is: **Community Festival**

Expected Attendance: 5,000+

### 1.2. Contact Names

Name	Position	Phone	Email
Monique Annette	Event Management	0410 660 060	monique@amaconnect.com.au
Gurmeet Tuli	Event Coordinator	0451 141 999	harrisparkbizz@gmail.com
Michelle Carter	City of Parramatta Council: Event & festival manager	0447 680 014	<a href="mailto:mcarter1@cityofparramatta.nsw.gov.au">mcarter1@cityofparramatta.nsw.gov.au</a>
Tim	Cumberland Pac		TBA
Alpesh Prajapati	Traffic Control: Coordinator	0423 727 063	admin@rdfacilitiesmanagement.com.au

### 1.3. Description of the event

Little India Australia is bringing the Harvest Festival 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 Harvest Festival, will be a colourful and exciting celebration for people to experience India's rich culture and cuisine.

### 1.4. Controlled Entry

Controlled entry is to be in place around the stage/sitting area, pedestrian safety barriers are to be in place at both ends of this area as shown in the attached TGS on page 22 of the TMP.

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

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

## 2. TRAFFIC AND TRANSPORT MANAGEMENT

### 2.1. The Location

The Event will be held within a closed section of Wigram Street between Ada Street and Marion Street, Harris Park, with an expected attendance of 5000+ attendees at any one time. This section of Wigram Street will be closed to vehicular traffic, access will remain for a section between Ada Street & Una Street for Fire Brigade & event vehicles, with additional traffic control to move on persons that may be loitering within the fire station access ways.



### 2.2. Parking

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

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

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

- Wilson Parking - 30 Cowper Street

[https://www.wilsonparking.com.au/park/2207\\_30-Cowper-St-Car-Park\\_30-Cowper-Street-Parramatta](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

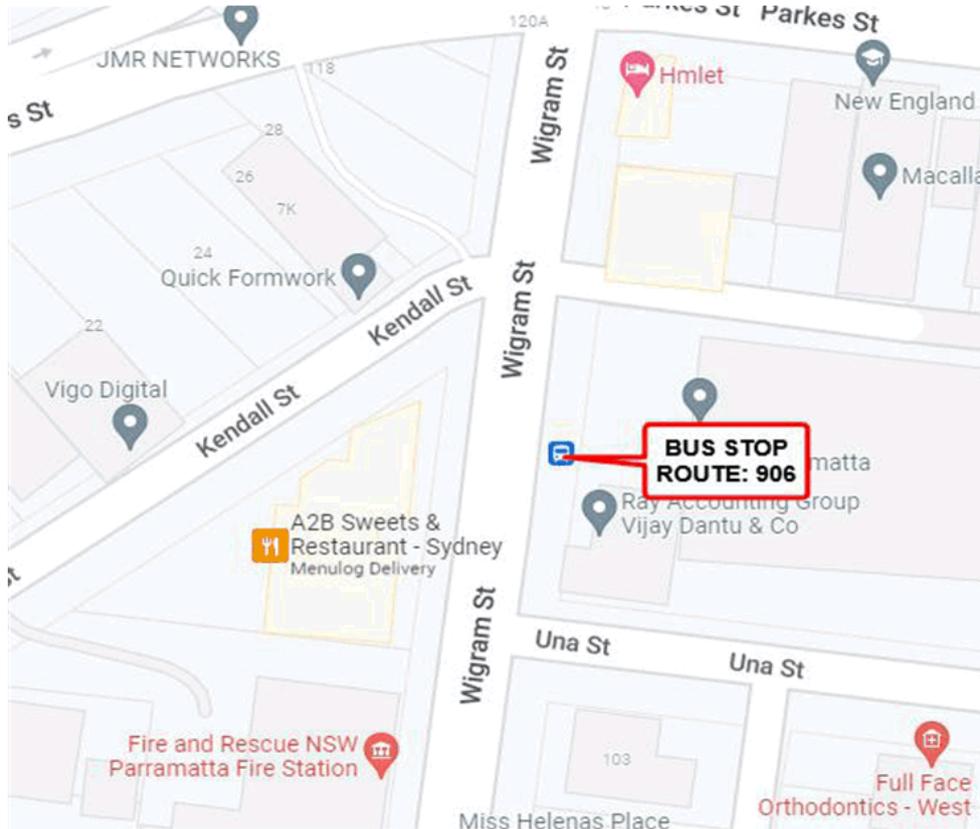
Bus route 906 operates on Wigram Street & Una Street between Fairfield and Parramatta. There are 2 stops near the northern end of the event site on Wigram Street. This service will run to a normal timetable.

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:

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

### 2.3. Bus Stop – Route 906



### 2.4. Sydney Trains

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

For public transport timetables and planning visit:

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

### 2.5. Parked Cars within the Event Site

Police and Council will approve No Stopping parking restrictions at the event area to allow for vehicles to be towed away if they are parked within the area, traffic control is to be in place from 3pm on Friday 12<sup>th</sup> April to place barricades in parking spaces, no vehicles will be permitted to park in this area until the road is reopened at midnight, 12am on Saturday 13<sup>th</sup> April, the posting of the No Stopping signs will enable the towing away of any vehicles still within the site prior to the commencement of the event.

### 2.6. Crowd Control Measures

Crowd control measures for ingress & egress to from the event are to be in place at Una Street & Marion Street, access to the event will not be available from Ada Street or Bilius Lane.

Crowd control barriers are to be used to create the entry & exit points at both locations with a count to be taken & communicated via 2-way radio when the maximum capacity is reached, at this point access is to be stopped using the barriers, access will then be managed as follows, if 20 people leave then 20 will be given access. Crowd control measures will be overseen by authorised wardens/marshals/traffic control (see plan on page 22).

### 2.6.1 Crowd Management Plan

To ensure a controlled & secure movement of visitors at the event, the crowd management plan will be executed to control the access crowd:

1. Little India Australia will use the user pay police system & have a presence of 2 police officers from 6pm to 10pm.
2. High visibility vest security personnel will be strategically positioned to oversee visitor accountability & once the event reaches its maximum capacity, our security personnel will temporarily restrict access to ne attendees.
3. The isolation of specific event areas (VIP & sitting area) will be maintained through the strategic placement of barricades & supervised by high visibility security personnel.

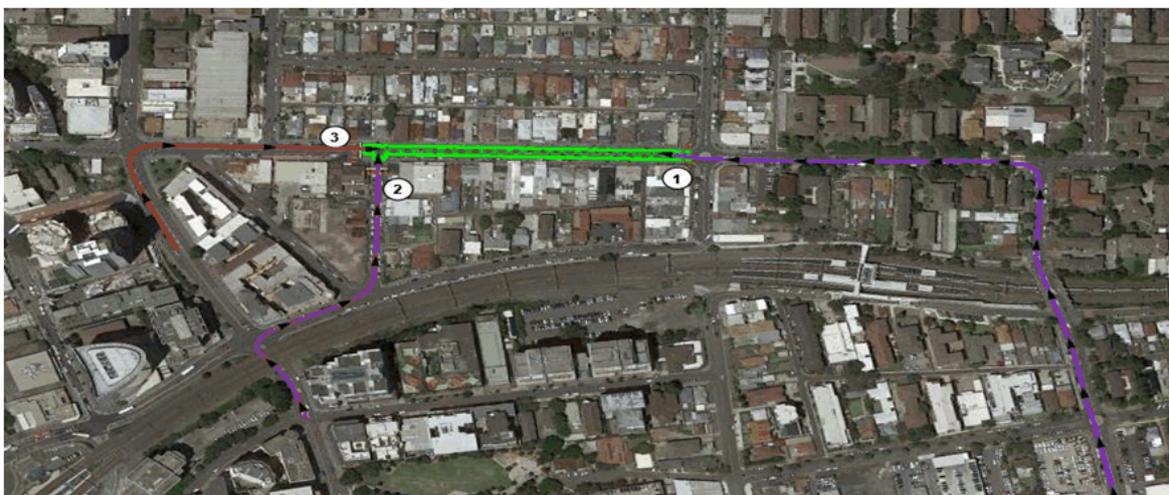
In the event of any concerns or issues arising at the site, our designated event manager, who will be present on site, will promptly address & try to resolve it.

### 2.7. Medium Rigid Vehicle Mitigation plan

Medium Rigid Vehicles are to be used for mitigating hostile vehicles from the event site, medium Rigid vehicles will be positioned at the following locations during the event:

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

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



## 2.8. Traffic management requirements unique to this event

RD Traffic Controllers will close Wigram Street between Una Street & Marion Street for the event. Access to the fire station on Wigram Street will remain, there will be no access to Ada Street from Wigram Street. This closure will be in place between 5:00am on 13<sup>th</sup> April 2024 till 11.30pm on Saturday 13<sup>th</sup> April 2024.

From 3pm Friday 12<sup>th</sup> April 2024, the team will be out on Wigram Street putting out barriers to block out cars vacating the spot(s). From 5.00am Saturday 13<sup>th</sup> April 2024; Traffic closure will commence.

Registrations for any remaining vehicles left at 9am will be collated and passed onto Senior Leading Constable (at the time), who will assist us in contacting the owners of the said vehicle(s), or organising for vehicles to be towed.

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

Communication around No parking on event day will be made to businesses in Harris Park via Little India Australia.

No buses will need to be diverted for the event.

**(Refer TGS RDT0029A on page 21)**

## 2.9. Traffic Control

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

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

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

## 2.10. Heavy Vehicle impacts

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

## 2.11. Special Event Clearways

An authorised Special Event Clearway is required to be in place for the duration of this event on Wigram Street. Little India Australia will install signs along Wigram Street, Harris Park, with the following wording; 'Harvest Festival No Parking 3pm on Fri 12 April – 12am on Sat 13 April.

## 2.12. Cleaning

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

## 2.13. Road Occupancy Licence

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

# 3. RISK MANAGEMENT - TRAFFIC

## 3.1. Occupational Health & Safety – Traffic Control

Little India Australia are the Risk Managers for their individual event operations. It is Little India Australia policy to treat identified hazards by endeavouring to prevent or eliminate health and safety risk where it is in their reasonable authority, to endeavour to minimise the likelihood of risks occurring when outside their authority and when risks occur to minimise the consequence of the risk activity. Any risk treatment measure implemented by Little India Australia will be consistent with their obligations in accordance with the 2011 WHS Regulations and/ or AS/NZS ISO 31000:2009 Risk Management-Principles and guidelines.

## Traffic Management Plan

Little India Australia, by the nature of the event operations has accepted the uncontrollable risks such as weather, environment and crowd behaviour and will implement treatment programs to mitigate risk. Their role is to ensure the risk is transferred from the organisers to the expert contractors. The transfer needs to be formalised by way of contracts and key performance indicators.

Little India Australia needs to ensure that the staff/contractors have contemporary knowledge in their field and apply current safety regulations including J.S.A's and S.W.M.S's.

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

**(Also Refer Annex 1)**

### 3.2. Public Liability Insurance

Refer Annex 2

### 3.3. Vehicle Mitigation

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

This information is to remain confidential.

### 3.4. Police

Cumberland PAC will be notified of the event and a Public Assembly Form submitted to Police by Little India Australia.

### 3.5. NSW Ambulance and Fire and Rescue NSW

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

### 3.6. Risk & Contingency Plans

Little India Australia have compiled Risk Assessments and Site-Specific Safety Plans for the event that is not included in this Transport Management Plan.

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

## Traffic Management Plan

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.
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.

## Traffic Management Plan

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/motorists will be notified of the event through:

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

Dear Residents/motorists,

### **Road Closure of Wigram Street, between Marian Street & Una Street** **Harris Park**

Little India Australia will be holding the Harvest Festival on Saturday 13<sup>th</sup> April 2024. Traffic control will be onsite from 5.00am to manage the road closures which will be in place until 11.30pm. We ask that any residents with vehicles that need to be moved from the event area to please relocate your vehicles before 3.00pm on Friday 12<sup>th</sup> April 2024 as once the road is closed there will be no access, vehicles within the event area will be towed at the owner's expense...

#### **PLEASE TAKE NOTE OF THE FOLLOWING IMPORTANT DETAILS**

Full Road Closure: **Saturday 13<sup>th</sup> April 2024**

Affected Road: **Wigram Street, Harris Park, between Marian Street & Una Street**

Full Road Closure: **5.00am through to 11.30pm**

**Traffic control will be onsite managing traffic from 5:00am**

We aim to maintain a safe and clean environment during the event. Should a safety issue or concern arise, please don't hesitate to contact our Representative on the number listed below.

**Alpesh | Mobile: 0423 727 063**

**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 8<sup>th</sup> April – 1am on Saturday 13<sup>th</sup> April 2024**

Screen 1



Screen 2



**1am - midnight Saturday 13<sup>th</sup> April 2024**

Screen 1



Screen 2



**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*

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## 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.

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## **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
<b>Separation</b>			
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?			
<b>Vehicle routes</b>			
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?			
<b>Pedestrian routes</b>			
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
<b>Vehicle movement</b>			
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?			
<b>Signs</b>			
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?			
<b>Warning devices</b>			
Are flashing lights, sensors and reversing alarms installed on powered mobile plant?			
<b>Information, training and supervision</b>			
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?			
<b>Personal Protective Equipment</b>			
Is PPE like high visibility clothing provided and used where necessary?			
<b>Vehicle safety</b>			
Have vehicles and powered mobile plant been selected which are suitable for the tasks to be done?			
Do vehicles have direct visibility or devices for improving vision like external and side mirrors and reversing sensors?			

Traffic Management Plan

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

## Traffic Management Plan

ANNEX 2

## PUBLIC LIABILITY INSURANCE

The Barn Underwriting Agency  
43 George Street  
The Rocks NSW 2000

W: thebarnagency.co  
P: 1300 902 210



CERTIFICATE OF CURRENCY		Policy Number: BARNSTPL220140
<b>Insured</b>	RD Cleaning Professional Pty Ltd Tas R D Facilities Management	
<b>The Business</b>	Cleaning Contractor residential, commercial, strata, government buildings, schools, pubs, parks, gardening services, pest control and traffic management services and all ancillary activities thereto	
<b>Period of Insurance</b>	31/08/23 to 31/08/24 At 4pm Local Time	
<b>Policy Wording</b>	The Barn Specialty Trades Liability Insurance Policy GL2021.9	
<b>Underwriter</b>	Certain Underwriters at Lloyd's under Agreement No. B613322L0030000TB	
<b>Limit of Indemnity</b>		
<b>Public Liability</b>	\$20,000,000	any one occurrence
<b>Products Liability</b>	\$20,000,000	any one occurrence and in the aggregate for all Injury damage occurring during the period of insurance
<b>Standard Excess</b>	\$2,500	each and every occurrence (inclusive of costs and expenses)
<b>Special Excesses</b>	\$50,000 in respect of Injury to Contractors, Sub-Contractors & Labour Hire Personnel	

Date: August 18, 2023

David Porteous  
Managing Director  
The Barn Underwriting Agency  
Trading as a Business Name of Market Lane Insurance Group Pty Ltd  
ABN 64 625 224 642 - AFSL 509709

Coverholder at **LLOYDS**

**Market Lane.**  
INSURANCE GROUP

Signed for and on behalf of Certain Underwriters at Lloyd's under Agreement No. B613322L0030000TB

## TRAFFIC MANAGEMENT INDEMNITY INSURANCE



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

## Certificate of Currency

### Professional Indemnity

**This Certificate:**

- is issued for informational purposes only, it does not form part of the Policy terms and conditions
- does not amend, extend or alter the coverage afforded by the policy listed;
- is only a summary of the cover provided. For full particulars, reference must be made to the current policy wording & schedule;
- In the case of inconsistency between this Certificate and the Policy Schedule, the Policy Schedule shall prevail.
- is current only at the date of issue.

Name Of Insured	RD Cleaning Professionals Pty Ltd T/as RD Traffic Managment (ABN: 30141909033)
Occupation/Professional Services	Consultancy Occupations
Policy Number	LPS016832716-19888
Insurance Period	4.00pm Local Standard Time on 31 Aug 2023 to 4.00pm Local Standard Time on 31 Aug 2024
Limit of Indemnity	Professional Indemnity: AUD\$10,000,000
Excess	Professional Indemnity: AUD\$0 each and every claim.
Retroactive Date	Unlimited
Insurer/Underwriter	AAI Limited ABN 48 005 297 807 trading as VERO Insurance
Signature	
Name of Signatory	Michael Gottlieb (BizCover for Brokers)
Capacity/Title	Director
Date of Issue	22 Aug 2023

**Please note**

- This Certificate is issued subject to the policy's terms and conditions and by reference to the insured's declaration. The information set out in this Certificate is accurate as at the date of signature and there is no obligation imposed on the signatory to advise of any alterations.
- The issue of this Certificate imparts no obligation on the insurer to notify any party relying on it should the policy later be cancelled or altered for any reason.
- This Certificate is issued as a matter of information only and confers no rights upon the certificate holder.

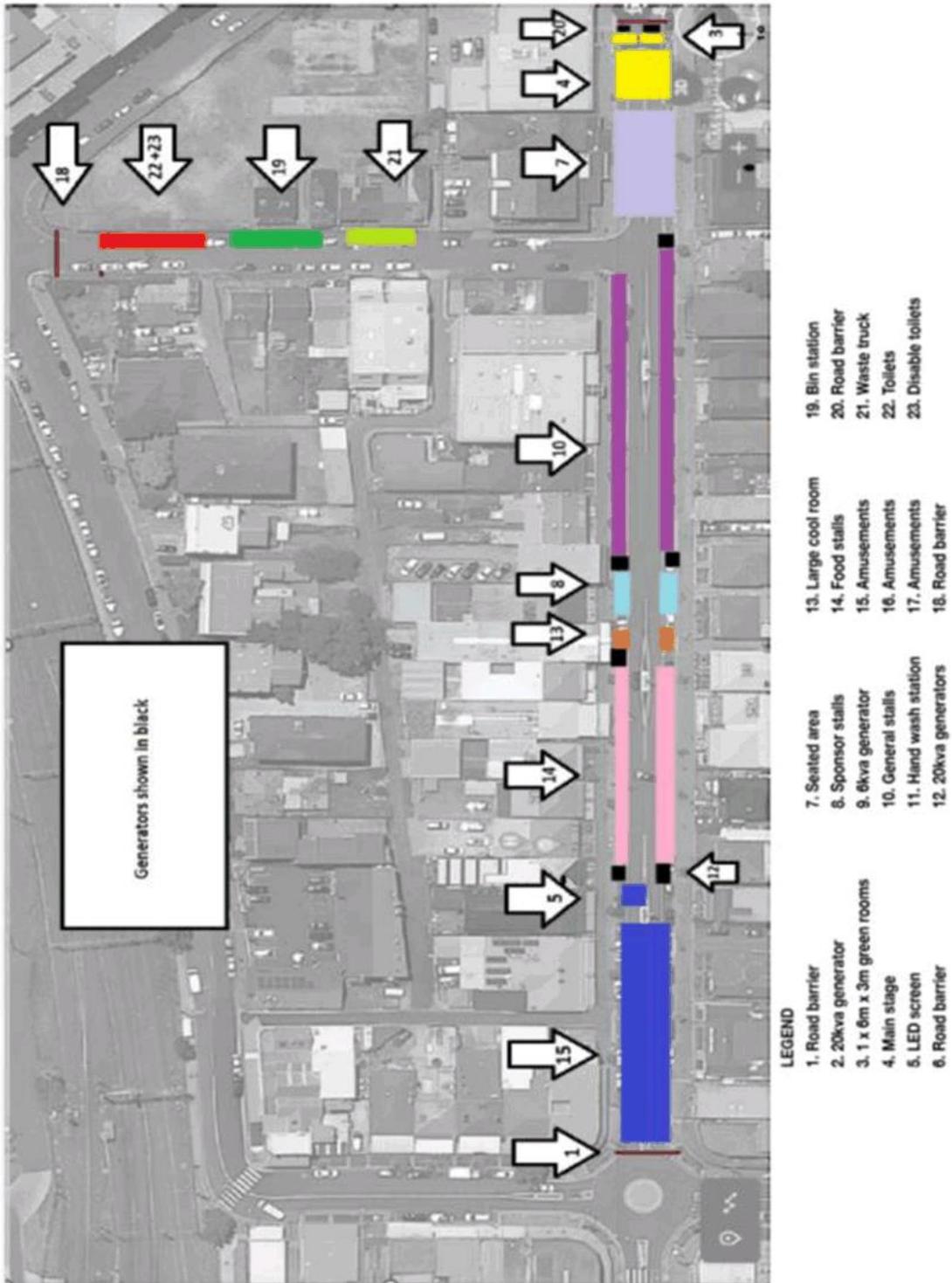
BizCover for Brokers is a business name of BizCover Pty Ltd (ABN 68 127 707 975; AFSL 501769) which acts under a binding authority given by the insurer to issue the insurance.

**Mail to:** Level 2, 338 Pitt Street, Sydney 2000 **T:** 1300 295 262 (1300 BIZCOVER) **E:** broker@bizcoverforbrokers.com.au

Traffic Management Plan

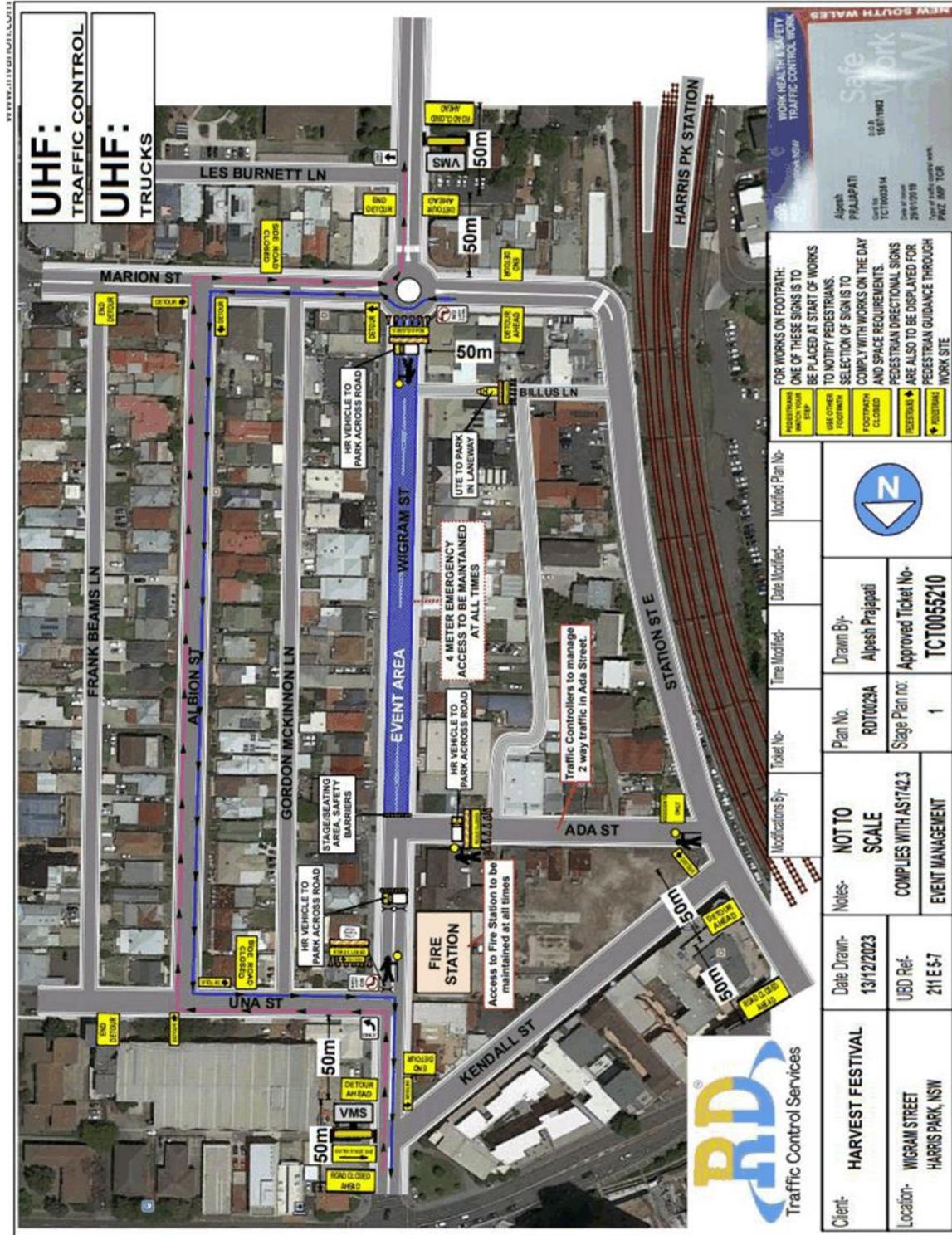
ANNEX 3

SITE PLAN



### 9. Traffic Control Plans

TCP 01 Wigram Street, Una Street & Marion St, HARRIS PARK





 <p><b>RD</b> TRAFFIC MANAGEMENT SERVICES</p>		<p><b>RD Cleaning Professionals Pty Ltd</b>                  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</p>
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**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.	

 <b>TRAFFIC MANAGEMENT SERVICES</b>		<b>RD Cleaning Professionals Pty Ltd</b> 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
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### 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.	Description	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"/>	
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"/>	
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"/>	
5.	Has consideration been given to traffic volumes expected?	<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"/>	
10.	Has the time of day been adequately considered (i.e. night work, sun etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Are there any contradictory signs or markings that may cause confusion	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Has provision been made for emergency vehicles (Maintained 3m wide path)	<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)



**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):

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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: \_\_\_\_\_

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.

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

<b>ITEM NO:</b>	2402 A2
<b>SUBJECT:</b>	Sandringham Drive at Barons Avenue, Carlingford – Installation of a part-time 'No Entry' restriction
<b>APPLICANT:</b>	City of Parramatta Council
<b>REPORT OF:</b>	Traffic and Transport Engineer
<b>WARD:</b>	North Rocks
<b>SED:</b>	Epping

Purpose

This report seeks approval for the installation of a part-time 'No Entry 3pm-4pm School Days' restriction with associated 'All Traffic Left Turn Only 3pm-4pm School Days' and 'All Traffic Right Turn Only 3pm-4pm School Days' signage in Sandringham Drive at Barons Avenue, Carlingford. The purpose of this proposal is to reduce congestion without removing on-street parking in Sandringham Drive between Barons Avenue and Felton Road, Carlingford.

**OFFICER'S RECOMMENDATIONS:**

That a part-time 'No Entry 3pm -4pm School Days' restriction with associated 'All Traffic Left Turn Only 3pm-4pm School Days' and 'All Traffic Right Turn Only 3pm-4pm School Days' signage be installed in Sandringham Drive at Barons Avenue, Carlingford as shown in Figure 3 of this report.

Background

Sandringham Drive between Barons Avenue and Felton Road is approximately 7.6m wide and 230m long. This street is within 50m walking distance of Carlingford West Public School and provides parking on both sides of the street (refer to aerial view in Figure 1 and street view in Figure 2).

Due to the close proximity of the road to the school, parents use the street to pick up their children during the afternoon which significantly reduces the availability of on-street parking and effectively limits the street to have one travel lane for two way traffic movements. Teachers and local residents also park in the street. As school peak hours are busy, having only one continuous travel lane available limited opportunities for vehicles to pass due to the saturation of parking spaces, congestion can occur in the street.

Accordingly, Council is proposing to install a 'No Entry 3pm-4pm School Days' restriction in Sandringham Drive east of Barons Avenue (refer to Figure 3). This will encourage traffic flow to only be in the westbound direction and reduce the conflict with on-coming vehicles.

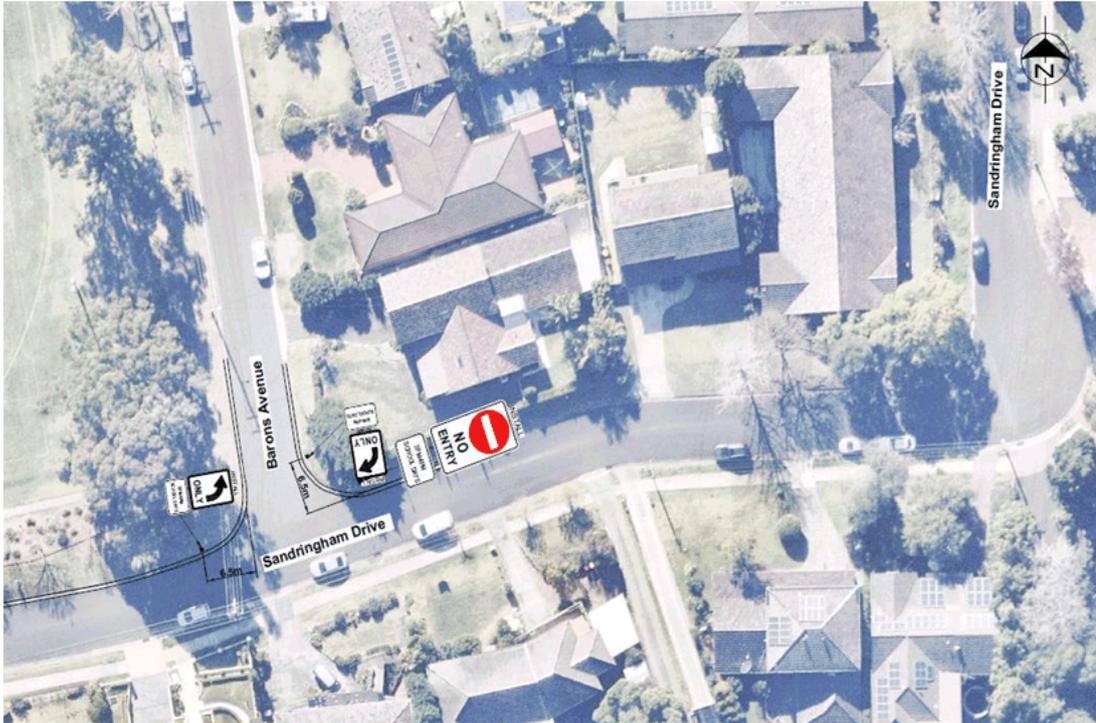


Figure 1: Location map of the area around the intersection of Sandringham Drive and Barons Ave, Carlingford (red arrows shows the detour route)



Figure 2: Street view of Sandringham Drive and Carlingford West Public School, Carlingford

An intersection count survey was undertaken in November 2023 at the intersection of Sandringham Drive and Barons Avenue. The data indicated that between 3pm and 4pm, 32 vehicles travelled in the eastbound and 23 in the westbound directions of Sandringham Drive (east of Barons Avenue). Of the 32 eastbound vehicles, 9 turned left from Barons Avenue. During site inspections, it was noted that many of these vehicles were related to the school community.



**Figure 3: Concept plan of the proposed part-time 'No Entry 3pm-4pm School Days' restriction with associated associated 'All Traffic Left Turn Only 3pm-4pm School Days' and 'All Traffic Right Turn Only 3pm-4pm School Days' signage in Sandringham Drive and Barons Avenue, Carlingford**

According to Transport for NSW crash data, there have been no recorded accidents in the 5-year period between July 2018 and June 2023 in Sandringham Drive between Westminster Avenue and Felton Road, Carlingford.

The proposed 'No Entry' restriction will have minimal effect on the surrounding areas, as motorists will be able to get to their destination via Barons Avenue and Felton Road through a minor detour (refer to red arrows in Figure 1 above). Furthermore, the restriction is only during the afternoon school peak hour which does not coincide with the peak volume of residents returning home from work.

#### Traffic Management Plan Approval

The installation of turning restrictions require approval of a Traffic Management Plan (TMP) from Transport for NSW (TfNSW). Accordingly, an approval has been obtained from TfNSW. A TMP has been submitted to TfNSW seeking approval for the proposed part-time 'No Entry 3pm-4pm School Days' restriction with associated 'All Traffic Left Turn Only 3pm-4pm School Days' and 'All Traffic Right Turn Only 3pm-4pm School Days' signage in Sandringham Drive at Barons Avenue, Carlingford (see attached).

#### Community Consultation

Consultation letters were sent to affected residents and businesses on 8 August 2023 seeking comments on the below three options.

- Option 1: Install 'No Entry; 3pm-4pm School Days' restriction in Sandringham Drive east of Barons Avenue, Carlingford (Refer to Figure 1 below). Note that in this option, the street will operate as a two-way street.

Option 2: Install 'One Way' (south and westbound) restriction in Sandringham Drive between Felton Road and Barons Avenue, Carlingford.

Option 3: No change to existing conditions

The consultation invited submissions by 12 September 2023 and involved the engagement channels listed below:

- City of Parramatta website (On-Exhibition page)
- Local Parramatta newspaper
  - Parra News (published 15 August 2023)
- Mailout to owners & occupiers
- On-site corflute signs

Council received 14 responses with seven supporting Option 1 (part time 'No Entry' restriction), three for Option 2 (full-time one-way restriction in the south and westbound directions) and two for Option 3 (no changes to existing travel conditions). The remaining two responses were neutral to the proposal and provided comments only.

The residents who objected to the proposal raised concerns regarding extra travel times that would require for them to access their residence by travelling through heavily congested Felton Road and Barons Avenue. It is to be noted that Council has recently installed part-time 'No Parking' restriction on the north side of Felton Road to allow queuing of vehicles on the kerb side parking lane. Furthermore, one of the respondents commented that this restriction has eased traffic congestion in the street (refer to the 6th row on the attached Table).

Some of the respondents also suggested installation of a part time 'No Parking' restriction on one side of the street instead to allow for two continuous travel lanes. It is to be noted that Council has recently installed a 20m long 'No Parking' 3pm- 4pm School Days' restriction on the east side of Sandringham Drive immediately south of Felton Road to provide more opportunities to pick up students. At this stage, it is not proposed to remove further parking from the street. It is envisaged that the proposed part time 'No Entry' restriction would improve traffic flow in Sandringham Drive

In light of the above, it is recommended that Council proceeds with the installation of 'No Entry' restriction in Sandringham Drive east of Barons Avenue, Carlingford.

## FINANCIAL IMPLICATIONS

The estimated cost of the proposed part-time 'No Entry 3pm-4pm School Days' restriction with associated 'All Traffic Left Turn Only 3pm-4pm' and 'All Traffic Right Turn Only 3pm-4pm' signage in Sandringham Drive at Barons Avenue, Carlingford is \$1600. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2023/24.



Zulfiqar Ali  
**Traffic and Transport Engineer**  
15/02/2024

**Attachments –**

1. Public Consultation Comment
2. Sketch Plan of No Entry restriction in Sandringham Drive at Barons Ave
3. TMP Approval from TfNSW

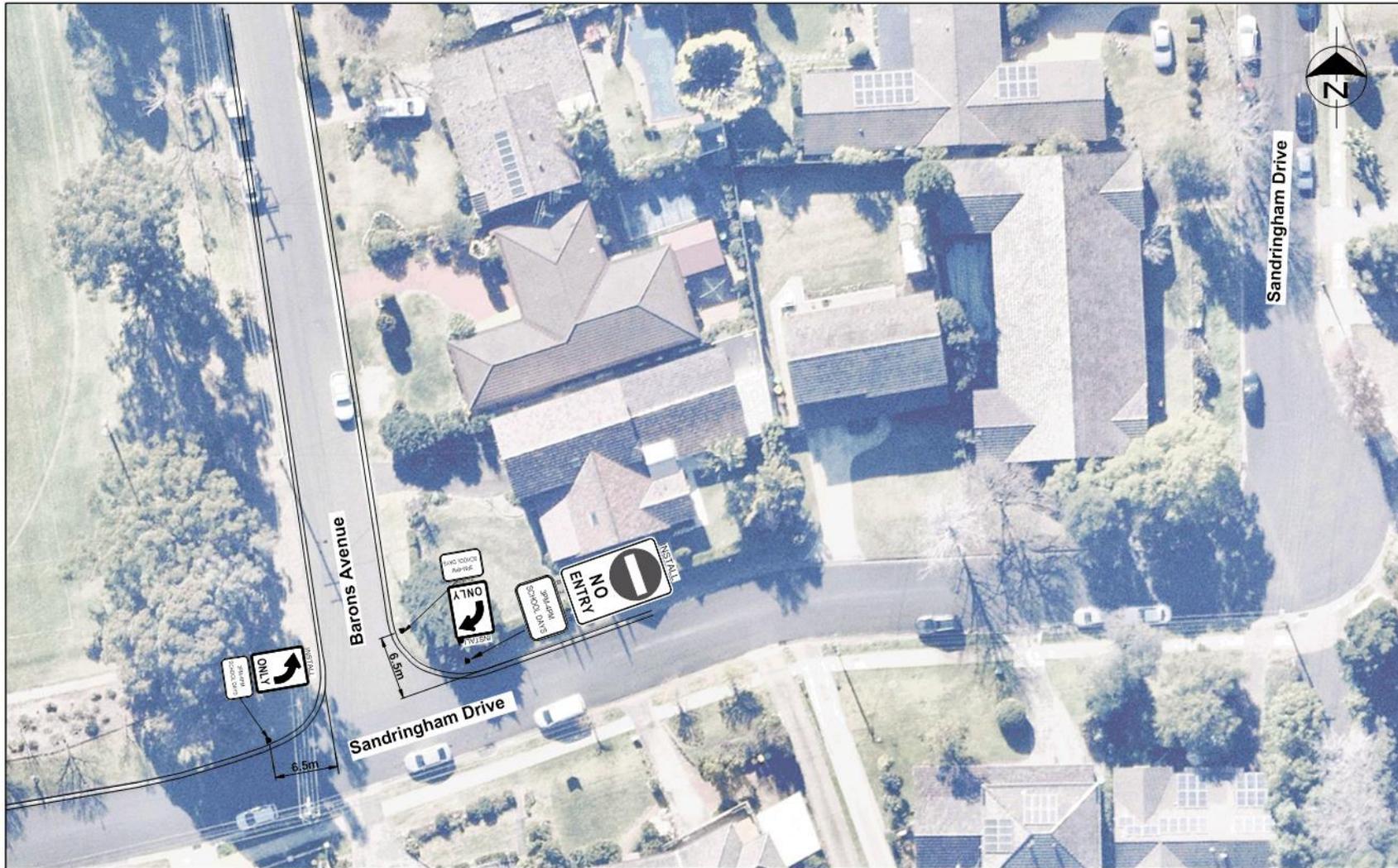
## Attachment 1: Public Consultation Comments and Council Officer's Response

Date	Stakeholder	Stakeholder Comment	Council Officer Response
11/08/2023	Resident (D09093431)	Supported Option 2- One Way restriction	
11/08/2023	Resident (D09093433)	Supported Option 1 – No Entry restriction	
11/08/2023	Resident (D09093462)	Supported Option 2 – One Way restriction	
13/08/2023	Resident (D09093430)	Supported Option 1 – No Entry restriction	
17/08/2023	Resident (D09099158)	Supported Option 1 – No Entry restriction	
17/08/2023	Resident (D09102207)	Supported Option 3 – No Changes Required  The resident advised that the recent changes in Felton Road west by installing 'No Parking 2:30pm-4pm School Days' restriction have improved traffic flow in Felton Road and therefore further restrictions are not required. Furthermore, the proposed restrictions would be inconvenient for residents.	Noted
18/08/2023	Resident (D09102215) (D0910225)	The resident did not choose any option and commented that the proposed options will not address the root cause of the problem, which is lack of onsite parking at school for its teachers and staff. The resident suggested installation of 'No Parking 2pm -4pm School Days' restriction in Sandringham Drive to alleviate traffic congestion in the street.	Council has recently installed a 20m long 'No Parking' 3pm- 4pm School Days' restriction on the east side of Sandringham Drive immediately south of Felton Road to improve turning movements and passing opportunity close to the intersection. At this stage, it is not proposed to remove further parking from the street. It is envisaged that the proposed part time 'No Entry'

			restriction would improve traffic flow in Sandringham Drive.
22/08/2023	Resident (D09106534)	The resident did not choose any option and raised concerns about traffic congestions in Felton Road and Barons Avenue during afternoon school peak period and the delays they experience to access their residence.	To address traffic congestion, Council has recently installed part-time 'No Parking' restriction on the north side of Felton Road to allow queuing of vehicles on the kerb side parking lane.
23/08/2023	Resident (D09106612)	Supports Option 1 – No Entry restriction  The resident, however, questioned about the effectiveness of this option as the street remains 2-way. The resident suggested installation of 'No Parking 3pm – 4pm School Days' restriction on one side of the street,	The proposed 'No Entry' restriction would reduce number of vehicles travelling in the east- and northbound directions in Sandringham Drive and thereby improve traffic flow in the street. It is to be noted that Council has installed a 20m long 'No Parking' 3pm- 4pm School Days' restriction on the east side of Sandringham Drive immediately south of Felton Road to improve turning movements and passing opportunity close to the intersection. At this stage, it is not proposed to remove further parking from the street.
26/08/2023	Resident (D09110121)	Supported Option 2 - One Way restriction	
02/09/202	Resident (D09118640)	Supported Option 1 – No Entry restriction  The resident also suggested installation of below facilities in the street:  – parking restrictions on both sides of Sandringham Drive.	– Council has recently installed a 20m long 'No

		<ul style="list-style-type: none"> <li>- 40km/h speed limit pavement patches on Felton Road and Sandringham Drive.</li> <li>- 45° angle parking outside the oval in Felton Road.</li> </ul>	<p>Parking' 3pm- 4pm School Days' restriction on the east side of Sandringham Drive immediately south of Felton Road to improve turning movements and passing opportunity close to the intersection. At this stage, it is not proposed to remove further parking from the street. It is envisaged that the proposed part time 'No Entry' restriction would improve traffic flow in Sandringham Drive.</p> <ul style="list-style-type: none"> <li>- There are 40km/h yellow pavement patches in Felton Road and Sandringham Drive within School Zone area. Further patches are not required.</li> <li>- This is outside the scope of this proposal.</li> </ul>
10/09/202	Resident (D09131359)	<p>Supported Option 1 – No Entry restriction</p> <p>The resident also requested installation of parking restriction on one side of Sandringham Drive during morning and afternoon school peak hours.</p>	<p>Council has installed a 20m long 'No Parking' 3pm- 4pm School Days' restriction on the east side of Sandringham Drive immediately south of Felton Road to improve turning movements and passing opportunity close to the intersection. At this stage, it is not proposed to remove further parking from the street. It is envisaged</p>

			that the proposed part time 'No Entry' restriction would improve traffic flow in Sandringham Drive.
11/09/2023	Resident (D09131879)	<p>Supported Option 3 – No Changes Required</p> <p>The resident noted that traffic congestions for a short period of time (9:00am-9:30am and 3:00pm – 4:00pm). The proposed Option 2 - full time one-way restriction would be very inconvenient for residents and therefore not supported.</p> <p>The resident also raised concerns on traffic congestions in Felton Road and other streets on the north side.</p>	<p>Noted</p> <p>Council has recently installed part-time 'No Parking' restriction on the north side of Felton Road to allow queuing of vehicles on the kerb side parking lane.</p>
12/09/2023	Resident (D09134078)	<p>Supported Option 1- No Entry</p> <p>The resident also raised concerns regarding illegal parking across driveways during school days and requested installation of 'No Parking 3pm-4pm School Days' restriction to alleviate this issue.</p>	<p>Councill's Community Safety Officers (CSOs) generally patrol all streets in the vicinity of Carlingford West Public School during morning and afternoon school peak periods. As a result of this request, CSOs will be reminded to enforce illegal parking across driveways in Sandringham Drive.</p>



DATE	AMENDMENT	INIT.	NOTES	SCALE	N.T.S.	CITY OF PARRAMATTA COUNCIL	STD DWG
			ALL SIGN POSTING TO BE IN ACCORDANCE WITH AS 1742	DESIGNED	QW		TRAFFIC AND TRANSPORT SERVICES
			ALL DIMENSIONS ARE IN METRES	DRAWN	31/01/2024	SANDRINGHAM DRIVE	
			CAUTION: SERVICES TO BE LOCATED PRIOR TO EXCAVATION	CHECKED			
				APPROVED			



Transport  
for NSW

# Traffic Management Plan

## Proposed 'No Entry 3pm to 4pm School Days' restrictions on Sandringham Drive at Barons Avenue, Carlingford

### Introduction

City of Parramatta Council has submitted a Traffic Management Plan (TMP) in accordance with the *Transport for NSW Procedures for Use in the Preparation of a Traffic Management Plan*. Council is proposing to install part-time 'No Entry' restrictions on Sandringham Drive at Barons Avenue, Carlingford during the afternoon school peak hour.

### Details

City of Parramatta Council is proposing to install 'No Entry 3pm to 4pm School Days' restrictions on Sandringham Drive to prohibit eastbound access, between Barons Avenue and Felton Road. An 'All Traffic Left Only' restriction on Sandringham Drive and 'All Traffic Right Only' restriction on Barons Avenue is proposed during the afternoon school peak hour to reinforce the associated traffic changes.

Sandringham Drive between Barons Avenue and Felton Road is approximately 7.6m wide and 230m long. This local road is within 50 metres walking distance of Carlingford West Public School and parking is unrestricted on both sides of the road. Motorists are generally able to give way to oncoming traffic by safely weaving in between parked vehicles and in driveways. However, during afternoon school peak hours, demand for parking increases and the carriageway width is effectively narrowed to only a single travel lane for two-way traffic movement. As a result, there has been increased congestion through this section of Sandringham Drive and on surrounding streets.

The proposed restrictions are intended to improve safety and ameliorate local traffic congestion on Sandringham Drive and surrounding streets during the afternoon school peak hour without the removal of on-street parking.

Motorists affected by the proposed 'No Entry' restrictions will be required to proceed with the new alternate route to access Sandringham Drive via Barons Avenue and Felton Road. Residents of Sandringham Drive will be affected by the restrictions for one (1) hour in the afternoon school peak hour during school days which will result in increased travel distance and time. The maximum detour length of 480m would be for the resident of 15 Sandringham Drive. It is envisaged that the reassigned traffic due to this proposal will have a positive effect on the surrounding road network by enabling a continuous traffic flow to proceed through this section of Sandringham Drive.

The proposed changes will have no impact on pedestrians or public transport. Like other motorists, emergency vehicles, heavy vehicles, and cyclists will need to use the alternate route as necessary. The new restrictions are not expected to have significant impact on adjoining Council areas and on existing and future developments in the area.

### Community Consultation

Community consultation was undertaken by City of Parramatta Council in August 2023 with affected residents and businesses. The consultation invited comments on three options and involved engagement through advertisement on City of Parramatta website (On-Exhibition page), local newspaper (Parra News), on-site corflute signs and a mailout to owners & occupiers.



Transport  
for NSW

# Traffic Management Plan

## Proposed 'No Entry 3pm to 4pm School Days' restrictions on Sandringham Drive at Barons Avenue, Carlingford

Council received fourteen (14) responses from affected residents and businesses on the proposal. Seven (7) supported Option 1 (part time 'No Entry' restriction), three (3) supported Option 2 (full-time one-way restriction in the south and westbound directions) and two (2) supported Option 3 (no changes to existing travel conditions). The remaining two (2) responses were not relevant to the proposal.

### Recommendation

The submission from City of Parramatta Council has satisfactorily addressed the necessary requirements of the TMP process and is **RECOMMENDED FOR CONCURRENCE**.

#### RECOMMENDED

23<sup>rd</sup> Jan 2024

Nazli Tzannes  
Senior Network & Safety Officer  
Network and Asset Management

#### CONCURRENCE

09/02/2024

Kshitij Shah  
Network and Safety Service Manager  
Network and Asset Management

#### APPROVAL

12/2/2024

Nicolas Kocoski  
Senior Manager Network & Safety Services  
Network and Asset Management



CITY OF PARRAMATTA COUNCIL

## Parramatta Traffic Committee Agenda Item

**ITEM NO:** 2402 A3  
**SUBJECT:** Burroway Road, Wentworth Point – Installation of a raised pedestrian crossing  
**APPLICANT:** City of Parramatta Council  
**REPORT OF:** Traffic and Transport Engineer  
**WARD:** Rosehill  
**SED:** Parramatta

### Purpose

This report seeks approval for the installation of a raised pedestrian crossing outside the new high school in Burroway Road east of Wentworth Place, Wentworth Point. The purpose of this proposal is to improve walking connectivity, amenity and safety and is a requirement of the conditions of consent for the State Significant Development of the high school.

### **OFFICER'S RECOMMENDATIONS:**

That Council approves the installation of a raised pedestrian crossing with associated signs and pavement markings be installed outside the new high school in Burroway Road east of Wentworth Place, Wentworth Point as shown on the plan attached to the report.

### Background

School Infrastructure NSW (SINSW) is constructing a new high school at 7 Burroway Road, Wentworth Point to cater for the growing population in the Wentworth Point, Sydney Olympic Park, Newington, Silverwater and Rhodes communities.

Condition D23 of the development consent for the State Significant Development (Ref. SSD 11802230) of the school states:

*D23. Prior to commencement of operation, school/pedestrian crossings must be installed at Burroway Road east of Wentworth Place and Footbridge Boulevard east of Wentworth place, in accordance with the relevant design standards and warrants to the satisfaction of the relevant road authority.*

The development consent also includes the below two conditions B25 and AN7 in relation to submitting plans to Council and obtaining relevant permits prior to the commencement of the construction works.

B25. Prior to the commencement of road and pedestrian infrastructure works to Burroway Road, the Applicant must submit plans and technical specifications to the satisfaction of the relevant roads authority and Council (including but not limited to landscaping, footpaths/pavement design, services, pedestrian crossing facilities on Burroway Road and Footbridge Boulevard, cross overs, drop-off/pick-up facilities).

AN7. All roads and traffic facilities must be designed to meet the requirements of Council or TfNSW (whichever is applicable). The necessary permits and approvals from the relevant road authority must be obtained prior to the commencement of road or pavement construction works.

Under the current delegations to Council, installation of a pedestrian crossing requires Council approval through the Parramatta Traffic Committee (PTC) process. As such, Roberts Co on behalf of SINSW has submitted plans to Council seeking approval for the construction of a raised pedestrian crossing outside the new high school in Burroway Road, Wentworth Point.

#### Location Details

Burroway Road, Wentworth Point is a 11.5m wide local road with a speed limit of 50km/h. This street provides a single travel lane in each direction and generally provides on street parking on both sides of the street.

The new high school is located on the north side of Burroway Road east of Wentworth Place. This section of Burroway Road is a no through road. The intersection of Burroway Road and Wentworth Place is controlled by a roundabout. To enhance the safety of the school community, the pedestrian crossing is proposed outside the school at the eastern leg of the roundabout (refer to Figure 1). This crossing is approximately 20m west of the school entrance (Figure 2).

The civil plan of the pedestrian crossing, and associated signs and pavement markings is shown in Figures 2 and 3 and also attached to the report. Note that the facility has been designed to accommodate the turning paths of 12.5m long Heavy Rigid Vehicle.

#### Community Consultation

Community consultation was undertaken for the proposed raised pedestrian crossing in Burroway Road east of Wentworth Place, Wentworth Point. The consultation invited submissions by 5 December 2023 and involved the engagement channels listed below:

- City of Parramatta website (On-Exhibition page)
- Mailout to owners & occupiers (through relevant building strata)
- Mailout to local businesses
- Mailout to Minister for Education and Early Learning
- Mailout to Transport for NSW
- On-site corflute signs

City of Parramatta Council has not received any submission on the proposal.



Figure 1: Site location at Burroway Road, Wentworth Point

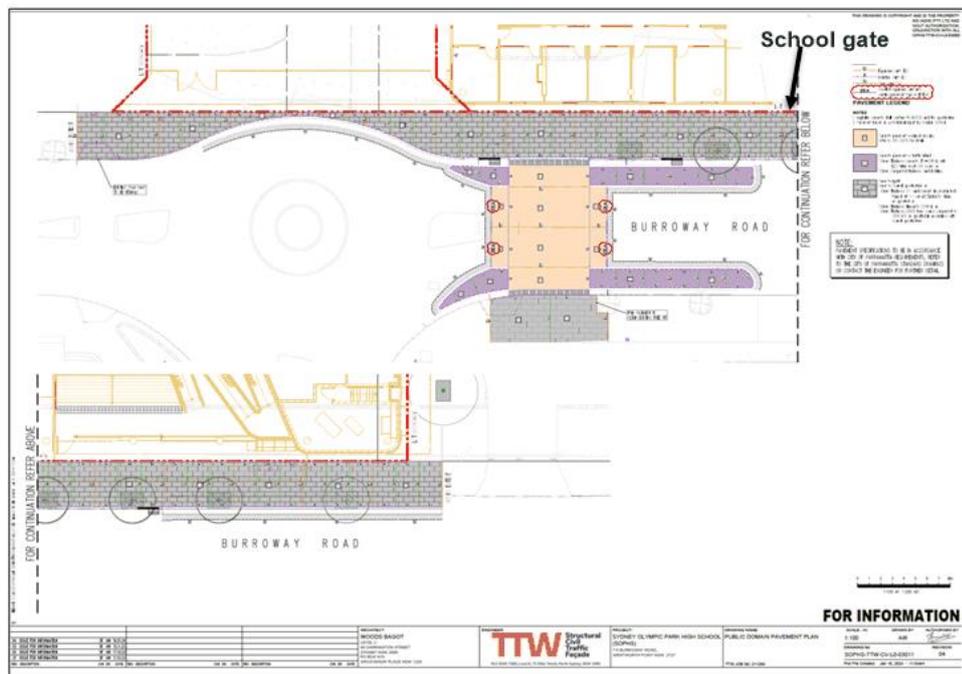
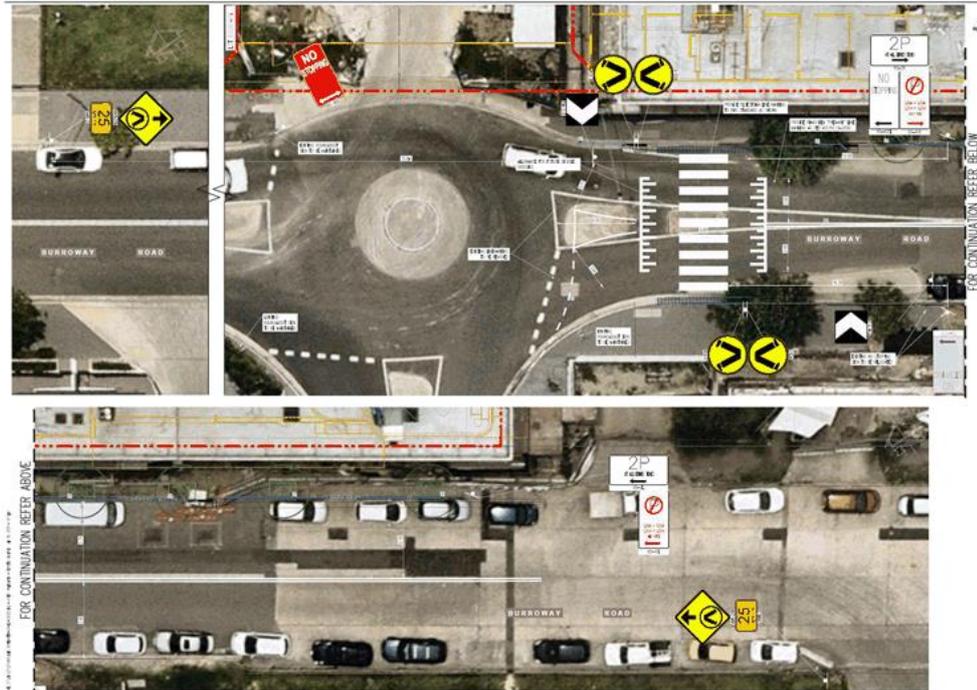


Figure 2: Plan showing the concrete works for the proposed raised pedestrian crossing in Burroway Road, Wentworth Point



**Figure 3: Plan showing the signs and pavement markings associated to the proposed raised pedestrian crossing in Burroway Road, Wentworth Point**

**FINANCIAL IMPLICATIONS**

The proposed raised pedestrian crossing is to be constructed by School Infrastructure NSW at no cost to Council. Therefore, this proposal has no direct financial impact on Council's budget.

Nathan McLauchlan  
**Traffic and Transport Engineer**  
 9/02/2024

- Attachments –**
- 1. Civil Plan
  - 2. Sign and Pavement Marking Plan
  - 3. Turning paths of HRV







26 June 2023

Nicky Choi  
 Roberts Co  
 Level 9, 60 Castlereagh Street  
 Sydney NSW 2000

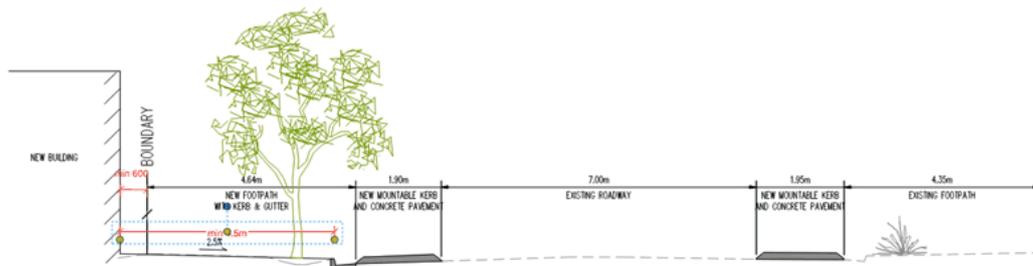
Dear Nicky

**RE: Wentworth Point new high school Public Domain Review**

I refer to SOPHS-TTW-CV-L0-03010. The purpose of this letter is to provide feedback on the design layout. Table 1 provides a review of the design layout. **Attachment 1** of this letter includes swept path assessments of key movements.

Roberts Co has also provided the following cross section for the section of Burroway Road (Figure 1).

Figure 1 Cross section of Burroway Road



Source: Roberts Co

The City of Parramatta Public Domain Guide specifies the 8.8m waste vehicle as the relevant design vehicle. However, because fire access would be required to the buildings off Burroway Road and there is no alternative route to these buildings, a heavy rigid vehicle was tested. As this vehicle can access the facility, there is no need to test the smaller Council waste vehicle.

Table 1 Design review

Requirement	Response	Action												
Wentworth Point DCP cross section width: <table border="1"> <thead> <tr> <th>Street Type</th> <th>Reserve</th> <th>Carriageway</th> <th>Parking</th> <th>Planting</th> <th>Footpaths</th> </tr> </thead> <tbody> <tr> <td>Burroway Road extension</td> <td>20m</td> <td>2 x 3.2m</td> <td>2 x 2.3m</td> <td>2 x 2.3m Planting in parking area and footpath area</td> <td>2 x 4.5m</td> </tr> </tbody> </table>	Street Type	Reserve	Carriageway	Parking	Planting	Footpaths	Burroway Road extension	20m	2 x 3.2m	2 x 2.3m	2 x 2.3m Planting in parking area and footpath area	2 x 4.5m	<p><b>Compliant</b></p> <p>The minimum proposed carriageway width is 3.35m (greater than 3.2m required in the DCP) and when parking occurs, it is 5.79m (greater than 5.5m)</p> <p>The width of the proposed footpaths is a minimum of 4.5m, which meets the requirements of the DCP</p>	Nil
Street Type	Reserve	Carriageway	Parking	Planting	Footpaths									
Burroway Road extension	20m	2 x 3.2m	2 x 2.3m	2 x 2.3m Planting in parking area and footpath area	2 x 4.5m									
AS1742.10 Figure 1 Pedestrian crossing (zebra) (also TDT2002/12C)	<p><b>Complies</b></p> <p>The design allows for a 12.5m (min 10m) no stopping zone between the zebra crossing and parking areas</p>	Nil												



Requirement	Response	Action
<p>AS1742.10 Figure 2 Markings on a raised pedestrian crossing (zebra)</p>	<p><b>Complies</b> Dimensions and markings match AS1742.10 Figure 2.</p>	<p>Nil</p>
<p>AS1742.10 s 6.4 signs</p>	<p>A No Stopping sign should be provided facing the zebra crossing (R5-400)</p>	<p>Update signage plan SOPHS-TTW-CV-L0-03022</p>
<p>Design vehicle Wentworth Point DCP does not specify a design vehicle for public domain design. In the Public Domain Guide 2017 (City of Parramatta), section 3.5.1 kerb radii indicates that a typical service vehicle is how kerb radii are defined. It is assumed that the road would need to cater for at least an 8.8m service vehicle.</p>	<p><b>Complies</b> A design check was completed with a heavy rigid vehicle, which could be used during fire emergencies. The vehicle can navigate the modifications without any additional difficulty. Speed was selected at 10km/h and a 600mm buffer was selected for an Austroads Heavy Rigid Vehicle (12.5m).</p>	<p>Nil</p>

Yours sincerely

**Jonathan Busch**

Associate Director

jonathan.busch@sctconsulting.com.au

0481 818 776 | (02) 9060 7222

Suite 4.03, Level 4, 157 Walker Street, North Sydney NSW 2060



	REV	DESCRIPTION	DATE	PREPARED FOR	QUALITY INFORMATION	SCALE @ A3	PROJECT							
	A	PRELIMINARY DRAFT	20/06/2023	Roberts Co	<table border="1"> <tr><td>DATE</td><td>06/23</td></tr> <tr><td>PREPARED</td><td>J.B</td></tr> <tr><td>REVIEWED</td><td>M.C</td></tr> <tr><td>AUTHORISED</td><td>J.B</td></tr> </table>	DATE	06/23		PREPARED	J.B	REVIEWED	M.C	AUTHORISED	J.B
DATE	06/23													
PREPARED	J.B													
REVIEWED	M.C													
AUTHORISED	J.B													
						SCALE - 1:200	TITLE Swept path_HRV DRAWING NUMBER SCT_00265-01-001 SHEET 01 OF 01	A3						



CITY OF PARRAMATTA COUNCIL

**Parramatta Traffic Committee Agenda Item**

**ITEM NO:** 2402 A4  
**SUBJECT:** Ray Road east of Kent Street, Epping – Raised Pedestrian Crossing  
**APPLICANT:** City of Parramatta Council  
**REPORT OF:** Traffic and Transport Engineer  
**WARD:** Epping  
**SED:** Epping

Purpose

This report seeks approval for the installation of a raised pedestrian crossing in Ray Road east of Kent Street, Epping. The purpose of this proposal is to provide a safe crossing facility for the Epping Heights Public School community.

**OFFICER'S RECOMMENDATIONS:**

That a raised pedestrian crossing with associated signs and pavement markings be installed in Ray Road east of Kent Street, Epping as shown on the plans attached to the report.

Background

City of Parramatta Council is proposing to install a raised pedestrian crossing in Ray Road east of Kent Street, Epping to improve pedestrian safety near Epping Heights Public School.

Ray Road (10.5m wide) and Kent Street (9.3m wide) are local roads with a speed limit of 50km/h. These streets provide a single travel lane with a kerb side parking lane in each direction. The intersection of Ray Road and Kent Street is controlled by a roundabout.

Epping Heights Public School is located on the east side of Kent Street north of Ray Road. The school catchment includes the high density residential developments located on the east side of Kent Street north of Carlingford Road and Cliff Road. Students from these developments generally walk on the east side of Kent Street and cross Ray Road to access the school (refer to Figure 1).

Pedestrian and vehicle volume counts undertaken during school peak hours on Thursday 17 November 2022 indicated that 27 pedestrians crossed Ray Road east of Kent Street in the morning (8:15-9:15am) and 33 in the afternoon (2:45pm-3:45pm). During these periods, 663 vehicles in the morning and 488 vehicles in the afternoon travelled along this section of Ray Road. These pedestrian volumes meet Council's minimum requirements for the installation of a raised pedestrian crossing. According to Council adopted interim guidelines, a raised pedestrian crossing can be installed at locations where the speed limit is 50km/h or less and there is a minimum of 20 pedestrians per hour crossing the road.



**Figure 1: Aerial map of the area near Epping Heights Public School and the proposed crossing location in Ray Road at Kent Street, Epping**



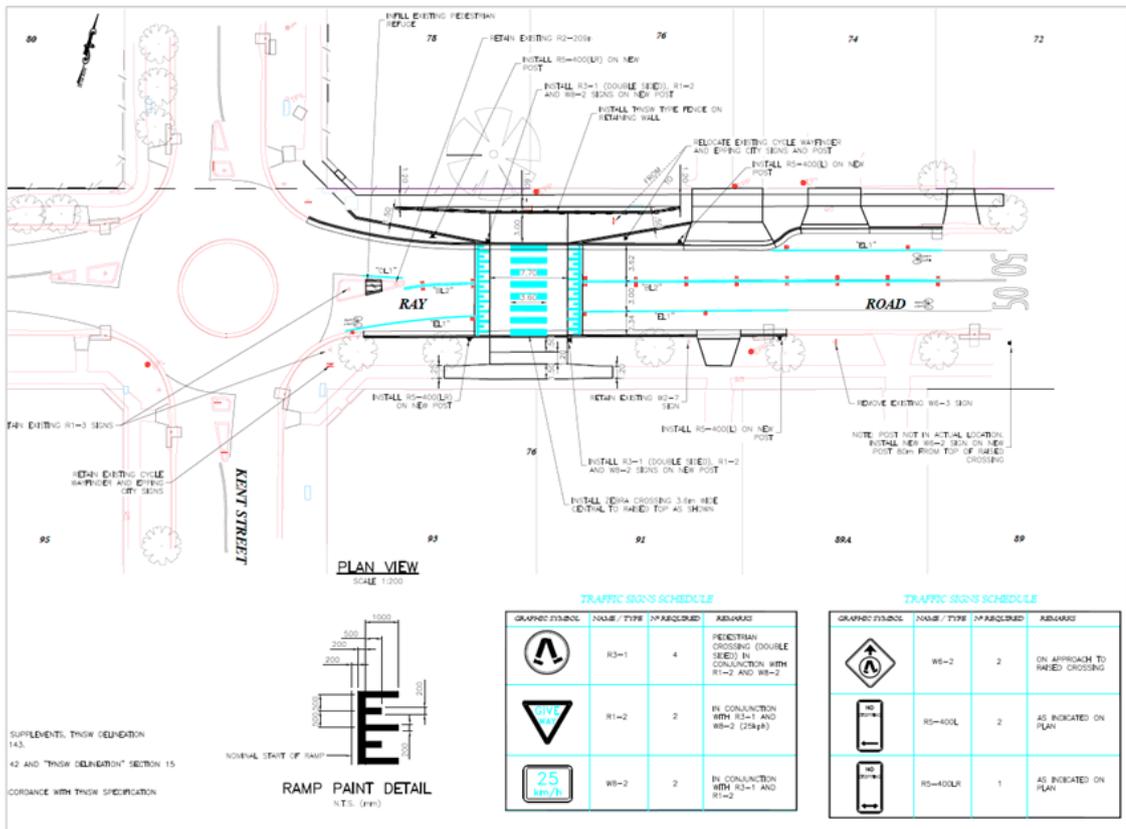
**Figure 2: Street view of Ray Road east of Kent Street, Epping**

In light of the above, Council is proposing to install a raised pedestrian crossing in Ray Road east of Kent Street, Epping to improve pedestrian safety in Ray Road.

The raised pedestrian crossing is to be designed and installed in accordance with Austroads Guide to Traffic Management Part 8 – Local Street Management, Australian Standard AS1742 series and TfNSW Supplement to AS1742.10. Furthermore, the platform width of the raised pedestrian crossing is to be minimum 7.5m to ensure adequate provision for a future upgrade to a raised combined pedestrian and cyclist crossing is maintained.

Note that due to crossfalls and utility pits at the footpath on the north side of Ray Road, the crossing is proposed to be installed approximately 20m away from Kent Street. A retaining wall is also proposed to be installed so that the crossing can comply with current standards.

The design plan for the proposed raised pedestrian crossing is shown in Figure 3 and also attached to the report.



**Figure 3: Sketch plan of the proposed raised pedestrian crossing on Ray Road east of Kent Street, Epping**

**Community Consultation**

Community consultation was undertaken for the proposed Raised Pedestrian Crossing in Ray Road east of Kent Street, Epping. The consultation invited submissions by 5 December 2023 and involved the engagement channels listed below:

- City of Parramatta website (On-Exhibition page)

- Local Parramatta newspaper
  - Parra News (published 7 November 2023)
- Mailout to impacted owners & occupiers (about 50 letters)
- Mailout to Epping Heights Public School
- On-site corflute signs

City of Parramatta received five responses at the time of writing this report. Out of the five (5) responses, one supported, three supported to an extent and one objected to the proposal. The three respondents who supported to an extent acknowledged the need for the crossing. However, in their view the crossing should be installed on the west side instead of east side of Kent Street. This is because there is footpath of west side of Kent Street. Furthermore, traffic volumes are high in Ray Road east of Kent Street and therefore the crossing would increase traffic congestion and affect traffic flow at the roundabout.

It is to be noted that Council initially proposed a pedestrian crossing at the western leg of the intersection. However, due to school's request, Council is proposing to install the pedestrian crossing in Ray Road east of Kent Street, Epping.

Council has constructed footpath on the east side of Kent Street north of Ray Street. Council is also currently investigating funding options for construction of footpaths south of Ray Road to connect the high density residential developments near Carlingford Road. It is envisaged that pedestrians volume on the east side would increase when these pedestrian facilities are installed.

The crossing is proposed to be installed approximately 20m east from Kent Street. This setback should be adequate to store vehicles without blocking travel lanes at the roundabout.

In light of the above, Council is proposing to proceed with the installation of a raised pedestrian crossing in Road east of Kent Street, Epping. The Public Consultation Summary and Council Officer's Response is available in Attachment A of this report.

#### **FINANCIAL IMPLICATIONS**

The estimated cost for the installation of a raised pedestrian crossing in Ray Road east of Kent Street, Epping is \$340,000. This project is 100% funded by Council from its Outside CBD Contributions Plan 2021.

*V. Sankaran.*

Velsamy Sankaran

**Traffic and Transport Engineer**

7/02/2024

**Attachments** – A. Public Consultation Summary and Council Officer's Response

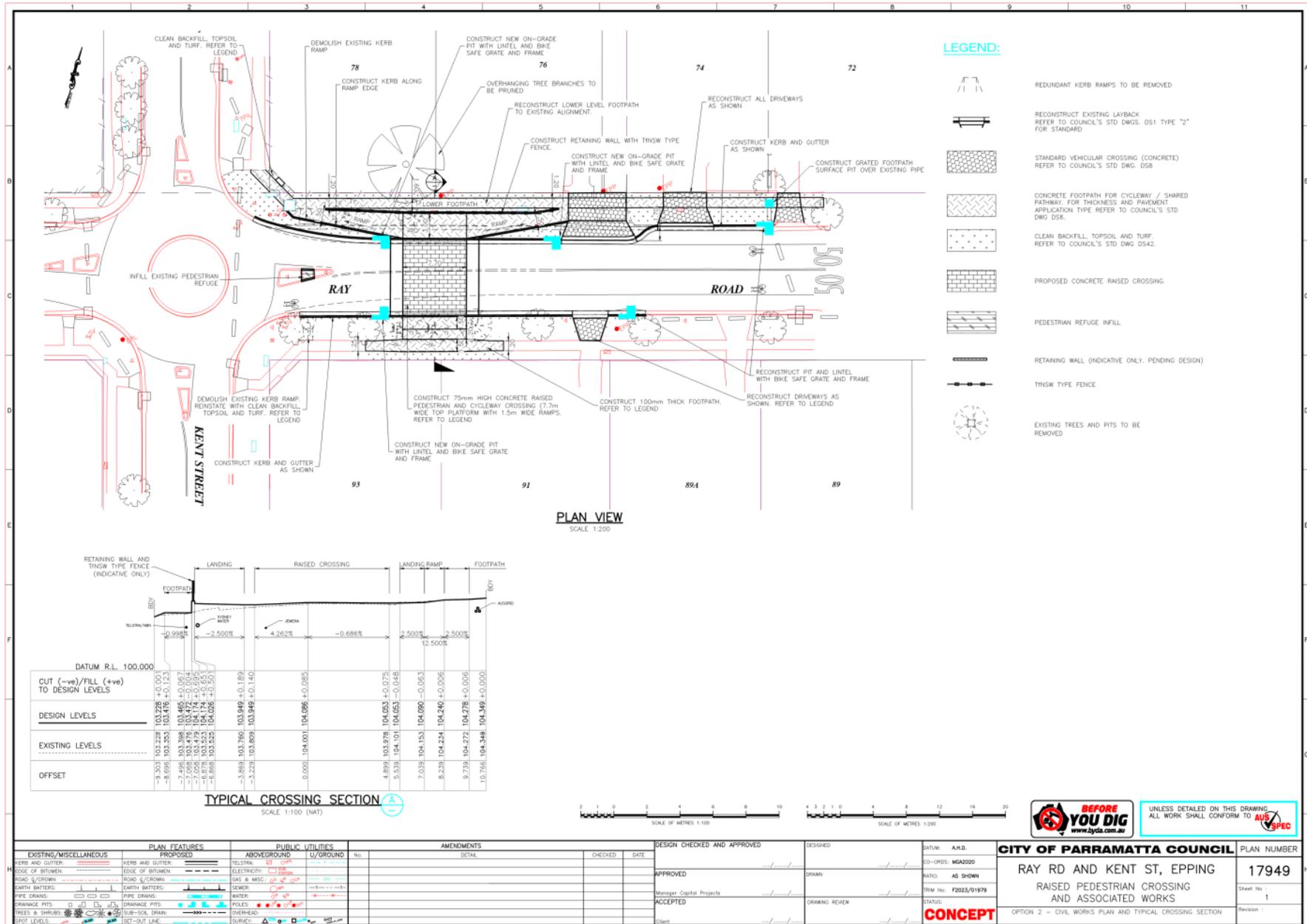
B. Design Plan

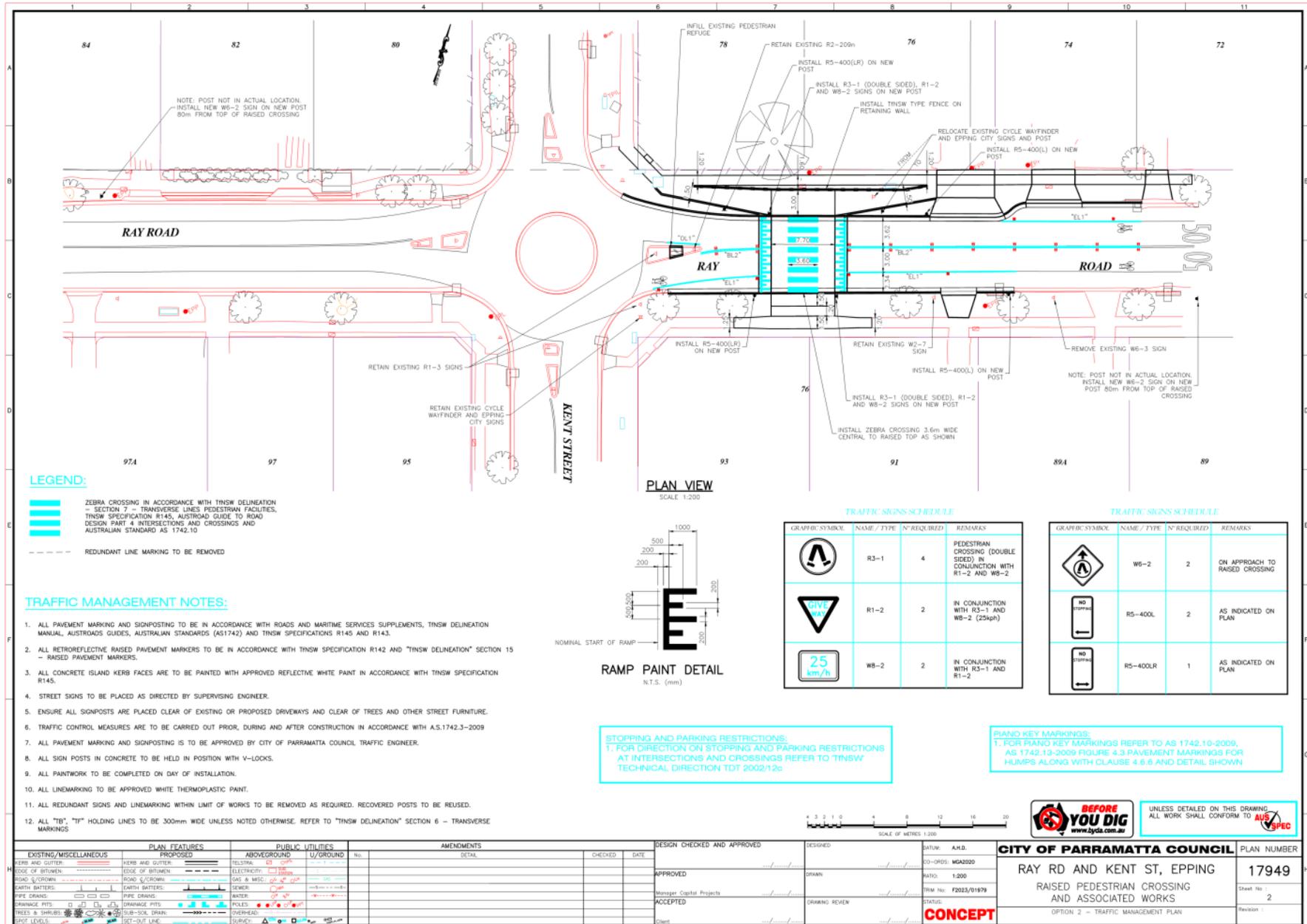
**Attachment A: Public Consultation Summary and Council Officer's Responses**

Date	Stakeholder Type	Opinion and Key Concerns	Council Officer Response
2/12/2023	Local Resident (D09240708)	Supported	
11/12/2023	Local Resident (D09251206 & D09251306)	<p>Supported to an extent.</p> <p>The respondent understands the need for the crossing. However, he requested that the crossing be installed at the western (not eastern) leg of the intersection for two reasons:</p> <ul style="list-style-type: none"> <li>• there is a footpath on the western side of Kent Street and</li> <li>• Traffic volume is high at the eastern leg of the intersection. As such, any crossing at this leg would create traffic congestion and have adverse impact on the traffic flow at the intersection.</li> </ul>	<p>Council initially proposed a pedestrian crossing at the western leg of the intersection. However, due to school's request a crossing is proposed to be installed at the eastern leg.</p> <p>Council has constructed footpath on the east side of Kent Street north of Ray Street. Council is currently investigating funding options for construction of footpaths south of Ray Road to connect the high density residential developments near Carlingford Road</p> <p>The crossing is proposed to be installed approximately 20m east from Kent Street. This setback should be adequate to store vehicles without blocking travel lanes at the roundabout.</p>
17/12/2023	Local Resident (D09260889)	<p>Objected.</p> <p>Supports installation of signalised pedestrian crossing.</p>	This location does not meet TfNSW's warrants for the installation of a signalised pedestrian crossing.

<p>3/12/2023</p>	<p>Local Resident (D09240726)</p>	<p>Supported to an extent Requested that:</p> <ul style="list-style-type: none"> <li>• The pedestrian crossing be relocated close to the intersection and an on street parking be provided outside their residence.</li>   <li>• There is no footpath on the east side of Kent Street.</li>   <li>• A pedestrian crossing also be provided in Ray Road west of Kent Street as there is footpath on the west of Kent Street.</li> </ul>	<ul style="list-style-type: none"> <li>• Due to crossfall and utility pits on the footpath at the northeast corner of the intersection, a DDA compliant pedestrian crossing cannot be installed near the intersection. As such, a car parking space cannot be provided outside 76 Ray Street to accommodate construction of the pedestrian crossing.</li>   <li>• Council has constructed footpath on the east side of Kent Street north of Ray Street. Council is currently investigating funding options for construction of footpaths south of Ray Road to connect the high density residential developments near Carlingford Road.</li>   <li>• This is outside the scope of this project. It is to be noted that Council initially proposed a pedestrian crossing at the western leg of the intersection. However, due to school's request a crossing is proposed to be installed on the eastern leg of the intersection.</li> </ul>
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<p>21/12/2023</p>	<p>Local Resident (D09266971)</p>	<p>Supported to an extent.</p> <p>The respondent understands the need for the crossing. However, he requested that the crossing be installed at the western (not eastern) leg of the intersection for two reasons:</p> <ul style="list-style-type: none"> <li>• there is a footpath on the western side of Kent Street and</li> <li>• Traffic volume is high at the eastern leg of the intersection. As such, any crossing at this leg would create traffic congestion and have adverse impact on the traffic flow at the intersection.</li> </ul>	<p>Refer to comments above</p>
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**Attachment 3****Parramatta Traffic Committee meeting held on Wednesday 21 February 2024****Consultation & Timing: Items A1 to A4****ITEM 2402 A1 WIGRAM STREET, HARRIS PARK – SPECIAL EVENT CLASS 2 HARVEST FESTIVAL****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 February 2024 and the meeting was held on 21 February 2024. The comments below were received.

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 February 2024	PTC	Support recommendation		

**Councillor Consultation**

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 14 February 2024 and the meeting was held on 21 February 2024. The below Councillor comments were received.

<b>Date</b>	<b>Councillor</b>	<b>Councillor Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 February 2024	Clr Paul Noack	See comment below	Mr Richard Searle See comment below	Manager Traffic & Transport

**Comments:**

Councillor and Chairperson Paul Noack informed the Committee that Council has received two other Special Event Traffic Management Plans (SETMPs) for events in Harris Park in May and October 2024. These SETMPs are to be dealt through an extraordinary Parramatta Traffic Committee (PTC) meeting. Councillor Noack asked whether this SETMP should be deferred so that all three events can be considered under one meeting.

Richard Searle of CoPC advised the Committee that this event is scheduled to be held in April 2024. Accordingly, for notification purposes this event needs to be dealt with through this PTC meeting.

#### **ITEM 2402 A2 SANDRINGHAM DRIVE AT BARONS AVENUE, CARLINGFORD – INSTALLATION OF A PART-TIME ‘NO ENTRY’ RESTRICTION**

##### **Stakeholder Consultation**

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

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 14 February 2024 and the meeting was held on 21 February 2024. The comments below were received.

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 February 2024	PTC	Support recommendation		

##### **Councillor Consultation**

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 14 February 2024 and the meeting was held on 21 February 2024. The below Councillor comments were received.

<b>Date</b>	<b>Councillor</b>	<b>Councillor Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 February 2024	Clr Valjak	See comment below		

##### **Comments:**

Councillor Georgina Valjak expressed her gratitude for the measures to improve traffic conditions near Carlingford West Public School.

#### **ITEM 2402 A3 BURROWAY ROAD, WENTWORTH POINT – INSTALLATION OF A RAISED PEDESTRIAN CROSSING**

##### **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 February 2024 and the meeting was held on 21 February 2024. The comments below were received.

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
21 February 2024	Nazli Tzannes - TfNSW	See comment below	Mr Richard Searle See comment below	Manager Traffic & Transport
21 February 2024	PTC	Support recommendation		

#### Councillor Consultation

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 14 February 2024 and the meeting was held on 21 February 2024. The below Councillor comments were received.

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
21 February 2024	Clr Procriv – Rep for member for Parramatta and Pam Kendrick – Rep for Bicycle Committee	See comment below	Mr Richard Searle See comment below	Manager Traffic & Transport

#### Comments:

Councillor Patricia Procriv, Representative for Member for Parramatta and Pam Kendrick, Representative for Bicycle Committee advised the committee that this area has a very good bicycle access and many high school students are expected to ride to school. As such, they asked for a combined bicycle and pedestrian crossing to be installed at this location. According to the road rule, all cyclists need to dismount at pedestrian crossing and cross the road on foot.

Richard Searle of CoPC informed the committee that there are no shared paths on either side of the crossing. Accordingly, a combined crossing not be installed at this stage. However, the facility has been designed in a way so that this can be converted to a combined crossing in the future through signs and pavement markings only.

Nazli Tzannes of TfNSW asked for turning paths to be checked and if necessary, designs are to be updated to accommodate turning paths for the longest vehicle that will access the intersection.

#### **ITEM 2402 A4 RAY ROAD EAST OF KENT STREET, EPPING – RAISED PEDESTRIAN CROSSING**

##### **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 February 2024 and the meeting was held on 21 February 2024. The comments below were received.

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
21 February 2024	PTC	Support recommendation		

##### **Councillor Consultation**

The Parramatta Traffic Committee agenda was emailed to the PTC/TEAG mailing list on 14 February 2024 and the meeting was held on 21 February 2024 and no comments were received.

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**REPORTS TO COUNCIL - FOR COUNCIL DECISION**

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<b>ITEM NUMBER</b>	13.2
<b>SUBJECT</b>	Adoption of Land Dedication Policy 2024
<b>REFERENCE</b>	F2024/00282 - D09243547
<b>REPORT OF</b>	Group Manager Infrastructure Planning & Design
<b>CSP THEME:</b>	Fair

**WORKSHOP/BRIEFING DATE:** Policy Review Committee – 25 October 2023

**PURPOSE:**

To seek Council's adoption of the Land Dedication Policy 2024.

**RECOMMENDATION**

That Council adopts the Land Dedication Policy 2024 as held at Attachment 1 to this report.

**BACKGROUND**

1. On 6 November 2023, Council resolved to place the draft Land Dedication Policy on public exhibition for a period of 28 days, as prescribed under the *Local Government Act 1993*.
2. The Policy was placed on public exhibition for a period of 28 days, from 13 November to 11 December 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 Land Dedication Policy received 193 views.

**ISSUES/OPTIONS/CONSEQUENCES**

3. During the public exhibition period, one submission was received requesting additional information. Council officers do not propose any changes to the Policy principles as a result of the public exhibition.
4. An administrative amendment has been applied to update the definition for "VPA Officer" (Section 6 – Definitions), to reflect internal operational changes.
5. The Land Dedication Policy recommended for adoption is provided at **Attachment 1**.

**CONSULTATION & TIMING**Stakeholder Consultation

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

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Response</b>	<b>Officer</b>	<b>Responsibility</b>
13 November-11 December 2023	Public Exhibition	1 submission received, requesting additional information.	Provided -requested clarification on Policy purpose. No changes have been proposed to the draft as a result of the submission received.		Governance + City Planning and Design

### Councillor Consultation

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

<b>Date</b>	<b>Councillor</b>	<b>Councillor Comment</b>	<b>Council Response</b>	<b>Officer</b>	<b>Responsibility</b>
25 October 2023	Policy Review Committee	The Committee did not propose any amendments to the draft.	Noted		Property Development

### **LEGAL IMPLICATIONS FOR COUNCIL**

8. The draft was reviewed by Council's Legal Services Unit, and the Policy as presented for adoption does not present any legal concerns.

### **FINANCIAL IMPLICATIONS FOR COUNCIL**

9. There are no unbudgeted financial implications for Council associated with adoption of the Policy.

Anthony Newland  
**Group Manager Infrastructure Planning & Design**

Jennifer Concato  
**Executive Director City Planning and Design**

John Angilley  
**Executive Director Finance & Information**

Gail Connolly  
**Chief Executive Officer**

### **ATTACHMENTS:**

1  For Adoption - Land Dedication Policy 2024 13 Pages

### **REFERENCE MATERIAL**



**Land Dedication Policy**

**Contents**

1. Scope ..... 1

2. Purpose ..... 1

3. Policy ..... 2

4. Delegation ..... 9

5. Procedure ..... 9

6. Definitions ..... 11

**1. Scope**

- 1.1 This Policy applies to all land proposed to be dedicated to City of Parramatta Council (Council), including:
- (a) as part of a request to amend a planning instrument (such as a planning proposal), pursuant to Part 3 of the *Environmental Planning and Assessment Act 1979* (NSW) (EP&A Act);
  - (b) as part of a development application made pursuant to Part 4 of the EP&A Act;
  - (c) offers of Planning Agreements made pursuant to Part 7 of the EP&A Act; or
  - (d) for reasons outside of the EP&A Act.
- 1.2 This Policy does not apply to the strategic acquisition of land by Council.

**2. Purpose**

- 2.1 This Policy provides a framework for managing the Dedication of Land to Council, to ensure the acceptance of such land is in the public interest. This Policy aims to ensure that only suitable land is dedicated to Council, which will provide quality infrastructure, opportunities, and services to meet diverse community needs and expectations.
- 2.2 This Policy sets out the criteria which Council must consider prior to accepting a proposed dedication of land, and the requirements which proponents must follow.

Land Dedication Policy		
Owner: Manager Property Development	Area: Property Development	POL No:
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 1	Date of Next Review:	Review: 4



2.3 This Policy further aims to ensure that in accepting dedicated land Council will not be unreasonably burdened due to any Remediation Work, ongoing maintenance costs, or management responsibilities as required, to ensure the land will deliver public benefit.

**3. Policy**

3.1 An acceptance of land in accordance with this Policy will be at the sole discretion of Council, and merit assessed on a case-by-case basis. In determining a proposal, Council will consider any applicable legislation, ministerial directions, and the practice notes issued by the NSW Government.

3.2 Land may be dedicated to Council in a staged fashion where it accords with an approved staging plan, or as set out by a formal written agreement between Council and the proponent.

3.3 Section 7.11 or 7.12 contribution credits will not be granted for any land dedicated to Council or to any improvements proposed upon the dedicated land, except where the land or portion of the land has been dedicated in accordance with the relevant development contributions plan (e.g. open space, cycleway, road, or drainage).

3.4 Land may be dedicated to Council for:

- (a) Community Land purposes (e.g. parks, playgrounds, and sporting fields);
- (b) Infrastructure Land purposes (e.g. to function as drainage reserves, roads, or detention basins); or
- (c) Environmental Land purposes (e.g. conservation or heritage).

3.5 For a land dedication proposal to be considered by Council, land, and any included infrastructure assets, must:

- (a) be fit-for-purpose and satisfactorily embellished in consultation with Council, and in accordance with the requirements of the relevant authorities;
- (b) be realistically valued, including, without limitation, any constraints imposed by easements and other restrictions on title. Notwithstanding, Council will not accept dedication of land that is heavily burdened by caveats, easements, and other constraints on title;
- (c) unless otherwise specified in a Section 7.11 or 7.12 contributions plan, be at no cost to Council; and

Land Dedication Policy		
Owner: Manager Property Development	Area: Property Development	POL No:
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 1	Date of Next Review:	Review: 4



- (d) be consistent with Council’s strategic direction and best-practice, including Council’s Community Infrastructure Strategy and the Government Architect NSW’s Greener Places Infrastructure Framework.
- 3.5.1 Council may, at its discretion, modify or add to the general conditions set out in this Policy, having regard to the circumstances of each case.
- 3.5.2 Council may accept land dedicated for Environmental Land purposes if Council is satisfied that the following additional requirements are met:
- (a) Council will only accept Environmental Land where the land has significant environmental value and a long-term funding source is secured for its maintenance.
  - (b) The ongoing use, management, and maintenance of Environmental Land that is to be dedicated to Council must be detailed in a draft plan of management (POM), prepared by a suitably qualified person, and lodged with Council for consideration, exhibition, and determination, prior to the dedication of the land to Council. All costs associated with the preparation of the draft POM are to be borne by the proponent. The draft POM is to conform to the requirements of the *Local Government Act 1993 (NSW) (LG Act)*.
  - (c) Any Environmental Land proposed to be dedicated to Council must be designed, constructed, and maintained in accordance with:
    - (i) the relevant Vegetation Management Plan;
    - (ii) the *Parramatta Local Environmental Plan 2023 (NSW)*; and
    - (iii) all relevant conditions of development consent for works on the subject land.
  - (d) Regard is had to appropriate proposed future adjoining land uses and associated impacts on the Environmental Land.
- 3.5.3 Council may accept land dedicated for Infrastructure Land or Community Land purposes if Council is satisfied that the following additional requirements are met:
- (a) The land has an identified use and is fit for the intended purpose.
  - (b) In the case of land being dedicated for drainage or stormwater management purposes (e.g. land required for the management of the quantity and/or quality of stormwater), funding should be provided to Council for the long term maintenance of this land.

Land Dedication Policy		
Owner: Manager Property Development	Area: Property Development	POL No:
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 1	Date of Next Review:	Review: 4



- (c) The land meets the infrastructure need for which it is proposed, both in the short and long term;
  - (d) The land has adequate connectivity with other similar land uses and targeted residential catchments.
  - (e) All trees on the land have been assessed for hazards and found satisfactory or have been made safe within, are removed from, or are suitably isolated from, public access.
  - (f) The land meets the needs of a specific development, the locality, or the City of Parramatta local government area.
- 3.6 Proponents are responsible for demonstrating that any proposal to dedicate land to Council complies with this Policy, particularly with regard to demonstrating that sufficient funds have been provided for ongoing management, and that the ongoing liability for Council will be minimal.
- 3.7 The following information must be provided when making a proposal to dedicate land to Council:
- (a) A detailed description of the land (e.g. size, dimensions).
  - (b) The nature of the land (e.g. condition, access, slope, topography, land use zoning, current use).
  - (c) Any encumbrances over the land (e.g. easements, covenants, environmental management plans).
  - (d) Contaminated Land reports prepared by a suitably qualified person, and Site Audit Statements and reports prepared by a Site Auditor, and any additional relevant documentation requested by Council officers.
  - (e) The intended purpose(s) of the land (i.e. as Infrastructure Land, Community Land, or Environmental Land).
  - (f) Anticipated maintenance and/or improvement requirements, including asset renewal costs.
  - (g) Valuation from a registered land valuer, providing evidence of the reasonable value of land.
  - (h) A survey plan in PDF and AutoCAD DWG format, prepared by a registered surveyor, to a standard satisfactory for lodgment with NSW Land Registry Services.
- 3.7.1 The proponent is to do all things reasonably necessary to enable registration of the instrument giving effect to the Dedication of Land.

Land Dedication Policy		
Owner: Manager Property Development	Area: Property Development	POL No:
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 1	Date of Next Review:	Review: 4



- 3.7.2 Where the land is to be dedicated to Council as a public reserve or a drainage reserve, within the meaning of the LG Act, the:
- (a) plan of subdivision identifying the land should be marked with the words 'public reserve' or 'drainage reserve', respectively; or
  - (b) transfer or conveyance to Council of the land should be identified as being for use as a public reserve or drainage reserve, respectively, consistent with the requirements pertaining to public reserves and drainage reserves in the LG Act, the *Conveyancing Act 1919* (NSW), and the Registrar-General's Guidelines.
- 3.7.3 Before any land is dedicated to Council, the proponent must provide Council with reasonable access to enter the site for the purposes of conducting any necessary inspections.
- 3.8 Land proposed to be dedicated must be suitably improved (where applicable) by the proponent to ensure it is fit-for-purpose, in consultation with Council, and in a manner that will ensure acceptable ongoing maintenance costs.
- 3.8.1 Improvements are to be made in accordance with Council's adopted standards and specifications as informed by Council or, in cases where no standards or specifications exist, to relevant industry or Australian standards, as agreed by Council.
- 3.8.2 Improvements must be satisfactorily completed by the proponent prior to the Dedication of Land, or funding for the required improvements must be provided.
- 3.8.3 Any proposed infrastructure and design options should seek to maximise the asset lifespan, demonstrated by overall lifecycle cost analysis.
- 3.9 Where it is agreed with Council that the proponent is to add assets to land proposed to be dedicated to Council, the following principles should be considered in procuring the assets, to ensure alignment with Council's standards:

Land Dedication Policy		
Owner: Manager Property Development	Area: Property Development	POL No:
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 1	Date of Next Review:	Review: 4

Page 5 of 13



- (a) Seek to support Australian-owned suppliers and/or suppliers who manufacture in Australia, where doing so is appropriate and permissible by law, focusing on those locally and/or regionally.
- (b) Seek to support suppliers and industry groups that develop and/or apply innovative responses in relation to sustainability issues.
- (c) Utilise durable, robust, and low embodied carbon materials in the production of assets.
- (d) Incorporate sustainable design and specifications, and low carbon construction technologies in all infrastructure and building projects, including circular economy principles.

3.10 Contaminated Land

Unless otherwise agreed, Council will not accept Contaminated Land except where the land has been remediated to the standard that would allow the most sensitive permissible use to be undertaken on the land, without further remediation.

3.10.1 The following measures must be undertaken by the proponent to ensure only suitable land that is fit-for-purpose, is dedicated to Council.

- (a) A preliminary soil investigation must be conducted on land subject to a Planning Agreement, to evaluate the suitability of the land to be used or developed. The preliminary soil investigation must be conducted by a certified Contaminated Land Consultant under a certification scheme recognised by the NSW Environment Protection Authority (EPA), and in accordance with the NSW EPA’s Guidelines for Consultants reporting on contaminated Land.
- (b) A detailed Contaminated Land site investigation must be conducted by a certified Contaminated Land Consultant under a certification scheme recognised by the NSW EPA and a draft and final report of the investigation must be supplied to Council.
- (c) Draft and final remediation action plans must be submitted to Council and a Site Auditor for approval, prior to commencement of remedial works. All remedial works must be carried out in accordance with the *State Environmental Planning Policy (Resilience and Hazards) 2021* (NSW).
- (d) A draft and final validation report must be submitted to Council stating that the objectives in the remediation action plan have been achieved and the land is remediated to a standard suitable for the proposed land use. A

Land Dedication Policy		
Owner: Manager Property Development	Area: Property Development	POL No:
Date of Commencement:	Approval Authority: Council	Date Approved:
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validation report, including monitoring results where applicable, is required to validate the completion and effectiveness of all Remediation Work for which consent has been provided by Council.

- (e) An ongoing environmental management plan must be provided to Council and implemented where contamination remains on site, and:
  - (i) there is uncertainty as to its potential to migrate; and/or
  - (ii) there is uncertainty as to the effectiveness of the management measures implemented to contain the contamination following remediation and validation; and/or
  - (iii) monitoring and ongoing management forms part of the remediation strategy.

3.10.2 A site audit will be required where Council reasonably believes that the information provided by the proponent may be incorrect or incomplete; wishes to verify whether the information provided by the proponent has adhered to applicable standards, procedures, and guidelines; or does not have the internal resources to conduct its own technical review. All costs associated with undertaking a site audit are to be borne by the proponent. As part of this process, the proponent must engage a Site Auditor to undertake an independent review of the site investigation, remediation action plan, validation reports and any proposed environmental management plan as per Council’s Contaminated Land Policy, and submit a site audit report and Site Audit Statement to Council.

3.10.3 If the land requires remediation to make it suitable for the proposed use, the Remediation Work must be completed prior to the commencement of that use, and be undertaken at the expense of the proponent. All Remediation Work must occur in accordance with Council’s Contaminated Land Policy, and any relevant conditions of consent associated with the development application for the site.

3.10.4 Prior to the transfer of any land to be used for the purposes of open space, the proponent must undertake the Remediation Work and provide to Council a Site Audit Statement from a Site Auditor, which certifies that the land is suitable for the proposed use as public open space. The land must be provided either unconditionally or subject to conditions, which are acceptable to Council.

3.10.5 The following documents must be considered when remediating land to be dedicated to Council:

Land Dedication Policy		
Owner: Manager Property Development	Area: Property Development	POL No:
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 1	Date of Next Review:	Review: 4



- (a) Council's Contaminated Land Policy.
- (b) Parramatta Development Control Plan 2023.
- (c) *National Environment Protection (Assessment of Site Contamination) Measure 1999* (Cth).
- (d) NSW EPA, *Contaminated Land Management: Guidelines for the NSW Site Auditor Scheme* (3rd edition, October 2017).
- (e) *State Environmental Planning Policy (Resilience and Hazards) 2021* (NSW).

### 3.11 Maintenance

Council will only accept dedicated land if it is satisfied that adequate arrangements are in place to ensure the ongoing maintenance of the land and any improvements, in perpetuity. The design of all embellishments must ensure minimal and reasonable ongoing maintenance management and renewal costs.

3.11.1 The proponent must prepare a maintenance plan/an asset renewal plan, which addresses the maintenance requirements and costs for any initial site works; lifecycle costs for infrastructure and other improvement; vegetation rehabilitation and weed removal for the dedicated land; and a proposal as to who will be responsible for these ongoing maintenance costs and obligations.

3.11.2 Unless otherwise agreed by Council, the proponent is to cover the maintenance costs of dedicated Environmental Land for a minimum of five years, or such period as is required to achieve the purposes for which the land was originally dedicated to Council; or to establish an alternative funding stream to support the ongoing maintenance costs.

3.11.3 Council may, at its discretion, negotiate ongoing operation and maintenance costs associated with any infrastructure that is part of a proposal to dedicate land to Council as part of the Planning Agreement process, for a fixed period of time.

3.12 If land is proposed to be dedicated as part of a Planning Agreement, the payment of Council's costs associated with the negotiation, preparation, advertising, and entering into of any Planning Agreement to facilitate the dedication of land to Council will be determined in accordance with Council's Voluntary Planning Agreements Policy.

Land Dedication Policy		
Owner: Manager Property Development	Area: Property Development	POL No:
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 1	Date of Next Review:	Review: 4



3.13 In all other circumstances, the proponent proposing to dedicate land to Council must pay or reimburse Council’s costs associated with the Dedication of Land.

**4. Delegation**

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 should be read in conjunction with all relevant land use plans, strategies, and policies.

5.2 Council’s applicable Section 7.11 and 7.12 contributions plans will prevail over this Policy, to the extent of any inconsistency.

5.3 Council will nominate the VPA Officer to negotiate on behalf of Council any required Planning Agreements to facilitate land dedication, in accordance with Council’s Voluntary Planning Agreements Policy, and in consultation with the Executive Team and other relevant stakeholders within the organisation.

5.4 Prior to the Dedication of Land to Council, all relevant internal departments will be required to inspect and approve works, assets, and design/construction standards, to ensure all proponent obligations have been completed to Council’s requirements.

5.5 As part of the determination process, Council will assess the impact of any assets proposed to be dedicated to Council with the land, including any new assets to be installed as part of required site improvements, and the ongoing maintenance and operation costs of those assets. Council will undertake this assessment with a view to ensure that the burden of asset management costs is shared fairly between proponents seeking to dedicate land and Council. The following measures will be required to ensure prudent asset management in relation to land proposed to be dedicated to Council:

5.5.1 All proponents must complete an asset checklist, where specified by Council, prior to the lodgement of any development application.

5.5.2 All land and infrastructure assets that are to be dedicated to Council must be approved by Council’s designated asset owner. This includes but is not limited to

Land Dedication Policy		
Owner: Manager Property Development	Area: Property Development	POL No:
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 1	Date of Next Review:	Review: 4



design drawings, details, cost estimates, construction plans and specifications. All design and construction documentation must be approved by Council's designated asset owner prior to the commencement of construction.

- 5.5.3 All construction plans and documentation must be prepared by suitably qualified engineers and architects.
- 5.5.4 Council must be provided with a reasonable period of time to review construction plans and documentation. All requested amendments must be satisfactorily addressed and clearly identified on plans and documentation, prior to Council consideration for approval.
- 5.5.5 Any asset handed over to Council must meet Council's specific construction requirements provided by Council's designated asset owner, in the first instance. If Council has not documented a specific construction requirement, the asset must comply with the relevant industry specification. If no Council specific construction requirement exists and no industry specification exists, the asset must conform with the relevant Australian Standard, as a minimum.
- 5.5.6 Council must inspect all assets at specified hold-points during construction and prior to taking ownership, to ensure delivery is in accordance with approved plans and specifications. Council has the right to identify non-compliant works and reject assets that are not constructed to an acceptable standard and are not built in-line with the approved design drawings and specifications. The proponent must rectify and/or replace any assets that have been rejected by Council at their cost and to a standard agreed with Council.
- 5.5.7 Council must be provided with reasonable notice prior to undertaking required inspections. All inspections will be at the cost of the proponent, with fees to be determined as appropriate, by Council.
- 5.5.8 The proponent must submit a reasonable security bond to Council, to guarantee the satisfactory delivery of works and maintenance obligations.
- 5.5.9 The proponent must provide evidence that procurement practices for any assets on the land have complied with the requirements set out in this Policy.

Land Dedication Policy		
Owner: Manager Property Development	Area: Property Development	POL No:
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 1	Date of Next Review:	Review: 4



5.5.10 The proponent must undertake an independent peer review of design documentation and construction works at their cost, where Council does not have the specialised skills to undertake such a review.

5.5.11 The proponent must engage suitably qualified specialists, at their cost, to oversee and certify construction works, where identified as necessary by Council. The proponent must submit work-as-executed drawings in PDF and AutoCAD DWG format to Council, after the construction.

6. Definitions

Community Land	Means land to be dedicated to Council for the purpose of community uses, including community halls, parks, active and passive recreational facilities, and other like purposes.
Contaminated Land	Means the presence in, on or under the land of a substance at a concentration above the concentration at which the substance is normally present in, on or under (respectively) land in the same locality, being a presence that presents a risk of harm to human health or any other aspect of the environment.
Contaminated Land Consultant	Means individuals or corporations engaged to carry out the assessment, remediation, management, and validation of Contaminated Land.
Dedication of Land	Refers to the transfer in ownership of land to Council free of cost.
Environmental Land	Means land to be dedicated to Council for the purpose of environmental conservation, biodiversity, or cultural heritage purposes.
Infrastructure Land	Means land to be dedicated to Council for the purpose of infrastructure including roads, pedestrian pathways, drainage and stormwater management and treatment, parking, emergency management, administration facilities, community services facilities, depots and other like purposes.
Planning Agreement	Is a voluntary agreement or other arrangement between a planning authority (or two or more planning authorities) and a person (developer) who has sought a change to an environmental planning instrument or who has made, or

Land Dedication Policy		
Owner: Manager Property Development	Area: Property Development	POL No:
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 1	Date of Next Review:	Review: 4



	proposes to make, a development application, entered into pursuant to section 7.4 of the EP&A Act.
Site Auditor	Means any individual accredited as a site auditor by the NSW EPA under the <i>Contaminated Land Management Act 1997</i> (NSW).
Site Audit Statement	Refers to the written opinion by a Site Auditor, on an NSW EPA-approved form, of the essential findings of a site audit. It includes, where relevant, the Site Auditor’s conclusions regarding the suitability of the site for its current or proposed use.
Remediation Work	Means a work in, on or under Contaminated Land, being work that: removes the cause of the contamination of the Land; disperses, destroys, reduces, mitigates, or contains the contamination of the land; and eliminates or reduces any hazard arising from the contamination of the land.
Vegetation Management Plan	Refers to a site-specific, best-practice guideline for restoration of Environmental Land, which is typically required as part of development consent or controlled activity approval under the <i>Water Management Act 2000</i> (NSW), and is prepared by a suitably qualified professional.
VPA Officer	Means a staff member appointed to negotiate and consider a proposed Planning Agreement on behalf of Council.

<b>REFERENCES</b>	<p><i>Conveyancing Act 1919</i> (NSW)  <i>Contaminated Land Management Act 1997</i> (NSW)  <i>Environmental Planning and Assessment Act 1979</i> (NSW)  <i>Local Government Act 1993</i> (NSW)  <i>National Environment Protection (Assessment of Site Contamination) Measure 1999</i> (Cth)                  NSW Environment Protection Authority, <i>Consultants reporting on contaminated Land: Contaminated land guidelines</i> (5 May 2020)                  NSW Environment Protection Authority, <i>Contaminated Land Management: Guidelines for the NSW Site Auditor Scheme</i> (3rd edition, October 2017)                  Parramatta Development Control Plan 2023                  Parramatta Local Environmental Plan 2023 (NSW)</p>
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	State Environmental Planning Policy (Resilience and Hazards) 2021 (NSW) The Registrar General's Guidelines
<b>ASSOCIATED POLICIES and STRATEGIES</b>	Asset Management Policy Asset Management Strategy Community Infrastructure Strategy Contaminated Land Policy Land Acquisition and Disposal Policy Voluntary Planning Agreements Policy
<b>ATTACHMENTS</b>	Nil

Land Dedication Policy		
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Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 1	Date of Next Review:	Review: 4

## REPORTS TO COUNCIL - FOR COUNCIL DECISION

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<b>ITEM NUMBER</b>	13.3
<b>SUBJECT</b>	Naming Proposal for Unnamed Laneway at 78 Phillip Street, Parramatta
<b>REFERENCE</b>	F2024/00282 - D09338928
<b>REPORT OF</b>	Senior Project Officer
<b>CSP THEME:</b>	Thriving

**WORKSHOP/BRIEFING DATE:** Parramatta Ward Briefing 25 October 2023; First Nations Advisory Committee (out of session consultation 12 February 2024); Councillor Briefing Note 16 February 2024; Parramatta Ward Briefing 28 February 2024

### PURPOSE:

The purpose of this report is to endorse the preferred name for one unnamed laneway in Parramatta, NSW 2150.

### RECOMMENDATION

- (a) That Council endorse the use of the name *Yilabara Path* for the unnamed laneway, which runs adjacent to 78 Phillip Street in the south and connects to the Elizabeth Street Footbridge and the Parramatta River foreshore in the north. The location of the unnamed laneway is illustrated in the site map at **Attachment 1**.
- (b) Further, that the preferred name for the unnamed laneway be referred to the Geographical Names Board (GNB) of NSW for formal assignment and Gazettal under the Geographical Names Act 1996.

### BACKGROUND

1. This naming project emerged from a placemaking and laneway revitalisation project funded by TfNSW's "Places to Love" grant program.
2. The unnamed laneway is located at 78 Phillip Street and provides direct access for pedestrians from Phillip Street down to the Parramatta River foreshore via a set of stairs. It also links directly to the Elizabeth Street Footbridge which connects the northern and southern sides of the river for pedestrians and cyclists. Access to the laneway is restricted to pedestrians and cyclists. (**Attachment 1**).
3. The "Places to Love" program is designed to make public spaces more vibrant and active using trials, pop-ups and semi-permanent changes to test ideas and build the case for longer term change. The aim of this project is to improve the sense of place, connectivity and pedestrian safety at this location through a combination of place naming, artwork, street furniture, and activation.
4. The approved scope for the "Places to Love" project includes:
  - a. A phosphorescent (glow-in-the-dark) mural designed by a First Nations led team to improve pedestrian safety by activating and illuminating the space.

- b. Custom furniture to enhance pedestrian comfort, dwell time and passive surveillance.
  - c. Naming the unnamed laneway to strengthen the sense of place identity and complement the artwork.
  - d. A community event upon completion of works.
5. Council Officers engaged Darug Custodian Aboriginal Corporation (DCAC) to develop a list of three (3) naming options for the laneway in consultation with Darug language and cultural knowledge holders. These proposed names were submitted to the NSW Geographical Names Board (GNB) to check the eligibility of the proposed names.
6. This evaluation ensures that only names meeting the uniqueness requirements of the NSW Address and User Manual (2021) are publicly exhibited and then presented to Council for consideration.
7. Uniqueness is considered the most essential quality in proposing a new road name. A road name will be regarded as a duplicate by the GNB (and therefore rejected for use) if it is the same or similar in spelling or sound to an existing nearby roadway name, regardless of the type of road.
8. Three (3) GNB pre-approved names were placed on public exhibition for community feedback. Neighbouring and nearby properties were notified during consultation.
9. Under the City of Parramatta Council's Road Naming Policy (Policy 283) and the NSW Address Policy and User Manual (May 2021) developed by the NSW Geographical Names Board (GNB), Council is the responsible authority for the provision of address numbering to all properties and road names to all local and private roads situated within the Parramatta Local Government Area (LGA). Council is also responsible for endorsing the authoritative road name and ensuring it is endorsed by the GNB.
10. The naming of road infrastructure is necessary to provide accurate addressing for deliveries, navigation, emergency response, service delivery (utilities, post) and for statistical analysis.
11. To ensure all road naming is comprehensible, clear, accepted, unambiguous and readily communicated, property addresses and road names must comply with Chapter 6 "Addressing Principles" of the NSW Address Policy and User Manual (2021). In the preparation of this project, Council utilised preferred sources in line with this policy and section 3.2 in Council's Road Naming Policy (Policy 283), which identifies desirable sources as:
  - a. Aboriginal names,
  - b. Local history, including early explorers, settlers, and other eminent persons,
  - c. Thematic names such as flora and fauna,
  - d. Landmarks, and
  - e. Names appropriate to the physical, historical or cultural character of the area.

**ISSUES/OPTIONS/CONSEQUENCES**

12. Council officers arranged public consultation on the proposed names via Council's engagement portal, Participate Parramatta. Public consultation ran for three (3) weeks 19 February 2024 until 11 March 2024. A postcard was distributed to 200 neighbouring residents and businesses, and targeted social media was also utilised to alert residents and businesses of the opportunity to provide feedback.
13. The exhibited names, pre-approved for use by the GNB, are listed with their description in the table below.

<b>*Proposed Indigenous Names</b>	<b>Context</b>
Yilabara Path	Quick way through path
Duba Yanada Path	Moonlit pathway
Gimbawali Path	Path of many stars

These naming options are appropriate to the site and complement the artwork which features elements of Sky Country (astronomy and constellations). The below statement was provided by Darug Custodian Aboriginal Corporation:

*With the consultation of our Dharug language knowledge holders we have looked at the laneway position and Dharug landforms and meanings and have created three names for consideration for the laneway.*

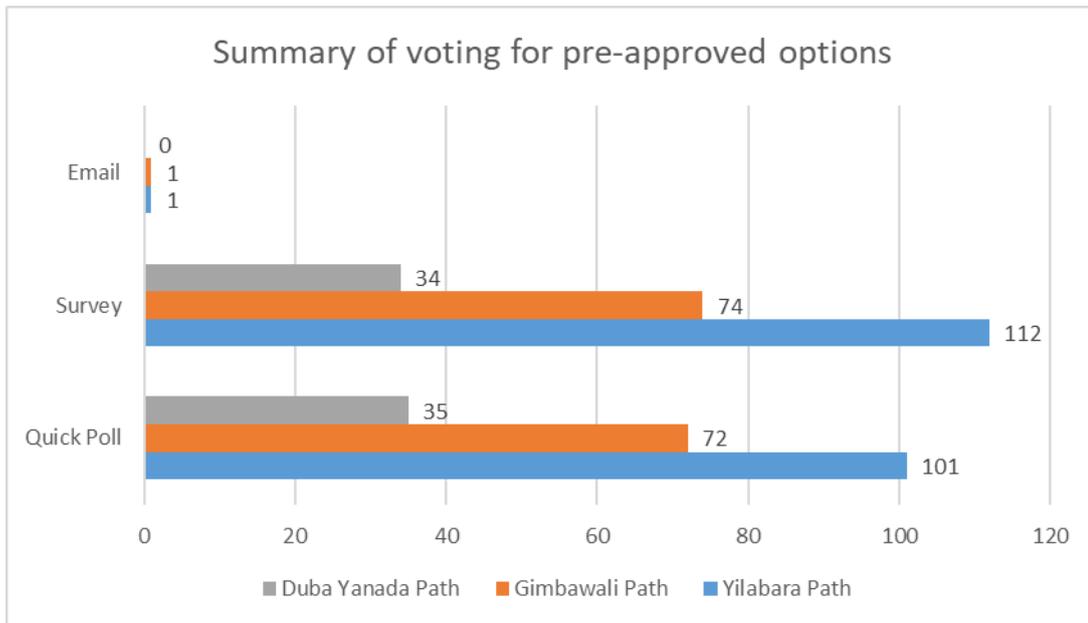
*The connections that this space has is the pathway through country giving access to and away from the river, a quick way through.*

*The Baramaddagul people would follow the constellations to find our way across country. This pathway would lead to resources that were found along the river, in recent times this is a pedestrian pathway that also leads us to resources and our places in Baramadda and beyond through salt water country. We are guided by the night sky following the Baramaddagul story of moving across country.*

*We feel that these names show what this laneway is used for and has been used for over thousands of years.*

14. Overall, the opportunity to share feedback for this project was presented on 86,444 occasions, culminating in 4,674 views of the project page and 472 engagements (survey, quick poll and email submissions).
15. The community sentiment was generally positive. Yilabara Path was the most popular options of the three exhibited names, with support from 45% of participants. People liked the word because it was descriptive of their experience of the laneway; and easy to say and remember.
16. It is recommended that Yilabara Path be assigned to the unnamed laneway.

	<b>Yilabara Path</b>	<b>Gimbawali Path</b>	<b>Duba Yanada Path</b>	<b>Other</b>
Quick Poll	101	72	35	-
Survey	112	74	34	38
Email	1	1	-	4
<b>TOTAL</b>	<b>214 (45%)</b>	<b>147 (31%)</b>	<b>69 (15%)</b>	<b>42 (9%)</b>



- 17. All names satisfy the addressing requirements of the Geographic Names Board (GNB), which has given prior concurrence for the use of the proposed names at this location.

**CONSULTATION & TIMING**

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
12.02.24	The First Nations Advisory Committee - out of session via email	No comments provided on the proposed names.  The link to the survey via the Participate Parramatta page was also shared with the First Nations Advisory Committee members once the community consultation period started.	N/A	Senior Project Officer, Place Services  Community Capacity Building Lead, Social & Community Services
19.02.24 – 11.03.24	The community, via Council’s Participate	Feedback was captured through a survey hosted	The project page saw 2,679 unique visitors and 4,674 views. This	Senior Project Officer, Place Services

	Parramatta Engagement Portal	on the project page. Verbatim responses provided by community members is provided in <b>Attachment 2.</b>	resulted in a conversion of 258 completed surveys.	Community Engagement Officer, Research & Engagement
20.02.24	The community, via 2 x A1 corflute signs placed at the laneway	Verbatim responses that may have been generated by accessing the survey from the poster's QR code are provided in <b>Attachment 2.</b>	A poster was designed to support and promote the exhibition. The poster also included a QR code which received a total of 58 scans.	Senior Project Officer, Place Services
21.02.24	200 neighbouring residents and businesses via letter box drop	Verbatim responses that may have been generated by accessing the survey from the postcard's QR code are provided in <b>Attachment 2.</b>	Postcards detailing the exhibition and how to submit formal feedback were sent to residents and businesses near the unnamed laneway.	Community Engagement Officer, Research & Engagement
19.02.24 – 11.03.24	The community, via social media	Feedback was captured through a survey hosted on the project page. Verbatim responses provided by community members is provided in <b>Attachment 2.</b>	A paid campaign across Facebook. Overall, the social media combined campaign garnered a reach of 22,404 resulting in 272 link clicks to the project page.	Community Engagement Officer, Research & Engagement
26.02.24	The community, via the library and customer service desk screens	Feedback was captured through a survey hosted on the project page. Verbatim responses provided by	Artwork for the library and customer service desk screens was designed to support and promote the exhibition. The artwork also	Community Engagement Officer, Research & Engagement

		community members is provided in <b>Attachment 2.</b>	included a QR code.	
27.02.24 05.03.24	The community, via Participate Parramatta Newsletter (27 February and 5 March editions)	Verbatim responses provided by community members and a summary of engagement findings is provided in <b>Attachment 2.</b>	Electronic direct notification was issued via the Participate Parramatta Newsletter (15,051 subscribers), seeing a 47% open rate and 290 clicks to the project.	Community Engagement Officer, Research & Engagement

19. In addition to this, there were 42 suggestions for alternative names from the community which were submitted to the GNB for eligibility checks. The names returned with duplications which were the same as an existing name, regardless of the road type as well as similar sounding results. As such, the naming suggestion provided during community consultation did not meet GNB requirements.

#### Councillor Consultation

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

<b>Date</b>	<b>Councillor</b>	<b>Councillor Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
25.10.23	An update was provided to Councillors at the Parramatta Ward Briefing	No comments provided.	N/A	Senior Project Officer, Place Services
16.02.24	All - via a Councillor Briefing Note distributed through the Councillor Portal	No comments provided.	N/A	Senior Project Officer, Place Services
28.02.24	An update was provided to Councillors at the Parramatta Ward Briefing	No comments provided.	N/A	Senior Project Officer, Place Services

#### **LEGAL IMPLICATIONS FOR COUNCIL**

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

**FINANCIAL IMPLICATIONS FOR COUNCIL**

22. If Council resolves to approve this report in accordance with the proposed resolution, the financial impact on the budget is set out below.
- a. External operating costs associated with this project are \$150 for paid advertisements to support engagement as part of the community consultation component of this project and are budgeted within Service Code 420097 - Road Naming and funded from General Revenue.
  - b. Once the naming proposal is approved, including gazettal by the GNB, Council is the responsible authority for the fabrication and installation of street signs (including the subject street poles and sign blades).
  - c. The notification to relevant government authorities and publishing in the Government Gazette is currently provided without charge by the GNB.
23. The financial impacts to the budget include the cost of any new street signs, which can be funded from Council's existing budget.

James Smallson  
**Group Manager Infrastructure Grants and Major Projects**

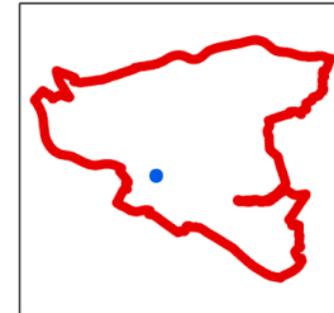
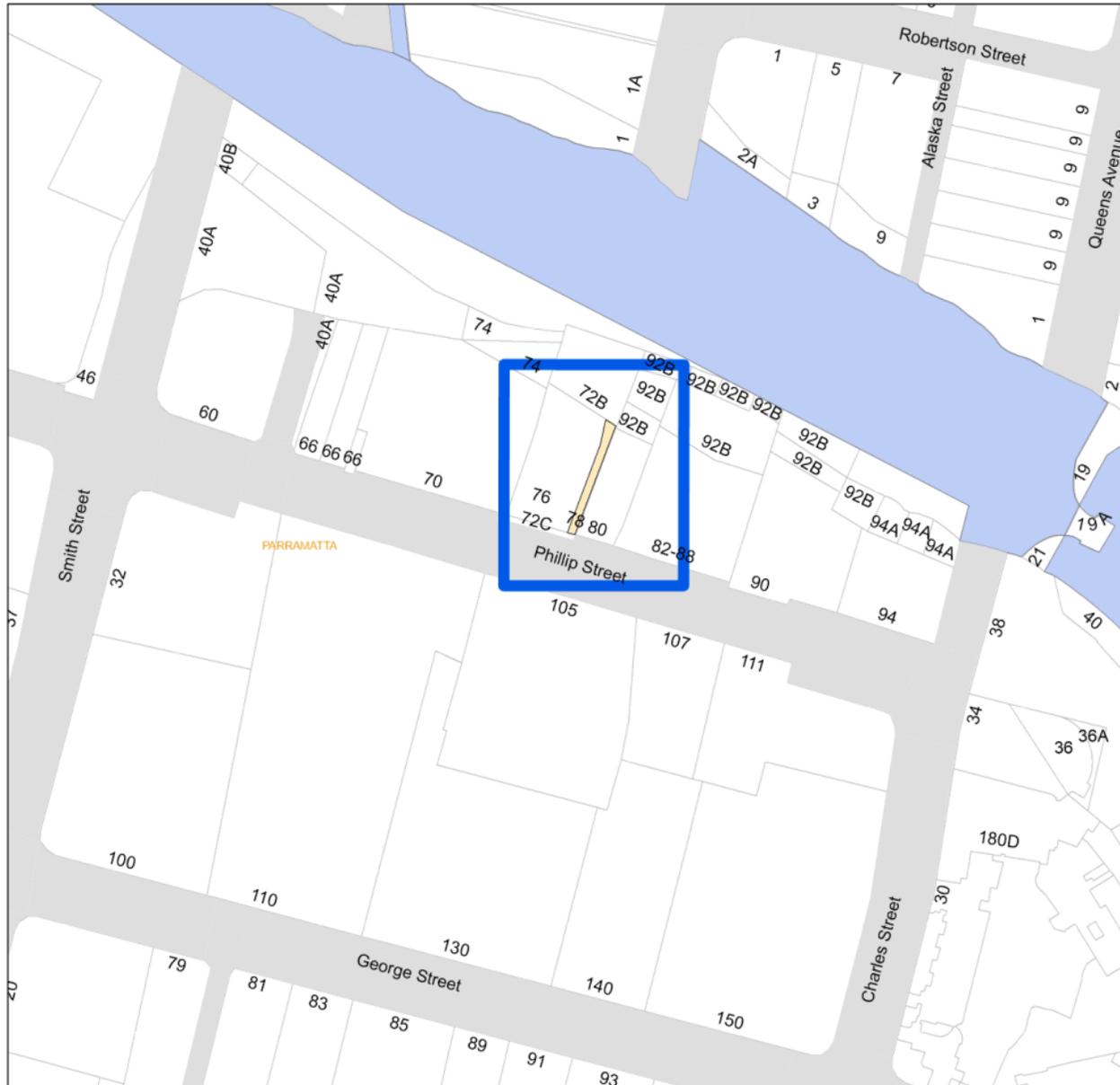
George Bounassif  
**Executive Director City Assets and Operations**

Gail Connolly  
**Chief Executive Officer**

**ATTACHMENTS:**

- |   |                                 |          |
|---|---------------------------------|----------|
| <a href="#">1</a>   | Attachment 1: Site Map          | 1 Page   |
| <a href="#">2</a>   | Attachment 2: Engagement Report | 15 Pages |

**REFERENCE MATERIAL**



### Legend

-  Site Location
- TYPE**
-  Unnamed Laneway
-  Parcels

1:1,292

Maps Updated and Published by Information Services Unit, City of Parramatta, 2019  
 Base data supplied from NSW Department of Land and Property Services (DPS)  
 Date: 28/06/2022

Road Naming -  
 Unnamed Laneway  
 78 Phillip Street Parramatta

While every effort has been made to ensure the accuracy of the information contained in this map, the City of Parramatta does not warrant the information or plans do not contain errors and the Council shall be in no way liable for any loss, damage or injury as a result of any such errors.



Printed  
 28/06/2022



# UNNAMED LANEWAY ON PHILLIP STREET

Engagement Evaluation and Key Findings  
March 2024

[cityofparramatta.nsw.gov.au](http://cityofparramatta.nsw.gov.au)



# Unnamed Laneway on Phillip Street

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# CONTENTS

1. INTRODUCTION .....	1
2. EXECUTIVE SUMMARY .....	2
3. ENGAGEMENT EVALUATION.....	3
4. KEY FINDINGS.....	6
5. RECOMMENDATIONS.....	9
6. APPENDIX.....	10

# 1. INTRODUCTION

Council is working to refresh and activate the unnamed laneway linking the Elizabeth Street pedestrian bridge and river foreshore steps at 78 Phillip Street, with funding from the NSW Government Places to Love Grant.

The aim is to create a safe, vibrant and inviting space which reflects the culture, history and identity of the local area.

- Council has engaged a Dharug led artist team to design a public artwork for the space. The glow-in-the-dark artwork will convey the story of being guided at night by the light of the moon through Dharug Ngurra.
- To complement the artwork, Council is seeking to name the unnamed laneway in keeping with the Dharug led theme.

Having consulted Dharug knowledge holders, three name options were identified, pre-approved by the NSW Geographical Names Board and presented to the community for feedback.

The options presented were:

1. Yilabara Path - quick way through path
2. Duba Yanada Path - moonlit pathway
3. Gimbawali Path - path of many stars

This report presents outcomes from the Community Engagement Campaign and the community's preferred choice.

## 2. EXECUTIVE SUMMARY

Yilabara Path is the community's favourite option, with support from 45% of participants.

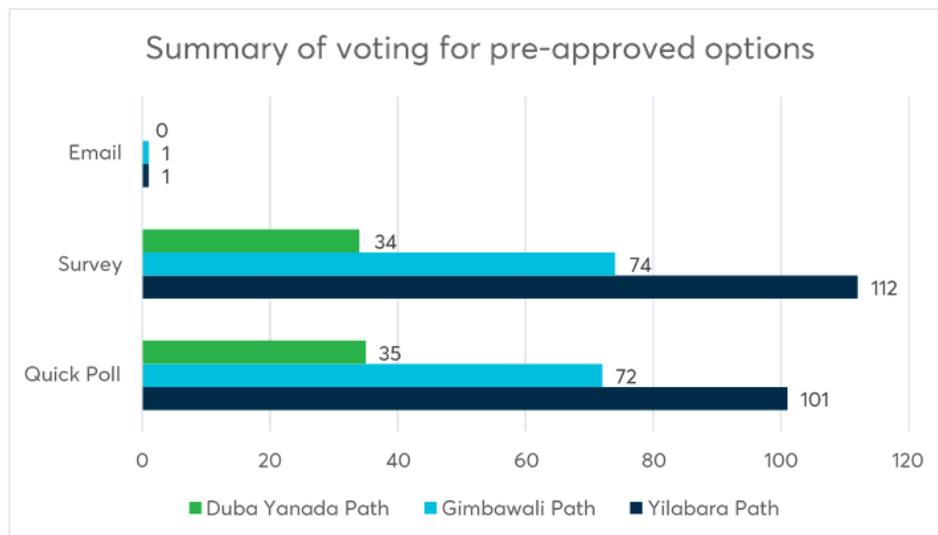
People liked the word because it was descriptive of their experience of the laneway; and easy to say and remember.

Gimbawali Path was the second-place option, preferred by 31% of participants who described it as a poetic name in keeping with proposed artwork.

Duba Yanada Path received 15% of votes, also described as in keeping with the theme; but people preferred one word over two.

### Summary of votes

	Yilabara Path	Gimbawali Path	Duba Yanada Path	Other
Quick Poll	101	72	35	-
Survey	112	74	34	38
Email	1	1	-	4
TOTAL	214 (45%)	147 (31%)	69 (15%)	42 (9%)



The remaining submissions offered alternative names. Examples are captured in Chapter 4 and the Appendix. Overall, the Dharug language names were popular with the majority of participants.

## 3. ENGAGEMENT EVALUATION

The consultation ran from 19 February to 11 March 2024, with the opportunity to share feedback presented on 86,444 occasions, culminating in 4,674 views of the project page and 472 engagements (survey, quick poll and email submissions).

### 3.1. Resources

- Postcards delivered to homes north of the Elizabeth St Footbridge, and to businesses in the precinct including QR code
- Signage with QR code on-site (laneway and along the river)
- Digital screens in libraries
- Council and Participate Parramatta e-newsletters
- Organic and targeted paid social media campaign

### 3.2. Social Media Campaign

Paid campaign results:

Paid Advertisements		Benchmarks
Impressions	18,116	n/a
Reach	13,909	n/a
Link clicks	272	n/a
Post Engagements	126	n/a
Total spend	\$300	n/a
Frequency (no. times seen)	-	2-3
Cost per click	\$0.41	\$0.50-\$1
CTR (click through rate)	2%	More than 1%
Engagement rate (ER)	2.7%	More than 2%

Organic campaign results:



COP Facebook		Benchmarks
Followers	44K	n/a
Reach	8495	n/a
Post Engagements	689	n/a
Engagement rate	8%	2-3%

Participate Facebook		Benchmarks
Followers	6.9K	n/a
Reach	120	n/a
Post Engagements	5	n/a
Engagement rate	4%	2-3%

Electronic Direct Notification

Channel	List	Open rate	Clicks
Participate Parramatta – Feb 27	17,457	47%	290
PP remail – Mar 05	9,463	18%	72
City News – Mar 05	37K	45%	n/a
<b>TOTAL</b>	<b>63,902</b>		

3.3. PARTICIPATE Parramatta

Promotion of the engagement directed community members to the Participate Parramatta website. The project page was viewed 4,674 times and generated 466 contributions.

Project Page Events	
Views	4,674
Visitors	2,679
Visits where at least 1 contribution was made	457
<b>Total contributions*</b>	<b>466</b>

\*Indicates 9 participants filled in the survey and the quick poll. This does not impact the result.

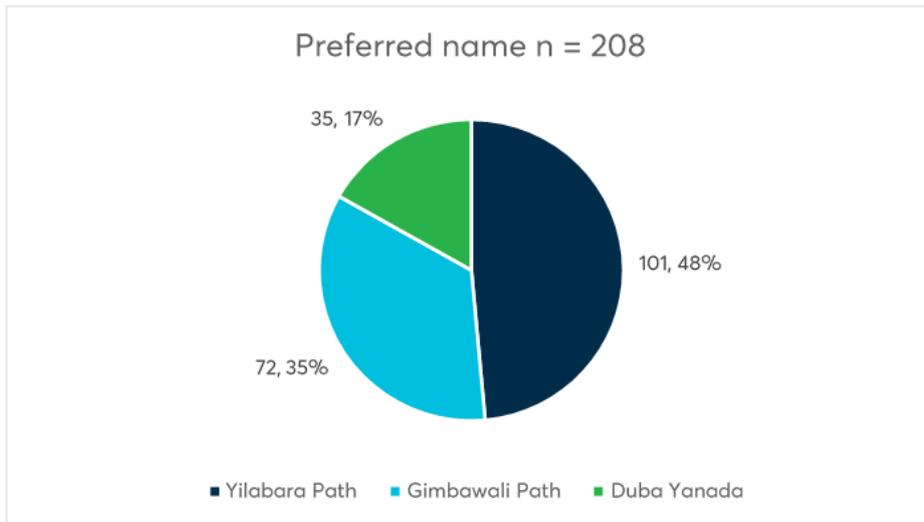
Engagement highlights:

- The engagement rate was very high at 17% (normal range is 3-5%) indicating the project was relevant and of interest to the audience.

## 4. KEY FINDINGS

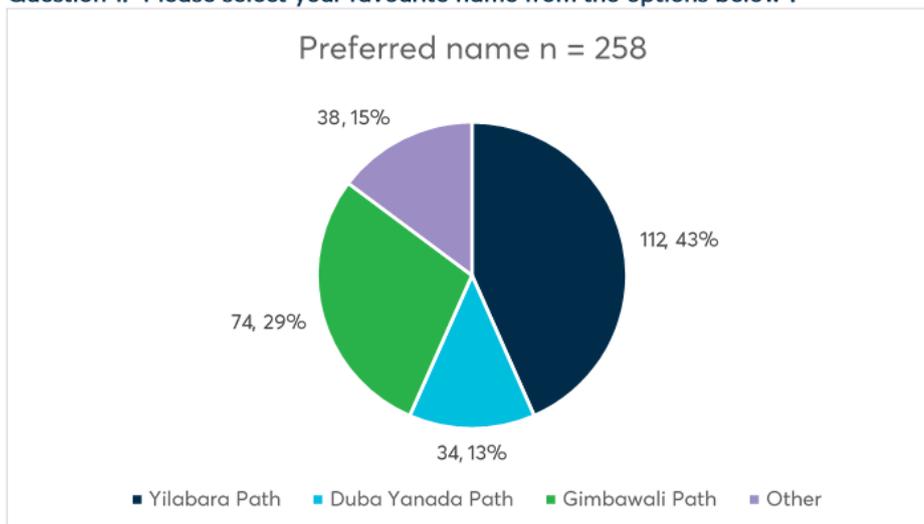
Totals from the findings below have been combined in the Executive Summary to provide the full result.

### 4.1. Participate Parramatta Quick Poll



### 4.2. Participate Parramatta Survey

Question 1: "Please select your favourite name from the options below".



People who answered 'Other' (38, 15%) were given the opportunity to make suggestions. Below are some examples of suggestions by the community. All suggestions can be found in the Appendix.

Other Dharug names	Burramatugal Lane, Dharug Path, Warami Lane
Other local and descriptive references	Eels Street, Willow Way, Ferry Laneway, Parradise Path, Rowers Lane
Persons of note	John Lewin Lane, Arthur Hall VC Lane, Bernard Wright Lane

**Question 2: "Do you have a comment about the proposed names for the unnamed laneway?"**

There were 110 comments from participants supporting their choice and suggestion. There was strong support for the Dharug language options. For example:

*"All the names are respectful of the history of the region and the beliefs of the people who first walked these paths. I like the last option since it reminds me of a Hindi word and I love its Dharug meaning too."*

*"Great use of first nations knowledge"*

*"I'm pleased to see Council proposing Dharug names and commissioning Aboriginal artwork. Please do more of this in recognition of the Dharug people who were displaced by colonisation. We need to honour their culture & connection to this land."*

*"Fantastic that Council are using Darug Names for locations."*

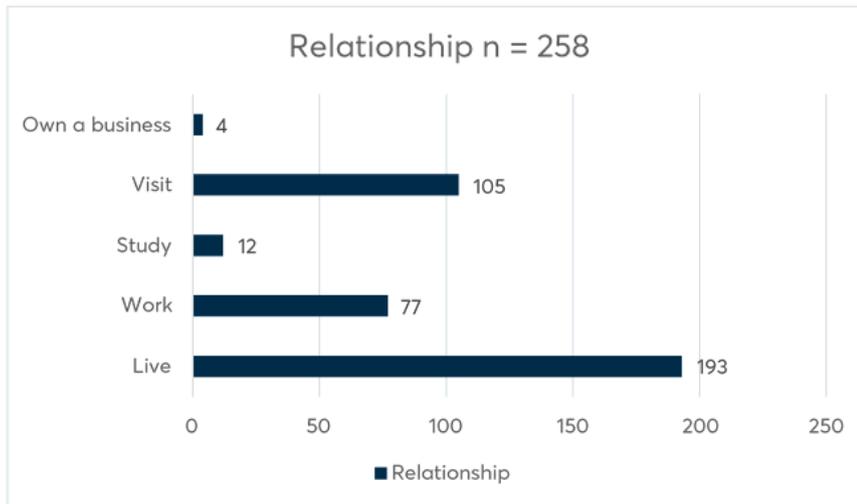
*"I love the idea of indigenous language names. All of these are nice, but Yilabara is going to be easier to remember and pronounce for those of us who have not yet learned the language. It reflects the purpose of the laneway perfectly."*

*"I walk the path to and from work daily and like the chance to have a say thank you."*

*"Very appropriate to use the indigenous name instead of English."*

A small number of comments expressed negative sentiment (13 comments).

**Question 3: "What is your relationship to Parramatta and the unnamed laneway?"** People could choose more than one option.



**Question 4: "Please select JOIN to become a member of Participate Parramatta and stay updated on this project and other exciting opportunities for you to have your say!"**

One-hundred and thirty-one (131) new members joined Participate Parramatta via this survey.

**4.3. Email and other methods of submission**

There were 6 submissions received by email and other Council channels, including one (1) more vote for Gimbalali; and one (1) more vote for Yilabara Path. Please refer to the Appendix for email submissions.

## 5. RECOMMENDATIONS

This report presents and analyses the key findings from the recent consultation for the Unnamed Laneway on Phillip Street naming.

Careful consideration should be given to all the feedback (including the comments in the appendix) and data presented in this report before a decision is made.

Council should respond to each concern and suggestion raised.

**A summary of findings should also be reported back to the community (when appropriate but in a timely manner), highlighting how community feedback has influenced the project. The final decision and reasons why should be made public and reported back to those who provided feedback.**

These recommendations are in line with Council's engagement principles and commitments outlined in the Community Engagement Strategy and Community and Stakeholder Engagement Policy.

*"We make our decisions in an open and transparent way and provide feedback to our stakeholders in order to explain our decisions and let them know how their input has been considered".*

## 6. APPENDIX

### 6.1. De-identified answers to the name suggestion question:

<b>What name do you propose?</b>
Big chunky laneway
Ghost Lane
Eels St
Burramatugal lane
Wehbe lane
Shinji Ono Lane
Waste of money Path
Moonwalk Pathway
Captain Cook Conquerer Path
Peter Sterling Lane
Eels Canal
Foresaw link
Lazy Way
Dharug Path
Meeka Path
Willow Way
Ferry laneway
Paty Lane
Ayah path — means miracle from God
Arthur Hall VC pathway
Socratic way
Produce lane
Kenans Laneway
Parradise Path
St Patricks Path
Laney McLaneface
Link Lane
Phillip Lane, but if not Yilabara Path
Free Palestine Pathway
From Dharug language: Warami – Meaning hello/ where are you from? This name would reflect not only the aboriginal history of Parramatta but also the fact the people of Parramatta come from all corners of the earth.
Phillip Lane
SUBRAM PATH.
Bernard Wright

Rowers Lane - inspired by the artwork on the bridge that the bridge leads to. OR Use the name from the bridge to name the laneway- this will help with accessibility as people will understand that the lane attached to the bridge carries a similar name.
John Lewin, artist
Pipeline Lane
Rowers Run
Another option may be to link the path name to the waterway. The way the narrow lane opens up to the waterway is quite magical. You cannot see the river until you are at the very end.

6.2. De-identified email submissions

1	<p>From: Name supplied                  Sent: Tuesday, February 27, 2024 7:21 PM                  To: Place Services &lt;placeservices@cityofparramatta.nsw.gov.au&gt;                  Subject: Places to love - Phillip Street laneway</p> <p>I wish to place a name in the mix for Phillip St lane to be named "Lawanna Lane" as this is a waradgeri word for a pretty girl and with women's rights and safety and the international women's week coming close what better name could it be for the laneway of Parramatta CBD Phillip St and giving this name also in full respect of the rightful traditional owners of our beautiful land that all our tribes live on and will do so till the end of time and also the respect of the none-Aboriginal people of all of our that we have given so much help and respect of our land and traditions and allowing our beautiful artworks and sculptures to be placed all around our beautiful CBD.</p> <p>P.S : I would love to hear from you about the naming of the laneway and would be gratefully respecting any decision that may take place but for your own knowledge I am a proud aboriginal man from the Waradgeri nation also an artist for our arts and have also given my time up in the past to teach children from the Excedise foundation through the Newtown Neighbourhood centre to be able to try show kids a better way to release inner things that they may not of been able to talk about as this was something that I myself had gone through which was also a long journey in my life. Now I'm at piece with myself and love being in the community of Parramatta and I wouldn't change it for anything or anyone</p>
2	<p>From: Name supplied                  Sent: Tuesday, February 27, 2024 11:56 PM                  To: Place Services &lt;placeservices@cityofparramatta.nsw.gov.au&gt;                  Subject: Places to love - Phillip Street laneway</p> <p>My proposed name: River Bridge Lane</p> <p>Justification: The name "River Bridge Lane" will guide people--new to this locality--to trace out the footbridge to cross the river to reach Elizabeth street</p> <p>--                  Name and contact no. supplied</p>
3	<p>From: Name supplied                  Sent: Tuesday, February 27, 2024 8:31 PM                  To: Place Services &lt;placeservices@cityofparramatta.nsw.gov.au&gt;                  Subject: Places to love - Phillip Street laneway</p> <p>hi,</p> <p>Gimbawali path</p>

	<p>regards</p> <p>Name supplied</p>
4	<p>From: Verbal submission (recorded via Customer Call Centre)</p> <p>Sent: 05 March 2024, 11:48pm</p> <p>Name supplied</p> <p>Suggestion for Unnamed Lane</p> <p>Ishram is a unique word. So my suggestion is Ishram lane could be a good name for this unnamed lane. Thanks.</p>
5	<p>This message has been forwarded to you on behalf of Name supplied</p> <p>This was in response to the following campaign: February 2024 #2.</p> <p>Subject: Re: Have your say! February 2024 Community Engagement Update #2</p> <p>-----</p> <p>PERRYS LANE</p> <p>OR</p> <p>BURRAMATTA (Aboriginal meaning Parramatta)</p>
6	<p>From: Name supplied</p> <p>Sent: Monday, February 12, 2024 1:47 PM</p> <p>To: XXXX</p> <p>Subject: RE: Information for First Nations Advisory Committee regarding unnamed laneway</p> <p>First response from FN committee members:</p> <p>I support Yilibara Path</p> <p>XXXX</p>

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**REPORTS TO COUNCIL - FOR COUNCIL DECISION**

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<b>ITEM NUMBER</b>	13.4
<b>SUBJECT</b>	Public Exhibition of Draft Councillor Workshops Policy 2024
<b>REFERENCE</b>	F2024/00282 - D09243643
<b>REPORT OF</b>	Policy Officer

**CSP THEME:** Fair

**WORKSHOP/BRIEFING DATE:** Policy Review Committee – 27 April 2023  
Policy Review Committee – 26 July 2023  
Policy Review Committee – 20 February 2024

**PURPOSE:**

To seek Council's endorsement to place the draft Councillor Workshops Policy (Policy 381) on public exhibition.

**RECOMMENDATION**

- (a) That the Councillor Workshops 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 and content changes to the draft Councillor Workshops 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 the final Councillor Workshops Policy for adoption.

**BACKGROUND**

- 1. On 11 September 2023, Council resolved to place the Councillor Workshops Policy (Policy 381) on public exhibition for a period of 28 days. The draft Policy was placed on public exhibition from 18 September until 17 October 2023, with no submissions received.
- 2. On 6 November 2023, Council resolved to refer the matter back to the Policy Review Committee for further consultation.

**ISSUES/OPTIONS/CONSEQUENCES**

- 3. The draft Policy was presented to the 20 February 2024 Policy Review Committee Meeting.
- 4. At the meeting, the Committee recommended a number of substantive changes to the draft Policy, which are listed at paragraph 11 of this Report. The changes applied to the draft Policy are provided in markup at **Attachment 2**.
- 5. The proposed substantive changes to the draft are considered to require the draft Councillor Workshops Policy to be placed on public exhibition again for a period of 28 days.

6. This report is seeking Council's approval to place the draft Councillor Workshops Policy 2024 on public exhibition for 28 days. Once submissions have closed a further report will be presented to Council incorporating any public feedback.
7. The updated draft Councillor Workshops Policy for public exhibition is provided at **Attachment 1**.

## **CONSULTATION & TIMING**

### Stakeholder Consultation

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

<b>Date</b>	<b>Stakeholder</b>	<b>Stakeholder Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
18 September – 17 October 2023	Public Exhibition	No submissions received during Public Exhibition period.	Noted	Governance

### Councillor Consultation

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

<b>Date</b>	<b>Councillor</b>	<b>Councillor Comment</b>	<b>Council Officer Response</b>	<b>Responsibility</b>
27 April 2023	Policy Review Committee meeting	Councillors provided feedback on the initial draft. Councillors raised the following amendments and questions: a. Review use of term "outcomes" for describing actions and questions taken from Workshops, where tasks are in-progress. b. Remove specification of particular days of the week for scheduling Workshops. c. Further investigate Council's framework for resolving Workshop actions, and	Recommended amendments incorporated into draft, and feedback used to inform further internal consultation.	Governance

		<p>consider adding to the Policy a timeframe for resolving and/or periodically updating Councillors on progress, and requirements for tracking outcomes and informing Councillors.</p> <p>d. Ensure requirements are consistent with 2022 Council Resolution regarding advanced provision of Workshop presentations.</p>		
26 July 2023	Policy Review Committee meeting	Committee Members provided feedback on the completed draft. No further changes proposed.	Noted	Governance
November 2023	Clr Phil Bradley	Raised concerns regarding supplementary guidance provided in Schedule 1 Identifying Confidential Information.	References to the <i>Local Government Act</i> as defining confidentiality requirements for Councillor Workshops removed from Schedule 1, and revised draft presented for consultation at 20 February Policy Review Committee meeting.	Governance
20 February 2024	Policy Review Committee meeting	<p>Supported removal of references to the Local Government Act from Schedule 1.</p> <p>The Committee requested the following further amendments to the draft Policy:</p> <p>a. Clause 3.2: Update “meeting” to be specified as “Councillor Workshops”, to clarify where</p>	<p>Recommended amendments incorporated into draft as follows:</p> <p>a. Clause 3.2: Verified the directive is not specifically relevant to Councillor Workshops, deleted clause.</p> <p>b. Implemented</p> <p>c. Implemented</p> <p>d. Implemented</p> <p>e. Implemented</p> <p>f. Implemented</p>	Governance

		<p>minimum staff attendance requirements apply. Verify if clause is a relevant WHS requirement.</p> <p>b. Clause 5.1: Add to options of where Councillor Workshops may be organised, “(b) as requested by a minimum of three Councillors, and as approved by the CEO”.</p> <p>c. Clause 5.5: Add specification of outcomes “records”.</p> <p>d. Clause 5.5.1: Add new sub-clause directive for Council to maintain an outcomes tracker or register, to be accessible for Councillors.</p> <p>e. Clause 5.7: Change the quorum requirement to five Councillors.</p> <p>f. Clause 5.12: Clarify that the Lord Mayor and CEO “may consider” cancelling a session if the confirmed number of attending Councillors is less than quorum.</p> <p>g. Add directive that Councillors are to be notified where there will be external participants.</p> <p>h. Schedule 1 section 4: Clarify that internal Council information may be made available</p>	<p>g. Added sub-clause 5.2.1, that it will be stated in the calendar invite to advise where external participants may be attending.</p> <p>h. Implemented</p> <p>A full markup of the changes is provided at <b>Attachment 2</b>.</p>	
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		at the time the relevant Council Agenda is published to the public, unless subject to other confidential constraints.		
20 February 2024	Policy Review Committee meeting	The Committee raised the following question for investigation: a. Clause 5.12: Verify that the stated timeframe to provide presentations before the Workshop is consistent with the previous Council resolution on the matter.	Verified that the timeframe stated in clause 5.12 (48 hours prior) is consistent with Council Resolution from 8 August 2022.	Governance

## LEGAL IMPLICATIONS FOR COUNCIL

10. The draft was reviewed by Council's Legal Services Unit, and the Policy recommended for public exhibition does not present any legal concerns.

## FINANCIAL IMPLICATIONS FOR COUNCIL

11. There are no unbudgeted financial implications for Council associated with the exhibition of this draft Policy.

Melissa Mclsaac  
Policy Officer

John Angilley  
Executive Director Finance & Information

Gail Connolly  
Chief Executive Officer

## **ATTACHMENTS:**

- |   |   |       |
|---|---|-------|
| <a href="#">1</a>  | For Public Exhibition - Draft Councillor Workshops Policy - Revised | 7     |
| <a href="#">2</a>  | March 2024  | Pages |
| <a href="#">3</a>  | For Information - Draft Councillor Workshops Policy - Markup of     | 8     |
| <a href="#">4</a>  | Changes Post-Exhibition   | Pages |

## REFERENCE MATERIAL



**Councillor Workshops Policy**

**Contents**

1. Scope.....1

2. Purpose.....1

3. Policy.....1

4. Delegations.....2

5. Procedure.....2

6. Definitions.....5

Schedule 1 – Identifying Confidential Information .....6

**1. Scope**

- 1.1 This Policy applies to all City of Parramatta Council (**Council**) Councillor Workshops; to Councillors and Council Staff; and any invited external presenters and/or consultants of a Councillor Workshop. Councillor Workshops are to be held in the absence of the public.
- 1.2 This Policy does not apply to Pre-Meeting Briefings that are arranged by the Chief Executive Officer (CEO) to brief Councillors on business to be considered at Ordinary or Extraordinary Meetings of Council (refer to Council’s Code of Meeting Practice).

**2. Purpose**

- 2.1 This Policy establishes the management of Councillor Workshops.

**3. Policy**

- 3.1 Councillor Workshops provide an avenue for Council Staff outside of the formal Council meetings (i.e. Ordinary or Committee Meetings) to provide Councillors with background information or context to any proposed item by the CEO and/or Lord Mayor. These may include, but are not limited to:
  - (a) clarifying issues, exchanging information (including confidential information), and seeking feedback/general direction on proposals;
  - (b) providing a forum for discussion on initiatives and discussing options in determining Council’s strategic corporate direction;

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4



- (c) ensuring effective communication and information flow between Staff and Councillors; or
- (d) providing a team building forum to develop trust and understanding between those attending the Workshops.

#### 4. Delegations

4.1 There are no Administrative and/or Legislative Delegations applicable to this Policy.

#### 5. Procedure

5.1 Councillor Workshops may be organised:

- (a) as a result of a resolution of Council;
- (b) as requested by a minimum of three Councillors, and as approved by the CEO; or
- (c) as approved by the CEO, Executive Team, or in consultation with the Lord Mayor.

5.2 Councillor Workshops may be attended by external participants and Council Staff, including a range of Staff who are not listed under Council's Councillor and Staff Interaction Policy.

5.2.1 Where external participants are invited to a Councillor Workshop, this will be stated in the calendar invite.

5.3 Councillor Workshops are held generally on weekdays, or as advised by the CEO and/or Lord Mayor.

5.4 Remote attendance is permitted for Councillor Workshops for all attendees.

5.5. Feedback obtained from Councillors at a Councillor Workshop will help guide and inform actions and outcomes for matters discussed.

5.6 Action items and outcomes records are to be made available to Councillors within 28 days after the Councillor Workshop was held.

5.6.1 Council will maintain a register for tracking action items and outcomes from Councillor Workshops, which will be made available to Councillors via the Councillor Portal.

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4



### Chairperson

- 5.7 The CEO or a member of Staff nominated by the CEO is to preside at Councillor Workshops.

### Quorum

- 5.8 A quorum for the purposes of whether a Councillor Workshop will proceed will be at least five Councillors.

### Conduct obligations

- 5.9 Councillors and Staff are to observe their general conduct obligations as set out by Council's Code of Conduct, and are to remain courteous, professional, and respectful towards all attendees.

- 5.9.1 The Chairperson is to call to order any attendee who behaves in a manner contrary to the general conduct obligations of Council's Code of Conduct, including, but not limited to, the use of offensive behaviour or language.

### Confidentiality

- 5.10 All attendees must maintain the integrity and security of Confidential Information disclosed during Councillor Workshops.
- 5.10.1 All attendees refer to Schedule 1 for an indicative list of matters that are regarded as confidential or may be subject to other restrictions on public release.
- 5.10.2 The recording of Workshops by attendees using any device, audio or video, is not permitted.
- 5.10.3 Confidential Information distributed to an external party or media would be considered a breach of section 664 of the LG Act (*Disclosure and Misuse of Information*) in that, attendees must not, at any time, disclose materials classified as confidential in reports and or presentations presented to Councillor Workshops.

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4



### Conflicts of Interest declarations

- 5.11 Conflicts of interests at Councillor Workshops are to be managed in accordance with Council's Code of Conduct. Councillors and Staff are responsible for the identification, declaration, and management of any conflicts of interests. Forms will be provided at Councillor Workshops to assist in declaring interests.

### Record Management

- 5.12 Formal minutes of the meeting are not required. However, the following records must be created:
- The date, subject, and purpose of the Councillor Workshop.
  - Attendance by Councillors and presenters or facilitators and staff.
  - Any documents distributed or presentation slides presented.
  - Any conflicts of interests declared at the Councillor Workshop, including a record of how the conflict of interest was managed.
  - Register of action items and outcomes.
  - Audio and/or video recording of the Councillor Workshop, which will be confidential and compliant with the *Workplace Surveillance Act 2005* (NSW).
- 5.13 The following table outlines the steps and responsibilities for organising Councillor Workshops:

Detail	Responsibility
Request sent to Governance for a Councillor Workshop	Staff/Facilitator
Date tentatively booked in the Councillor Workshop schedule	Governance
Confirmation of Councillor Workshop and provision of presentation material from presenters to Governance	Executive Team
Presentation material provided to Councillors 48 hours prior to the Councillor Workshop (if possible)	Facilitator
Coordinate Councillor RSVPs	Governance
If confirmed number of Councillors is less than quorum, consider cancelling session	Lord Mayor/CEO

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4



Complete Attendance and Outcomes Summary and send to Governance staff	Facilitator
Upload Attendance and Outcomes Summary and any presentations/handouts to Councillor Portal	Governance
Register Councillor Workshops presentation/handouts (and any other presentation materials) and Attendance and Outcomes Summary in Council's record management system	Governance

## 6. Definitions

Confidential Information	Any information that is, by its nature, confidential, and includes, but is not limited to, information relating to the policies, strategies, practices, and procedures of Council.
Councillor	A person elected or appointed to civic office as a member of the governing body of Council, including the Lord Mayor.
Staff	A person who is directly employed by Council on a full time, part time, temporary, or casual basis.
Councillor Workshop	Sessions at which Councillors and Staff meet to discuss and/or provide input into Council strategies.
Facilitator	A person or company who will guide participants towards the desired outcomes on what is on the agenda.

References	Local Government Act 1993 (NSW) Local Government (General) Regulation 2021 (NSW) Workplace Surveillance Act 2005 (NSW)
Associated Policies	Code of Conduct Code of Meeting Practice Councillor and Staff Interaction Policy Councillor Expenses and Facilities Policy
Attachments	Schedule 1 – Identifying Confidential Information

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4



### Schedule 1 – Identifying Confidential Information

There are some categories of information held by Council that may be available within Council but not for public release initially or at all.

As a public body, Council is subject to a range of legal requirements and obligations concerning the management and disclosure of confidential information. What may be confidential initially, may be later available to release.

While the specific categories of confidential information will depend on Council's functions and activities, for the purposes of Councillor Workshops, the following categories of information will be considered confidential:

1. **Personal information** about individuals, such as names, addresses, and contact details, as well as sensitive information such as health or financial information.
2. **Commercial information**, such as details of contracts or tender processes, financial information, or intellectual property. If disclosed, this information could confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
3. **Legal advice or documents**, such as legal opinions or advice received by the council or its employees, as well as documents subject to legal professional privilege. It is important not to provide a summary of the legal advice without authority, as this will waive legal professional privilege over the whole of the document which means the whole of the advice would be available to the public.
4. **Internal council documents or information**, such as minutes of confidential meetings or discussions, correspondence between Councillors or Staff, or documents subject to copyright or other intellectual property rights.

This includes the details of discussions held during workshops or briefing sessions. Making this information available may inhibit the free flow of discussion and the amount of information provided at the workshop. Public availability may hinder the decision-making process – remember the workshops and briefing are for a purpose of providing Councillors with information and for them to ask questions, to enable their understanding for the Council meeting when their decision will be made. It is at the time the Agenda is published to the public that the information may be made available (unless subject to other confidential constraints).

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4

Page 6 of 7



5. **Operational information**, such as details of Council operations, plans, or strategies, and technical information that could be used to compromise the security or integrity of council systems or infrastructure.

It is important to recognise that the disclosure of security systems information could affect the security of the Council, Councillors, Staff (including their families); or, Council property.

6. **Information provided in confidence by third parties**, such as information obtained from community groups, businesses, or other government agencies.

Council officers are sometimes asked to sign confidentiality agreements with a government agency, such as Planning, to enable the agency to factor into its decision, facts only known to Council. The issues about which the officers provide information, may concern future confidential planning or development matters of the State Government.

7. **Aboriginal significance on community land**, such information includes the nature and location of a place or an item of Aboriginal significance.
8. **Information concerning the conduct** of Council Officials and third-parties, including alleged contraventions of any code of conduct requirements applicable under section 440 of the LG Act; matters reported to ICAC, or other investigatory agency.

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4

Page 7 of 7



**Councillor Workshops Policy**

Contents

1. Scope.....1

2. Purpose.....1

3. Policy .....1

4. Delegations.....2

5. Procedure.....2

6. Definitions.....5

Schedule 1 – Identifying Confidential Information .....76

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- (a) clarifying issues, exchanging information (including confidential information), and seeking feedback/general direction on proposals;

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4



- (b) providing a forum for discussion on initiatives and discussing options in determining Council's strategic corporate direction;
- (c) ensuring effective communication and information flow between Staff and Councillors; or
- (d) providing a team building forum to develop trust and understanding between those attending the Workshops.

~~3.2 Where a meeting Councillor Workshop is organised between a Councillor and an authorised or otherwise approved Staff member, and the Staff member is in a role below an Executive Team position, a minimum of two Staff must be in attendance.~~

#### 4. Delegations

4.1 There are no Administrative and/or Legislative Delegations applicable to this Policy.

#### 5. Procedure

5.1 Councillor Workshops may be organised:

- ~~(a)~~ as a result of a resolution of Council; ~~or~~
- ~~(a)~~~~(b)~~ as requested by a minimum of three Councillors, and as approved by the CEO; or
- ~~(b)~~~~(c)~~ as approved by the CEO, Executive Team, or in consultation with the Lord Mayor.

5.2 Councillor Workshops may be attended by external participants and Council Staff, including a range of Staff who are not listed under Council's Councillor and Staff Interaction Policy.

5.2.1 Where external participants are invited to a Councillor Workshop, this will be stated in the calendar invite.

5.3 Councillor Workshops are held generally on weekdays, or as advised by the CEO and/or Lord Mayor.

5.4 Remote attendance is permitted for Councillor Workshops for all attendees.

5.5 Feedback obtained from Councillors at a Councillor Workshop will help guide and inform actions and outcomes for matters discussed.

5.6 Action items and outcomes **records** are to be made available to Councillors within 28

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4



days after the Councillor Workshop was held.

[5.65.1 Council will maintain a register for tracking action items and outcomes from Councillor Workshops, which will be made available to Councillors via the Councillor Portal.](#)

#### Chairperson

[5.25.7](#) The CEO or a member of Staff nominated by the CEO is to preside at Councillor Workshops.

#### Quorum

[5.35.8A](#) quorum for the purposes of whether a Councillor Workshop will proceed will be at least ~~four~~**five** Councillors.

#### Conduct obligations

[5.45.9](#) Councillors and Staff are to observe their general conduct obligations as set out by Council's Code of Conduct, and are to remain courteous, professional, and respectful towards all attendees.

[5.4.15.9.1](#) The Chairperson is to call to order any attendee who behaves in a manner contrary to the general conduct obligations of Council's Code of Conduct, including, but not limited to, the use of offensive behaviour or language.

#### Confidentiality

[5.55.10](#) All attendees must maintain the integrity and security of Confidential Information disclosed during Councillor Workshops.

[5.5.15.10.1](#) All attendees refer to Schedule 1 for an indicative list of matters that are regarded as confidential or may be subject to other restrictions on public release.

[5.5.25.10.2](#) The recording of Workshops by attendees using any device, audio or video, is not permitted.

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4

Page 3 of 8



5.5.35.10.3 Confidential Information distributed to an external party or media would be considered a breach of section 664 of the *LG Act (Disclosure and Misuse of Information)* in that, attendees must not, at any time, disclose materials classified as confidential in reports and or presentations presented to Councillor Workshops.

#### Conflicts of Interest declarations

5.65.11 Conflicts of interests at Councillor Workshops are to be managed in accordance with Council's Code of Conduct. Councillors and Staff are responsible for the identification, declaration, and management of any conflicts of interests. Forms will be provided at Councillor Workshops to assist in declaring interests.

#### Record Management

5.75.12 Formal minutes of the meeting are not required. However, the following records must be created:

- (a) The date, subject, and purpose of the Councillor Workshop.
- (b) Attendance by Councillors and presenters or facilitators and staff.
- (c) Any documents distributed or presentation slides presented.
- (d) Any conflicts of interests declared at the Councillor Workshop, including a record of how the conflict of interest was managed.
- (e) Register of action items and outcomes.
- (f) Audio and/or video recording of the Councillor Workshop, which will be confidential and compliant with the *Workplace Surveillance Act 2005 (NSW)*.

5.85.13 The following table outlines the steps and responsibilities for organising Councillor Workshops:

Detail	Responsibility
Request sent to Governance for a Councillor Workshop	Staff/Facilitator
Date tentatively booked in the Councillor Workshop schedule	Governance
Confirmation of Councillor Workshop and provision of presentation material from presenters to Governance	Executive Team
Presentation material provided to Councillors 48 hours prior to the Councillor Workshop (if possible)	Facilitator

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4



Coordinate Councillor RSVPs	Governance
If confirmed number of Councillors is less than quorum, <b>consider</b> cancelling session	Lord Mayor/CEO
Complete Attendance and Outcomes Summary and send to Governance staff	Facilitator
Upload Attendance and Outcomes Summary and any presentations/handouts to Councillor Portal	Governance
Register Councillor Workshops presentation/handouts (and any other presentation materials) and Attendance and Outcomes Summary in Council's record management system	Governance

## 6. Definitions

Confidential Information	Any information that is, by its nature, confidential, and includes, but is not limited to, information relating to the policies, strategies, practices, and procedures of Council.
Councillor	A person elected or appointed to civic office as a member of the governing body of Council, including the Lord Mayor.
Staff	A person who is directly employed by Council on a full time, part time, temporary, or casual basis.
Councillor Workshop	Sessions at which Councillors and Staff meet to discuss and/or provide input into Council strategies.
Facilitator	A person or company who will guide participants towards the desired outcomes on what is on the agenda.

References	<p><i>Local Government Act 1993 (NSW)</i>  <i>Local Government (General) Regulation 2021 (NSW)</i>  <a href="#">Workplace Surveillance Act 2005 (NSW)</a></p>
Associated Policies	<p>Code of Conduct          Code of Meeting Practice          Councillor and Staff Interaction Policy</p>

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4



	Councillor Expenses and Facilities Policy
Attachments	Schedule 1 – Identifying Confidential Information

DRAFT

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4



## Schedule 1 – Identifying Confidential Information

Confidential information is defined in the *Local Government Act 1993 (NSW) (LG Act)*.

Confidential information distributed to an external party or media would be considered a breach of section 664 of the LG Act in that, Councillors must not, at any time, disclose materials classified as confidential in reports presented to our discussions held at Council.

### Categories of confidential information

There are some categories of information held by Council that may be available within Council but not for public release initially or at all.

As a public body, Council is subject to a range of legal requirements and obligations concerning the management and disclosure of confidential information. What may be confidential initially, may be later available to release.

While the specific categories of confidential information will depend on Council's functions and activities, the following is a list of general categories, and includes the matters listed in the *Government Information (Public Access) Act 2009 (NSW)* and section 10A of the LG Act for the purposes of Councillor Workshops, the following categories of information will be considered confidential:

1. **Personal information** about individuals, such as names, addresses, and contact details, as well as sensitive information such as health or financial information.
2. **Commercial information**, such as details of contracts or tender processes, financial information, or intellectual property. If disclosed, this information could confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
3. **Legal advice or documents**, such as legal opinions or advice received by the council or its employees, as well as documents subject to legal professional privilege. It is important not to provide a summary of the legal advice without authority, as this will waive legal professional privilege over the whole of the document which means the whole of the advice would be available to the public.

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4

Page 7 of 8



4. **Internal council documents or information**, such as minutes of confidential meetings or discussions, correspondence between Councillors or Staff, or documents subject to copyright or other intellectual property rights.

This includes the details of discussions held during workshops or briefing sessions. Making this information available may inhibit the free flow of discussion and the amount of information provided at the workshop. Public availability may hinder the decision-making process – remember the workshops and briefing are for a purpose of providing Councillors with information and for them to ask questions, to enable their understanding for the Council meeting when their decision will be made. It is at **that time the time the Agenda is published to the public that** the information may be made available (**unless** subject to other confidential constraints).

5. **Operational information**, such as details of Council operations, plans, or strategies, and technical information that could be used to compromise the security or integrity of council systems or infrastructure.

It is important to recognise that the disclosure of security systems information could affect the security of the Council, Councillors, Staff (including their families); or, Council property.

6. **Information provided in confidence by third parties**, such as information obtained from community groups, businesses, or other government agencies.

Council officers are sometimes asked to sign confidentiality agreements with a government agency, such as Planning, to enable the agency to factor into its decision, facts only known to Council. The issues about which the officers provide information, may concern future confidential planning or development matters of the State Government.

7. **Aboriginal significance on community land**, such information includes the nature and location of a place or an item of Aboriginal significance.

8. **Information concerning the conduct** of Council Officials and third-parties, including alleged contraventions of any code of conduct requirements applicable under section 440 of the LG Act; matters reported to ICAC, or other investigatory agency.

Councillor Workshops Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement:	Approval Authority: Council	Date Approved:
Amendment: 6	Date of Next Review:	Review: 4

**REPORTS TO COUNCIL - FOR COUNCIL DECISION**

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<b>ITEM NUMBER</b>	13.5
<b>SUBJECT</b>	2024/25 Budget Consideration - Parramatta Past Revealed Historical Publication
<b>REFERENCE</b>	F2022/03176 - D09276533
<b>REPORT OF</b>	Group Manager Community Hubs and PHIVE

**CSP THEME:** Welcoming

**WORKSHOP/BRIEFING DATE:** Nil

**PURPOSE:**

To provide a response to the Council resolution of 8 November 2023 in relation to the creation of a photographic essay style historical publication to complement the existing historical publication *Parramatta: Past Revealed* (1996).

**RECOMMENDATION**

- (a) That Council digitise the existing 1996 printed publication (*Parramatta: Past Revealed*) to create a digital publicly-accessible historical reference resource on the history of Parramatta, with the \$1000 cost to be funded from the 2023/24 Community Hubs operational budget.
- (b) That Council consider funding the creation of a new, complementary publication to *Parramatta: Past Revealed* (at an estimated cost of \$65,000) as part of the 2024/25 draft budget preparation process.

**BACKGROUND**

1. At the meeting of Council on 8 May 2023 Council resolved (in part):  
*“That the CEO prepare a report to Council to investigate updating the 1996 publication Parramatta – A Past Revealed.*
2. The 8 May 2023 Council report included consultation with the 1996 publication authors, local history and heritage experts and relevant stakeholders in relation to the potential development of content for an updated edition of the 1996 publication.
3. The report also considered existing material and research held by Council that could be used to inform the updated publication, financial and resourcing costs to support the preparation and printing of an updated publication, and potential timeframes for consultation, development, and delivery of the updated publication.

4. At a subsequent meeting of Council on 8 November 2023 Council resolved:

*“That, the CEO arrange for the actions listed in paragraph 10 of the 8 May 2023 Council report to proceed and for the associated financial implications and timeframe to be reported back to Council.”*

5. Paragraph 10 of 8 May 2023 Council report stated “A photographic essay style publication (70-80 pages) illustrates the Parramatta story past, present and future, without the need for detailed authorship, with topics presented in a photographic narrative that is accessible to diverse audiences. Estimates on the development of a new photographic style essay publication indicate up to 200 hours in publication research and development, a project delivery cost of \$82,000 (inclusive of research, publication design and printing (250 hard copies and downloadable e-publication version)), and a 6 to 12 month project delivery timeframe.”

### **ISSUES/OPTIONS/CONSEQUENCES**

6. Council officers recommend digitising the 1996 publication (*Parramatta: Past Revealed*), currently only available in print copy version, as part of Council’s ongoing archival digitisation project. The costs associated with digitising the publication (\$1,000) can be funded from within existing operating budgets. Following digitisation, the publication will be made available through Council’s online platforms as a publicly accessible historical resource.

### **Preparation of a Complementary Historical Publication**

7. Consistent with the 8 May 2023 Council report, Council officers recommend proceeding with the production of a 50-80 page photo essay style publication focused on the recent history of Parramatta (1995-2025) as a follow up complementary historical publication to the existing publication *Parramatta: Past Revealed* published in 1996.
8. It is proposed that thematic photographic storylines will feature in the new publication including a section featuring significant images from Parramatta’s history; a section on more recent city-shaping projects (for example PHIVE, Parramatta Town Hall restoration, Parramatta Aquatic Centre, Parramatta Quay, Escarpment Boardwalk, Riverside Theatres, Parramatta Square, Parramatta Stadium, and Powerhouse Parramatta); and a section documenting and celebrating the social and cultural transformation of Parramatta and its people.
9. The publication would play a significant role in recognising Parramatta as exemplar model of a harmonious and progressive culturally diverse community and local government area and an advocacy tool supporting the Parramatta 2050 vision.
10. The photographic publication would include an historical timeline of Parramatta and one commissioned introductory essay by a contemporary historian focused on the recent history and transformational story of Parramatta. The selection of a contemporary historian for the publication essay will be undertaken in

consultation with the authors (Liston and Cass) of the 1996 *Parramatta: A Past Revealed* publication.

11. The estimated project cost is \$64,800 which is not currently funded. The project budget is inclusive of all publication costs including research, copywriting, editing, copyright clearances, publication design and production and 500 print copies with the inclusion of full-colour illustrations throughout.
12. The print publication would be further supported by a free digital down loadable e-publication version accessible through Parramatta's libraries and websites.
13. The estimated timeframe to deliver the project and the finished publication is 12-18 months.

## 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
18 Jan 24	Esem Projects	Expert advice and costings on the production of a new Parramatta historical publication and e-publication	Esem projects has considerable expertise with publication research and production and the local history and heritage of Parramatta. Reference Parramatta StoryBox project (Parramatta Square 2021).	PHIVE and Community Hubs/ Community Services / Coordinator Research and Collections

### Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
8/3/24	Clr Wearne	Consultation on project scope of publication	Councillor feedback incorporated into Council report for consideration by Council.	Community Services, Group Manager, Community Hubs and PHIVE.

**LEGAL IMPLICATIONS FOR COUNCIL**

16. Should the project proceed Council would seek copyright registration of the new publication.

**FINANCIAL IMPLICATIONS FOR COUNCIL**

17. The table below summarises the financial impacts (\$64,800 unfunded) on the budget should Council determine to proceed immediately with the preparation of a new publication.

18. It should be noted that no funding source exists in the current 2023/24 budget.

	FY 22/23	FY 23/24	FY 24/25	FY 25/26
<b>Revenue</b>				
Internal Revenue		0		
External Revenue		0		
<b>Total Revenue</b>		0		
<b>Funding Source</b>				
<b>Operating Result</b>				
External Costs		64,800		
Internal Costs				
Depreciation				
Other				
<b>Total Operating Result</b>		64,800		
<b>Funding Source</b>		None identified		
<b>CAPEX</b>				
External		0		
Internal		0		
Other		0		
<b>Total CAPEX</b>		0		

Christopher Snelling  
**Group Manager Community Hubs and PHIVE**

Jon Greig  
**Executive Director Community Services**

John Angilley  
**Executive Director Finance & Information**

Gail Connolly  
**Chief Executive Officer**

**ATTACHMENTS:**

There are no attachments for this report.

**REPORTS TO COUNCIL - FOR COUNCIL DECISION**

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<b>ITEM NUMBER</b>	13.6
<b>SUBJECT</b>	Sponsorships, Corporate Memberships and Memoranda of Understanding
<b>REFERENCE</b>	F2024/00282 - D09151784
<b>REPORT OF</b>	Executive Director City Planning and Design
<b>CSP THEME:</b>	Thriving

**WORKSHOP/BRIEFING DATE:** 4 MARCH 2024

**PURPOSE:**

The purpose of this report is to respond to a Council resolution of 24 July 2023 relating to sponsorships, memberships and Memoranda of Understanding (MOUs).

**RECOMMENDATION:**

- (a) That Council note the information provided at Attachments 1 and 2 relating to Council's Strategic Memberships, Event Sponsorships and Partnerships (including Memoranda of Understanding).
- (b) That due to increasing levels of community interest in partnering with Council, the *Sponsorships Policy* and *Productive Partnerships Policy* be prioritised for review consistent with the principles outlined in this report.
- (c) That, recognising the need for an interim approach until such time as this policy review is complete, the Chief Executive Officer review the information at Attachment 1 to inform the 2024/25 budget preparation process in line with the following approach/criteria:
  1. Further consultation with Councillors;
  2. High strategic alignment;
  3. Clear value for money;
  4. Demonstrated community benefit;
  5. Prioritise positioning Parramatta as a Global City;
  6. Position Council to proactively participate in policy conversations and other matters affecting the City and community;
  7. Not enter into any further MOUs or alliance arrangements; and
  8. Focus on formal commercial partnership agreements that offer direct and measurable benefits for the City, businesses and residents.
- (d) Further, that the Chief Executive Officer identify budget and staff resources to manage Council's sponsorships, partnerships, and alliances in a centralised and strategic manner as part of the budget preparation for financial year 2024/25.

**BACKGROUND**

1. On 24 July 2023, Council resolved as follows (Resolution 4428):

- (a) **That** the CEO provide a report to Council detailing regarding current and planned sponsorships, corporate memberships and Memoranda of Understanding (MOU) of Council and that:
1. The report include financial and non-financial sponsorships, memberships and MOUs of council; and
  2. A copy of the sponsorship agreements, membership details and MOUs.
- (b) **Further, that** the CEO provide the report to Council before the end of August 2023.
2. Update reports were provided in October 2023, December 2023 and February 2024.
3. The following definitions were used when assembling the information in this report and attachment:
- (a) **Strategic Memberships** provide Council with an opportunity to address strategic objectives by partnering with external stakeholders, leveraging memberships and networks to advocate for and advance priorities, and elevating Parramatta's profile.
  - (b) **Event Sponsorships** refer to Council's funding of one-off events, programs, or activities delivered by external partners.
  - (c) **Partnerships** refer to financial or non-financial agreements to jointly deliver programs, events, activities or initiatives with external partners on either a one-off or ongoing basis, with Council contributing funds and/or in-kind support. (Some partnerships have a formal MoU in place, and it is noted in **Attachment 1** where this is the case.)
4. **Attachment 1** to this report responds to **part (a)1** of the July 2023 Council resolution, and enumerates the following:

Type	Number	Total Cost
Strategic Memberships	11	\$139,318
Event Sponsorships 2023	22	\$249,902
Current / Recent Partnerships	33	\$1,181,856

5. **Attachment 1** also enumerates two strategic memberships and thirteen partnerships under consideration for 2024, as well as four event sponsorships for 2024 (included completed, planned and under consideration).
6. Council also has approximately 100 operational corporate memberships which total approximately \$863k. These provide core functions or essential services to the community, resources needed to undertake Council business and/or projects, and/or access to staff training or professional development opportunities; as such, this list includes many annual 'subscription'-style memberships to service providers.
7. Being operational in nature, they are a matter for the Chief Executive Officer to manage and are routinely reviewed at the operational level. The Executive Team is currently undertaking the annual review of memberships as part of the budget preparation process, with an overall aim of reducing budget spend on operational corporate memberships where possible.

8. Part a(2) of the above resolution regards “*A copy of the sponsorship agreements, membership details and MOUs*”. Council does not have a standardised sponsorship agreement, nevertheless, **Attachment 2** has been prepared to provide further detail relating to Council’s sponsorships. **Attachment 2** also provides further detail on strategic memberships.
9. A copy of current MOUs referred to in part a(2) of the resolution are provided as confidential attachments (**Attachments 3, 4, 5, 6, 7 and 8**), noting the commercially sensitive information contained within. Expired MOUs have not been included.

## INTERNAL POLICY FRAMEWORK

10. Two key internal policies relate to this matter as follows:

Policy	Adopted
Productive Partnership Policy (POLICY237)	03/11/2004
City of Parramatta Sponsorship Policy (POLICY347)	12/12/2016

11. This report recommends that these two policies are prioritised for review and updating. The principles guiding this review are to be as follows:
- a. **Comprehensive:** The review will examine a wide variety of potential partnership arrangements (e.g. sponsorships, partnerships, events, memberships, etc.).
  - b. **Clear and Transparent:** The review will establish a high level of transparency and clarity to both Councillors and Council officers on decision-making processes relating to partnership arrangements (including thresholds at which decisions are brought to Council).
  - c. **Strategic:** The review will establish a framework for considering opportunities, including (though not necessarily limited to):
    - i. Alignment with Council’s strategic priorities;
    - ii. Community benefit;
    - iii. Return on investment (including aspects such as leverage and reputational benefit); and
    - iv. Flexibility.
  - d. **Centralised and Sustainable:** The review will establish clear and centralised ongoing management processes to ensure partnerships are managed in an efficient and sustainable manner, including ensuring Councillors are informed of and invited to events.
12. Council is currently undertaking a process to comprehensively review its entire policy framework, and the two policies noted above are already included amongst those requiring review.
13. This review can be undertaken within current resources, although it is noted that prioritising a review of the two policies noted above may require delay of other reviews. It is also noted that other policies may be tangentially related to the review to the extent that they relate to partnerships – e.g. Grants and Donations Policy, Social Investment Policy, etc.

## RECOMMENDATION - INTERIM ACTION

14. Until such time as the above policy review is completed, there is a need for Council to undertake coordinated interim action on these matters. This report provides a framework for this interim period by recommending that the CEO review the information at **Attachment 1** to inform the 2024/25 budget in line with the following approach/criteria:
  - a. Further consultation with Councillors;
  - b. High strategic alignment;
  - c. Clear value for money;
  - d. Demonstrated community benefit;
  - e. Prioritise positioning Parramatta as a Global City;
  - f. Position Council to proactively participate in policy conversations and other matters affecting the City and community;
  - g. Not enter into any further MOUs or alliance arrangements; and
  - h. Focus on formal commercial partnership agreements that offer direct and measurable benefits for the City, businesses and residents.
15. The intention of this recommendation is to create a level of flexibility for the CEO in consultation with Councillors to reconsider the most appropriate spend across sponsorships, partnership and strategic memberships for the 2024/25 Financial Year.

## RECOMMENDATION - RESOURCING

16. Until recent organisational realignment occurred, the management of budget and resources relating to these matters has been spread across various directorates in the organisation, with the City Strategy directorate having primary responsibility for significant corporate memberships, as well as partnerships, alliances and MOUs.
17. However, no central register of memberships, alliances, partnerships or Mous or sponsorships exists, hence there has been a delay in the preparation of this report.
18. Following the recent organisational realignment, there is now an opportunity to manage these matters from a coordinated point within Council (City Engagement and Experience directorate). As part of the 2024/25 budget process, this report recommends identifying staff and resources required to capitalise on this opportunity.

## CONSULTATION & TIMING

### Stakeholder Consultation

19. During the period of review, stakeholders have been advised that any memberships or MOUs that fell due for renewal were being held in abeyance pending this report to Council.

Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
11/09/2023	Lord Mayor	Feedback provided on list	Noted	City Strategy
12/09/2023	Cr Garrard	Feedback on information provided	Noted	City Strategy
8/11/2023	Cr Garrard	Feedback on information provided	Noted	City Strategy
31/1/2024	Cr Garrard	Feedback on information provided	Noted	City Planning and Design
28/2/2024	Cr Garrard	Feedback on information provided	Noted	City Planning and Design
4/3/2024	Clr Workshop	Feedback on information provided	Noted	City Planning and Design

**LEGAL IMPLICATIONS FOR COUNCIL**

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

**FINANCIAL IMPLICATIONS FOR COUNCIL**

22. There are no direct financial implications for Council as a result of this report as the funding associated with the list of partnerships, MOUs and alliances and sponsorships is currently funded in the 2023/24 budget. However, the CEO has identified opportunities to recognise savings in regard to the operational memberships currently funded in various directorate budgets.
23. As noted elsewhere in this report, the recommended policy review can take place within existing budget and resources. Future resourcing decisions to coordinate management of these matters within Council are recommended in this report to be included as part of 2024/25 budget considerations.

Jennifer Concato  
**Executive Director City Planning and Design**

Gail Connolly  
**Chief Executive Officer**

**ATTACHMENTS:**

- |   |   |            |
|---|---|------------|
| 1 |  Strategic Memberships, Sponsorships and Partnerships (including MOUs) - Summary | 5<br>Pages |
| 2 |  Strategic Memberships and Sponsorships - Additional Details                     | 8<br>Pages |
| 3 | CONFIDENTIAL - Memorandum of Understanding (MOU) - Artist Studio - CoP and Blacktown Council (14 June 2023) (confidential)  |            |

- 4 CONFIDENTIAL - Memorandum of Understanding (MOU) - CoP and School Infrastructure NSW (June 2023) (confidential)
- 5 CONFIDENTIAL - Memorandum of Understanding (MOU) - CoP and Service NSW (27 July 2021) (confidential)
- 6  CONFIDENTIAL - Memorandum of Understanding (MOU) - Keeping Score Tracing Time - CoP and Mosman Art Gallery (1 May 2023)
- 7  CONFIDENTIAL - Memorandum of Understanding (MOU) - Mobile Community Recycling Service - CoP and others (July 2019)
- 8  CONFIDENTIAL - Memorandum of Understanding (MOU) - Weaving Garden Collaboration - CoP and Museum of Applied Arts & Sciences (17 February 2023)

## REFERENCE MATERIAL

<b>ANNUAL STRATEGIC MEMBERSHIPS</b>			
<b>Ref.</b>	<b>Organisation</b>	<b>Approx. Renewal Date</b>	<b>Cost p.a. (ex gst)</b>
1	Committee for Sydney	Oct-23	\$18,995
2	Parramatta Chamber of Commerce <sup>1</sup>	Apr-24	\$2,709
3	Property Council of Australia <sup>1</sup>	May-24	\$11,059
4	Australian Smart Communities Association <sup>1</sup>	Jun-24	\$2,500
5	Urban Development Institute of Australia	Jun-24	\$3,909
6	Business Western Sydney <sup>1</sup>	Sep-24	\$16,227
7	Western Sydney Academy of Sport	Sep-24	\$22,104
8	Parramatta River Catchment Group	Nov-24	\$32,520
9	Resilient Sydney	Dec-24	\$40,000
10	Sydney Olympic Park Business Association	Dec-24	\$7,390
11	Night Time Industries Association	Jan-25	\$900
<b>TOTAL</b>			<b>\$139,318</b>

## Reference

1 Council also sponsored events or worked in partnership with this organisation (refer other sheets)

EVENT SPONSORSHIPS 2023							
Ref.	Organisation	Event/Activity Name	Council's Role	Event date	Location	Cost (ex gst)	Notes
1	Australian Smart Communities	ASCA National Conference	Host sponsor	20/09/2023	Commbank Stadium	\$20,000	
2	Business Western Sydney <sup>1</sup>	Westmead Conference	Silver Sponsor	14/12/2023	CommBank Stadium	\$25,000	
3		GPOP! Conference	Gold Sponsor	2/06/2023	Waterview		
4	Indigenise	Murama Youth Summit 2023	Sponsorship	19-22/09/2023	Murama Healing Space, Sydney Olympic Park	\$1,800	
5	Law Society	Law Society Annual Dinner	Sponsorship	19/10/2023	CommBank Stadium	\$7,500	
6	Local Government NSW <sup>1</sup>	Annual Conference	Host City	12-14/11/2023	Rosehill Racecourse	\$32,000	
7		International Women's Day	Purchased table	8/03/2023	Hilton Sydney	\$1,818	
8	Local Government Professionals	Excellence Awards	Purchased table	1/06/2023	Pyrmont	\$2,230	
9	MAAS/The Powerhouse	Sydney Design Week Event	Art tour, Building tour, Q/A Symposium	16/09/2023	PHIVE	\$1,290	Approx. in-kind venue hire
10	Museum and Galleries Australia	IMAGinE Awards	Purchased table	29/11/2023	Art Gallery of NSW	\$500	
11	Our Lady of Mercy College	CreateWest	One event agreement	5/08/2023	PHIVE	\$5,809	In kind venue hire
12	Parramatta Chamber of Commerce	State of the City	Major partner sponsorship	2/24/2023	CommBank Stadium	\$20,455	
13		Western Sydney Awards for Business Excellence (WSABE)	Category Sponsor	9/04/2023	Fairfield		
14	TEDx	TEDx Sydney Youth Conference	Sponsor	24/05/2023	Riverside Theatres	\$40,000	
15	Western Sydney Community Forum	ZEST Awards	Sponsor	23/06/2023	Sydney Olympic Park	\$5,000	
16	Western Sydney Leadership Dialogue	Future Health Summit	Sponsor	30/10/2023	CommBank Stadium	\$50,000	
17		Boomtown	Sponsor	16-17/11/2023	Accor Stadium		
18		Lachlan Macquarie Lecture & Pemulwuy Prize Luncheon	Gold Table Sponsor	15/06/2023	Accor Stadium	\$5,000	
19		Collaborative Leadership Program Closing Session	Sponsor	30/06/2023	PHIVE	\$5,000	
20		Up...and Out? Greater Western Sydney Housing Summit	Purchased table	22/09/2023	Warwick Farm	\$3,500	
21	Western Sydney Women	Future of Women in Western Sydney (International Women's Day)	Gold Sponsor	8/03/2023	CommBank Stadium	\$8,000	
22	WSU	International Women in Sport	Platinum Sponsor	17-18/08/2023	WSU City Campus	\$15,000	
<b>Total</b>						<b>\$249,902</b>	

## Reference

1 Council is also a member of this organisation

CURRENT/RECENT PARTNERSHIPS						
Ref.	Name	Organisation/s	Type	Dates	Annual Cost (ex gst)	Notes
<b>Government Partnerships</b>						
1	Department of Communities & Justice	DCJ	Formal agreement	2013-present	\$0	
2	Schools Infrastructure NSW MOU	SINSW	Formal agreement (MOU)	2017-present	\$0	
3	Service NSW - Business Support MoU	Service NSW and CoP	Formal agreement (MOU)	2023-present	\$0	
4	Western Sydney Local Health District	WSLHD	Formal Agreement	2006-present	\$0	
5	WSROC - Waste Management	WSROC & Western Region Councils including CoP	Formal agreement	2012-present	\$0	
6	Metropolitan Mayors Group	Various Metropolitan Mayors	Informal partnership	2014-present	\$0	
<b>Major Event Partnerships</b>						
7	i4Give Day	i4Give Foundation	Formal agreement	2021-24	\$65,000	
8	The Sydney Science Festival	MAAS/The Powerhouse	Formal agreement	2021-present	\$65,000	Plus Add'l In-kind support
9	Sydney Festival	Sydney Festival	Formal agreement	2024	\$400,000	2023 resolution to explore a 3-year partnership
10	Sydney Writer's Festival	Sydney Writer's Festival	Formal Agreement	2023-2024	\$40,000	
<b>Alliances</b>						
11	EducateAT Parramatta Alliance	Various universities, Powerhouse, Local Health District	Formal agreement (Charter)	2021-present	\$0	in-kind income \$100k
12	Parramatta Square Alliance	Walker Corp, JLL, Charter Hall, AREF, NAB, Department of Planning & Environment, Western Sydney University, Sydney Water, MAAS (Powerhouse Parramatta)	Formal agreement (Charter)	2021-present	\$0	in-kind income \$100k
13	Westmead Alliance	Numerous Government, Educational, and other parties	Formal Agreement (Terms of Reference)	2022-present	\$0	
<b>Other Partnerships</b>						
14	Mobile Community Recycling Service	Cumberland Council, Blacktown City Council, Community Resources Limited	Formal agreement (MOU)	2020-present	\$0	
15	Powerhouse Parramatta weaving garden	Museum of Applied Arts + Sciences	Formal Agreement (MOU)	2023	\$14,098	Cost covered by Create NSW funding to Parramatta Artists' Studios
16	Keeping Score, Tracing Time (Mosman Art Gallery)	Mosman Council (operator of Mosman Art Gallery); an exhibition of works by artists from Western Sydney.	Formal Agreement (MOU)	2023	\$28,282	Matched payment from both parties
17	Arts partnership (Blacktown Council)	Blacktown City Council (operator of Blacktown Arts); development of artworks, exhibition and community engagement activities.	Formal Agreement (MOU)	2023	\$25,000	Matched payment from both parties
18	Parramatta Eels	Parramatta National Rugby League Club Pty Ltd	Commercial Partnership Agreement	2024-2026	\$383,500	

CURRENT/RECENT PARTNERSHIPS						
19	Parramatta Laureate in Literature	Sydney Review of Books & Writing and Society Research Centre Western Sydney University	Contract	2022-23	\$25,000	2 year contract (\$50k total)
20	Co-Lab	Western Sydney University Launchpad	Contract	2022-23	\$0	\$30k income + \$70k in-kind from WSU; Council provided in-kind support (e.g. space, marketing)
21	Western Sydney Wanderers after school football program	Western Sydney Wanderers	Partnership	2022-23	\$25,000	
22	Royal Life Saving Aquatic Safety Partnership	Royal Lifesaving Society of NSW and Tasmania	Partnership	2023	\$22,460	
23	Property Council of Australia	Site tours of two commercial buildings in CBD	Partnership	2023	\$10,000	
24	Park Royal (Annual Hotel Agreement 2023)	Park Royal	Partnership	2023	\$30,000	Council provided \$30k in-kind marketing and hotel provided \$30k in-kind rooms
25	Parramatta Park	Parramatta Park - Warami, Australia Day and New Years Eve	Partnership	2023	\$30,000	in-kind; partner provided approx. \$230k in-kind venue hire
26	2Day FM	2DayFM	Partnership	2023	\$16,516	market value delivered \$46,204
27	MOU Woolworths Welcome Here program	Woolworths Group	Partnership	2022-23	\$0	In kind (training)
28	Clean up Australia Day	30-40 individuals and schools, community and business groups generally participate	Partnership	2023-present	\$0	
29	Library mini-partnerships	Various small scale / local partnerships between Council libraries, health, community and government organisations.	Semi-formal	various	\$0	
30	Spring into Health Library Health Month	Western Sydney Local Health District; annual health promotion campaign, supported across the Library Network.	Partnership	2017-present	\$2,000	in kind (printed materials and programs/presenters up to \$2000)
31	Lunar New Year	SBS	Partnership	2024	\$0	\$10K income from SBS (Rights for SBS to activate at the event)
32	FIFA Women's World Cup Live Site	Optus and Western Sydney Wanderers	Partnership	2023	\$0	\$10K income from each party (rights to activate onsite)
33	Events and Destination marketing campaigns	Various mini-partnerships between Council and local businesses / accommodation providers to promote business to the City	Partnership	2023 - 2024	\$0	
<b>Total</b>					<b>\$1,181,856</b>	

**STRATEGIC MEMBERSHIPS (TO BE CONFIRMED)**

Ref.	Organisation	Cost p.a. (ex gst)
1	Parramatta as a C40 Global City (26 June 2023 Item 14.6 NoM)	\$0
2	Global Covenant of Mayors for Climate & Energy (GCoM) (being considered under a NoM)	\$0

**EVENT SPONSORSHIPS 2024 (COMPLETE, PLANNED OR UNDER CONSIDERATION)**

Ref.	Organisation	Event/Activity Name	Council's Role	Event date	Location	Status	Cost (ex gst)
1	Western Sydney Leadership Dialogue	Leadership Luncheon	Sponsor	6 March 2024	Parramatta CBD	Complete	\$3,003
2	Western Sydney Community Forum	ZEST Awards	Sponsor	TBD	Sydney Olympic Park	Continuation from 2023	\$5,000
3	TED X Youth	Annual TED X Youth event	Sponsor	August 2024	Riverside Theatres	Under Consideration	\$50,000
4	Parramatta Chamber of Commerce	State of the City & Western Sydney Awards for Business Excellence (includes membership)	Sponsor	TBD	Parramatta CBD	Under Consideration	\$35,000
Total							\$93,003

**PARTNERSHIPS (UNDER CONSIDERATION)**

Ref.	Name	Potential Type
1	Greater Western Sydney Giants	Commercial Partnership
2	Rydalmere Lions and City Tatts	Commercial Partnership
3	Australian Football League (AFL)	Commercial Partnership
4	Australian Turf Club (ATC) <sup>1</sup>	Commercial Partnership
5	Western Sydney Wanderers <sup>2</sup>	Commercial Partnership
6	2024 Annual Hotel Partnership (TBC)	Commercial Agreement
7	Australian Financial Review - AFR Annual Report "Why Parramatta"	Sponsored Media Opportunity
8	Powerhouse Museum	Cultural/Community
9	Sydney Writer's Festival 2025-2026 (modification to existing)	Cultural/Community
10	UrbnSurf Team/Surfing NSW	Cultural/Community
11	Parramatta Park New Year's Eve & Australia Day	Cultural/Community
12	Western Sydney Creators Summit	Cultural/Community
13	UNSW Cities Institute	Academic

## Reference

1 Previous partnership expired in 2022

2 Previous partnership expired in 2020

## Attachment 2: Strategic Membership and Sponsorships - Additional Details

### Strategic Membership Details: Current

<p><b>1. Committee for Sydney</b></p> <ul style="list-style-type: none"> <li>• Opportunities to engage Council in the important issues Sydney is facing, and contribute to solutions</li> <li>• Participate in six member briefings: Planning, Mobility, Economy, Resilience, Culture and Western Sydney</li> <li>• Access/contribute to research, consult on advocacy positions and collaborate on events</li> <li>• Profile your leadership by helping to create a better future for businesses, residents and visitors</li> </ul>
<p><b>2. Parramatta Chamber of Commerce</b></p> <ul style="list-style-type: none"> <li>• Exposure and visibility as Leaders in the Business Community</li> <li>• Access to business leaders in Parramatta &amp; Western Sydney</li> <li>• Networking Opportunities via the monthly <i>Business After Five</i> events</li> <li>• Networking opportunities via the <i>Future of Business Breakfast</i> Forum</li> <li>• Western Sydney Awards for Business Excellence</li> <li>• State of the City event</li> <li>• Subscription to Chamber's monthly e-Newsletter</li> <li>• Membership certificate for display purposes</li> <li>• Opportunity to join Network Referral Group (eNRGy) (Subject to availability per business category)</li> <li>• Opportunity to host Business After Five - subject to availability</li> <li>• Logo recognition on landing page of Chamber website and use of Chamber logo for Council marketing collateral</li> <li>• Sponsorship opportunities for exclusive Chamber events</li> <li>• Advertising opportunities for Chamber communications</li> <li>• Verbal recognition at all Business After Five when in attendance</li> </ul>
<p><b>3. Property Council of Australia</b></p> <ul style="list-style-type: none"> <li>• Property Council Academy - delivery of 110 courses ranging from half day programs to Industry Diplomas for members via an online learning platform</li> <li>• Delivery of 330 networking events in 2023 with 48,000 attendees</li> <li>• Research pieces (e.g. PCA Data Room, Office Market Report, and Office &amp; Retailing Benchmark Report)</li> <li>• Awards (e.g. Innovation &amp; Excellence Awards)</li> <li>• Management of and conference into the Property Hall of Fame by the National Board</li> <li>• Aiming for gender equality in property via the delivery of mentoring programs and other initiatives</li> <li>• Leading and creating campaigns to advocate for members to peak bodies, government, and other stakeholders</li> <li>• 130 PCA industry committees across the nation, with membership on committees providing both a chance to influence and inform campaigns as well as a professional opportunity</li> <li>• Weekly newsletter with readership of 50 000, providing members with platform to tell their organisation's story</li> <li>• Opportunities to partner w/ PCA including advertising, sponsorship, teaching, or speaking at PCA events</li> </ul>
<p><b>4. Australian Smart Communities Association</b></p> <ul style="list-style-type: none"> <li>• Networking Opportunities with councils, government, industry experts, technology providers, and academia.</li> <li>• Access to Expertise: ASCA often hosts conferences, seminars, workshops, and webinars featuring thought leaders and experts in the field of smart cities.</li> <li>• Learning and Education: ASCA offers resources, case studies, and research reports that can help Council understand the various aspects of building smart cities</li> <li>• Policy Advocacy: ASCA works to advocate for policies / regulations that support development of smart cities.</li> <li>• ASCA can provide information about available funding sources and grants for smart city initiatives.</li> <li>• Provide a platform to showcase initiatives and successes, potentially attracting attention and recognition.</li> </ul>
<p><b>5. Urban Development Institute of Australia</b></p> <ul style="list-style-type: none"> <li>• Extensive year-round events and premium networking functions to allow members, new and established, to connect and keep abreast of trending and emerging industry issues.</li> <li>• Wide range of professional development opportunities – such as overseas study tours and relevant, practical training courses – to support the personal and professional growth of members.</li> <li>• Twelve dedicated committees and business advisory groups proactively and constructively work to influence all levels of government on key economic, social and environmental issues that affect urban development in NSW.</li> </ul>

<ul style="list-style-type: none"> <li>• Make a real and effective contribution to public policy debate and policy formation.</li> <li>• Education programs, information dissemination, and state/national awards</li> </ul>
<p><b>6. Business Western Sydney</b></p> <ul style="list-style-type: none"> <li>• Briefings, thought leadership papers, member communications and private catch-ups policy/advocacy experts.</li> <li>• Network of leading regional businesses and government agencies; members meet regularly via events program and participate in workshops, advisory committees and social functions.</li> <li>• Gain insights into the thinking of some of our leading politicians, policymakers, and CEOs through member-only event program. Business Western Sydney hosts over 40 member events each year across a wide variety of formats. Events are largely held under Chatham House rules which encourage candid and open discussion and the ability to ask hard questions and challenge ideas.</li> <li>• Members set policy agenda. BWS then prosecutes the case on the major issues that contribute to economic activity and growth in Western Sydney with the main priorities being to shift the needle on jobs, create strong local jobs closer to home and ensure a competitive future for Western Sydney's business community.</li> <li>• BWS and members champion the future vision for Western Sydney's public and private infrastructure and advocate for the economic, social, and cultural investment that will improve quality of life in Western Sydney.</li> <li>• Opportunities to support and promote innovation and investment.</li> <li>• BWS curate membership group size to ensure all members receive the same level of support, value and benefit.</li> </ul>
<p><b>7. Western Sydney Academy of Sport</b></p> <ul style="list-style-type: none"> <li>• WSAS provides quality development programs for talented young athletes residing in the western Sydney region across a wide range of sport disciplines in collaboration with the recognised State Sporting Organisation (SSO) for each sport.</li> <li>• Provide opportunities and encouragement for talented junior sports people to assist them to achieve excellence in sport</li> <li>• Provide these athletes with access to specialist support services including coaching, educational and personal development curriculum</li> <li>• Endeavour to develop athletes into outstanding sports citizens</li> <li>• Promote the athletes' combined Local Government Area as a region of sporting excellence</li> <li>• Play an active role in the sports development system with NSW and Australia, and assist in promoting sport and coach development at the grassroots level.</li> </ul>
<p><b>8. Parramatta River Catchment Group</b></p> <ul style="list-style-type: none"> <li>• Platform to advocate for catchment scale outcomes and improvements that benefit our community</li> <li>• Share best practice in water/river management, increase technical capacity around water management</li> <li>• Networks and campaigns for improving water quality in Parramatta River Catchment.</li> <li>• Connects organisations and individuals to: <ul style="list-style-type: none"> <li>- develop, initiate and oversight waterway and catchment health projects</li> <li>- arrange technical help from other Government agencies and universities</li> <li>- greater leverage Federal and State Government grants;</li> <li>- address threats to waterway health from the surrounding catchments</li> <li>- build community support and involvement</li> <li>- facilitate information exchange and mutual support around waterway priorities</li> </ul> </li> </ul>
<p><b>9. Resilient Sydney</b></p> <ul style="list-style-type: none"> <li>• Partnership to implement Resilient Sydney Strategy, involving all metro Sydney Councils.</li> <li>• Supports Council to implement city resilient components of our CSP &amp; Environmental Sustainability Strategy.</li> <li>• Provides leadership platform to share best practices in global cities.</li> <li>• Networks and campaigns for improving resilience thinking.</li> <li>• Connect organisations and individuals exposed to extreme heat to develop a consistent approach to the issue. 'Cool Suburbs' allows use of latest data, science, planning and monitoring for urban heat.</li> <li>• Increase understanding of shock-related risks and how to manage these, with training and capacity building</li> </ul>
<p><b>10. Sydney Olympic Park Business Association</b></p> <ul style="list-style-type: none"> <li>• Advocacy opportunities via access to several tiers of government including networking</li> <li>• Updates and information sharing on a range of matters, from strategic/planning document updates to event/transport impacts to local stories published on the SOPBA website and monthly newsletter</li> <li>• Member engagement via: social media channels, retailers meetings in conjunction with SOPA, bi-monthly board</li> </ul>

meetings, AGMS, 1:1 meetings, networking events, and SOPBA's own media channels (newsletter, 'Latest News' section on website, and 'e-blasts')

#### **11. Night Time Industries Association**

- A voice directly into local councils, Government, regulators and other influential stakeholder to advocate for the night time economy by harnessing a collective voice among night time industries.
- Exclusive member-only access to resources and website content, including best practice guides developed by industry leaders and experts in their field.
- Opportunities to amplify Council's brand through media partners and aligned non-media industry bodies.
- Insights into the youth audience through the NTIA's Youth Advisory Committee composed of 18 to 30 year old
- Networking opportunities with fellow members, decision makers and the NTIA Board at member events, and connecting with the night-time community in networking and collaboration programs.
- Regular updates about NTIA activity and relevant industry news.

### **Strategic Membership Details: Under Consideration**

#### **1. Parramatta as a C40 Global City**

C40 is a global network of nearly 100 mayors of the world's leading cities that are united in action to confront the climate crisis. Mayors of C40 cities are committed to using an inclusive, science-based and collaborative approach to cut their fair share of emissions in half by 2030, help the world limit global heating to 1.5°C, and build healthy, equitable, and resilient communities. C40 membership will align with Council's CSP, most significantly with G.3.1: Transition to net zero carbon emissions solutions in the city and community and G.4.1: Embed city resilience and climate change adaptation, by preparing for key climate hazards such as flooding and urban heat. Benefits include:

- **Access to Knowledge and Resources:** C40 cities have access to information, best practices, and resources to help accelerate climate actions/responses, avoid mistakes/delays, and implement fairer/more impactful action.
- **Networking Opportunities:** C40 provides a platform for city leaders to connect with peers from around the world, fostering collaboration and the exchange of ideas.
- **Technical Support:** Member cities receive technical assistance and guidance in implementing sustainable initiatives and reducing carbon emissions.
- **Visibility and Recognition:** C40 cities gain global recognition for their commitment to combating climate change, which can attract investment and tourism.
- **Access to Funding:** Potential funding opportunities for sustainable projects and initiatives.
- **Mayoral engagement:** C40 mayor is committed to advancing high-impact actions and inspired by other mayors. **C40 hosts the World Mayors Summit.** Leadership Standards encourage cities to achieve zero-carbon future, establish coalitions, and set global model for other cities to follow.
- **Influence on Global Policies:** C40 cities collectively advocate for urban climate action, which can influence national and international policies related to climate change.

#### **2. Global Covenant of Mayors for Climate & Energy (GCoM)**

The Global Covenant of Mayors is the largest international alliance of cities (13,357 cities), local governments, and partners committed to combating climate change. By becoming part of the alliance, cities and local governments are empowered to drive climate action in their communities by working with city/regional networks, national governments, and international institutions. Benefits include:

- **Encouragement & Inspiration:** help cities maintain a long-term vision on climate action through collective ambition and achievement.
- **Visibility & Recognition:** amplify the visibility of signatory commitments and actions in the region and globally.
- **Cooperation Through City Networks & Regional Covenants:** serve cities and local governments by mobilizing and supporting ambitious, measurable, and planned climate and energy action in their communities by working with city/regional networks, national governments, and other partners to achieve our vision.
- **Guidance & Practical Support:** ensure that signatories are continuously supported in their efforts. Cities receive step-by-step guidance and have access to tools, materials, and a dedicated regional/national helpdesk.
- **Better Financial Opportunities:** work to provide value to participating cities by mobilizing the critical financing and technical assistance cities require to access investment.

### **Event Sponsorship Details: 2023**

#### **1. Australian Smart Communities Association - ASCA National Conference**

With members spread across Australia event attracted a large audience of professionals and key decision makers working in the Smart Communities/ Smart Cities sector. The event coincided with a NSW Smart Places Master Class session which was expected to attract hundreds of practitioners from across NSW.

**Benefits:**

- exhibitor booth that was used to collect stakeholder submissions on the Smart City and Innovation Strategy and to share our current smart city programs
- Lord Mayor speaking spot to welcome national colleagues to Parramatta
- The conference also provided an opportunity to showcase our smart city work with a CBD walking tour
- The Innovation team made numerous partnerships which led to invitations to sessions like a Standards Australia Smart City Roundtable allowing us to contribute to shaping Australian-wide standards for smart city work.

**2. Business Western Sydney – Westmead Conference**

This conference explored global trends towards the creation of place around health and education precincts and unpacked how they can be applied in Westmead. It investigated how multi-billion investment in new transport infrastructure such as light rail and metro can unlock the precinct’s full potential and the need to embrace dynamic urban design to provide the environment for knowledge spillover and true innovation.

**Benefits:**

- An opportunity to speak at the conference or moderate a panel
- High branding on all marketing collateral and communications
- Branding in-room, opportunity to table drop collateral, and social media and on screen branding
- Banner/logo on stage and banner in registration area
- Acknowledgement by conference MC

**3. Business Western Sydney - GPPOP! Conference**

The seventh GPPOP! Conference welcomed key stakeholders in business, community, and government to spotlight the opportunities and challenges facing the Greater Parramatta and Olympic Peninsula region. It focused on future opportunities for the Parramatta CBD, Sydney Olympic Park, and the communities along the Parramatta River. Smart placemaking and improving transport connectivity to the Olympic Peninsula are the key pillars to ensure that the precinct can reach its full potential. The key focus was addressing new concerns around Sydney’s housing situation, ongoing projects around transport, and future development plans.

**Benefits:**

- CEO completed a 10-minute welcome and moderated the panel
- Host of the post-conference luncheon
- An opportunity to speak at the conference or be a panellist
- Collateral and social media branding and table drop of collateral
- Screen branding and banners on stage and in registration area
- Acknowledgement by conference MC

**4. Indigenise - Murama Youth Summit 2023**

This partnership presented a strategic opportunity for CoP to build relationships with a local First Nations organisation and Sydney Olympic Park Authority. The Youth Summit is also a long-standing event which has demonstrated positive community outcomes.

**Benefits:**

- Sponsorship of a catered breakfast, lunch or dinner with your organisation recognised as the supporter.
- A nominated member of your organisation will be given the opportunity to address the attendees.
- Social media mention through Partner channels.
- Becoming a valued member of the Murama Healing Circle.

**5. Law Society – Law Society Annual Dinner**

Complementary to our Legal and Justice coalition membership, Council leveraged this event as a platform to further our advocacy around an expanded Legal and Justice Precinct within Parramatta. Council distributed an updated version of the CoP Legal Advocacy Brochure aimed at furthering our ambition of an expanded Parramatta Legal and Justice Precinct.

**Benefits:**

- Sponsor’s logo, with link to sponsor’s website, on the event portal on the Parramatta & District Regional Law Society website, accessible by members and non-members until 31 December 2023.
- Company Banner (pull up standard size) in Dinner and Foyer area of event.

<ul style="list-style-type: none"> <li>• Sponsor’s logo and/or acknowledgment on advertising promotion pre-event.</li> <li>• Sponsor’s logo on the reminder to attend to all registered attendees and members.</li> <li>• Permission for Sponsor to reference themselves before the Event as “Platinum Sponsor of The 2023 Parramatta &amp; District Regional Law Society Annual Dinner”</li> <li>• Social media &amp; email footer banner graphic with Sponsor’s logo provided</li> <li>• Complementary Corporate Table of 10 (valued at \$1,800.00)</li> <li>• Sponsor acknowledgement and thank you at the event</li> <li>• Sponsor’s logo on any digital displays at the venue during the event.</li> <li>• Opportunity to provide attendees with hand-out material or promotional offer on every table at the event.</li> <li>• Acknowledgement in post-event print and digital editorial coverage in any Parramatta and District Law Society publications at the Society’s sole discretion.</li> <li>• 1-2 Minute speech by sponsor to promote the sponsor’s product.</li> </ul>
<p><b>6. Local Government NSW - LGNSW Annual Conference</b></p> <p>The LGNSW Annual Conference is held in the metropolitan areas once every 2 years. As a result of a Lord Mayoral Minute (12 July 2021), an expression of interest to host the 2023 LGNSW Annual Conference was submitted and City of Parramatta was successful in the bid. The event showcased the City of Parramatta and how a local Council can transform a city through vision, planning, advocacy, collaboration, and delivery.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Being the host city allowed Council to generate awareness of City of Parramatta’s transformation into a global city at the centre of Sydney</li> <li>• Positive economic benefits to local businesses and hotels that over 900 delegates brought to the City</li> </ul>
<p><b>7. Local Government NSW – International Women’s Day Event</b></p> <p>This lunch celebrated women in Government and acknowledged the 2023 theme for International Women’s Day, Embrace Equity. The lunch was headlined by special guest speaker Amna Karra-Hassan, founder and president of the Auburn Giants Australian Football Club and inclusion and gender parity champion for women of minority communities.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Council purchased a table at this event</li> </ul>
<p><b>8. Local Government Professionals – Excellence Awards</b></p> <p>This event celebrates outstanding achievements and promotes innovation and continuous improvement within NSW local government. Council was a winner in the category Organisational Diversity and Inclusion for its ‘WeBelong’: Diversity, Equity and Inclusion Strategy, and also received a finalist nomination for its EVOLVE Leadership Development Program in the category of ‘Innovative Leadership – Population Over 150,000’.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Council purchased a table at this event</li> </ul>
<p><b>9. Museum of Applied Arts &amp; Sciences - Sydney Design Week Event</b></p> <p>The 27th Sydney Design Week offered a platform to the critical research, industries, infrastructure and technologies that underpin design practice in our city, inviting plural perspectives from local communities. This particular event included a “Building Community Symposium” which saw activation of Parramatta’s new civic hub PHIVE by architects, policy makers, community activists and creative practitioners exploring how the built environment shapes, and is shaped by, communities. It included a site-specific creative installation and two panels discussing community building and equitable environments.</p> <p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Create awareness of PHIVE; architects conducting tour</li> <li>• Council staff on Panel</li> <li>• Business development opportunity</li> </ul>
<p><b>10. Museum and Galleries Australia – IMAGinE Awards</b></p> <p>The IMAGinE Awards highlight the resilience, innovation and creativity of museums, galleries and Aboriginal cultural spaces and recognise the people who work in them. In 2023, Parramatta Artists’ Studios (PAS) and artist Cherine Fahd won the Engagement Programs award for large organisations for “Being Together: Parramatta Yearbook”.</p> <p><b>Benefits:</b></p>

<ul style="list-style-type: none"> <li>• Council purchased a table at this event</li> </ul>
<p><b>11. Our Lady of Mercy College – CreateWest</b></p> <p>This event was a visual art exhibition featuring artists from local high schools, TAFE and community (Parramatta Artists Studio) artists. Held in PHIVE’s foyer, it sought to support Western Sydney community members to gain inspiration, ideas and new methods to apply in classrooms &amp; also make a real contribution to the local/regional creative scene.</p> <p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Capacity building within a key demographic of students/young adults within the LGA</li> <li>• Partnered local schools with presentation of a student art exhibition</li> <li>• Other partners included Tafe NSW, PAS and Western Sydney University.</li> </ul>
<p><b>12. Parramatta Chamber of Commerce - State of the City</b></p> <p>Each year the Chamber (supported by Council) holds the State of the City Address. This event presents an ideal opportunity to address Western Sydney leaders, including civic, business, and cultural leaders. It attracts over 200 people from the business community and high-profile speakers from various business sectors.</p> <p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Speaker opportunity plus Panel Discussion</li> <li>• Short Video showcase</li> <li>• 2 tickets at VIP Table and 2 tables of 8 reserved for sponsor use</li> <li>• Branding and exposure pre and post event marketing and inclusion in printed program</li> <li>• E-Marketing to the Parramatta Chamber database</li> <li>• Logo exposure at the event and brand recognition on social media platform</li> <li>• Branded goodie bag opportunity to be distributed at the event</li> </ul>
<p><b>13. Parramatta Chamber of Commerce - Western Sydney Awards for Business Excellence (WSABE)</b></p> <p>The Western Sydney Awards for Business Excellence (WSABE) is the premier platform for the Greater Western Sydney Region. Founded in 1990, the WSABE platform annually recognises outstanding business leaders and organisations who are actively contributing to Western Sydney region’s rapidly developing economy.</p> <p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Exclusive naming rights to category across all pre-event, onsite and post event marketing/print collateral</li> <li>• Announce/present category award on stage at the Gala evening and Lord Mayor speaking opportunity</li> <li>• Social Media channelling and profiling of your organisation in relation to the award</li> <li>• The opportunity to provide with a token of appreciation or gift towards our Raffle Draw</li> <li>• Hyperlinked logo displayed under category sponsor in the "Partners" page on the WSABE 2023 website</li> <li>• 6 x MC mentions of the organization during the WSABE Gala</li> <li>• Announcement upon signing contract on WSABE social media</li> <li>• 8 tickets to Gala Dinner and additional seats can be purchased at a discounted rate</li> <li>• 4 tickets to WSABE Finalist Recognition event including a hosting opportunity</li> <li>• 4 tickets to the Winners and Sponsors event</li> </ul>
<p><b>14. TEDx – TEDx Sydney Youth Conference</b></p> <p>This conference focused on Western Sydney's creative and innovative young minds and provided a platform for young people to showcase their unique perspectives and ideas. As part of Council's partnership there was an activity where young people pitched their big ideas for Parramatta’s future, with shortlisted ideas presented at the Conference. Council used social media to promote the opportunity to a broad audience and the University of Sydney was also involved as a partner.</p> <p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Engage with the City's young people on the future of Parramatta as part of engagement for the Strategy refresh</li> <li>• Verbal and visual recognition on stage and screen during the event</li> <li>• Logo promotion on TEDxSydney marketing channels</li> <li>• Access to TEDxSydney intellectual property and TEDx logos and marketing assets</li> <li>• Inclusion in a partner highlight article distributed to 45,000 active newsletter subscribers</li> <li>• Social media strategy support including curated content and a social media toolkit</li> <li>• One social media post to be agreed upon with TEDxSydney and inclusion in PR release as an Event Partner</li> <li>• Event post-report and future engagement opportunities</li> <li>• Tickets to the event</li> </ul>

#### **15. Western Sydney Community Forum – ZEST Awards**

The ZEST Awards are Western Sydney's premier platform for recognising and celebrating the achievements of the unsung heroes of the community sector. They are the annual celebration of innovation and creativity of community members, groups and agencies and has a rich history of recognising the extraordinary outcomes achieved in greater Western Sydney.

##### **Benefits:**

- Inclusion of logo and name in all branding and comms including at the event
- Table for 10 people at the Awards Ceremony
- Opportunity for the LM to speak and present an award at the Awards Ceremony

#### **16 & 17. Western Sydney Leadership Dialogue - Future Health Summit & Boomtown**

Council had City Host status for two major events in 2023 - the Future Health Summit and Boomtown. The annual Greater Western Sydney Future Health Summit is co-hosted between the Western Sydney Leadership Dialogue and the three Western Sydney Local Health Districts. It was held in Q3 2023 in Parramatta focusing on issues impacting the 'care economy'. BOOMTOWN! Property & Infrastructure Summit was held in Parramatta late 2023 in partnership with Transport for NSW and the Department of Planning & Environment.

##### **Benefits:**

- Profiling/branding as a Dialogue Partner on all applicable external materials distributed to networks including website/newsletters. Other profiling opportunities via social media and regional newsletter (distribution 3000+).
- Executive seat at relevant Leadership Luncheons during the year and chance to host a VIP boardroom event at your office or appropriate venue, with priority seating, vote of thanks, digital branding and competitor exclusivity
- Two complimentary registrations to the Dialogue Partners' Election Forum (9 March) and registration to GWS Future Forum sessions held 2-3 times annually in Parramatta
- Invitations to actively participate at Dialogue policy roundtables, a platform to raise, share and test ideas for the Dialogue's advocacy program political submissions
- Senior executive participation to apply to join the 2023/2024 Collaborative Leadership Program cohort (additional fee) & for a junior emerging talent to participate in (free) GenWest youth engagement initiative
- A 1:1 interview with the CEO and/or Lord Mayor for Western Sydney Unfiltered, the Dialogue's 'vodcast' series featuring GWS leaders across business and government
- Access to the Dialogue's curated regional Masterclass data

#### **18. Western Sydney Leadership Dialogue – Lachlan Macquarie Lecture & Pemulwuy Prize Luncheon**

At this event the then-newly elected Premier of NSW and Deputy Premier and Western Sydney Minister introduced senior members of their Cabinet and Greater Western Sydney MPs to WSLD's regional leadership network. View on health and education in the West, transport projects, housing affordability and planning reforms, and tourism and arts funding were presented. WSLD also unveiled the winner of the 2023 Pemulwuy Prize, honouring the nominee for their fearless advocacy for the region.

##### **Benefits:**

- Gold table status: priority table of 10 positioning in the central third of the function room
- A list of confirmed attendees
- Logo at the venue (digital) and on the program

#### **19. Western Sydney Leadership Dialogue – Collaborative Leadership Program Closing Session**

The Collaborative Leadership Program is an ambitious attempt to nurture an existing and emerging regional leadership class as we face the daunting task of city-shaping the West – with another two million+ people headed our way by 2050. To be staged annually for three years with approximately 30 candidates each time, the program is an invitation-only initiative with a carefully selected cohort.

##### **Benefits:**

- Council hosted the closing session for the program
- Council was profiled to the delegation, speakers and broader network as a designated CLP Host
- Opportunity to position Council as supportive of emerging leadership in Western Sydney

#### **20. Western Sydney Leadership Dialogue – *Up...and Out?* Greater Western Sydney Housing Summit**

Against the backdrop of the housing infill mandate, this event gathered industry leaders, policymakers, and community stakeholders to discuss the housing challenges faced by the region. The event aimed to foster collaboration, share innovative ideas, and explore strategies to ensure affordable, sustainable, and inclusive

housing solutions for Greater Western Sydney. It addressed key issues like housing shortfall and affordability, social and affordable housing, planning processes, quality control, supply chain pressures and housing stress.

**Benefits:**

- Council purchased a table at this event

**21. Western Sydney Women – Future of Women in Western Sydney (International Women’s Day)**

This event examined Western Sydney through the lens of women: what is working, what isn’t and what needs to happen. It considered how government, community and commercial entities can involve women in an equitable and genuine level with all aspects of operational decision making and not as an add-on or afterthought.

**Benefits:**

- A table of 8 at the summit for staff and guests
- Representative from Council to participate in a panels on the day;
- Logo on the summit handbook and promoted on screens on the day
- Inclusion of your involvement via social media channels and database leading up to and after event

**22. Western Sydney University - International Women in Sport**

The symposium took place during the week leading up to the final match of the Women's World Cup, to provide an opportunity for international scholars visiting the city to share their research within the international forum. It provided a platform for the latest research and best practices in advancing gender equality and promoting the participation of women in sport.

**Benefits:**

- Showcased the City of Parramatta to an international audience and demonstrated how Council is committed to gender equality in sport.

**Event Sponsorship Details: 2024 - completed, planned or under consideration**

**Western Sydney Leadership Dialogue - Leadership Luncheon**

Throughout the year, the Dialogue hosts boardroom luncheon, featuring prominent and influential ministers and political leaders from Local, State and Federal Government. Tailored to inform the Dialogue’s business partners, these exclusive events offer invaluable connections and insights for business, tertiary and community leaders.

**Western Sydney Community Forum - ZEST Awards**

(See description of 2023 event above)

**TEDx Youth - Annual TEDx Youth event**

(See description of 2023 event above)

**Parramatta Chamber of Commerce - State of the City & Western Sydney Awards for Business Excellence**

(See description of 2023 events above; this proposal includes Chamber membership.)

**NOTICES OF MOTION**

**25 MARCH 2024**

14.1 Lobbying of Government Officials - Proposed New Policy, Disclosure Requirements and Register for Councillors and CEO ..... 378

14.2 Report to Investigate a New City of Parramatta Industrial Instrument (Enterprise Award)..... 382

**NOTICE OF MOTION**

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<b>ITEM NUMBER</b>	14.1
<b>SUBJECT</b>	Lobbying of Government Officials - Proposed New Policy, Disclosure Requirements and Register for Councillors and CEO
<b>REFERENCE</b>	F2024/00282 - D09344113
<b>FROM</b>	Councillor Kellie Darley

**MOTION**

- (a) That Council note the Independent Commission Against Corruption (ICAC) has recommended on multiple occasions that the Lobbying of Government Officials Act (2011) be extended to include Local Government Officials, including the recent investigation into conduct of the City of Canada Bay Council Mayor and others (Operation Tolosa), the investigation into the conduct of councillors at the former Canterbury City Council and others (Operation Dasha), the 2022 report into the conduct of the local member for Drummoyne (Operation Witney) and it was also a key finding in the ICAC's 2021 Investigation into the regulation of lobbying, access and influence in NSW (Operation Eclipse).
- (b) That Council note the crucial role Councillors play in the decision-making that shapes our City and the importance of leading the way in holding our own integrity to the high standard we, and our community, expects.
- (c) That Council also note that City of Parramatta has a Lobbying Policy (2019) which states in the purpose: "Appropriate lobbying of Councillors is part of the democratic process and is an acceptable feature of the relationship between citizens and their elected representatives. It is however in the public interest that lobbying is done fairly and does not undermine public confidence in Council decision making. This policy, based on the Independent Commission Against Corruption's (ICAC) guide on lobbying local government councillors, outlines important factors that differentiate appropriate lobbying from inappropriate lobbying."
- (d) That City of Parramatta Councillors and the CEO publicly disclose their meetings with registered lobbyist and property developers in the same way as state and federal government officials are required to do, once relevant training is provided and necessary procedures established.
- (e) That Council update its Lobbying Policy to incorporate the quarterly reporting of meetings with registered lobbyists and property developers and conduct a review of the Policy by 30<sup>th</sup> June, given the recent ICAC recommendations and that the policy was last updated in May 2019.
- (f) Further, that the Lord Mayor write to the Minister for Local Government, the Hon. Ron Hoenig MP, outlining City of Parramatta's support for increasing integrity in local government by urgently adopting ICAC's recommendations in relation to enhancing transparency around the lobbying of Local Government officials.

Lobbying a Government official means communicating with the official for the purpose of representing the interests of others in relation to any of the following (as defined in the Lobbying Government Officials Act):

- legislation or proposed legislation or a government decision or policy or proposed government decision or policy,
  - a planning application,
  - the exercise by the official of his or her official functions.
2. Lobbying extends to:
- any such communication whether or not in the course of carrying on the business of lobbying Government officials, and
  - any such communication by a person who works for an organisation for the purpose of representing the interests of the organisation or its members, and
  - any such communication for the purpose of representing community interests, and
  - any communication included in this definition by the regulations.
3. However the Lobbying of Government Officials Act (2011) currently excludes Local Government officials, defining a Government official as any of the following:
- “a Minister or Parliamentary Secretary,
  - a staff member of a Minister or Parliamentary Secretary (including a staff member in an electorate office),
  - the head of a Public Service agency,
  - a person employed in the Public Service of New South Wales, the Transport Service of New South Wales or any other service of the Crown,
  - an individual who is engaged under a contract to provide services to or on behalf of the Public Service of New South Wales, the Transport Service of New South Wales or any other service of the Crown,
  - a member (however expressed) of, or of the governing body of, a statutory body,
  - **but does not include** (except in Parts 5 and 6) **a local government official.**”
4. The rules governing lobbying activities must though be consistent across all levels of government.
5. ICAC noted in its Operation Dasha report (2021) that “the risk profile of the local government sector in relation to lobbying has been altered. Since October 2012, the power to make local environmental plans (LEPs) has been handed to local councils in many cases, reducing the oversight role of the NSW Government. This change has the potential to increase lobbying activities in local government, and creates greater incentives for corrupt conduct to occur in that sphere.”
6. ICAC states in its Operation Tolosa report (2023) that previous ICAC reports, and those in other Australian jurisdictions, “emphasise the high-risk nature of environmental planning and property development in terms of corruption. In particular, recent investigations suggest that there are too many elected officials with close connections to development applicants, which may represent a systemic problem.””

7. In response to ICAC's recommendations from Operation Dasha and Operation Eclipse investigations, the Office of Local Government NSW advised it would release guidelines and a model policy in June 2023 to enhance transparency around the lobbying of councillors. Unfortunately however these are still to materialise.
8. Council's Lobbying Policy states that inappropriate or unlawful lobbying generally involves an attempt to obtain preferential consideration or treatment based on factors other than the merits of the matter. Examples of inappropriate or unlawful conduct by Councillors that could occur during the lobbying process include:
  - Accepting undisclosed payments or benefits whilst making a decision that affects the gift giver's interests;
  - Accepting a political donation in return for the favourable exercise of discretion during decision making;
  - Granting access to a particular individual or group while unreasonably denying a similar request by another party;
  - Giving undertakings to an interested party prior to considering all the information relevant to a decision;
  - Exceeding the role of a councillor – for example, directing council staff (in contravention of section 352 of the Local Government Act) over the content of any advice or recommendation on a council matter as a result of being lobbied by a third party;
  - Disclosing confidential information; and
  - Being unduly influenced by factors that are irrelevant to the merits of the matter under consideration.
9. City of Sydney in February 2024 resolved to publicly disclose Councillor meetings with registered lobbyists and property developers.
10. Given the ongoing significant level of development and growth in City of Parramatta, transparency in decision making is paramount. Transparency helps address suspicions that a decision has been made with reference to improper considerations, including from corrupt approaches.
11. This notice of motions ensures City of Parramatta Council takes a leadership role in disclosing lobbying of Local Government officials and puts us on par with state and federal government officials and City of Sydney Council.

## **STAFF RESPONSE**

1. In response to ICAC's recommendations, OLG is developing guidelines to enhance transparency around the lobbying of councillors. The guidelines will be issued under section 23A of the Local Government Act 1993.
2. OLG is also developing a model policy on lobbying to support councils to implement the guidelines. If adopted by councils, the policy will operate to supplement the provisions of their adopted codes of conduct.
3. OLG has undertaken consultation with councils to seek their views on what should be included in the proposed guidelines and to identify existing best practice in the local government sector in managing corruption risks associated with the lobbying of councillors. OLG has also sought the views of councils on

whether the Lobby Of Government Officials (LOGO) Act should apply to local government.

4. At this time, OLG has not provided any formal indication as to the likely date of the release of the model policy and updated guidelines.
5. Council's Lobbying Policy (Policy 383) was adopted on 13 May 2019 and is overdue for review. However, the Policy Review Committee has previously indicated that the Policy is not a priority for review until such time as the OLG releases its model policy and updated guidelines on LOGO.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

6. Should Council adopt this motion, Council will be required to introduce additional training for councillors in the disclosure of meetings with developers and lobbyists. This cost would be taken from the annual Councillors' Expenses and Facilities budget allocation.
7. The introduction of new procedures, updating the Lobbying Policy and the creation of a public register and quarterly reporting would be undertaken by existing governance staff utilising current operational resources.

Kellie Darley  
**Councillor**

Gail Connolly  
**Chief Executive Officer**

#### **ATTACHMENTS:**

There are no attachments for this report.

## NOTICE OF MOTION

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<b>ITEM NUMBER</b>	14.2
<b>SUBJECT</b>	Report to Investigate a New City of Parramatta Industrial Instrument (Enterprise Award)
<b>REFERENCE</b>	F2024/00282 - D09355121
<b>FROM</b>	Councillor Georgina Valjak

### MOTION

That the Chief Executive Officer prepare a report to Council on the potential advantages (and/or disadvantages) of creating a new industrial instrument (such as an enterprise Award) for the City of Parramatta.

### BACKGROUND

The employment conditions of Award based staff are currently determined by the Local Government (State) Award, 2023.

The following councils have previously or currently adopted their own Awards to address elements unique to their Council:

- City of Sydney;
- Wollongong City Council;
- Newcastle city Council;
- Broken Hill City Council; and
- Goldenfields Water Council.

City of Parramatta is western Sydney's only global city and a leading government in western Sydney. It is appropriate that Council reflect this status in the operation of the Council organisation, including through the development of operating models that recognise the important role the organisation plays in assisting Councillors with their governance of the City.

It is important that the City can attract and retain world-class staff to support the Council in the delivery of its Community Strategic Plan and the proposed long term vision – *Parramatta 2050*. Recruitment and retention risks have previously been identified as a result of sector-wide skill shortages, coupled with the City's inability to compete with generous and unregulated employment offers and conditions from organisations within the private sector.

Adopting a City of Parramatta Award (or new enterprise agreement) may provide options to eliminate or reduce these risks and improve Council's attractiveness as an employer of choice.

### STAFF RESPONSE

1. The report to Council will address matters such as the benefits and disadvantages of entering into an enterprise award vs an enterprise agreement, various procedural requirements such as stakeholder engagement/communication requirements; associated timeframes for negotiations and implementation; costs; legal advice if required and best practice approaches and learnings from other NSW councils that have pursued similar arrangements.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

2. If Council resolves to adopt this Motion, there is nil financial impact on the budget as the report will be prepared by staff utilising existing resources with legal advice sourced from LGNSW.

Georgina Valjak  
**Councillor Georgina Valjak**

Brendan Clifton  
**Acting Executive Director People Culture & Workplace**

Gail Connolly  
**Chief Executive Officer**

### **ATTACHMENTS:**

There are no attachments for this report.



## **QUESTIONS WITH NOTICE**

**25 MARCH 2024**

15.1	Gross Pollutant Traps.....	386
15.2	Community Association/Strata Obligations for Long Term Care and Maintenance of Public Parks .....	387
15.3	Developer Contributions - Parramatta City Local Infrastructure Contributions Plan, Church Street North Precinct .....	388
15.4	Questions Taken on Notice at the 11 March 2024 Council Meeting .....	391
15.5	Parking Fines .....	392

**QUESTIONS WITH NOTICE**

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<b>ITEM NUMBER</b>	15.1
<b>SUBJECT</b>	Gross Pollutant Traps
<b>REFERENCE</b>	F2024/00282 – D09340753
<b>REPORT OF</b>	Councillor Kellie Darley

**QUESTION ON NOTICE:**

GPTs play a key role in Council's catchment management to support healthy waterways and offer a last line of defence to reduce pollutants, such as rubbish, from entering our creeks and river. In December 2022, an audit of Council's Gross Pollutant Traps (GPTs) was completed and found (as reported to Council on 13<sup>th</sup> June 2023) that only 2% of Council's GPT were in good condition and didn't require any works, 11% required maintenance work, 21% required minor works, 23% required major structural works and 43% needed to be completely replaced.

1. Where are the GPTs requiring replacement, major or minor works located? (i.e. a map of Council's GPTs with the rectification category of each one)

**Executive Director, City Assets and Operations response:**

A staff response will be provided in the Supplementary Agenda.

2. What is the estimated cost to carry out all the identified rectification works?

**Executive Director, City Assets and Operations response:**

A staff response will be provided in the Supplementary Agenda.

3. What is the current schedule for carrying out these rectification works?

**Executive Director, City Assets and Operations response:**

A staff response will be provided in the Supplementary Agenda.

4. Did the GPT audit make any other recommendations?

**Executive Director, City Assets and Operations response:**

A staff response will be provided in the Supplementary Agenda.

**ATTACHMENTS:**

There are no attachments for this report.

**REFERENCE MATERIAL**

**QUESTIONS WITH NOTICE**

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<b>ITEM NUMBER</b>	15.2
<b>SUBJECT</b>	Community Association/Strata Obligations for Long Term Care and Maintenance of Public Parks
<b>REFERENCE</b>	F2024/00282 - D09367089
<b>REPORT OF</b>	Deputy Lord Mayor, Councillor Dr Patricia Procriv

**QUESTION WITH NOTICE:**

1. Are there any other examples known to staff where a Community Association/Strata is obliged to take eventual ownership and responsibility of a designated public park?

**Executive Director response:**

Staff response will be provided in the Supplementary Agenda

2. If there is, has the Community Association/Strata been able to get adequate liability insurance? And how have they paid for the eventual long term care and maintenance of the public park?

**Executive Director response:**

Staff response will be provided in the Supplementary Agenda.

**ATTACHMENTS:**

There are no attachments for this report.

**REFERENCE MATERIAL**

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## QUESTIONS WITH NOTICE

<b>ITEM NUMBER</b>	15.3
<b>SUBJECT</b>	Developer Contributions - Parramatta City Local Infrastructure Contributions Plan, Church Street North Precinct
<b>REFERENCE</b>	F2024/00282 - D09362783
<b>REPORT OF</b>	Councillor Phil Bradley

**CSP THEME:** Accessible,

### QUESTION ON NOTICE:

- In 2022 Council officers estimated a \$1,373 Million funding gap needed for CBD community infrastructure, even after Ministerial approval of the Council requested developer contribution of 5% of the cost of residential development and 4% for commercial development! Is \$1.4 Billion still the approximate 2024 funding gap estimate for the CBD/City Centre local community infrastructure, with the recent Council decision to propose reduced developer contributions from 5% to 4% for residential development & from 4% to 3% for commercial development in the Church Street North Parramatta precinct part of the CBD?

#### **Executive Director, City Planning and Design response:**

As indicated in the table below, the current funding gap between the total works program and the estimated income is \$1.295 billion, a reduction of about \$43 million.

<b>Planning Controls</b>	<b>Contribution Scheme Response</b>	<b>Funding Gap between total works program &amp; estimated income</b>
July 2021: - CBD PP endorsed by Council for finalisation	October 2021: - Council endorsed contribution plan applying 5% for residential and 4% commercial.	\$1.338 billion
May 2022: - Department finalised CBD PP - Requested Council amend contribution rates for Phillip St block and Church St North Precinct	June 2022: - Council reinstated the 3% contribution rate for the Phillip St block and Church St North Precinct	Funding gap increased to \$1.398 billion
June 2023: - Department uses SEPP (No. 1) to amend FSR controls for the E2 Commercial Core zoned land (unlimited FSR for office uses reinstated)	No amendment to the 4% contribution rate for commercial uses required. Additional FSR means funding gap reduced.	Funding gap reduced to \$1.348 billion

<p>December 2022:</p> <ul style="list-style-type: none"> <li>- Department uses SEPP (No. 2) to amend FSR controls for the Phillip Street block</li> </ul>	<p>March 2023:</p> <ul style="list-style-type: none"> <li>- Council approved the reinstatement of higher contribution rates for the Phillip St block of 5% for residential and 4% commercial</li> </ul>	<p>Funding gap reduced to \$1.335 billion</p>
<p>December 2023:</p> <ul style="list-style-type: none"> <li>- Department uses SEPP (No. 3) to amend the planning controls for the Church Street North Precinct</li> </ul>	<p>February 2024:</p> <ul style="list-style-type: none"> <li>- Council responses by resolving to exhibit an amendment to the contribution plan with a recommendation that the 3% contribution rate for the Church St Nth precinct be increased proportional to the GFA increase being 4% for residential; and retain the 3% for commercial.</li> </ul>	<p><b>Funding gap reduced to \$1.295 billion</b></p>

2. If not, what is the latest estimate of the community infrastructure funding gap for the CBD/City Centre's buildout after the recent Council decision to propose these reduced developer contributions?

**Executive Director, City Planning and Design response:**

The current funding gap is detailed in the table above.

3. What is the estimated local community infrastructure funding gap in the Church Street North Parramatta precinct with the recent Council proposal to reduce developer contributions from the City Centre's 5% to 4% for residential development & from 4% to 3% for commercial?

**Executive Director, City Planning and Design response:**

The funding gaps detailed in the table above provide an indication of the cumulative funding, as it is not practical to calculate the funding gap related solely to the Church Street North precinct because much of the infrastructure in the CBD Contribution Plan will also benefit all the CBD and surrounding precincts.

4. Council staff advised in October 2021 that expert property consultant Savills stated "with an internal rate of return (IRR) of 20%, which is a commonly used benchmark for testing development feasibility where lending from a financial institution may be required" and with lower FSRs north of the river, that developer contribution rates of 5% of the development cost for residential development and 4% for commercial were viable for development. So now that maximum FSRs have been reduced by 13% ie closer to 10% than 20%, consistent with Savills' advice, wouldn't my proposed rates of 4.5% residential and 3.5% commercial be

viable and provide Council with approximately \$5 Million more for community infrastructure?

**Executive Director, City Planning and Design response:**

Feasibility scenarios prepared in October 2021 reflected the interest (commercial lending) rates at the time. Given the significant change in lending costs and interest rates since that time, they should not be given the same weight when attempting to calculate feasibility of developments in 2024.

Additionally, the Department-led rezoning for the Church Street North precinct reduced the theoretical GFA by 20%, compared to the original CBD Planning Proposal. While the FSR fell by 13%, the potential GFA decreased by 20%. In response, the Council proposed contribution rates have been adjusted down by 20% to match the decrease in development capacity.

5. In the ACT the public purse gets 75% of the betterment value of rezoning and Council staff have estimated that developer contributions are only about half of what is needed to fund the community infrastructure directly attributable to the CBD development. So why should our Council keep accepting development which causes reduced community livability due to insufficient developer contributions, which provide a minimum 20% Internal Rate of Return profit on investment for mostly wealthy big developers?

**Executive Director, City Planning and Design response:**

Developer contributions have never been intended to cover 100% of the cost of the additional local infrastructure demand generated by new development. Councils have always been restricted in the types of infrastructure they can levy contributions for and when they can be levied. Rates, fees and charges are (amongst other things) the most commonly used mechanisms by councils to fund the cost of additional infrastructure generated by new development.

Additionally, it is not reasonable to compare the ACT and NSW planning systems in the manner suggested for the following reasons:

- The NSW legal framework for development contributions is limited to Section 7.11 or 7.12 of the Environment Planning and Assessment Act 1979 (EPA Act)
- Planning Agreements in NSW between a consent authority and a developer are used to deliver local infrastructure under Section 7.4 of the EPA Act.
- Planning Agreements cannot use 'value sharing' (betterment) as a method to impose financial contributions under the Practice Note issued by the Department in February 2021.
- Council proposed as part of the CBD Planning Proposal, a mechanism that applied value sharing principles similar to those applied in the ACT; Council's proposal however was rejected by the State Government.

**ATTACHMENTS:**

There are no attachments for this report.

**REFERENCE MATERIAL**

**QUESTIONS WITH NOTICE**

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**ITEM NUMBER** 15.4  
**SUBJECT** Questions taken on Notice at the 11 March 2024 Council Meeting  
**REFERENCE** F2024/00282 - D09367089  
**REPORT OF** Governance Manager

**QUESTIONS TAKEN ON NOTICE**

Questions and Answers will be provided in a Supplementary Agenda.

**QUESTIONS WITH NOTICE**

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<b>ITEM NUMBER</b>	15.5
<b>SUBJECT</b>	Parking Fines
<b>REFERENCE</b>	F2024/00282 - D09367089
<b>REPORT OF</b>	Councillor Kellie Darley

**QUESTIONS TAKEN ON NOTICE**

- How many parking fines have been issued in our LGA annually for the last 5 years, broken down by category (e.g. CBD, school zone)?
- What is the annual revenue Council has received from parking fines for the last 5 years?
- How many parking rangers does Council have now compared to previous years?
- What is the rough ratio of parking rangers time spent in the CBD and outside the CBD in our town centres and suburban streets?
- Roughly what is the level of incidents against Council's parking rangers, and how has this been trending in recent years?

**Executive Director, City Assets and Operations response:**

A staff response will be provided in the Supplementary Agenda.