

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, 9 September 2024 at 6.30PM CARETAKER PERIOD.

Gail Connolly PSM
CHIEF EXECUTIVE OFFICER

EMERGENCY EVACUATION DIAGRAM

Level 4 East

2 Civic Place, Parramatta NSW 2150

Evacuation Procedures

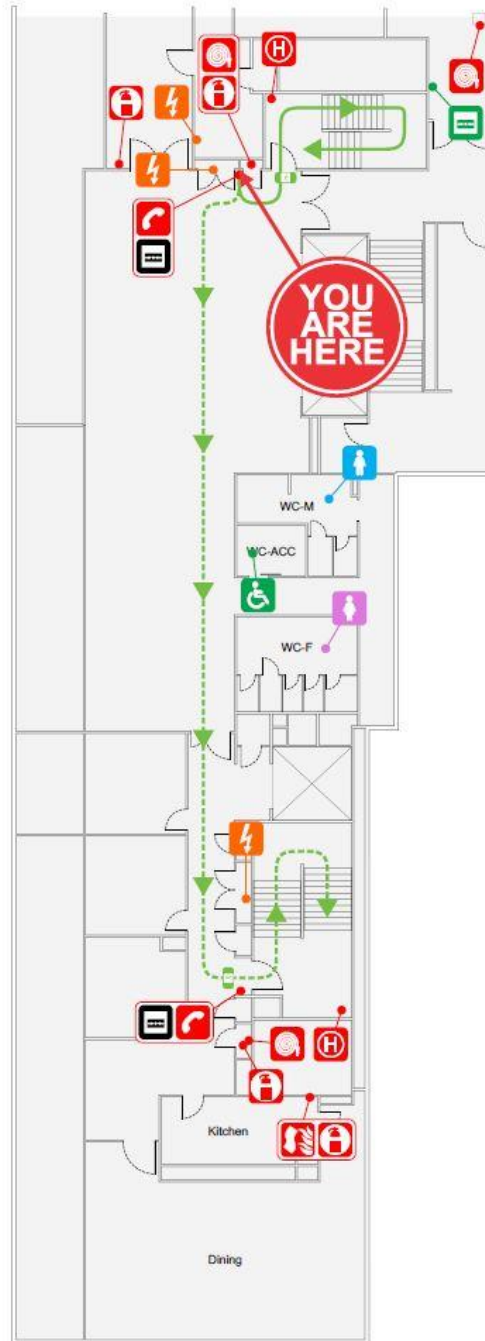
IN CASE OF FIRE

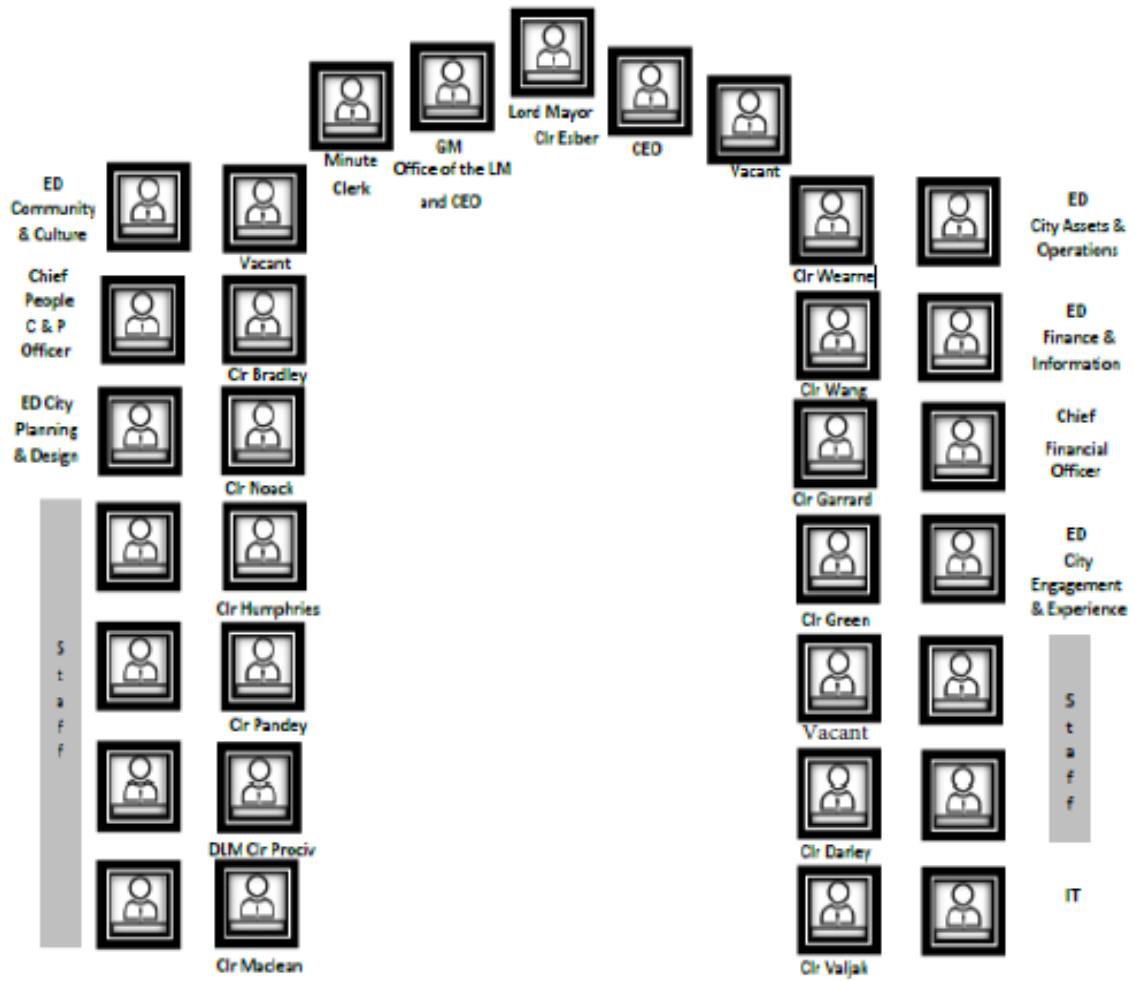
- (R)** REMOVE people from immediate danger
- (A)** ALERT people nearby and raise an alarm (Dial 000)
- (C)** CONFINE fire and smoke (Close doors behind you if safe to do so)
- (E)** EVACUATE via the nearest emergency exit

Legend

Site Plan

Parramatta PHIVE





PUBLIC & PRESS GALLERY

STATEMENT OF ETHICAL OBLIGATIONS:

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

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

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CITY OF PARRAMATTA

MINUTES

**Ordinary Council Meeting
Monday, 26 August 2024
6.30pm**

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

COUNCILLORS PRESENT

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

STAFF PRESENT

Chief Executive Officer - Gail Connolly, Executive Director City Engagement and Experience - Angela Jones-Blayney, Executive Director City Assets & Operations - George Bounassif, Executive Director Finance and Information - John Angilley, Executive Director City Planning and Design - Jennifer Concato, Executive Director Community and Culture – Jon Greig, Group Manager Office of the Lord Mayor and CEO - Roxanne Thornton, Chief People, Culture and Performance Officer - Brendan Clifton, Chief Information Officer and Acting Chief Governance and Risk Officer - John Crawford, Chief Financial Officer - Amit Sharma, Traffic & Transport Manager - Richard Searle, Community Capacity Building Manager - Rodrigo Gutierrez, ICT Service and Delivery Manager - Ian Vong, Major Events – Michelle Carter, ICT Service Desk Officer- Naveet Cheema, Secretariat Support Officer - Adrianna Hokin, Business Manager - Michelle Samuel

1. OPENING MEETING

The Lord Mayor, Councillor Esber, opened the meeting at 6.31PM.

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 Garrard

That Councillor Ange Humphries be permitted to attend the meeting via audio-visual link.

Record of Voting:
CARRIED

6. CONFIRMATION OF MINUTES

Minutes of the Council Meeting held on 12 August 2024

RESOLVED: Councillor Noack and Councillor Garrard

That the minutes be taken as read and be accepted as a true record of the Meeting, subject to the correction of the name of the Lord Mayor at the opening of the Council meeting.

Record of Voting:
CARRIED

Note: Councillor Bradley joined the meeting at 6.32pm.

7. DISCLOSURES OF INTEREST

Councillor Green disclosed a Pecuniary interest in Item 16.1 Status Report - Public Domain Works Adjacent to 12 Phillip Street, 333 and 339 Church Street and 105 Marsden Street, Parramatta for the reasons that he owns a property in the Lennox Building.

8. MINUTES OF THE LORD MAYOR

8.1 Congratulations to Paris Olympic Games Athletes

(Lord Mayor, Councillor Pierre Esber)

RESOLVED: Lord Mayor, Councillor Esber and Councillor Wang

- (a) That Council congratulate Australian athletes who competed in the 2024 Paris Olympics, particularly those associated with the Parramatta LGA.
- (b) That Council commend Brandon Starc, who began his athletics career at Parramatta Little Athletics, for placing fifth in the men’s high jump at the 2024 Paris Olympics.
- (c) That Council commend Joshua (Josh) Katz, former Parramatta City Athletics athlete, who competed in the men’s 60kg elimination round of judo at the 2024 Paris Olympics.

**Record of Voting:
CARRIED**

9. PUBLIC FORUM

	Speaker	Item No.	Report Title
1.	Gurmeet Tuli	13.2	Item 13.2 - Minutes of the Parramatta Traffic Committee Meeting of 7 August 2024
<p><u>Note:</u> Gurmeet Tuli was not present to speak at the meeting but his submission was published in the Supplementary Agenda and on Council’s website.</p>			
2.	Jacqeline James	N/A	Increase in illegal dumping and litter in the Parramatta Council area and waterways (Matter not on Council Agenda)

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

PROCEDURAL MOTION DEALING WITH ITEMS BY EXCEPTION

RESOLVED: Councillor Garrard and Deputy Lord Mayor, Councillor Proxiv

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

- 12.3 - Investment Report for July 2024
- 15.1 - Councillor Participation in Australian Institute of Company Directors Course
- 15.2 - Questions Taken on Notice at the 12 August 2024 Council Meeting
- 16.1 - Status Report - Public Domain Works Adjacent to 12 Phillip Street, 333 and 339 Church Street and 105 Marsden Street, Parramatta
- 16.2 - Tender ITT 26/2023 – External Security Services
- 16.3 - Tender ITT 32/2023 for Christmas Tree and Decorations
- 16.4 - Central City Parkway - Legal Agreements

**Record of Voting:
CARRIED**

12.3 Investment Report for July 2024

(Tax and Treasury Accountant)

RESOLVED: Councillor Garrard and Deputy Lord Mayor, Councillor Proxiv

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

**Record of Voting:
CARRIED**

15.1 Councillor Participation in Australian Institute of Company Directors Course

(Councillor Cameron MacLean)

QUESTION WITH NOTICE

1. How many Councillors undertook the Australian Institute of Company Directors course this term and last term?

Group Manager Office of the Lord Mayor and CEO response:

Three councillors enrolled in the course between 2017 and 2024.

2. What was the cost per Councillor?

Group Manager Office of the Lord Mayor and CEO response:

The cost per Councillor, for two of the Councillors, was \$7,249 + membership of \$763.64 (membership was undertaken to save costs on the registration fee for the course). The cost for the third Councillor was \$8,168.

3. How many Councillors received their qualification?

Group Manager Office of the Lord Mayor and CEO response:

The Australian Institute of Company Directors does not provide Council with this (personal) information.

The Councillor Expenses and Facilities Policy does not currently require Councillors who undertake the AICD course (or any other course) to notify Council of their results.

Details of attendance by Councillors at courses, conferences and training is published each year in Council's Annual Report.

15.2 **Questions Taken on Notice at the 12 August 2024 Council Meeting**
(Governance Manager)

QUESTIONS TAKEN ON NOTICE

Councillor Noack asked a question in relation to Item 14.6 from the previous Council Meeting ('Recent Petitions from the Harris Park Business Community - Mobile Food Vendors')

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

Group Manager Lord Mayor and CEO Office response:

In response to the previous Council resolution of 8 July 2024, correspondence was sent to the Minister for Planning and Public Spaces on 25 July 2024. The Lord Mayor has since sent further correspondence to the Minister for Planning and Public Spaces on 22 August 2024 to follow up on the matter.

Councillor Bradley asked a question on notice in relation to Item 6 ('Confirmation of Minutes')

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

Group Manager Lord Mayor and CEO Office response:

All future Council Meeting minutes will contain a note confirming that the Public Forum submissions were published in a Supplementary Agenda prior to the relevant meeting of Council.

Councillor Bradley asked a question on notice in relation to Item 14.2 ('Homelessness in the City of Parramatta')

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

Executive Director Executive Director Community and Culture response:

Council Officers are currently working to a target date of late March/early April 2025.

Councillor Pandey asked a question on notice in relation to Item 14.2 ('Homelessness in the City of Parramatta')

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

Executive Director Executive Director Community and Culture response:

A briefing note containing this data was provided to all Councillors on 15 April 2024 on the Councillor Portal.

16.1 **Status Report - Public Domain Works Adjacent to 12 Phillip Street, 333 and 339 Church Street and 105 Marsden Street, Parramatta**
(Group Manager Infrastructure Planning & Design)

RESOLVED: Councillor Garrard and Deputy Lord Mayor, Councillor Procriv

That the Council receive and note the report.

**Record of Voting:
CARRIED**

16.2 Tender ITT 26/2023 – External Security Services

(Security Manager)

RESOLVED: Councillor Garrard and Deputy Lord Mayor, Councillor Proxiv

- (a) That Council reject all tenders relating to Tender ITT 26/2023 – External Security Services.
- (b) That all unsuccessful tenderers be advised of Council's decision in the matter.
- (c) That Council note that these services will be incorporated into a future tender for Council's full security manpower requirements.

**Record of Voting:
CARRIED**

16.3 Tender ITT 32/2023 for Christmas Tree and Decorations

(Events and Festivals Community Program Manager)

RESOLVED: Councillor Garrard and Deputy Lord Mayor, Councillor Proxiv

- (a) That Council appoint Christmas Concepts Australia as the principal contractor for the City Christmas Tree and Decorations Tender for a 3-year (plus 1 x one year option, plus 1 x one year option) period.
- (b) That Council notes the schedule of rates is within the allocated budget for the period 2024-2028.
- (c) That Council delegate authority to the Chief Executive Officer to finalise and execute all necessary documents.

**Record of Voting:
CARRIED**

16.4 Central City Parkway - Legal Agreements

(Group Manager, Strategic Land Use Planning)

RESOLVED: Councillor Garrard and Deputy Lord Mayor, Councillor Proxiv

- (a) That Council note the progress made on advocacy associated with the M4 Motorway seeking to provide additional open space and better transport connections for the community.
- (b) That Council note the requirement for executed land agreements with TfNSW and the M4 Trustees to progress further planning and design development of Council led projects including, the Central City Parkway – Urban Adventure Project, the Carter Street Cycleway and the Duck River Cycleway.
- (c) That Council note the draft interface deed principles set out in this report including a two staged Council approval process.
- (d) That Council delegate authority to the CEO to finalise and execute:
 - i. Interface deeds for the Central City Parkway – Urban Adventure Project, the Carter Street Cycleway and the Duck River Cycleway;
 - ii. Any ancillary documents to the Interface deed; and
 - iii. Any other supporting agreements (such as funding agreements).
- (e) That following detailed design of the projects referred to in (b) a report is brought to Council, setting out final project details and seeking approval to proceed to construction.
- (d) That the Lord Mayor write to the State Member for Parramatta, the Minister for Transport and the Minister of Planning seeking continued support and funding from the NSW Government for delivery of infrastructure supporting local communities surrounding the M4 motorway.

Record of Voting:
CARRIED

SUSPENSION OF STANDING ORDERS MATTER OF URGENCY

Councillor Noack asked to suspend standing orders to allow Council's consideration of a Matter of Urgency relating to the success of the Greater Western Sydney Giants AFL Team.

The Lord Mayor ruled the matter was urgent.

MATTER OF URGENCY GREATER WESTERN SYDNEY AFL TEAM SUCCESS

RESOLVED: Councillor Noack and Councillor Garrard

- (a) That council note and congratulate the Greater Western Sydney Giants in making the top 4 in the AFL finals series.
- (b) That the Giants colours be featured on the PHIVE building for the duration of the Giants participation in the finals.
- (c) That the Lord Mayor write to the Giants wishing them all the best for the finals series and informing them of council's resolution.

**Record of Voting:
CARRIED**

10. PETITIONS

There were no petitions tabled at this meeting.

11. RESCISSION MOTIONS

11.1 OCM 12 August 2024 - Item 13.6 - Adoption of Code of Meeting Practice 2024

(Councillor Lorraine Wearne)

RESOLVED: Councillor Wearne and Councillor Garrard

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

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

1. *Reinstatement from the existing version:*
 - *clauses 2.6-2.9 inclusive [delegate authority meeting requirements];*

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

be and is hereby rescinded.

**Record of Voting:
LOST**

Note: Councillor Bradley left the meeting at 7.00pm.

Note: Councillor Bradley returned to the meeting at 7.01pm.

11.2 **OCM 12 August 2024 - Item 14.1 - Notice of Motion - Peninsula Park 9 Burroway Road, Wentworth Point**

(Deputy Lord Mayor Cllr Dr Patricia Procriv)

MOTION: Councillor Noack and Deputy Lord Mayor, Councillor Procriv

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

- (a) *That the Lord Mayor write to the Premier of NSW, the Hon Chris Minns MP and the Minister for Planning, the Hon Paul Scully MP requesting the remaining Crown Land to the east of the Wentworth Point High School (being 9 Burroway Road, Wentworth Point) be delivered by the NSW Government for environmental, recreational and community purposes as a matter of priority, to achieve:*
 - i. *A full Peninsula Park minimum of 3.9 hectares*
 - ii. *An oval for the shared use of the community on the Crown Land*
 - iii. *Active and passive recreation areas*
 - iv. *Increased staff parking at the two schools (or suitable economic arrangements with surrounding facilities)*

- v. *A new environmentally sensitive seawall/foreshore treatment to support the marine habitat and rehabilitate the endangered saltmarsh, mangrove and intertidal rock platform habitats*
 - vi. *Eradication of the invasive weeds including Spiny Rush (*Juncus acutus*)*
 - vii. *Expansion and rehabilitation of Coastal Saltmarsh with particular attention to the identified vulnerable species *Wilsonia backhousei**
 - viii. *Re-establishment of Swamp she-oak (*Casuarina glauca*) Floodplain Forest*
 - ix. *Recognition of the unique indigenous heritage of Arrowanelly (mudflats at Wentworth Point Peninsula).*
- (b) *That in the letters from the Lord Mayor to the Premier and Minister, a meeting be requested with the Lord Mayor, the CEO and Councillor Noack to discuss the matter in further detail and an update from the meeting be provided to the Chamber.*

be and is hereby rescinded.

**Record of Voting:
CARRIED**

MOTION: Deputy Lord Mayor, Councillor Prociv and Councillor Noack

- (a) That the Lord Mayor write to the Premier of NSW, the Hon Chris Minns MP and the Minister for Planning, the Hon Paul Scully MP and the Member for Parramatta, Ms Donna Davis MP, requesting the remaining Crown Land to the east of the Wentworth Point High School (being 9 Burroway Road, Wentworth Point) be delivered by the NSW Government for environmental, recreational and community purposes as a matter of priority, to achieve:
- i. A full Peninsula Park minimum of 3.9 hectares
 - ii. An oval for the shared use of the community on the Crown Land
 - iii. Active and passive recreation areas
 - iv. Increased staff parking at the two schools (or suitable economic arrangements with surrounding facilities)
 - v. A new environmentally sensitive seawall/foreshore treatment to support the marine habitat and rehabilitate the endangered saltmarsh, mangrove and intertidal rock platform habitats

- vi. Eradication of the invasive weeds including Spiny Rush (*Juncus acutus*)
 - vii. Expansion and rehabilitation of Coastal Saltmarsh with particular attention to the identified vulnerable species *Wilsonia backhousei*
 - viii. Re-establishment of Swamp she-oak (*Casuarina glauca*) Floodplain Forest
 - ix. Recognition of the unique indigenous heritage of Arrowanelly (mudflats at Wentworth Point Peninsula).
- (b) That in the letters from the Lord Mayor to the Premier, the Minister and the Member for Parramatta, a meeting be requested with the Lord Mayor, the CEO and Rosehill Ward Councillors to discuss the matter in further detail.

Record of Voting:

CARRIED

RESOLVED: Deputy Lord Mayor, Councillor Procriv and Councillor Noack

- (a) That the Lord Mayor write to the Premier of NSW, the Hon Chris Minns MP and the Minister for Planning, the Hon Paul Scully MP and the Member for Parramatta, Ms Donna Davis MP, requesting the remaining Crown Land to the east of the Wentworth Point High School (being 9 Burroway Road, Wentworth Point) be delivered by the NSW Government for environmental, recreational and community purposes as a matter of priority, to achieve:
- i. A full Peninsula Park minimum of 3.9 hectares
 - ii. An oval for the shared use of the community on the Crown Land
 - iii. Active and passive recreation areas
 - iv. Increased staff parking at the two schools (or suitable economic arrangements with surrounding facilities)
 - v. A new environmentally sensitive seawall/foreshore treatment to support the marine habitat and rehabilitate the endangered saltmarsh, mangrove and intertidal rock platform habitats
 - vi. Eradication of the invasive weeds including Spiny Rush (*Juncus acutus*)

- vii. Expansion and rehabilitation of Coastal Saltmarsh with particular attention to the identified vulnerable species *Wilsonia backhousei*
 - viii. Re-establishment of Swamp she-oak (*Casuarina glauca*) Floodplain Forest
 - ix. Recognition of the unique indigenous heritage of Arrowanelly (mudflats at Wentworth Point Peninsula).
- (b) That in the letters from the Lord Mayor to the Premier, the Minister and the Member for Parramatta, a meeting be requested with the Lord Mayor, the CEO and Rosehill Ward Councillors to discuss the matter in further detail.

Record of Voting:
CARRIED

12. REPORTS TO COUNCIL - FOR NOTATION

12.1 **Minutes of the Traffic Engineering Advisory Group Meeting of 18 June 2024**

(Traffic and Transport Manager)

RESOLVED: Councillor Noack and Councillor Green

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

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

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

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

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

Record of Voting:
CARRIED

12.2 **Minutes of the Traffic Engineering Advisory Group Meeting of 7 August 2024**

(Traffic and Transport Manager)

RESOLVED: Councillor Noack and Councillor Green

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

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

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

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

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

Record of Voting:
CARRIED

12.3 **Investment Report for July 2024**

(Tax and Treasury Accountant)

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

12.4 **Status Report: Entrepreneur Grants Program**

(Community Capacity Building Manager)

RESOLVED: Councillor Pandey and Councillor Wang

That Council receive and note the report.

Record of Voting:
CARRIED

Question on Notice on Item 12.4: Status Report: Entrepreneur Grants Program from Councillor Pandey:

- Could staff provide in the next Council meeting an itemized list of every unbudgeted items that have come out of general reserve in this term of Council.

13. REPORTS TO COUNCIL - FOR COUNCIL DECISION

13.1 **Minutes of the Parramatta Traffic Committee Meeting of 18 June 2024**

(Traffic and Transport Manager)

RESOLVED: Councillor Noack and Councillor Green

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

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

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

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

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

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

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

**Record of Voting:
CARRIED**

Note: Councillor Humphries left the meeting at 7.12pm and did not return.

13.2

Minutes of the Parramatta Traffic Committee Meeting of 7 August 2024

(Traffic and Transport Manager)

MOTION: Deputy Lord Mayor, Councillor Prociv and Councillor MacLean

- (a) That Council note the minutes of the Parramatta Traffic Committee held on 7 August 2024, provided at Attachment 1.
- (b) That Council approves the recommendations of the Parramatta Traffic Committee from the meeting held on 7 August 2024, provided at Attachment 1 and in this report, noting the following financial implications for each item.

I. PTC 2408 A1 PARRAMATTA LANES 2024 – SPECIAL EVENT TRAFFIC MANAGEMENT PLAN

The Special Event Traffic Management Plan (SETMP) for Parramatta Lanes 2024 event will be funded from Council's Major Events and Festivals budget.

II. PTC 2408 A2 WIGRAM STREET, HARRIS PARK – INSTALLATION OF A PERMANENT CYCLEWAY

The design of the Harris Park cycleway project is funded by Transport for NSW (TfNSW). The construction funding for this project will be the subject of a future application to the TfNSW Active Transport Program. It is intended to commence construction when the funding for the entire project becomes available.

III. PTC 2408 A3 HILAR AVENUE, KARINGAL AVENUE AND MURUBA AVENUE, CARLINGFORD – PROPOSED CHANGES TO PARKING AND TURN RESTRICTIONS DURING THE AFTERNOON SCHOOL PEAK PERIOD

The estimated cost of the proposed turning restriction in Hilar Avenue and Karingal Avenue, Carlingford is \$1,500. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2024/25.

IV. PTC 2408 A4 FIRST AVENUE AT CHELMSFORD AVENUE, EPPING – INSTALLATION OF A PART-TIME ‘ALL TRAFFIC LEFT ONLY’ RESTRICTION

The estimated cost of the proposed part-time ‘All Traffic Left Only 8am-9:30am, 2:30pm-4pm School Days’ restriction in First Avenue at Chelmsford Avenue, Epping is \$750. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2024/25.

V. PTC 2408 A5 WIGRAM STREET, HARRIS PARK – DIWALI FESTIVAL 2024

1. That the proposed Diwali Festival scheduled to be held in Wigram Street, Harris Park on Sunday 13 October 2024 be classified as a Class 2 Event in accordance with Austroads Guide to Traffic Management Part 9: Transport Control Systems - Strategies and Operations (Table 5.4 – Special Event Planning Matrix) and Transport for NSW Guide to Traffic and Transport Management for Special Events.
2. That the use of Wigram Street (Marion Street - Una Street), Harris Park for the events detailed in recommendation 1 be approved subject to the following:
 - a. That written approval of Special Event Traffic Management Plan (SETMP) be obtained from Council and TfNSW prior to the event.
 - b. That written approval from Cumberland Police and concurrence from the Fire Station at 110 Wigram Street, Harris Park be obtained and submitted to Council and TfNSW before the SETMP can be approved.
 - c. That Road Occupancy Licences (ROL) be obtained from Transport Management Centre of TfNSW prior to the events.
 - d. That the Crowd Management Plan for the event be implemented to the satisfaction of Cumberland Police Area Command.
 - e. That managed vehicle access be provided in Ada Street and Wigram Street (Ada Street to Una Street), Harris Park for the event.
 - f. That the removal of on-street parking spaces from the event area commence from 3pm on Saturday 12 October 2024 and corflute signs be installed to advise motorists of the changes to parking restrictions at least 7 days prior to the event.
 - g. That medium rigid vehicles be used as part of Hostile Vehicle Mitigation Plan.
 - h. That affected businesses and residents are to be notified of the traffic management plan for the Diwali

- events via notification letters at least 28 days prior to the event.
- i. That two VMS boards be installed at least 7 days prior to each of the events to advise motorists of the road closure.
 - j. That the attached traffic related conditions be adhered to for each of the events.
 - k. That all costs associated with the Diwali Festival event be funded and paid for by the Event Organiser at no cost to City of Parramatta Council (with the exception of item 2h if Council undertakes the notification).
3. That Council no longer requires Special Event Clearway restrictions for events in Wigram Street, Harris Park.

AMENDMENT: Councillor Wearne and Councillor Noack

- (a) That Council note the minutes of the Parramatta Traffic Committee held on 7 August 2024, provided at Attachment 1.
- (b) That Council approves the recommendations of the Parramatta Traffic Committee from the meeting held on 7 August 2024, provided at Attachment 1 and in this report, noting the following financial implications for each item.

I. PTC 2408 A1 PARRAMATTA LANES 2024 – SPECIAL EVENT TRAFFIC MANAGEMENT PLAN

The Special Event Traffic Management Plan (SETMP) for Parramatta Lanes 2024 event will be funded from Council's Major Events and Festivals budget.

II. PTC 2408 A2 WIGRAM STREET, HARRIS PARK – INSTALLATION OF A PERMANENT CYCLEWAY

The design of the Harris Park cycleway project is funded by Transport for NSW (TfNSW). The construction funding for this project will be the subject of a future application to the TfNSW Active Transport Program. It is intended to commence construction when the funding for the entire project becomes available.

III. PTC 2408 A3 HILAR AVENUE, KARINGAL AVENUE AND MURUBA AVENUE, CARLINGFORD – PROPOSED CHANGES TO PARKING AND TURN RESTRICTIONS DURING THE AFTERNOON SCHOOL PEAK PERIOD

The estimated cost of the proposed turning restriction in Hilar Avenue and Karingal Avenue, Carlingford is \$1,500. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2024/25.

IV. PTC 2408 A4 FIRST AVENUE AT CHELMSFORD AVENUE, EPPING – INSTALLATION OF A PART-TIME ‘ALL TRAFFIC LEFT ONLY’ RESTRICTION

The estimated cost of the proposed part-time ‘All Traffic Left Only 8am-9:30am, 2:30pm-4pm School Days’ restriction in First Avenue at Chelmsford Avenue, Epping is \$750. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2024/25.

V. PTC 2408 A5 WIGRAM STREET, HARRIS PARK – DIWALI FESTIVAL 2024

The proposed Diwali Event is not approved by the PTC, regardless there is no cost to Council.

Record of Voting:

For the Amendment: Councillor Darley, Garrard, Green, Noack, Valjak, Wang and Wearne

Against the Amendment: The Lord Mayor, Councillor Esber, Deputy Lord Mayor, Councillor Proxiv, and Councillors Bradley, MacLean, and Pandey

On being PUT to the meeting the voting was seven (7) votes FOR and five (5) votes AGAINST. The Amendment was CARRIED and became the motion.

RESOLVED: Councillor Wearne and Councillor Noack

- (a) That Council note the minutes of the Parramatta Traffic Committee held on 7 August 2024, provided at Attachment 1.
- (b) That Council approves the recommendations of the Parramatta Traffic Committee from the meeting held on 7 August 2024, provided at Attachment 1 and in this report, noting the following financial implications for each item.

I. PTC 2408 A1 PARRAMATTA LANES 2024 – SPECIAL EVENT TRAFFIC MANAGEMENT PLAN

The Special Event Traffic Management Plan (SETMP) for Parramatta Lanes 2024 event will be funded from Council’s Major Events and Festivals budget.

II. PTC 2408 A2 WIGRAM STREET, HARRIS PARK – INSTALLATION OF A PERMANENT CYCLEWAY

The design of the Harris Park cycleway project is funded by Transport for NSW (TfNSW). The construction funding for this project will be the subject of a future application to the TfNSW

Active Transport Program. It is intended to commence construction when the funding for the entire project becomes available.

III. PTC 2408 A3 HILAR AVENUE, KARINGAL AVENUE AND MURUBA AVENUE, CARLINGFORD – PROPOSED CHANGES TO PARKING AND TURN RESTRICTIONS DURING THE AFTERNOON SCHOOL PEAK PERIOD

The estimated cost of the proposed turning restriction in Hilar Avenue and Karingal Avenue, Carlingford is \$1,500. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2024/25.

IV. PTC 2408 A4 FIRST AVENUE AT CHELMSFORD AVENUE, EPPING – INSTALLATION OF A PART-TIME ‘ALL TRAFFIC LEFT ONLY’ RESTRICTION

The estimated cost of the proposed part-time ‘All Traffic Left Only 8am-9:30am, 2:30pm-4pm School Days’ restriction in First Avenue at Chelmsford Avenue, Epping is \$750. This work will be funded from Transport for NSW Block Grant Funds for installation and maintenance of traffic signs and line markings in 2024/25.

V. PTC 2408 A5 WIGRAM STREET, HARRIS PARK – DIWALI FESTIVAL 2024

The proposed Diwali Event is not approved by the PTC, regardless there is no cost to Council.

**Record of Voting:
CARRIED**

13.3 NSW Environment Protection Legislation Amendment (Stronger Regulation and Penalties) Bill 2024

(Health & Building Services Manager)

RESOLVED: Councillor Bradley and Councillor MacLean

That Council endorse all new educational material and programs shall reference the penalties under the *Environmental Legislation Amendment (Stronger Regulation and Penalties) Act 2024*.

**Record of Voting:
CARRIED**

Questions on Notice for Item 13.3 - NSW Environment Protection Legislation Amendment (Stronger Regulation and Penalties) Bill 2024 by Councillor Bradley:

- Could staff clarify whether the new legislation will double the fines for tree removal and damage?
- Could staff clarify what tier 1 and Schedule 6 of General Regulation involves, as this information will assist with the education program?

Question on Notice for Item 13.3 - NSW Environment Protection Legislation Amendment (Stronger Regulation and Penalties) Bill 2024 by Councillor Valjak:

- There was a recent spillage of lithium batteries and potential for hot load. What other legislation deals with these types of waste and the penalties?

Note: Councillor MacLean left the meeting at 8.01pm.

Note: Councillor MacLean returned to the meeting at 8.04pm.

Note: Councillor Noack left the meeting at 8.04pm.

Note: Councillor Noack returned the meeting at 8.06pm.

Note: Councillor Noack left the meeting at 8.11pm, and did not return.

13.4 **Proactive Management of Abandoned Shopping Trolleys**

(Health & Building Services Manager)

RESOLVED: Councillor Wang and Councillor Valjak

- (a) That Council officers continue to work with the major retailers and shopping centres to ensure trolley collection services are timely and adequate with a particular focus on the CBD.
- (b) That Council officers continue to advocate for the installation of trolley wheel locking mechanisms at major shopping centres.
- (c) That Council officers continue to educate residents, business owners and visitors on how to self-report trolleys for collection to improve response times and the visual amenity of the City.
- (d) That Council Officers provide a full report back to Council to address all parts of the previous Council resolution from September 2023 (copied below);

- i. That the CEO organise an urgent meeting with the major retailers that provide their customers with trolleys to advocate for increased street patrols and collection of their abandoned trolleys.
- ii. That the CEO organise a working team and program to urgently deal with the significant number of abandoned trolleys that are left all around the city and conduct an enforcement blitz to prevent the trolleys becoming a safety hazard throughout the city.
- iii. That the major retailers be requested to implement appropriate systems to ensure their trolleys are not able to leave a shopping centre or associated car park.
- iv. That the CEO provide a further report to Council including how many trolleys have been collected in the last 5 years, and the cost to Council.
- v. That the CEO provide a report to Council related to reverting back to impounding trolleys and that the report include potential locations and any associated costs.
- vi. That the Lord Mayor write to the relevant NSW Minister and Shadow Minister outlining the ineffectiveness of the new *Public Spaces (Unattended Property) Act 2021* in reducing the level of abandoned trolleys in our community, including the operational impacts to Council.
- vii. That the CEO prepare a report back to Council on the possibility of impounding abandoned shopping trolleys at our Community Recycling Centre and crushing those not collected for scrap metal.

Record of Voting:
CARRIED

Question on Notice for Item 13.4 - Proactive Management of Abandoned Shopping Trolleys by Councillor Wang:

- Paragraph 18 of the report identifies 70% reduction in the number of abandoned shopping trolleys. Could staff provide the number of trolleys which represents the 70%?
- Could staff organize and train community volunteers to collect abandoned trolleys?
- Can Council investigate a reward program for people who collect abandoned trolleys?

Question on Notice for Item 13.4 - Proactive Management of Abandoned Shopping Trolleys by Councillor Garrard:

- Could the Lord Mayor provide to Councillors the letter dated September 2023, to the Minister for Local Government and to the Shadow Minister for Local Government?
- Could staff consult with Councillor Wang before the report is provided back to Council?

13.5 **Q4 Progress Report - Delivery Program and Operational Plan 2023/24**

(Corporate Strategy Manager)

RESOLVED: Councillor Darley and Councillor MacLean

- (a) That Council receive and note the Quarter Four progress report on the DPOP 2023/24.
- (b) That Council endorse for the purposes of a 28-day public exhibition, the proposed amendment to the Fees and Charges 2024/25 (part of the DPOP 2024/25) with the addition of a new Pre-Construction Coordination Fee.

Record of Voting:
CARRIED

Questions on Notice for Item 13.5 Q4 Progress Report – Delivery Program and Operational Plan 2023/24 by Councillor Darley:

- The Tree Canopy Plan is an interim action plan to set the target, but it has been ticked off as being completed, could the CEO review the KPI?
- Could the CEO consider reinstating the Councillor Workshop on the Quarterly Progress Reports, prior to them being reported to Council? This will provide Councillors an opportunity to ask questions.

Question on Notice for Item 13.5 Q4 Progress Report – Delivery Program and Operational Plan 2023/24 by Councillor Pandey:

- Can staff update the next term of Council the accuracy and costs involved in getting the technology that detects potholes?
- Could staff also consider having trials on the technology?

ADJOURNMENT OF MEETING

At 8.29pm, the Lord Mayor Councillor Esber adjourned the meeting until 8.40pm.

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

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

RECONVENED MEETING

At 8.45pm, the Lord Mayor Councillor Esber reconvened the meeting.

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

- Lord Mayor, Councillor Esber and Councillors MacLean, Wearne, Wang, Garrard, Green, Darley and Valjak.

Note: Councillor Pandey returned to the meeting at 8.45pm.

Note: Councillor Bradley returned to the meeting at 8.47pm

13.6 **Public Exhibition: Draft Youth Inclusion Framework**

(Community Capacity Building Lead)

RESOLVED: Councillor Garrard and Councillor Wearne

That consideration of this matter be deferred to the next Council term, to allow further consultation with high school aged youth (between 12 and 17 years of age).

Record of Voting:
CARRIED

13.7 **Preparation of the Comprehensive Heritage Review (Scope)**

(Project Officer Land Use)

RESOLVED: Councillor Garrard and Councillor Green

That Council approves the scope for the Comprehensive Heritage Review of the City of Parramatta Local Government Area, as detailed at Table 1 of this report.

Record of Voting:
CARRIED

Question on Notice for Item 13.7 - Preparation of the Comprehensive Heritage Review (Scope) from Councillor Garrard:

- Could staff provide Councillors regular updates to Council on the Comprehensive Heritage Review?

Question on Notice for Item 13.7 - Preparation of the Comprehensive Heritage Review (Scope) from Councillor Bradley:

- Is there a heritage grant program that may refer to natural heritage?

13.8 **Approval of Deed of Variation to a Planning Agreement (Land at 20-22 Macquarie Street and 197-207 Church Street/89 Marsden Street, Parramatta)**

(Senior Project Officer)

RESOLVED: Councillor Garrard and Councillor Wang

- (a) That Council approve the two deeds of variation for land at 197-207 Church Street/89 Marsden Street and at 20-22 Macquarie Street, Parramatta as provided at Attachments 1 and 2.
- (b) That Council authorise the Chief Executive Officer to make any minor amendments and corrections of a non-policy and administrative nature that may arise during the finalisation of the deeds of variation.

RECORD OF VOTING

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

Against the Motion: Nil

- 13.9 **Approval of Deed of Variation to a Planning Agreement (Land at 264-268 Pennant Hills Road, AKA 3A Homelands Avenue, Carlingford)**
(Senior Project Officer)

RESOLVED: Councillor Garrard and Councillor Bradley

- (a) That Council approves the deed of variation for land at 264-268 Pennant Hills Road (now known as 3A Homelands Avenue), Carlingford.
- (c) That Council authorise the Chief Executive Officer to make any minor amendments and corrections of a non-policy and administrative nature that may arise during the finalisation process.

RECORD OF VOTING

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

Against the Motion: Nil

- 13.10 **Proposed Adjustment to Harris Park Suburb Boundary - Outcome of Community Consultation**
(Place Manager – Coordinator)

MOTION: Councillor Garrard and Councillor Wang

- (a) That the proposed boundary change below be referred to the Geographical Names Board for processing.
- (b) That the proposed boundary change to be referred to the Geographical Names Board start from the corner of Station Street East to Harris street along Parke Street.
- (c) That Council delegates authority to the CEO to finalise this boundary adjustment when Council receives the determination of the Geographical Names Board.

AMENDMENT: Deputy Lord Mayor, Councillor Prociv and Councillor Darley

- (a) That Council notes the advice from the Geographical Names Board that the operational amendment to correct the bisection of cadastral Lot SP99768 at 23 Hassall Street, Parramatta has been completed.
- (b) That Council notes the advice from the Geographical Names Board that the operational amendment to correct the bisection of cadastral Lot SP99768 at 23 Hassall Street, Parramatta has been completed.

- (c) That Council receive and note the community feedback on the proposed suburb boundary adjustment for Harris Park.

Recording of Voting:

For the Amendment: Deputy Lord Mayor Councillor Prociv, Councillors Bradley, Darley, MacLean, Pandey

Against the Amendment: The Lord Mayor, Councillor Esber, Councillors Garrard, Green, Valjak, Wang and Wearne

On being PUT to the meeting Voting on the Amendment was five (5) votes FOR and six (6) votes AGAINST. The Amendment was LOST.

RESOLVED: Councillor Garrard and Councillor Wang

- (a) That the proposed boundary change below be referred to the Geographical Names Board for processing.
- (b) That the proposed boundary change to be referred to the Geographical Names Board start from the corner of Station Street East to Harris street along Parke Street.
- (c) That Council delegates authority to the CEO to finalise this boundary adjustment when Council receives the determination of the Geographical Names Board.

Record of Voting

For the Motion: The Lord Mayor, Councillor Esber, Councillors Garrard, Green, Pandey, Valjak, Wang and Wearne.

Against the Motion: Deputy Lord Mayor, Councillor Prociv, Councillors Bradley, Darley, MacLean.

14. NOTICES OF MOTION

14.1 **Advocacy for a New Public Bus Service Connecting Carlingford and Cherrybrook**

(Councillor Georgina Valjak)

RESOLVED: Councillor Valjak and Councillor Wang

- (a) That the Lord Mayor write to the Minister for Transport the Hon. Jo Haylen MP, (and provide copies to the local members of the NSW Legislative Assembly for the seat of Castle Hill the Hon. Mark Hodges MP, the Secretary of Transport, Mr Josh Murray, and the Mayor of The Hills Shire Council, Cllr Dr Peter Gangemi) to advocate for the provision of a new public bus service along Jenkins Road and Oakes Road, to connect the Parramatta Light Rail Stop in Carlingford to Cherrybrook Metro Station via the M2 Motorway express bus stop at Oakes Road.
- (b) That this connection be included among Council's public transport needs identified in Council's draft Integrated Transport Strategy.

Record of Voting:
CARRIED

15. QUESTIONS WITH NOTICE

15.1 **Councillor Participation in Australian Institute of Company Directors Course**

(Councillor Cameron MacLean)

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

15.2 **Questions Taken on Notice at the 12 August 2024 Council Meeting**

(Governance Manager)

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

PROCEDURAL MOTION MOVE TO CLOSED SESSION

RESOLVED: Councillor Garrard and Councillor Wearne

That at this time of the meeting, being 9.46pm, the Lord Mayor, Councillor Esber advised that the meeting would move into Closed Confidential Session to allow consideration of matters in Closed Session in accordance with Section 10A of the *Local Government Act 1993*. Accordingly, members of the press and public are excluded from the closed session and access to the correspondence and reports relating to the items considered during the course of the Closed Session will be withheld. This action is taken to discuss:

Item 16.5: Chief Executive Officer's Annual Performance Review 2023-2024

This report is confidential in accordance with section 10A (2) (a) of the Local Government Act 1993 as the report contains personnel matters concerning particular individuals.

Record of Voting:
CARRIED

Note: The Meeting moved to closed session at 9.47pm.

16. CLOSED SESSION

- 16.1 **Status Report - Public Domain Works Adjacent to 12 Phillip Street, 333 and 339 Church Street and 105 Marsden Street, Parramatta**
(Group Manager Infrastructure Planning & Design)

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

- 16.2 **Tender ITT 26/2023 – External Security Services**
(Security Manager)

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

- 16.3 **Tender ITT 32/2023 for Christmas Tree and Decorations**
(Events and Festivals Community Program Manager)

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

16.4 **Central City Parkway - Legal Agreements**

(Group Manager, Strategic Land Use Planning)

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

16.5 **Chief Executive Officer's Annual Performance Review 2023-2024**

(Chief People, Culture and Performance Officer)

RECOMMENDATION: Councillor Garrard and Councillor Wang

That Council endorses the report of the CEO Performance Review Panel dated 12 August 2024, which rates the Chief Executive Officer's performance as Excellent for the period 1 July 2023 to 30 June 2024.

Record of Voting:
CARRIED

Note: Council returned to open session at 10.31pm.

17. CONSIDERATION OF RECOMMENDATIONS FROM CLOSED SESSION

RESOLVED: Councillor Garrard and Deputy Lord Mayor, Councillor Prociv

That the recommendations from the Closed Session of Council, in relation to the following items be received and noted as resolutions of Council without any alteration and amendment thereto:

- Item 16.5: Chief Executive Officer's Annual Performance Review 2023-2024.

Record of Voting:
CARRIED

16.5 **Chief Executive Officer's Annual Performance Review 2023-2024**

(Chief People, Culture and Performance Officer)

RESOLVED: Councillor Garrard and Councillor Wang

That Council endorses the report of the CEO Performance Review Panel dated 12 August 2024, which rates the Chief Executive Officer's performance as Excellent for the period 1 July 2023 to 30 June 2024.

Record of Voting:
CARRIED

18. CONCLUSION OF MEETING

The meeting concluded at 10.31pm.

This page and the preceding 31 pages are the Minutes of the Ordinary Council Meeting held on Monday, 26 August 2024 and confirmed on Monday, 9 September 2024.

Chairperson

REPORTS TO COUNCIL - FOR COUNCIL DECISION

09 SEPTEMBER 2024

13.1 PHIVE Public Holiday Opening Trial40

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER	13.1
SUBJECT	PHIVE Public Holiday Opening Trial
REFERENCE	F2024/00282 - D09518804
REPORT OF	Group Manager Community Hubs and PHIVE

CSP THEME Welcoming

WORKSHOP/BRIEFING DATE: 19 AUGUST 2024

PURPOSE:

To provide Councillors with the results of the recent Councillor Workshop held on 19 August 2024 regarding the 2023/24 PHIVE public holiday opening trial.

RECOMMENDATION

- (a) That Council receive and note the results of the 2023/2024 PHIVE public holiday opening trial.
- (b) That Council extend the trial for a further 12 months with PHIVE opening on two select public holidays (9am to 5pm) being Monday 7 October 2024 (Labour Day) and Monday 9 June 2025 (King's Birthday).
- (c) That Council note the estimated costs for the 12 month extension to the trial are between \$36,000 to \$40,000 and these costs are not currently budgeted in the 2024/25 operational budget.
- (d) That Council fund the costs associated with the 12 month extension to the trial from the General Reserve.
- (e) That Council receive a post-trial report on the results of the two-year trial of public openings of PHIVE in financial year 2025/26.

BACKGROUND

1. At the meeting on 24 July 2023 Council resolved:
 - a. *That Council undertake a 12-month trial and extend PHIVE's opening hours to include two select NSW public holidays being Labour Day 2023 (Monday 2 October 2023) and the King's Birthday 2024 (Monday 10 June 2024) and gauge the community response.*
 - b. *That Council note the estimated additional cost for the 12-month trial is \$54,921 inclusive of staffing (at public holiday rates), building operations (security, cleaning, and utilities), and activation program.*
 - c. *Further, that Council prepares a post-trial report on the outcomes of the trial and the community response to inform Council's consideration of any ongoing changes to PHIVE opening hours in 2024/25 to include select public holidays.*

2. The public holiday opening trial was delivered on Monday 2 October 2023 and Monday 10 June 2024 with PHIVE Ground Floor and Parramatta Library at PHIVE (Levels 1 and 2) open from 9am to 5pm on each of the two public holidays.
3. The visitation results of the trial and comparison with PHIVE average daily visitation is detailed in the table below:

Public Holiday	Actual Visitation	Average Daily Visitation (FY 23/24)	% of Daily Visitation
Monday 2 October 2023	1,004	2,332	43%
Monday 10 June 2024	1,696	2,332	73%
Average visitation			58%

4. The PHIVE public holiday offering included free family-friendly programming on both days with the delivery of a library children's story time session on both days.
5. Additionally, a 'Mad About Science' workshop was offered on 2 October 2023.
6. A Chinese dumpling-making workshop was offered on 10 June 2024 to align with the celebrations as part of the annual Dragonboat Festival.
7. Story time sessions averaged 30 participants per session and workshop attendance averaged 50 participants per workshop.
8. A dedicated marketing and communications program was developed to build awareness of the public opening trial days with messaging across Council's website platforms, dedicated social media posts, and on-site signage in the lead up to each public holiday opening.
9. The delivery costs (staffing, programming, and related operational costs) for the two approved public holidays within the trial totaled \$35,117. These costs excluded in-house marketing and communications costs and was lower than anticipated due to lower public attendance at story time and workshop sessions.

ISSUES/OPTIONS/CONSEQUENCES

10. Average visitation across both public holidays within the trial period equated to 58% of PHIVE daily visitation compared to the daily average visitation during FY 2023/24.
11. It is noted that the 2 October 2023 public holiday opening fell within the September/October school holiday period and may have contributed to lower visitation on that day.
12. Other contributing factors to lower visitation may include the fact that all food and beverage operators within the square are closed on public holidays resulting in a limited offering in the precinct with only PHIVE open on public holidays.
13. The opening of PHIVE and Parramatta Library at PHIVE on select public holidays is not included in the FY 24/25 PHIVE or Parramatta Library at PHIVE forward program and is not included in the approved operational and staffing budget for FY 24/25 for Community Hubs or Library Services

14. The requirement to work on public holidays is not included within the employment agreement for permanent staff. Therefore, opening on public holidays required permanent staff to volunteer to work and was also supplemented by casual staff when required.
15. Dependent on the number of casual staff required to cover the minimum complement of staff for each public holiday, costs associated with casual staffing will further increase the delivery costs for each public holiday opening.

LEGAL IMPLICATIONS FOR COUNCIL

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

FINANCIAL IMPLICATIONS FOR COUNCIL

17. The total delivery cost for any 12 month extension to the trial is estimated at \$36,000- \$40,000 inclusive of two public holidays opening staffing, programming, and building operational costs.
18. The costs associated with the delivery of the 12 month extension to the trial are unbudgeted in FY 2024/25 operational budgets, and if approved will need to be adjusted in the September 2024 QBRs.
19. Councillors indicated at the recent Workshop that a potential revenue source to fund an extension to the trial could be the General Reserve (noting the resultant reduction of Council's adopted budget surplus for 2024/2025).

Table 4 – Detailed estimated project expenditure year-by-year

	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Operating Result					
External Costs					
Internal Costs	\$40,000				
Depreciation					
Other					
Total Operating Result	\$40,000				
Funding Source	General Revenue	General Revenue	General Revenue	General Revenue	General Revenue
CAPEX					
External					
Internal					
Other					
Total CAPEX	Nil	Nil	Nil	Nil	Nil
Funding Source	N/A	N/A	N/A	N/A	N/A

Christopher Snelling
Group Manager Community Hubs and PHIVE

John Angilley
Executive Director Finance & Information

Jon Greig
Executive Director Community Services

Gail Connolly
Chief Executive Officer

ATTACHMENTS:

REFERENCE MATERIAL

QUESTIONS WITH NOTICE

09 SEPTEMBER 2024

15.1 Questions Taken on Notice at the 26 August 2024 Council Meeting.....46

QUESTIONS WITH NOTICE

ITEM NUMBER	15.1
SUBJECT	Questions Taken on Notice at the 26 August 2024 Council Meeting
REFERENCE	F2024/00282 - D09519003
REPORT OF	Governance Manager

QUESTIONS TAKEN ON NOTICE

Councillor Pandey asked a question in relation to Item 12.4 Status Report: Entrepreneur Grants Program

- Could staff provide in the next Council meeting an itemised list of every unbudgeted item that has come out of general reserve in this term of Council?

Executive Director Finance and Information response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Bradley asked a question on notice in relation to Item 13.3 NSW Environment Protection Legislation Amendment (Stronger Regulation and Penalties) Bill 2024

- Could staff clarify whether the new legislation will double the fines for tree removal and damage?

Executive Director City Assets and Operations response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Bradley asked a question on notice in relation to Item 13.3 NSW Environment Protection Legislation Amendment (Stronger Regulation and Penalties) Bill 2024

- Could staff clarify what tier 1 and Schedule 6 of General Regulation involve? This information will assist with the education program.

Executive Director City Assets and Operations response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Valjak asked a question on notice in relation to Item 13.3 NSW Environment Protection Legislation Amendment (Stronger Regulation and Penalties) Bill 2024

- There was a recent spillage of lithium batteries and potential for hot load. What other legislation deals with these types of waste and the penalties?

Executive Director City Assets and Operations response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Wang asked a question on notice in relation to Item 13.4 Proactive Management of Abandoned Shopping Trolleys

- Paragraph 18 of the report identifies 70% reduction in the number of abandoned shopping trolleys. Could staff provide the number of trolleys which represents the 70%?

Executive Director City Assets and Operations response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Wang asked a question on notice in relation to Item 13.4 Proactive Management of Abandoned Shopping Trolleys

- Could staff organise and train community volunteers to collect abandoned trolleys?

Executive Director City Assets and Operations response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Wang asked a question on notice in relation to Item 13.4 Proactive Management of Abandoned Shopping Trolleys

- Could staff investigate a reward program for people to collect abandoned trolleys?

Executive Director City Assets and Operations response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Garrard asked a question on notice in relation to Item 13.4 Proactive Management of Abandoned Shopping Trolleys

- Could the Lord Mayor provide Councillors the letter dated September 2023, to the Minister for Local Government and to the Shadow Minister for Local Government?

Group Manager Lord Mayor and CEO Office response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Garrard asked a question on notice in relation to Item 13.4 Proactive Management of Abandoned Shopping Trolleys

- Could staff consult with Councillor Wang before the report is provided back to Council?

Executive Director City Assets and Operations response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Darley asked a question on notice in relation to Item 13.5 Q4 Progress Report – Delivery Program and Operational Plan 2023/24

- The Tree Canopy Plan is an interim action plan to set the target, but it has been ticked off as being completed, could the CEO review the KPI?

Executive Director City Planning and Design response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Darley asked a question on notice in relation to Item 13.5 Q4 Progress Report – Delivery Program and Operational Plan 2023/24

- Could the CEO consider reinstating the Councillor Workshop on the Quarterly Progress Reports, prior to them being reported to Council? This will provide Councillors an opportunity to ask questions.

Chief Executive Officer response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Pandey asked a question on notice in relation to Item 13.5 Q4 Progress Report – Delivery Program and Operational Plan 2023/24

- [Could staff update the next term of Council the accuracy and costs involved in getting the technology that detects potholes?](#)

Executive Director City Assets and Operations response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Pandey asked a question on notice in relation to Item 13.5 Q4 Progress Report – Delivery Program and Operational Plan 2023/24

- [Could staff also consider having trials of the technology?](#)

Executive Director City Assets and Operations response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Garrard asked a question on notice in relation to Item 13.7 Preparation of the Comprehensive Heritage Review (Scope)

- [Could staff provide Councillors regular updates on the Comprehensive Heritage Review?](#)

Executive Director City Assets and Operations response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

Councillor Bradley asked a question on notice in relation to Item 13.7 Preparation of the Comprehensive Heritage Review (Scope)

- [Is there a heritage grant program that may refer to natural heritage?](#)

Executive Director City Assets and Operations response:

A staff response will be provided in a Supplementary Agenda prior to the meeting.

ATTACHMENTS:

REFERENCE MATERIAL