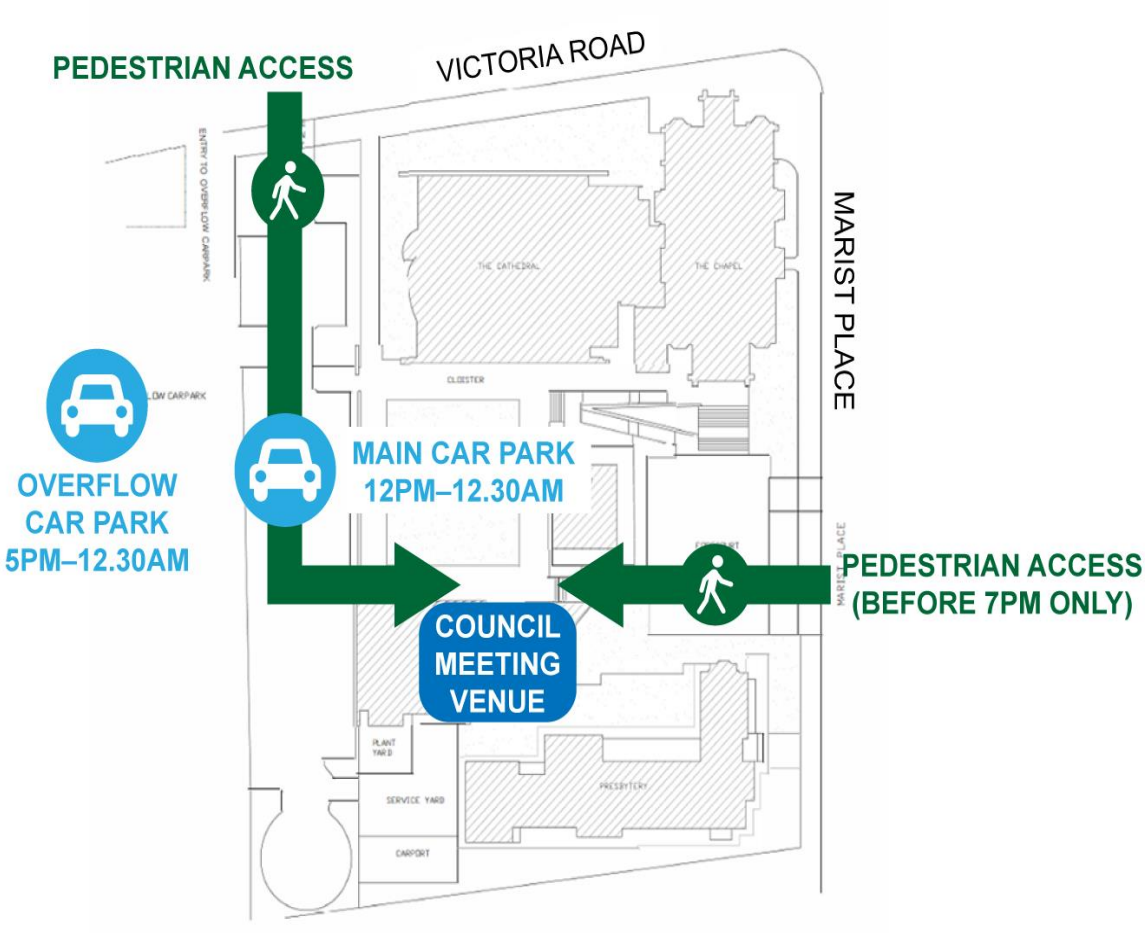
CITY OF PARRAMATTA

NOTICE OF COUNCIL MEETING

PUBLIC AGENDA

An Ordinary Meeting of City of Parramatta Council will be held in the Cloister Function Rooms, St Patrick's Cathedral, 1 Marist Place, Parramatta on Monday, 8 August 2022 at 6:30pm.

Brett Newman
CHIEF EXECUTIVE OFFICER



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COUNCIL CHAMBERS

Governance Manager

Lord Mayor Cr Donna Davis

Chief Executive Officer

Minute Clerk

Cr Phil Bradley

Cr Sameer Pandey, Deputy Lord Mayor

Cr Paul Noack

Cr Ange Humphries

Cr Dr Patricia Prociv

Cr Pierre Esber

Cr Cameron Maclean

Cr Lorraine Wearne

Cr Donna Wang

Cr Michelle Garrard

Cr Dan Siviero

Cr Henry Green

Cr Kellie Darley

Cr Georgina Valjak

Sound

IT

Executive Director City Engagement & Experience	Executive Director Community Services	Executive Director City Planning & Design	Group Manager City Strategy	Executive Director City Assets & Operations	Chief Finance and Information Officer	Executive Director Property and Place

Press | Press

Public 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	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. The Councillor must not be present at, or in sight of, the meeting: a) At any time during which the matter is being considered or discussed, or b) At any time during which the Council is voting on any question in relation to the matter.
Non-Pecuniary Conflict of Interests	A Councillor who has a non-pecuniary conflict of interest in a matter, must disclose the relevant private interest in relation to the matter fully and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.
Significant Non-Pecuniary Conflict of Interests	A Councillor who has a significant non-pecuniary conflict of interest in relation to a matter under consideration at a Council meeting, must manage the conflict of interest as if they had a pecuniary interest in the matter.
Non-Significant Non-Pecuniary Interests	A Councillor who determines that they have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest must also explain why conflict of interest is not significant and does not require further action in the circumstances.

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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.

16.2 Tender 01/2022 Network Carriage & SD-WAN Managed Services

This report is confidential in accordance with section 10A (2) (c) of the Local Government Act 1993 as the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

17 PUBLIC ANNOUNCEMENT

18 CONCLUSION OF MEETING

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

MINUTES OF THE MEETING OF CITY OF PARRAMATTA COUNCIL HELD IN THE CLOISTER FUNCTION ROOMS, ST PATRICK'S CATHEDRAL 1 MARIST PLACE, PARRAMATTA ON MONDAY, 25 JULY 2022 AT 6:30PM

These are draft minutes and are subject to confirmation by Council at its next meeting. The confirmed minutes will replace this draft version on the website once confirmed.

PRESENT

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

1. OPENING MEETING

The Lord Mayor, Councillor Donna Davis, opened the meeting at 6:29PM.

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 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 ANOUNCEMENT

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

3900 RESOLVED (Humphries/Esber)

That the request to attend the Ordinary Meeting of Council dated 25 July 2022 via remote means submitted by the following Councillors due to personal reasons, be accepted:

- Councillor Noack and;
- Councillor Wearne.

6. CONFIRMATION OF MINUTES

SUBJECT: Minutes of the Council Meeting held on 11 July 2022

3901 RESOLVED (Garrard/Siviero)

That the minutes be deferred to the next Council meeting, to be held on 8 August 2022, to address the following:

1. With relation to Item 13.7, where it is noted that Councillors Esber and Green declared a conflict of interest, amend the wording "during" to "prior to" consideration of the matter, and move the notation before the item;

2. Recording Points of Order in the minutes of the meeting

7. DISCLOSURES OF INTEREST

Councillor Bradley declared a non-pecuniary interest in Item 13.1 – Expression of Interest – Selection of Members for the Floodplain Risk Management Committee as his spouse is an office bearer of ParraCAN, which is a proposed business member for the Committee and he will leave the Chamber prior to consideration of the matter.

Councillor Esber declared a pecuniary interest in Item 13.4 – Response to the Finalisation of the Parramatta CBD Planning Proposal and Changes made by the Department of Planning and Environment (Deferred Item) as he owns a property in North Parramatta. He retired from the meeting prior to consideration of the matter.

Councillor Green declared a pecuniary interest in Item 13.4 – Response to the Finalisation of the Parramatta CBD Planning Proposal and Changes made by the Department of Planning and Environment (Deferred Item) as he owns a property in the Parramatta CBD. He retired from the meeting prior to consideration of the matter.

8. MINUTES OF THE LORD MAYOR

8.1 SUBJECT St John's Cathedral Parramatta 220th Anniversary

REFERENCE F2022/00105 - D08620918

REPORT OF Lord Mayor, Councillor Donna Davis

3902 RESOLVED (Davis/Pandey)

(a) **That** Council note St John's Cathedral Parramatta is celebrating their 220th year anniversary in July 2022;

(b) **That** the Lord Mayor write to St John's Cathedral Parramatta congratulating them on this significant milestone and for the commitment to Christian service to the community since 1802 and;

(c) **Further, that** Council note a special Anniversary Service was held at St John's on 24 July 2022 to recognise this occasion.

8.2 SUBJECT Support for the Sri Lankan Community

REFERENCE F2022/00105 - D08621273

REPORT OF Lord Mayor, Councillor Donna Davis

3903 RESOLVED (Davis/Bradley)

(a) **That** Council show support for the Sri Lankan community in the City of Parramatta as Sri Lanka experiences economic and political instability;

(b) **That** Council make a $2,000 donation to the United Nations World Food Programme for emergency food and health assistance and;

(c) **Further, that** Council note the strong ties between Australia and Sri Lanka.

8.3 SUBJECT Children's Medical Research Institute - Jeans for Genes Fundraising

REFERENCE F2022/00105 - D08621312

REPORT OF Lord Mayor, Councillor Donna Davis

3904 RESOLVED (Davis/Green)

(a) **That** Council donate $2,000 to the 2022 Jeans for Genes fundraising initiative in support of the Children's Medical Research Institute at Westmead, and their world-leading research to finding treatments and cures for serious conditions affecting children; and

(b) **Further, that** Council note the City of Parramatta will proactively encourage staff and the community to support the fundraising initiative through internal communications and Council's social media channels.

9. PUBLIC FORUM

9.1 SUBJECT PUBLIC FORUM 1: Item 13.4 - Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment (Deferred Item)

REFERENCE F2022/00105 - D08618897

FROM Cheryl Bates OAM – Chair, National Trust (NSW) Parramatta Regional Branch

Dear Lord Mayor and Councillors,

I wish to speak to you on behalf of the National Trust's Parramatta Regional Branch about item 13.4 Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment (Deferred Item).

The National Trust's Parramatta Regional Branch feels it necessary to raise concerns over the developer lobby's opposition to the Parramatta LEP 2011 - Amendment 56.

In identifying Parramatta as the second city, Government set identifiable targets for the city's future development to "allow the right balance between growth in the CBD and protecting the amenity and heritage of the city." It has taken nine years for Council to finalise their CBD plan, years plagued by delays created by site-specific planning proposals (rezonings).

The community naively believes that an LEP is created through a consultative process, subsequently endorsed by Council and the Department, that will properly address the interests of the different groups that make up a city and not just one group with self-interest to maximise their profits and then leave. The Branch participated in this process to have some certainty about orderly development that will not adversely affect the significant heritage of Parramatta.

Over the past four years, I have participated in Council and LPP meetings where developers have spoken about working with Council and believing their rezoning would be granted even though the CBD Plan was not finalised. The people seeking these increased height and floor space are hardened developers who know that there is no final decision until the Department has signed off the Plan, despite discussions they have had with Council.

Council's role is to provide a balanced outcome for Parramatta based on Government guidelines for growth and not merely an outcome to satisfy developers. The future role for Parramatta is too important for this to happen.

We believe the community would not unreasonably expect that rezoning applications received during an active LEP review process, would not be considered until a proper planning framework has been established. Instead, we see rezonings pushing Parramatta towards a haphazard, sunless city of wind tunnels where already approved rezonings are inconsistent with the ultimate CBD Plan determination.

Further, Council's statement about outstanding rezonings is concerning that "applicants may want to pursue these SSPPs on their individual merits, given the CBD Plan has not delivered the policy outcomes they were expecting." Developer expectations are not what determines a proper CBD Plan but what is best for the future balanced growth of Parramatta.

Whilst the Branch would have preferred lower heights within the CBD, we are happy to accept the decision of the Department as stated in May 2022 as the "umpire's decision".
In summary, we reiterate our full support for the Department's changes to:

1. Remove Parramatta North from the CBD and retain its current controls pending further investigation; and

2. Remove the Phillip Street Block and retain its current controls.

STAFF RESPONSE
No response was provided.

Note: As Cheryl Bates OAM was not present to address Council, the submission was read out by the CEO.

10. PETITIONS

10.1

SUBJECT	Residents of Bellevue Street, North Parramatta is opposed the demolition, tree removal and construction of a two storey Child Care Centre for 52 children with associated basement
REFERENCE	DA/1123/2021
FROM	Councillor Michelle Garrard

Petition from the residents of Bellevue Street, North Parramatta opposing a multi-storey childcare centre in Bellevue Street.

"We are opposing the Local Planning Panel's decision in relation to the petition because of the site, in relation to the pattern of development with its significant increase to the site occupants, the noise that will be generated, the traffic, the five-fold increase in relation to the on-street parking when compared to the additional adjacent buildings.

This is not the preferred site for a childcare centre.

We are concerned that in the first application lodged, there was public interest and council stated it was not in the public interest, and in the second application it is stated there is no issue. We seek clarification as to why this has changed when there has been minimal change to the proposal. There is also a number of childcare centres in and around Parramatta, with another centre that has been approved at Belmore Street.

Bellevue Street is too narrow when cars are parked on either side. It is now becoming a thoroughfare because people are cutting through Bellevue Street to come up from Victoria Road to get on the Pennant Hills Road and avoid traffic.

We the residents, are disappointed with the Local Planning Panel's decision and want to reiterate to staff before the proposal is endorsed our concerns."

Note: As a matter of practice, the petition will be referred to the relevant Council officer/s, and a copy of the petition distributed to all Councillors, upon receipt of the petition from the Councillor.

11. RESCISSION MOTIONS

Nil

PROCEDURAL MOTION

3905 RESOLVED (Esber/Garrard)

That Council alter the order of business for consideration of Item 13.4 – Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment (Deferred Item), ahead of the remaining items on the Meeting agenda.

Note: Having previously declared a conflict of interest in Item 13.4 - Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment (Deferred Item), Councillors Esber and Green retired from the Chamber prior to consideration of the matter.

13.4 SUBJECT Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment (Deferred Item)

REFERENCE F2022/00105 - D08605712

REPORT OF Land Use Planning Team Leader

3906 RESOLVED (Valjak/Garrard)

Guiding Principles

(a) **That** in responding to the changes the Department of Planning and Environment ('**Department'**) made to the Parramatta CBD Planning Proposal ('**CBD PP**') Council seek to address the following 'Key Planning Outcomes':

i. Restore office and commercial floor space market certainty and investment confidence in the CBD
ii. Ensure Activation of Parramatta River
iii. Provide a Planning Framework for land north of the Parramatta River

(b) **That** Council seek to address the 'Key Planning Outcomes' in accordance with the following 'Key Principles':

i. Principle 1 - Equitable process and opportunity for involvement

ii. Principle 2 - Consistent application of policy
iii. Principle 3 - Efficient use of resources for Council and applicants
iv. Principle 4 - Manage planning risk for Council and applicants
v. Principle 5 - Timely delivery of new planning controls

Commercial Floorspace and Phillip St Block

(c) **That** Council write to the Minister for Planning and the Department seeking:

(1) An increase to the permitted commercial floor space as resolved by Council on 15 June 2021 in the existing B3 Commercial Core and shown in **Figure 1** via the preparation of a State Environmental Planning Policy ('**SEPP'**) and to address the concerns raised by the Department in its 'Plan Finalisation Report' dated April 2022 when the CBD PP was finalised, and that the SEPP become effective at the same time as the CBP PP (Amendment 56), that is 14 October 2022.

(2) That the Department prepare a separate SEPP as shown in **Figure 2** for certain land zoned B4 Mixed Use and B3 Commercial Core (not covered by the SEPP referred to in (c)(1) above), to introduce additional floor space that allows for commercial uses consistent with Council's resolution of 15 June 2021, that is informed by a study prepared in consultation with Council and addresses the concerns raised by the Department in its 'Plan Finalisation Report' dated April 2022 when the CBD PP was finalised, and that this SEPP become effective by December 2022, with periodic updates for the community provided during its preparation.

(3) That the Department provide advice on amendments to the exhibited Draft Parramatta CBD Development Control Plan to align with the proposed SEPPs above for Council's consideration.

(4) Confirmation from the Department that existing and any new Site Specific Planning Proposals ('**SSPPs**') may continue to be assessed by Council, after the preparation of the relevant SEPP.

(5) That Council be consulted on the draft SEPPs.

(6) That should any SEPP process described above result in an increase in permitted density for the Phillip Street block that:

a. The Parramatta CBD Local Contributions Plan endorsed by Council on 14 June 2022 and subsequently forwarded to the Department for

consideration be amended to apply the following rates to the Phillip Street Block:

- Residential Accommodation or Mixed-Use Development where the total development cost is over $250,000 — 5%
- Other development where the total development cost is over $250,000 — 4%
- Any development where the total development cost is $250,000 or less — Nil.

b. The Minister be requested to ensure enabling changes required to the regulations, to enable the application of the higher rate proposed in the Parramatta CBD Contributions Plan, also reflect this change to the Plan.

North Paramatta

(d) **That** Council write to the Minister for Planning and the Department:

(1) Seeking funding for a Study for North Parramatta that incorporates urban design, heritage and economic analysis and additional temporary staff to manage the project (estimated at up to $500,000).

(2) Advising that Council will not commence the Study until confirmation of funding and in-kind support has been provided.

(3) Seeking advice on how Council manage any new SSPPs lodged for sites north of the river prior to completion of the Study and associated plan amendment.

EXCEPTIONS

(e) **Further, that** Council note that new SSPPs for sites within any part of the CBD that do not:

1 seek any increase in FSR, or
2 seek to amend other planning controls that are being considered in the SEPP process(es) described in (c) above

will be processed by Council (examples include proposals for minor changes in height with no increase in FSR or changes to parking rates or land reservation acquisitions).

DIVISION A division was called, the result being:-

AYES: Councillors Darley, Garrard, Humphries, Noack, Pandey, Siviero, Valjak, Wang and Wearne

NOES: Councillors Bradley, Davis, Maclean and Prociv

After retiring from the Chamber prior to consideration of Item 13.4 - Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment (Deferred Item), Councillors Esber and Green returned to the meeting at 7:16pm.

Councillor Noack retired from the meeting at 7:16pm and did not return to the meeting.

12. REPORTS TO COUNCIL - FOR NOTATION

12.1 SUBJECT Investment Report for June 2022

REFERENCE F2022/00105 - D08598195

REPORT OF Tax and Treasury Accountant

3907 RESOLVED (Garrard/Wang)

That Council receive and note the Investment Report for June 2022.
Note: Questions were taken on notice by Council staff for this item.

13. REPORTS TO COUNCIL - FOR COUNCIL DECISION

Having previously declared a conflict of interest in Item 13.1 - Expression of Interest – Selection of Members for the Floodplain Risk Management Committee, Councillor Bradley retired from the Chamber prior to consideration of the matter.

13.1 SUBJECT Expression of Interest - Selection of Members for the Floodplain Risk Management Committee

REFERENCE F2022/00105 - D08585454

REPORT OF Catchment Systems Coordinator

3908 RESOLVED (Prociv/Humphries)

(a) **That** Council appoint Neil Benning (Dundas Ward), Nadine Goss (Rosehill Ward) and Angela Hansford (Dundas Ward) as the community members for the Floodplain Risk Management Committee.

(b) **That** Council appoint the Parramatta Chamber of Commerce, ParraCAN and Western Sydney University as the business members for the Floodplain Risk Management Committee.

(c) **Further, that** Council appoint NSW Emergency Service, the Department of Planning and Environment, Transport for NSW (TfNSW), Sydney Water and Sydney Olympic Park Authority as State Government members for the Floodplain Risk Management Committee.

Note: Councillor Darley left the Chamber at 7:17pm and returned at 7:19pm during debate on the matter.

After retiring from the Chamber prior to consideration of Item 13.1 – Expression of Interest – Selection of Members for the Floodplain Risk Management Committee, Councillor Bradley returned to the meeting at 7:20pm.

13.2 SUBJECT Post-exhibition: Adoption of the Delivery Program 2022-26, Operational Plan & Budget 2022/23, Fees & Charges 2022/23

REFERENCE F2022/00105 - D08567704

REPORT OF Corporate Strategy Manager; Financial Planning and Analysis Manager

Motion (Garrard/ Wang)

(a) **That** Council adopt the four-year Delivery Program (2022/23 – 2025/26) and one-year Operational Plan (2022/23) (DPOP), inclusive of:

1. The Annual Budget 2022/23
2. The Schedule of Fees and Charges 2022/23 (to commence from 1 August 2022).

(b) **That** Council note the submissions received via the public exhibition process, and as outlined in the Engagement Outcomes Report (**Attachment 4**), have been taken into consideration in the finalisation of the Delivery Program 2022-26 and Operational Plan 2022/23.

(c) **That** Council adopt expenditure totaling $520.4m in the Operational Plan 2022/23 (which incorporates the draft operating and capital budgets) and the funds to cover such expenditure be voted.

(d) **That** Council delegate authority to the Chief Executive Officer to make administrative proofing adjustments such as formatting, design or typographical errors as required in the DPOP, Budget and Fees & Charges before print and publication.

(e) **That** Council note approximately $10 million was overspent in the roads and infrastructure budget in the 2021/2022 financial year, and a review of the roads and infrastructure budget be undertaken as part of the quarterly budget review for quarter 1 of the 2022/23 financial year.

Amendment (Darley/ Wearne)

(a) **That** Council adopt the four-year Delivery Program (2022/23 – 2025/26) and one-year Operational Plan (2022/23) (DPOP), inclusive of:

1. The Annual Budget 2022/23
2. The Schedule of Fees and Charges 2022/23 (to commence from 1 August 2022), with the exception of the ALCP Fees and Charges, which is to be deferred until a further Councillor workshop to be held as soon as practicable.

(b) **That** Council note the submissions received via the public exhibition process, and as outlined in the Engagement Outcomes Report (Attachment 4), have been taken into consideration in the finalisation of the Delivery Program 2022- 26 and Operational Plan 2022/23.

(c) **That** Council adopt expenditure totaling $520.4m in the Operational Plan 2022/23 (which incorporates the draft operating and capital budgets) and the funds to cover such expenditure be voted.

(d) **That** Council delegate authority to the Chief Executive Officer to make administrative proofing adjustments such as formatting, design or typographical errors as required in the DPOP, Budget and Fees & Charges before print and publication.

(e) **That** Council note that approximately $10 million over spend occurred in the roads and infrastructure budget in 2021/2022 FY and a review of the roads and infrastructure budget be undertaken as part of the quarterly budget review in Q1 FY 2022/2023.

The Amendment was put and declared LOST.

Debate resumed on the Motion. The Motion was put and declared CARRIED.

3909 RESOLVED (Garrard/Wang)

(a) **That** Council adopt the four-year Delivery Program (2022/23 – 2025/26) and one-year Operational Plan (2022/23) (DPOP), inclusive of:

1. The Annual Budget 2022/23
2. The Schedule of Fees and Charges 2022/23 (to commence from 1 August 2022).

(b) **That** Council note the submissions received via the public exhibition process, and as outlined in the Engagement Outcomes Report (**Attachment 4**), have been taken into consideration in the finalisation of the Delivery Program 2022-26 and Operational Plan 2022/23.

(c) **That** Council adopt expenditure totalling $520.4m in the Operational Plan 2022/23 (which incorporates the draft operating and capital budgets) and the funds to cover such expenditure be voted.

(d) **That** Council delegate authority to the Chief Executive Officer to make administrative proofing adjustments such as formatting, design or typographical errors as required in the DPOP, Budget and Fees & Charges before print and publication.

(e) **That** Council note that approximately $10 million over spend occurred in the roads and infrastructure budget in 2021/2022 FY and a review of the roads and infrastructure budget be undertaken as part of the quarterly budget review in Q1 FY 2022/2023.

(f) **Further, that** Council note a review of the ALCP fees and charges be undertaken and be provided to the Finance Committee is part of the quarterly budget review in Q1 FY 2022/2023.

13.3 SUBJECT 2022/2023 Making of the Rates and Annual Charges

REFERENCE F2022/00105 - D08568663

REPORT OF Rates Manager

3910 RESOLVED (Esber/Maclean)

(a) **That** Council:

(i) Make the Rates and Charges for the 2022/23 rating year as outlined in this report using the land values with a base date valuation of 1 July 2019;

(ii) Make two (2) ordinary rates, being Residential and Business;

(iii) Categorise the Business rate into:
- Business General;
- Central Business District;
- Central Business District – Centre of Activity No 2;
- Industrial Centres of Activity

(iv) Continue with the minimum rate/ ad-valorem basis of rating

(b) **That** Council take up the Additional Special Variation of 2.5% for 2022/23 as approved by IPART.

(c) **That** Council note that the City of Parramatta continues to recognise that certain ratepayers in the community may have difficulty in meeting their Rates & Charges commitments due to genuine hardship and prescribes policy and procedures to provide financial assistance to these ratepayers.

(d) **That** Council:

(i) Make the ordinary rates for all rateable land within the City of Parramatta, which is categorised as Residential land (Residential), an ordinary rate-in-the-dollar of zero point zero zero one seven four five five eight (0.00174558) upon the land value.

(ii) Note the minimum amount of the Residential rate which shall be payable for the year in respect of any individual parcel of this land categorized as Residential land (Residential) is seven hundred and twenty five dollars and eighteen cents ($725.18).

(iii) Make the ordinary rates for all rateable land within the City of Parramatta which is categorised as Business General (Business General) land (and is not within the subcategories of Business land referred to in paragraphs v to ix below), an ordinary rate-in-the-dollar of zero point zero four one zero two three nine (0.00410239) upon the land value.

(iv) Note the minimum amount of the Business General rate which shall be payable for the year in respect of any individual parcel of this land categorized as Business General land is five hundred and twelve dollars and fifty cents ($512.50).

(v) Make the ordinary rates for all rateable land within the City of Parramatta which is categorised as business land and is within the sub-category of Central Business District (CBD), an ordinary rate-in-the-dollar of zero point zero one one zero six six five four (0.01106654) upon the land value.

(vi) Note the minimum amount of the Business CBD rate which shall be payable for the year in respect of any individual parcel of this land categorized as business land within the sub-category of Central Business District (CBD) as seven hundred and forty three dollars and twelve cents ($743.12).

(vii) Make the ordinary rates for all rateable land within the City of Parramatta which is categorised as Business land and is within the sub-category of Central Business District – Centre of Activity Area No 2 (CBD #2), an ordinary rate-in-the-dollar of zero point zero two three six five five zero nine (0.02365509) upon the land value.

(viii) Make the ordinary rates for all rateable land within the City of Parramatta which is categorised as Business land and is within the sub-category of “Industrial Centres of Activity” (Business ICA) because it is within the suburbs of Camellia, Chester Hill, Clyde, Eastwood, Ermington, Granville, Guildford, Melrose Park, Merrylands,

Northmead, North Parramatta, Old Toongabbie, Parramatta, Pendle Hill, Rosehill, Rydalmere, Seven Hills, Toongabbie, Wentworthville, Silverwater, North Rocks, an ordinary rate-in-the-dollar of zero point zero zero eight zero zero one one zero (0.00800110) upon the land value.

(ix) Note the minimum amount of the rate which shall be payable for the year in respect of any individual parcel of this land categorized as Business land within the sub-category of "Industrial Centres of Activity" is seven hundred and forty three dollars and twelve cents ($743.12).

(e) Domestic Waste Management Charges

That Council, in the case of all rateable land within the City of Parramatta Council, for which a Domestic Waste Management (DWM) service is provided or proposed to be provided in accordance with s496 of the *Local Government Act 1993* set the following Domestic Waste Management Charges:

(i) *A Domestic Waste Management Charge* of four hundred and thirty six dollars and five cents ($436.05) for:

- Removal once weekly of the contents of an 80-litre capacity garbage container, and to make a further pro-rata charge for each additional service requested; and

- The removal once fortnightly of an additional 240-litre recycling bin for all recyclable material such as paper, glass, PET plastics and the like, and to make a further pro-rata charge of one hundred and twenty three dollars and eighty cents ($123.80) for each additional fortnightly recycling service;

- The removal once fortnightly of an additional 240-litre garden waste bin for all grass clippings, pruning, leaves, woodchip and the like, and to make a further pro-rata charge of one hundred and twenty three dollars and eighty cents ($123.80) for each additional fortnightly garden waste service;

(ii) A Domestic Waste Management Charge of four hundred and seventy six dollars and seventy cents ($476.70) for:

- Removal once weekly of the contents of a 140-litre capacity garbage container (including shared services), and to make a further pro-rata charge for each additional service requested; and

- The removal once fortnightly of an additional 240-litre recycling bin for all recyclable material such as paper, glass, PET plastics and the like, and to make a

further pro-rata charge of one hundred and twenty three dollars and eighty cents ($123.80) for each additional fortnightly recycling service;

- The removal once fortnightly of an additional 240-litre garden waste bin for all grass clippings, pruning, leaves, woodchip and the like, and to make a further pro-rata charge of one hundred and twenty three dollars and eighty cents ($123.80) for each additional fortnightly garden waste service;

(iii) A Domestic Waste Management Charge of seven hundred and eighteen dollars and seventy five cents ($718.75) for:

- The removal once weekly of the contents of a 240-litre capacity garbage container (including shared services), and to make a further pro-rata charge for each additional service requested; and

- The removal once fortnightly of an additional 240-litre recycling bin for all recyclable material such as paper, glass, PET plastics and the like, and to make a further pro-rata charge of one hundred and twenty three dollars and eighty cents ($123.80) for each additional fortnightly recycling service;

- The removal once fortnightly of an additional 240-litre garden waste bin for all grass clippings, pruning, leaves, woodchip and the like, and to make a further pro-rata charge of one hundred and twenty three dollars and eighty cents ($123.80) for each additional fortnightly garden waste service;

(iv) A Domestic Waste Management Charge of one thousand eight hundred and ten dollars and twenty cents ($1,810.20) for:

- The removal once weekly of the contents of a 660-litre capacity garbage container, and to make a further pro-rata charge for each additional service requested.

(v) A Domestic Waste Management Charge of two thousand four hundred and eighty one dollars and seventy five cents ($2,481.75) for:

- The removal once weekly of the contents of an 1100-litre capacity garbage container, and to make a further pro-rata charge for each additional service requested.

(vi) A Domestic Waste Management Availability Charge of eighty five dollars and sixty cents ($85.60), where a

domestic waste service is available to vacant residential land and where service is available but not used.

(f) Commercial Garbage Charges:

That Council, in the case of all rateable land within the City of Parramatta for which a Commercial Waste Management service is provided or proposed to be provided, in accordance with s501 of the *Local Government Act 1993*, set the following Commercial Garbage Charges:

(i) 140-litre Commercial Garbage Charge of four hundred and ninety three dollars and thirty five cents ($493.35) for

- Removal once weekly of the contents of a 140-litre capacity garbage container, and to make a further pro-rata charge for each additional service requested

(ii) 240-litre Commercial Garbage Charge of seven hundred and forty three dollars and thirty cents ($743.30) for

- Removal once weekly of the contents of a 240-litre capacity garbage container, and to make a further pro-rata charge for each additional service requested

- The removal once weekly 240-litre recycling bin for all recyclable material such as paper, glass, PET plastics and the like, and to make a further pro rata charge of one hundred and thirty dollars and eighty cents ($130.80) for each additional weekly recycling service

- The removal once fortnightly of a 240-litre garden waste bin for all grass clippings, pruning, leaves, woodchip and the like, and to make a further pro-rata charge of one hundred and thirty dollars and eighty cents ($130.80) for each additional fortnightly garden waste service;

(iii) 660-litre Commercial Garbage Charge of one thousand eight hundred and sixty one dollars and thirty cents ($1,861.30) for

- Removal once weekly of the contents of a 660-litre capacity garbage container, and to make a further pro-rata charge for each additional service requested

(iv) 1100-litre Commercial Garbage Charge of two thousand six hundred and eleven dollars and seventy five cents ($2,611.75) for

- Removal once weekly of the contents of a 1100-litre capacity garbage container, and to make a further pro-rata charge for each additional service requested

(v) 660-litre Commercial Recycling Charge of six hundred and thirty one dollars and five cents ($631.05) for

- Removal once weekly of the contents of a 660-litre capacity recycling container, and to make a further pro-rata charge for each additional service requested

(vi) 1100-litre Commercial Recycling Charge of eight hundred and fifty four dollars and eighty cents ($854.80) for

- Removal once weekly of the contents of a 1100-litre capacity recycling container, and to make a further pro-rata charge for each additional service requested

(vii) 80-litre Commercial Waste Charge four hundred and forty four dollars and fifty cents ($444.50) for:

- Removal once weekly of the contents of an 80-litre capacity garbage container, and to make a further pro-rata charge for each additional service requested:

(g) Stormwater Management Services Charges

That Council make the following Stormwater Management Service Charges:

(i) In the case of all parcels of rateable urban land (excluding strata properties and vacant land) within the City of Parramatta which are categorised as Residential or Residential CBD an annual charge of twenty-five dollars ($25.00) per assessment.

(ii) In the case of all rateable strata properties within the City of Parramatta which are categorised as Residential or Residential CBD an annual charge of twelve dollars and fifty cents ($12.50) per assessment.

(iii) In the case of all parcels of rateable urban land within the City of Parramatta which are categorised or sub-categorised as Business properties (excluding vacant land) an annual charge of twenty-five dollars ($25.00) per 350 square metres or part thereof capped at five hundred dollars ($500.00).

(iv) In the case of all rateable strata properties within the City of Parramatta which are categorised as Business or Business CBD an annual charge of twenty-five dollars ($25.00) per 350 square metres or part thereof capped at five hundred dollars ($500.00). This charge is then divided according to

the unit entitlements of each lot, with a minimum amount payable of $5.00.

(h) **Further, that** Council adopt and charge the maximum rate of interest payable on overdue rates and charges for the period 1 July 2022 to 30 June 2023 being 6.0% per annum.

DIVISION A division was called, the result being:-

AYES: Councillors Bradley, Davis, Esber, Humphries, Maclean, Pandey and Prociv

NOES: Councillors Darley, Garrard, Green, Siviero, Valjak, Wang and Wearne

The voting being equal, the Lord Mayor used her casting vote IN FAVOUR of the Resolution.

NOTE: Councillor Darley left the Chamber at 7:58pm and returned at 8:00pm during the discussion of the matter.

That the meeting be adjourned for a short recess.

Note: The meeting was adjourned at 8:06pm for a short recess.

The meeting resumed at 8:16pm with the following Councillors attendance: The Lord Mayor, Councillor Donna Davis and Councillors Phil Bradley, Kellie Darley, Pierre Esber, Michelle Garrard, Henry Green, Ange Humphries, Cameron Maclean, Sameer Pandey (Deputy Lord Mayor), Dr Patricia Prociv, Dan Siviero, Georgina Valjak, Donna Wang and Lorraine Wearne.

13.5 SUBJECT Draft Community and Crown Land Plan of Management

REFERENCE F2022/00105 - D08386012

REPORT OF Senior Open Space & Natural Area Planner

3911 RESOLVED (Esber/Maclean)

(a) **That** Council endorse the draft Community and Crown Land Plan of Management for public exhibition for a minimum of 42 days in accordance with the *Local Government Act 1993*.

(b) **That** Council seek approval from the Department of Planning and Environment (Crown Lands) to publicly exhibit the draft Community and Crown Land Plan of Management.

(c) **That** Council refer the draft Community and Crown Land Plan of Management to the owners of land under Council care, control and management for comment prior to public exhibition.

(d) **Further, that** a report be submitted to Council upon the completion of the public exhibition period for consideration of any submissions

received and approval of the final Community and Crown Land Plan of Management.

13.6 SUBJECT Naming Proposal for Unnamed new road infrastructure in Carlingford

REFERENCE F2022/00105 - D08573449

REPORT OF Senior Project Officer Place Services

3912 RESOLVED (Humphries/Esber)

(a) **That** Council endorse the preferred name of Wulaba Place for the unnamed roadway forming part of the BaptistCare development at 264-268 Pennant Hills Road, Carlingford.

(b) **Further, that** the preferred name for the unnamed roadway be referred to the Geographical Names Board (GNB) of NSW for formal assignment and Gazettal under the Geographical Names Act 1996.

14. NOTICES OF MOTION

14.1 SUBJECT Reclassification of the Bennelong Bridge T-Way Lanes to Bus Lanes to Allow Safe Passage of Pedestrians and Cyclists

REFERENCE F2022/00105 - D08584327

FROM Councillor Dr Patricia Prociv

The Notice of Motion was WITHDRAWN by Councillor Prociv.

Note: Councillor Garrard left the Chambers at 8:15pm and returned at 8:18pm during the discussion of the matter.

15. QUESTIONS WITH NOTICE

15.1 SUBJECT Questions Taken on Notice - 11 July 2022 Council Meeting

REFERENCE F2022/00105 - D08608506

REPORT OF Governance Manager

QUESTIONS TAKEN ON NOTICE FROM THE COUNCIL MEETING OF 27 JUNE 2022
Note: Questions were taken on notice by Council staff for this item.

16. CLOSED SESSION

Note: Prior to moving into Closed Session, the Lord Mayor invited members of the public gallery to make representations as to why any item had been included in Closed Session.

No member of the gallery wished to make representations.

3913 RESOLVED (Esber/Humphries)

That members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 10A(s) of the Local Government Act, 1993 as the items listed come within the following provisions:-

1 Legal Status Report as at 30 June 2022. (D08565242) - *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.*

2 Tender 33/2021 Environmental Restoration and Construction. (D08512491) - *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.*

3 Tender 5/2022 FS Garside Park and Alfred Street Cycleway Stage 1B - Remediation, Civil and Landscape Works. (D08440892) - *This report is confidential in accordance with section 10A (2) (d) of the Local Government Act 1993 as the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret.*

16.1 SUBJECT Legal Status Report as at 30 June 2022

REFERENCE F2022/00105 - D08565242

REPORT OF Group Manager Legal Services

3914 RESOLVED (Garrard/Siviero)

That Council note the Legal Status Report as at 30 June 2022.

Note: Questions were taken on notice by Council staff for this item.

16.2 SUBJECT Tender 33/2021 Environmental Restoration and Construction

REFERENCE F2021/02506 - D08512491

REPORT OF Supervisor Open Space and Natural Resources

3915 RESOLVED (Maclean/Prociv)

(a) **That** Council approve the appointment of the preferred contractors for ITT/2021 Environmental Restoration and Construction (Panel of Preferred Contractors) for the contract period of 5 years from 2022 to 2027 as specified in paragraph 15 in the Council report.

(b) **That** all unsuccessful Tenderers be advised of Council's decision in this matter.

(c) **Further, that** Council delegate authority to the Chief Executive Officer to finalise and execute all necessary documents.

16.3 SUBJECT Tender 5/2022 FS Garside Park and Alfred Street Cycleway Stage 1B - Remediation, Civil and Landscape Works

REFERENCE F2022/00247 - D08440892

REPORT OF Manager Capital Projects

3916 RESOLVED (Prociv/Siviero)

(a) **That** Council approve appointment of the preferred proponent for Tender 5/2022 FS Garside Park and Alfred Street Cycleway Stage 1B - Remediation, Civil and Landscape Works, Alfred Street, Granville for the contract sum as outlined in paragraph 18 of the Council report.

(b) **That** all unsuccessful tenderers be advised of Council's decision in this matter.

(c) **Further, that** Council delegate authority to the Chief Executive Officer to finalise and execute all necessary documents.

PROCEDURAL MOTION

3917 RESOLVED (Garrard/Esber)

That the meeting resume into Open Session.

17. REPORTS OF RESOLUTIONS PASSED IN CLOSED SESSION

The Chief Executive Officer read out the resolutions for Items 16.1 to 16.3.

18. CONCLUSION OF MEETING

The meeting terminated at 8:39 pm.

THIS PAGE AND THE PRECEDING 21 PAGES ARE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON Monday, 25 July 2022 AND CONFIRMED ON Monday, 8 August 2022.

Chairperson

REPORTS TO COUNCIL - FOR NOTATION

08 AUGUST 2022

12.1 Homelessness Action Plan 2019-2023 - Mid Term Report.....30

12.2 Variations to Standards under Clause 4.6 of Parramatta LEP 2011, Auburn LEP 2010, Holroyd LEP 2013, The Hills LEP 2012, Hornsby LEP 2013.....65

REPORTS TO COUNCIL - FOR NOTATION

ITEM NUMBER	12.1
SUBJECT	Homelessness Action Plan 2019-2023 - Mid Term Report
REFERENCE	F2022/00105 - D08575352
REPORT OF	Community Capacity Building Officer
PREVIOUS ITEMS	8.5 - Homelessness Street Count - Council - 21 Feb 2022 6:30pm

CSP THEME: ACCESSIBLE & FAIR

WORKSHOP/BRIEFING DATE: Councillor Workshop 18 July 2022

PURPOSE:

The purpose of this report is to present to Council the Homelessness Action Plan 2019-2023 Mid Term Report.

RECOMMENDATION

That Council receive and note the Homelessness Action Plan 2019-2023 Mid Term Report.

BACKGROUND

1. At the Council Meeting held on 21 February 2022, Council resolved to note the occurrence of the 2022 Homelessness Street Count scheduled for 22 February 2022. The resolution included the following:

   > *(d) **Further, that** a short report be provided to Council on the Homelessness Action Plan and responding to any findings from the homelessness count.*

2. This request coincided with a mid-term report scheduled to be completed on the Homelessness Action Plan. The mid-term report is provided for via this Council report.

3. The NSW Premier has set a priority target of halving street homelessness by 2025.

4. As custodian of the local area, there is a community expectation that Council is seen to be actively responding to the issue of homelessness, with the dual goals of supporting individuals in need and reducing impact on public amenity.

5. In November 2011, the City of Parramatta Council adopted a Homelessness Policy in recognition of the growing number of people experiencing homelessness within the local government area (LGA). This Policy was last reviewed and endorsed in December 2019. Stemming from this policy, the Homelessness Action Plan (the Action Plan) was developed, which is an operational document outlining specific activities Council will carry out to address homelessness in the LGA.

ISSUES/OPTIONS/CONSEQUENCES

6. The Mid Term Report (the Report) at **Attachment 1** provides an update to Council on the progress made in the first half of the Homelessness Action Plan's four-year term, being September 2019 to September 2021. The structure of the report reflects the four (4) strategic goals of the Action Plan:

    a. Contribute to the prevention of homelessness;

    b. Support and work with the local homelessness sector;

    c. Maintain and promote use of public space and assets for the whole community; and

    d. Champion regional planning and partnerships.

7. The Report includes measures and indicators from 2019 to 2021 for each of these goals, a summary of key achievements and challenges, and proposals for some minor changes in response to the evolving challenges and opportunities of the sector.

8. As of April 2022, implementation of the Action Plan is tracking well overall, with 82% of the 59 actions either complete or on schedule. 5% of actions are on hold; 3% are behind schedule; and 10% have not yet commenced.

9. Key achievements during the reporting period include:

    a. Establishment of the Public Space Liaison Officer (PSLO) position as a stable contact for rough sleepers, to conduct daily proactive and reactive patrols, and to support staff and community members engaging with rough sleepers.

    b. Targeted support to vulnerable groups at risk of homelessness through the adoption of an Action Plan for the Prevention of Domestic and Family Violence and establishment of a dedicated Community Capacity Building Officer position to focus on this topic.

    c. Creation of a dedicated Homelessness page on Council's website, providing Street Count information, Council's Homelessness Policy, a Homelessness Fact Sheet, the Parramatta Assistance Card, links to the Parramatta Regional Homelessness Interagency and other services.

10. As indicated in the Lord Mayoral Minute put to Council on 21 February 2022, the Homeless Street Count was conducted on 22 February 2022. The results of this count fell just outside of the time period of the Mid-Term report. The 2022 Street Count identified 39 people experiencing primary homelessness (people sleeping rough) throughout the Parramatta CBD and the CBD fringes, compared to 32 in 2021. On the same night, the secondary count (people sleeping in crisis and temporary accommodation) totaled 147 people, compared to 145 in 2022. The number of people sleeping rough has decreased over the past two years and 2022 recorded a similar finding to 2021. The total count of

persons experiencing homelessness in City of Parramatta in 2022 was 186 people. An overview of the 2022 Street Council results has been included as **Attachment 2** of this Council Report. Council Officer continue to work with partners to monitor whether the small increases of rough sleepers in the last twelve months are indicative of a new trend.

11. The 2022 Street Count results were promising in terms of stability in the reported numbers from 2021 in both the primary numbers and secondary numbers and continued the positive trend away from the high numbers counted in 2019 and 2020. Of significant note is the improvements in direct, assertive outreach that happens in Parramatta now, including by Council's Public Space Liaison Officer. This multi-agency approach to outreach and relationship building continues to be a strong response to primary homelessness or rough sleeping. NSW Police have joined these efforts in recent months, which marks a further strengthening of collaborative practice for the benefit of those experiencing disadvantage.

12. To achieve the goals of the Action Plan within its four-year term, activities over the next two years will need to focus on the following activities:

    a. The approval of the updated Homelessness Procedure, which is near completion;

    b. Staff training on the implementation of the Homelessness Procedure;

    c. The development of PSLO Standard Operating Procedures to ensure consistency of Council's approach going forward;

    d. Greater action to address less visible (and more prevalent) forms of homelessness;

    e. The forging of greater strategic connections between Council's homelessness work and Council's work on gender-based violence, National Disability Insurance Scheme (NDIS) activities and First Nations advancement;

    f. Greater consideration of how best to ensure Council's plans and projects are informed by people with lived experience of homelessness.

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
September 2021 - April 2022	Reporting officers; Executive Approvers	All business units with reportable items in the Plan have been	Final draft completed.	All action owners across Council, led by Community Capacity Building.

		consulted to compile the Report.		

Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
18 July 2022	Councillor Workshop	Provided overview of Mid Term Report and Street Count results. Interest from Councillors on opportunities to support volunteer effort. Detailed data sought on levels of social housing and homelessness drawn from the census and Government partners.	Follow-up meeting will explore volunteer opportunity. Data requests being followed up with relevant agencies.	Community Capacity Building / City Strategy

LEGAL IMPLICATIONS FOR COUNCIL

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

FINANCIAL IMPLICATIONS FOR COUNCIL

16. There are no unbudgeted financial implications associated with the recommendations of this report. Any recommendations coming from the Mid-Term Report can have been able to be actioned within existing budgets.

17. The table below summarises the financial impacts on the budget arising from approval of this report.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Revenue				
Internal Revenue				
External Revenue				
Total Revenue	Nil	Nil	Nil	Nil
Funding Source				
Operating Result				

External Costs				
Internal Costs				
Depreciation				
Other				
Total Operating Result	Nil	Nil	Nil	Nil
Funding Source				
CAPEX				
CAPEX				
External				
Internal				
Other				
Total CAPEX	Nil	Nil	Nil	Nil

Joshua Bird
Community Capacity Building Officer

Rodrigo Gutierrez
Community Capacity Building Manager

David Moutou
Group Manager Social and Community Services

Jon Greig
Executive Director Community Services

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:

1	Mid-term Report - Homelessness Action Plan 2019-2023	28 Pages
2	Homelessness Street Count Report 2022	2 Pages

REFERENCE MATERIAL

CITY OF PARRAMATTA

Homelessness Action Plan 2019-2023

Mid-term Report

April 2022

cityofparramatta.nsw.gov.au

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Introduction and Background

City of Parramatta's Homelessness Action Plan 2019-2023 (HAP) is halfway through its four-year term. Endorsed by Council's Executive Team in September 2019, substantial progress has been made towards fulfilment of the plan. Council's response to rough sleeping has been strengthened considerably over the reporting period.

Key achievements during this period include:

- Establishment of the Public Space Liaison Officer (PSLO) role as a stable contact for rough sleepers, to conduct daily proactive and reactive patrols, plus staff and community members engaging with rough sleepers. The creation of the PSLO has enhanced Council's identification of rough sleepers across the LGA for referral to relevant external services.
- Targeted support to vulnerable groups through establishment of a dedicated Community Capacity Building Officer role and drafting of an Action Plan for the Prevention of Domestic and Family Violence.
- Creation of a dedicated Homelessness page on Council's website providing Street Count information, Council's Homelessness Policy, a Homelessness Fact Sheet, the Parramatta Assistance Card, links to the Interagency and other services.

This report updates on progress and outlines a plan to address challenges during the first two years of implementation, while identifying priorities for Council to achieve the agenda set in the HAP over the second half of its term.

1. Background to the Homelessness Action Plan

Now in its second iteration, the HAP represents Council's operational commitment to implementation of its Homelessness Policy, first introduced in 2011 and last reviewed by Council at its meeting of 16 December 2019. It is also a demonstration of Council's commitment to meeting the NSW Government's target of halving street homelessness by 2025.

The goal of the Homelessness Action Plan is to provide practical guidance and identify concrete actions to assist Council achieve its policy aim of minimising homelessness in the Parramatta Local Government Area (LGA), and in doing so:

- Improve the wellbeing of those at risk and those who are homeless; and
- Support the continued prosperity of the City for the benefit of the wider business and residential community.

Responses identified in the HAP align with four policy objectives:

1. Contribute to the prevention of homelessness
2. Support and work with the local homelessness sector
3. Maintain and promote use of public space and assets for the whole community
4. Champion regional planning and partnerships

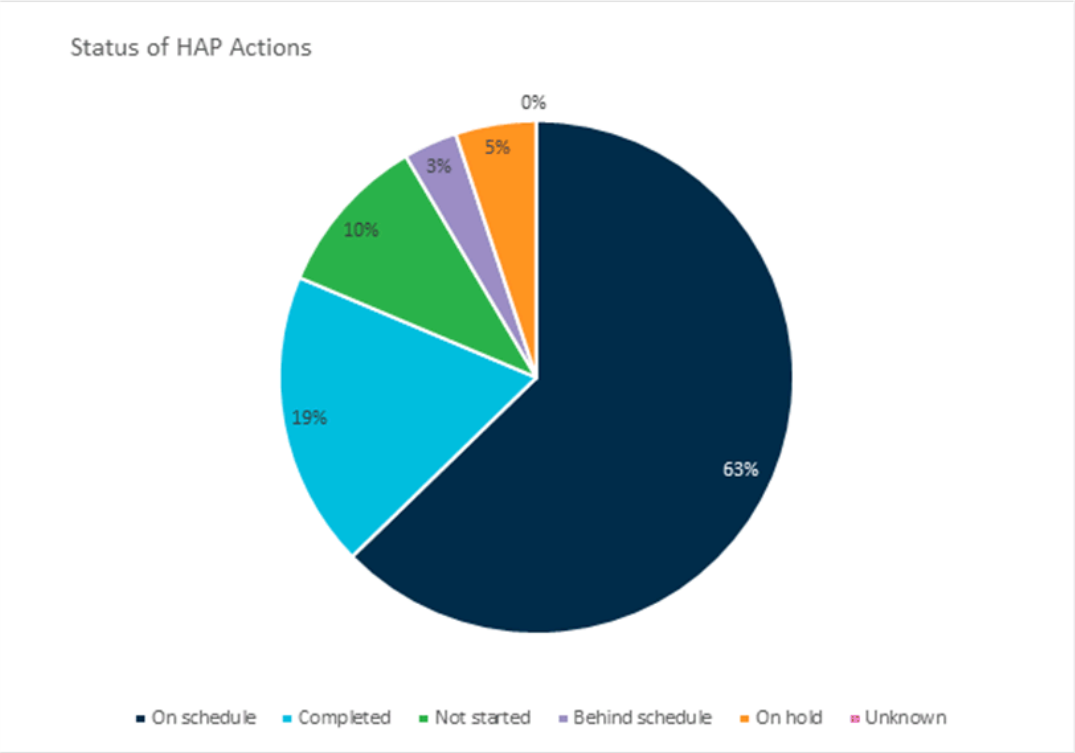
Responsibility for the HAP rests with the Community Services Directorate and is led by the Community Capacity Building team. A Homelessness Reference Group of internal stakeholders across Council (some with responsibility for agreed HAP actions) is convened on an ad hoc basis to address specific issues and provide support to teams engaging with homelessness during day-to-day operations.

Current Status

1. Progress to date

The chart below indicates current progress towards implementing all actions identified within the HAP (see **Appendix 1** for a listing of all actions).

Implementation is tracking well overall, with **82% of the 59 actions either complete or on schedule**. 5% of actions are On Hold; 3% are behind schedule and 10% have not yet commenced.



2. Progress towards HAP Objectives

Objective 1: Contribute to the Prevention of Homelessness

Outcome Area	Progress to date - Highlights	Challenges and Priorities for ongoing implementation
1.1 Groups at risk of homelessness receive targeted support	• Council has raised the profile of and cemented efforts for the primary prevention of gender-based violence through recruitment of a permanent, specialised Community Capacity Building Officer role and development of an Action Plan for the Prevention of Domestic and Family Violence (Action 1.1.2). • Council funded an Assertive Youth Outreach project delivered by the Y (formerly YMCA NSW) from April 2019-January 2021. The project created safer spaces for young people in Parramatta, provided support and referral pathways through assertive outreach, youth led programming, workshops, and community events. Capacity building support was provided to Council Libraries staff. A 'Y Space' was established and continues to operate from Parramatta Westfield. In 2021, a new contract has extended the project to Telopea (Action 1.1.5). • In August 2020 the Western Sydney Local Health District set up a Homelessness Outreach Service for Parramatta, Cumberland and the Hills, addressing a gap in the provision of community based mental health support that had long been an identified need.	• Council did have an established partnership with the contracted headspace operator in Parramatta, as per Action 1.1.11). However, a change in headspace Parramatta contract (from Parramatta Mission to Flourish Australia) and associated service fluctuations mean that a new partnership has not been pursued to date. The Action is on hold but is recommended for reactivation to assesses appropriateness of a partnership. • An intention to engage in joint-advocacy through the Western Sydney Regional Organisation of Councils (WSROC), as per Action 1.1.14, has not progressed as Council has withdrawn its membership of WSROC. It is hoped that the emerging End Street Sleeping Collaboration (ESSC) in Western Sydney may provide an alternative forum for regional advocacy. • Further action to support capacity building for local homelessness sector on Aboriginal and Torres Strait Islander cultural competencies and the principles of Reconciliation, as per Action 1.1.13, may include offering another First Nations cultural competency

Outcome Area	Progress to date - Highlights	Challenges and Priorities for ongoing implementation
	The team has joined the Parramatta Region Homelessness Interagency (PRHI – administered by Council) and has become embedded in the local referrals system. Ongoing Council advocacy via the Strategic Partnership with NSW Health should focus on the sustained funding of the service (Action 1.1.9). • In May-June 2021, 54 Council staff participated in Mental Health First Aid training to assist their frontline response with members of the public, including those rough sleeping. In feedback surveys, 89% respondents reported feeling more confident to interact safely at work with customers or members of the public exhibiting challenging behaviours (Action 1.1.10). Subsequent to this training provided as part of the HAP, a further two staff at Council have completed Trauma Informed Practice for Coordinators during this period through other initiatives. • In 2021, the PRHI had a thematic focus on housing and service access issues faced by people seeking asylum and people with a disability, as well as mental health impacts of the COVID-19 pandemic (Actions 1.1.15). • In 2019, Council funded Aboriginal and Torres Strait Islander cultural competency training for the community sector and, in addition, LGBTQIA+ responsive intake training for PRHI members (Action 1.1.8 and 1.1.13)	training session targeted at the local homelessness and domestic and family violence sector. • Council's first Community Infrastructure Strategy (CIS) was adopted in July 2020. Its principles include safe and secure community infrastructure and welcoming spaces and places where diversity can be celebrated. It notes that, in practice, this means that young people, women, culturally and linguistically diverse people, people with disabilities and LGBTI people will feel safe and empowered to access these facilities. Monitoring the application of these principles in the implementation of the CIS will serve to address Actions 1.1.3 and 1.1.6. The transfer of responsibility for this action from Social Outcomes to the Community Infrastructure team is recommended. .

Outcome Area	Progress to date - Highlights	Challenges and Priorities for ongoing implementation
	• Although not an action identified in the HAP, Council's NDIS Support Coordination team has made a significant, practical contribution to achieving this outcome via their case-based advocacy for NDIS participants to access housing and supports appropriate to their needs. Council's approach is individualised, multidisciplinary and based on values of independence, choice and respect. Focus is on removing barriers to ensure people can enjoy the good things in life. Homelessness risk is a consideration, but so is the value of having a home and place in community.	
1.2 Residents are supported to sustain their tenancies	• Links to boarding house residents' rights and Office of Fair-Trading information now available on CoP homelessness webpage (Action 1.2.2). • Council delivered a Financial Fitness Campaign in 2019 and again in 2020 to assist and inform residents experiencing financial distress. Service information continues to be available on Council website and Customer Contact Centre is aware of where to direct customers for relevant information (Actions 1.2.4 and 1.2.5). • Support for acquiring and sustaining tenancies was the focus of DCJ Private Rental Brokerage service and Western Sydney Tenants Advice Service presentations to PHRI in October and December 2019 (Action 1.2.3).	• It has been clarified that Council (Regulatory) is not able to deliver information directly to residents, asper Action 1.2.2, and has requested that the action be put on hold or closed. It is recommended to close this action.

Outcome Area	Progress to date - Highlights	Challenges and Priorities for ongoing implementation
1.3 People with lived experience of homelessness have opportunity to inform Council programs and activities	• Conduct of the annual homelessness street count is informed by experts with lived experience of homelessness. Council's Public Space Liaison Officer places the needs and preferences of people who currently sleep rough at the centre of coordinated Council responses.	• The Community Engagement and CCB teams have discussed different options for soliciting the input of experts with lived experience of homelessness. Community Engagement advised against forming an expert panel, as per Action 1.3.1, due to the challenges of logistics and access. However, both teams will continue to work together to explore better ways to engage with harder to reach stakeholders (such as those experiencing homelessness).

Measuring progress towards Objectives: Table key.

Completed/On schedule to meet target	
Behind schedule to meet target	
Action closed/Target unlikely to be met	
Insufficient data available/Action not yet commenced	

Measuring progress towards Objective 1: Contribute to the prevention of homelessness

Council Progress					Community Impact			
Indicators	**Baseline 2018**	**2019-20**	**2020-21**		**Indicators**	**Baseline 2019**	**2021**	
1.1. # of relevant critical Council projects where people with lived experience of homelessness have been consulted *Target: sustained annual increase*	**2**	**1**	**1**		1.4 % of people who feel secure in their housing situation (source: Our City My Life survey) Target: maintain/increase	**85%**	**87%**	
1.2. # of affordable rental housing dwellings in Council's Affordable Housing Bank *Target: sustained annual increase*	**8**	**8**	**8**		1.5 % respondents who agree or strongly agree with the Our City Goal statements (5 point Likert agreement scale): a) "Our City enables everyone to access a job that allows them to live with dignity and security" b) "Our City offers diverse housing options for everyone *Target: sustained annual increase*	**a) 42%** **b) 43%**	**a) 42%** **b) 40%**	
1.3 # Of Affordable Rental Housing Dwellings in CoP LGA (data available every 2 years – does not include dwellings in	**690**	**n/a**	**362**		1.6 % of households living in housing stress (includes rental and mortgage stress) (ABS/Profile ID) *Target: sustained reduction*	**2018: 13.1%**	***Data not yet available***	

Council's Affordable Housing Bank) *Target: sustained biannual increase*								

Objective 2: Support and work with the local Homelessness Sector

Outcome area	Progress to date - highlights	Challenges and Priorities for ongoing implementation
2.1 **Stakeholders are aware of Council's role and mandate in relation to homelessness prevention and response**	• A dedicated Homelessness page has been established on Council's website, describing Council's role and partnerships in the homelessness sector. The page includes Street Count information, Council's Homelessness Policy, a Homelessness Fact Sheet, the Parramatta Assistance Card, links to the Interagency and other services. From March - August 2021, the page was viewed 262 times (average 5:42 minutes spent on page) and had 62 document downloads (Action 2.1.1). • Information on Council's homelessness response was distributed via Council's Electronic Direct Mail system to local businesses in July 2021 (2.1.1). • The functions of the Public Space Liaison Officer role provide an ongoing opportunity for education regarding Council's homelessness response. Council's approach, responsibilities and aims are explained in all interactions with people experiencing homelessness, customers, local businesses, Councillors and Council staff.	• There will be opportunities to work with digital marketing team to improve access and usability of website. This will help Council publicly promote statements on Council's position and role in relation to homelessness, as per Action 2.1.1.

Outcome area	Progress to date - highlights	Challenges and Priorities for ongoing implementation
2.2 **Council takes a leading role in coordination and facilitation of homelessness response**	• The newly created Public Space Liaison Officer (PSLO) works with a diverse range of internal and external stakeholders to reduce homelessness and its impact in Parramatta. The PSLO engages with people experiencing homelessness who are occupying the public space to link them with services and pathways to exit homelessness. PSLOs are responsible for liaising with vulnerable people with a range of complex and challenging needs to reduce homelessness, improve amenity and contribute to a reduction in anti-social behaviour. PSLOs also coordinate between internal staff in relation to cleansing services or supporting staff to respond positively with vulnerable people. • Council continues to provide secretariat support to the Parramatta Region Homelessness Interagency and convenes 6 meetings per year. The transition on remote meeting formats has diversified and increased participation. • Council (Events & Festivals and Community Capacity Building) introduced a permit system for community based mobile food vendors (free/low-cost meals) in 2019 under the Street Activity Policy. Food services have been cooperative and responsive to the increased engagement from Council. Council staff aim to visit evening services twice per year to build connections and understand service dynamics. These connections proved valuable during Council's COVID-19 emergency response to support service continuity and compliance with Public Health Orders. The introduction of the Bookable system will streamline Council communications with volunteer food services going forward and assist to ensure timely renewal of permits (Action 2.2.2).	• The delivery of community education sessions with local small businesses, as per Action 2.2.4, has not been attempted to date due to impacts of the COVID-19 pandemic. However, this activity will recommence shortly.

Outcome area	Progress to date - highlights	Challenges and Priorities for ongoing implementation
	• Council has continued to lead the Homelessness Street Count in Parramatta each year. This is now conducted in partnership with DCJ. Council has provided advice to support DCJ's rollout of an annual State-wide street count since 2020.	
2.3 **Improved homelessness outreach capacity in Parramatta**	• NSW Department of Communities and Justice (DCJ) Housing established a Homeless Mobile Outreach Team servicing the Parramatta and Cumberland areas in early 2020. Council had consistently raised the need for this resource via the Strategic Partnership and in officer level meetings. The Outreach Team is an essential resource that regularly patrols together with Parramatta Mission/Uniting and Council's PSLO and is able to connect people sleeping rough to appropriate services (Action 2.3.1). • Council's City Strategy Directorate's analysis of the declining numbers of people sleeping rough in the annual Street Count suggests that the reduction may be due to an "Improved effectiveness of local response to people experiencing or at risk of homelessness through": ○ Continuation of active local housing and mental health assertive outreach services, and Council's recruitment of a Public Space Liaison Officer. ○ A more flexible, agile response to homelessness adopted to meet the immediate needs of people experiencing homelessness during the COVID-19 pandemic.	• The opening of Phive in 2022 has been identified as a potential challenge for balancing Council's management of a high profile, flagship civic space and its compassionate response to rough sleeping. A process for response to rough sleeping in the Parramatta Square precinct has been drafted within Council's Homelessness Procedure and will require careful implementation, monitoring and adaptation as necessary in the years ahead.

Outcome area	Progress to date - highlights	Challenges and Priorities for ongoing implementation
	○ Renewed NSW Government support for the Housing First approach (Together Home program). ○ More effective collaboration between service providers, state government departments, and local council. • The NSW Government provided an additional $14 million specifically for the expansion of temporary accommodation services to house people sleeping rough during the COVID pandemic. This likely contributed to the reduced numbers in the 2022 street count. • Uniting's (formerly Parramatta Mission) Men2Home program also funds local homelessness outreach capacity. The responsiveness of DCJ and Uniting outreach workers is fundamental to the success of the PSLO's work (Action 2.3.1). • Similarly, Council's Public Space Liaison Officer has become part of the fabric of the local homelessness outreach system. Employed since March 2020, the PSLO is able to proactively traverse the LGA and engage homelessness services as situations and cases arise that may otherwise go unobserved. The PSLO actively negotiates the needs and interests of multiple stakeholders (Council, community, business) in rough sleeping situations, with principal concern for the welfare of the rough sleeper themselves (Action 2.3.2). • In the 12 months from November 2020 to October 2021, the PSLO logged 52 service requests (and responded to many other minor requests). Of these:	

Outcome area	Progress to date - highlights	Challenges and Priorities for ongoing implementation
	○ In 18 instances accommodation and/or referral assistance was accepted. ○ On 11 occasions the area was vacated of the individual/s' own accord following an interaction with the PSLO and/or homelessness services. ○ In 3 instances the individual or group moved on following a formal request by Council or the Police. ○ Assistance was declined in 6 instances. ○ In 13 instances the person referenced in a request could not be located. ○ Council Cleansing services were also engaged by the PSLO on 8 occasions. ○ All requests were closed after an average 3.5 site visits. ○ 23 requests were related situations located in the suburbs of the LGA (where DCJ outreach teams do not patrol) and 29 in the Parramatta CBD. • The PSLO role proved invaluable in assisting Council's 2021 COVID-19 emergency response as Council's 'eyes on the ground' and in ensuring vulnerable individuals within the community had access to emergency food and essentials.	

Outcome area	Progress to date - highlights	Challenges and Priorities for ongoing implementation
2.4 **Social infrastructure supports early intervention and meaningful engagement of vulnerable individuals**	• Consideration was given but no opportunities identified in current design briefs for short term accommodation of community centre facilities in new developments (Action 2.4.1). Officers have assessed that Council's best opportunity to deliver community facilities is through strategic planning and delivery, or negotiations with developers, or identifying opportunities in existing (older) developments rather than new developments. • A procedure for response to rough sleeping in the Parramatta Square precinct has been drafted within Council's Homelessness Procedure. Its focus is on ensuring that all people are welcome in Phive civic facilities (opening July 2022), that potential tensions between rough sleeping and business operations are managed appropriately, and that Council staff are equipped to provide information to vulnerable people to access relevant services (Action 2.4.2).	In terms of exploring opportunities within current design briefs for short term accommodation of a community centre facility in new developments, as per Action 2.4.1, the key priority will be to engage the Community Infrastructure team. It will be necessary to brief the team on the objectives of the HAP, and the role they can play in progressing their achievement.
2.5 **Improved capacity to respond to less visible forms of homelessness**	• In 2020 Council contributed to the evidence based by commissioning a report by the University of Technology Sydney Institute for Public Policy and Governance on the experience of precarious housing among international students in Parramatta. Of the 855 respondents, 11% agreed that the home they live in is overcrowded (i.e. too many people). • Nascent progress and grants support activity to cast an artistic and women's empowerment approach to the issue of hidden women's homelessness in Parramatta (Action 2.5.3).	• Efforts to include overcrowding as a key issue informing Council's response to growth in urban density in Parramatta, as per Action 2.5.1, have been a challenging area of the HAP to develop and implement. ABS Census information indicates that severe overcrowding is the most common form of homelessness experienced in the Parramatta LGA, but limited data is available regarding who is in this situation, their location and their circumstances.

Outcome area	Progress to date - highlights	Challenges and Priorities for ongoing implementation
		• At the same time, an Inquiry into homelessness in Australia by the House of Representatives Standing Committee on Social Policy and Legal Affairs has recommended that the ABS review its statistical definition of homelessness in relation to categorisation of persons living in severely crowded dwellings and overcrowding. • Given these challenges of identification, the focus of Action 2.5.2 on exploring collateral that might be useful to ensure people in overcrowded settings are aware of their rights and where to access support may not be the most appropriate avenue for Council activity. • Partnerships with universities, women's services, and/or organisations supporting refugees and people seeking asylum may provide further opportunities.

Measuring progress towards Objective 2: Support and work with the local homelessness sector

Council Progress					Community Impact					
Indicators	**Baseline 2018**	**2019-20**	**2020-21**		**Indicators**	**Baseline 2018**	**2018-19**	**2019-20**	**2020-21**	
2.1 Permit system for community-based food services introduced and operational	n/a	✓	✓		2.4 # of people experiencing homelessness as counted in Parramatta Street Count	Primary: 63 Secondary: 262	Primary: 91 Secondary: 160	Primary: 94 Secondary: 169	Primary: 32 Secondary: 145	
2.2 % of community based food services operating on CoP-managed land that have a mobile food vending permit *Target: 90% food services*	n/a	n/a	88% *(note: services respond positively when requested to apply* – some issues maintaining currency		2.5 # of funded assertive outreach workers dedicated to actively servicing Parramatta CBD	1	2	4	4	
2.3 % of local business participants in community education sessions reporting increased confidence to respond appropriately to homelessness - *Target: 75%*	n/a	*Not yet implemented*			2.6 # local agencies regularly participating in PRHI (attending at least 50% meetings) *Target: Maintain/increase*	17	16	15	18	

17

2.4 # Public Space Liaison Officers servicing Parramatta area Target: 1 by 2020	0	1 (since March 2020)								
2.5 # business cases in which homelessness/housing is a stated objective of new social infrastructure	n/a	0	0							

Objective 3: Maintain and promote use of public space and assets for the whole community

Outcome area	Progress to date - highlights	Challenges and Priorities for ongoing implementation
3.1 Improved capacity of Council staff to effectively, consistently and empathetically respond to homelessness, especially in public space	• The update of the City of Parramatta Procedure on rough sleeping and other forms of homelessness has been drafted and is going through the formal approval process. Although behind schedule (action due to be completed in 2021), it was important to fully integrate PSLO functions into Council practice before developing the Procedure. It will be a resource that guides staff on how to respond appropriately in a range of different scenarios and has an appendix focused on the Parramatta Square precinct, developed in collaboration with community partners (Action 3.1.1).	• Approval of the updated Procedure through established process and delivery of associated training to staff, as per Action 3.1.2, will be an immediate priority for the remainder of FY 2022. Revised completion date for the Procedure is May 2022. • Although not a stipulated action, the development of PSLO Standard Operating Procedures, which build on the framework and scenarios provided by the Homelessness Procedure, will be a priority for fully embedding the position's functions into Council operations beyond the knowledge and experience of any one officer.

Outcome area	Progress to date - highlights	Challenges and Priorities for ongoing implementation
	• A new service request type 'Homelessness' was created in 2020 in the Pathways system and is being well utilised. As a result, matters relating to people rough sleeping are being allocated directly to the PSLO and not being inaccurately categorised (Action 3.1.3). • Council (principally CitySafe team) have established good working relationships with local police and are able to escalate matters that require concerted/time-sensitive responses involving rough sleepers. More generally, Council staff are becoming aware that they may call police as regularly as needed in response to illegal/antisocial behaviour to increase the profile of the situation and support its prioritisation by police (3.1.4).	• An upcoming meeting of the Homelessness Reference Group will consider the ongoing need/focus of Action 3.1.5 regarding support to senior staff making challenging decisions regarding homelessness – it may be that the introduction of the PSLO function and support provided by the CCB team via the processes outlined in the Procedure have addressed previous staff concerns expressed in initial consultations.
3.2 Improved strategic provision of basic public amenity	• An audit of Council's public toilet assets was completed in 2019 (Action 3.2.3). • Bathroom facilities in three Council owned carparks (Justice, Eat St and Parramatta Station) were updated in 2020-21 and currently operate 24/7. Two challenging rough sleeping situations have emerged in that time (problematic in terms of vandalism in one case and service/tenants' access in another) but both were addressed collaboratively between Community Services and Property & Place Directorates. From the perspective of the Council's Homelessness Policy and Action Plan it is recommended that these facilities remain open and accessible at all times.	• Council's flagship civic and community building, Phive, will open with amenities open and available to all users throughout extended opening hours of 7am-9pm. The current temporary amenities within Centenary Square will remain on a temporary basis. (Actions 3.2.1 and 3.2.2). • Where there had been permanent amenities on Centenary Square, open from 8am-7pm, these were removed as part of the redevelopment of the area. This was a significant concern expressed by services working with rough sleepers. However, 24-hour toilet access has now been confirmed as

Outcome area	Progress to date - highlights	Challenges and Priorities for ongoing implementation
	• The PSLO monitors the extent to which belongings impact on public amenity and to date has not identified need for storage in the CBD. However, the opening of Phive may present different circumstances and a procedure for management of belongings/lost property is outlined in the Homelessness Procedure (Action 3.2.6).	available in the Council-owned multi-storey carparks at Parramatta Station, Justice Precinct and Eat Street car parks (as per Action 3.2.4). • There may also be an opportunity to pursue those Actions related to toilet accessibility more robustly as Council develops its new high-level public toilet policy that sets out the rationale and criteria for Council's investment in new accessible public toilets. The plans for redevelopment by Parramatta Mission will potentially have implications for our efforts to encourage mobile shower/laundry services in the Parramatta CBD, as per Action 3.2.5. Parramatta Mission, a key partner in homelessness response, currently offers the only shower and laundry facility accessible to people who sleep rough through the week in the Parramatta CBD (one mobile service operates on Sundays). • Parramatta Mission is located adjacent to Parramatta Square/Phive and is planning to redevelop their site – ensuring continuity of the Meals Plus service, as well as access to amenities, is a shared, immediate priority that will require Council involvement.

Measuring progress towards Objective 3: Maintain and promote the use of public space and assets for the whole community

Council Progress				Community Impact			
Indicators	**Baseline 2018**	**Status**		**Indicators**	**Baseline 2019**	**2021**	
3.1 % Council staff participating in training who report improved confidence in responding appropriately to homelessness *Target: 70%*	n/a	*Training not yet conducted – awaiting approval of Homelessness Procedure*		3.4 Our City My Life Survey results a) % of respondents who feel they belong to their local community b) % who know how to access the health services they need in their local area *Target: sustained annual increase*	a) 61% b) 76%	a) 66% b) 80%	
3.2 Audit of public toilet and amenities completed Target: by 2020	n/a	✓ Completed in 2019		3.5 % respondents who agree or strongly agree with the Our City Goal statements (5 point Likert agreement scale): a) I feel welcome in our City **b)** Our City is welcoming of diversity **c)** Council acts on our behalf *Target: maintain/increase*	a) 82% b) 83% c) 53%	a) 81% b) 80% c) 54%	
3.3 % key stakeholders who report awareness and recognise importance of Council's response to homelessness (new survey of NFPs, local business, people with lived experience) *Target: 80% respondents are aware; 75% recognise importance*	n/a	*Survey not yet implemented*					
3.6 % Members of the CoP internal Homelessness Reference Group who feel supported by Council to carry out their functions as they relate to homelessness	n/a	*Survey to be implemented following rollout of updated Homelessness Procedure*					

Objective 4: Champion regional planning and partnerships

Outcome area	Progress to date - highlights	Challenges and Priorities for ongoing implementation
4.1 **Opportunities for cross-Council coordination and collaboration are harnessed**	• In 2021 the PSLO developed connections with City of Sydney where the function has been long established and joined a Sydney CBD patrol. Cumberland Council is a regular attendee at the Parramatta Region Homelessness Interagency (Action 4.1.1). • The End Street Sleeping Collaboration's adoption of a Western Sydney approach provides the framework for ongoing collaboration with regional Council's (Action 4.1.1).	• Our intention to explore opportunities for collaboration through WSROC Community Development Managers Network, as per Action 4.1.1, is no longer possible in its original form due to City of Parramatta's withdrawal from WSROC. Nonetheless, there has been progress towards this outcome as outlined.
4.2 **Not-for-profits, government, businesses and universities are actively involved in innovative actions to minimise homelessness**	• The End Street Sleeping Collaboration (ESSC) is a collective impact initiative working with homelessness services, governments and communities to improve coordination and data to address rough sleeping. In 2021 CoP took a leading role in scoping the feasibility and appetite for a local ESSC collaboration, now in the early stages of establishment in Western Sydney. DCJ, homelessness services and Councils are involved. ESSC's 'By-Name List' model is being implemented across Australian capital cities (Actions 4.2.1 and 4.2.2). • Until it disbanded in December 2020, Council was an active member of the International Student Multiagency, a grouping of NSW based universities, Councils, government agencies and tenants' rights organisations collaborating around housing challenges for international students (Action 4.2.5).	• Council continues to explore partnership opportunities for collective impact approach to reducing homelessness in Parramatta, as per Action 4.2.1. Supporting the ESSC Western Sydney rollout will be a priority, including clarification of the nature and extent of City of Parramatta's role. • Exploring models for homelessness response through social enterprise, as per Action 4.2.3, has not been the focus of the growing social enterprise sector in Parramatta. Further exploration of the opportunities will be required.

Outcome area	Progress to date - highlights	Challenges and Priorities for ongoing implementation
4.3 **NSW Government homelessness strategies and programs are informed with local priorities in Parramatta**	• Council continues to lead the local annual homelessness street count and provided support to DCJ as it rolled out a State-wide street count for the first time in 2020. • Local Community Housing Provider (CHP), Evolve Housing, has been delivering the NSW Government's Together Home housing first program in Western Sydney (together with other CHPs) across three tranches of the program since 2020. • Council's partnership with DCJ Housing continues to be integral to homelessness response at the operational (local outreach), coordination (Interagency) and strategic (strategic partnership) levels (Actions 4.3.1 and 4.3.2).	• Advocacy to DCJ where possible for the continuation of assertive homelessness and mental health outreach, and of the Together Home program (particularly in relation to access for people with a history of rough sleeping in Western Sydney), as per Action 4.3.1, should remain on Council's strategic engagement agenda.

Measuring progress towards Objective 4: Champion regional planning and partnerships

Council Progress					Community Impact				
Indicators	**Baseline 2018**	**2019-20**	**2020-21**		**Indicators**	**Baseline**	**2019-20**	**2020-21**	
4.1 # PRHI meetings facilitated by Council *Target: 6 per year*	**6**	**6**	**6**		4.4 # new community partnerships/programs working to address homelessness in Parramatta	**n/a**	**1**	**2**	
4.2 # DCJ strategic partnership meetings held annually *Target: 2 per year*	**2**	**2**	**2**						
4.3 # of Council funded projects focused on homelessness or housing *Target: sustain*	**4-5**	**6**	**3**						

Lessons Learned and What's Next?

1. **Rough sleeping response**

The principal development over the first two years of HAP implementation has been the maturing of Council's frontline response to rough sleeping via the establishment of the PSLO role. Clarity has emerged regarding Council's impactful contributions to local outreach; specifically, in the improved identification and referral of people in need of support across the geographic spread of the LGA, and the efficient coordination of other Council services such as cleansing. Council's demonstration of its commitment to addressing homelessness by funding an outreach position has been very well-received and well-utilised by both DCJ Housing and local not-for-profit homelessness services.

The next stage in this process will be the internal approval, training and implementation of the updated Homelessness Procedure. Understanding the degree to which Council staff accept and feel assisted by the Procedure will be an important measure of success of the HAP – data that is not available to report at this time (Objective 3). Monitoring the rollout of the Procedure in Parramatta Square may provide particular insight into the challenge of ensuring public and civic spaces remain available for use by the whole community.

The development of PSLO Standard Operating Procedures will serve to harness experience and expertise developed over the first two years of operation to ensure a consistency of Council's approach going forward.

Maintaining an active interest in and acknowledging the contributions of the work of NSW Government funded homelessness and mental health outreach services is important to support informed Council advocacy for their sustained presence in the local area.

2. Coordination and facilitation

Beyond rough sleeping and the management of public space, Council should continue to strive to address less visible (and more prevalent) forms of homelessness. A partnerships and coordination approach is recommended to identify opportunities for Council to fund, facilitate or influence activity in this area, and to make inroads on those actions not yet progressed in the HAP.

The establishment of the End Street Sleeping Collaboration in Western Sydney has the potential to serve several of Council's ambitions outlined in the HAP. Although supportive of these developments, Council will need to maintain an awareness of how adoption of the By-Name List unfolds for local homelessness services so that it supports rather than becomes a burden for their operations. Looking for opportunities to bring in the local business sector and other stakeholders as collaborators may assist to create an effective collective impact initiative.

3. Building strategic connections between Council activities

Absent from the existing HAP, it is important that Council raises the profile of NDIS coordination activities undertaken by the Community Care team who work to ensure access to appropriate housing and support options for NDIS participants. These efforts have direct implications for the prevention of homelessness among a particularly vulnerably group of the Parramatta community.

Similarly, any future iteration of the Homelessness Action Plan should build stronger links with Council efforts for the prevention and response to gender-based violence, a key driver of homelessness among women and young people. This would also better reflect the structures in place within the community sector. A stronger investment in gathering evidence regarding the nature of homelessness and housing challenges for First Nations people in the local area could assist in the development of targeted actions in a future HAP.

4. Being informed by lived experience

Limited progress has been made in the provision of opportunities for Council's plans and projects to be informed by people with lived experience of homelessness. Concerted effort will be required to progress this in the final two years of the Plan, whether by directly identifying local experts or tapping into existing bodies and expertise.

5. Next steps

To ensure that the Homelessness Action Plan continues to adapt in response to the evolving challenges and opportunities of the sector, the following key changes will be progressed:

Action	Change
1.1.14. Participate in joint advocacy with regional Councils (through Western Sydney Regional Organisation of Councils - WSROC) to Federal Government	Refocus regional advocacy away from the Western Sydney Regional Organisation of Councils (WSROC), possibly towards the End Street Sleeping Collaboration (ESSC).
1.2.2. Distribute information on tenants' rights to boarding house residents	Close this action as Council is not able to deliver information directly to residents.
1.3.1 Explore opportunity to establish small group of experts with lived experience of homelessness for Council to engage with for: - Ongoing consultation on strategies, programming and operations - Monitoring implementation of HAP.	Consider alternative forms of engagement with those with lived experience, given the logistical and access challenges of convening an expert panel of those with lived experience of homelessness.
2.5.2. Explore collateral that might be useful to ensure people in overcrowded settings are aware of their rights and where to access support	Due to the challenges of identifying overcrowding the focus of Action 2.5.2 on exploring the distribution of information on rights and services may not be the most appropriate avenue for Council activity. Suggest a greater focus on partnerships with

	research, advocacy and service delivery organisations.
3.2.1 Include consideration of public toilet facilities in all master planning processes.	Pursue opportunities for advocacy regarding greater consideration of public toilet facilities through participation in the development of Council's new public toilet policy.
4.1.1 Explore opportunities for collaboration through WSROC Community Development Managers Network	Our intention to explore opportunities for collaboration through WSROC Community Development Managers Network is no longer possible in its original form due to With City of Parramatta's withdrawal from the WSROC. Recommend progressing this Action through other channels, including the ESSC.

2022 Homelessness Street Count Results

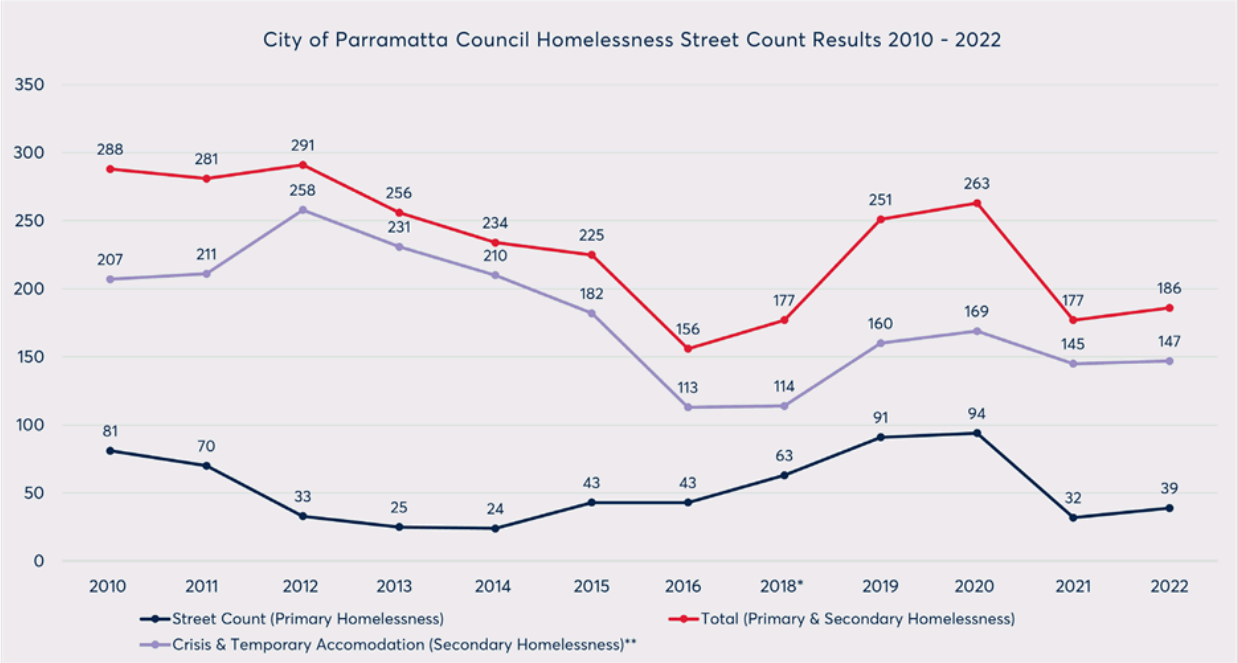
Overview

City of Parramatta Council conducted the 12th annual Homelessness Street Count on the night of Monday 21st February into the early hours of Tuesday 22nd February 2022. Three Council employees, three local homelessness experts and two Department of Communities and Justice (DCJ) employees, who engaged as volunteers to assist with the count on the night, covered the count area by both car and foot.

The Street Count identified 39 people experiencing primary homelessness (people sleeping rough) throughout the Parramatta CBD and the CBD fringes, compared to 32 in 2021. On the same night, the secondary count (people sleeping in crisis and temporary accommodation) totalled 147 people, compared to 145 in 2022. The number of people sleeping rough has significantly decreased over the past two years and 2022 recorded a similar finding to 2021.

The total count of persons experiencing homelessness in City of Parramatta in 2022 was 186 people.

The Western Sydney Nepean Blue Mountains District (WSNBM) street count conducted by DCJ recorded an additional 11 people sleeping rough in the Blacktown, Cumberland, and Penrith Local Government Areas (LGAs) on the same night. This means that in total, the street count for the WSNBN District observed 51 people sleeping rough.



*Council amalgamations occurred in May 2016 and as a result Council boundaries changed. Granville Town Centre is no longer within City of Parramatta LGA. The Count was not performed in 2017 and the 2018 Street Count does not include parts of Granville located in Cumberland Council. These were areas previously identified with numbers of persons experiencing homelessness.

**Secondary count numbers do not include transitional housing and may not be exact.

CITY OF PARRAMATTA

Observations

Whilst the 2022 results found a slight increase of eight (8), compared to 2021, both the 2022 and 2021 results show a significant decrease from 2020 and 2019. This significant decrease could be attributed to a variety of factors, including:

Improved effectiveness of local response to people experiencing or at risk of homelessness through:

- Continuation of active local housing and mental health assertive outreach services, and Council's recruitment of a Public Space Liaison Officer.
- A more flexible, agile response to homelessness adopted to meet the immediate needs of people experiencing homelessness during the COVID-19 pandemic.
- Renewed NSW Government support for the Housing First approach (Together Home program).
- More effective collaboration between service providers, state government departments, and local council.

Contextual and social factors such as:

- Largescale construction within the Parramatta CBD causing people sleeping rough to move elsewhere.
- Fear of COVID-19 causing people more cautious about sleeping rough and more likely to 'couch surf' where possible.
- A higher number of deaths of people who were sleeping rough reported by homelessness service employees than in previous years.

City of Parramatta Council continues to work in partnership to advocate for and support the local homelessness sector, improving the wellbeing of all who live, study, or work in Parramatta. For further information, please contact City Strategy (Social/Cultural) at parrasocialoutcomes@cityofparramatta.nsw.gov.au

REPORTS TO COUNCIL - FOR NOTATION

ITEM NUMBER	12.2
SUBJECT	Variations to Standards under Clause 4.6 of Parramatta LEP 2011, Auburn LEP 2010, Holroyd LEP 2013, The Hills LEP 2012, Hornsby LEP 2013
REFERENCE	F2022/00105 - D08435811
REPORT OF	Group Manager - Development and Traffic Services

CSP THEME: ACCESSIBLE

PURPOSE:

To provide Council with information on a quarterly basis on development applications determined where there has been a variation in development standards under Clause 4.6 of the Local Environmental Plans.

RECOMMENDATION

That the report be received and noted.

BACKGROUND

1. During the reporting period for 1 April 2022 to 30 June 2022 (Q4), there were five (5) Development Applications where there was a variation to a development standard under Clause 4.6. Refer to **Attachment 1** for further details.

2. Under Clause 4.6 of the relevant Local Environmental Plan (LEP) applying to the Local Government Area of the City of Parramatta, development consent may be granted for development even though the development would contravene a development standard such as a height and/or floor space ratio standard contained within an LEP.

3. A report is presented to Council quarterly on any development consent issued where the development does not comply with a development standard. This report follows the reporting requirements prescribed in Planning Circular PS08-014 issued by the (then) NSW Department of Planning.

4. Controls within Development Control Plans (DCPs) are not development standards as a DCP is not an “environmental planning instrument”.

ISSUES/OPTIONS/CONSEQUENCE

5. There are no issues, options or consequence for Council associated with this report.

CONSULTATION & TIMING

6. There are no consultation and timing considerations for Council associated with this report.

Stakeholder Consultation

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

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

Councillor Consultation

8. 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

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

FINANCIAL IMPLICATIONS FOR COUNCIL

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

	FY 20/21	FY 21/22	FY 22/23	FY 23/24
Operating Result				
External Costs				
Internal Costs				
Depreciation				
Other				
Total Operating Result	Nil	Nil	Nil	Nil
Funding Source	NA	NA	NA	NA
CAPEX				
CAPEX				
External				
Internal				
Other				
Total CAPEX	Nil	Nil	Nil	Nil
Funding Source	NA	NA	NA	NA

Mark Leotta
Group Manager Development and Traffic Services

Jennifer Concato
Executive Director City Planning & Design

John Angilley
Chief Financial & Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:

1⇩	Development Application Variations under SEPP 1 - 01 April - 30 June 202	4 Pages

Development Application Variations to Standards under Clause 4.6 of Parramatta LEP 2011, Auburn LEP 2010, Holroyd LEP 2013, The Hills LEP 2012, Hornsby LEP 2013.

Approved from 01 April – 30 June 2022

DA No	Address	Description	Category of development	Environmental Planning Instrument and Zone	Development standard to be varied	Extent of Variation	Officer Recommendation	Determination	Date DA determined
DA/955/2021	10A Grand Avenue ROSEHILL NSW	Construction of a concrete batching facility on the rear lot of an approved subdivision.	IN3 Heavy Industrial	PLEP 2011 Heavy Industrial	Clause 4.3 - Height of Building	Allowed: 12m Proposed: 21m Variation: 9m (75%)	Approval	Approved	17 May 2022 Parramatta Local Planning Panel (PLPP)
Justification of height variation: The Parramatta Local Planning Panel (PLPP) supports the variation to Clause 4.3 Height of Building of the Parramatta Local Environmental Plan 2011 under the provisions of Clause 4.6 for the following reasons • The variation sought is minor and will not have any significant adverse impacts. As such, compliance with the standard is unnecessary. Accordingly, Council believes that there are sufficient environmental planning grounds to justify the variation and finds that the application is satisfactory. • The Applicant's Clause 4.6 variation request has adequately addressed the matters required to be demonstrated in Clause 4.6(3) of Parramatta LEP 2011 and that the proposed development will be the public interest because it is consistent with the objectives of the building height control and the objectives for development within the IN3 zone in which the development is proposed to be carried out.									

DA No	Address	Description	Category of development	Environmental Planning Instrument and Zone	Development standard to be varied	Extent of Variation	Officer Recommendation	Determination	Date DA determined
DA/1004/2021	21a Caloola Road CONSTITUTION HILL NSW 2145	Construction of a telecommunications facility, incorporating a monopole and headframe, antennas, equipment shelter and ancillary equipment.	Infrastructure	PLEP2011 Low Density Residential	Clause 4.3 Height of buildings	Allowable 9m Proposed 20.94 Variation 11.94m (132%)	Approval	Approved	17 May 2022 Parramatta Local Planning Panel (PLPP)
Justification of height variation:									

The Parramatta Local Planning Panel (PLPP) supports the variation to Clause 4.3 Height of Building of the Parramatta Local Environmental Plan 2011 under the provisions of Clause 4.6 for the following reasons
Notwithstanding the non-compliance, it is noted that the proposal will achieve the objectives of Clause 4.3 and satisfy the first point of the test.
In regard to the other points, the strict enforcement of the development standard is considered to be unreasonable and unnecessary for the following reasons:

- Strict compliance with Clause 4.3 would defeat the purpose of having the telecommunication infrastructure and lead to poor reception where the intent of the proposal is to improve this service to the locality.
- The 9m building height development standard is reflective of the dwelling/dual occupancy land uses typical of the surrounding R2 Low Density Residential zone and was not enforced with telecommunication infrastructure in mind.
- Whilst zoned R2 Low Density Residential, the subject site would never be used for residential purposes given its existing status as a State Heritage Item.
- Existing non-compliances of the building height development standard already existing in the surrounding locality, in the form of Mount Dorothy reservoir as well as electricity infrastructure.

DA No	Address	Description	Category of development	Environmental Planning Instrument and Zone	Development standard to be varied	Extent of Variation	Officer Recommendation	Determination	Date DA determined
DA/544/2021	47-49 Park Road RYDALMERE NSW 2116	Demolition, tree removal and construction of a three storey residential flat building containing 18 units over basement car parking.	Residential – New multi-unit	PLEP2011 R4 High Density Residential	Clause 4.3 Height of Building	Allowable 11.00m Proposed 12.5 m Variation 1.5m (13%)	Approval	Approved	17 May 2022 Parramatta Local Planning Panel (PLPP)

Justification of height variation:
The Parramatta Local Planning Panel (PLPP) supports the variation to Clause 4.3 Height of Building of the Parramatta Local Environmental Plan 2011 under the provisions of Clause 4.6 for the following reasons

- The height variation retains the primary presentation of the building as a 3 storey residential flat building that is consistent with other residential flat buildings within the locality;
- The building has been appropriately articulated and modulated. Fenestration, material variation and private open spaces have been incorporated in order to minimise the external bulk and scale through effective design;
- The proposal supports a residential intensity that is reasonable for the site, with regard to context and zoning;
- The height variation does not result in unreasonable amenity impacts on neighbouring properties; and

- It is acknowledged that the City of Parramatta's Design Excellence Advisory Panel raised no design objection to the non-compliance.

DA No	Address	Description	Category of development	Environmental Planning Instrument and Zone	Development standard to be varied	Extent of Variation	Officer Recommendation	Determination	Date DA determined
DA/422/2021	2 O'Reilly Street PARRAMATTA NSW 2150	Construction of a 5 storey Boarding House containing 38 rooms and a managers room with at grade car parking.	Residential – Other	PLEP2011 R4 High Density Residential	Clause 4.3 – Height of Buildings	Allowable 11m Proposed 13.51m Variation 2.51m (22%)	Approval	Approved	21 June 2022 Parramatta Local Planning Panel (PLPP)

Justification of height variation:

The Parramatta Local Planning Panel (PLPP) supports the variation to Clause 4.3 Height of Building of the Parramatta Local Environmental Plan 2011 under the provisions of Clause 4.6 for the following reasons

- The proposal is consistent with the objectives of the development standard as provided in clause 4.3 of PLEP2011; and
- The height variation is a result of the bonus FSR as a result of incorporating affordable housing;
- The bulk of the variation is setback away from the edge of the building and is largely hidden from view at street level.

In consideration of the variation to Clause 4.3 of the PLEP2011, the following is noted:

- The non-compliance results in a 4 storey presentation to the street, which is consistent with other existing developments in the locality, including the RFB located on the northern side of Pitt Lane; and
- The non-compliance does not create additional amenity impacts to neighbouring properties in the form of visual privacy, or overshadowing.

DA No	Address	Description	Category of development	Environmental Planning Instrument and Zone	Development standard to be varied	Extent of Variation	Officer Recommendation	Determination	Date DA determined
DA/80/2021	574-584 Church Street 1-7 Ferris Street 6-12 Barney Street NORTH PARRAMATTA	Demolition, tree removal, site consolidation and the construction of a part 3 storey motor	Commercial / retail / office	PLEP2011 B6 Enterprise Corridor SP2 – Classified Road	Clause 4.3 - Height of Building	Allowable 12m Proposed Building 10.5m; Pylon	Approval	Approved	21 June 2022 Parramatta Local Planning Panel (PLPP)

	NSW 2151	vehicle showroom and service centre with associated signage and fencing.				Blade Wall 13.5m Variation 1.5m (12.5%)			

Justification of height variation:
The Parramatta Local Planning Panel (PLPP) supports the variation to Clause 4.3 Height of Building of the Parramatta Local Environmental Plan 2011 under the provisions of Clause 4.6 for the following reasons

- The zone objectives are broad in nature nonetheless the development will comply with height standard other than the pylon blade wall where a minor variation to the building height standards is proposed;
- The vertical element disrupts the horizontal plane, lessening the visual impact of the building. The proposal achieves a satisfactory visual outcome that is in character with the nature of the proposed use;
- The variation is in only a small portion of the site and the development will not result in view loss and privacy impacts and minimum solar access is achieved to neighbouring properties;
- The pylon blade wall design is consistent with other vehicle showrooms within the Parramatta area;
- The development will have a compatible contextual relationship with the site and the neighbourhood buildings;
- The proposal complies with the numerical standards of other regulatory standards applicable to the subject site; and
- A strict compliance with the numerical standards of the height control is both unreasonable and unnecessary and that there are sufficient environmental planning grounds to allow an opinion of satisfaction of the variation.

REPORTS TO COUNCIL - FOR COUNCIL DECISION

08 AUGUST 2022

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REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER 13.1
SUBJECT Confirmation of Minutes - 11 July 2022 (Deferred Item)
REFERENCE F2022/00105 - D08624118
REPORT OF Governance Manager

CSP THEME: ACCESSIBLE

WORKSHOP/BRIEFING DATE: NIL

PURPOSE:

The purpose of this report is to seek confirmation from Council for the minutes of the Council meeting held on 11 July 2022.

RECOMMENDATION

(a) **That** Council approve the minutes, as attached to this report, as a true record of the Council Meeting held on 11 July 2022.

(b) **Further, that** Council note, as outlined in this report, Points of Order are not required to be recorded in the Minutes of Council Meetings and if Council sought to commence this practice, it would be necessary for Council to resolve to amend the Code of Meeting Practice to include recording Points of Order in the Minutes and place the amended Code on public exhibition.

BACKGROUND

1. At its Council meeting held on Monday, 25 July 2022, Council deferred consideration of the minutes of the Council meeting held on 11 July 2022 so amendments could be made to the wording around Councillors Esber and Green retiring from the Chamber prior to debate on Item 13.7; and for consideration as to whether the Points of Order raised at that Council meeting should be included in Minutes of the meeting.

2. Council staff have reviewed the minutes and propose:

    - With relation to Item 13.7, where it is noted that Councillors Esber and Green declared a conflict of interest, the wording “during” has been amended to “prior to” consideration of the matter, and this notation has been moved before the item;

    - No change to the minutes with regards to Points of Order, based on the advice set out in this paper.

ISSUES/OPTIONS/CONSEQUENCES

3. Clause 19.2 of the Code of Meeting Practice (the Code) provides that:

    19.2 At a minimum, the Chief Executive Officer must ensure that the following matters are recorded in the Council’s minutes:

(a) The names of Councillors attending a Council meeting and whether they attended the meeting in person or by audio-visual link,

(b) details of each motion moved at a Council meeting and of any amendments moved to it,

(c) the names of the mover and seconder of the motion or amendment,

(d) whether the motion or amendment was passed or lost,

(e) such other matters specifically required under this Code,

(f) additional information supplied by a Council officer which has not been included in the report before Council and which could be viewed as material for Council's consideration of the matter,

(g) the addresses to Council by members of the public and any given response,

(h) where required, the names of the Councillors in favour of or opposed to the Motion/ Amendment, and

(i) the names of Councillors who request that their name be recorded as being opposed to a resolution.

(j) Where questions are taken on notice, a statement stipulating "Questions were taken on notice by Council staff for this item" for each item where questions on notice are taken.

4. To date, Council practice has not been to record Points of Order in the Council meeting minutes.

5. Minutes of Council meetings are, and have been, kept in accordance with the requirements stipulated by clause 19.2 of the Code, which states the *minimum* requirements of what should go in minutes. Anything in addition is at the discretion of the Council. The Code does not require Council to record Points of Order in Council Meeting minutes, nor does any other clause in the Code. Therefore, the current minutes of Council meetings are consistent with the Code.

6. It should be noted, whilst the minutes are intended to be a record of the proceedings of a Council meeting, they are not the only source of proceedings on a meeting. An audio-recording and an audio-visual recording of the Council meeting is also kept, the latter of which is retained on Council's website for 7 years. Both of which act as a source of information to be relied upon should anyone seek to review or understand the entirety of discussion and debate at a Council meeting, including any Points of Order raised by Councillors and ruled on by the Lord Mayor.

7. Staff have undertaken a review of the Minutes of a sample of Local Councils in NSW to examine current practices with regard to recording Points of Order.

- **City of Canterbury-Bankstown Council** – between 2016 to present, no record of Points of Order;
- **Inner West Council** – between 2016 to present, no record of Points of Order, except for two (2) instances in which the Chair had ruled out of order part(s) of a Motion;
- **Wollongong Council** – between 2014 to present, no record of Points of Order. However, there is one record of a Motion of Dissent in 2016 on the ruling of the Chair;
- **City of Sydney Council** – records Points of Order and ruling of the Lord Mayor at the end of each item;
- **Cumberland Council** – records Points of Order and ruling of the Mayor;
- **Shellharbour City Council** – records Points of Order and ruling of the Lord Mayor;
- **Fairfield Council** – records all rulings of the Chairperson;
- **Ku-ring-gai Council** – does not record Points of Order;
- **Hawkesbury City Council** – does not record Points of Order;
- **Lismore City Council** – does not record Points of Order;
- **Wollondilly Shire Council** – does not record Points of Order;
- **Randwick City Council** – does not record Points of Order;
- **Lake Macquarie City Council** – does not record Points of Order.

8. Of the thirteen (13) Councils sampled above, four (4) record Points of Order; six (6) confirmed they do not record points of order and three (3) have no record of points of order in their minutes. Overall, the results of this review indicate the recording of Points of Order is a discretionary practice.

9. Should Council seek to formally include Points of Order as a mandatory requirement in the minutes of Council Meetings, then a formal process should be followed to enable this. Namely, a Councillor may submit a Notice of Motion seeking a change to clause 19.2 to include recording of Points of Order. Should such Notice of Motion be successful, to formalize this change to the Code, the following steps would then need to be taken:

    i. The Code is revised by staff;
    ii. The Code is put to the Policy Review Committee for review;
    iii. The Code will go to Council for approval for public exhibition;
    iv. The Code is placed on public exhibition for the legislated 42 days;
    v. The Code is then brought back to Council for final adoption.

CONSULTATION & TIMING

Stakeholder Consultation

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

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

Councillor Consultation

11. 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

12. There are no legal implications associated with the recommendation of this report.

FINANCIAL IMPLICATIONS FOR COUNCIL

13. There are no financial impacts on the budget arising from the approval of the recommendation of this report.

14. Should the Code be required for re-exhibition, this can be funded for within existing budget.

15. The table below summarises the financial impacts on the budget arising from approval of this report.

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

Rebecca Srbinovska
Governance Manager

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:

1 Minutes of Council Meeting held 11 July 2022 29 Pages

REFERENCE MATERIAL

MINUTES OF THE MEETING OF CITY OF PARRAMATTA COUNCIL HELD IN THE CLOISTER FUNCTION ROOMS, ST PATRICK'S CATHEDRAL 1 MARIST PLACE, PARRAMATTA ON MONDAY, 11 JULY 2022 AT 6:30PM

These are draft minutes and are subject to confirmation by Council at its next meeting. The confirmed minutes will replace this draft version on the website once confirmed.

PRESENT

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

1. OPENING MEETING

The Lord Mayor, Councillor Donna Davis, opened the meeting at 6:34PM.

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 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 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 ANOUNCEMENT

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

3875	RESOLVED	(Esber/Garrard)
	(a) **That** the request to attend the Ordinary Meeting of Council dated 11 July 2022 via remote means submitted by the following Councillors due to personal reasons, be accepted: − Councillor Humphries; − Councillor Wearne.	

(b) **Further, that** leave of absence be granted to Councillor Noack for the Council meetings to be held on 25 July 2022 and 8 August 2022, as he will be overseas.

6. CONFIRMATION OF MINUTES

SUBJECT: Minutes of the Council Meeting held on 27 June 2022

3876 RESOLVED (Noack/Bradley)

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

7. DISCLOSURES OF INTEREST

Councillor Esber declared a pecuniary interest in Item 13.6/ 13.7 – Response to the Finalisation of the Parramatta CBD Planning Proposal and Changes made by the Department of Planning and Environment as he owns a property in North Parramatta. He retired from the meeting prior to consideration of the matter.

Councillor Green declared a pecuniary interest in Item 13.6/ 13.7 – Response to the Finalisation of the Parramatta CBD Planning Proposal and Changes made by the Department of Planning and Environment as he owns a property in the Parramatta CBD. He retired from the meeting prior to consideration of the matter.

MATTER OF URGENCY

Councillor Pandey put forward the following to Council:

I would like to move two condolences, and I would like to acknowledge the former Lord Mayor, Councillor Andrew Wilson, who is also in the gallery tonight, whose mother passed away on Wednesday, Ms Carol Wilson.

Carol Wilson, mother of former Lord Mayor Andrew Wilson passed away on Wednesday, 6 July 2022 at the age of 84. Carol Wilson had been sick with complications from her diabetes for many years. From a very young age she had been active in a number of courses, this included the drive to have children wear yellow rain coats, efforts to host international students and charities associated with Miss Australia Quest. And from time to time she was interested in local politics. She was mother of three (3) children. And she was active in toastmistress, the former female version of toast masters and running a public speaking program in Hurstville.

3877 RESOLVED (Pandey/Garrard)

That the matter be considered at this meeting due to the reasons outlined above.

The Lord Mayor ruled that the matter was of great urgency in accordance with clause 9.3 of Council's Code of Meeting Practice.

3878 RESOLVED (Pandey/Garrard)

That the Council acknowledge the passing of Ms Carol Wilson, mother of former Lord Mayor Councillor Andrew Wilson.

MATTER OF URGENCY

Councillor Pandey put forward the following to Council:

I rise today to offer my condolences to the people in Japan and those from Japanese origin living in Australia for the tragic death of former Japanese Prime Minister Shinzo Abe. Mr Abe passed away last week, and it was a tragic assassination. I would like Councillors to join me to pay tribute to the leadership of Mr Abe who has been a tremendous force behind Japan's progress in recent years.

3879 RESOLVED (Pandey/Maclean)

That the matter be considered at this meeting due to the reasons outlined above.

The Lord Mayor ruled that the matter was of great urgency in accordance with clause 9.3 of Council's Code of Meeting Practice.

3880 RESOLVED (Pandey/Maclean)

That the Council acknowledge the passing away of Shinzo Abe, former Prime Minister of Japan.

8. MINUTES OF THE LORD MAYOR

8.1 SUBJECT Acknowledging Jim Stefan's Service

REFERENCE F2022/00105 - D08605077

REPORT OF Lord Mayor, Councillor Donna Davis

3881 RESOLVED (Davis/Garrard)

(a) **That** Council note Jim Stefan stepped down from his role as Group Manager City Assets and Environment on 4 July 2022, after thirty (30) years of service across various leadership roles at the City of Parramatta.

(b) **Further, that** Council thank Jim for his leadership and contributions to the City of Parramatta in his work over the thirty (30) years.

8.2 SUBJECT Council's Customer Service Charter and Service Standards

REFERENCE F2022/00105 - D08605080

REPORT OF Lord Mayor, Councillor Donna Davis

Motion (Davis/Darley)

(a) **That** Council note a review of how Council's Customer Service Policy (the Policy), Customer Service Charter (Charter) and standard Service Level Agreements (SLAs) are communicated to the community is being undertaken by Council officers;

(b) **That** Council note the review of how the Policy, Charter and SLAs are communicated will include:

a. How the Policy, Charter and SLAs are currently communicated and how the communication could be improved;

b. How Council communicates the steps taken by Council following the lodgement of a Service Request;

c. Viability of Customer Service FAQs detailing Council's standard SLAs and response times on common Service Request categories;

d. How Council's Customer Service Dashboards and supporting SLAs data are currently communicated on Council's website;

e. Advice on the escalation process for Service Requests and complaints, and how this is communicated; and

f. A desktop review of how peer councils in NSW communicate their Policies, Charters and SLAs.

(c) **That,** as part of this review, a workshop will be held to seek the input and feedback of Councillors;

(d) **Further, that** a report be brought back to Council within six months on the implementation of opportunities identified in the review, including financial implications for Council on proposed actions.

Amendment (Garrard/Siviero)

That Council defer consideration of the matter to the Policy Review Committee at the earliest possible time.

The Amendment was put and declared LOST.

Debate resumed on the Motion.

The Motion was put and declared CARRIED:

3882 RESOLVED (Davis/Darley)

(a) **That** Council note a review of how Council's Customer Service Policy (the Policy), Customer Service Charter (Charter) and standard Service Level Agreements (SLAs) are communicated to the community is being undertaken by Council officers;

(b) **That** Council note the review of how the Policy, Charter and SLAs are communicated will include:

a. How the Policy, Charter and SLAs are currently communicated and how the communication could be improved;

b. How Council communicates the steps taken by Council following the lodgement of a Service Request;

c. Viability of Customer Service FAQs detailing Council's standard SLAs and response times on common Service Request categories;

d. How Council's Customer Service Dashboards and supporting SLAs data are currently communicated on Council's website;

e. Advice on the escalation process for Service Requests and complaints, and how this is communicated; and

f. A desktop review of how peer councils in NSW communicate their Policies, Charters and SLAs.

(c) **That,** as part of this review, a workshop will be held to seek the input and feedback of Councillors;

(d) **Further, that** a report be brought back to Council within six months on the implementation of opportunities identified in the review, including financial implications for Council on proposed actions.

Note: Councillor Humphries left and returned to the meeting during debate on the item.

8.3 SUBJECT Future use of Roxy Theatre

REFERENCE F2022/00105 - D08604711

REPORT OF Lord Mayor, Councillor Donna Davis

3883 RESOLVED (Davis/Darley)

(a) **That** Council note that the recent NSW Budget contained no funding for work to investigate the acquisition of the Roxy Theatre by the NSW Government..

(b) **That** the Lord Mayor write to the Minister for the Arts, the Hon. Ben Franklin and the Minister for Heritage, The Hon. James Griffin:

i. noting that Create NSW has identified the historic Roxy Theatre as critical to plans to increase the number of performance and entertainment spaces in Greater Sydney and revive the Parramatta CBD after COVID;
ii. noting that the June NSW Budget contained no funding for the potential acquisition of the Roxy Theatre, despite funding being committed to the development of a business case for the potential acquisition of The Minerva Theatre in Kings Cross; and
iii. requesting that the NSW Government fund the development of a business case to explore the viability of purchasing and restoring the Roxy Theatre as a performance and entertainment venue.

(c) **Further, that** copies of these letters be forwarded to the Shadow Minister for the Arts and Heritage.

8.4 SUBJECT Parramatta Light Rail: Accessibility and safety concerns for the vision impaired

REFERENCE F2022/00105 - D08605104

REPORT OF Lord Mayor, Councillor Donna Davis

3884 RESOLVED (Davis/Darley)

(a) **That** Council note the concerns raised by representatives from the community, including Guide Dogs NSW/ACT, regarding safety concerns for vision impaired pedestrians as a result of the construction of the Parramatta Light Rail (PLR).

(b) **That** the Lord Mayor write to the Minister for Transport and the Minister for Disability Services to call on the NSW Government to urgently address safety concerns for vision impaired pedestrians as a result of the construction of the Parramatta Light Rail.

(c) **That** Council advocate for the NSW Government to ensure that PLR Stage 2 is designed to an inclusive and accessible standard.

(d) **Further, that** the Lord Mayor invite the Project Director for the PLR and the Local State Member Geoff Lee to come and observe the safety issues with the PLR.

9. PUBLIC FORUM

9.1 SUBJECT PUBLIC FORUM 1: Item 13.7 - Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment

REFERENCE F2022/00105 - D08602132

FROM ROSS GROVE

The Property Council of Australia and Business Western Sydney are pleased to provide a united voice on behalf of our collective membership.

We support the staff recommendation in tonight's report.

The last last-minute amendments to the Parramatta CBD Planning Proposal introduced by the state government defy more than eight years of careful planning, deliberation and consultation initiated by this council.

Council's final draft positioned the city to grow in terms of commercial floorspace and employment while blending-in strong positive design and liveability outcomes for the city.

The changes introduced by the state government are a blow to certainty and investor confidence which if left unaltered will result the flight of capital to other jurisdictions, both interstate and overseas.

Our two organisations have engaged Urbis and Think Planners to properly assess the negative economic impact of these changes in terms of lost jobs and consumer spending, and we have sought advice from them on specific planning solutions to the issues raised by our members.

We are asking the Minister for Planning to consider options to revisit the gazetted LEP amendment.

Council's recommendation to address the challenges arising from the state government's lastminute changes by way of a SEPP amendment is the most effective mechanism to ensure the capital flowing into the city is retained, and the shared vision for the city is able to move forward with confidence.

We also support the calls for additional funding and planning resources to be provided by the NSW Government to address the other items in this report.

Once again, the Property Council of Australia and Business Western Sydney congratulate the City of Parramatta for its vision and advocacy for the city's future, and we look forward to working with Council to its goals for the city going forward.

EXECUTIVE DIRECTOR, CITY PLANNING & DESIGN RESPONSE

No response was provided.

9.2 SUBJECT PUBLIC FORUM 2: Item 13.7 - Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment

REFERENCE F2022/00105 - D08603724

FROM ROS SEARLE

Dear Lord Mayor and Councillors,

I wish to lodge my objection to the proposed overturning of development controls in Parramatta and especially North Parramatta. North Parramatta and surrounds hold a vast amount of the history of not only of First Australians in terms of ancient sites but also of early colonial history.

There is much yet to be discovered for both, but what is known and recognized must be valued and indeed cherished, for present generations and future. The amenity afforded by the Parramatta River, its tributaries and adjacent parklands will be greatly diminished in the face of increasing development.

Not only will increasing building density create a hotspot for the city of Parramatta, or alternatively chasms of overshadowed living spaces, but over development will also greatly devalue current, land, houses and apartments.

I wish to add my utmost condemnation of moves by developers to subtract from the rich history of Parramatta and detract greatly from the livability of the area and its surrounds.

EXECUTIVE DIRECTOR, CITY PLANNING & DESIGN RESPONSE

No response was provided.

Note: As Ros Searle was not present to address Council, the submission was read out by the Lord Mayor.

9.3 SUBJECT PUBLIC FORUM 3: Item 13.7 - Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment

REFERENCE F2022/00105 - D08604411

FROM SUZETTE MEADE – SECRETARY NORTH PARRAMATTA RESIDENTS ACTION GROUP INC.

Dear Lord Mayor and Councillors,

NPRAG strongly supports Recommendation (d) regarding a dedicated planning study for North Parramatta. NPRAG notes the importance placed by the Department of Planning on the requirement for further consideration to be given "to the Light Rail, transitions, solar access, lower building heights and FSR along the river…the adjoining HCA and heritage attributes generally, community concerns, amenity and character".

NPRAG seeks opportunities for input into the Council review of planning

provisions within the planning investigation areas, as referred to on p.15. Item 30 of the Council report of 11 July.

NPRAG asserts its role as a key stakeholder in any planning exercise for North Parramatta and expects the Council to respect that role by ensuring that NPRAG is directly involved in the associated public participation process and ongoing planning program.

NPRAG strongly believes that until the Study is complete there should be a moratorium on further site-specific planning proposals and development applications which involve works other than small-scale private residential and commercial projects in North Parramatta [defined roughly as the area bounded by the river on the south and west, Church Street -Isabella Street on the north, and Brickfield-Elizabeth Streets on the east].

With regard to the Phillip Street Block, NPRAG awaits the outcome of the Council's request for a SEPP and reserves its right to comment at the appropriate time in the preparation of that SEPP.

NPRAG records its strong concern and dis-satisfaction with the apparent late decision by the Council to extend the time available for public submissions on the subject Report to Council to Monday 11 July. Given that the report was not available on line until Friday 8th July, the public effectively had 2 days to read and respond to the 125 page document. That makes a mockery of Council's public consultation policy and is to be condemned as a miscarriage of natural justice. In such circumstances, NPRAG requests the Council to extend for at least two weeks the deadline for public submissions, and to defer dealing with the subject report until all such submissions have been received and addressed.

EXECUTIVE DIRECTOR, CITY PLANNING & DESIGN RESPONSE

No response was provided.

9.4 SUBJECT PUBLIC FORUM 4: FOR NOTATION ONLY Item 13.7 - Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment

REFERENCE F2022/00105 - D08603794

FROM MARK MARUSIC

I wish to object to a move by development lobby groups such as the Property Council and Urban Taskforce Australia to overrule the Department of Planning's sensible CBD reductions in floor space densities. These lobby groups seek to reinstate unlimited commercial floor space ratios with buildings up to 243 metres AHD (max 75 storeys) in some areas.

If the wishes of these lobby groups are met, there would be a wave of overdevelopment from North Parramatta to the CBD. The future of

Parramatta as an attractive and livable place would be severely undermined without adequate controls on overdevelopment.

EXECUTIVE DIRECTOR, CITY PLANNING & DESIGN RESPONSE

No response was provided.

9.5 SUBJECT PUBLIC FORUM 5: FOR NOTATION ONLY: Item 13.7 - Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment

REFERENCE F2022/00105 - D08604422

FROM YANA TAYLOR

Dear Lord Mayor and Councillors,

While I cannot be present to speak I would like the following statement to be distributed to Councillors.

Statement in support for the Dept of Planning and Environment changes to final Parramatta CBD plan from resident of Parramatta Ward.

When notified in May of the finalisation of the Parramatta CBD planning proposal, the work of the Department of Planning NSW seemed sensible. It was also the result of rounds of consultation, that did include people who live in the LGA who presented well-informed arguments. It struck me then that those arguments from people with lived experience of the localities impacted by the CBD development plan to create a liveable, attractive and distinctive city were to some degree understood in the amendments to the earlier CBD proposal. NSW Planning Department's amendments are conservative, not radical.

It is distressing that vested interests with significant administrative resources, lobbying access & behind-closed-doors influence whose dominant goals are to pursue unlimited development and profit making, seek to have well-considered decisions overturned where it doesn't suit them. It will both give the impression that council divisions/decisive staff groupings are unduly sympathetic to these corporate interests. Influential industry lobby groups and building developers cannot be allowed to believe they can repeatedly overturn proposed regulations that don't suit them.

Already the guidelines for development in this LGA are very supportive of their interests. It is not the responsibility of an LGA to make up for the difficulties with builders/developers' business models in the current climate.

With the multiple cases of appalling faults in tall buildings there is widespread lack of public trust in building developers. If the amendments by NSW planning are rescinded under pressure from developer lobby groups it could well tar the Council's planning

processes with the same brush.

The example of capture of the Wollongong Council's planning processes loom large in the public memory. The scrutiny that followed that Council's failure pointed to how important it is that corruption need not only occur but that it is equally important that it is not perceived to be the case by the public.

The amenity and distinctiveness of the district need to be protected. Not for nostalgia's sake but to give the district a chance of being an attractive place people wish to live and work in, especially in the places that contain conservation areas and heritage items.

The constellation of cultural and economic settings has changed since the major plans for the development in Parramatta were proposed. These shifts overtake claims by Council administration of planning. These changes are longer term changes. So the major justifications for not embracing the amendments by the Dept of Planning and Environment in the finalisation of the CBD plans no longer apply. Here are 8 factors that have changed in these settings.

• The proposed increase in population by 2036 has not kept up with the academic projections from UNSW and are not likely to do so over the next decade. [the shortfall is about 1-2000 per year since the predictions were made pre-covid]**

• Vacancy rates have increased in the current over-provision of high-density properties with thousands of still-empty units and offices across greater Sydney. Office market growth has reversed in contrast to the claim statement of need in the original CBD proposal with the decrease in employees and the self-employed commuting to work in office buildings

• The continuing economic instability and recurring waves of the pandemic – Covid 19, for e.g. continued shift of younger people and families out of LGA to secure housing out lower cost

• The large downturn of international travel,

• Significant downturn in migration and downturn in OS investment

• The contraction in university research and education and its increased expense [with several universities in the district this is of serious concern] have reduced demand for overseas student accommodation as well.

• The signs of dwindling popularity accompanying the increases in controversy over local development plans, for e.g the withdrawal of 2 sets of entities previously interested in investing the Fleet St heritage area and rapidly growing concerns with the urban heat effects due to loss of canopy [Parramatta LGA is 6th worse in greater Sydney]

• Abandonment and delays in several large transport infrastructure.

The changes from the Department of Planning and Environment to the

CBD should be incorporated and adopted. Especially excising Parramatta North from the extension of the unlimited height policies of the CBD plans due to it potential to continue to trash the distinctive environment of the built environment via overshadowing, building an excessively tall built 'gully' along Church St section of the Light Rail [which is also poised to be concentrated heat sink]. This mammoth construction is in total contradiction with the two parallel conservation areas immediately adjacent. These areas require genuine consideration, not be hamstrung by legalistic interpretations of development guidelines. Sections 1 and 2 listed below address building codes that would adversely impact on development north of Victoria Rd. While serious studies are welcome too often research studies are excuses for delaying decisions. Keeping the current height guidelines does give clear decisive guidelines for investment – so if the Council asserts these principles as the foundation there can be certainty for investment. But doesn't cater for the persistent lobbying by developers and current owners.

Linking support for community infrastructure should not be linked to any 'reward' via height increasing incentives. The LGA expects provision of community infrastructure. It is now a usual not an unusual community expectation.

The minimal and moderate proposed changes 1-6 of the CBD plan should be adopted.

1. Opportunity Sites – the Opportunity Sites control which allowed for a bonus 3:1 FSR for certain sites has been removed.

2. Unlimited Commercial Premises FSR – the unlimited commercial premises FSR control in certain parts of the B4 Mixed Use zone has been removed.

3. Unlimited Office Premises FSR – the unlimited office premises FSR control in the B3 Commercial Core zone has been removed.

4. Community Infrastructure Principles – the community infrastructure principles provision has been removed (and base/incentive height/FSR maps merged accordingly).

5. North Parramatta – the area north of the river has been removed from the proposal and will retain its existing controls at this stage. A further review of this area will be required.

6. Phillip Street Block – the street block bound by the river, Charles, Phillip and Smith Streets has been removed from the proposal and will retain its existing controls.

EXECUTIVE DIRECTOR, CITY PLANNING & DESIGN RESPONSE

No response was provided.

9.6 SUBJECT PUBLIC FORUM 6: FOR NOTATION ONLY: Item 13.7 - Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment

REFERENCE F2022/00105 - D08604464

FROM JEANETTE BROKMAN

Dear Lord Mayor and Councillors,

I have previously made detailed submissions in response to the proposed uplift for the CBD; specifically in relation to the absence of the completion of council's new Flood Study, which given Climate Change should have been completed prior to council's final decision about its Planning Proposal.

I have today been alerted by a post on NPRAG's albeit I have only just seen the FB post; i.e. that the proposal is being reconsidered by council after representations were made by vested interest groups.

I was not notified about this despite having lodged previous submissions. This includes my previous representations to Councillors.

Within the time allowed, I am unable to provide feedback to the detailed report, other than to express my concerns about the absence of due process. In response, I urge council to postpone the item to allow proper consideration and feedback by the public.

Thank you for considering this matter.

EXECUTIVE DIRECTOR, CITY PLANNING & DESIGN RESPONSE

No response was provided.

10. PETITIONS

10.1 SUBJECT Pedestrian Crossing on Bartlett Street, Ermington

FROM Councillor Pierre Esber

A petition signed by the public was tabled at the Council meeting and reads:

"We the undersigned show support to instate a pedestrian crossing on Bartlett Street, Ermington."

Note: The petition tabled by Councillor Esber was received and, as a matter of practice, the petition will be referred to the relevant Council officer/s, and a copy of the petition distributed to all Councillors.

11. RESCISSION MOTIONS

Nil

12. REPORTS TO COUNCIL - FOR NOTATION

Nil

13. REPORTS TO COUNCIL - FOR COUNCIL DECISION

13.1 SUBJECT Expression of Interest - Selection of Independent Members for Smart City Advisory Committee

REFERENCE F2022/00105 - D08575558

REPORT OF Senior Project Officer

3885 RESOLVED (Esber/Noack)

(a) **That** Council appoint Meredith Hodgman, Peter Runcie, Sarah Barns, Scott Thomson and Ian Opperman to the Smart City Advisory Committee for the period of this Council term.

(b) **Further, that** Council thank all unsuccessful applicants who expressed interest in joining the Smart City Advisory Committee.

13.2 SUBJECT Viability of Employing a Grants Officer

REFERENCE F2022/00105 - D08570855

REPORT OF Student Project Officer

3886 RESOLVED (Prociv/Darley)

(a) **That** Council employ a permanent Strategic Grants Officer within City Strategy to coordinate Council's external grant applications, to align with our city and corporate objectives with a strategic and proactive approach.

(b) **That** the Strategic Grants Officer position be funded through grants awarded to Council where the grant funding agreements permit.

13.3 SUBJECT Recommendation on the Naming of Parramatta's New Aquatic Facility (Deferred Item)

REFERENCE F2022/00105 - D08521533

REPORT OF Strategic Communication Specialist

Motion (Maclean/Esber)

(a) **That** Council endorse "Parramatta Aquatic Centre", as set out in paragraph 7(a) of the Council report, for the name of the new aquatic centre in Parramatta.

(b) **That** Council note the resolution of 28 September 2020 in relation to the grandstand seating by the 50m outdoor pool within the new facility to be known as the Kevin Hession Stand after the late member of the Parramatta Memorial Swimming Club.

(c) **That** Council endorse 'Memorial Pool' as the name of the 50-metre outdoor pool.

(d) **That** Council endorse another stage of public engagement to vote on naming suggestions for the elements (rooms, facilities) within the facility that follow Dharug/English dual naming principles and be based around the theme of local fauna naming suggestions from the broader community and Dharug representatives.

(e) **That** Council note the public engagement process will garner feedback on a common theme to be applied to the naming of the elements.

(f) **Further, that** reports be returned to Council by September 2022 to consider the outcomes of the second stage of public engagement process.

Amendment (Bradley/Darley)

(a) **That** Council endorse dual name "Parramatta Pool, Barramada Badu Ngurra", as set out in paragraph 7(c) of the Council report, for the name of the new aquatic centre in Parramatta.

(b) **That** Council note the resolution of 28 September 2020 in relation to the grandstand seating by the 50m outdoor pool within the new facility to be known as the Kevin Hession Stand after the late member of the Parramatta Memorial Swimming Club.

(c) **That** Council endorse 'Memorial Pool' as the name of the 50-metre outdoor pool.

(d) **That** Council endorse another stage of public engagement to vote on naming suggestions for the elements (rooms, facilities) within the facility that follow Dharug/English dual naming principles and be based around the theme of local fauna naming suggestions from the broader community and Dharug representatives.

(e) **That** Council note the public engagement process will garner feedback on a common theme to be applied to the naming of the elements.

(f) **Further, that** reports be returned to Council by September 2022 to consider the outcomes of the second stage of public engagement process.

The Amendment was put and declared LOST.

Debate resumed on the Motion.

The Motion was put and declared CARRIED:

3887 RESOLVED (Maclean/Esber)

(a) **That** Council endorse "Parramatta Aquatic Centre", as set out in paragraph 7(a) of the Council report, for the name of the new aquatic centre in Parramatta.

(b) **That** Council note the resolution of 28 September 2020 in relation to the grandstand seating by the 50m outdoor pool within the new facility to be known as the Kevin Hession Stand after the late member of the Parramatta Memorial Swimming Club.

(c) **That** Council endorse 'Memorial Pool' as the name of the 50-metre outdoor pool.

(d) **That** Council endorse another stage of public engagement to vote on naming suggestions for the elements (rooms, facilities) within the facility that follow Dharug/English dual naming principles and be based around the theme of local fauna naming suggestions from the broader community and Dharug representatives.

(e) **That** Council note the public engagement process will garner feedback on a common theme to be applied to the naming of the elements.

(f) **Further, that** reports be returned to Council by September 2022 to consider the outcomes of the second stage of public engagement process.

Note: Councillor Bradley and Darley requested their names be recorded as having voted against the decision taken in this matter.

13.4 SUBJECT Application to seek Minister's consent to grant a lease over community land at 358Z North Rocks Road Carlingford

REFERENCE F2016/07550 - D08560927

REPORT OF Asset Manager

Motion (Valjak/Wang)

That Council make an application to the Minister for Local Government seeking consent to grant the proposed lease with Vodafone:

1 Over the community land described as Lot 26 in Deposited Plan 230685 and located at 358Z North Rocks Road, Carlingford (also known as North Rocks Park);

2 On commercial terms approved at the Council meeting of 22 November 2021; and

3 Pursuant to section 46(1)(b)(i) of the *Local Government Act 1993* (NSW).

Amendment (Humphries/)

That the matter be deferred.

The Amendment moved by Councillor Humphries was WITHDRAWN.

The Motion was put and declared CARRIED:

3888 RESOLVED (Valjak/Wang)

That Council make an application to the Minister for Local Government seeking consent to grant the proposed lease with Vodafone:

1 Over the community land described as Lot 26 in Deposited Plan 230685 and located at 358Z North Rocks Road, Carlingford (also known as North Rocks Park);

2 On commercial terms approved at the Council meeting of 22 November 2021; and

3 Pursuant to section 46(1)(b)(i) of the *Local Government Act 1993* (NSW).

Note: Questions were taken on notice by Council staff for this item.

13.5 SUBJECT Compulsory Acquisition of 1C-1D Unwin Street Rosehill by Sydney West Metro

REFERENCE F2022/00105 - D08564181

REPORT OF Development Manager Property Development

3889 RESOLVED (Esber/Wearne)

(a) **That** Council approve the sale by Compulsory Acquisition of 1C-1D Unwin Street Rosehill being Lots 22, 23, 24 in DP17742 and Lots 102,103 in DP734615.

(b) **That** Council accept the Valuer General determination of compensation for Market Value and Disturbance (if any), as detailed in item 6 of this report.

(c) **Further, that** Council delegate authority to the CEO to execute all documents required to complete the transaction in a timely manner.

Note: Councillor Humphries left the meeting at 7:52pm and returned at 7:53pm during debate on the item.

PROCEDURAL MOTION

3890 RESOLVED (Davis/Pandey)

That the meeting be adjourned for a short recess.

Note: The meeting was adjourned at 7:57pm for a short recess.

The meeting resumed at 8:28pm with the following Councillors attendance: The Lord Mayor, Councillor Donna Davis and Councillors Phil Bradley, Kellie Darley, Michelle Garrard, Ange Humphries, Cameron Maclean, Paul Noack, Sameer Pandey (Deputy Lord Mayor), Dr Patricia Prociv, Dan Siviero, Georgina Valjak, Donna Wang and Lorraine Wearne.

Note: Having previously declared a conflict of interest in Item 13.6/ 13.7, Councillors Esber and Green retired from the Chamber prior to consideration of the matter.

13.7 SUBJECT LATE REPORT: Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment

REFERENCE F2022/00105 - D08601296

REPORT OF Group Manager, Strategic Land Use Planning

Motion (Prociv/Darley)

(a) **That** the matter be deferred for an urgent Councillor briefing with senior Department of Planning and Council Officers.

(b) **That** the letter from Mr Raimond to Mr Newman dated 3 May 2022 be made publicly available and included with the report.

(c) **Further, that** the matter be brought back to the next Council meeting.

Amendment (Wearne/Garrard)

Guiding Principles

(a) **That** in responding to the changes the Department of Planning and Environment ('**Department'**) made to the Parramatta CBD Planning Proposal ('**CBD PP**') Council seek to address the following 'Key Planning Outcomes':

i. Restore office and commercial floor space market certainty and investment confidence in the CBD
ii. Ensure Activation of Parramatta River
iii. Provide a Planning Framework for land north of the Parramatta River

(b) **That** Council seek to address the 'Key Planning Outcomes' in accordance with the following 'Key Principles':

i. Principle 1 - Equitable process and opportunity for involvement
ii. Principle 2 - Consistent application of policy
iii. Principle 3 - Efficient use of resources for Council and applicants
iv. Principle 4 - Manage planning risk for Council and applicants
v. Principle 5 - Timely delivery of new planning controls

Commercial Floorspace and Phillip St Block

(c) **That** Council write to the Minister for Planning and the Department seeking:

(1) An increase to the permitted commercial floor space as resolved by Council on 15 June 2021 in the existing B3 Commercial Core and shown in **Figure 1** via the preparation of a State Environmental Planning Policy ('**SEPP'**), and that the SEPP become effective at the same time as the CBP PP (Amendment 56), that is 14 October 2022.

(2) That the Department prepare a separate SEPP as shown in **Figure 2** for certain land zoned B4 Mixed Use and B3 Commercial Core (not covered by the SEPP referred to in (c)(1) above), to introduce additional floor space that allows for commercial uses consistent with Council's resolution of 15 June 2021, that is informed by a study prepared in consultation with Council and addresses the concerns raised by the Department in its 'Plan Finalisation Report' dated April 2022 when the CBD PP was finalised, and that this SEPP become effective by December 2022.

(3) That the Department provide advice on amendments to the exhibited Draft Parramatta CBD Development Control Plan to align with the proposed SEPPs above for Council's consideration.

(4) Confirmation from the Department that existing and any new Site Specific Planning Proposals ('**SSPPs**') may continue to be assessed by Council, after the preparation of the relevant SEPP, and note that this will necessitate an extension to the timeframe within the Gateway Determination for the St John's Planning Proposal.

(5) That Council be consulted on the draft SEPPs.

(6) That should any SEPP process described above result in an increase in permitted density for the Phillip Street block that:

a. The Parramatta CBD Local Contributions Plan endorsed by Council on 14 June 2022 and subsequently forwarded to the Department for consideration be amended to apply the following rates to the Phillip Street Block:

- Residential Accommodation or Mixed-Use Development where the total development cost is over $250,000 — 5%
- Other development where the total development cost is over $250,000 — 4%

- Any development where the total development cost is $250,000 or less — Nil.

b. The Minister be requested to ensure enabling changes required to the regulations, to enable the application of the higher rate proposed in the Parramatta CBD Contributions Plan, also reflect this change to the Plan.

North Parramatta

(d) **That** Council write to the Minister for Planning and the Department:

(1) Seeking funding for a Study for North Parramatta that incorporates urban design, heritage and economic analysis and additional temporary staff to manage the project (estimated at up to $500,000).

(2) Advising that Council will not commence the Study until confirmation of funding and in-kind support has been provided.

(3) Seeking advice on how Council manage any new SSPPs lodged for sites north of the river prior to completion of the Study and associated plan amendment.

EXCEPTIONS

(e) **Further, that** Council note that new SSPPs for sites within any part of the CBD that do not:

1 seek any increase in FSR, or
2 seek to amend other planning controls that are being considered in the SEPP process(es) described in (c) above

will be processed by Council (examples include proposals for minor changes in height with no increase in FSR or changes to parking rates or land reservation acquisitions).

The Amendment moved by Councillor Wearne and seconded by Councillor Garrard was put and declared LOST:

DIVISION A division was called, the result being:-

AYES: Councillors Garrard, Siviero, Valjak, Wang and Wearne

NOES: Councillors Bradley, Darley, Davis, Humphries, Maclean, Noack, Pandey and Prociv

Debate resumed on the Motion.
Note: During consideration of Item 13.7, the Lord Mayor vacated the Chair at 9:03pm. The Deputy Lord Mayor assumed the Chair. The Lord Mayor resumed the chair at 9:18pm.

Procedural Motion (Garrard/Siviero)

That the Motion be put.

The Motion moved by Councillor Prociv and seconded by Councillor Darley was put and declared CARRIED:

3891 RESOLVED (Prociv/Darley)

(a) **That** the matter be deferred for an urgent Councillor briefing with senior Department of Planning and Council Officers.

(b) **That** the letter from Mr Raimond to Mr Newman dated 3 May 2022 be made publicly available and included with the report.

(c) **Further, that** the matter be brought back to the next Council meeting.

DIVISION A division was called, the result being:-

AYES: Councillors Bradley, Darley, Davis, Humphries, Maclean, Noack, Pandey and Prociv

NOES: Councillors Garrard, Siviero, Valjak, Wang and Wearne

Note:
Councillor Garrard left the Chamber at 9:13pm and returned at 9:15pm during debate on the matter.

After retiring from the Chamber prior to consideration of Item 13.6/ 13.7 - Response to the finalisation of the Parramatta CBD Planning Proposal and changes made by the Department of Planning and Environment, Councillors Esber and Green did not return to the meeting.

14. NOTICES OF MOTION

14.1 SUBJECT Preservation of Publicly Owned Land at Wentworth Point for Open Space and Recreation

REFERENCE F2022/00105 - D08584912

FROM Councillor Paul Noack

3892 RESOLVED (Noack/Prociv)

(a) **That** Council approve an advocacy program to the NSW Government to convert that part of the Transport for NSW (TfNSW) site at Wentworth Point which is currently proposed to be redeveloped by TfNSW (with Landcom as the developer) ("**Site**") to public open space purposes.

(b) **That** Council write to the Minister for Transport, Local Member for Parramatta Geoff Lee, TFNSW, Local Member for Auburn Lynda Voltz and Landcom to:

a. Advocate for the Site to be converted to public open space; and

b. Seek meetings with the relevant Ministers, CEO of Landcom and Secretary of TfNSW.

(c) **Further, that** Council note that converting the TfNSW/Landcom development site east of the High School, currently planned for residential development, to public open space will provide health benefits to residents and the broader community, being that it will:

- Increase the area of public space through expanded access and availability of community and recreational areas in Wentworth Point.
- Enhance the peninsula's liveability through access to outdoor community sporting facilities and promote community interaction and healthy lifestyles in and around Wentworth Point.
- Provide a major increase in open space with direct access to the High School and proposed marina and waterfront activity at Wentworth Point.

Note:

1. **Questions were taken on notice by Council staff for this item.**
2. **Councillor Garrard left the Chamber at 9:37pm and returned at 9:41pm during debate on the matter.**
3. **Councillor Wearne left the meeting at 9:39pm and returned at 9:45pm during debate on the matter.**

15. QUESTIONS WITH NOTICE

15.1 SUBJECT Questions Taken on Notice - 27 June 2022 Council Meeting

REFERENCE F2022/00105 - D08588952

REPORT OF Governance Manager

QUESTIONS TAKEN ON NOTICE FROM THE COUNCIL MEETING OF 27 JUNE 2022

Item	Subject	Councillor	Question
8.4	Aboriginal Flag in the Parramatta CBD	Garrard	Do we have an indication as to when the building will be completed and the Australian flag will be back up?
13.7	Post-Exhibition: Endorsement of the Amended Community	Prociv	With relation to grasses in G.4., does grasses include playing fields?

	Strategic Plan 2018-38		
13.7	Post-Exhibition: Endorsement of the Amended Community Strategic Plan 2018-38	Prociv	Are the shrub layers height-related? Meaning, is there a height for shrubs, and anything above that counts as a tree?
13.7	Post-Exhibition: Endorsement of the Amended Community Strategic Plan 2018-38	Prociv	In "thriving", why don't we have universities and higher education providers as key partners? And then, for "innovative", is there a reason why TAFE and industry groups are not included as key partners?
13.7	Post-Exhibition: Endorsement of the Amended Community Strategic Plan 2018-38	Pandey	Do we have interim targets? If not, why not? And would we be able to put some interim targets in so that we can measure something in this term of Council? Can staff come back with a plan as to what can be done to include interim targets.
16.2	Write Off of Sundry Debtor Accounts – Bad Debts	Esber	*Question asked in closed session. See below note**
16.2	Write Off of Sundry Debtor Accounts – Bad Debts	Pandey	*Question asked in closed session. See below note**
16.2	Write Off of Sundry Debtor Accounts – Bad Debts	Prociv	*Question asked in closed session. See below note**

*Please note, for the questions taken on notice with regard to Item 16.2 – Write Off of Sundry Debtor Accounts – Bad Debts, as the questions were raised in closed session, responses to the questions will be provided to Councillors by the relevant ED separately.

BACKGROUND

1. Paragraph 9.23 of Council's Code of Meeting Practice states:

> *"Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council."*

STAFF RESPONSE

Item 8.4 – Aboriginal Flag in the Parramatta CBD

Question from Councillor Garrard

During discussion on the motion moved by Lord Mayor Davis, Councillor Garrard asked the following question:

> *Do we have an indication as to when the building will be completed and the Australian flag will be back up?*

Executive Director, Community Services Response

> The current target date for the completion of the Town Hall capital works is the 31st October 2023.

Item 13.7 – Post-Exhibition: Endorsement of the Amended Community Strategic Plan 2018-38

Question from Councillor Prociv

During discussion on the motion moved by herself, Councillor Prociv asked the following question:

> *With relation to grasses in G.4., does grasses include playing fields?*

Group Manager, City Strategy Response

> Yes, these are considered vegetation under the 2016 Office of Environment and Heritage dataset.
>
> Further detail on the methodology used in the creation of the dataset can be found here.
>
> Greater Sydney Region Urban Vegetation Cover to Modified Mesh Block 2016 | Dataset | SEED (nsw.gov.au)

Item 13.7 – Post-Exhibition: Endorsement of the Amended Community Strategic Plan 2018-38

Question from Councillor Prociv

During discussion on the motion moved by herself, Councillor Prociv asked the following question:

> *Are the shrub layers height-related? Meaning, is there a height for shrubs, and anything above that counts as a tree?*

Group Manager, City Strategy Response

> Yes, the 2016 Office of Environment and Heritage dataset identifies the percentage of vegetation coverage and includes a further breakdown based on the following vegetation height categories - grass (0 to 0.5m), shrub (0.5 to 3m), trees in

three height classes (3 to 10m, 10 to 15m, greater than 15m).

Item 13.7 – Post Exhibition: Endorsement of the Amended Community Strategyc Plan 2018-38

Question from Councillor Prociv

During discussion on the motion moved by herself, Councillor Prociv asked the following question:

> *In "thriving", why don't we have universities and higher education providers as key partners?*
>
> *And then, for "innovative", is there a reason why TAFE and industry groups are not included as key partners?*

Group Manager City Strategy Response

> As agreed in the Council meeting, higher education providers and TAFE will be added as key partners as part of the administrative/proofing adjustments prior to publication.

Item 13.7 – Post Exhibition: Endorsement of the Amended Community Strategic Plan 2018-38

Question from Councillor Pandey

During discussion on the motion moved by Councillor Prociv, Councillor Pandey asked the following question:

> *Do we have interim targets? If not, why not?*
>
> *And would we be able to put some interim targets in so that we can measure something in this term of Council?*
>
> *Can staff come back with a plan as to what can be done to include interim targets.*

Group Manager City Strategy Response

> Broadly the CSP does not contain interim targets as most of the indicators are trend based (i.e. "increase year on year") or fixed (e.g. "100% of actions on track").
>
> An interim target is included for the community emissions reduction target G.3 (50% by 2030, 70% by 2038).
>
> As part of the upcoming refresh of key Council strategies, more specific indicators will be identified for Council in the medium term to support the broader outcomes and indicators in the CSP. This may involve a combination of linear targets

calculated on the long-term target to assess progress, or more specific staged targets.

MATTER OF URGENCY

Councillor Humphries put forward the following to Council:

The matter is in relation to the recent flooding event in Parramatta. It is urgent as the incident occurred after the last meeting of Council, and after the deadlines for inclusion in the business paper for this Council meeting had closed.

It is important to take the time to congratulate the SES members for their contributions in these major flooding evens.

3893 RESOLVED (Humphries/Maclean)

That the matter be considered at this meeting due to the reasons outlined above.

The Lord Mayor ruled that the matter was of great urgency in accordance with clause 9.3 of Council's Code of Meeting Practice.

3894 RESOLVED (Humphries/Maclean)

(a) **That** the Lord Mayor write to the Unit Commissioner of the NSW State Emergency Services (SES), Mr Timothy Dykes, to congratulate him and his hardworking crew at the SES who supported the residents of Parramatta during the flooding and storm damage over the past week and worked diligently during this recent weather event.

(b) **Further, that** the Lord Mayor write to the State Government of NSW seeking their consideration in declaring the City of Parramatta Local Government Area as a natural disaster area.

Note:

1. **Councilor Pandey left the Chamber at 9:59pm and returned at 10:01pm during debate on the urgent matter.**
2. **Councillor Darley left the Chamber at 10:01pm and returned at 10:03pm during debate on the urgent matter.**
3. **Councillor Maclean left the Chamber at 10:03pm and returned at 10:05pm during debate on the urgent matter.**

Note: Prior to moving into Closed Session, the Lord Mayor invited members of the public gallery to make representations as to why any item had been included in Closed Session. No member of the gallery wished to make representations.

16. CLOSED SESSION

3895 RESOLVED (Maclean/Siviero)

That members of the press and public be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 10A(s) of the Local Government Act, 1993 as the items listed come within the following provisions:-

16.1 Sydney Metro West Western Tunnelling Package Interface Agreement. (D08468948) - *This report is confidential in accordance with section 10A (2) (g) of the Local Government Act 1993 as the report contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.*

16.2 Proposed Road Closure of Lane between Rawson Street and Beecroft Road, Epping. (D08561340) - *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.*

16.3 Update on WestInvest Business Case at Wentworth Point. (D08594268) - *This report is confidential in accordance with section 10A (2) (d) of the Local Government Act 1993 as the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret.*

16.1 SUBJECT Sydney Metro West Western Tunnelling Package Interface Agreement

REFERENCE F2022/01466 - D08468948

REPORT OF Sydney Metro West Project Interface Manager; Group Manager Infrastructure Planning & Design

3896 RESOLVED (Prociv/Pandey)

a) **That** Council enter into the Interface Agreement with Sydney Metro West in respect of Western Tunnelling Package (WTP) Scope provided at **Attachment 1**.

b) **That** the Lord Mayor and Chief Executive Officer be delegated authority to execute the Interface Agreement (**Attachment 1**) with Sydney Metro West in respect of the WTP Scope and that the Common Seal of Council be affixed to this Interface Agreement with Sydney Metro West as required.

c) **Further, that** Council delegate authority to the Chief Executive Officer to:

a. make any minor or non-policy amendments to the Interface Agreement and related documents; and

b. execute all necessary documents, ancillary agreements (including the form of any agreements attached to the Interface Agreement) and other land dealings identified in the Interface Agreement necessary to implement and manage Council's obligations under the WTP Scope.

Note: Questions were taken on notice by Council staff for this item.

16.2 SUBJECT Proposed Road Closure of Lane between Rawson Street and Beecroft Road, Epping

REFERENCE F2022/00105 - D08561340

REPORT OF Development Manager

3897 RESOLVED (Maclean/Noack)

(a) **That** Council permanently close a portion of lane between Rawson Street and Beecroft Road, Epping – labelled Lot 1 in Attachment 1, in accordance with Part 4 Division 3 of the Roads Act 1993.

(b) **That** Council classify the portion of land – labelled Lot 1 at Attachment 1, as Operational Land upon formal gazettal of the road closure.

(c) **That** Council officers commence commercial negotiations on the proposed sale of Lot 1 with Winton Lyon Group as the only adjoining owner.

(d) **That** a report be provided to Council after the road closure has been formalised to approve any proposed sale, including the sale price.

(e) **Further, that** authority be delegated to the Chief Executive Officer to sign all documents in relation to the road closure and its classification.

16.3 SUBJECT Update on WestInvest Business Case at Wentworth Point

REFERENCE F2022/00105 - D08594268

FROM Councillor Paul Noack

3898 RESOLVED (Noack/Siviero)

(a) **That** Council staff provide an update on the submission of a business case to the Westinvest Fund for Wentworth Point for the purposes of public open space.

(b) **That** Council approve an advocacy program to the NSW Government for the support of the above business case and use of Westinvest funds.

(c) **That** Council write to the Minister for Transport, Local Member for Parramatta Geoff Lee and Local Member for Auburn Lynda Voltz.

PROCEDURAL MOTION

3899 RESOLVED (Maclean/Darley)

That the meeting resume into Open Session.

17. REPORTS OF RESOLUTIONS PASSED IN CLOSED SESSION

The Executive Director Property and Place read out the resolutions for Items 16.1 to 16.3.

18. CONCLUSION OF MEETING

The meeting terminated at 10:23pm.

THIS PAGE AND THE PRECEDING 29 PAGES ARE THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON Monday, 11 July 2022 AND CONFIRMED ON Monday, 25 July 2022.

Chairperson

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER 13.2

SUBJECT Review of Council's Fees and Charges - Telecommunications Facilities

REFERENCE F2005/00020 - D08592653

REPORT OF Asset Manager

CSP THEME: THRIVING

WORKSHOP/BRIEFING DATE: Nil

PURPOSE:

The purpose of this report is to amend Council's Fees and Charges in relation to the operation of telecommunications facilities on Council land.

RECOMMENDATION

That Council's Fees and Charges for telecommunications facilities be amended to require a valuation to be undertaken, at the applicant's cost, on each occasion that a new agreement is entered into for the operation of a telecommunications facility on Council land.

BACKGROUND

1. Reference 4.6 of Council's Fees and Charges sets out the manner in which telecommunications providers are to be charged for operating various types of telecommunications facilities on Council land.

2. As indicated in Reference 4.6, in the event where there is no agreement as to the amount of the charge, an independent valuation of the site is undertaken, at the telecommunications provider's cost, and payment made on that basis.

3. When negotiating with telecommunications providers as to the operation of these facilities, Council officers have consistently found telecommunications providers do not agree with Council's Fees and Charges, noting they are not in keeping with the market rate for operating such facilities on Council land.

4. Upon receiving regular refusals from telecommunications providers to pay Council's Fees and Charges, Council officers have reverted to the second option prescribed, by arranging for independent valuations of telecommunications facilities to be undertaken, at the telecommunications providers' cost.

5. Council officers have since engaged a specialty telecommunications valuer to undertake a review of Council's Fees and Charges, in relation to the operation of telecommunications facilities on Council land.

6. Council's valuer determined the currently published Fees and Charges for telecommunications facilities are significantly above the market standard for such facilities, and recommended that Council either:

a. adopt a significantly reduced charge for each facility; or

b. amend the Fees and Charges such that Council would require an independent valuation to be undertaken, at the applicant's cost, on each occasion a new agreement for the operation of a telecommunications facility on Council land be sought to be entered into.

ISSUES/OPTIONS/CONSEQUENCES

7. Adopting a significantly reduced charge for each facility would lock Council into that charge. By contrast, adopting the requirement for an independent valuation would allow compensation to Council to be determined in keeping with the market, as at the time of valuation.

8. This position would also be in keeping with Council's fee/charge for leases and licences associated with the occupation of Council premises (land and/or building) (as per reference 4.75 of Council's Fees and Charges).

CONSULTATION & TIMING

Stakeholder Consultation

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

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

Councillor Consultation

10. 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

11. Pursuant to sections 377(1)(d)-(e) of the *Local Government Act 1993* (NSW), the making of a charge or fixing of a fee are non-delegable duties of the Council. Accordingly, Council officers have submitted this report to Council, for consideration, in accordance with the recommendation set out above.

FINANCIAL IMPLICATIONS FOR COUNCIL

12. If Council resolves to approve this report in accordance with the proposed resolution, there are no unbudgeted financial implications.

13. The table below summarises the financial impacts on the budget arising from approval of this report.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Revenue				
Internal Revenue				
External Revenue				
Total Revenue	Nil	Nil	Nil	Nil
Funding Source	Nil	Nil	Nil	Nil
Operating Result				
External Costs				
Internal Costs				
Depreciation				
Other				
Total Operating Result	Nil	Nil	Nil	Nil
Funding Source	Nil	Nil	Nil	Nil
CAPEX				
CAPEX	Nil	Nil	Nil	Nil
External				
Internal				
Other				
Total CAPEX	Nil	Nil	Nil	Nil

Daniel Kirkby-Jones
Asset Manager

Robert Ramsbottom
Group Manager Property Assets, Services and Securities

Ian Woodward
Group Manager Legal Services

Bryan Hynes
Executive Director Property & Place

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:
There are no attachments for this report.

REFERENCE MATERIAL

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER 13.3

SUBJECT Expression of Interest - Selection of Community Members - Access and First Nations Advisory Committees

REFERENCE F2022/00105 - D08596379

REPORT OF Community Capacity Building Officer

CSP THEME: ACCESSIBLE & FAIR

WORKSHOP/BRIEFING DATE: Nil

PURPOSE:

This report provides Council with recommendations for membership to the Access Advisory Committee and First Nations Advisory Committee for consideration by Council.

RECOMMENDATION

(a) **That** Council appoint the following persons to the Access Advisory Committees for the period of this Council term:

1 Jayne Boardman
2 Leone Clarke
3 Kanisha Diwakar
4 Scott Green
5 Timothy Hart
6 Mark Kunach
7 Emily Mahendran
8 Susan Thompson

(b) **That** Council appoint the following persons to the First Nations Advisory Committees for the period of this Council term:

1 Raelene Billedo
2 Jayne Christian
3 Marlene Corbett
4 Edwina Crawford
5 Luke Eldridge
6 Andrew Fernando
7 Ros Fogg
8 Bruce Gale
9 Julie Jones
10 Fetuuloa Lolesio
11 Cleonie Quayle
12 Isaac Roberts
13 John Robertson

(c) **That** Council note those marked as being on an eligibility list for the First Nations Advisory Committee in Paragraph 8 of this report will fill any vacancies that arise in the first six months, as per the Terms of Reference.

(d) **Further, that** Council extend its appreciation to unsuccessful applicants, thanking them for their interest in supporting the work of Council through membership of the relevant Committee.

BACKGROUND

1. Council established several Advisory Committees to provide advice, input and feedback to Council on specific issues or needs of Council and the City of Parramatta community that fall within the parameters of its authority. All such Committees have an advisory role only and do not have decision-making delegations from Council. A Committee may make a recommendation for action, which is referred to Council for consideration.

2. Council's Advisory Committees were dissolved along with Council for the 2021 Local Government Elections, with Committee Members needing to submit new Expressions of Interest if wishing to rejoin a re-established Committee.

3. Terms of Reference for the reformed and new Committees were established by Council at its meeting on 23 May 2022. This enabled Council to call for Expressions of Interest (EOI) from the community for membership of the Committees.

4. A combined promotion of EOIs for all Committees was conducted via Council's webpages, Lord Mayor's Column and a paid ad in local papers. In addition, each Committee also rolled out separate processes for advertising their EOIs, which are detailed in this report.

5. Expressions of Interest are assessed by selection panels for eligibility and suitability according to each Committee's Terms of Reference, to determine the recommendations to Council, which are also detailed in this report.

6. This report addresses the Expressions of Interest received for the Access Advisory Committee and the First Nations (formerly Aboriginal & Torres Strait Islander) Advisory Committee.

ISSUES/OPTIONS/CONSEQUENCES

Access Advisory Committee

7. The purpose of the Access Advisory Committee is to advise Council on the access needs of people with disability and access related issues and to provide advice, input and feedback on Council's business relating to people with disability and access related issue. The Committee should have a minimum of seven (7) and a maximum of twelve (12) Members.

8. To be eligible for membership, people must live, work, study or have a strong commitment to the City of Parramatta LGA, and meet one or more of the following criteria:

    - People with a disability;
    - People employed with a specialised non-profit or social enterprise disability service in the City of Parramatta LGA supporting people with shared experience of access barriers; and

- People with a demonstrated qualification, competency or knowledge of legislative requirements such as the Disability Discrimination Act 1992 and Australian Standards.

9. The Expressions of Interest submission period ran from 31 May to 30 June 2022. Promotion of the Expressions of Interest took place via:

    - direct communication with former Members and people who asked for Committee information over the past year, with a request to also share with their networks;

    - social media ads for three (3) weeks targeting people with disability and disability interest groups;

    - communications to people who were involved in consultations for the Disability Inclusion Action Plan renewal; and

    - direct communications to local groups and services who may work with or support people with disability.

10. To assess the applications received, a selection panel was formed with Council officers from three units across Council, with knowledge and experience in the work of the Committee and the topics it addresses.

11. Ten (10) Expressions of Interest in membership for this Committee were received. The Selection Panel determined that eight (8) applicants were eligible and suitable for membership. Six (6) of these applicants have previous experience as Members of the former Access Advisory Committee.

12. The Selection Panel noted the good quality of the EOIs received and determined the following applicants as eligible for membership, would contribute well to the work of the Committee, and recommends Council accepts as Members of the Committee:

    - Jayne Boardman – a new member who has strong professional and personal knowledge, having a mobility disability and experience in policy development for local government.

    - Leone Clarke – a past member who contributes great insights, particularly in relation to seniors with vision impairments.

    - Kanisha Diwakar – a new member who works in education and will provide insights as a young person with a disability.

    - Scott Green – a past member whose contributions have been highly valued as a young person with disability who faces barriers in accessible travel as a wheelchair user

    - Timothy Hart – a past member who contributes on both policy experience and lived experience, particularly regarding access barriers with printed information.

- Mark Kunach – a past member who adds not only their own lived experience, but draws on knowledge from a number of external networks.

- Emily Mahendran – a past member of the Committee who has professional experience as an access consultant and occupational therapist providing assistance to people experiencing access barriers.

- Susan Thompson – a past member who is able to share both her lived experience as a blind person and her professional experience as a worker with Vision Australia in Parramatta.

13. Two applications received were withdrawn by the applicants during the assessment process.

First Nations Advisory Committee

14. The purpose of the First Nations Advisory Committee is to advise Council on the needs and issues of First Nations people and to provide advice, input and feedback on Council's business, including the development of a new First Nations Strategy. The Committee should have a minimum of seven (7) and a maximum of thirteen (13) Members.

15. To be eligible for membership, people must be First Nations and live, work, study or have a strong connection to the City of Parramatta LGA.

16. The Expressions of Interest submission period for this Committee ran from 31 May to 30 June 2022. Promotion of the Expressions of Interest took place via:

    - direct communication with former Members, known members of the First Nations community or groups such as the Parramatta Koori Interagency, with a request to also share with networks;

    - social media ads and local publications and platforms for three (3) weeks targeting First Nations communities, people and organisations in Parramatta and Western Sydney.

17. To assess the Expressions of Interest, a selection panel was formed with Council officers from three units across Council, with knowledge and experience in the work of the Committee and the topics it addresses. The Community Capacity Building Officer (First Peoples Engagement and Strategy Officer) convened the assessment panel, but took no part in the assessment process in order to manage conflicts of interest.

18. Twenty-six (26) Expressions of Interest for membership of this Committee were received. The Selection Panel determined that twenty-four (24) applicants were eligible and suitable for assessment. Five (5) of these applicants have previous experience as Members of the former Aboriginal and Torres Strait Islander Advisory Committee.

19. Given the numbers received, the submitted applications were assessed against two scored criteria: connection to City of Parramatta and its communities; and the skills and capacity to contribute to the Committee.

20. Once scoring and ranking was complete, the assessment panel considered categories of diversity in order that the recommended Committee membership reflected a diverse composition, as per the Terms of Reference. These categories included whether the applicant was:
    a) an Elder;
    b) a member of the Dharug community;
    c) a young person;
    d) an individual who identifies as a woman or gender diverse;
    e) a past member of the Aboriginal and Torres Strait Islander Advisory Committee;
    f) a new voice on the Committee; or
    g) a resident of the City of Parramatta.

21. The quality of applications across the board was of a very strong quality. The Selection Panel determined the following applicants as eligible for membership, would contribute to the work of the Committee, and are recommended as Members of the Committee:

- Raelene Billedo – Dharug woman with skills in community consultation.
- Jayne Christian – experienced in legal frameworks and Burramattagal connections.
- Marlene Corbett – Dharug woman with long family connections to Parramatta and keen to contribute to the community.
- Edwina Crawford – a local resident and worker experienced in government policy.
- Luke Eldridge – a young resident who is gender diverse and visually impaired.
- Andrew Fernando – Elder, disability sector worker in the local area.
- Ros Fogg – Dharug, Board member of Muru Mittigar with strong connection to Harris Park.
- Bruce Gale – Dharug Elder with long relationship and commitment to Council's advisory committee.
- Julie Jones – Dharug Elder and knowledge holder.
- Fetuuloa Lolesio – local worker and young person, member of Parramatta Koori Interagency.
- Cleonie Quayle – Elder and artist, member of Stolen Generation.
- Isaac Roberts – a young person active in the LGBTIQA+ community

- John Robertson – Dharug, long relationship and commitment to Council's advisory committee.

22. The Selection panel also determined that four (4) applicants can form an eligibility list in the event that members resign or take a leave of absence from the Committee in the first six months, as per the Terms of Reference. These applicants are:

    - Raelene Talbot
    - Michele Scarcella
    - Doug Desjardines
    - Theresa Haines

23. The Selection panel determined that seven (7) applicants, while eligible, were not to be recommended at this time. These applicants are:

    1. Natalie Davis
    2. Trudy Healy
    3. Kerrie Kenton
    4. Shaylee Matthews
    5. Geoff Sellman
    6. M Sunflower Trad
    7. Joshua Wilson

24. The Selection panel determined that two (2) applicants did not meet eligibility criteria. These applicants have been contacted and understand and support the reasons for their ineligibility. These applicants are:

    1. Callum Mealey
    2. Milica Zec-Karan

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
31 May – 30 June (Access Advisory Committee)	Community	10 applications submitted over this period in response to call for EOIs. 2 withdrawn during assessment.	Selection Panel reviewed in the first week of July and formed recommendations to Council.	Community Capacity Building
31 May – 30 June (First Nations Advisory Committee)	Community	26 applications submitted over this period in response to call for EOIs.	Selection Panel reviewed 6 July and formed recommendations to Council.	Community Capacity Building

Councillor Consultation

26. 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

27. There are no legal implications for Council associated with this report. The call for Expressions of Interest and assessment of received applications followed the processes set out within the Terms of Reference of each Committee.

FINANCIAL IMPLICATIONS FOR COUNCIL

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

29. The table below summarises the financial impacts on the budget arising from approval of this report.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Revenue				
Internal Revenue				
External Revenue				
Total Revenue				
Funding Source	NIL	NIL	NIL	NIL
Operating Result				
External Costs				
Internal Costs				
Depreciation				
Other				
Total Operating Result	NIL	NIL	NIL	NIL
Funding Source				
CAPEX				
CAPEX				
External				
Internal				
Other				
Total CAPEX				

Tanya Owen
Community Capacity Building Officer

Rodrigo Gutierrez
Community Capacity Building Manager

David Moutou
Group Manager Social and Community Services

Jon Greig
Executive Director Community Services

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:

REFERENCE MATERIAL

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER 13.4

SUBJECT Expressions of Interest - Selection of community members for Active Transport Advisory Committee

REFERENCE F2022/00105 - D08604865

REPORT OF Project Officer Transport

CSP THEME: ACCESSIBLE

WORKSHOP/BRIEFING DATE: Nil

PURPOSE:

To report to Council the outcome of the process for seeking and assessing Expressions of Interest (EOI) for membership to Council's Active Transport Advisory Committee and to make recommendations for Committee membership to Council.

RECOMMENDATION

(a) **That** Council appoint the following people to the Active Transport Advisory Committee for the period of this Council term:

- Charlene Bordley
- Linda Gock
- Mark Green
- Angela Hansford
- Pam Kendrick
- Martin Lugod
- Paul MacDonald
- Muhammad Sukhera
- Catherine Unwin
- Andrew Watson
- Ian Weekes
- Matt Zahra

(b) **Further, that** Council thanks all applicants who submitted to join the Active Transport Advisory Committee.

BACKGROUND

1. The Active Transport Advisory Committee's purpose is to provide advice, input and feedback to Council on matters relating to walking and cycling in planning, design and behavioural change.

2. This Committee was established by Council at its meeting on 11 April 2022. The Committee's Terms of Reference were adopted by Council at its meeting on 23 May 2022. The terms of reference specify this Committee may comprise up to a maximum of 12 members.

3. Under the Terms of Membership, the following criteria for membership applies:

   a. Live, work, study or have a strong commitment to the City of Parramatta LGA; and

   b. be members of a Peak Body, User Group, or Club active within the City of Parramatta LGA.

ISSUES/OPTIONS/CONSEQUENCES

4. Invitation to membership of the Active Transport Advisory Committee was advertised from 30 May to 30 June 2022 on Council's website, Lord Mayor's column, a local newspaper advertisement in Parra News on 7 June 2022 and posting on Council's Facebook and Instagram accounts together with emails to former Cycleways Advisory Committee members, and BikeNorth and CamWest bicycle user groups. Fourteen (14) expressions of interest were received from the public.

5. Assessment was made by a panel of three (3) staff, one from each of the Traffic and Transport and Transport Planning teams in the City Planning and Design Directorate, and one from the City Strategy Unit. Each assessment panel member completed a conflict-of-interest declaration form, with none noting any conflict.

6. The assessment was made on each applicant meeting the specific membership criteria and scored on the completeness and quality of their response to the application question: "Please state your skills and capacity to contribute to the Committee".

7. The Selection Panel determined the following twelve applicants, in alphabetic order, were eligible for membership and would contribute to the work of the Committee. Three applicants were members of the former Cycleways Advisory Committee:

Candidate First Name	**Candidate Surname**	**Parramatta LGA Suburb of Residency/ Work/Study**	**Reason to Support Recommendation**
Charlene	Bordley	Parramatta	Takes initiative to encourage cycling by women
Linda	Gock	Epping	Organiser of recreational rides and sports group board member
Mark	Green	Wentworth Point	Member of various community groups
Angela	Hansford	Parramatta	Walker and member of "Parramatta Exploration Group"
Pam	Kendrick	Carlingford	Office bearer of a seniors cycling group
Martin	Lugod	Westmead	Interest in improving active transport in Westmead

Paul	MacDonald	Granville	President of Parramatta Cycling Club
Muhammad	Sukhera	Parramatta	Participant in Parramatta Park Run and other running events
Catherine	Unwin	Wentworth Point	Awareness of and advocate for those living with disabilities
Andrew	Watson	Constitution Hill	Transport and logistics educator
Ian	Weekes	Dundas Valley	Long term commute rider and cycling peak body member
Matt	Zahra	Winston Hills	Advocates walking for health and cycling for transport

8. The Selection Panel determined the following applicants, while eligible for Membership of the Committee, were considered less able to demonstrate capacity to contribute to the work of the Committee, as their response to the application question “Please state your skills and capacity to contribute to the Committee” lacked detail or mention of issues relating to walking and cycling. It is recommended they be placed on an eligibility list for any arising vacancies:

Candidate First Name	**Candidate Surname**	**Parramatta LGA Suburb of Residency/ Work/Study**
Carolyn	Seuberlich	Rydalmere
Lester	Pasley	Rydalmere

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	**Stakeholder**	**Stakeholder Comment**	**Council Officer Response**	**Responsibility**
30 May to 20 June 2022	Community	EOIs released and 14 responses received	EOIs reviewed and scored by assessment panel as per this report	City Planning and Design

Councilor Consultation

10. The following Councilor consultation has been undertaken in relation to this matter:

Date	**Councilor**	**Councilor Comment**	**Council Officer Response**	**Responsibility**
N/A	N/A	N/A	N/A	N/A

LEGAL IMPLICATIONS FOR COUNCIL

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

FINANCIAL IMPLICATIONS FOR COUNCIL

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

13. The table below summarises the financial impacts on the budget arising from approval of this report.

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

Michael Kolos
Project Officer Transport

Michael Jollon
Transport Planning Manager

Robert Cologna
Group Manager, Strategic Land Use Planning

Jennifer Concato
Executive Director City Planning and Design

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:
There are no attachments for this report.

REFERENCE MATERIAL

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER 13.5
SUBJECT Expression of Interest - Selection of Community Members for Environment Advisory Committee
REFERENCE F2022/00105 - D08591857
REPORT OF Project Team Leader

CSP THEME: GREEN

WORKSHOP/BRIEFING DATE: NIL

PURPOSE:

The purpose of this report is to seek Council approval for the community members for the Environment Advisory Committee.

RECOMMENDATION

(a) **That** Council appoint the following ten (10) community members to the Environment Advisory Committee for the period of this Council term: Adriana Genova, Alexi Gilchrist, Alexandria Moore, Annie Nielsen, Crystal Fleming, Julia Strykowski, Marina Gilmore, Mark Green, Melissa Brooks and Murray Sayle.

(b) **That** Council thank all unsuccessful applicants who expressed interest in joining the Environment Advisory Committee.

(c) **Further, that** Council note the terms of reference for the Environment Advisory Committee (adopted on 23 May 2022) provides the Lord Mayor of the day is the Chairperson of the Committee, and that the Lord Mayor may wish to delegate this role as appropriate.

BACKGROUND

1. At the Council Meeting held 11 April 2022, Council resolved to establish the Environment Advisory Committee (EAC). The Terms of Reference for this Committee were adopted at the 23 May 2022 Council Meeting.

2. The function of the EAC is to provide a trusted sounding board and independent advice, input and feedback to Council on environment and sustainability issues in the City of Parramatta Local Government Area, within the scope of Council's authority. The EAC will provide advice to Council on the implementation and monitoring of the Community Strategic Plan, the Environmental Sustainability Strategy and any key plans or actions that support environment sustainability and our natural environment. The Committee has no delegated authority and any action items arising out of the Committee will be reported to Council.

3. The Expression of Interest process (EOI) occurred over a four-week period, closing on 30 June 2022. EOIs were advertised widely through the community on social media, media article and the website, as well as some direct targeted messages to a range of environmental and sustainable individuals. Fifteen (15)

applications were received, with a significant number of very high-quality applicants. All EOIs were eligible under the criteria specified in the Terms of Reference.

4. Under the Terms of Reference, Council can appoint up to ten (10) community representatives through a registration of interest and selection process.

5. Applications were reviewed in accordance with the selection criteria outlined in the Terms of Reference:
   a. demonstrate skills and capacity to contribute to the Committee; and
   b. live, work, study or have a strong commitment to the City of Parramatta LGA; and
   c. have a specific interest in furthering the objectives of Council's Environmental Sustainability Strategy, and provide input on the development and review of Council policy on strategic environmental issues; and
   d. Skills and knowledge to actively support Council's consultation with and advocacy to the broader community on environment and sustainability related matters including the circular economy, preservation and management of bushland and waterways, mitigating, and adapting to our changing climate, biodiversity, carbon reduction, renewable energy, integrated water management, sustainable development, and sustainable transport; and
   e. Applicants' capacity to regularly attend committee meeting.

6. The shortlisted applicants and a short description of their background can be found below. A panel of three (3) staff from the City Strategy and City Assets & Environment directorates reviewed the EOIs and selected the members recommended in this report. The panel have all signed forms stating they have no declarations of interest.

7. It is ultimately the decision of Council to appoint members to the EAC. Under the Terms of Reference any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.

8. The recommended applicants are as follows:

   a. Adriana Genova
   Adriana is an experienced sustainability policy and strategy leader who has a work history in local government sustainability, energy efficiency and community resilience. Currently employed as Environmental Sustainability Coordinator, Hawkesbury City Council.

   b. Alexi Gilchrist
   Alexi is a lifelong local resident with strong experience in natural area conservation, local government environmental restoration and caring for Country principles. Currently employed as Environment Restoration Plan Program Leader, City of Liverpool Council.

c. Alexandria Moore
Alexandria is a global leader in resilience and disaster preparedness who combines her knowledge of political intricacies with localised action. Currently employed as National Lead: Resilience & Climate Change, WSP.

d. Annie Nielsen
Annie is a retired science teacher with strong community, convenor and board member experience in climate resilience and action, Bushcare, Nature Conservation Council and Reconciliation for Western Sydney.

e. Crystal Fleming
Crystal is a leader in climate resilience investment and is an active member on a range of working groups and organisations including Global Investor Coalition on Climate Change, Coalition of Climate Resilience Investment, Climate Measurement Standards Initiative, Resilient Sydney co-design workshops and CSIRO Climate Resilience Enterprises stakeholder reference group. Currently employed as General Manager, Investor Group on Climate Change.

f. Julia (Julz) Strykowski
Julz has a strong connection to Country and is currently studying Dharug Dalang (First nations language) of the Dhurag. She has been nominated as City of Parramatta's Sustainable Citizen of the year twice and recently featured as a Local Community Champion as part of World Environment Day 2022. Currently employed as Coordinator of Volunteers, Royal Botanical Gardens and Domain Trust.

g. Marina Gilmore
Marina has strong interest in the natural environment, bush regeneration, interpretation, active and passive play in open spaces and has over 10 years as committee member and convenor for Daranggara Corridors Bushcare and Bruce Cole Reserve Park. Currently employed as an Educator, YMCA.

h. Mark Green
Mark is a former deputy principal with a range of community leadership roles including Wentworth Point Action group, Marinas Community Association, and Resident Action Group. He advocates for environmental initiatives including ecological protection, coffee cup recycling, community gardens, water and power initiatives and community clean ups.

i. Melissa Brooks
Melissa has a strong volunteer history including administrator of Australia's largest inline community of parents and carers using cloth nappies (50,000 Facebook members), Bushcare, Greater Sydney Landcare and Sharewaste. She organises 10-30kg compost per week and is interested in water sensitive urban design, waste diversion and mitigating urban heat. Currently employed as Team Leader Business Support, Heritage NSW.

j. Murray Sayle
Murray has lived in Toongabbie since 1993 and is the former national vice president Motorcycling Australia. He has a personal passion for sustainability including documenting wildlife and pollution in Toongabbie Creek, Landcare volunteer, 32 solar panels, battery electric vehicle and gardening tools.

9. Councillor Bradley was resolved as a member of the EAC (23 May 2022) and the selection panel noted that his partner, Annie Neilsen, submitted an EOI. The selection panel assessed each EOI on face value, solely on the merits of the individual and the application they submitted, with no bias towards relationship status or any other factor.

10. It is noted the Terms of Reference for the EAC adopted at the 23 May 2022 Council Meeting provide the Lord Mayor of the day is the Chairperson of the Committee. The Lord Mayor may wish to delegate this role for this Committee and any other Committee where Councillors are members, as appropriate.

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
30 May-30 June	Community	EOIs released and 15 responses received	EOIs were assessed per paragraphs 5-7.	City Strategy

Councillor Consultation

12. 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

13. There are no Legal Implications associated with this report.

FINANCIAL IMPLICATIONS FOR COUNCIL

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

15. The table below summarises the financial impacts on the budget arising from approval of this report.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Revenue				
Internal Revenue				
External Revenue				
Total Revenue				
Funding Source	Nil	Nil	Nil	Nil
Operating Result				
External Costs				
Internal Costs				
Depreciation				
Other				
Total Operating Result	Nil	Nil	Nil	Nil
Funding Source				
CAPEX				
CAPEX				
External				
Internal				
Other				
Total CAPEX	Nil	Nil	Nil	Nil

Karen Jones
Project Team Leader

Luke Wolstencroft
Strategy Manager

Nicole Carnegie
Group Manager, City Strategy

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:

1 ⇩ Adopted Terms of Reference - Environment Advisory Committee 13 Pages

REFERENCE MATERIAL

CITY OF PARRAMATTA

Environment Advisory Committee
Terms of Reference

11 April 2022

1. Purpose of Environment Advisory Committee

General Purpose

1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

Specific Purpose of Environment Advisory Committee

1.2 To provide advice, input and feedback to Council on Environment and sustainability issues in the City of Parramatta local government area.

2. Roles and Responsibilities

General Roles and Responsibilities

2.1 The Environment Advisory Committee has no executive powers and will act in an advisory capacity only.

2.2 The Environment Advisory Committee has been established to provide feedback, input and advice to Council and is directly responsible and accountable to the CEO in undertaking its responsibilities.

2.3 The key responsibilities of the Environment Advisory Committee are:

a. To represent the views, interests and/or identified issues that affect the within the Parramatta local government area within the scope of Council's authority;

b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

2.4 The responsibilities of the Environment Advisory Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.

Specific Roles and Responsibilities of the Environment Advisory Committee

2.5 To provide advice to Council on the implementation and monitoring of the Community Strategic Plan, the Environment Sustainability Strategy and any key plans or actions that support Environment sustainability and our natural environment.

2.6 To provide input on the development and review of Council policy on strategic environmental issues.

2.7 To actively support Council's consultation with and advocacy to the broader community on environment and sustainability related matters including the circular economy, preservation and management of bushland and waterways, mitigating and adapting to our changing climate, biodiversity, carbon reduction, renewable energy, integrated water management, sustainable development and sustainable transport.

2.8 To assist Council in determining of priority activities to be undertaken and annual objectives.

2.9 To provide advice and/or recommendations to Council on matters referred to the Committee by the Council.

2.10 To establish working groups on an as required basis.

2.11 To provide advice on industry trends and emerging issues.

3. Membership

Duties of Appointed Members

3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the Environment Advisory Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.

3.2 To attend and participate in meetings of the Environment Advisory Committee (including any planning sessions and relevant training).

3.3 To work co-operatively with other members in achieving the aims of the Environment Advisory Committee.

3.4 To raise issues of concern within the scope and objective of the Environment Advisory Committee.

3.5 To positively and actively contribute ideas and suggestions relating to items on meeting agendas.

3.6 To participate in the discussion and to vote on outcomes of the Environment Advisory Committee.

3.7 To provide advice and recommendations to Council on items on meeting agendas.

3.8 To action and follow up tasks established by the Environment Advisory Committee and resolved by Council.

3.9 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the Environment Advisory Committee.

3.10 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.

3.11 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

Alternate Members

3.12 Alternate members may attend meetings of the Environment Advisory Committee in either capacity as an appointed or alternate member.

3.13 If an appointed member is unable to attend a meeting for any reason, then the alternate member is to be notified of their absence. If a member has not given notice of an absence and is not present, the alternate member assumes the role of member until such time the appointed member is present.

3.14 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc.) as an appointed member.

Member Attendance at Meetings

3.15 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor, in consultation with the Chair, will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the Environment Advisory Committee.

3.16 If a member is absent for three (3) consecutive meetings without an apology,

and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.

3.17 Members may elect to participate in a meeting by audio-visual means.

Member Leave of Absence

3.18 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the Environment Advisory Committee. All applications for leave of absence must be recorded in the minutes of the Environment Advisory Committee meeting.

Membership

3.19 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.

3.20 Membership of the Environment Advisory Committee is voluntary. Members are entitled to reimbursement for costs associated with travel to and from Environment Advisory Committee meetings, including public transport costs, parking fees and travel vouchers.

3.21 The term of membership coincides with the term of the Council or such other period as resolved by Council. At this time, all positions are declared vacant.

Specific Membership Criteria

3.22 The Environment Advisory Committee will comprise such members as are appointed by Council from time to time, including:

a. Three (3) Councillors appointed by the governing body;
b. One (1) Councillor alternate appointed by the governing body;
c. The Chief Executive Officer (or their delegate);
d. Up to 10 community representatives appointed by Council, through a registration of interest and selection process. whereby members meet the following criteria:
   - Demonstrate skills and capacity to contribute to the Committee or be an employee or member of an organisation whose primary function relates to sustainability; and
   - live, work, study or have a strong commitment to the City of Parramatta LGA.

Ex-Officio Members

3.23 All Councillors are ex-officio members of the Environment Advisory Committee.

3.24 Depending on the nature of issues raised, relevant Council staff and/or other stakeholders or guests will be invited to attend the meetings.

3.25 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.

3.26 Ex-officio members are non-voting positions.

Observers

3.27 Non-members of the Environment Advisory Committee are able to attend meetings with the permission of the Convenor and Chairperson of the Environment Advisory Committee.

3.28 Observers are able to participate in discussions to the extent as permitted by the Chairperson.

4. Chairperson/Deputy Chairperson

Duties of Chairperson/Deputy Chairperson

4.1 Duties of the Chairperson or Deputy Chairperson are to:

a. To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
c. To facilitate the discussion of items on the agenda in a timely manner;
d. To facilitate the moving of recommendations and voting by Committee members;
e. To ensure all Committee members have the opportunity to participate;
f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
g. To participate in Committee training as organised and offered by the City of Parramatta Council.

Election of Chairperson/Deputy Chairperson

4.2 The Lord Mayor of the day is the Chairperson of the Environment Advisory Committee.

4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Advisory Committee member on an annual basis, or for the term of the appointment to the Environment Advisory Committee.

4.4 The Environment Advisory Committee will vote annually to determine its Deputy Chairperson.

4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the Environment Advisory Committee will nominate a Chairperson for the meeting amongst those in attendance.

Absence of Chairperson/Deputy Chairperson

4.6 If the Chairperson and Deputy Chairperson are absent from a meeting, the Environment Advisory Committee will nominate a Chairperson amongst its members for that meeting.

Working groups

4.7 The Environment Advisory Committee may determine to establish working groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.

4.8 Working groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.

4.9 Working groups of the Environment Advisory Committee have no executive powers and will be established to provide advisory services only.

4.10 Working groups are directly responsible and accountable to the Environment Advisory Committee for all responsibilities.

Member Vacancies

4.11 Where a vacancy occurs:

a. Within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list if they are still interested and available to join the Environment Advisory Committee; or

b. After six (6) months from the appointment of members, and more than 12 months from the end of the Environment Advisory Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.

4.12 Vacancies will not normally be filled within the last 12 months of a Environment Advisory Committee term.

5. Meetings

Frequency of Meetings

5.1 The Environment Advisory Committee will meet bi-monthly or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

Location of Meetings

5.2 Meetings will be held in Council offices, council facilities, or on-site at Environment locations as required.

5.3 Provisions will be made for remote attendance at Environment Advisory Committee Meetings.

Urgent Business

5.4 The Environment Advisory Committee may be required to consider urgent business outside of the regular meeting cycle.

5.5 A special meeting of the Environment Advisory Committee may be called by the Chairperson following a reasonable request from a member of the Environment Advisory Committee, the Chief Executive Officer, or by resolution of the Council.

5.6 If a meeting is unable to be called, the business may be considered via alternate methods, including email.

Voting Membership

5.7 The 'voting membership' of the Environment Advisory Committee will be initially determined by the number of members appointed to the Environment Advisory Committee at the time of the formation of a new Committee, and thereafter:

a. increased by any additional members appointed to the Environment Advisory Committee (remaining within maximum membership); or
b. reduced by any resignations received from members (remaining within min membership); or
c. reduced by any lapsed member/s whose membership has been declared vacant.

5.8 For Committees where membership contains Council Officers, Council Officers are "non-voting" members. All other members are "voting" members.

Quorum

5.9 The quorum for Environment Advisory Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.

5.10 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the Environment Advisory Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the Environment Advisory Committee is held when a quorum is present.

5.11 Where there is no quorum, an Environment Advisory Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.

5.12 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).

5.13 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each Environment Advisory Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.

5.14 Members may participate in meetings by audio-visual means of communications.

Minutes of Meetings

5.15 The minutes of the Environment Advisory Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.

5.16 Minutes of the Environment Advisory Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.

5.17 Where the Environment Advisory Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

6. Other Roles

Role of the Committee Convenor

6.1 The Environment Advisory Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:

a. set the agenda with input from members and/or Council including allocation of time for agenda items;
b. attend each meeting;
c. ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
d. liaise between the Environment Advisory Committee and other officers within Council as determined by the Environment Advisory Committee's business;
e. finalise Environment Advisory Committee minutes;
f. prepare Council reports on specific actions / recommendations from the Environment Advisory Committee
g. act as moderator of meetings where the majority of participants attend via remote means.

Role of the Secretariat

6.2 Council's Governance Team provides secretariat support to the Environment Advisory Committee and is responsible to:

a. Set of meeting dates;
b. communicate meeting dates to members, staff and Councillors;
c. distribute the agenda to members, staff and Councillors at least seven (7) days prior to the meeting;
d. manage RSVPs to meetings;
e. arrange appropriate catering for the meeting;
f. prepare draft minutes;
g. finalise draft minutes within seven (7) days of the meeting;
h. provide draft minutes to the Environment Advisory Committee Convenor;
i. distribute minutes to members, staff and Councillors
j. facilitate reviews of the Terms of Reference as required.

7. Conflict of Interest

7.1 Environment Advisory Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.

7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.

7.3 If necessary, the member concerned should consider leaving the room while the matter is being discussed.

8. Confidentiality

8.1 Where Environment Advisory Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

8.2 With the exception of the Lord Mayor, Councillors who are members of the Environment Advisory Committee cannot speak to the media about Environment Advisory Committee matters. Media matters are required to go through the Lord Mayor and Council's media unit.

9. Council's Code of Conduct

9.1 All members must abide by Council's Code of Conduct at all times.

9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.

9.3 No member of an Environment Advisory Committee is able to make media or public comment on behalf of the Environment Advisory Committee or Council at any time.

10. Training

10.1 All members of the Environment Advisory Committee are required to attend an Induction Workshop.

10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

11. Environment Advisory Committee Representation / Attendance at Forums

11.1 From time to time, the Environment Advisory Committee may be approached to supply a representative to another Committee of Council. Where the Environment Advisory Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.

11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

12. Changes to Terms of Reference

12.1 The Terms of Reference of the Environment Advisory Committee are ratified by Council and any changes or additions to them must be approved by Council.

Community Membership Application Process

1.1 Following the Council election and Council determination of which Environment Advisory Committees are to be formed, Council will then implement an Expression of Interest process to recruit members for the Environment Advisory Committees and this will be publicised through the following channels for a minimum of two (2) weeks:

a. Council's dedicated webpage for Environment Advisory Committees (which is to include all relevant documentation, EOI forms, Council Officer contact details, etc);
b. Council's website homepage carousel;
c. Direct communications with former Environment Advisory Committee members;
d. Advertising in any available community newspaper reaching residents of the City of Parramatta Local Government Area;
e. Social media advertising;
f. Advertising across relevant community networks relevant to each Advisory Committee;
g. A message through the Lord Mayor's column;
h. Any other channel as deemed appropriate by the Environment Advisory Committee Convenor.

1.2 All applicants for membership must apply using the relevant Expression of Interest form that requires applicants to address the stated criteria for membership. Previous members are entitled to apply for membership using the Expression of Interest form. Committee membership may be subject to a criminal history check.

1.3 The Executive Director responsible for the Environment Advisory Committee will determine the Selection Panel comprising three (3) Council Officers to assess Expressions of Interest against the Terms of Reference and stated criteria of the Environment Advisory Committee.

1.4 In addition, access and equity principles will be applied in the selection of members and the composition of the Environment Advisory Committees will reflect a diversity of views and opinions, variations in length and quality of related experience, age and gender balance.

1.5 The Selection Panel will prepare a report on all applicants detailing:

a. any previous membership of City of Parramatta Environment Advisory Committee/s;
b. whether the applicants meet the selection criteria for the Environment Advisory Committee;
c. any additional considerations;
d. panel recommendations for applicants.

1.6 Membership applications are to be reported to Council for approval.

1.7 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.

Ends

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER 13.6

SUBJECT Expressions of Interest – Selection of community members for Heritage Advisory Committee

REFERENCE F2013/00235 - D08594900

REPORT OF Project Officer Land Use

CSP THEME: INNOVATIVE

WORKSHOP/BRIEFING DATE: Nil

PURPOSE:

The purpose of this report is to report to Council on the outcome of the process for seeking and assessing Expressions of Interest (EOI) for membership to Council's Heritage Advisory Committee and to make recommendations to Council for membership of the Committee.

RECOMMENDATION

(a) **That** Council appoint the following persons to the Heritage Advisory Committee for the period of this Council term:

- Jeff Allen
- Cheryl Bates
- Laurie Bennett
- Raelene Billedo
- Michele Grande
- Scott Hill
- Steve Kane
- Julie Jones
- Wei Li
- Stephanie Licciardo
- Suzette Meade
- Tim Owen
- Graham Shirley
- Terrence Smith

(b) **Further, that** Council thank all unsuccessful applicants who expressed interest in joining the Heritage Advisory Committee.

BACKGROUND

1. At the 11 April 2022 Council Meeting, Council resolved to establish the Heritage Advisory Committee (HAC). The Terms of Reference for the Committee were adopted at the 23 May 2022 Council Meeting (Minute No. 3790). This Committee contains up to fourteen (14) community members under the Terms of Reference.

2. The specific purpose of the HAC is to:

    - assist Council to develop policies and strategies in relation to the management of heritage in Parramatta within the parameters of Council's authority and responsibilities.

    - assist Council in the allocation of Heritage Assistance Grants.

    - advise Council on a range of heritage-related matters which are of interest to the Community.

ISSUES/OPTIONS/CONSEQUENCES

3. The period for seeking EOIs for membership of Council's Heritage advisory Committee extended from 31 May 2022 to 30 June 2022. EOIs were advertised widely through Council's webpages, Lord Mayor's column, a local newspaper advertisement in Parra News on 7 June 2022; and targeted messages to ex-members of Council's Heritage Advisory Committee and to several heritage groups. Seventeen (17) applications were received.

4. The Terms of Reference for the HAC provides the following selection criteria for the assessment of EOIs:

    - demonstrate skills and capacity to contribute to the Committee; and
    - live, work, study or have a strong commitment to the City of Parramatta LGA; and
    - be an employee or member of an organisation whose primary function relates to the preservation of heritage; and
    - must have a proven commitment, sensitivity, and understanding of issues relating to heritage issues in the City of Parramatta.

5. Under the Terms of Reference any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of twelve (12) months following any expression of interest process undertaken to appoint members. The eligibility list will expire twelve (12) months from the date Council appoints its members.

6. A Selection Panel of three staff across both the Strategic Land Use Planning and the Development and Traffic Services Groups within the City Planning and Design Directorate reviewed the EOIs. The Panel have all signed forms stating that they have no conflict of interest. After careful consideration the Panel made a recommendation for fourteen (14) new members on the basis of the selection criteria, including people's knowledge of and commitment to heritage issues and the need to obtain a diversity of community representation.

7. The recommended applicants, in alphabetical order are as follows, with a short introduction to them:

    - **Jeff Allen** - Jeff Allen is a resident of Carlingford and is President of the Parramatta District Historical Society. He is the endorsed nominee of the Society for membership of the HAC and represents the Society

on Parramatta Heritage Partners. He has had extensive experience and involvement with other heritage and community groups and has been a member of the HAC since mid-2016.

- **Cheryl Bates** - Cheryl Bates has been chairperson of the Parramatta Branch of the National Trust since 2018. She has had an active role in heritage advocacy in the last four years to promote Parramatta's heritage. She has been an ex-officio member of the HAC since 2020.

- **Laurie Bennett** - Laurie Bennett is a resident of Northmead and is on the executive of the North Parramatta Residents Action Group. He has been active in heritage and preservation issues over an extensive period. He is a former Councillor of Parramatta Council.

- **Raelene Billedo** - Raelene Billedo is a subcommittee member of the Dharug Strategic Management Group that manages the Blacktown Native Institution Site (State Heritage listed). She has extensive consultative experience and a good understanding of Aboriginal history and heritage of Parramatta.

- **Michele Grande** - Michele Grande has qualifications in architecture and heritage architecture with experience also in archaeology. In Parramatta, he has worked on heritage projects such as the Roxy Theatre and the Parramatta Town Hall. He currently works in Planning and Assessment for the City of Sydney as a heritage specialist.

- **Dr. Scott Hill** - Scott Hill is the Curator for Elizabeth Farm (Sydney Living Museums), Harris Park with qualifications in architecture (focusing on early colonial domestic architecture) and skills in heritage architecture and landscape matters. He was a member during the last term of the HAC.

- **Steve Kane** - Steve Kane is a resident of Parramatta with experience in renovating a heritage property. His heritage knowledge and commitment are derived from volunteering, ensuring sympathetic development and bringing local experiences and values to heritage and built environment discussions.

- **Julie Jones** - Julie Jones is Chairperson of the Dharug Strategic Management Group, that manages the Blacktown Native Institution Site and has sat on various council Aboriginal and Torres Strait Islander (ATSI) committees. She has worked extensively with Council on heritage interpretation and public art across Parramatta particularly in Parramatta Square and Phive including the new Keeping Place.

- **Wei Li** - Wei Li is a resident of North Rocks. As a first-generation female Chinese migrant she contributes to diversity and inclusion on the HAC and as chair of research ethics at an Australian university, contributes to the understanding of ethics and practices of heritage conservation. She was a member during the last term of the HAC.

- **Stephanie Licciardo** - Stephanie Licciardo is Heritage Manager for the Parramatta Park Trust. She has qualifications in architecture and archaeology and is a member of a number of professional institutes and bodies. She was a member during the last term of the HAC.

- **Suzette Meade** - Suzette Meade is a resident of Toongabbie and has been spokesperson for the North Parramatta Residents Action Group since 2015. She has been active in heritage advocacy for a range of projects, working with all levels of government, seeking better heritage outcomes for Parramatta. She is a previous member of the HAC.

- **Tim Owen** - Tim Owen is a heritage consultant, an associate of two universities, has qualifications in Aboriginal archaeology and skills in both Aboriginal heritage and historical archaeology. He has undertaken work in the Parramatta LGA for NSW Government (on projects such as the new Metro site, Parramatta Light Rail and Parramatta Park) and Council (i.e., Phillip Street).

- **Graham Shirley** - Graham Shirley is a resident of North Parramatta, is on the executive of the Royal Australian Historical Society and is also a member of other history associations. He has experience in the Australian audiovisual sector as an oral historian, an archival footage researcher, film archivist and historian and writer- director of historical documentaries. He is committed to historically researching and visually documenting changes to Parramatta's heritage.

- **Terrence Smith** - Terrence Smith is a resident of North Parramatta and was past President of the Friends of Wisteria Gardens. He established and curated the Cumberland Hospital Historical Collection and has advocated for the protection and preservation of the historic Cumberland Hospital precinct since 1982. He was on the previous term of the HAC.

8. In reviewing the EOIs received, the Selection Panel observed no EOIs were received from Epping and Eastwood, where there are various large heritage conservation areas and heritage listed properties. A former Epping HAC member has not sought reappointment and no EOIs were received from the Epping Civic Trust. Given the number of heritage properties impacted by Council's heritage policies in this area it would be ideal, but not essential, to have some representation on the Committee. Should Councillors wish to address this issue the appropriate action would be to resolve for a further EOI targeting Epping/ Eastwood stakeholders together with an increase to the number of members to 15 to accommodate an extra member from this area.

9. As provided by the Terms of Reference a further three (3) applicants detailed below would be included on a reserve list. They are the candidates that the Selection Panel considered least satisfied the selection criteria identified in paragraph 4 of this report:

    a. Mishant Bajpai is a resident of Wentworth Point.

b. Martine Craswell is the Principal Heritage Advisor for Sydney Living Museums.

c. Christine Rigby is a resident of Newington and HAC member since 2017.

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
31 May-30 June	Community, refer paragraph 3 for consultation	EOIs released and 17 responses received	EOIs were assessed per paragraphs 4-7 in this report.	City Planning and Design

Councillor Consultation

11. 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

12. There are no Legal Implications associated with this report.

FINANCIAL IMPLICATIONS FOR COUNCIL

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

14. The table below summarises the financial impacts on the budget arising from approval of this report.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Revenue				
Internal Revenue				
External Revenue				
Total Revenue				
Funding Source	Nil	Nil	Nil	Nil
Operating Result				
External Costs				
Internal Costs				
Depreciation				
Other				
Total Operating Result	Nil	Nil	Nil	Nil

Funding Source				
CAPEX				
CAPEX				
External				
Internal				
Other				
Total CAPEX	Nil	Nil	Nil	Nil

Paul Kennedy
Project Officer Land Use

Janelle Scully
Land Use Planning Team Leader

Robert Cologna
Group Manager, Strategic Land Use Planning

Jennifer Concato
Executive Director City Planning and Design

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:
There are no attachments for this report.

REFERENCE MATERIAL

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER 13.7
SUBJECT Disability Inclusion Action Plan (DIAP) 2022-2026
REFERENCE F2022/00105 - D08591607
REPORT OF Community Capacity Building Manager

CSP THEME: FAIR & ACCESSIBLE

WORKSHOP/BRIEFING DATE: Monday 4 July 2022

PURPOSE:

The purpose of this report is to provide Council with feedback received through public exhibition and to approve the Disability Inclusion Action Plan (DIAP) 2022-2026

RECOMMENDATION

(a) **That** Council note the feedback received during the public exhibition of the renewed draft Disability Inclusion Action Plan at **Attachment 1**.

(b) **That** Council approve the City of Parramatta's Disability Inclusion Action Plan 2022-2026 as per **Attachment 2** for implementation and promotion.

(c) **Further, that** Council thank all those who have taken part in workshops and provided feedback throughout the development of the renewed Plan.

BACKGROUND

1. The current Disability Inclusion Action Plan (DIAP) was introduced in 2017 in response to a legislative mandate of the *Disability Inclusion Act 2014* (NSW). It outlined the practical steps Council committed to take over the subsequent four years to create a more inclusive community for people with disability and how Council proposed to address the four key focus areas:

    - Developing positive community attitudes and behaviours
    - Creating liveable communities
    - Supporting access to meaningful employment; and
    - Improving access to services through better systems and processes.

2. At its conclusion in June 2021, Council was able to deliver on 92% of the actions contained within the DIAP, with 30% of actions completed entirely and 62% in progress and on schedule.

3. The NSW Government confirmed with all Council's that, given the impact of COVID19 and the delay of Council elections, all DIAPs would be extended and the requirement for a renewed plan would not be until July 2022.

4. At its meeting of 9 May 2022, Council approved the renewed draft DIAP to be placed on public exhibition. That report detailed a range of engagement activities that had happened with people with lived experience of disability, key stakeholders and the general community in the development of the renewed draft.

ISSUES/OPTIONS/CONSEQUENCES

5. Many of the actions in the previous DIAP related to activities that Council has committed to deliver over the long term. Many of these can now be described as business as usual (BAU). These are clearly reflected in the new DIAP ("Our Ongoing Commitments") in compliment with the new actions to provide a wholistic picture of what Council is doing to improve disability inclusion in our LGA going forward.

6. A Public Exhibition period of four weeks was conducted on the Draft DIAP from Tuesday 24 May to 21 June 2022. A number of engagement activities were undertaken during this time. These included online promotion and engagement consisting of:
    a. Media Release;
    b. Electronic Direct Mail (EDMs);
    c. Social media;
    d. CoP website landing page
    e. Participate Parramatta
    f. Public Exhibition information sent to all stakeholders who participated in the community consultation stage; former Access Advisory Committee Members; and distributed through Networks and Interagencies

7. Face to Face engagement opportunities were also offered and these included:
    a. Epping Family Fun Day (6 June) and Parramatta Farmer's Market pop-ups (8 & 15 June) - collected 18 submissions;
    b. A webinar, promoted to followers of the DIAP project - received 7 expressions of interest and 2 people attended the session;
    c. Calendar appointments was an option offered but not utilised by the community during this exhibition.

8. Key data from these activities during Public Exhibition include:
    a. Public Exhibition page on Participate Parramatta for City of Parramatta's draft Disability Inclusion Action Plan received 775 views;
    b. 50.9% of visitors were acquired through social media and 35.7% came directly to the site via a link;
    c. There was strong interest in the documents provided online with 240 document downloads overall;
    d. Three submissions were received via the online survey tool and four email submissions were received which served to reinforce actions identified in the draft DIAP.

9. Overall, public submissions were positive and reinforced actions such as:
    - Footpath safety
    - Ease of access and navigation around the CBD and LGA
    - Ramp access to premises (public and private)
    - Education about universal design

- Need to broaden awareness that well designed access helps everyone including parents of young children, older people, tourists, business deliveries
- Simplifying access to information and services

10. Submissions on the draft DIAP also expressed positive sentiment toward inclusive events, Council's green spaces and the light rail.

11. This information is reflected in Attachment 1 and supports the approach Council has presented in its renewed DIAP. The actual DIAP document has been updated with more detail on the outcomes measurement framework that will assist Council and the community to track the impact of Council's actions. The final document is presented in Attachment 2.

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
24 May to 21 June 2022	Public Exhibition of the Draft DIAP – general community	As per at Attachment 1.	As per points outlined in "Issues/Options/ Consequences" section	Community Capacity Building Team – Community Services Research & Engagement Team – City Engagement & Experience

Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
4 July 2022	Lord Mayor, Deputy Lord Mayor, Councillors Bradley, Darley, Esber, Humphries, Prociv, Siviero, Wang, Wearne	Councillors accepted the information provided to them on the results of the public exhibition	Councillor feedback is reflected in the final version of the DIAP 2022-26 presented at Attachment 2 for Council approval	Community Capacity Building Team – Community Services

LEGAL IMPLICATIONS FOR COUNCIL

14. Council has legal responsibilities related to access and inclusion under the *Commonwealth Discrimination Act 1992* and the NSW *Disability Inclusion Act 2014*, including a requirement by the NSW Government to have a new plan

endorsed by July 2022. The relevant Government Department was informed when our draft went on public exhibition and are satisfied with our current timeline for approval.

FINANCIAL IMPLICATIONS FOR COUNCIL

15. If Council resolves to approve this report in accordance with the proposed resolution, there are no unbudgeted financial implications for Council's budget, having been included in the recently endorsed Delivery Plan and Operational Plan.

16. The table below summarises the financial impacts on the budget arising from approval of this report.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Revenue				
Internal Revenue				
External Revenue				
Total Revenue	nil	nil	nil	nil
Funding Source				
Operating Result				
External Costs				
Internal Costs				
Depreciation				
Other				
Total Operating Result	nil	nil	nil	nil
Funding Source				
CAPEX				
CAPEX				
External				
Internal				
Other				
Total CAPEX				

Rodrigo Gutierrez
Community Capacity Building Manager

David Moutou
Group Manager Social and Community Services

Jon Greig
Executive Director Community Services

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:

1	Attachment 1 - Key Findings - Draft DIAP Public Exhibition - June 2022	20 Pages
2	Disability Inclusion Action Plan 2022-2026	64 Pages

REFERENCE MATERIAL

CITY OF PARRAMATTA

Draft Disability Inclusion Action Plan 2022 - 2026

Public Exhibition

June 2022

cityofparramatta.nsw.gov.au

CITY OF PARRAMATTA

Draft Disability Inclusion Action Plan 2022 - 2026

Public Exhibition

June 2022

cityofparramatta.nsw.gov.au

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1. INTRODUCTION 1
2. EXECUTIVE SUMMARY 2
3. ENGAGEMENT EVALUATION 3

1. INTRODUCTION

City of Parramatta Council invited the community to comment during Public Exhibition of the draft Disability Inclusion Action Plan (DIAP) 2022 – 2026 from Monday 23 May 2022 – Tuesday 21 June 2022.

The draft DIAP was the culmination of more than 12 months of engagement externally with the community and internally with Council staff, to evaluate and report on the actions from the previous DIAP and determine a direction for the new DIAP.

1.1. Background

All NSW Government Departments, some other government agencies and all Local Councils are required to develop a Disability Inclusion Action Plan (DIAP) under the Disability Inclusion Act 2014.

Each DIAP follows four key objectives:

- Creating liveable communities
- Developing positive community attitudes
- Supporting meaningful employment
- Improving access to services through better systems and processes

The City of Parramatta is due to have a new Council-endorsed plan in place by August 2022 that is informed by the relevant stakeholders and community members.

An Engagement Plan was developed with four phases:

	Engagement Level	Objectives
Phase 1	Inform Involve	Engaging community and stakeholders with lived experience in intensive focus group style activities (this Phase also included initial conversations with Council Staff)
Phase 2	Inform Consult	Consult with the broader community about their experiences, ideas, opportunities they see for the City of Parramatta
Phase 3 (internal)	Inform Involve	Involve City of Parramatta staff members in forming new actions and deliverables for the strategy
Phase 4	Inform Consult	Facilitate a formal exhibition of the draft Disability and Inclusion Action Plan informed by previous consultation

Phases 1 – 3 were completed in November 2021 leading to preparation of the draft DIAP document. Please refer to the draft DIAP Key Findings and Engagement Evaluation report (November 2021) for information about initial engagement activities.

Public Exhibition is the fourth and final phase of the Engagement Plan and the subject of this report.

2. EXECUTIVE SUMMARY

The public exhibition page on Participate Parramatta for City of Parramatta's draft Disability Inclusion Action Plan received **775 views** during the four-week consultation period (Monday 23 May 2022 – Tuesday 21 June 2022).

50.9% of visitors were acquired through social media and 35.7% came directly to the site via a link.

There was strong interest in the documents provided online.

Overall there were **240 document downloads**:

123 - Final draft DIAP PDF
21 – CoP DIAP 2017-2021 Action Plan
15 – Community Summary 2022-2026 (English)
31 – Easy English Summary accessible
10 – DIAP Stakeholder Update Feb 2022
26 – Community Summary 2-22-2026 (Translated versions)
8 – Word version of draft DIAP accessible
6 – Word version DIAP Stakeholder update accessible

Three (3) submissions were received via the online survey tool and four (4) email submissions were received by the project team which served to reinforce actions identified in the draft plan.

Other feedback was gathered during a webinar and through in-person engagement at the Farmers Market and Epping Family Fun Day included in this report.

Overall, public submissions were positive reinforcing actions such as:

- Footpath safety
- Ease of access and navigation around the CBD and LGA
- Ramp access to premises (public and private)
- Education about universal design
- Need to broaden awareness that well designed access helps everyone including parents of young children, older people, tourists, business deliveries
- Simplifying access to information and services

Submissions on the draft DIAP also expressed positive sentiment toward inclusive events, Council's green spaces and the light rail.

A description of the resources developed, engagement methods and performance metrics follow.

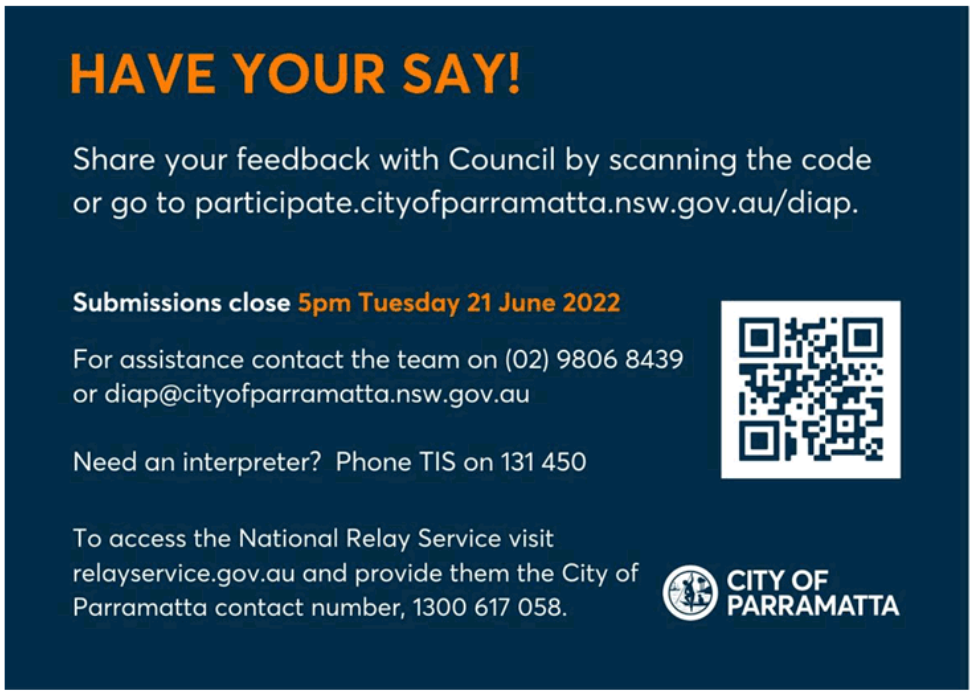
3. ENGAGEMENT EVALUATION

Several methods were used to promote awareness and engagement throughout the LGA. The engagement was promoted for four weeks from Monday 23 May till Tuesday 21 June.

Overall, the opportunity to share feedback was presented on 68,294 occasions, culminating in 775 views of the project page; 240 document downloads and 27 submissions (survey, email, verbal).

3.1. Resources

- Postcard with QR code inviting residents to make a submission
- Posters with QR code for display in Council's libraries, contact centre and distribution to stakeholders
- Parra News advert
- City of Parramatta website banner
- City of Parramatta website landing page
- Media release
- Designed draft document (full version)
- Community summaries (English, Chinese, Hindi, Korean, Arabic)
- Easy English summary
- Participate Parramatta project page



3.2. Accessibility

To support a wide range of needs and preferences, the project team ensured there were verbal methods as well as in-person opportunities to contribute.

1. Verbal submission uploads
2. Calendly appointments
3. Webinar (online – in person)
4. Farmers market pop ups x 2
5. Epping Family Fun Day attendance

The face-to-face engagement was made possible thanks to the lifting of COVID-19 public health orders.

- The pop-ups collected 18 submissions.
- The webinar, promoted to followers of the DIAP project, received 7 expressions of interest and 2 people attended the session.
- Calendar appointments was not utilised by the community during this exhibition.

3.3. Media

A media release was published on Council's website on Tuesday 31 May, 2022. Link: https://www.cityofparramatta.nsw.gov.au/about-parramatta/news/media-release/parramattas-plan-to-improve-accessibility-nears-finalisation

3.4. Electronic Direct Mail

The project team leveraged various Council newsletters subscriptions and reached out to previous participants and organisations from Phase 1.

Channel	Subscribers	Date	Open rate
Participate Parramatta Newsletter May 2022	10661	25/05	45.6%
Community Connective	1600*	06/06	n/a
ePulse June 2022	22118	14/06	50.9%
Phase 1 Participants & Subscribers	102	31/05 & 14/06	45.3%

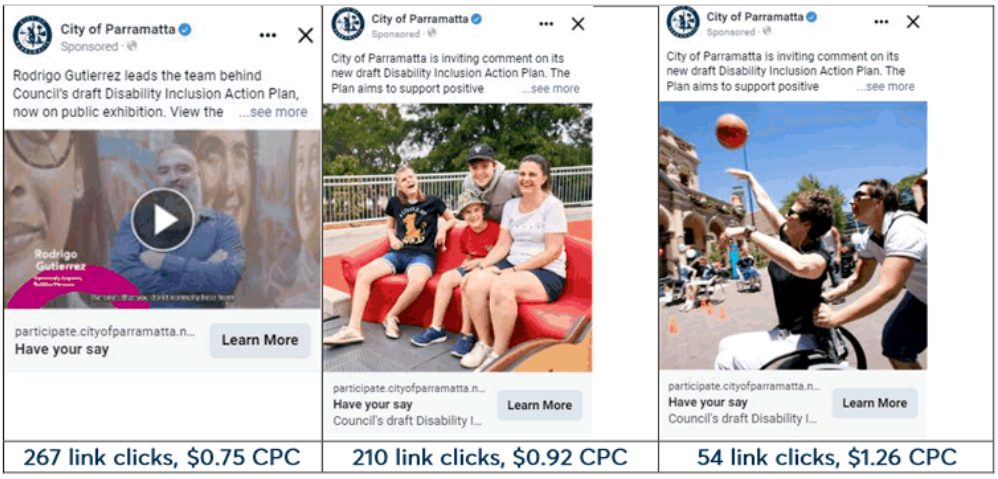
3.5. Social Media

Paid campaign results:

Paid advertising	Result	Benchmark
Spend	$497.53	n/a
Reach	27,640	n/a
Impressions	60,114	n/a
Frequency (no. times seen)	2.17	2-3
Link clicks	565	n/a
CPC (cost per click)	$0.88	$0.50-$1
CTR (click through rate)	0.93%	More than 1%
Post engagements	3431	n/a
Engagement rate (ER)	5.70%	More than 2%
Organic (Participate)	**Result**	**Benchmark**
Reach	1812	n/a
Post engagements	15	n/a

- Overall, the draft DIAP social media campaign performed well in some respects and less well in others.
- High engagement indicates the content resonated with the audience however lower than average CTR indicates the content didn't entice the community to click through to the website to learn more.
- A recommendation for future campaigns would be to leverage video content from the beginning of the campaign to provide more opportunity for clicks to the website and maximise the use of budget.

Top performing ads:



267 link clicks, $0.75 CPC	210 link clicks, $0.92 CPC	54 link clicks, $1.26 CPC

3.6. City of Parramatta website

The DIAP Exhibition banner on Council's homepage received 32 clicks. The page on Council's website received 187 views.

3.7. Participate Parramatta

Public Exhibition of the **draft DIAP public exhibition** concluded on Tuesday 21 June 2022 at 5pm.

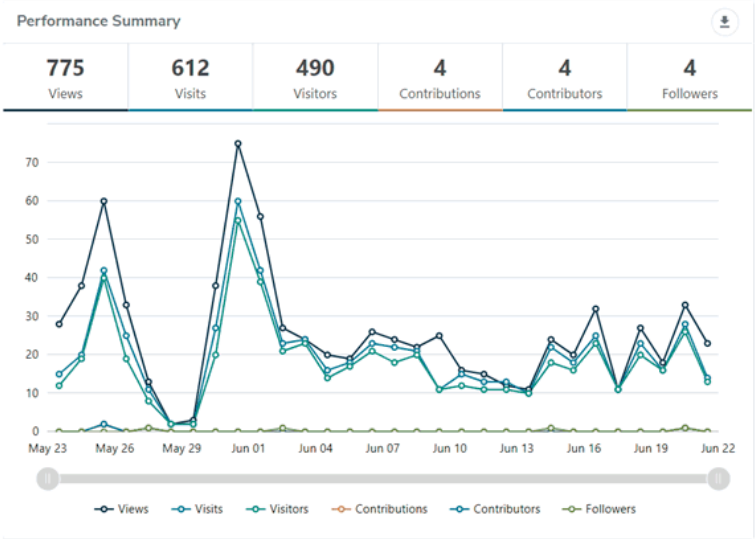
During exhibition the page received **775 views** from 490 unique visitors. Fifty one percent (50.9%) were acquired through social media and 35.7% came directly to the site via a link.

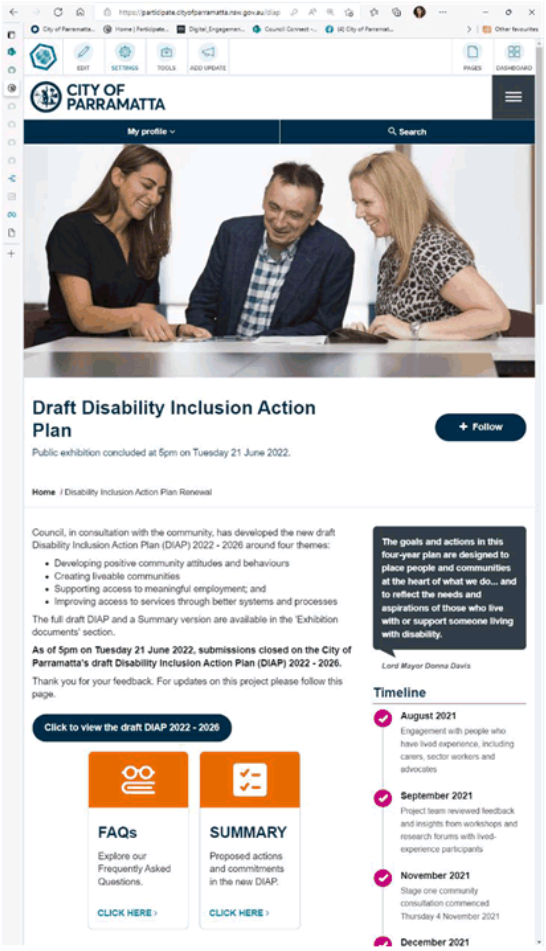
The visits resulted in **240 document downloads** and **3 submissions** using the online survey tool.

Project Page Events	Gather	Exhibition
Views	1,202	775
Visitors	816	490
Contributions	22	3
Contributors	14	3

Downloads:

123 - Final draft DIAP PDF
21 – CoP DIAP 2017-2021 Action Plan
15 – Community Summary 2022-2026 (Eng)
12 – Easy English Summary 2022-2026_FINAL accessible
10 – DIAP Stakeholder Update Feb 2022
10 – Accessible PDF of Easy English DIAP accessible
9 – Easy English Summary v2 accessible
9 – Community Summary - Chinese
8 – Word version of draft DIAP accessible
7 – Community Summary Korean
6 – Word version DIAP Stakeholder update accessible
5 – Community Summary – Hindi
5 – Community Summary - Arabic





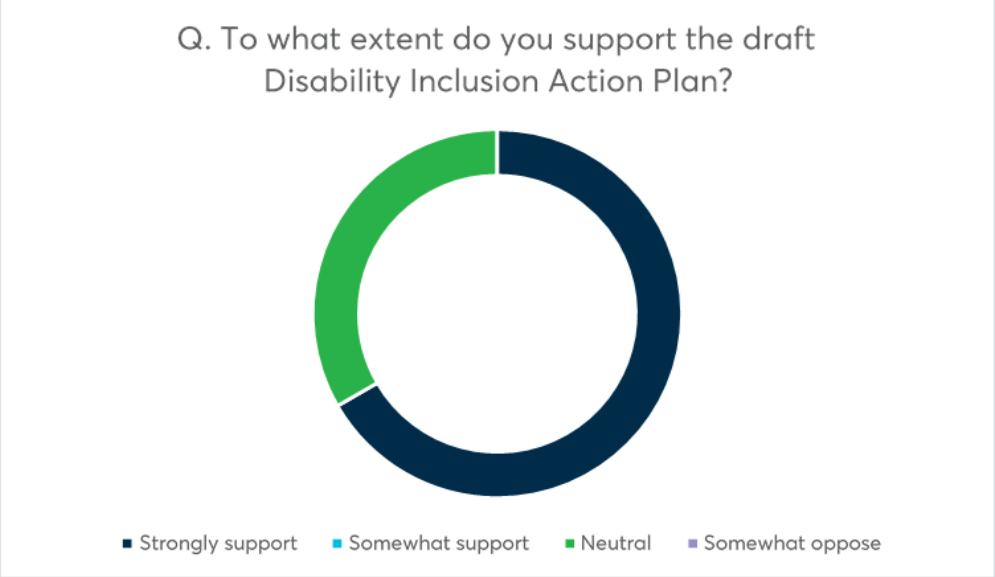
Link to Participate Parramatta page: https://participate.cityofparramatta.nsw.gov.au/diap

4. KEY FINDINGS

4.1. Survey responses

There were three (3) online submissions made by community members during the exhibition period. The feedback was as follows:

Q. To what extent do you support the draft Disability Inclusion Action Plan?



Q. To what extend do you support the draft Disability Inclusion Action Plan? (Required)		
Strongly support	66.66%	2
Somewhat support	0	0
Neutral	33.33%	1
Somewhat oppose	0	0
Strongly oppose	0	0

Q. What aspects of the Draft Disability Inclusion Action Plan do you like? (Optional)

Response
That all members of the community are valid and respected and included the [ends]
The recommendations around footpath widening.

Q. Would you like to provide feedback on any of the individual actions? (Required)

Response	
Yes	1
No	2
Comment (Yes response) Please ensure that parks have suitable access for wheelchairs and also disabled toilets are a changing place style toilet with hoists and change tables. I have lost count the amount of times that I have had to change my child on the floor.	

Q. Are you happy with your access to the information provided for this exhibition? Would you like to make a comment or suggestion?

Response
Yes happy
The statement is detailed and in many place could be expressed in simpler terms.

End of survey responses.

4.2. Email responses

There were four (4) email submissions. Please read full email submissions in the Appendix.

Email 1. Received 24/06/2022
Subject: Access from Sorrell Street to the foreshore "At the moment the path down to the foreshore from the end of Sorrell Street is very very steep. There are many apartments on this road and thus too many people residing on this stretch on Sorrell Street. Many of these people might find it difficult to get down with a pram or a wheelchair." [Name & Phone number supplied]
Email 2. Received 01/06/2021
Subject: Ramps into premises and employment for people with special needs "Ramps everywhere. Many places people cannot get into including Docs and chemists. Not just wheelchairs, but vision, older people, ladies with strollers etc." [Name & Address supplied]
Email 3 Received 21/06/2022
Subject: Quick wins, footpaths, public transport "Council could consider small things that could be quickly and cheaply done to make the everyday lives of disabled and older people easier to navigate our footpaths, public spaces

and public transport. These simple things need to be repeated the same every time a piece of infrastructure is installed, repaired or replaced."
Email 4. Received 20/06/2022
Subject: Education "Education and promotion to council staff, residents and businesses is essential for understanding that addressing inclusion for people with disabilities makes life better for everyone. People such as pushing trollies delivering large items, travellers with suit cases walking to the rail station, prams and shopping trolleys and people who have sensory and mobility issues." {Name and email supplied]

4.3. Farmers markets and Epping Family Fun Day engagement

The engagement pop-ups conducted on 05/06/2022 at the Epping Family Fun Day and Wednesday 08 and 15 June at the Parramatta Farmers Market involved collecting public comments on post it notes and engaging in conversations about a wide range of issues. The goal was to raise the public profile of the exhibition and speak with community away from online channels.

Response
More social groups which are inclusive in LGA
More accessible public toilets
Fix the footpaths
Access for everyone. Make it simple.
Events having a variety for everyone
Make infrastructure accessible to everyone! (please) ☹
More infrastructure around the light rail which is accessible
Services/transport for people who don't have cars
More green spaces please
Upkeep of our heritage buildings
More affordability around parking
Make sure people can walk/access all parts of the city safely
Live info for people on mobility scooters about roadworks
10 Employment access 20 OT/Therapies in Westmead full overcrowded. More central CBD please. 3. Proving disability is too hard.
More normal people in images used by Council
Increase the market days
Improve footpaths
Need the construction to be finished so that spaces can be opened

[End of pop-up contributions]

4.4. Webinar

Two people (out of seven registered) attended the webinar. Following are key comments collected during the discussion. They cover:

- Council's role as an example to private sector re best practice
- Council's role as advocate for accessibility with developers
- The impact and application of universal design principles
- Awareness and education re universal design and disability inclusion
- Support for wayfinding
- Need for training staff and trickling down of knowledge

Please contact the DIAP Project Officer access to the full transcript.

Response
0:25:51.350 --> 0:26:20.230 Participant The business sector of the City of Parramatta, the large organizations and smaller businesses. Do you see that as part of Council role for media access and employment and feedback from businesses of about partnerships and how they can be involved and making the city and the suburbs better for people with range of disabilities?
0:27:2.250 --> 0:27:18.930 Council representative Yes, you are quite right. In the first plan we had a we produced a access guideline for businesses about how they could make their business more accessible to their customers and they were distributed and are still available on Council's website.
0:29:30.920 --> 0:29:35.730 Participant Yep. And also a big tick for the wayfinding. 0:29:36.860 --> 0:29:45.570 Participant And that'll greatly improve things in the CBD and also the the end of the light rail works will help a lot as well.
0:31:34.600 --> 0:31:56.420 Jayne I was just wondering and you've moved forward a lot since I was there when the first plan was developed, you've achieved so much. That's fantastic. I was wondering in terms of universal design that there's a lot of pushback to that because developers and builders find it hard to understand and think it's very costly.... 0:32:45.740 --> 0:32:56.800 Jayne And ask people to actually follow those principles. So I was just wondering if there's any strategies that you have in place to help that develop and move forward.
0:35:19.280 --> 0:35:49.460 Council representative A significantly on universal design and part of our role is around kind of setting the standard and and role modelling. What you know, what kind of truly accessible places look like. So so it's you know it's kind of multiple things that I think we can do is as a Council to to kind of influence and advocate for

that within the private sector and ongoing challenge. You know it's something that I think yeah it's something that I think that we need to be focused on.
0:36:18.420 --> 0:36:48.720 Participant That's excellent. That's great. It's I know that it's really difficult to retrofit when something goes wrong. One of my beefs, I come into Parramatta quite a lot and I've got a mobility disability. So I sometimes use mobility scooter and I always use walking stick now and that merrison building restaurants underneath. It's really hard to access. You have to go through a bar with a mobility scooter or a pram because. 0:36:48.820 --> 0:36:52.740 Participant You can't get up the stairs. The lift from the car park wherever.
0:40:7.880 --> 0:40:31.320 Partcipant Individual training, particularly to people who have no understanding about disability, they just haven't had the opportunity to have lived experience and people that you do talk to it just find it really hard to understand why it would be difficult. So I think it's one of the challenges is to get that information to trickle down. This will everybody.

5. APPENDIX

5.1. Full submissions received by email

Email 1. Received 24/06/2022
Hi, I wanted to check if the council has any plans to improve access from the end of Sorrell Street to Parramatta River foreshore. At the moment the path down to the foreshore from the end of Sorrell Street is very very steep. There are many apartments on this road and thus too many people residing on this stretch on Sorrell street. Many of these people might find it difficult to get down with a pram or a wheelchair. Other than this path, there is nothing in close proximity that serves as an alternative. I myself use this path at times. Pushing a pram up or down is very risky. With better access, more people can enjoy a stroll to the beautiful foreshore. [Name & Phone number supplied]
Email 2. Received 01/06/2021
Hi Council, Name is XXX, Used to work with people with special needs for many years One suggestion is Ramps everywhere. Many places people cannot get into including Docs and chemists. Not just wheelchairs, but vision, older people, ladies with strollers etc Should be standard building procedure More jobs for people with special needs. Last night WW are training school students for work. Excellent More inclusion with everything Thanks [Name & Address supplied]
Email 3. Received 21/06/2022
Dear Parramatta Council,

Could the council please consider the attached PDF to be included in the Parramatta Disability Inclusion Action Plan?

Yours in Safety,
[Name & Email supplied]

FULL SCRIPT:

Disability Inclusion Action Plan - 2022-2026
Parramatta Council could consider small things that could be quickly and cheaply done to make
the everyday lives of disabled and older people easier to navigate our footpaths, public spaces
and public transport. These simple things need to be repeated the same every time a piece of infrastructure is installed, repaired or replaced.
Cities like Oslo in Norway have reduced their pedestrian fatalities to zero and made navigating the
city for their disabled population safer and more accessible by following similar things below:
Footpaths:
- Footpaths need to be clear of objects like stems and poles to allow easy access.
- Wherever possible, reduce signs, move remaining signs onto existing infrastructure or buildings
and place them away from the road if the footpath is next to the kerb.
- Working with other councils to design a pamphlet to show footpath envelope clearances that
can be mailed to households with overgrown vegetation blocking footpaths.
- Identify noxious weeds like Privet, Africa Olive, Camphor laurel and Lantana that are creating
trip hazards and overgrowing footpaths, and remove them by poisoning around the sap line of
the stump.
Footpath Ramps:
- Wherever possible, install ramps wider than the minimum 1.2m width so that disabled pedestrians do not feel that they have to wait for a non-disabled pedestrian to use the ramp. The 1.2m minimum is required if an object like a building is close to a road and does not allow a
wider ramp to be built.
- The ramp should be 3.6m wide at traffic signals as per TfNSW's R0300-11 kerb ramp standards.
- The wing of the ramp at traffic signals should start at the pedestrian push button to allow the
visually impaired and people in wheelchairs or elderly using walking frames easy access to the
button and not need to step off the kerb but use the ramp without needing to readjust their position.
- At all zebra pedestrian crossings, the ramp should be 3.6m wide as per TfNSW's R0300-11.
- At raised zebra pedestrian crossings, the footpath should be level with the raised crossing with

a grill or drain installed over the gutter so visually impaired pedestrians do not walk in the water.
Bus Stops:
- When upgrading bus stops, ensure the kerb height is 210-230mm (8-9 inches) to allow elderly
and less abled passengers easier access. Under the Australian Disability Standards, the minimum height of an existing kerb before it must be jackhammered up and replaced with a higher kerb is 150mm (6 inches). Other councils around Australia and the world are jackhammering up all kerbs at bus stops with a height of 150mm and replacing them with higher kerbs to make buses more accessible for less abled people.
- The bus stop 2118104 Jenkins Rd before James St Carlingford recently replaced the curb, creating a trip hazard for disabled passengers getting off the bus due to the kerb being reduced
to less than 150mm from the original 210mm.
- A large level pad around the bus stop flag should be installed to allow people in wheelchairs to
board that bus and read the timetable safely.
- Bus stops should be moved to safer locations like after intersections to allow buses to pull into
the stop close to the kerb to enable elderly and disabled passengers to exit the rear door safely.
- Wherever possible, as many objects should be removed from the bus zone area to allow buses
to swing into the stop to enable elderly and disabled passengers to board safely.
- Brand new bus shelters should not have stairs between the shelter and the bus.
- Bus stop seats should be back on the boundary facing the road so that elderly and less able passengers can see the approaching bus and children cannot lean against them close to the road.
- The seat should face the road and be back away from the road, preferably on the property boundary, so that passengers can see the bus coming and be able to see and signal the bus.
Pedestrian Crossings:
- Pedestrian crossings must have a clear line of sight so that pedestrians and drivers can see each other.
- All trees and shrubs around crossings should be removed or be extremely low so that drivers can see visually impaired pedestrians, including children, in time to stop safely.
- Signage at pedestrian crossings should be simplified as per Australian Standards with only two
R3-1 signs in both directions and, if at a raised crossing, a single 25km/h sign under the left R3-1 sign. The nearest edge of all signs placed next to the road should be more than 600mm away from the vertical edge of the kerb, so not to be damaged by trucks.
- If zig-zag marking or advanced signage is required, the pedestrian crossing location should be
reviewed as zig-zag markings must not be installed at new crossings.
- Many brand new crossings around the Parramatta council do not meet the minimum Australian
Standards by having wrong signage instead of two R3-1 signs in each direction. In Oslo, all pedestrian crossings have only two crossing signs in each direction with a clear line of sight so

drivers can see visually impaired pedestrians crossing the road.
Traffic Signals:
- Ask TfNSW to, wherever possible, program pedestrian crossings to be 'Green for Walk' so pedestrians do not need to press the button. Due to Covid-19 and people being distracted, many pedestrians no longer push the button when they arrive at a crossing, meaning that all other pedestrians, including less-able people, cannot cross.
- Green for walk is different to 'Auto Introduction', whereas if nobody presses a button and no vehicles are on any other loops, the lights do not continually change. This in no way will slow down vehicles but will improve vehicle flow.
- Ask TfNSW to install Pedestrian Countdown Timers at crossings without vehicle conflict to allow pedestrians, especially disabled people, to know how long before the vehicles start to come through the crossing. Currently, disabled and elderly pedestrians that take a little longer
to cross the road get anxious nearing the other side even though plenty of time still exists to finish crossing. Outside Westfields Parramatta between the train station was supposed to have
a PCT installed many years ago but still has not.
- Program traffic signals to rest on a pedestrian green man in high pedestrian areas, prioritising
people walking.
TGSI:
Ramps:
- TGSI's should be only installed by certified installers who know what they are doing. Many installations direct the visually impaired pedestrian into the middle of the road instead of safely
to the ramp on the other side of the road.
- At ramps with the correct wings and angles as per TfNSW R0300-11, TGSI should not be installed unless other issues exist.
- At ramps that do not meet these standards, TGSI's should be installed 300mm away from the
edge of the road perpendicular to the direction of travel.
- Install TGSI pavers instead of drilling into pavers/concrete and glueing TGSI buttons to the ground so that they do not perish in the sunlight or dislodge, lasting longer.
- Brand new TGSI has recently been removed and re-installed at the intersection of Carlingford
Rd and Ray Rd Epping and placed in the middle of the footpath directing visually impaired pedestrians into the middle of the intersection. The new ramps meet the disability standards, so
the TGSI's are unnecessary, and the original location of the TGSI was correct. The location of the tiles in the middle of the footpath indicates to a pedestrian using a cane that a hazard exists
on the footpath.
Navigating Busy Areas
- When new footpaths are installed in high pedestrian areas, consider installing guidance TGSI
tiles in the middle of the footpath so that visually impaired pedestrians using a cane do not need to try and navigate around outdoor seating for restaurants and other objects.
Parking / Drop off

- Consider looking at changing sections of 'No Stopping' zones to 'No Parking' zones where it is
safe to do so after intersections or other areas where all passengers, including disabled people,
are likely to need to get out of a vehicle. Many disabled people use rideshare, and disabled spots are rare and occupied. Having a 'No Parking' area for one or two vehicles after intersections would allow drivers to legally stop and set down or pick up people who cannot walk far.
- Convert Taxi Zones (as many as possible) into 'No Parking Taxis Excepted' so these mostly underutilised spots can be used to quickly drop off less abled people close to their destination.

Email 4. Received 10/06/2022

Thank you for the opportunity to provide feedback on the DIAP.

I live, work and recreate in the city of Parramatta. Due to having a mobility disability I appreciate the development and implementation of strategies to address inclusion for people who have different abilities.

There are many barriers that affect my life and Council's team who have developed the updated DIAP and implemented the original DIAP have worked so hard and been doing an amazing job.

The range of the consultation processes are of high standard and I found giving feedback easy and appreciate.

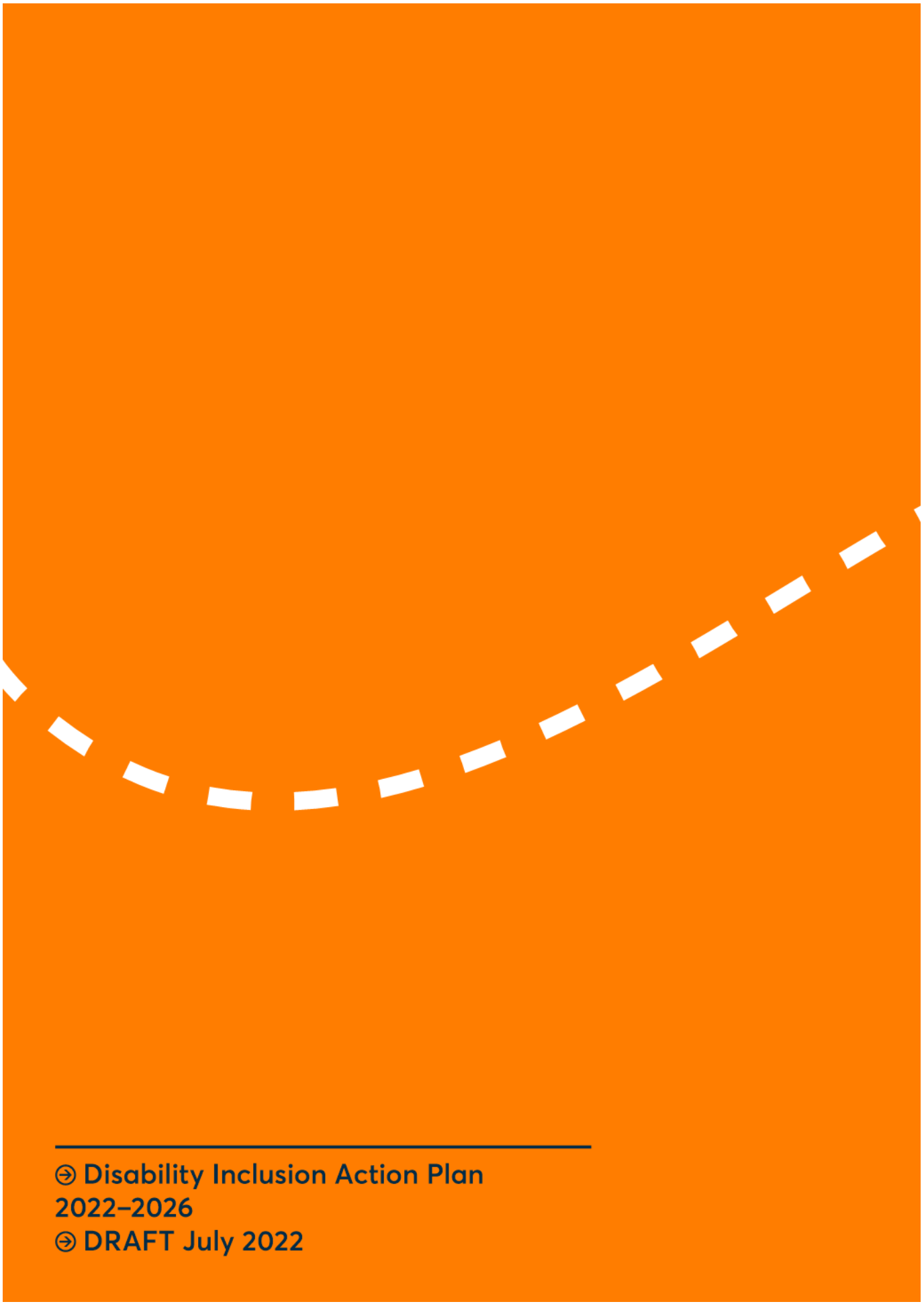
Education and promotion to council staff, residents and businesses is essential for understanding that addressing inclusion for people with disabilities makes life better for everyone. People such as pushing trollies delivering large items, travellers with suit cases walking to the rail station, prams and shopping trolleys and people who have sensory and mobility issues.

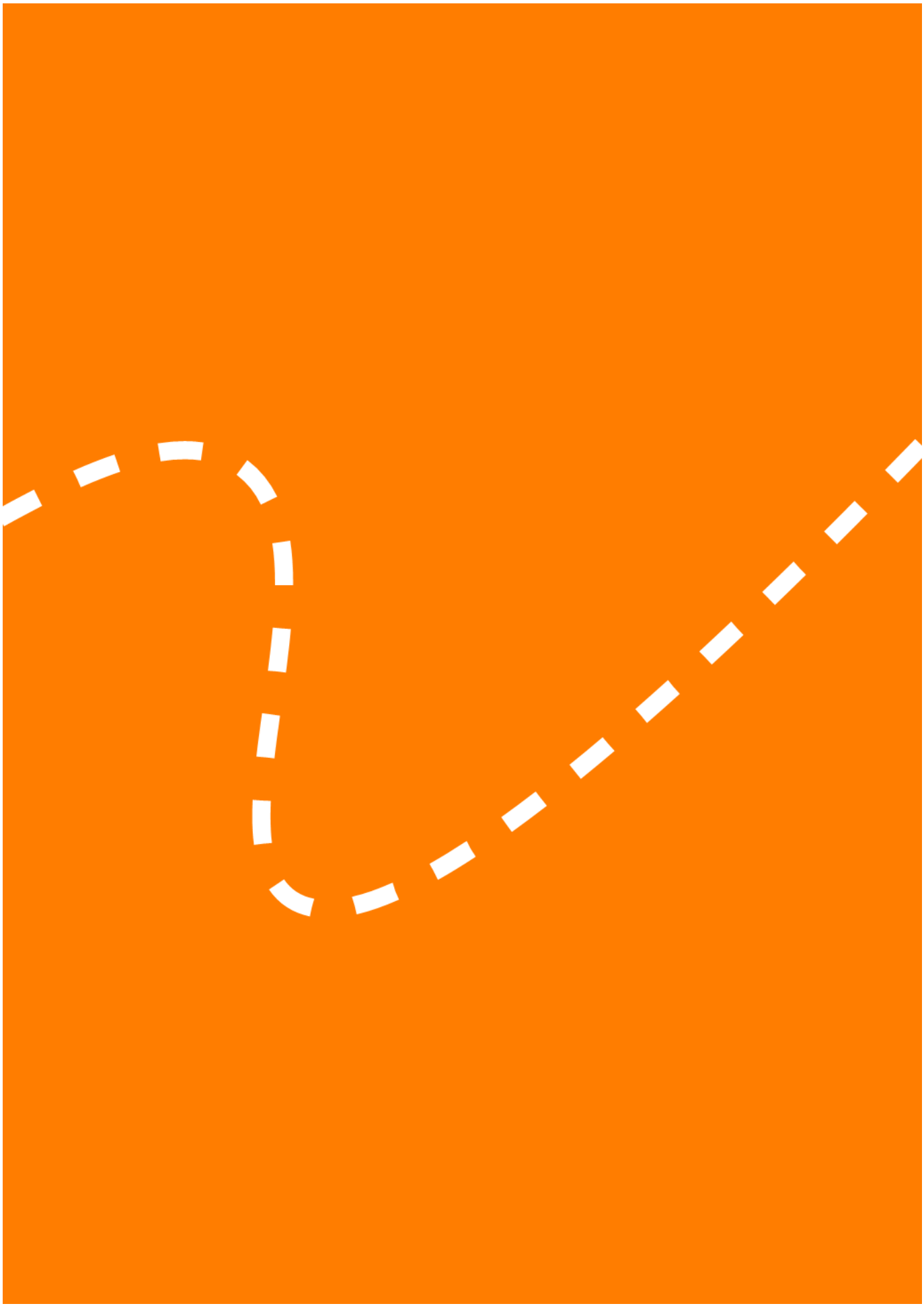
Well done to all involved in the DIAP. The future of CoP is going to be of high standard and be a place that other cities will want to replicate due to the DIAP. A place people will talk about and want to visit, work and live in.

Best regards

[Name and email supplied]

Disability
Inclusion
Action Plan
CITY OF
PARRAMATTA
2022–2026


Disability Inclusion Action Plan
2022–2026
DRAFT July 2022



We respectfully acknowledge the Traditional Owners and custodians of the land and waters of Parramatta, the Dharug peoples.

Nunanglanungdyu Barramada gulbanga mawa naa Barramadagal dharug ngurrawa badura Barramada dharug yura

Recognition of the Dharug Peoples

City of Parramatta recognises the Dharug peoples as traditional owners, peoples of the oldest continuous living culture in the world.

For more than 60,000 years, Parramatta has been home to the Dharug peoples, the traditional custodians of the land we call the City of Parramatta today. The Dharug peoples have cared for and nurtured the habitat, land, and waters for thousands of generations, and maintain an ongoing connection to Parramatta and its surrounding areas. A modern society and global city can learn from the resilience and community spirit of First Nations to ensure a sustainable City for all.

Parramatta has always been an important meeting place for First Nations, particularly the Parramatta River, which has provided life and vitality since the beginning of time (The Dreaming). The name Parramatta is a derivation of the word Barramada or "place where the eels lie down" (breeding location for eels within the Parramatta River).

Parramatta Square has also always been a meeting place for Dharug clans, for other First Nations peoples and for the waves of migrants who have come to call Parramatta home.

City of Parramatta recognises the significance of this area for all First Nations peoples as a site of early contact between Indigenous Australians and European Colonists, and Parramatta remains an important meeting place for Indigenous Australians.

First Nations peoples continue to play a vital role in the ecological, economic, and social and cultural life of Parramatta, while maintaining a distinct culture built on the principles of Caring for Country, the primacy of family, and the dignity and governance of Elders.

At City of Parramatta, we imagine a future where the cultures, histories and rights of all First Nations are understood, recognised, and respected by all Australians. The City of Parramatta is committed to playing an active role in making this future a reality.

Since the implementation of Council's Stretch Reconciliation Action Plan (RAP) we have continued our support of the Dharug and broader First Nations community. Over 2020/21 Council has continued its development and progression of major outcomes from the RAP including cultural infrastructure, public art, and interpretation in Parramatta Square and in the public domain throughout the LGA. This has also included usage of Dharug language with permission and protocol, in a major signage project that incorporates Dharug and First Nations perspectives in sustainable place-making.

Council also provided vital support to First Nations community during the global pandemic which enabled the continuation of important language programs and had important social connection outcomes.

We have also established a partnership with the Western Sydney Wanderers Football Club Foundation to increase First Nations children and young people's participation in sport and commenced meaningful dialogue with our First Nations community on the strategic direction of Council including in key documents and long-term processes such as the Community Strategic Plan.

City of Parramatta is proud to acknowledge the ongoing stewardship of Country by Dharug and is committed to the healing process of Reconciliation and to ensuring Parramatta remains a place of choice to live, work and play for First Nation peoples.

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05 Recognition of the Dharug Peoples
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20 Policy and Legislative Context
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Message from the Lord Mayor

On behalf of the City of Parramatta, I am pleased to present the Disability Inclusion Action Plan (DIAP) 2022–2026.

This plan demonstrates Council's commitment to better understand and respond to the needs of people living with disability in the City of Parramatta.

It is important that the goals and actions we set out in this four-year plan place people and communities at the heart of what we do. They must reflect the needs and aspirations of those who live with or support someone living with disability.

Council undertook extensive consultation with our community, local service providers, peak organisations, carers and staff, to understand peoples lived experience, what we are doing well and the areas for improvement.

The DIAP contains practical measures and actions that Council can take to dismantle the barriers preventing individuals from participating fully in our community. It sets new goals and aligns them in four focus areas - creating liveable communities; developing positive attitudes and behaviours; supporting access to meaningful employment; and improving access to services through better systems and processes.

I encourage you to read the plan, to learn more about what the City of Paramatta is doing to improve inclusivity for everyone.

Councillor Donna Davis
Lord Mayor

STAGES OF CHANGE
UNPACKING REPRESENTATION
FRIDAY 3 DECEMBER AT 4PM
a bit about your practice
CHRIS BUNTON: Yes.
CHRIS BUNTON:
CHRIS BUNTON:
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Introduction

For 2022-2026, City of Parramatta (Council) has developed a Disability Inclusion Action Plan (DIAP) that recognises how many of the actions in 2017-2021 have become ongoing Business as Usual, now incorporated seamlessly by our business units.

This DIAP aims to start with this foundation and stretch Council to achieve the goals of focusing on developing positive community attitudes, creating liveable communities, while allowing for meaningful employment pathways and using technology to make council systems and processes accessible.

There are three sections in this document that reflect the spirit and direction of the DIAP: Collaborative, Actionable, Accountable, as follows:

Collaborative

(Co-designed with Community)

- Community Snapshot
- Legislative Context
- Profile of Our Community Members
- Community Engagement

Actionable

- **Our Ongoing Commitments** — actions that have become business as usual (BAU) Council has developed the expertise, experience, and partnerships to deliver these above what is compliance.
- **New Actions** — identified actions through consultation externally and internally and will be Council's focus 2022-2026.

Accountable

- **Outcome Measurement Framework** developed to support the measurement of progress towards four focus areas and to track progress for disability and inclusion over time

WHAT IS THE RESULT?

A co-designed document, with strong support within Council, and community support for the plan and its outcomes. The intention is for this to be a living document that guides Council both in implementing specific actions and creating opportunities for partnerships to flourish.

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NEW ACTIONS OVERVIEW

1.1 Focus Areas
1.2 Collaborative

01

1.1

Focus Areas

As a Council we wanted to be upfront about what the new actions will be for the next four years while building on the foundations of what have come to be our ongoing commitments.

Here is an overview of the new actions:

Focus Area	*New Action*
Developing Positive Community Attitudes & Behaviours	Deliver Inclusion Education activities (for staff and Councillors) to increase understanding of inclusive practices.
	Develop an Inclusive Customer Care Guide-with roles/ responsibilities for all front facing staff.
	Develop a Communications Plan to promote the DIAP and its achievements internally and externally.
	Coordinate delivery of a program of activities to mark International Day of People with a Disability.
Creating Liveable Communities	Deliver training on Universal Design principles to staff involved in planning and design to ensure consistency of application.
	Leverage Destination NSW's implementation of inclusive and accessible training workshops for tourism operators in the LGA.
	Increase the installation of permanent and temporary digital wayfinding kiosks around Parramatta's CBD to ensure visually impaired people have better access.
	Design new Council Chambers in Parramatta Square to enable and encourage access and full participation by Councillors and community members with access needs.
	Creation of quiet spaces to escape sensory overload in existing and new public areas to increase access for all.

Focus Area	*New Action*
Supporting Access To Meaningful Employment	Implement Council's Diversity, Equity & Inclusion Strategy to develop a more inclusive workplace.
	Join Australian Network on Disability (AND) bronze membership and activate Access and Inclusion Index to enable benchmarking.
	Undertake Australian Network on Disability (AND) Disability Confident recruitment education for Talent Acquisition staff to increase access to employment and ensure inclusive work practices.
	Implement a Disability Employee Resource Group (ERG) to increase awareness of disability inclusion and improve inclusive work practices.
Improving Access To Services Through Improved Systems & Processes	Work towards developing subject matter experts on inclusion and access in each Directorate to support the application of inclusive practices.
	Working towards achieving Web Content Accessibility Guidelines (WCAG) 2.1AA to continually improve access to information.
	Develop inclusive guidelines for content, this includes language, contrast, font/size/spacing, representation in imagery to ensure accessibility of information produced.
	Develop a robust Outcomes Measurement Framework. Working collaboratively with subject matter experts, and the community to create a framework that will track progress on improving outcomes.

1.2

Collaborative

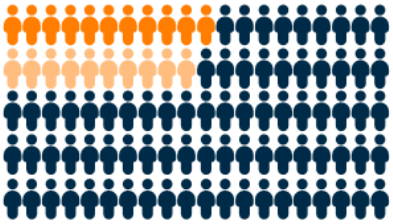
Community Snapshot

To better understand the experiences of people living with disability in our community, this DIAP is supported by primary data captured at a local, state and federal level. To help communicate this information we have used data from the Australian Bureau of Statistics (ABS) including the 2016 Census and the 2018 survey on Disability, Ageing and Carers. The insights into Australian's lived experiences of disability that were gained from this research have also been supplemented by the consultation process reported later in the DIAP.

Disability in City of Parramatta

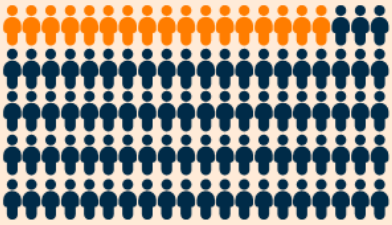
In 2018, the ABS reported that 4.4 million (17.7%) of Australians were living with a disability. In the City of Parramatta, a total of 27,817 people reported a need for assistance in the 2016 Census. In the City of Parramatta, this is equivalent to 11.3% of the local population.

What if the City of Parramatta was a village of 100?



Disabled	11 out of 100 people in Parramatta would be living with a disability
Carer	10 out of 100 people in Parramatta would be carers
Other	79 out of 100 people in Parramatta would not be living with or caring for a disability

What if NSW was a village of 100 people?



Disabled — 17 out of 100 people would be living with a disability

●●●●●●●●○○○○○○○○	Of those 17, 9 would use aids or equipment
●●●●○○○○○○○○○○○○	5 would have completed year 12 equivalent
●●●●○○○○○○○○○○○○	2 would have a bachelor's degree and above
●●●●○○○○○○○○○○○○	4 would report avoiding situations due to disability
●●●●○○○○○○○○○○○○	8 would be on a pension and/or govt allowance
●●●●○○○○○○○○○○○○	2 would be working fulltime
●●●●○○○○○○○○○○○○	1 would report they have experiencing discrimination or unfair treatment
●●●●○○○○○○○○○○○○	4 would be in labour force (of which 10% would be unemployed)
●●●●○○○○○○○○○○○○	3 would receive assistance with mobility

Of our residents living with a disability in City of Parramatta

Income	**33.4%**	Earn less than $750 a week, compared to 19.4% of the general population.
Education	**28.9%**	hold a non-schooling qualification, compared to 58% of the general population.
Social Housing	**18.8%**	are living in social housing, compared to 5.2% of the general population.
Labour Force	**87.4%**	are not in the labour force, compared to 32.1% of the general population.
Unemployment	**17.7%**	of those identified as being in the labour force were unemployed, compared to 7% of the general population.
Car Ownership	**83.1%**	live in a household that owns at least one motor vehicle, compared to 82.4% of the general population.
Internet Access	**77.4%**	live in a household that has access to an internet connection, compared to 83.5% of the general population.
Carers	**10.4%**	lof people aged 15+ provide unpaid assistance to a person with a disability, long term illness or old age. This is a total of 19,182 people.

ABS 2016 – CITY OF PARRAMATTA (sources: ABS Census 2016 and profile.id)

Community Profile

Introducing Greg

Greg has lived in the Parramatta LGA since 1985. He is a proud contributor to the community and volunteers at the Female Orphan School. He pushes through Parramatta almost every day.

"I'm really looking forward to the River Strategy being implemented. I believe this is the most important project for Parramatta."

Whilst Greg is Parra Proud, one of his biggest bugbears is the ramps that he uses to cross roads and access various places withing the city.

"Many ramps are too steep to cross safely,' Greg says, "Or the ramps have square edge bumps that make them impassable. Getting from the River Cat to Parramatta Station is also very difficult if you are not aware of a safe path."

Greg dreams of the day when the major works are completed, and the city is open for pedestrians to enjoy. "No cranes, no closed roads and no high-rise construction. I want Parramatta to be a centre for higher education with young people streaming in from all parts of Sydney to study. I want 'cafés and restaurants open late into the night. I want to be able to go to go to the Riverside Theatre regularly and see top notch shows."

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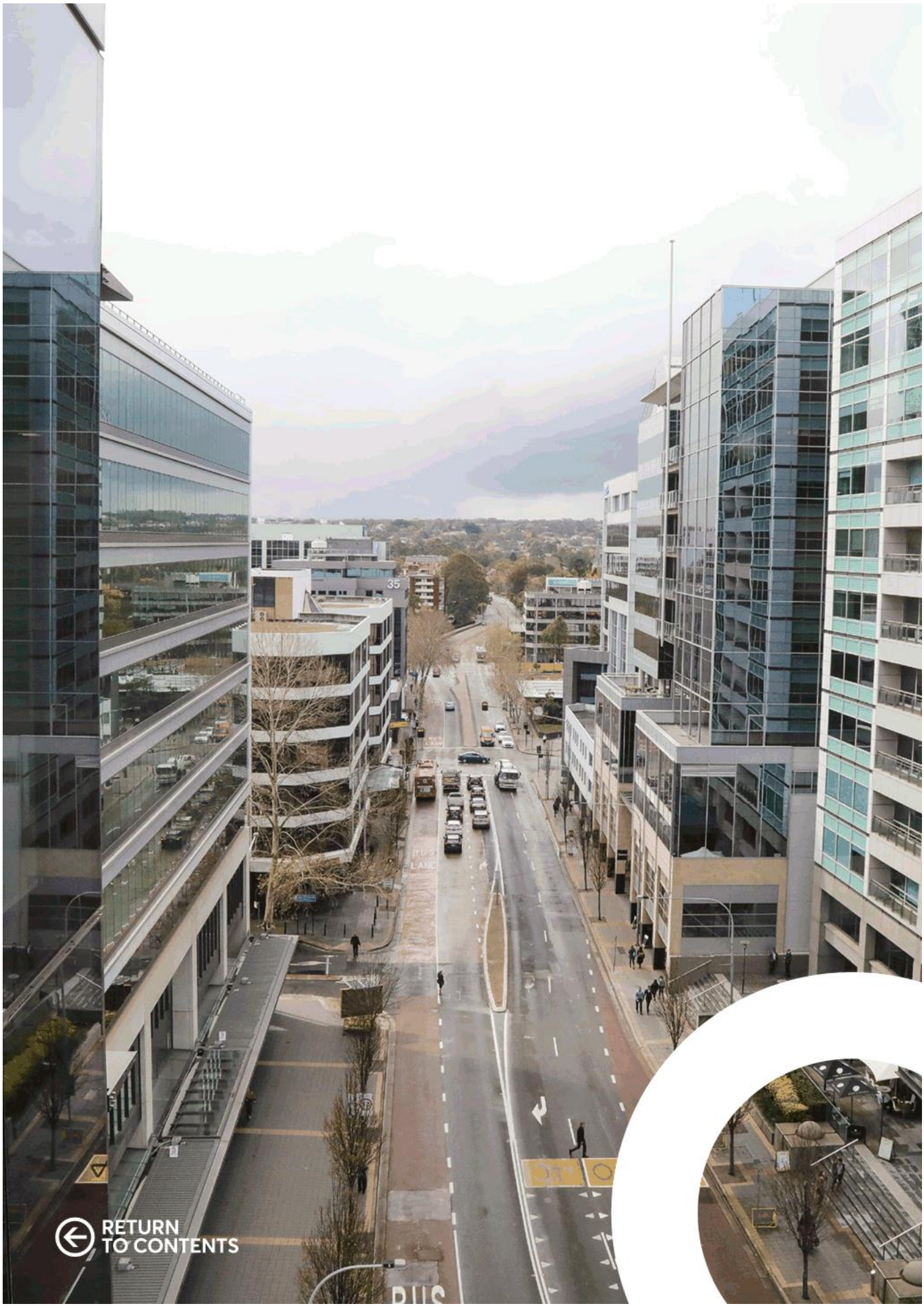
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POLICY AND LEGISLATIVE CONTEXT

2.1 The need for an Action Plan
2.2 Legislative Context

02

2.1

The need for an Action Plan

Council is committed to working in partnership to achieve greater outcomes of equity and inclusion for people with disability and their support networks.

Through rigorous community engagement, City of Parramatta Council has identified what we are doing well (and need to continue doing) and areas where we can do better, and know improvement is needed. We are committed to meeting the needs of staff, and to supporting all members of our community to achieve their goals, especially people with disability.

We also recognise Council's responsibility to adhere to state federal, and global obligations.

Our Disability Inclusion Action Plan (DIAP) is specific to the Parramatta Local Government Area, its people, and those who visit for leisure, work, and other reasons. As such, the DIAP will make an important contribution towards achieving the goals of City of Parramatta's Community Strategic Plan (see figure 1), and to supporting delivery of Council's suite of strategic documents.

Looking forward, we believe that City of Parramatta and our community are well-placed to remove barriers together and to achieve our community driven goals and outcomes..

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2.2

Legislative Context

This Disability and Inclusion Action Plan is focused on the Parramatta LGA and the people who live, work and play here. However, the Plan is informed by the growing body of principles and laws that have developed both domestically and internationally in relation to disability.

The ratification of the United Nations Convention on the Rights of Persons with Disabilities in 2008 signified a shift in attitude toward people with disability. This process acknowledged and addressed the need for equal rights for people with disability and acknowledged that people with disability have the same rights as those people without disability and that human rights should be protected by law and promoted by Government.

All levels of Government across Australia have now committed to creating a unified, national approach to improving the lives of people with disability, their families, and carers through the adoption of the National Disability Strategy in 2021. In this 10-year plan for improving life for Australians living with a disability, their family and carers, State and Federal governments have committed to an approach where the individuals' choices and needs are the central focus.

At the State level, the NSW Disability Inclusion Act was passed by the NSW Parliament in 2014. The NSW Disability Inclusion Act is based on a social model of disability which highlights that disability is not just about an individual or their impairment. Rather, that disability arises from the interaction between people living with impairments and the barriers faced in their physical, attitudinal, communicative, and social environments.

The NSW Disability Inclusion Act requires State and Local Governments to develop Disability Inclusion Action Plans to ensure that practical measures are taken at a State and Local level, to uphold rights and improve inclusivity of people with disability. This Disability and Inclusion Action Plan represents the City of Parramatta Council's commitment to meet these obligations.

A range of other legislation and policies are also relevant to the Disability Inclusion Action Plan. The Disability Discrimination Act (DDA) 1992 states that discrimination on the basis of disability is unlawful. Therefore, Council is committed to making all facilities and services accessible and equitable, ensuring that we meet the requirements of the DDA to the highest possible degree.

OTHER LEGISLATION RELEVANT TO THIS PLAN INCLUDES:

- Commonwealth Disability (Access to Premises - Building) Standards 2010
- NSW Anti-Discrimination Act 1977 No.48
- Australian Standard (AS 1428.1:2021) - Design for Access and Mobility
- Disability Standards for Public Transport 2002
- Web Accessibility National Transition Strategy 2010

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OUR VISION

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03

3.1

Our Vision

City of Parramatta's Disability Inclusion Action Plan is Council's responsibility to deliver in partnership with our community.

City of Parramatta's Community Strategic Plan is the highest level of strategic document that a Council prepares. The DIAP will play an important role in contributing to achieving the Community Strategic Plan's vision of "Sydney's central city, sustainable, liveable and productive – inspired by our communities."

A Liveable Community

By addressing barriers to inclusion, we ensure that people with disability can actively participate in our community, creating a greater sense of belonging and improved quality of life. In a liveable City of Parramatta, all people can move around freely and engage in everything our city and neighbourhoods have to offer. It is a place where everyone's needs are met.

A Productive Community

A community is stronger when its people are supported to reach their full potential. City of Parramatta is committed to enhancing productivity within the workforce, where all businesses can benefit from incorporating the diverse skills, experiences, and talents of people with disability in their organisations.

Employment provides independence for people with disability which enhances feelings of dignity and security. The opportunity to contribute to a growing economy reduces reliance on support programs and increases independence, resulting in positive impacts on health and wellbeing.

When a community is accessible, children and young people with disability can thrive in their education alongside their peers, achieving quality outcomes and opportunities to graduate from school with meaningful pathways to further education.

A Sustainable and Resilient Community

Promoting the inclusion of people with disability is pivotal to Council's contribution in building a healthy, thriving, and sustainable community. Barriers to access must be overcome to ensure the City we share, in all it provides, is accessible to all.

In times of struggle, all people should have full accessibility to the places, spaces, and services they require to enable recovery, develop resilience, and thrive. Improved accessibility promotes and sustains greater choice, control, and confidence, especially for people with disability. Council understands that creating stronger connections within the wider community allows people with disability to build greater resilience.

Leading Our Community

Parramatta is undergoing an unprecedented period of change and growth. Along with the benefits this will bring, our community is also facing complex challenges. Responding to these challenges will require innovation, so that we can shape a future for our city and neighbourhoods in which all people can equally share.

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3.2

Community Engagement

From mid-2021 until mid-2022, the City of Parramatta conducted three stages of community engagement to help inform the development of Council's new DIAP.

This section provides a snapshot of what we did, who participated and what was heard. For further details, visit: **participate.cityofparramatta.nsw.gov.au/diap**

KEY	
P1	Phase One
P2	Phase Two
P3	Phase Three
P4	Phase Four

What did we do and who participated?

PEOPLE WITH LIVED EXPERIENCE

P1

To help shape the vision and priorities for the new DIAP, Council reached out directly to people in the community with lived experience of disability. In total, 42 individuals with a wide variety of perspectives participated in the lived experience research: nine via one-on-one interviews, and 33 via an online community forum.

"From our perspective the biggest thing is access and adequate facilities to meet needs. Attending events — particularly where there are stages — having an area with good view for those with mobility restrictions would be useful."

DISABILITY SECTOR WORKSHOPS

P1

To further understand key issues and challenges, and identify actions and priorities, sector workshops were organised to bring together local service providers, peak bodies, and advocates in the disability sector. In total, 36 individuals participated in the workshops, five of whom identified as living with a disability.

"I really enjoyed the flow of the workshop. I liked the positive focus and the encouragement to dream and really envision a great future city." — Participant

THE BROADER COMMUNITY P2	During this phase, Council invited the entire community to get involved and help refresh the DIAP by sharing their ideas, experiences, and suggestions using Council's community engagement platform, Participate Parramatta. The project page introduced the focus areas of the DIAP and featured an interactive activity that allowed participants to post submissions, pictures, videos, or comments. During the consultation period, the page was visited over 1,200 times by more than 700 people, with 20 contributions received.
	"Creating disability and age-friendly parkland space is of the utmost importance to our local families of mixed age and mobility." — Participant
COUNCIL STAFF P3	The purpose of this phase was to seek internal feedback on the existing DIAP and refine the scope of the new DIAP. Council staff from across the organisation were invited to engage in workshops and 63 team members completed a survey.
PUBLIC EXHIBITION P4	Public Exhibition of the draft DIAP was held from Monday 23 May to Tuesday 21 June 2022 and promoted widely through advertising, social media, Council's library network, newsletters and pop up stalls. The project received 775 views and 240 document downloads. Council received 27 submissions.

What did we hear?

Council would like to thank everyone for their involvement throughout the engagement process. All comments have helped to inform development of the new DIAP. The key opportunities and challenges identified by the community are summarised below.

OPPORTUNITIES	Create liveable communities with improved transport and parking options, a greater variety of recreation spaces, and more relevant Council events.
	Develop positive community attitudes through Council leadership and advocacy, provision of training, and increased representation.
	Support meaningful employment opportunities within Council by providing a more welcoming and inclusive environment, as well as improving accessibility.
	Expand access to services through better online systems and processes, and the development of a hub that is community-led, accessible and friendly.
CHALLENGES	Across the board, resourcing and lack of representation were seen as barriers to creating a more inclusive and accessible community.
	There is no clear responsibility for compliance, and this needs to be monitored more closely until inclusion and accessibility are part of standard practice.
	There are great things happening to make the City of Parramatta more inclusive and accessible, but often it is not promoted well enough.

Participating Organisations

- Early Education Inc.
- Community Wheels Inc.
- Northcott
- Autism Community Network
- Interaction Disability Network
- Wheelchair Sports NSW/ACT Inc.
- Carers NSW
- Uniting LAC
- Guide Dogs NSW/ACT
- Touched by Olivia Foundation Ltd
- Sweeney Interpreting
- MDAA
- Parramatta Ambassadors
- Parramatta Information and Support Group
- Sydney Olympic Park Authority
- First Draft
- Fighting Chance: Avenue

Council's Unique Perspective

Universal Design Project Officer, Hamish Murray

Hamish Murray brings to this role more than 30 years of building experience and qualifications.

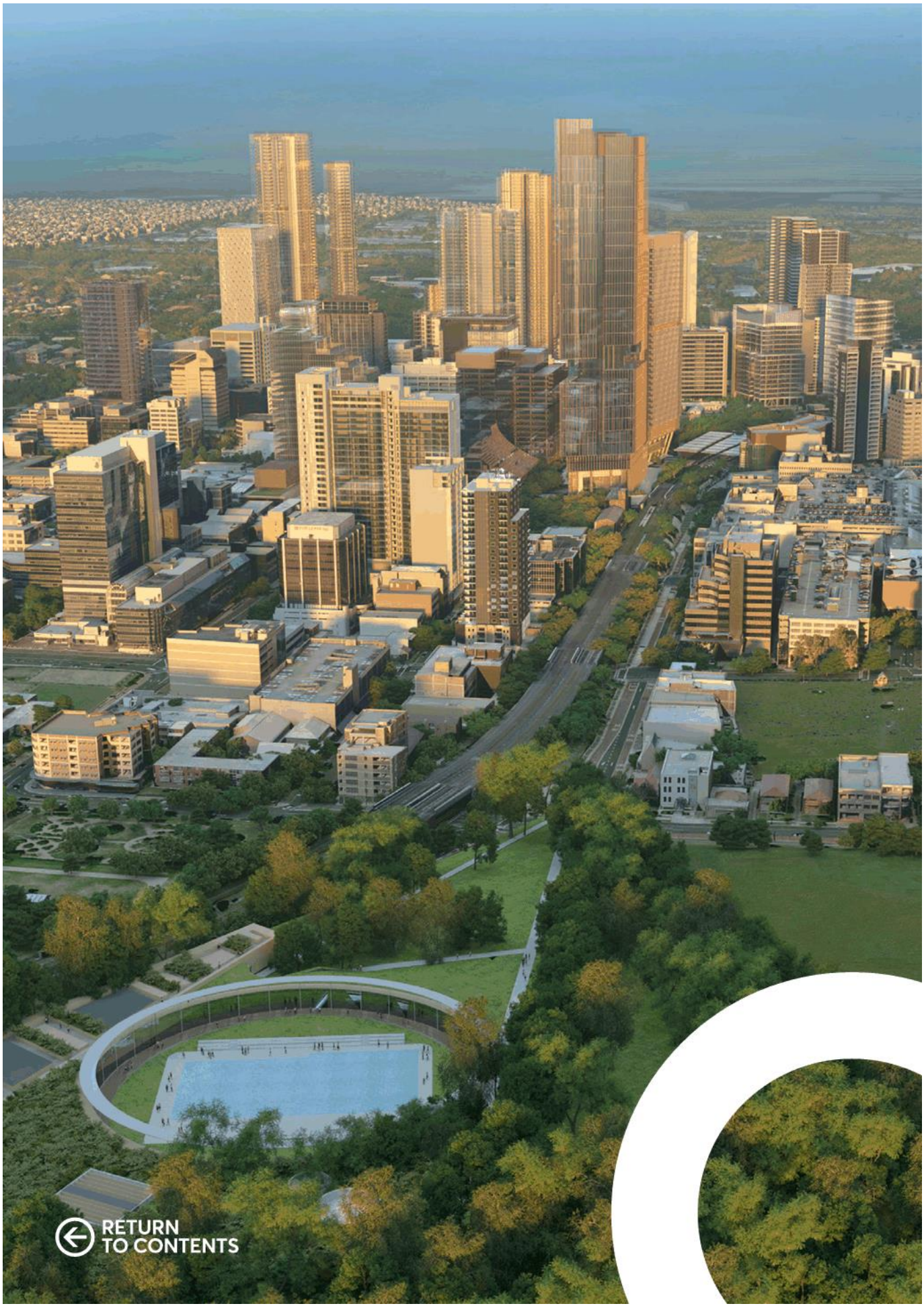
With over 10yrs of access consultancy his oversight of the projects which land on his desk has allowed City of Parramatta to have a unique perspective on Universal Design.

These include:

- Ensuring Parramatta square is accessible and adheres to Universal Design principles.
- Assisted in auditing playgrounds using the principle of can I find it, can I stay, and can I play.
- Audited carparking spaces within the CBD and ranked them on accessibility.

Hamish's role is important as it provides outcomes that the whole community can benefit from. This contributes to Council capability in building in inclusive city.

Above: Hamish on a site visit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Community Profile

Introducing Sally

Sally has lived in Parramatta for the last 12 years but is a Newcastle girl. When she was a teenager, she visited for the occasional Eels game with her family. She moved to Parramatta for a wonderful job with Uniting in North Parramatta and can't believe how much the City has grown!

Sally now works in the Not-for-Profit sector in Western Sydney. Her work is centred on vulnerable communities. She is looking forward to working with community members to create new service and program models that are genuinely inclusive and meet local needs.

Outside of work, Sally loves walking, swimming and volunteering.

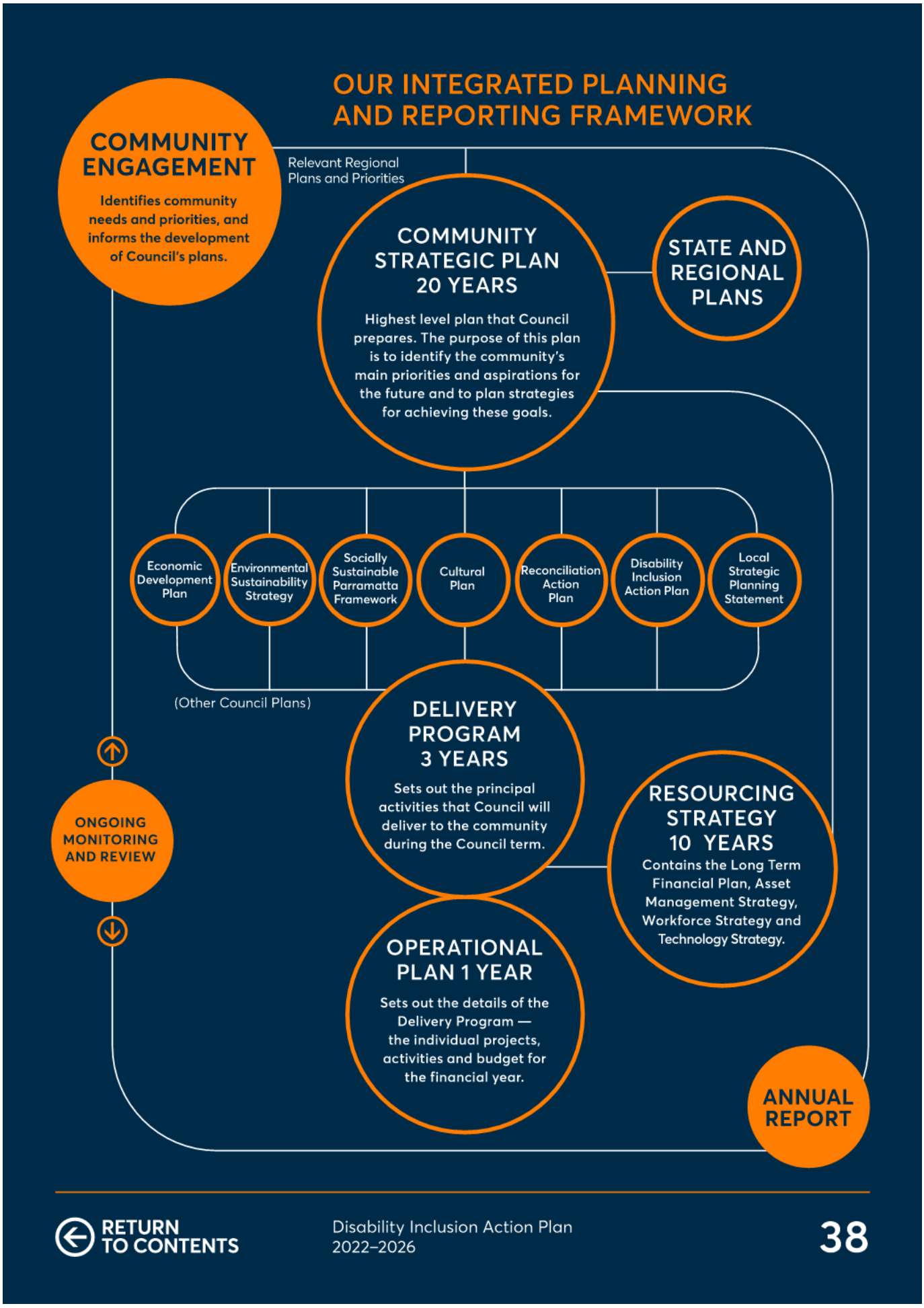
Sally has very limited hearing. She relies on high powered hearing aids, lip reading and assistive technology to support her communication. Her hearing loss is the result of a genetic disorder that also triggered a range of complex illnesses in her late teens. Her hearing was reasonable until her final year of school and so she does not have Auslan training. Most people are surprised to learn that she is severely or profoundly deaf on 70% of frequencies. But they also don't realise the effort she puts into preparation for meetings and forums.

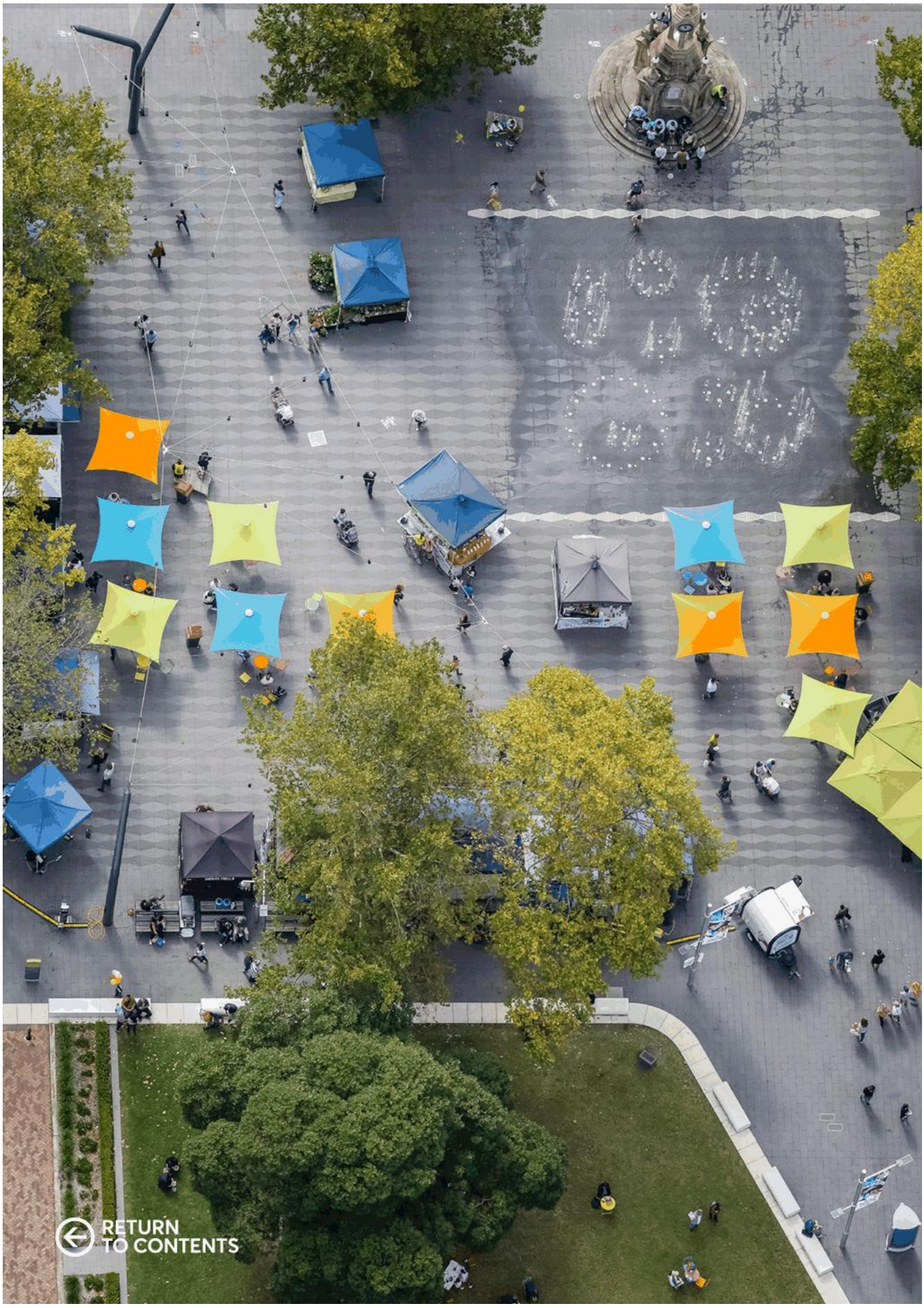
Sally's access issues in the Parramatta LGA are covered well through hearing aid loops at train stations and Riverside Theatre. One thing she would love to see is closed captions for speakers and videos including those on City of Parramatta websites, meetings and forums.

"It makes it so much easier for people with severe hearing loss to follow and to contribute to our community," she comments.

Sally is passionate about social justice and would love to see Parramatta become more accessible for people with all abilities. She is keen to see the City of Parramatta address the extremely low level of employment of people with disability in its large local workforce and the introduction of more Easy English communication for people with intellectual disability

Finally, Sally says *"I love living in the diverse and increasingly inclusive community that is Parramatta! Let me know if there is any way I can contribute".*


OUR INTEGRATED PLANNING AND REPORTING FRAMEWORK
COMMUNITY ENGAGEMENT
Identifies community needs and priorities, and informs the development of Council's plans.
Relevant Regional Plans and Priorities
COMMUNITY STRATEGIC PLAN 20 YEARS
Highest level plan that Council prepares. The purpose of this plan is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals.
STATE AND REGIONAL PLANS
Economic Development Plan
Environmental Sustainability Strategy
Socially Sustainable Parramatta Framework
Cultural Plan
Reconciliation Action Plan
Disability Inclusion Action Plan
Local Strategic Planning Statement
(Other Council Plans)
DELIVERY PROGRAM 3 YEARS
Sets out the principal activities that Council will deliver to the community during the Council term.
RESOURCING STRATEGY 10 YEARS
Contains the Long Term Financial Plan, Asset Management Strategy, Workforce Strategy and Technology Strategy.
OPERATIONAL PLAN 1 YEAR
Sets out the details of the Delivery Program — the individual projects, activities and budget for the financial year.
ONGOING MONITORING AND REVIEW
ANNUAL REPORT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3.3

Actionable

Our Ongoing Commitments

Focus Area	Goal	Responsibility
Developing Positive Community Attitudes And Behaviours	Ensuring people with disability are represented at Council's stakeholder workshops and community meetings.	▶ *City Engagement & Experience* ▶ *People, Culture & Workplace* ▶ *Community Services*
	Working with Council's Access Advisory Committee to raise awareness of disability and access issues.	▶ *Community Services*
	Continue to develop customer focused guidelines on access and inclusion for local businesses and visitor attractions and event organisers to guide how they include all their customers. Continue to deliver activities to improve community awareness of disability and the social and economic benefits of inclusiveness.	▶ *Community Services*
	Continue to provide an inclusive sport and recreation directory for the LGA.	▶ *Community Services*
	Provide people with disability opportunities for accessible and inclusive participation in sport and recreation programs especially during the school holidays.	▶ *Community Services*
	Coordinate the delivery of a program of activities to mark the International Day for People with a Disability 2021. Continuing this coordination yearly.	▶ *Community Services*

Focus Area	*Goal*	*Responsibility*
Creating Liveable Communities	Improvement of the accessibility of footpaths, open spaces, and Council facilities and events by using inclusive checklists and policy guidelines.	▶ *City Planning & Design* ▶ *City Assets & Operations*
	Ensuring setbacks for buildings in the Parramatta CBD and town centres within the City of Parramatta are accessible, including adopting wider footpath standards.	▶ *City Planning & Design* ▶ *City Assets & Operations*
	Inclusion of accessibility development controls within Development Control Plans (DCP), which guides development throughout our major precincts and Parramatta CBD.	▶ *City Planning & Design*
	Ensuring all large-scale redevelopment sites where new streets are introduced have accessible parking and drop off points.	▶ *City Planning & Design*
	Ensuring that early planning of parks and recreation projects considers access and inclusion for people with disability, with particular focus on Universal Design.	▶ *City Planning & Design*
	Creation of inclusive and accessible playgrounds for example Ollie Webb Reserve. Continue to incorporate universal design principles in the design of new and upgraded playgrounds.	▶ *City Planning & Design*
	Upgrading parks and open spaces to be compliant with current access legislation and standards.	▶ *City Planning & Design*
	Ensuring new and upgraded public buildings, facilities and open spaces meet Disability Discrimination Act (DDA) National Construction Code/ BCA and the Disability (Access to Premises) Standards requirements as well adhere to universal design principles. Examples include the Council's new Parramatta Aquatic & Leisure Centre and Civic building (Parramatta Hive).	▶ *City Planning & Design*

Focus Area	Goal	Responsibility
Creating Liveable Communities *(continued)*	Employed a Universal Design Project Officer who has reviewed up to 400 council projects on access and inclusion. This role continues to provide vital oversight on inclusion throughout Council projects.	▶ *City Planning & Design* ▶ *Community Services*
	By continually managing areas of concern, we will ensure the City and Local Government Areas remain accessible during the major upgrades.	▶ *City Planning & Design*
	Planning and building new pedestrian and shared path facilities that improve mobility and accessibly for all community members.	▶ *City Planning & Design*
	Upgrading parks and open spaces to be compliant with current access legislation and standards.	▶ *City Planning & Design*
Supporting Access To Meaningful Employment	DIAP Project Officer – this role is responsible for supporting the implementing DIAP actions across Council and the greater community and increasing the awareness of and promotion of inclusion.	▶ *Community Services*
	The Diversity and Inclusion Consultant role champions a Council wide approach of these areas.	▶ *People, Culture & Workplace*
	Development of a Diversity, Equity and Inclusion Strategy for Council which provides a framework for Council to create a more inclusive workplace by promoting a diverse and inclusive environment.	▶ *People, Culture & Workplace*

Focus Area	Goal	Responsibility
Improving Access To Services Through Improved Systems And Processes	Providing timely, relevant, and easy to read information through channels regarding access and inclusion improvements across Council services and facilities.	▶ *City Engagement & Experience* ▶ *Community Services*
	Continually updating Council's website to provide up to date and effective information about access and inclusion in the LGA, including a link to the National Public Toilet map.	▶ *City Engagement & Experience* ▶ *Community Services*
	Continue to provide Auslan interpreted performances and audio description at Riverside theatre performances.	▶ *Community Services*
	Continue to offer modified performances and support materials to create a more accessible environment for people on the autism spectrum.	▶ *Community Services*
	Development of strong partnerships with the Disability Sector to ensure programming is guided by best practice approaches to inclusive programming.	▶ *City Engagement & Experience* ▶ *Community Services*
	Ensuring Council meetings are inclusive, and the community are involved in decision making processes. Council meetings are now webcast with a mobile hearing loop available.	▶ *City Engagement & Experience* ▶ *People, Culture & Workplace*

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3.4

City of Parramatta Program – All Abilities

Avril Taing in her role as the Recreation Development Officer champions all abilities in the recreation program she runs.

School holidays programs

Access & Inclusion Sports Day

Gala day "Celebrating Girls in Sports"

Avril's 15 years of experience running programs for children with disabilities is valuable in implementing these programs for City of Parramatta Council. Since January 2021 all Council School Holiday Program providers must offer a program fit for all abilities especially those with hidden disabilities. We can be proud of the fact Council runs the biggest free school holiday program in NSW which is fully accessible to children of all abilities.

3.5

New Actions

Developing Positive Community Attitudes And Behaviours

Outcome	Action	Timeframe	Responsibility
Council staff and community members are aware of the social and economic benefits of inclusiveness.	Deliver Inclusion Education activities (for staff and Councillors) to increase understanding of inclusive practices.	▶ *Yearly*	▶ *People, Culture & Workplace* ▶ *Community Services (Community Capacity Building)*
Members of Parramatta LGA with a disability feel they belong.	Develop an Inclusive Customer Care Guide-with roles/ responsibilities for all front facing staff.	▶ *2022-2023*	▶ *Community Services (Phive, Community Hubs & Libraries)*
	Develop a Communications Plan to promote the DIAP and its achievements internally and externally.	▶ *2022*	▶ *City Engagement & Experience (Corporate Affairs; Marketing and Brand)*
Members of Parramatta LGA with a disability feel they belong.	Coordinate delivery of a program of activities to mark International Day of People with a Disability.	▶ *Annually*	▶ *Community Services (Community Capacity Building)*

Creating Liveable Communities

Outcome	Action	Timeframe	Responsibility
Council Staff facilitate development outcomes that are accessible and inclusive.	Deliver training on Universal Design principles to staff involved in planning and design to ensure consistency of application.	▶ *Quarterly*	▶ *City Planning and Design (City Design)*
	Leverage off Destination NSW's implementation of inclusive and accessible training workshops for tourism operators in the LGA.	▶ *2022*	▶ *City Engagement & Experience (Tourism Product Development)*
Improved access to places for people living with disability in City of Parramatta.	Increase the installation of permanent and temporary digital wayfinding kiosks around Parramatta's CBD to ensure visually impaired people have better access.	▶ *April onwards*	▶ *Community Services* ▶ *City Engagement & Experience*
	Design new Council Chambers in Parramatta Square to enable access and full participation by Councillors and community members with access needs	▶ *Immediate*	▶ *Community Services (5/7PS)*
	Creation of quiet spaces to escape sensory overload in existing and new public areas to increase access for all.	▶ *Ongoing*	▶ *Community Services* ▶ *Property and Place* ▶ *City Assets & Operations* ▶ *City Planning and Design*

Supporting Access To Meaningful Employment

Outcome	Action	Timeframe	Responsibility
People with disability can access meaningful Employment opportunities for people with a disability to enter and progress through the organisation	Implement Council's Diversity, Equity & Inclusion Strategy to develop a more inclusive workplace.	▶ *2022-26*	▶ *People, Culture & Workplace*
People with disability can access meaningful Employment opportunities for people with a disability to enter and progress through the organisation	Join Australian Network on Disability (AND) bronze membership and activate Access and Inclusion Index to enable benchmarking.	▶ *2022/2023*	▶ *People, Culture & Workplace*
	Undertake Australian Network on Disability (AND) Disability Confident recruitment education for Talent Acquisition staff to increase access to employment and ensure inclusive work practices.	▶ *2022/2023*	▶ *People, Culture & Workplace*
	Implement a Disability Employee Resource Group (ERG) to increase awareness of disability inclusion and improve inclusive work practices.	▶ *2022*	▶ *People, Culture & Workplace*

Improving Access To Services Through Improved Systems And Processes

Outcome	Action	Timeframe	Responsibility
Council leads by example and advocates for people with a disability	Work towards developing subject matter experts on inclusion and access in each Directorate to support the application of inclusive practices.	▶ *2022-2026*	▶ *Community Services (Community Capacity Building — working with relevant Directorates)*
	Working towards achieving Web Content Accessibility Guidelines (WCAG) 2.1AA to continually improve access to information.	▶ *2022-2025*	▶ *City Engagement & Experience (Digital and Creative)* ▶ *Community Services*
Council Systems and process are accessible and user friendly	Develop inclusive guidelines for content, this includes language, contrast, font/size/spacing, representation in imagery to ensure accessibility of information produced.	▶ *Towards 2023*	▶ *City Engagement & Experience (Digital and Creative)* ▶ *Community Services (Community Capacity Building)*
	Develop a robust Outcomes Measurement Framework. Working collaboratively with subject matter experts, and the community to create a framework that will track progress on improving outcomes. Towards 2023 Social Outcomes and Community Capacity Building	▶ *2022*	▶ *City Strategy* ▶ *Community Services (Community Capacity Building)*

Community Profile

Introducing Tim

Tim is passionate about all things in nature – particularly insects, rabbits, plants and flowers. He loves talking to people and enjoys spending time with his family, dancing and walking in his neighbourhood.

Tim thinks people with special needs can do anything they want to and is not fazed by life's challenges.

"I go through the day with a positive attitude, and I send happiness to everyone I meet!" says Tim.

Whilst Tim doesn't feel he faces many challenges, he is frustrated by the fact that some companies will not employ him because of his disability. He wanted to work with a popular technology brand but has now decided that floristry is for him. He is studying a TAFE course to help him reach his goal of becoming a florist.

When not at TAFE, Tim will visit the Avenue -Fighting Chance, where he catches up with friends, support workers and learns skills for future employment.

Tim hopes that, in the not-too-distant future, there will be more job opportunities for people with special needs. He would also like to see more parks for nature lovers. Tim thinks that there should be more tree lined streets and interesting plants hanging on them.

Tim loves living in Parramatta and loves how easy it is to get into the CBD by bus. He's looking forward to the light rail as this will make it even easier to travel around the city.

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3.6 Outcomes Measurement Framework

3.6.1 Purpose and Scope

This Outcomes Measurement Framework (the framework) has been developed to support the measurement and tracking of progress toward inclusion for people with disability in our LGA.

Council recognises the inherent challenges in capturing, measuring, and reporting on the complex set of actions that contribute to inclusion for people with disability. However, Council has committed to finding ways to better understand and measure how we are progressing toward achieving community-led targets within our four focus areas:

- **Developing positive community attitudes and behaviours**
- **Creating liveable communities**
- **Supporting access to meaningful employment**
- **Improving access to services through improved systems and processes**

The purpose of providing the framework is to provide readers with an understanding of the impact of the DIAP, and to document how Council is contributing to improving outcomes for people with disability. The framework is intended to measure progress throughout the duration of the DIAP (four years), and beyond.

Along with tracking the impact of the DIAP, the framework also seeks to provide a basis for:

- **Developing a baseline data set to evaluate the DIAP**
- **Monitoring the progress of the DIAPs activities**
- **Identifying and improving implementation practices of the DIAP**
- **Increasing internal and external collaboration**
- **Providing accountability for the DIAPs implementation**
- **Improving councils' communication about our work, impact progress, and strategies**

3.6.2 Theory of Change

"A theory of change is your hypothesis of how your activity will lead to the intended impact that you are seeking to achieve" (Kevin Robbie, Think Impact 2019).

Sitting behind the framework is our DIAP theory of change, of which its core feature is to help us define long-term and short-medium-term goals for the framework. As best practice, Council chose to utilise a theory of change methodology as it is extremely useful in informing the planning of initiatives (as seen below).

As such, a theory of change clearly articulates the necessary preconditions required to achieve specific goals. It does this by first identifying the ultimate impact, which in short, can be expressed as 'Parramatta is fully accessible and inclusive for all". Then, by mapping backwards it identifies the requirements needed to achieve this ultimate impact. These are presented in the form of long-term outcomes and short-medium-term outcomes.

For example, a long-term outcome identified in our DIAP theory of change, is "Improved access to places for people living with disability in Parramatta". Generally speaking, long-term outcomes are intended to be tracked over a 10-year cycle. Subsequently, a short-medium-term outcome is also identified in this process and is defined as "Increased provision of accessible infrastructure in the local government area (LGA)". Short-medium-term outcomes are intended to be tracked over a 2-4-year period.

As you can see, in applying a theory of change methodology to our DIAP framework, Council can identify what it will take in order to reach our ultimate impact. Furthermore, by developing the model, council staff can make more informed decisions in the advancement of strategies toward achieving the community informed DIAP outcomes and strategic actions, that sit underneath each of our four Focus Areas.

Therefore, as we progress along the DIAP journey together, council is able to understand all the moving parts that contribute to reaching each goal (outcome and strategic measure) in our effort toward making Parramatta inclusive for all.

3.6.3 City of Parramatta's Socially Sustainable Parramatta Framework

In 2017, Council adopted its Socially Sustainable Parramatta Framework (the Framework). The Framework sets out a new way of working for Council that puts people first and identifies some specific ways that the opportunities of growth can be shared equitably for all people. The Framework applies to our unique and diverse neighbourhoods, as well as our CBD.

The Framework is comprised of eight goals that outline what a Socially Sustainable Parramatta looks like in key areas of social, economic and environmental wellbeing:

- **Children are our future**
- **Diverse, affordable homes for everyone**
- **All people can learn, share and grow**
- **All people can access a job that enables them to live with dignity and security**
- **Green, inclusive and safe places to share**
- **All people can live healthy, active lives**
- **We trust each other, are welcoming, and feel good about being here together**
- **We lead by example**

Council's DIAP will help to make progress towards achieving the goals of the Socially Sustainable Parramatta Framework.
The Socially Sustainable Parramatta Indicator Framework (City of Parramatta 2019) tracks Council's progress; and thereby provides indicators which demonstrate Council's impact at the whole of population and organisational level.
The DIAP Outcomes Measurement Framework is connected to the SSPF Indicator framework, and is therefore quite similar, in that the strategic actions and outcomes within the framework are targeted toward broader change within the community. However, whilst Council identifies strategic actions and outcomes with an internal focus within the DIAP Outcomes Measurement Framework, these are intended to have impact on both internal and external populations. Connections to the SSPF Indicator Framework can be identified in the Outcomes Measurement Framework in the appendix.

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3.7 Theory Of Change

IMPACT *This is the **key change** that the DIAP actions are working toward*	**City of Parramatta is a fully accessible and inclusive community that enriches the lives of all people**	
DIAP FOCUS AREAS	① **Developing positive community attitudes and behaviours**	② **Creating liveable communities**
LONG TERM OUTCOMES *This is what we hope will **change in the longer term** (10+ years)*	▶ Members of Parramatta LGA with disability feel they belong. ▶ Council Staff and community members are aware of the social and economic benefits of inclusiveness.	▶ Improved access to places for people living with disability in City of Parramatta. ▶ Council staff facilitate development outcomes that are accessible and inclusive.
SHORT/ MEDIUM TERM OUTCOMES *This is what we hope will **change in the shorter term** (2-4+ years)*	▶ Council communications better represent people with disability. ▶ Increase in perceived level of inclusiveness for people with disability. ▶ City of Parramatta residents, workers and visitors have a greater awareness of access and inclusion. ▶ Council staff have increased confidence in applying Council's access and inclusion policies.	▶ Increased provision of accessible infrastructure in the local government area (LGA). ▶ Council staff have increased understanding and confidence in designing spaces/public domain that is accessible and inclusive.
STRATEGIC ACTIONS *These are the **key activities we are going to do** to drive our impact*	▶ Deliver Inclusion Education activities to increase staff understanding of inclusive work practices. ▶ Coordinate delivery of a program of activities to mark International Day of People with Disability. ▶ Develop Inclusive Customer Care Guide - with roles/responsibilities for all front facing staff. ▶ Develop a Communications Plan to promote the DIAP and its achievements internally and externally. ▶ Use more imagery of people with disability in publications, on print and digital platforms to promote inclusion.	▶ Leverage off Destination NSW's implementation of inclusive and accessible training workshops for tourism operators in the LGA. ▶ Increase the installation of permanent and temporary digital wayfinding kiosks around Parramatta's CBD to ensure visually impaired people have better access. ▶ Creation of quiet spaces to escape sensory overload in existing and new public areas to increase access for all. ▶ Deliver training on Universal Design principles to staff involved in planning and design to ensure consistency of application. ▶ Design new Council Chambers in 5 Parramatta Square to enable access and full participation by Councillors and community members with access needs.

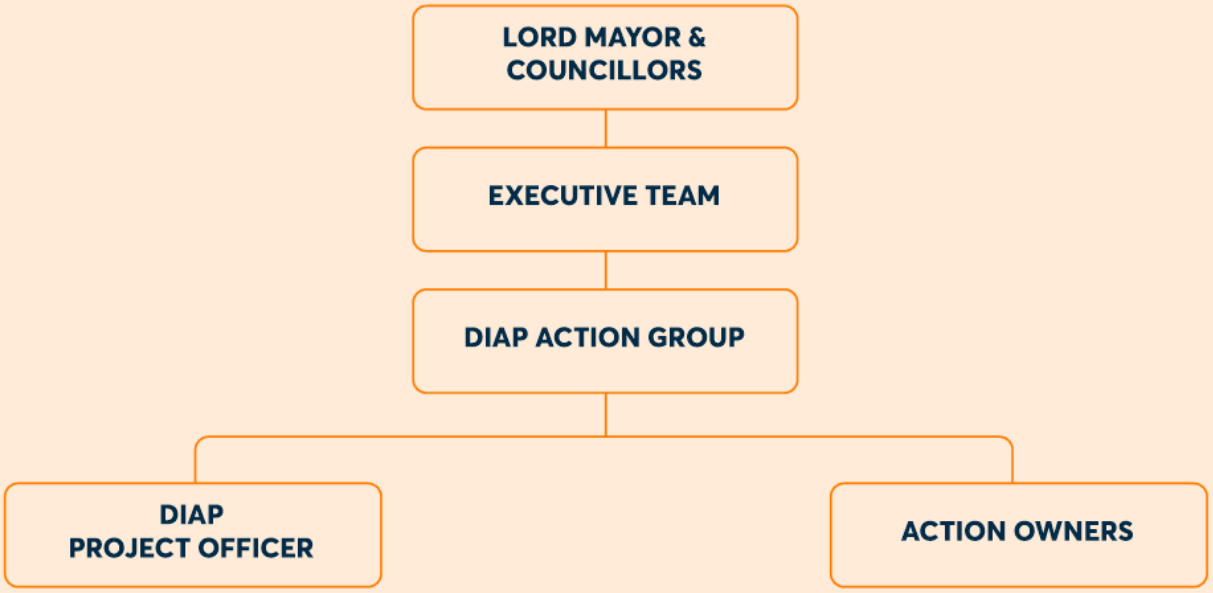
DIAP FOCUS AREAS	③ Supporting access to meaningful employment	④ Improving access to services through improved systems and processes
LONG TERM OUTCOMES *This is what we hope will **change in the longer term** (10+ years)*	▸ People with disability can access meaningful employment opportunities in City of Parramatta. ▸ Council is a more inclusive workplace, with increased opportunities for people with disability to enter and progress through the organisation.	▸ Council leads by example and advocates for people with disability. ▸ Council systems and processes are accessible and user friendly.
SHORT/ MEDIUM TERM OUTCOMES *This is what we hope will **change in the shorter term** (2-4+ years)*	▸ Increased opportunities within Council for people with disability. ▸ Increase in perceived job security for employees with disability. ▸ Talent Acquisition staff are better equipped to support people with disability through the recruitment and onboarding processes.	▸ Council's systems are adapted to be more accessible and inclusive. ▸ Council processes are revised to be more accessible and inclusive.
STRATEGIC ACTIONS *These are the **key activities we are going to do** to drive our impact*	▸ Achieve Australian Network on Disability (AND) bronze membership and activate Access and Inclusion Index to enable benchmarking. ▸ Undertake Australian Network on Disability (AND) Disability Confident recruitment education for Talent Acquisition staff to increase access to employment and ensure inclusive work practices. ▸ Implement a Disability Employee Resource Group (ERG) to increase awareness of disability inclusion and improve work practices. ▸ Implement Council's Diversity, Equity and Inclusion Strategy to develop a more inclusive workplace.	▸ Working towards achieving Web Content Accessibility Guidelines (WCAG) 2.1AA certification to continually improve access to information. ▸ Develop inclusive guidelines for content, this includes language, contrast, font/size/spacing, representation in imagery to ensure accessibility of information produced.
RESOURCES (INPUTS) *These are the **key resources we need to** complete this work*	**Partnerships/Stakeholder Collaboration** **Disability Employee Resource Group (ERG)** **DIAP Action Group** **Access and Advisory Committee** **Budget/External funding** **Internal Expertise** (DIAP Officer/Universal Design Project Officer/Diversity & Inclusion Consultant)	
THE PROBLEM *These are the **key problems/ challenges we** are trying to solve*	**Accessibility of places and spaces** **Increasing pressure on ageing infrastructure** **Community perception/ awareness/understanding** **Meaningful Employment Accessibility** **Inclusivity of Information Systems and Services** **Awareness of 'hidden' disabilities**	

3.8

Governance and Resourcing

Governance is about creating long term sustainability which is built on a thriving culture.

Here at the City of Parramatta we believe that good governance is about having good representation across all Directorates within Council.



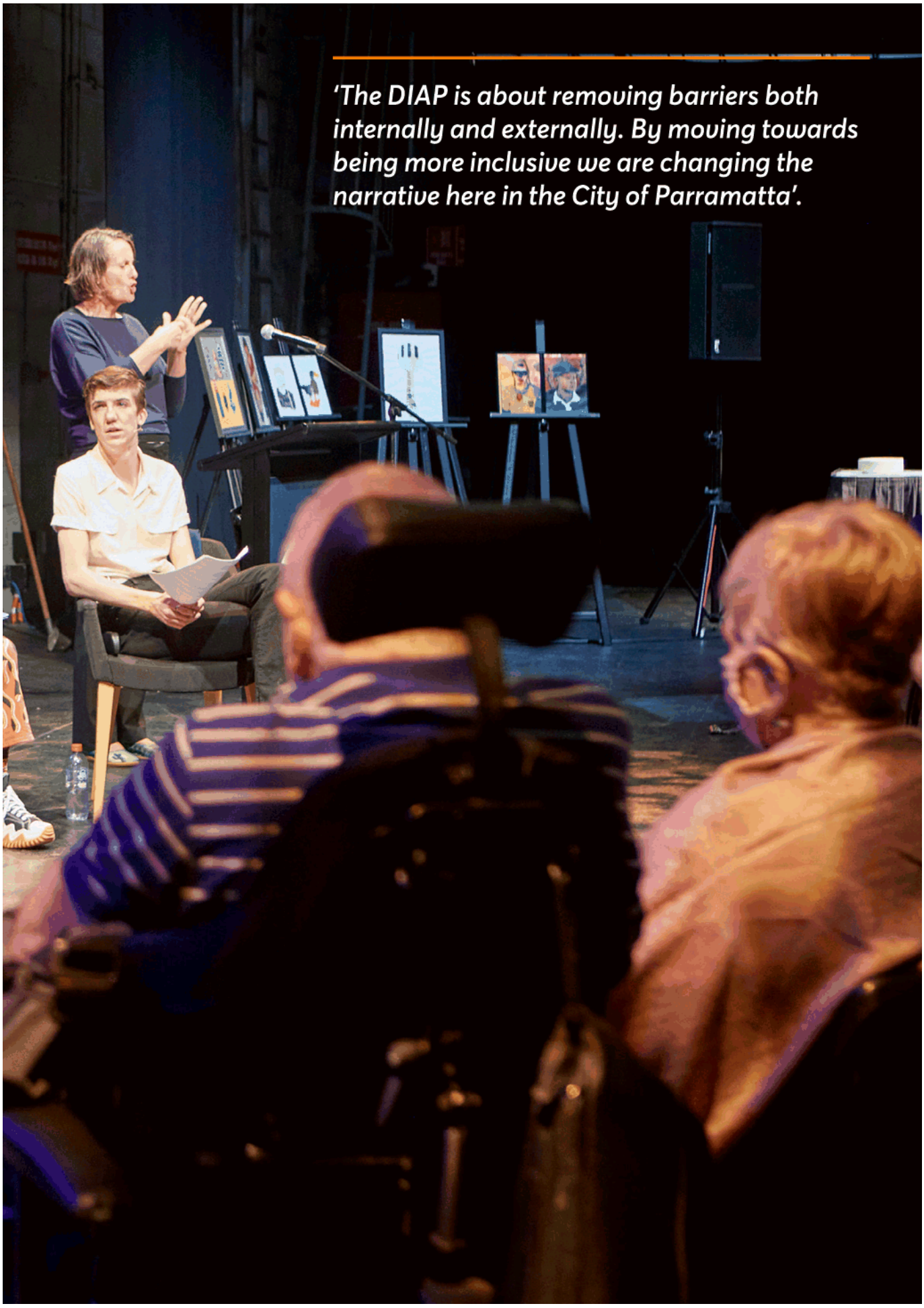
Project Sponsor	Executive Director Community Services
Project Owner	Group Manager Social and Community Services
Project Manager	DIAP Project Officer

The DIAP is a document endorsed by Council. Progress against the Plan is reported and managed through the DIAP Action Group. This Group is represented by budget holders and decision makers who have oversight on actions and teams who are responsible on implementing actions.

DIAP Action Group members (by position)	Executive Director, Community Services
	Executive Director People Culture and Workplace
	Executive Director City Engagement & Experience
	Group Manager Property Development
	Group Manager Place Services
	Group Manager Property Assets, Services and Securities
	Group Manager Social and Community Services
	Group Manager 5/7 Parramatta Square and Community Hubs
	Group Manager City Strategy
	Group Manager City Assets and Environment
	Group Manager Development and Traffic
	Group Manager City Design
	Universal Design and Access Officer

Reporting of progress occurs quarterly through Council's standard reporting program and annually through Council's Annual Report. Annual reports are submitted to the Department of Communities and Justice in line with legislative requirements. The Outcomes Framework is instrumental in how Council measures the impact we are trying make, that the City of Parramatta is a fully accessible and inclusive community that enriches the lives of all people.

for people with disabilities that foster the in collusion
and visibility. So one of them was called Dirty Feet
where people with
STAGES OF
CHANGE
FRIDAY 3 DECEMBER
AT 4PM


'The DIAP is about removing barriers both internally and externally. By moving towards being more inclusive we are changing the narrative here in the City of Parramatta'.

Address:	126 Church St, Parramatta PO Box 32, Parramatta NSW, 2124
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	@cityofparramatta
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Disability Inclusion Action Plan 2022–2026
DRAFT July 2022
Document Design by Studio Storm Australia

For non-English speakers, phone interpretation services are available via TIS National on **131 450.**

KOREAN

본 소식지와 관련해 통역 지원이 필요하신 경우, TIS (131 450)에 전화하여 Parramatta Customer Service (9806 5050)를 연결해 달라고 요청하시면 됩니다. 업무시간은 월요일에서 금요일,오전 8시 30분부터 오후 5시까지입니다.

CHINESE

如果你需要翻译协助阅读这份新闻简报，请联系 TIS，电话131 450，要求他们代表你接通巴拉玛打市议会顾客服务处，电话 9806 5050。顾客服务处的工作时间是每星期一至星期五，上午8:30至下午5:00。

ARABIC

إذا كنت بحاجة للمساعدة في ترجمة هذه النشرة، اتصل بـ TIS على الرقم 131 450 واطلب منهم الاتصال نيابة عنك بخدمة زبائن باراماتا على الرقم 9806 5050 من الإثنين إلى الجمعة بين الساعة 8:30 صباحاً و 5:00 مساءً.

HINDI

यदि आपको यह सूचना-पत्र समझने में सहायता चाहिए तो कृपया TIS को 131 450 पर फ़ोन करें और उनसे कहें कि आपकी तरफ़ से पैरामाटा कस्टमर सर्विस को 9806 5050 पर फ़ोन करें। यह सेवा सोमवार से शुक्रवार, सुबह 8.30 बजे से शाम 5.00 तक उपलब्ध है।

Disability Inclusion Action Plan

2022–2026

cityofparramatta.nsw.gov.au

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER 13.8
SUBJECT Community Grants Program 2023
REFERENCE F2022/00105 - D08600658
REPORT OF Community Capacity Building Manager

CSP THEME: FAIR

WORKSHOP/BRIEFING DATE: Wednesday 6 July 2022

PURPOSE:

To seek endorsement of the application process for the 2023 Community Grants Program and proposed changes to Creative and Heritage grants.

RECOMMENDATION

(a) **That** the 2023 annual application round of the 2023 Community Grants proceed with the categories and the proposed timeframe identified in this report, which includes the application closing date being at 4pm, Monday 19 September 2022.

(b) **That** the 2023 Community Grants round is administered according to the Grants and Donations Policy, including outcomes of the assessment process being presented to the Grants Committee prior to recommendations being presented to Council by December 2022.

(c) **Further, that** Council notes the proposed changes to the Creative Project Grants and Cultural Heritage and Stories Grants, detailed in paragraph 14-15 of this report, with all other category information remaining unchanged from the 2022 program.

BACKGROUND

1. To achieve its strategic community objectives, Council offers funding to the community through various grant programs. These grants are administered under Council's Grants and Donations Policy which sets out the principles, procedures and responsibilities to ensure that these programs are run in an efficient, effective and ethical manner. The policy guides grant-making activity made available by City of Parramatta Council, as per s356 of the *Local Government Act 1993* and independent of the regular procurement of goods, works and services. The policy has undergone regular reviews and was last endorsed by Council on 25 October 2021.

2. The Community Grants program is the largest of the grant programs offered by Council. Initiated by the former Parramatta City Council in 2007, the Community Grants provide significant support to many community organisations, volunteer groups, sporting clubs, social enterprises, creative producers and heritage organisations.

3. The Community Grants program is administered by the Community Capacity Building team within the Social and Community Services unit. The program is

aligned with the FAIR community outcome in the Delivery Program and Operational Plan 2020-2021 (F02.1): *Greater community capabilities to improve well-being and enhance services to meet the community's needs.*

4. Council's Grants Committee provides advice and guidance on the design of grant programs, reviews the outcomes of assessment processes of major grants programs and provides recommendations for the consideration of Council, consistent with the roles and responsibilities described within the Grants and Donations Policy, Grants and Donations Procedures and Grant Program Guidelines. The members of the current Councillor Grants Committee are Deputy Lord Mayor Councillor S Pandey, Councillors K Darley, P Esber, A Humphries and D Wang, and Jon Greig as Executive Director Community Services.

5. As per Council's resolution of 14 June 2022, a one-off additional amount of $30,000 has been carried over from the 2021/22 Financial Year. These funds are allocated to category pools for the Sports and Recreation grants through a quarterly application round.

ISSUES/OPTIONS/CONSEQUENCES

6. As part of a regular program of feedback and review, there are proposed changes to the Annual round of Community Grants. Consideration has been given to the feedback of the Grants Committee over time, the feedback of various internal business units that administer grant programs and feedback received from applicants and recipients in these programs.

7. As a result of the review, changes are recommended that would improve the timeline and flexibility of the annual round for 2023 and beyond. The timeline of the annual round will change from a financial year timeframe to that of a calendar year. This would see the annual grants process commencing in August 2022 and continue with this timeline for subsequent years. This revised timeline allows applicants to deliver their project according to calendar years, which is the preferred programming approach of the majority of our applicants. Feedback from applicants also reflects that this is easier to manage from an accounting perspective and removes some of the competing pressure on their workload with other grant application process, like ClubGRANTS, being too close to our current timeline.

8. To this end, it is proposed that the application period for the 2023 Community Grants annual round will open on Monday 22 August 2022 and close at 4pm, Monday 19 September 2022.

9. Further, in response to Qualitative Research conducted in September 2021 on the Annual Grants process, the Parramatta Artists' Studios and Cultural Services teams recommend the following changes to best meet the needs of the creative community and to provide a rounded support the sustainability of creative practitioners and enterprises across different levels of the sector.

10. It is proposed to change the name of the Creative Fellowship Fund to Parramatta Artist's Studios Creative Fellowship Grant to build on brand recognition and association.

11. Parramatta Artist Studios (PAS) recommends revising and simplifying the grant application process of the current Creative Project Leverage Grant to improve equity for small or volunteer-based arts organisations or collectives. Eliminating the matched funding requirement of this grant, which applicants have reported as a major barrier, will reduce the administrative burden of the application process and deliver a greater diversity of applicants and grantees. By simplifying the application process and requirements, the grant will be more accessible and appeal to a broader audience. Leveraging grants is uncommon practice in the creative sector. Consistent with this change, the category will be renamed to Creative Project Grants. Funding limits will not change.

12. Regarding the Cultural Heritage and Stories Grant, over the past several years there has been a general decline in the number of applications under the category. Qualitative research to evaluate the relevance of the annual grants program, conducted by Council in August 2021, made two relevant findings about this category:

    a) New applicants were less likely to think that the value of the grants was in line with the amount of work needed to apply; and

    b) All respondents shared their concern that smaller, volunteer-based individuals and organisations might not have the resources and skills to write successful grant applications, therefore were reluctant to apply for grants.

13. In response to community feedback, it is recommended that the maximum amount able to be granted per application in the Cultural Heritage & Stories Grant be increased from $5,000 to $10,000. The increase in grant size will enable the delivery of more contemporary outputs, such as enabling the research findings to be shared in different ways other than the ‘traditional’ publication style. Applicants might consider alternatives like a performance, play or digital presentation of the story’s that are uncovered, or a community event that brings people together in the sharing of the story or research findings.

14. The table below provides a summary of the proposed changes to the Annual Grants Program:

Component	**Current Status**	**Proposed Change**	**Rationale**
Annual Community Grants Program timeline	Aligned with Financial Year	Alignment with Calendar Year	Calendar year is the preferred programming approach of the majority of our applicants. Feedback from applicants also indicates this being easier to manage from an accounting perspective and removes some of the competing pressure on their workload with other grant application process, like ClubGRANTS

Creative Grants	Current Name: Parramatta Creative Fellowship Fund	Name Change: *Parramatta Artist's Studio Creative Fellowship Grant*	Build on brand recognition and association
	Current Name: Creative Project Leveraging Fund	Remove matching funds requirement Change name to: Creative Projects Grant	Sector feedback that the administrative burden of the matched funding component is a significant barrier to applying. Leveraging grants is uncommon practice in the creative sector
Cultural Heritage & Stories Research Fund	Funding cap = $5,000	Increase funding cap to $10,000	Will enable the delivery of more contemporary outputs such as findings being shared in different ways e.g., performance, play or digital presentation of the stories or a community event that brings people together in the sharing of the story or research findings

15. The 2023 Community Grants program has a total value of $530,000. This is offered through an annual round of six categories and application methods. In addition, three further categories will continue to be offered on a quarterly basis or all-year round. All these are outlines in the below table:

Category	Funding pool	Funding cap	Time frame
Community Capacity Building Grants	$225,000	$10,000 Additional funds can be applied for to a funding cap of $20,000	Annual round
Growing Social Enterprise Grants	$75,000	$25,000	Annual round
Creative Project Leveraging Fund	$60,000	$20,000	Annual round
Cultural Heritage and Stories Research Fund	$20,000	$5,000	Annual round
Creative Fellowship Fund	$20,000	One Fellow	Annual round
Categories not in the annual round			
Small Grants Fund	$40,000	$2,000	Quarterly round
Parramatta Sport & Recreation Grants	$60,000	$2,000	Quarterly round
Parramatta Representative Sport Grants	$30,000	$1,000	Open all year

16. The 2023 Community Grants round will be administered according to the current Grants and Donations Policy, including outcomes of the assessment

process being presented to the Grants Committee in October 2022 and recommendations being presented to Council in November or December 2022.

17. All grant categories will be supported by cross unit promotion and general advertisement strategies, including:

    a. Email promotion to community contacts and subscribed newsletters notifying of available funding opportunities. This includes Council networks plus the 1,360 subscribers on the Active Parramatta list, and the 2,058 contacts on the Community Connective Funding e-News.

    b. City of Parramatta Council's Community Grants webpage, providing information on upcoming grant rounds.

    c. Council's social media channels on Facebook and LinkedIn

    d. Direct communication to past applicants across all categories.

18. In addition, several Grant Information Sessions will be held, as well as other targeted promotional activities undertaken by the Community Capacity Building and Recreation Facilities and Programs teams, including:

    - Grants information included in presentation to Sporting Clubs at annual sports grounds allocation meeting held every February (winter sports) & July (summer sports)
    - Email message to Clubs and Sporting Groups on a quarterly frequency
    - Quarterly inclusion in the Parramatta Active Newsletter
    - Active Parramatta Facebook posts

19. Promotion of the Creative Grants will be led by Parramatta Artist's Studios and include:

    - Newsletter announcement to full PAS mailing list, including local, interstate and international artists, local and national arts organisations and professionals and community members
    - Reminder to apply newsletter to full mailing list
    - Social media campaign on PAS Instagram and Facebook, utilising imagery from previous recipients
    - Promotion shared through Western Sydney Arts Alliance network (over 30 Western Sydney cultural organisations)
    - Grants listed on NAVA (Industry Association) and Artshub (Industry news)
    - Information shared with all previous applicants and PAS alum networks
    - Two group information sessions, plus one-on-one sessions offered to applicants

20. A Quarterly Grants communications plan has been developed with Council's Marketing & Communications Team, which will be activated every quarter to help increase applications. The Quarterly Grants Program Communications Plan will include:

    - Communication Assets to be made available to all Councillors, to be shared through Councillor community networks and communication channels
    - A homepage slider on the COP website will be developed that promotes the Quarterly Grants and links to the landing page.

- Social Media (paid) – 2.5 week campaign
- Parramatta News Advertisement
- Social Media (organic) – posts announcing opening/closing dates
- Internal Communications – Council Connect

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
July 2021 – September 2021	Grant applicants	Feedback provided on the current design of Annual Grants, the ease of applying, amount offered, and recommendations	Feedback presented to previous Councillor Grants Committee to inform review	Social and Community Services / Research and Engagement

Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
14 June 2022	Council meeting	Councillors requested a renewed effort in the promotion of the Sport and Recreation Grant category	Response contained within this report	Social & Community Services
6 July 2022	Grants Committee	Committee indicated their support for the proposed changes to the Annual Grants Program	Response contained within this report	Social & Community Services

LEGAL IMPLICATIONS FOR COUNCIL

23. There are no legal implications for Council associated with this report. The content of the revised Policy remains in line with the requirement of s356 of the *Local Government Act 1993*.

FINANCIAL IMPLICATIONS FOR COUNCIL

24. All funding associated with the 2023 Community Grants program are allocated within existing endorsed budgets in the Community Services Directorate.

25. The table below summarises the financial impacts on the budget arising from approval of this report.

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

Rodrigo Gutierrez
Community Capacity Building Manager

David Moutou
Group Manager Social and Community Services

Jon Greig
Executive Director Community Services

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:
There are no attachments for this report.

REFERENCE MATERIAL

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER 13.9
SUBJECT Draft Late Night Trading Development Control Plan
REFERENCE F2022/00105 - D08547186
REPORT OF Project Team Leader

CSP THEME: THRIVING

WORKSHOP/BRIEFING DATE: 11 May 2022

PURPOSE:

To seek Council's approval of the Draft Late Night Trading Development Control Plan.

RECOMMENDATION

(a) **That** Council note the submission summaries contained in the Community Engagement Report at **Attachment 1.**

(b) **That** Council approve the revised Final Draft Late Night Development Control Plan (DCP) at **Attachment 2** for finalisation and to be inserted as a new section in Parramatta DCP 2011.

(c) **That** Council rescind the City of Parramatta Small Bars Policy 2017.

(d) **Further, that** Council delegate authority to the Chief Executive Officer to make any minor amendments and corrections of a non-policy and administrative nature that may arise during the plan finalisation process.

BACKGROUND

1. The Parramatta Night City Framework 2020-2024, endorsed by Council in February 2020, sets out Council's vision for shaping Parramatta into a night city that champions late night business, good universal design and accessibility, diverse and safe places, and creativity and culture at its core.

2. During discussions between Councillors and Council staff during the development of the Night City Framework, it was proposed a review of the Late Night Trading Development Control Plan (DCP), first exhibited in 2017 and subsequently deferred, be undertaken. Refer to Council Report for 22 November 2021 – *Item 16.1 - Late Night Trading Development Control Plan seeking commencement of exhibition*.

3. The Night City Framework identified planning for a future 24-hour CBD and late trading centres as a key focus area, with specific actions for a DCP to support the growth and management of the night time economy; extension of trading hours; and acoustic minimisation measures.

4. A Councillor briefing session was held on Wednesday 3 February 2021 to provide Councillors an update on the DCP and the proposed Late Night Trading Areas, their proposed trading hours, and the desired levels of vibrancy. A subsequent Councillor workshop was held on Wednesday 17 November upon finalisation of the Draft Late Night Trading DCP.

5. On Monday 22 November 2021 Council approved the Draft Late Night Trading DCP for public exhibition. The Draft Late Night Trading DCP was subsequently exhibited for an extended period from 6 December 2021 to 31 January 2022.

STRATEGIC ALIGNMENT

6. The Draft Late Night Trading DCP controls are aligned with several Council plans and strategies that outline its strategic importance:
    - ***Parramatta Community's Strategic Plan 2018-2038*** – Community Goal: Thriving – Strategies 5.3 and 5.4;
    - ***Economic Development Plan 2017-2021 –*** Actions 1.41,1.42;
    - ***Culture and Our City – A Cultural Plan for Parramatta's CBD 2017 –*** 2022 – Action 2.22.
    - ***Parramatta Night City Framework 2020-2024*** – Actions 1.1, 1.6, 1.7, 1.9, 1.10, 1.11, 1.12, 1.14.

Parramatta Night City Framework

7. The Parramatta Night City Framework 2020-2024 sets out a strategic vision and implementation framework for the night time economy to grow and diversify over the next 5 years.

8. One of the five focus areas of the Night City Framework is planning for a future 24-hour CBD and late trading centres. The Night City Framework recognises the importance of careful planning and management in creating a diverse and thriving night city.

9. The Night City Framework identifies actions relating to the City's development controls related to the night time economy, including the identification of late night entertainment precincts, the formulation of acoustic controls suitable for a 24-hour CBD, and reviewing and amending the Parramatta Development Control Plan (Parramatta DCP) to support growth and management of the night time economy across the LGA.

Current controls for late trading applications

10. Currently, Council does not have a specific set of controls in Parramatta DCP 2011 that are aligned to strategic objectives and ensures consistent outcomes. Development applications for late trading premises are merit assessed on a case-by-case basis.

11. This process often leads to inconsistent outcomes for businesses and inhibits Council's ability to implement the objectives and vision of the Night City Framework. The lack of a specific set of controls is a major barrier to creating a diverse and thriving night city.

12. The streamlining and strategic alignment of development controls associated with the night time economy is also in line with the NSW Liquor legislation.

OVERVIEW OF DRAFT FINAL LATE NIGHT TRADING DCP CONTROLS

13. The Final Draft Late Night Trading DCP controls at **Attachment 2** is an objective development assessment framework for licensed and non-licensed trading between 10pm and 6am. It will assist in transitioning the city to a 24-hour centre by facilitating a greater mix of things to see, do and explore while meeting the emerging needs of our communities.

14. The proposed controls aim to facilitate growth and diversification of the night-time economy by balancing night-time vibrancy and reasonable levels of residential amenity, encouraging a broad and inclusive mix of uses throughout the night, and ensuring good venue practices to promote safety and community amenity.

15. The key pillars of the Draft Late Night Trading DCP controls include:
    a. Venue categorisation aligned with NSW Liquor Licensing
    b. Late Night Trading Areas that are place based and scale night time activity and which prescribe venue trading hours
    c. Noise and sound controls that set standards and responsibilities for emitting uses and sensitive receiving uses
    d. Venue management through the implementation of Plans of Management

PRE-EXHIBITION ENGAGEMENT

16. Councillor workshops and informal consultation with relevant stakeholders were undertaken throughout 2021 to seek comments on the proposed Draft Late Night Trading DCP controls.

17. Council Officers engaged with Councillors prior to exhibition:

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
3/02/2021	Councillor Workshop	1) Additional examination of: - Application process and timeframes of trial periods for extended trading hours.	1) The Economic Development team has considered these points in the further	City Strategy/ Economy

		- Integration and alignment of the Late Night Trading DCP with other planning instruments and documents. - Assessment of the expected economic benefits of the proposal. - Consideration of how noise/sound abatement standards (such as window glazing) will be legislated and implemented. 2) The Night Time Economy DCP project would proceed to the next phase of the project, informal consultation with industry and stakeholders.	development and refinement of the DCP and the noise controls. 2) Informal consultation has been carried out during the pre-exhibition phase as noted below.	
17/11/2021	Councillor Workshop	No further comments were provided.	Enquiries were addressed during the Councillor workshop.	City Strategy/ Economy

18. Council officers consulted the following stakeholders:

Date	**Stakeholder**	**Stakeholder Comment**	**Council Officer Response**	**Responsibility**
12/03/2021	Parramatta Police Area Command	Refer to **Attachment 1** for all stakeholders	Refer to **Attachment 1** for all stakeholders	City Strategy/ Economy
19/03/2021	Parramatta Liquor Accord			City Strategy/ Economy
12/04/2021	Flemington Liquor Accord			City Strategy/ Economy
12/04/2021	Australian Hotels Association			City Strategy/ Economy
12/04/2021	Night Time Industries Association			City Strategy/ Economy

12/04/2021	Independent Bars Association			City Strategy/ Economy
13/04/2021	Auburn Police Area Command			City Strategy/ Economy
13/04/2021	Cumberland Police Area Command			City Strategy/ Economy
13/04/2021	Ryde Police Area Command			City Strategy/ Economy
30/11/2021	Parramatta Liquor Accord			City Strategy/ Economy

19. A summary of the stakeholder comments from the pre-exhibition consultation, and Council Officer responses are included in Community Engagement Report at **Attachment 1**.

20. Where suitable, stakeholder feedback was incorporated into the revised Draft Late Night Trading DCP controls.

PUBLIC EXHIBITION CONSULATION & ENGAGEMENT

21. On 22 November 2021 Council endorsed the public exhibition of the Draft Late Night Trading DCP controls for an extended period of 8 weeks from 6 December 2021 to 31 January 2022.

22. The engagement strategy for the exhibition of the Late Night Trading DCP controls was prepared consistent with Council's Community Engagement Strategy (December 2019) as well as the statutory requirements under the EP&A Act 1979 for DCPs.

23. The engagement strategy and public consultation included the following elements:

    a. Frequently Asked Questions document (FAQs);
    b. User guides for residents and businesses;
    c. Participate Parramatta and 'On exhibition' webpages will be created; and
    d. Online submission portal and formal submission process

24. Invitations to prepare a submission were promoted on a variety of channels: Council's digital channels including website and social media, through print and media, and via direct invitations to stakeholders.

Engagement Summary

25. A total of 73 submissions were received by Council:
    a. 42 formal submissions via Participate Parramatta (website submission form)
    b. 31 submissions via email to Council's Night City e-mail address

26. 1,840 people visited the Late Night Trading DCP project page online.

27. 74% of online submissions indicated support for the Late Night Trading DCP controls. 24% of online submissions did not support the Late Night Trading DCP controls, with 2% unsure.
28. A detailed overview of the consultation and engagement undertaken by Council can be found in the Community Engagement Report at **Attachment 1.**

Main themes of submissions during public exhibition

29. The public submissions received during the exhibition period have been summarised in the Community Engagement Report at **Attachment 1** according to key themes.

30. The themes which submissions covered include:
    a. General support for the Draft Late Night Trading DCP controls and the night time economy in Parramatta;
    b. Policy alignment including NSW Liquor & Gaming; and impact on businesses of policy;
    c. Proposed controls including trading hours; wording of the DCP controls; and trial periods;
    d. Application of the Draft Late Night Trading DCP controls including the proximity of Late Night Trading Areas to sensitive uses; and appropriate locations for late night trading;
    e. Process and compliance including reporting on impacts of late night trading; behaviour of patrons; and engagement for increased late night trading;
    f. Noise impacts including impacts on residential amenity; and mitigation measures;
    g. Traffic, transport, and parking including increased congestion; and range of transport options;
    h. Amenity including residential amenity;
    i. Safety including managing patron behaviour;
    j. Other recommendations including support for increased night time activation and suggestions for mitigation measures.

31. Council Officers prepared responses to submissions received, aggregated by key themes. The submission summaries and Council Officer responses can be found at **Attachment 1**.

POST-EXHIBITION ENGAGEMENT

32. The following post-exhibition consultation was undertaken with Councillors in relation to this matter:

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
11/05/2022 03/08/2022	Councillor Workshop Councillor Workshop	Refer to **Attachment 1** Scheduled at time of finalising report	Refer to **Attachment 1** Scheduled at time of finalising report	City Strategy/ Economy City Strategy/ Economy

33. A meeting with representatives of the Parramatta Liquor Accord took place on Thursday 9 June 2022:

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
09/06/2022	Parramatta Liquor Accord	Comments were aligned with the Accord's formal submission.	Comments were addressed during the meeting and in Council Officer responses to submissions per the Community Engagement Report at **Attachment 1.**	City Strategy/ Economy

34. Where suitable, stakeholder feedback was incorporated into the revised Draft Late Night Trading DCP controls.

PROPOSED AMENDMENTS TO THE DRAFT LATE NIGHT TRADING DCP CONTROLS

35. Council officers considered the submissions received during the exhibition period in their review of the Draft Late Night Trading DCP controls, and in proposing amendments to the controls, definitions, and application of the controls as per the Community Engagement Report at **Attachment 1** and reflected in the Final Draft Late Night Trading DCP controls at **Attachment 2**.

36. Amendments are proposed to the Noise Categories to allow a better balancing of night time activity and later trading with a reasonable and commensurate level of residential amenity.

    a. The Noise Categories set permissible noise levels in the Parramatta City Centre. Applied with the associated acoustic mitigation controls of the DCP they set the standards for noise management and compliance for emitting and receiving uses and guide the ongoing regulation of noise.

37. Amendments are proposed to trading hours within each Late Night Trading Area that seek to simplify and streamline for users the processes of applying for and operating within the trading hours of the Draft Late Night Trading DCP controls, and create the best conditions to support late trading businesses allowing them to prosper.

    a. The proposed amendments to the Base and Extended indoor and outdoor trading hours are commensurate with the desired activity levels and character of each Late Night Trading Area.

    b. The proposed amendments to the trading hours for CBD LNTA 1 and CBD LNTA 2 will equalize Base and Extended indoor and outdoor trading hours.

c. Noise Categories, which apply to CBD LNTA 1 and CBD LNTA 2 in the Parramatta City Centre, ensure that noise impacts arising from late night trading can be managed throughout trading periods in both indoor and outdoor areas.

d. New premises are required to submit a Plan of Management that must identify measures that mitigate impacts resulting from later trading such as noise and patron behaviour. It is proposed that licensees/managers of new premises are required to provide a signed declaration that they have read, understood and agree to uphold the Plan of Management.

38. The proposed amendments to the Draft Late Night Trading DCP controls are in the Community Engagement Report at **Attachment 1** and are summarised below:

Table 1 Summary of amendments

Section 2.2 Application of this section of the DCP Minor amendment to the 'Existing Premises' section for simplification of controls. Notes providing guidance to be included in the supplementary DCP User Guide.
Section 2.4 Glossary of terms Amended terms can be found at **Attachment 1.**
Section 2.4.1. Proposed premises categories The definition of 'nightclub' has been checked against the Liquor Act 2007 and Liquor & Gaming NSW. As there is no defined 'nightclub' class this has been changed to 'public entertainment venue – nightclub' to ensure that the definitions in the final LNT DCP align with Liquor & Gaming NSW.
Section 3 Late Night Trading Areas A portion of LNTA 2 has been added to LNTA 1 from the block on the east side of Church Street between George and Macquarie Street. A portion of LNTA 3 on the outskirts of the City Centre (north of River Road West) has been removed. A portion of LNTA 4 on the outskirts of the City Centre located at a junction on James Ruse Drive is proposed to be changed to LNTA 3. These changes are shown in Map 1 – Late Night Trading Areas in Parramatta in **Attachment 2.**
Section 4.1 Hours of operation CBD LNTA 1 Base Hours indoor for High and Low Impact Venues amended from 6am to 2am to 6am to 4am. Indoor and outdoor trading hours equalised resulting in an increase of 2 hours in the morning. CBD LNTA 2

Extended Hours indoor for High and Low Impact Venues amended from 6am to 3am to 6am to 4am. Indoor and outdoor trading hours equalised resulting in an increase of 1 hour in the morning. Urban Centre LNTA 3 Base Hours outdoor for High and Low Impact Venues amended from 10am to 10pm to 6am to 10pm, resulting in an increase of 4 hours in the morning. Local Centre LNTA 4 Base Hours outdoor for High and Low Impact Venues amended from 7am to 8pm to 10am to 8pm. Extended Hours indoor for High and Low Impact Venues amended from 10am to 12am to 6am to 12am, resulting in an increase of 4 hours in the morning. Non-Licensed hours amended from 7am to 12am to 6am to 12am for indoor and outdoor, resulting in an increase of 1 hour in the morning.
Section 4.2 Extended Trading Hours Trial Periods Controls have been reworded for clarification regarding process for formalizing extended trading hours following a successful trial period.
Section 5.2 Noise Categories Minor amendments to wording of some controls to improve clarity. Noise Category (NC) Cumulative Levels in Table 2 in **Attachment 2** have been amended. NC-A on Church St between Parramatta River and George Street has been changed to NC-B. This change is reflected in Map 2 – Noise Category Levels in the City Centre in **Attachment 2.**
Section 5.4 Acoustic requirements for new NTE Venues Noise Category (NC) Cumulative Levels in Table 4 have been amended.
Section 6 Premises Impact Management Controls have been amended to include that a licensee must have a signed declaration that they have read, understood and agree to uphold the Plan of Management.

Structural changes to Parramatta DCP 2011 to accommodate new Part 7 – Late Night Trading

39. The Late Night Trading DCP controls will form a new Part 7 in the Parramatta DCP 2011. (A new Part 6 - Parramatta City Centre that will constitute the new controls for the City Centre is anticipated to be reported to Council in the coming weeks).

40. Upon endorsement, an interleave page will be also inserted in front of the new Part 7 section with the following text:

Part 6 – Parramatta City Centre

[controls anticipated by 14 October 2022]

41. The Parramatta DCP 2011 Table of Contents page will be updated by inserting: "Part 6 – Parramatta City Centre [controls anticipated by 14 October 2022]."

LEGAL IMPLICATIONS FOR COUNCIL

42. To ensure consistency with Clause 14 of the *Environmental Planning and Assessment Regulation 2021*, Council Officers will publish notice of its decision on its website within 28 days after the decision is made.

43. To ensure consistency with Clause 20 of the *Environmental Planning and Assessment Regulation 2021,* Council Officers will issue a copy of the new DCP controls to the Planning Secretary within 28 days of making a development control plan.

FINANCIAL IMPLICATIONS FOR COUNCIL

44. If Council resolves to approve this report in accordance with the recommendation, there are no unbudgeted financial implications for Council.

45. The table below summarises the financial impacts on the budget arising from approval of this report.

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Revenue				
Internal Revenue				
External Revenue				
Total Revenue	Nil	Nil	Nil	Nil
Funding Source				
Operating Result				
External Costs	Nil	Nil	Nil	Nil
Internal Costs				
Depreciation				
Other				
Total Operating Result	Nil	Nil	Nil	Nil
Funding Source				
CAPEX				
CAPEX				
External				
Internal				
Other				
Total CAPEX	Nil	Nil	Nil	Nil

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ATTACHMENTS:

1	Late Night Trading DCP Community Engagement Report July 2022	45 Pages
2	Final Draft Late Night Trading DCP 5 July 2022	30 Pages

REFERENCE MATERIAL

CITY OF PARRAMATTA

Community Engagement Report

Draft Late Night Trading DCP Controls

July 2022

cityofparramatta.nsw.gov.au

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1. Introduction

1.1 Background

City of Parramatta Council recognises that late night trading businesses are a crucial part of our economy and contribute many benefits to our community, including access to services and retail, local food and beverage, cultural activities, live music and events, and opportunities for social gatherings.

Following many years of development and the successful endorsement of the Night Time City Framework in 2019, Council exhibited the Draft Late Night Trading Development Control Plan (draft LNT DCP) for a period of 8 weeks from Monday 6 December 2021 to Monday 31 January 2022.

The draft LNT DCP is an objective development assessment framework for licensed and non-licensed trading between 10pm and 6am. It will assist in transitioning the city to a 24-hour centre by facilitating a greater mix of things to see, do and explore while meeting the emerging needs of our communities.

The proposed controls aim to facilitate growth and diversification of the night-time economy by balancing night-time vibrancy and reasonable levels of residential amenity, encouraging a broad and inclusive mix of uses throughout the night, and ensuring good venue practices to promote safety and community amenity.

2. Community Engagement

2.1 Who is the community?

The term 'community' includes (but is not limited to) residents, landowners, businesses, workers, visitors, interest groups, non-government organisations, non-for-profit organisations, the development industry and planning proposal applicants, other industry sectors and stakeholders, including peak industry groups and State public authorities.

2.2 Engagement principles

Council's Community Engagement Strategy includes eight key principles to guide engagement: building relationships, right to be involved, clarity of purpose, accessible and inclusive, timely and coordinated, tailored, transparent, and learning from practice. These key principles have been based on the Community Participation principles outlined in the *Environmental Planning and Assessment Act 1979*. These principles were used to inform the processes and engagement mechanisms undertaken during the exhibition period.

2.3 Engagement timeframe

Council consulted with the community for a period of 8 weeks from Monday 6 December 2021 to Monday 31 January 2022.

The public exhibition of the draft LNT DCP provided the community with the opportunity to give feedback on the proposed controls.

2.4 Engagement mechanisms

Several methods and channels were used to reach stakeholders and direct them to Council's online engagement portal Participate Parramatta to provide feedback.

Overall, an estimated 101,400 persons were reached across all methods and channels. This culminated in 2,638 views of the project page and 73 formal contributions.

1. **Notification letters**

   Formal notification letters were sent to 182 landowners and occupiers located within and adjacent to the Parramatta CBD. Letters were also sent out to relevant industry stakeholders including the Australian Hotels Association NSW, Clubs NSW, Environment Protection Authority, Liquor & Gaming NSW and Venues NSW.

2. **Notification emails**

   Notification emails were sent to relevant public authorities, community groups and government agencies from a list of key stakeholders.

3. **Frequently Asked Questions (FAQs)**

   Frequently Asked Questions (FAQs) were provided on Council's Participate Parramatta webpage, providing answers to commonly asked questions relating to the 'who, what, where' of the draft LNT DCP.

4. **Translated Materials**

   Copies of the FAQs were translated into four language groups, which are dominant in the Parramatta LGA: Arabic (downloaded 19 times), Hindi (downloaded 17 times), Korean (downloaded 21 times), and Chinese (downloaded 20 times).

5. **Business and Resident User Guides**

   Separate guides for both businesses (downloaded 75 times) and residents (downloaded 93 times) were provided on Council's Participate Parramatta webpage to highlight key information for both groups. For businesses, this included information on what they would need for any potential development applications. For residents, this included information on what to expect from later trading in the City and suggested pathways for mitigating noise-related issues.

6. **Social Media**

   The exhibition period for the draft LNT DCP was promoted across Council's social media channels, including a paid campaign across Facebook, Twitter, LinkedIn and Instagram. Overall, the social media campaign gathered a total reach of 28,242 people.

7. **ePULSE**

   Information about the exhibition was sent to 22,021 subscribers via the January edition of the City of Parramatta ePULSE magazine on 24 January 2022.

8. **Electronic direct notification**

   Information about the exhibition was distributed via the following channels:

   - Participate Parramatta Newsletter January 2022 (10,300 subscribers)
   - Economic Development Newsletter (28,758 subscribers)

9. **QR Code**

   A QR code was included on all printed communications to direct the community and stakeholders to the Participate Parramatta on exhibition page. 19 individuals scanned the QR code 20 times during the exhibition period.

10. **Newspaper advertisement**

    A quarter page advertisement was placed in the Parramatta Times on Tuesday 14 December 2021.

11. **Public notice**

    One public notice was published (**Appendix D)** in *The Sydney Morning Herald* on 28 December 2021. This was shared organically across LinkedIn, Facebook and email.

    A link to the webpage is provided here: https://www.smh.com.au/national/nsw/a-24-hour-city-parramatta-council-to-consider-late-night-trading-plan-20211216-p59i5n.html

12. **Media Release**

    Council issued a media release; "*Exhibition of the Draft Late Night Trading Development Control Plan*" on 6 December 2021 which was published on Council's website at: http://www.cityofparramatta.nsw.gov.au/about-parramatta/news/on-exhibition/exhibition-of-the-draft-late-night-trading-development-control

13. **Webpages**

    Participate Parramatta website

    The draft LNT DCP and supporting exhibition material were placed on the Participate Parramatta website for the duration of the exhibition period. This page included all relevant resources and materials on the draft LNT DCP. It featured an interactive map which allowed users to visualise and learn more about the proposed Late Night Trading Areas (LNTAs), and outlined how to provide feedback.

    The draft LNT DCP project page on Participate Parramatta was viewed 2,638 times during the consultation period by 1,840 visitors. In total, there were also 761 instances of document downloads on the site over this time. Over this time, 42 contributions were made on the project page by 42 contributors using the online submission option.

    A link to the webpage is provided here: https://participate.cityofparramatta.nsw.gov.au/late-night-trading-DCP

14. **Workshops and Briefings**

    Council's Night Time Economy Project Officer provided a pre-exhibition presentation to the Parramatta Liquor Accord and an invitation to comment on 30 November 2021, at the Annual General Members meeting at Club Parramatta.

A briefing was also provided to the Office of the 24-Hour Economy Commissioner, the 24-Hour Economy Advisory Group and members of The Neon Grid network on 15 December 2021. 133 participants registered representing state government agencies, local governments, the private sector and night time industries. The briefing included a 15-minute presentation from City of Parramatta, followed by 20 minutes of questions from the pool of 100 attendees.

The presentation was shared to registered participants after the briefing.

15. One-on-one information sessions

The project team offered one-on-one phone appointments to the community and stakeholders to address any concerns, promote understanding of the draft LNT DCP, answer questions and receive verbal submissions of feedback. Overall, 1 person booked a phone appointment with the team via an online Calendly application.

3. Pre-exhibition Feedback

3.1 Pre-exhibition consultation & engagement

Council Officers undertook informal consultation with various stakeholders to seek comments and feedback on a summary of the draft proposal. Where suitable, the feedback has been incorporated into the draft LNT DCP controls.

The following stakeholder consultation was undertaken in relation to this matter:

Date	Stakeholder
12/03/2021	Parramatta Police Area Command
19/03/2021	Parramatta Liquor Accord
12/04/2021	Flemington Liquor Accord
12/04/2021	Australian Hotels Association
12/04/2021	Night Time Industries Association
12/04/2021	Independent Bars Association
13/04/2021	Auburn Police Area Command
13/04/2021	Cumberland Police Area Command
13/04/2021	Ryde Police Area Command

Through the pre-exhibition consultation, stakeholders raised a number of issues. Council Officers responded to these issues as summarised in the following section.

3.2 Pre-exhibition feedback

1. Trial Periods

Concerns were raised that the use of trial periods can create uncertainty for businesses that limit or stop investment.

Council officer Comment: Trial periods are permitted through reviewable conditions under the Environmental Planning & Assessment Act 1979 (*EP&A Act*) and are currently used by Council when approving late trading venues.

The draft LNT DCP cannot restrict their use, but instead sets out a clear framework for how and when they are used, including the steps of how of how to make extended hours permanent, and what will be assessed when a trial is reviewed. These include the requirements for complaints that are investigated and upheld, rather than only lodged.

To ensure that the trial periods strike the appropriate balance, trial periods in the draft LNT DCP have been reduced from 5 years to 1 year for high impact venues and 2 years to 1 year for low impact venues from those originally proposed.

2. Cumulative Impact of Licensed Premises

Overconcentration of late trading business (including alcohol outlet density) was raised as a concern due to the potential to increase anti-social behaviour.

Council officer Comment: The draft LNT DCP does not at this stage detail concepts relating to cumulative impacts of licensed premises. This is primarily due to the proposal being a framework to grow and diversify the night time economy in line with significant population and employment growth, rather a plan that focuses on managing an established, night time economy with high levels of existing licensed venue density.

However, the proposal does include a spatial approach through defined Late Night Trading Areas (LNTAs), which allows higher venue density and diversity in suitable locations that are supported by public transport and surrounded by an appropriate current and future land use mix.

This can create accessible, vibrant, active private and public spaces that is generally acknowledged to increase safety through increased pedestrian activity and natural surveillance. The precincts can also be supported by focused, place-based public domain, lighting, transport and CCTV initiatives that further improve public safety and access.

The draft LNT DCP is an initial framework that represents current priorities and issues. It can be reviewed and amended as the City grows and evolves.

3. Noise and Sound

Overall, support was provided for the proposed approach.

However, differing concerns were raised regarding elements of acoustic controls. There were concerns that holistic noise emissions from all venue types and businesses weren't being fully being considered, that all spatial environments were still expected to have the same noise levels, and that responsibility to abate noise was still unevenly balanced, with emitters (venues) maintaining the primary responsibility to reduce noise impacts.

Concern was also raised that the proposal would create unreasonable impacts on adjoining residential uses, particularly in the CBD areas and Urban Living.

Council officer Comment: The draft LNT DCP includes comprehensive noise and sound controls that are place-based and looked to share the responsibility of noise abatement between emitting uses (venue etc) and receiving uses (residential etc).

The proposed noise and sound controls are considered a significant evolution from the existing controls which can deliver more balanced outcomes, including high levels of permitted vibrancy and increased residential amenity. It does this through establishing desired acoustic benchmarks for specific areas which accounts for all anticipated noise sources, which both emitting and receiving uses can be designed and operated to. This includes glazing and other design and material requirements for new residential buildings in certain locations that ensures a higher level of internal acoustic amenity to residents.

The proposed approach is place-based and allows graduated levels of noise that is suitable to the surrounding environment, with areas in the CBD having the highest expected vibrancy and local centres the lowest.

4. Venue diversity and different controls for venues of differing impacts

Support was provided for the diversification of late trading venues, including smaller venues and non-licensed venues. However, concerns were raised regarding the seemingly more permissible controls for lower impact venues than high impact venues.

Council officer Comment: Diversifying the night time economy is a key objective of the Parramatta Night City Framework and draft LNT DCP, with the economic, social and safety benefits of more small, diverse uses and offerings well-established. Controls that slightly lower the regulatory threshold or allowed longer hours for these uses is one method of encouraging their development and was originally proposed.

To ensure an equal operating framework for all licensed businesses, the draft LNT DCP changes hours from those originally proposed and equalises base and extended hours for low and high impact venues

The draft LNT DCP also changes the trial period timeframes which have been equalised for high impact and low impact venues to ensure clarity and consistency for licenced venues across the approval process.

5. Maintaining a merit based assessment framework

Concern was raised that moving from a complete merit assessment to an objective framework would restrict grow of the night time economy and increase uncertainty.

Council officer Comment: The proposed framework is considered to increase certainty to all stakeholders as it sets clear spatial, time and management controls for the night time economy. In some cases, this includes taking elements of the existing merit assessment process and formalising them through the draft

LNT DCP, resulting in little change. The move away from a merit assessment within Late Night Trading Areas is also considered to reduce subjectivity within the assessment process and deliver consistent outcomes.

The draft LNT DCP also ensures growth is encouraged and managed in the right locations to reduce impacts. This precinct approach allows the place-based noise and sound controls to be developed, as defined spatial boundaries and operating times are a required input for this approach to be effective.

6. Alignment of trading hours to liquor license

Some submissions raised concerns that the proposed hours in the draft LNT DCP were not aligned with liquor licenses under the NSW Liquor Act 2007.

Council officer Comment: Whilst a liquor license is entitled to normal and extended trading hours under the Liquor Act 2007, the draft LNT DCP controls the trading hours for use of the land. As per NSW legislation, the most restrictive of the two prevails.

As a set of land use planning controls, the draft LNT DCP accounts for the surrounding spatial context when setting allowable trading hours, meaning that hours could be less than under a liquor license due to spatial constraints and potential impacts on surrounding uses.

It is also important to note that under the current merit assessment late trading premises are not guaranteed to have the same hours as their liquor license, meaning there is no material change between existing and proposed trading hours.

Councillor Consultation

The following Councillor consultation was undertaken in relation to this matter:

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
03/02/2021	All/ Councillor Workshop	1) Additional examination of: - Application process and timeframes of trial periods for extended trading hours. - Integration and alignment of the NTE DCP with other planning instruments and documents. - Assessment of the expected economic benefits of the proposal. - Consideration of how noise/sound abatement standards (such as window glazing) will be legislated and implemented. 2) The Night Time Economy DCP project would proceed to the next phase of the project, informal consultation with industry and stakeholders.	1) The Economic Development team has considered these points in the further development and refinement of the DCP and the noise controls. 2) Informal consultation has been carried out during the pre-exhibition phase as noted above.	City Strategy/ Economic Development
17/11/2021	All/Councillor Workshop	No further comments were provided	Inquiries were addressed during the Councillor workshop	City Strategy/ Economic Development

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4. Feedback from Exhibition Period

4.1 Summary of Feedback

- Formal feedback on the exhibition of the draft LNT DCP consistent with the community participation requirements established by the *EP&A Act* resulted in a total of 73 submissions being received by Council: 42 formal submissions via Participate Parramatta (website submission form)
- 31 submissions via email to the Night City e-mail address attended to by Night Time Economy Project Officer

For the purposes of this report, the submissions have been summarised according to key themes.

THEMES

4.1.1 General support

4.1.1.1 Support for the development of the night time economy in Parramatta

Many submissions expressed support for the development of the night time economy in Parramatta. These submissions expressed a keen interest in the opportunities for the city to grow in vibrancy, diversity and attractiveness. Several submissions emphasised the need for areas outside of the Parramatta CBD such as Epping, Wentworth Point and Olympic Park to have a broader night time offering and for businesses in those areas to trade later. Submissions also expressed a desire to have a diversity of night-time activities and alternatives to alcohol consumption, including family friendly events, live performance and music venues, retail (such as night markets) and other services.

Members of the Parramatta community are in favour of late night trading and its potential to activate the city, particularly after work, and especially for workers who work late into the night in Parramatta. Their submissions also recognised the relationship between vibrancy and a feeling of safety and security in the city at night.

4.1.1.2 Support for the draft LNT DCP

Submissions from the community also expressed support for the draft LNT DCP, particularly the role it can play in facilitating the growth of the night time economy in Parramatta. These submissions indicated support for further policy development that can support this growth.

NSW Government agencies expressed support for the draft LNT DCP. One agency emphasised support for the classifications guidelines and operating hours for Late Night Trading Area 1. They expressed a desire to actively participate in the late night economy and provide support for public events produced by the community and Council. A submission from a major state cultural institution and a peak body for tourism and transport expressed support for the draft LNT DCP, particularly in regard to the role that a diverse night time economy can have in the growth of creative and cultural infrastructure, and in boosting tourism and visitation. These submissions also expressed an eagerness to participate and collaborate with Council in order to fully maximise the benefits of the draft LNT DCP as well as Council's existing work in growing the night time economy.

A submission from a private business in the Parramatta CBD voiced strong support for the draft LNT DCP particularly in the context of post COVID-19 lockdowns, noting that they had been advocating for more late-night activity for many years. One submission from an industry association emphasised that the four-tier tailored hierarchy of Late Night Trading Areas (LNTAs) was an appropriate approach given the unique characteristics, land uses and built form of Parramatta's key centres.

This sentiment was echoed by an education provider in the Parramatta CBD; the submission highlighted their desire to see a broad and inclusive mix of uses that reflects the diverse needs of the community. A submission from an industry association also welcomed the shift from a blanket approach to acoustic controls to place-based acoustic controls.

The use of maps to illustrate the spatial distribution of the draft LNT DCP was supported; there was a suggestion to include existing licensed venues in the maps.

4.1.2 Alignment with other policies

4.1.2.1 Alignment with NSW Liquor & Gaming

A few submissions were concerned that the draft LNT DCP was not aligned with existing NSW Liquor & Gaming and other NSW government policies. Submissions highlighted that the standard and extended trading hours proposed by the draft LNT DCP were less than existing NSW Liquor & Gaming licence hours. A submission made by a state government agency also suggested that references to certain types of liquor licenses be refined (under the on-premises licence).

4.1.2.2 Impact on businesses

A submission from a business owner in the CBD showed concern that a lack of alignment would create more red tape for businesses. This submission expressed particular concern around the flow on impacts of any additional administrative requirements on a business' operations.

4.1.2.3 Membership with key industry bodies

Some submissions also asked that the Parramatta Liquor Accord be addressed in the draft LNT DCP. One submission recommended that Liquor Accord membership and attendance at meetings/participation should be required for new licenced premises.

4.1.3 Proposed controls

4.1.3.1 Trading hours

4.1.3.1.1 Relationship between trading hours and LNTAs

The use of Late Night Trading Areas (LNTAs) to highlight areas for growth and establishment of night time activity was supported by the submissions. However, concern was raised around the draft LNT DCP potentially limiting a development application for a late night trading business or venue outside of the LNTAs from being assessed on a merit basis.

4.1.3.1.2 Separation of indoor and outdoor trading hours

The separation of indoor and outdoor trading hours was met with some opposition in submissions by a local business chamber and a business operator. The submissions suggested that the separation of indoor and outdoor trading hours would result in patrons leaving the venue for fresh air or to smoke and would inhibit venue staff from ensuring they would not cause disturbances. These submissions suggested that if it could be demonstrated that no acoustic disturbance would result from outdoor trading, then a venue should be allowed to trade outdoors beyond what is proposed in the draft LNT DCP. One submission from a resident outside of the CBD suggested that trading hours be further limited to maintain the acoustic amenity of residential areas.

4.1.3.2 Comprehension and wording

Submissions sought clarification regarding the proposed controls in the draft LNT DCP. Some submissions provided suggestions to ensure the wording of the draft LNT DCP was clear and easy to understand for users and regulators.

Clarification on wording was sought to ensure that the LNTAs and their descriptions would not preclude businesses from applying for later trading hours.

4.1.3.3 Trial periods

4.1.3.3.1 Clarification on process

The use of trial periods was supported by most submissions. A submission from the local Police Area Command suggested that the DCP provide examples or further clarification on when and how trial periods may be cancelled, and to give a clear guideline of processes for reporting poorly managed venues for the purposes of clarity for residents and operators. The local Police Area Command also requested that they be consulted in the event of an application for a new high impact premises, as well as being notified of new plans of management from later trading venues.

4.1.3.3.2 Comprehension and wording

A submission by a local business chamber expressed concern at the use of trial periods. The submission supported the use of trial periods for 12 months, as is proposed, however was concerned that the wording of the proposed controls insinuated that the use of extended trading hours would only continue to be renewed every 12 months.

According to the submission, this would disincentivise businesses seeking to make improvements to venues that would allow them to trade later. Another submission supported the use of trial periods for 12 months, as is proposed, however was concerned that the wording of the proposed controls insinuated that the use of extended trading hours would only continue to be renewed every 12 months. Clarification on the wording and requirements is needed.

4.1.3.4 Other concerns

4.1.3.4.1 Alignment of controls to other policies and frameworks

In order to ensuring clarity and ease of use, submissions also emphasised the need to align the draft LNT DCP with other state legislation and policies that govern licensing. This is further explored in the theme 'Alignment with other policies.'

Feedback from a state government agency pointed out that more than one consent can be assigned to a property, and it was important to ensure these do not overlap or cause confusion.

4.1.3.4.2 'Red tape'

One submission from a local business questioned whether the proposed controls in the draft LNT DCP would reduce red tape.

4.1.4 Application of the draft DCP

4.1.4.1 LNTA 3

Residents of an area on the fringes of the Parramatta CBD expressed concern over the designation as part of LNTA 3; these concerns stemmed from a history of complaints relating to a particular venue in the area.

These submissions expressed concern on the impacts of later trading, specifically stemming from that particular venue, however these concerns assumed that the venue would automatically be granted extended trading hours. Conversely, another submission suggested retroactively applying the proposed base trading hours to any existing licenses that may have operating licenses approved beyond these hours.

4.1.4.2 Proximity of LNTAs to sensitive uses

There was some disagreement over the appropriateness of designating certain locations as LNTAs. This concern was not exclusive to residential areas. As discussed in the theme 'Support for the night time economy,' there is support for the growth of the night time economy across the Parramatta LGA. However, some submissions suggested that later trading be limited to the Parramatta CBD, or to establish controls for late night trading in the CBD first and investigate the potential for other centres in the future. Conversely, other submissions supported the opportunity for other centres outside of the CBD to further bolster late trading.

One submission argued against the approach of clustering venues close together and suggested that spreading out trading throughout the LGA may have less impacts on amenity. Submissions expressed concern that the draft LNT DCP implied the "approval" of poorly behaving venues, and emphasised the need for an approach to managing the impacts of later trading. This is explored further in the themes 'Noise impacts', 'Amenity', 'Traffic and parking' and 'Safety.'

4.1.4.3 "Appropriate" locations for late night trading

Other submissions that mentioned the appropriateness of late trading in certain areas hinged their disagreements on the assumption that the draft LNT DCP would automatically result or encourage more consumption of alcohol.

Some submissions questioned the sensibility of encouraging later trading in areas with little to no late trading or a perceived lack of demand as well as a lack of access and connectivity. Submissions suggested that the proposed controls be rolled out in the Parramatta CBD first and with a slower introduction into other centres in the future. Conversely, a submission by a business chamber suggested that a business, no matter what area it is located, should be able to apply for extended trading hours and have that application assessed on a merit basis. This submission also suggested that indoor and outdoor trading hours be the same; that topic is further explored in 'Noise impacts' and Proposed Controls.'

4.1.4.4 Inclusion of more areas into LNTAs

Submissions by businesses and business chamber supported the proposed application of the draft LNT DCP and also encouraged the inclusion of more areas, such as the Parramatta Gaol - a future creative

and cultural hub - to be included as part of the LNTAs. A submission by a business chamber also suggested that Church Street be included as part of LNTA 1 as it is one of Parramatta's most popular night time destinations and is in close proximity to the Riverside Theatres.

4.1.5 Process and compliance

4.1.5.1 Reporting on impacts of late night trading

The process for reporting on any issues or impacts arising from increased late night trading was a key issue that emerged from the submissions, especially the submissions that also expressed concern regarding these impacts.

Several submissions emphasised the importance of clearly communicating the new acoustic criteria, as well as pathways to lodge and respond to complaints arising from increased late night trading.

A state government agency suggested that Council formally "opt-in" to becoming the primary channel for managing complaints from residents and businesses, with an aim to reduce the potential for "complaint shopping" to different agencies.

Some submissions suggested other approaches to managing and ensuring compliance, which are outside of the scope of this DCP. However, they highlight that the implementation of the draft LNT DCP requires effort from a range of stakeholders.

4.1.5.2 Behaviour of patrons

Aside from noise, particular emphasis was placed on the behaviour of patrons, including while they leave a venue. For example, a strata association suggested that licensed venues provide adequate security detail to ensure that patrons can be moved on quietly. They also suggested that any extension of hours be coupled with conditions requiring this approach, as well as a contact number or definitive process in place for local residents to seek an immediate resolution to any issues. Another suggestion was regular police patrols, similar to those employed for live sporting events.

A business chamber also suggested the inclusion of education campaigns for better behaviour in and out of venues, as well as the inclusion of pro forma venue management plans in order to clearly communicate expectations to businesses. The chamber also expressed a desire to work with Council on establishing a process for managing poorly behaving patrons, as well as for ensuring a venue's operating conditions are not lost due to an isolated incident.

4.1.5.3 Engagement and consultation for increased late night trading

A strata association in the CBD suggested the formation of a working group or a pathway for ongoing input from residents living in and around areas of increased late night trading, particularly in high density residential areas.

Submissions also emphasised the need for community input into any development application for late trading premises. The local Police Area Command requested they be involved in any consultation for a high impact premises in the future. Their submission also suggested that the draft LNT DCP include examples of when trial periods can be cancelled.

4.1.6 Noise impacts

4.1.6.1 Impacts on residential amenity

Submissions raised concerns regarding noise impacts stemming from late night trading. These concerns pertained to noise generated by patrons in venues, as well as patrons exiting venues. Most submissions made regarding noise impacts hinged on the assumption that increased or extended trading will result in more noise. Submissions also raised concerns on the potential for noise from venues to travel in different directions, and the impact this may have on residential amenity. A submission from a residential association in the CBD noted that noise has increased as a result of increased activity in and around the CBD, and the impacts have not been adequately addressed.

4.1.6.2 Mitigation measures

The submission also acknowledged the proposed acoustic criteria and expressed support for acoustically-designed developments in the future; however, it also noted that there is a need for existing residential buildings to have some sort of mitigation measures in place.

Apartments in the CBD in close proximity or located within the LNTAs may be at greater risk of impacts resulting from noise, especially during the warmer months when windows are open for natural ventilation. As the DCP aims to encourage a greater density of venues within the LNTAs, the

submission suggested solutions for addressing patron noise that are outside of the scope of this DCP. These suggestions are identified under the theme 'Process and compliance.'

4.1.6.3 Impacts from a specific venue

Several submissions raised concerns about a specific venue on the periphery of the Parramatta City Centre, citing incidences of noise stemming from patrons exiting the venue. One submission expressed doubt at the effectiveness of Council policy to address these impacts.

4.1.7 Traffic, transport and parking

4.1.7.1 Increased congestion

Transport infrastructure that can support the night time economy is a critical concern. Some submissions raised concerns that later trading would lead to increased traffic and congestion.

4.1.7.2 Need for a range of transport options

Submissions that touched upon transport indicated the need for a variety of options such as public transport, especially late at night, and more parking. A submission made by a hospitality business in the CBD also expressed concern at the lack of transport options and parking close to their venue, which has been worsened by the ongoing construction in the CBD.

4.1.8 Amenity

4.1.8.1 Residential amenity

Impact on amenity is a key concern for residents of the LGA. In particular, residents outside the Parramatta CBD were concerned that they could be negatively affected by extended late night trading. Some submissions were concerned that any major changes would be unfair to property owners that did not expect to be living near a night time precinct. Particularly, these submissions expressed concern that proximity to increased late night trading would decrease property values.

Other submissions expressed concern around the potential for more people, traffic and noise, which represents to them a marked departure from the existing amenity of the areas they reside in.

4.1.8.2 Impacts from a specific venue

Several submissions also raised concerns about a specific venue on the periphery of the Parramatta City Centre, stating that if trading hours were extended it could result in significant amenity and quality of life impacts for residents in the surrounding area. This is discussed further in 'Noise impacts.'

4.1.9 Safety

4.1.9.1 Relationship of late night trading and safety

Submissions raised concerns regarding safety, security, violence and antisocial behaviour, particularly at night. Several submissions that addressed potential noise impacts from intoxicated patrons were also worried about an increase in crime. Some submissions requested that surveillance measures be considered. These measures include appropriate lighting, security, CCTV and wayfinding.

One submission objected to allowing trading after midnight, referencing safety issues that were prevalent in Kings Cross and on Oxford and George Street in the Sydney CBD prior to the introduction of lockout laws.

4.1.9.2 Managing patron behaviour

A submission from a strata association in the CBD gave praise to a licensed venue in the Parramatta CBD that addressed safety issues. This example cited that security of the licensed venue are proactive in moving patrons on after they leave a venue to ensure they do not negatively impact the amenity of surrounding residents.

4.1.9.3 Impacts from a specific venue

As with the theme of noise impacts, several submissions raised concerns about a specific venue on the periphery of the Parramatta City Centre, citing incidences of violence and antisocial behaviour stemming from intoxicated patrons exiting the venue. These submissions voiced a critical concern for the safety of residents in the surrounding area if trading hours were to be extended.

4.1.10 Other recommendations

4.1.10.1 Further actions

Many submissions included recommendations that lie outside the scope of the DCP. City of Parramatta Council acknowledges these recommendations as they are still important to consider, particularly where they align with the objectives and strategic actions of the Night City Framework.

A business chamber recommended further investment and policy reform to achieve Council's vision for a late-night economy. The chamber also emphasised that the DCP presented an opportunity to create an incentive scheme to support cultural and entertainment venues and theatres underneath new developments to manage noise and other impacts. Another business chamber also made suggestions regarding noise impacts, recommending that Council create an education campaign to help set the expectations for acoustic living conditions in the CBD.

The issue of accessibility was also addressed by a submission from a business operator, requesting that it be clarified that proposed new venues abide by strict accessibility codes to ensure all people can enjoy the night time economy.

4.1.10.2 Night time activation

Several submissions expressed interest in seeing more late night markets, food trucks and live music. In particular, the Riverside Theatre and surrounding area was singled out as a space with great potential to become more vibrant. Some submissions suggested using late night shopping and dining along the river and bridges to boost the attractiveness of the space.

4.1.10.3 Mitigation measures

A submission from a resident in the CBD suggested that licensed venues operating past midnight in particular areas of the CBD should be required to jointly fund and/or provide security services in the immediate vicinity to ensure that intoxicated persons would be moved on from the area.

4.2 Responses to Feedback

Theme	Category	Key Matter	Council Response
General support	Support for the development of the night time economy in Parramatta		Support for the development of the night time economy in Parramatta is noted and welcomed by Council. Council acknowledges the need for a planning framework to support social and cultural activity in our vibrant and diverse night city. The draft LNT DCP is consistent with the objectives of the Greater Cities Commission Central City District Plan in creating a liveable city with creative, culturally rich and socially connected communities where people are within 30 minutes of social and cultural infrastructure/attractions. This is also consistent with the Fun SEPP reforms designed to support hospitality, events and arts industries and deliver a 24-hour economy.
	Support for the draft LNT DCP		The support from the community, businesses and key stakeholders is noted and welcomed by Council. Council recognises the need for a broad range of policies and frameworks to fulfil the objectives of the draft LNT DCP and Council's other related strategies. Council also recognises that stakeholders play a key role in ensuring that the benefits of policies like the draft LNT DCP can be realised and maximised. Council is committed to transparency in the process of finalising the draft LNT DCP and will continue to employ appropriate methods, i.e. maps to illustrate the proposed controls of the draft LNT DCP.
Alignment with other policies	Alignment with NSW Liquor & Gaming		Alignment with the broader strategic context of the night time economy is of critical importance to Council. Council acknowledges the differences between the definitions used by NSW Liquor & Gaming and has further investigated this matter. In particular, the definition of 'nightclub' has been checked against the Liquor Act 2007 and Liquor & Gaming NSW. As there is no defined 'nightclub' class this has been changed to 'public entertainment venue – nightclub' to ensure that the definitions in the final LNT DCP align with Liquor & Gaming NSW. Council also acknowledges the differences between the trading hours specified in the proposed controls and the trading hours utilised in licensing by NSW Liquor & Gaming. Council has elected to maintain its approach on trading hours as Liquor and Gaming trading hours are only from 6am to midnight and midnight to 5am. Council has amended the trading hours exhibited in the draft LNT DCP based on feedback received from the community. These amendments seek to simplify and streamline for businesses the process of applying for and operating with the trading hours under the DCP and create the best conditions to support late trading businesses.
	Impact on businesses		Council recognises the perceived additional administrative requirements that come with a new policy. The draft LNT DCP provides the development controls and standards relating to late night trading. It provides a framework for applications to be assessed against from a planning perspective and is

			intended to help improve the efficiency of assessment. However, other processes and licences relating to trading still apply and must be complied with as part of the overall process.
	Membership with key industry bodies		Council acknowledges the value and achievements of the Liquor Accords in working with licenced premises, Parramatta Police, NSW Liquor & Gaming and the City of Parramatta Council across the LGA to create safer and more vibrant venues. Whilst Council will continue to work with the Liquor Accords to promote and ensure good management of licensed venues within the LGA, it is beyond the scope of the draft LNT DCP to enforce membership for these premises.
Proposed controls	Trading hours	Relationship between trading hours and Late Night Trading Areas (LNTAs)	Council wishes to clarify that all applications are assessed on a merit basis as a development control plan is considered a guideline only. Assessment of any development application, regardless of where the property is located, would be based on the potential impact of late night activity on the amenity of affected and nearby residents, alongside the requirements set out in the LEP and the DCP. Council wishes to clarify that late night trading is not necessarily restricted to the areas identified within the draft LNT DCP. The proposed LNTAs have been identified based on zoning, connectivity, existing and planned infrastructure and potential for growth and activity. The use of LNTAs aim to create a density of diverse late trading uses to maximise access to infrastructure and create a vibrant and safe public domain. Proposals or development applications pertaining to areas outside of the proposed LNTAs are not precluded from applying for later trading hours. Section 4.3 of the draft LNT DCP covers Out of Area Proposals.
		Separation of indoor and outdoor trading hours	Council has equalised the indoor and outdoor trading hours for LNTA1 and LNTA2 based on feedback received from the community. These amendments seek to simplify and streamline for businesses the process of applying for and operating within the trading hours of the DCP and create the best conditions to support late trading businesses and allow them to thrive. Separation between indoor and outdoor trading hours have been maintained in Urban Centre LNTA3 and Local Centre LNTA4 to mitigate the issues that arise around noise complaints and to balance the needs of the community with regards to night time activity.

	Comprehension and wording		Council recognises the need for clear controls and policies. Council is undertaking a process of harmonisation across the various DCPs of the LGA. The Draft Harmonisation DCP seeks to create a consistent set of development controls for the City of Parramatta LGA that resulted from thew new Council Proclamation in 2016. The draft Harmonisation DCP process involves reviewing and consolidation development controls from the former Council areas of Auburn, Holroyd, Hornsby, Parramatta and The Hills.

	Trial Periods	Clarification on process	Council has updated the controls to provide further clarification on when and how trial periods may be cancelled. The following controls have been added to Section 4.2 Extended Trading Hours Trial Periods:
			• At the completion of a trial period, a modification application must be lodged to formalise extended trading hours.
			• The assessment of the modification application will consider:
			  ○ Assessment of inspections by Council officers during trial periods;
			  ○ Consideration of Police Incident Register;
			  ○ Consideration of formal customer complaints to Council investigated and upheld; and
			  ○ Assessment of venue compliance with the approved Plan of Management
			• Trial periods may be extended or cancelled in the event of poor venue management during the trial period.
			  ○ A trial period may be extended for a maximum of 12 months for both Low and High Impact premises.
			• Extended Trading hours will be permitted where Council has determined that the premises have been or will be well managed, including compliance with an approved Plan of Management and sound and noise controls.
			Council will work with Parramatta Local Area Command (PLAC) to ensure that there is a system in place for PLAC to provide comments during the assessment period.

		Comprehension and wording	Council acknowledges the need for clarity on the requirements proposed by the controls in the draft LNT DCP. Council has updated Section 6 Premises Impact Management in the draft LNT DCP to include the following proposed control: C5. The premises must be operated and managed in accordance with the Plan of Management.

			Council has also updated the description of the Plan of Management to clarify that the licensee/manager must provide a signed declaration that they have read, understood and agree to uphold the Plan of Management. Council will work with PLAC to ensure that there is a system in place for PLAC to provide comments during the assessment period. In addition, a template Plan of Management will be included on Council's website alongside other FAQs documents.

			Council acknowledges the need for clarity in the proposed controls. The intention of the trial periods is not to disincentivise businesses from pursuing extended trading hours (and any subsequent improvements to their premises that may be required), but to allow Council, the PLAC and the community to adequately manage any impacts that may result from later trading.
			
			Council wishes to clarify that extended trading hours may be formalised permanently following the completion of a trial period and assessment of a modification application. The assessment of a modification application will consider whether the business demonstrated they were able to manage any impacts from later trading. The assessment of the modification application may recommend the permanent formalisation of the extended trading hours or an extension of the trial period, which can be extended for a maximum of 12 months.
			
			Should a business fail to demonstrate that they are unable to manage extended trading either through the trial period (i.e. Council receives, investigates and upholds formal customer complaints related to the extended trading) or through the assessment of the modification application (i.e. Venue does not demonstrate compliance with the approved Plan of Management), then extended trading hours will not be granted and the trial period cancelled.
			
			Council has updated the controls for clarity. The following controls have been added:
			• At the completion of a trial period, a modification application must be lodged to formalise extended trading hours.
			• The assessment of the modification application will consider:
			  ○ Assessment of inspections by Council officers during trial periods;
			  ○ Consideration of Police Incident Register;
			  ○ Consideration of formal customer complaints to Council investigated and upheld; and
			  ○ Assessment of venue compliance with the approved Plan of Management
			• Trial periods may be extended or cancelled in the event of poor venue management during the trial period.

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			○ A trial period may be extended for a maximum of 12 months for both Low and High Impact premises. • Extended Trading hours will be permitted where Council has determined that the premises have been or will be well managed, including compliance with an approved Plan of Management and sound and noise controls.
	Other concerns	'Red tape'	The aim of the draft LNT DCP is to provide a principle point of reference for businesses that are seeking to trade later and contribute to the night time economy of the City of Parramatta. The draft DCP provides the development controls and standards relating to late night trading. It provides a framework for applications to be assessed from a planning perspective and is intended to help improve the efficiency of assessment. However, other processes and licences relating to trading still apply and must be complied with as part of the overall process. The timeliness of the overall process is not reliant on the DCP, rather the DCP provides an assessment framework.
		Alignment with other policies and frameworks	Alignment with the broader strategic context of the night time economy is of critical importance to Council. Council acknowledges the differences between the definitions used by NSW Liquor & Gaming and has further investigated this matter. In particular, the definition of 'nightclub' has been checked against the Liquor Act 2007 and Liquor & Gaming NSW. As there is no defined 'nightclub' class this has been changed to 'public entertainment venue – nightclub' to ensure that the definitions in the final LNT DCP align with Liquor & Gaming NSW. The assessment process for any development application includes investigation into site history. Conditions of consent and assessment of development application tie in any previous consents or approvals so that all parties are aware of what applies from the approval date.
Application of the DCP	LNTA 3		Council has consulted with key internal and external stakeholders and has resolved to remove the area in question (the venue and its surrounds) from the LNTAs, following community feedback and concerns. Council will work through its Environmental Health and Compliance teams, as well as with businesses, Liquor Accords and the NSW Police to ensure that good venue management practices are the norm.
	Proximity of LNTAs to sensitive uses		Council recognises the importance of balancing night time activity and later trading with a reasonable and commensurate level of residential amenity. The DCP does not dictate land use permissibility; the LEP manages land use zones and determines whether a business is permissible etc. Therefore the

		location of businesses can't be controlled via the DCP. The DCP is providing the specific provisions to support uses within the LEP and is changing the operation of the uses permitted in the zone. The proximity of sensitive uses to the proposed LNTAs has been considered in the process of selecting and determining LNTAs. The LNTAs that have been applied to areas outside the CBD have been scaled to the context. Permissible trading hours within the LNTAs within the CBD are very different to those proposed for the Local Centre LNTA 4. While the LNTAs have been primarily informed by the land use zones, each LNTA has also been shaped by the quantity, type and temporal characteristics of existing night time activity as well as the potential for growth. The LNTAs are not a one-size fits all approach, and proposed trading hours have been scaled to respond to the context as well as mitigate impacts.
	"Appropriate" locations for late night trading	The Late Night Trading Areas (LNTAs) were determined in consideration of the following: • Land use zoning • City of Parramatta's centre hierarchy, within the Local Strategic Planning Statement 2036 • Planned and existing infrastructure • Desired and potential character The use of LNTAs is not predicated solely on existing late night activity, and the proposed trading hours for each LNTA have been scaled to the existing and potential context. The inclusion of non-CBD centres in the LNTAs broadly follows City of Parramatta's centres hierarchy. Non-CBD centres have been included within the Late Night Trading Areas (LNTAs) , including: • Epping (Strategic Centre & Growth Precinct) • Westmead (Local Centre) • Granville (Local Centre & Growth Precinct) • Wentworth Point (Local Centre & part of the Sydney Olympic Park Growth Precinct) • Telopea (Local Centre & Growth Precinct) • Carlingford (Local Centre & Growth Precinct) • Rydalmere (Local Centre) • Toongabbie (Local Centre) The inclusion of a range of areas that cover a mix of uses, and existing night-time activity fulfils Council's ambition to transition to become a 24-hour city centred on the Parramatta CBD, supported by strategic and local centres, to cement our place as the Central City of Global Sydney, as enshrined in

		the Parramatta Night City Framework 2020-2024. The use and application of the LNTAs also addresses key actions from the Night City Framework, namely: 1.1 Identify late night entertainment precincts for the purposes of place-specific activations plans, strategic planning and development controls 1.12 Review and amend the Parramatta Development Control Plan to support the growth and management of the night time economy of the Parramatta CBD and local centres The use and application of the LNTAs also addresses actions identified in the City of Parramatta's Local Strategic Planning Statement 2036: Planning Priority 1: Expand Parramatta's economic role as the Central City of Greater Sydney Council Policy Direction P3: Support the growth of Parramatta's night time economy with a focus on the Parramatta CBD and Strategic Centres at Sydney Olympic Park and Epping as well as Westmead. Planning Priority 11: Build the capacity of the Parramatta CBD, Strategic Centres, Local Centres and Employment Lands to be strong, competitive and productive Council Policy Direction P38: Limit residential development in the core of the Parramatta CBD, Sydney Olympic Park and Westmead Health and Education Precinct to encourage commercial, entertainment, health and education development Council Policy Direction P39: Encourage a thriving small business sector where new and existing businesses can grow and expand Council wishes to clarify that all applications are assessed on a merit basis as a development control plan is considered a guideline only. Assessment of any development application, regardless of where the property is located, would be based on the potential impact of late night activity on the amenity of affected and nearby residents, alongside the requirements set out in the LEP and the DCP. Council wishes to clarify that late night trading is not necessarily restricted to the areas identified within the draft LNT DCP. The proposed LNTAs have been identified based on zoning, connectivity, existing and planned infrastructure and potential for growth and activity. The use of LNTAs aim to create a density of diverse late trading uses to maximise access to infrastructure and create a vibrant and safe public domain. Proposals or development applications pertaining to areas outside of the proposed LNTAs are not precluded from applying for later trading hours. Section 4.3 of the draft LNT DCP covers Out of Area Proposals.

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	Inclusion of more areas into LNTAs	The Late Night Trading Areas (LNTAs) were determined in consideration of the following: • Land use zoning • City of Parramatta's centre hierarchy, within the Local Strategic Planning Statement 2036 • Planned and existing infrastructure • Desired and potential character Non-CBD centres have been included within the Late Night Trading Areas (LNTAs), including: • Epping (Strategic Centre & Growth Precinct) • Westmead (Local Centre) • Granville (Local Centre & Growth Precinct) • Wentworth Point (Local Centre & part of the Sydney Olympic Park Growth Precinct) • Telopea (Local Centre & Growth Precinct) • Carlingford (Local Centre & Growth Precinct) • Rydalmere (Local Centre) • Toongabbie (Local Centre) The inclusion of a range of areas that cover a mix of uses, and existing night-time activity fulfils Council's ambition to transition to become a 24-hour city centred on the Parramatta CBD, supported by strategic and local centres, to cement our place as the Central City of Global Sydney, as enshrined in the Parramatta Night City Framework 2020-2024. The use and application of the LNTAs also addresses key actions from the Night City Framework, namely: 1.2 Identify late night entertainment precincts for the purposes of place-specific activations plans, strategic planning and development controls 1.12 Review And amend the Parramatta Development Control Plan to support the growth and management of the night time economy of the Parramatta CBD and local centres The use and application of the LNTAs also addresses actions identified in the City of Parramatta's Local Strategic Planning Statement 2036: Planning Priority 1: Expand Parramatta's economic role as the Central City of Greater Sydney Council Policy Direction P3: Support the growth of Parramatta's night time economy with a focus on the Parramatta CBD and Strategic Centres at Sydney Olympic Park and Epping as well as Westmead.

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		Planning Priority 11: Build the capacity of the Parramatta CBD, Strategic Centres, Local Centres and Employment Lands to be strong, competitive and productive Council Policy Direction P38: Limit residential development in the core of the Parramatta CBD, Sydney Olympic Park and Westmead Health and Education Precinct to encourage commercial, entertainment, health and education development Council Policy Direction P39: Encourage a thriving small business sector where new and existing businesses can grow and expand LNTAs that have been applied to areas outside the CBD have been scaled to the context. Permissible trading hours within the LNTAs within the CBD are very different to those proposed for the Local Centre LNTA 4. While the LNTAs have been primarily informed by the land use zones, each LNTA has also been shaped by the quantity, type and temporal characteristics of existing night time activity as well as the potential for growth. The LNTAs are not a one-size fits all approach, and proposed trading hours have been scaled to respond to the context as well as mitigate impacts. The activation of local areas is also broadly in line with the State Government's efforts to support the State's economic recovery. Policy changes such as the Fun SEPP and the changes applied to the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 or Codes SEPP aim to make it easier for businesses to recover from the impacts of the pandemic by enabling innovative changes to the ways they can operate and activate. Council's alignment with broader State Government policy directions ensure a consistent and balanced approach to supporting businesses and reconnecting communities to their local areas. *Parramatta Gaol, Parramatta North, Church St* The Parramatta Gaol site and nearby areas around Church Street and Dunlop Street and west to the Parramatta River are contained within the Parramatta North Precinct where land use planning is managed by the Department of Planning and Environment (DPE). The site is also subject to the Conservation Agreement for Old Government House and Domain, Parramatta which means that any changes to any planning control requires the preparation of a new Conservation Agreement which would take some years to complete. Thus, any changes to the planning controls in this area are unlikely in the short to medium term. Council notes and welcomes the support from cultural institutions, state agencies and small businesses to participate and collaborate in order to maximise the benefits of the draft LNT DCP.

Process and Compliance	Reporting on impacts of late night trading	Council acknowledges the importance of compliance in ensuring that any impacts arising from increased later trading. Council does not seek to only increase the number of licensed venues in the LGA, but to increase the diversity of businesses that trade later. A diversity of businesses can attract a diversity of people, creating a safe, vibrant night time environment for all to enjoy. Throughout the exhibition period, Council prepared FAQs and User Guides for Residents and Businesses on the key pillars of the draft LNT DCP, including the proposed acoustic controls. The draft LNT DCP aims to balance the desire for increased vibrancy with a reasonable level of amenity for residents and other surrounding sensitive uses. The use of base and extended trading hours, Trial Periods, proposed acoustic controls for the CBD and standardised plans of management for venues have been included in the draft LNT DCP in order to strike that balance. Council is also working with key internal and external stakeholders such as businesses, Liquor Accords, the NSW Government and the NSW Police to ensure that good venue management practices are upheld and that issues or complaints arising from later trading are addressed in a timely manner.	
	Managing patron behaviour	In venue	Council recognises the role that good venue management practices play in ensuring a balance between a vibrant, active city and a reasonable level of residential amenity. Council is working with external stakeholders such as Liquor Accords and the NSW Police to ensure good venue management is the norm for late trading businesses in the Parramatta LGA. In cases of a High Impact Premises, a Community Impact Statement (CIS) must be prepared, which will factor into Council's assessment of the application. New premises must also submit a Plan of Management with their application that must identify measures that mitigate impacts resulting from later trading such as noise, waste management and patron behaviour. Conditions for consent can also be created to proactively address issues such as poor patron behaviour, safety and noise, as well as a pathway to complaint and resolution.
		With other stakeholders	The role of education and promotion of improving patron behaviour is a crucial aspect of ensuring good venue management. While education campaigns are outside of the scope of the draft LNT DCP, Council will continue to work proactively with key

			stakeholders to promote the importance of managing patron behaviour in creating a safe city at all times of the day.
	Engagement and consultation on increased late night trading	Council's Consolidated Notification Requirements require the notification of certain types of DA to owners and residents that may be impacted. Assessment of any development application for later trading would include an assessment of the potential for emanating noise and dealing with it through appropriate acoustic treatment at the source. The draft LNT DCP also requires a Noise Impact Assessment prepared by a suitably qualified acoustic consultant to accompany the application. In cases of a High Impact Premises, a Community Impact Statement (CIS) must be prepared, which will factor into Council's assessment of the application. New premises must also submit a Plan of Management with their application that must identify measures that mitigate impacts resulting from later trading such as noise, waste management and patron behaviour. When necessary, development applications are referred to Parramatta Local Area Command, with agreement on turnaround for comments. Council will include in their LNT DCP User Guide for Businesses examples of instances when trial periods can be cancelled.	
Noise Impacts	Impacts on residential amenity	Council recognises the role that good venue management practices play in ensuring a balance between a vibrant, active city and a reasonable level of residential amenity. Council is working with external stakeholders such as Liquor Accords and the NSW Police to ensure good venue management is the norm for late trading businesses in the Parramatta LGA. Conditions for consent can also be created to proactively address issues such as poor patron behaviour, safety and noise, as well as a pathway to complaint and resolution. The acoustic controls proposed by Council in the draft LNT DCP aim to address the potential for increased noise in the CBD as a result of increased late trading. Council recognises the need for a specific place-based approach to mitigating noise. Current Council controls treat all spatial contexts as the same. This means that the acoustic allowance for emitters could be unpractically restrictive in areas like the CBD, where residential uses can be adjacent to venues but where a higher level of vibrancy is desired. This can limit business viability of certain types of new and existing late night uses, including music, cultural and performance venues, further limited the opportunity to diversify Parramatta's night time economy. The proposed controls aim to strike a better balance between the desired levels of vibrancy and a reasonable and commensurate level of amenity for sensitive uses. The management and mitigation of noise is balanced between the emitters and receivers. Future external acoustic environments have been defined to provide certainty for noise generating uses and also allows for future sensitive	

		development to be acoustically designed. By defining the desired future acoustic environments for both emitters and receivers, certainty can be increased for both.
	Mitigation measures	Council acknowledges that mitigation for existing buildings is an important aspect of ensuring a balance between vibrant night time activity and a reasonable and commensurate level of residential amenity. Council have elected to maintain the proposed controls as existing buildings are outside of the scope of a development application assessment, which the DCP provides a framework for. Mitigating noise for an existing building can be dealt with through conditions of consent and the consideration of appropriate acoustic treatment at the source. Council acknowledges that managing amenity and noise, especially arising from patrons, are crucial issues for the night time economy. While suggestions that are out of scope for this DCP were received, assessment of any development application for later trading would include an assessment of the potential for emanating noise and dealing with it through appropriate acoustic treatment at the source. The draft LNT DCP also requires a Noise Impact Assessment prepared by a suitably qualified acoustic consultant to accompany the application. In cases of a High Impact Premises, a Community Impact Statement (CIS) must be prepared, which will factor into Council's assessment of the application. New premises must also submit a Plan of Management with their application that must identify measures that mitigate impacts resulting from later trading such as noise, waste management and patron behaviour. Living in a vibrant and diverse urban centre offers many benefits to residents including exposure to local food and beverage cultural activities, live music, social gatherings, events and late trading businesses. The Parramatta CBD, a highly urbanised environment that operates as the Central River City that offers access to housing, employment and recreation, is not a suburban setting. Its role and significance are addressed across strategic plans and policies by both Council and the State Government. Living in close proximity to a commercial or industrial centre can cause amenity impacts as a result of operating hours, odour, noise, lighting, traffic and measures associated with event management that new and existing residents should be aware of when moving into these precincts. In order to do this, Council have applied a notation to Section 10.7 Certificates which outline the potential amenity impacts that should be reasonably expected when living in a vibrant and diverse commercial, mixed-use or special use centre.
	Impacts from a specific venue	Council has consulted with key internal and external stakeholders and has resolved to remove the area in question (the venue and its surrounds) from the LNTAs, following community feedback and

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		concerns. Council will work through its Environmental Health and Compliance teams, as well as with businesses, Liquor Accords and the NSW Police to ensure that good venue management practices are the norm.
Traffic, Transport and Parking	Increased congestion	The provision of accessible transport plays a critical role in supporting a vibrant and growing night time economy. As part of determining the Late Night Trading Areas (LNTAs), consideration was given to the planned and existing infrastructure in each area, such as transport infrastructure. Each Late Night Trading Area is centrally located in proximity to high frequency and accessible public transport, such as train and bus services. This encourages commuters to use the existing transport infrastructure, reducing the potential for congestion within Late Night Trading Areas (LNTAs). Assessment of any development application for later trading would assess the potential impacts of the use on surrounding traffic. If required, a Traffic Assessment would be undertaken by a suitably qualified consultant to accompany the application. If any impacts are identified, such as traffic congestion, mitigation measures would be recommended in the Assessment.
	Need for a range of transport options	Council recognises the need to provide a range of accessible and safe transport options to support a vibrant and growing night time economy. Currently, the Parramatta CBD is serviced by a high frequency train and bus network which operates during the day and late at night, connecting commuters to areas across Greater Sydney. There is also a significant presence of carparks across the CBD including Station Street Car Park and Westfield Parramatta. Additional public transport infrastructure is also under construction in the CBD, including the Parramatta Light Rail and Sydney Metro West, funded by the NSW Government. Council acknowledges that construction of these services can create a temporary impact on the operation of businesses. Once operational, both public transport services will improve connectivity and access across the CBD and will therefore have long term benefits on footfall and businesses.
Amenity	Residential amenity	Assessment of any development application for later trading would include an assessment of the potential for emanating noise and dealing with it through appropriate acoustic treatment at the source. The draft LNT DCP also requires a Noise Impact Assessment prepared by a suitably qualified acoustic consultant to accompany the application. In cases of a High Impact Premises, a Community Impact Statement (CIS) must be prepared, which will factor into Council's assessment of the application. New premises must also submit a Plan of Management with their application that must identify measures that mitigate impacts resulting from later trading such as noise, waste management and patron behaviour. The inclusion of areas within and outside of the Parramatta CBD responds to Council's strategic ambitions for Parramatta. This includes Council's ambition to transition to become a 24-hour city

		centred on the Parramatta CBD, supported by strategic and local centres, to cement our place as the Central City of Global Sydney, as enshrined in the Parramatta Night City Framework 2020-2024. The use and application of the LNTAs also addresses key actions from the Night City Framework, namely: 1.1 Identify late night entertainment precincts for the purposes of place-specific activations plans, strategic planning and development controls 1.12 Review And amend the Parramatta Development Control Plan to support the growth and management of the night time economy of the Parramatta CBD and local centres The use and application of the LNTAs also addresses actions identified in the City of Parramatta's Local Strategic Planning Statement 2036: Planning Priority 1: Expand Parramatta's economic role as the Central City of Greater Sydney Council Policy Direction P3: Support the growth of Parramatta's night time economy with a focus on the Parramatta CBD and Strategic Centres at Sydney Olympic Park and Epping as well as Westmead. Planning Priority 11: Build the capacity of the Parramatta CBD, Strategic Centres, Local Centres and Employment Lands to be strong, competitive and productive Council Policy Direction P38: Limit residential development in the core of the Parramatta CBD, Sydney Olympic Park and Westmead Health and Education Precinct to encourage commercial, entertainment, health and education development Council Policy Direction P39: Encourage a thriving small business sector where new and existing businesses can grow and expand *Decrease in property values* Devaluation of property prices is not a matter for consideration under Section 4.15 of the Environmental Planning and Assessment Act 1979. *Amenity impacts* Living in a vibrant and diverse urban centre offers many benefits to residents including exposure to local food and beverage cultural activities, live music, social gatherings, events and late trading businesses. However, living in close proximity to a commercial or industrial centre can cause amenity impacts as a result of operating hours, odour, noise, lighting, traffic and measures associated with event

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		management that new and existing residents should be aware of when moving into these precincts. In order to do this, Council have applied a notation to Section 10.7 Certificates which outline the potential amenity impacts that should be reasonably expected when living in a vibrant and diverse commercial, mixed-use or special use centre. The proposed permissible trading hours have been scaled to the context. Permissible trading hours within the LNTAs within the CBD are very different to those proposed for the Local Centre LNTA 4. While the LNTAs have been primarily informed by the land use zones, each LNTA has also been shaped by the quantity, type and temporal characteristics of existing night time activity as well as the potential for growth. The LNTAs are not a one-size fits all approach, and proposed trading hours have been scaled to respond to the context as well as mitigate impacts.
	Impacts from a specific venue	Council has consulted with key internal and external stakeholders and has resolved to remove the area in question (the venue and its surrounds) from the LNTAs, following community feedback and concerns. Council will work through its Environmental Health and Compliance teams, as well as with businesses, Liquor Accords and the NSW Police to ensure that good venue management practices are the norm.
Safety	Relationship of late night trading and safety	Ensuring Parramatta is safe is at the forefront of Council's work in developing Parramatta as a night city. A city with a broad range of uses and activities at night, not just licensed uses, attracts different groups of people and encourages people to engage with Parramatta at all times of the day. By facilitating the growth of the night time economy in Parramatta and encouraging later trading for all types of businesses, the draft LNT DCP can play a role in making Parramatta feel safe at night. Council would like to note that the draft LNT DCP does not apply retrospectively. Proponents must lodge a modification application for existing premises or a new development application for new premises in order to avail of the new proposed base hours. Extended trading hours will only be granted through a trial period of up to 12 months. Council reserves the right to cancel a trial period or to deny granting the extended trading hours should a premises not demonstrate good venue management practices. Any application for a high or low impact premises must also include a Plan of Management, which covers crucial premises management measures, as well as any arrangements made for the provision of safety, security and management of patron behaviour.
	Managing patron behaviour	Council recognises the role that good venue management practices play in ensuring a balance between a vibrant, active city and a reasonable level of residential amenity. Council is working with external stakeholders such as businesses, Liquor Accords and the NSW Police to ensure good venue management is the norm for late trading businesses in the Parramatta LGA.

	Impacts from a specific venue	Council has consulted with key internal and external stakeholders and has resolved to remove the area in question (the venue and its surrounds) from the LNTAs, following community feedback and concerns. Council will work through its Environmental Health and Compliance teams, as well as with businesses, Liquor Accords and the NSW Police to ensure that good venue management practices are the norm. Ensuring Parramatta is safe is at the forefront of Council's work in developing Parramatta as a night city. A city with a broad range of uses and activities at night, not just licensed uses, attracts different groups of people and encourages people to engage with Parramatta at all times of the day. By facilitating the growth of the night time economy in Parramatta and encouraging later trading for all types of businesses, the draft LNT DCP can play a role in making Parramatta feel safe at night. Council would like to note that the draft LNT DCP does not apply retrospectively. Proponents must lodge a modification application for existing premises or a new development application for new premises in order to avail of the new proposed base hours. Extended trading hours will only be granted through a trial period of up to 12 months. Council reserves the right to cancel a trial period or to deny granting the extended trading hours should a premises not demonstrate good venue management practices. Any application for a high or low impact premises must also include a Plan of Management, which covers crucial premises management measures, as well as any arrangements made for the provision of safety, security and management of patron behaviour.
Other recommendations	Further actions	Support for the development of the night time economy in Parramatta is noted and welcomed by Council. Council acknowledges the need for activities that facilitate the growth and development of the night time economy, and for these activities to be aligned to Council's ambitions and visions for the LGA. The draft LNT DCP is one tool in the broad spectrum of Council- and State-led initiatives to support the State's economic recovery. Policy changes such as the Fun SEPP and the changes applied to the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 or Codes SEPP aim to make it easier for businesses to recover from the impacts of the pandemic by enabling innovative changes to the ways they can operate and activate. Council's alignment with broader State Government policy directions ensure a consistent and balanced approach to supporting businesses and reconnecting communities to their local areas. While the suggestions around further policy reform, incentive schemes and an education campaign are outside of the scope of the draft LNT DCP, Council is committed to supporting the growth of the night

		time economy holistically. Council will continue to work with its internal and external stakeholders and with the community in order to do this.
	Night time activation	While these suggestions are outside the scope of the draft LNT DCP, Council notes and welcomes the enthusiasm the community shares for the local night time economy as well as the role that the Riverside Theatres play in creating a vibrant night city. The City of Parramatta is working with the State Government to continue the redevelopment of Riverside Theatres.
	Mitigation measures	Council recognises the role that good venue management practices play in ensuring a balance between a vibrant, active city and a reasonable level of residential amenity; however, this suggestion is outside of the scope of the draft LNT DCP. Council is working with external stakeholders such as Liquor Accords and the NSW Police to ensure good venue management is the norm for late trading businesses in the Parramatta LGA.

5. Post-exhibition engagement

Feedback from Councillor workshop on Wednesday 11 May

1. **Question regarding the inclusion of an area in Rosehill (south of Hassall Street/along James Ruse Dr) in close proximity to residential zoning**

   Following Councillor engagement and upon review, amendments to the area in Rosehill are proposed as per LNTA 3, Section 3 of Table 1 below.

2. **Question regarding trading hours of Camellia Hotel site**

   a) The LNT DCP is not retrospective and the existing trading hours of the Camellia Hotel are protected and cannot be reduced by the DCP or through a Development Application made under this DCP.

   b) Following Councillor engagement and upon review, amendments to the Camellia Hotel site are proposed as per LNTA 4, Section 3 of Table 1 below.

3. **Question regarding the exclusion of the Rosehill Bowling Club site from Late Night Trading Areas**

   The venue will continue to be subject to merit assessment of applications as per the current conditions for the site.

4. **Comment regarding the exclusion of Church Street from CBD LNTA 1**

   Given the existing high density residential development occurring along Church Street north of Phillip Street, and the potential for future residential development in the B4 Mixed Use zones along the majority of Church Street, it is proposed to retain the majority of blocks along Church Street as LNTA 2 rather than apply LNTA 1.

   A review by Council Officers found that only four businesses along Church Street had current maximum closing times of 12:00am or later, only three of which were licenced.

   Council has equalised the indoor and outdoor trading hours for LNTA1 and LNTA2 based on feedback received from the community. These amendments seek to simplify and streamline for businesses the process of applying for and operating within the trading hours of the DCP and create the best conditions to support late trading businesses and allow them to thrive.

   Given this, the application of LNTA 2 controls would allow for later closing times for the majority of businesses on Church St, and the application of LNTA 1 to these sites is not deemed necessary.

5. **Encouraging non-alcohol based late night uses**

   The Parramatta Night City Framework 2020-2024 explicitly addresses non-alcohol based late night uses under Focus 2 and 6, stating that Council will encourage non-alcohol based businesses to extend their operating hours further into the evening and/or allowing existing retail and commercial space to be activated at night. In addition, Council is working on post-endorsement activities that aim to encourage diverse types of uses, such as the Night Time Economy Grants program

   The draft Late Night Trading DCP delivers on these actions by providing a framework that encourages more diverse uses and activities at night. In particular, under the draft Late Night Trading DCP non-

licensed uses will be permitted to trade for 24hrs (with the exception of areas covered by LNTA 4). The draft Late Night Trading DCP is careful not to specifically mention types of uses or venues; this is in line with Council's approach to encouraging a wide range of uses and activities to create a diverse night time economy. Aside from providing activities for residents, visitors and office workers, a diverse night time economy lifts the City's capacity to serve workers that work outside of normal trading hours, such as those in healthcare and essential services.

6. **Questions about the noise levels in Harris Park**

Noise Category B (NC-B) which is applied to parts of Wigram, Marion, and Station Streets in Harris Park is the second highest Noise Category and acknowledges the late night uses already prevalent in Harris Park, and the high level of noise generated by existing night time activity, as well as Harris Park's reputation as a vibrant night time destination.

The parts of Wigram, Marion, and Station Streets to which NC-B apply are predominantly occupied by businesses including restaurants and take away shops generating a lot of foot traffic at night.

The surrounding streets, including Albion, Les Burnett Lane, and the southern part of Wigram have noise categories NC-C and NC-D apply, reflecting the reduced level of activity generated by business and entertainment in those areas, but which ask future sensitive receivers (including new residential developments) to mitigate against this level of noise.

Existing residential properties in areas to which a Noise Category applies that submit a development application for any significant modifications or construction will have these controls apply to them and will need to mitigate through glazing against the noise levels prescribed in the applicable Noise Category. This ensures that residential amenity in those areas is protected.

The inclusion of the Noise Categories provide guidance for Council to proactively address any concerns around noise and public behaviour in Harris Park.

7. **Support for late night retail in Parramatta**

Noted.

8. **Concerns regarding ongoing compliance of late night trading businesses**

Council acknowledges that managing amenity and noise, especially arising from patrons, are crucial issues for the night time economy. The Environmental Health & Compliance Team in Regulatory Services have been consulted throughout the development of the draft LNT DCP and are part of the Project Control Group.

In addition, Council Officers are investigating the installation of noise monitoring sensors in the Parramatta CBD that will continuously collect data on noise levels and provide a potential mechanism for the Environmental Health Team by which assess noise in the City for the purpose of ensuring compliance.

- Assessment of any development application, regardless of where the property is located, would be based on the potential impact of late night activity on the amenity of affected and nearby residents, alongside the requirements set out in the LEP and the DCP. Applications for new venues in the CBD also require a Noise Impact Assessment prepared by a suitably qualified acoustic consultant. New receiver developments in the CBD must also include a Noise Impact Assessment prepared by a suitably qualified acoustic consultant to demonstrate that the development has been acoustically designed to suit the requirements in the DCP.

- Furthermore, any applications for extended trading hours under the draft LNT DCP will require a Plan of Management and will be subject to trial periods. Trial periods may be extended or cancelled in the event of poor venue management during the trial period. Combined, these mechanisms will help ensure the ongoing compliance of late night trading businesses. The Plan of Management may also require a Community Impact Statement, and must outline what the business or venue will do to mitigate impacts on the surrounding community.

- Lastly, Council will continue to work with the NSW Police and the Parramatta Liquor Accord to ensure that good venue management practices are the norm. Council has engaged with both parties throughout the development of the draft LNT DCP to ensure that there is a balance between night time activity and residential amenity and safety.

9. **Query regarding Development Application costs and process for businesses**

   The Development Application (DA) process for businesses that apply for late night trading under the draft LNT DCP will remain as it currently is. As the draft LNT DCP is not retrospective, any business seeking to extend their trading hours will still need to submit a DA.

Meeting with the Parramatta Liquor Accord on Thursday 9 June

In addition to the pre-exhibition consultation with the Parramatta Liquor Accord and presentations at the quarterly meetings, an additional meeting was held to discuss the accord's concerns and recommendations from their submission.

Key themes from the meeting have been summarised.

1. **Trading hours**

   Concerns around the differences in trading hours between the proposed controls and those outlined in the Liquor and Gaming licensing. Concerns around the separation between indoor and outdoor trading hours were also reiterated.

2. **Ambiguity of language**

   The Liquor Accord reiterated concerns around the possible ambiguity of part three of the draft DCP which states that the proposed controls will not apply to existing trading hours retroactively.

3. **Retaining Merit Assessment**

   The Liquor Accord reiterated their recommendation that the that the opportunity to apply for merit based assessment should be referenced in the DCP.

4. **Trial periods**

   The Liquor Accord re-iterated their recommendation for full operative consent for extended hours to be granted after 1 trial period, subject to there being no significant issues being proven during the initial trial period.

Note following discussions and engagement from internal stakeholders, trading hours have been amended.

6. Amendments to the draft LNT DCP

The following table outlines the amendments to the draft LNT DCP.

Table 1 – Amendments to the draft LNT DCP

General changes	
The final LNT DCP has been updated to reflect any amended terms. These terms include: *Entertainment noise* refers to noise emanating from activities associated with the Night Time Economy, including music and/or patrons. *Existing use* is a venue or premises that has an active development consent for a specific location. *Habitable room* is a room that is intended for occupation and normal domestic activities, such as: • A bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, playroom, family room, home theatre and sunroom; • Excludes any other space not specified above of a specialised nature not occupied frequently or for extended periods including a bathroom/water closet, balconies, laundry, pantry, walk-in wardrobe, corridor, lobby, and clothes-drying area. *Late Night Trading Areas* (LNTAs) refers to a place-based hierarchal approach to categorising areas that reflects the quantity, types and temporal characteristics of existing night-time activities, as well as any potential capacity for the growth of appropriate and compatible night-time uses, existing or planned neighbouring sensitive uses, and existing or planned transport, cultural, social and public safety infrastructure. *Noise Category Cumulative Level* is the external cumulative entertainment noise limit from an emitter/s *Emitter* refers to a premise that is associated with the Night Time Economy and generates Entertainment Noise. *Performance, creative or cultural* uses are activities that can include: (i) Live entertainment, being an event at which one or more persons are engaged to play or perform live or pre-recorded music, or a performance at which the performers (or at least some of them) are present in person; or (ii) Display, projection or production of an artwork, craft, design, media, image or immersive technology; or (iii) Rehearsal, teaching or discussion of art, craft, design, literature, performance, ideas or public affairs. *Receiver* refers to receiving uses and can include the following uses: residential accommodation (excluding hostels), educational facilities including early childhood and child care facilities (CCF), places of public worship, health services facilities, tourist and visitor accommodation (including hostels), and commercial premises (excluding retail premises, but including offices as part of industrial premises).	
The term *NTE Venue* has been deleted and replaced with *emitter,* which refers to a premise that is generates Entertainment Noise.	
Changes made to sections	
Section	Change

1

2.2 Application of this section of the DCP	Minor amendment to the 'Existing Premises' section for simplification of controls. Notes providing guidance to be included in the supplementary DCP User Guide.
2.4 Glossary of terms	As above.
2.4.1 Proposed Premises Categories	High Impact d) The definition of 'nightclub' has been checked against the Liquor Act 2007 and Liquor & Gaming NSW. As there is no defined 'nightclub' class this has been changed to 'public entertainment venue – nightclub' to ensure that the definitions in the final LNT DCP align with Liquor & Gaming NSW.
3 Late Night Trading Areas	A portion of LNTA 2 has been added to LNTA 1 from the block on the east side of Church Street between George and Macquarie Street. The change is shown in Map 1 – Late Night Trading Areas in Parramatta. The final LNT DCP will reflect these changes.
	A portion of LNTA 3 on the outskirts of the City Centre north of River Road West has been removed. The change is shown in Map 1 – Late Night Trading Areas in Parramatta. The final LNT DCP will reflect these changes.
	A portion of LNTA 3 on the outskirts of the City Centre south of Hope St has been removed. The change is shown in Map 1 – Late Night Trading Areas in Parramatta. The final LNT DCP will reflect these changes.
	A portion of LNTA 4 on the outskirts of the City Centre located at a junction on James Ruse Drive is proposed to be changed to LNTA 3. The change is shown in Map 1 – Late Night Trading Areas in Parramatta. The final LNT DCP will reflect these changes.
4.1 Hours of Operation	**CBD LNTA 1** Base Hours indoor for High and Low Impact Venues amended from *6am to 2am* to *6am to 4am*. Indoor and outdoor trading hours equalised resulting in increase of outdoor trading hours. **CBD LNTA 2** Extended Hours indoor for High and Low Impact Venues amended from *6am to 3am* to *6am to 4am*. Indoor and outdoor trading hours equalised resulting in increase of outdoor trading hours. **Urban Centre LNTA 3** Base Hours outdoor for High and Low Impact Venues amended from *10am to 10pm* to *6am to 10pm*. **Local Centre LNTA 4** Base Hours outdoor for High and Low Impact Venues amended from *7am to 8pm* to *10am to 8pm*. Extended Hours indoor for High and Low Impact Venues amended from *10am to 12am* to *6am to 12am*.

2

	Non-Licenced hours amended from *7am to 12am* to *6am to 12am* for indoor and outdoor.
4.2 Extended Trading Hours Trial Periods	C2. At the completion of a trial period, a modification application must be lodged to formalise extended trading hours. The assessment of the modification application will consider: • Assessment of inspections by Council officers during trial periods; • Consideration of Police Incident Register; • Consideration of formal customer complaints to Council investigated and upheld; and • Assessment of venue compliance with the approved Plan of Management C3. Trial periods may be extended or cancelled in the event of poor venue management during the trial period. • A trial period may be extended for a maximum of 12 months for both Low and High Impact premises. C4. Extended Trading hours will be permitted where Council has determined that the premises have been or will be well managed, including compliance with an approved Plan of Management and sound and noise controls.
	Council will also include examples of when trial periods can be cancelled in their LNT DCP User Guide for Businesses.
5.2 Noise Categories	Minor amendments to wording of some controls to improve clarity. Noise Category (NC) Cumulative Levels in Table 2 have been amended. NC-A on Church St between Parramatta River and George Street has been changed to NC-B. This change is reflected in Map 2 – Noise Category Levels in the City Centre.
5.4 Acoustic requirements for new NTE Venues	Noise Category (NC) Cumulative Levels in Table 4 have been amended.
6 Premises Impact Management	A Plan of Management should be in the form of a separate attachment with an application and should be accompanied by a signed declaration from the licensee/manager that they have read, understood and agree to uphold the Plan of Management. A template Plan of Management will be included on Council's website alongside other FAQs documents.

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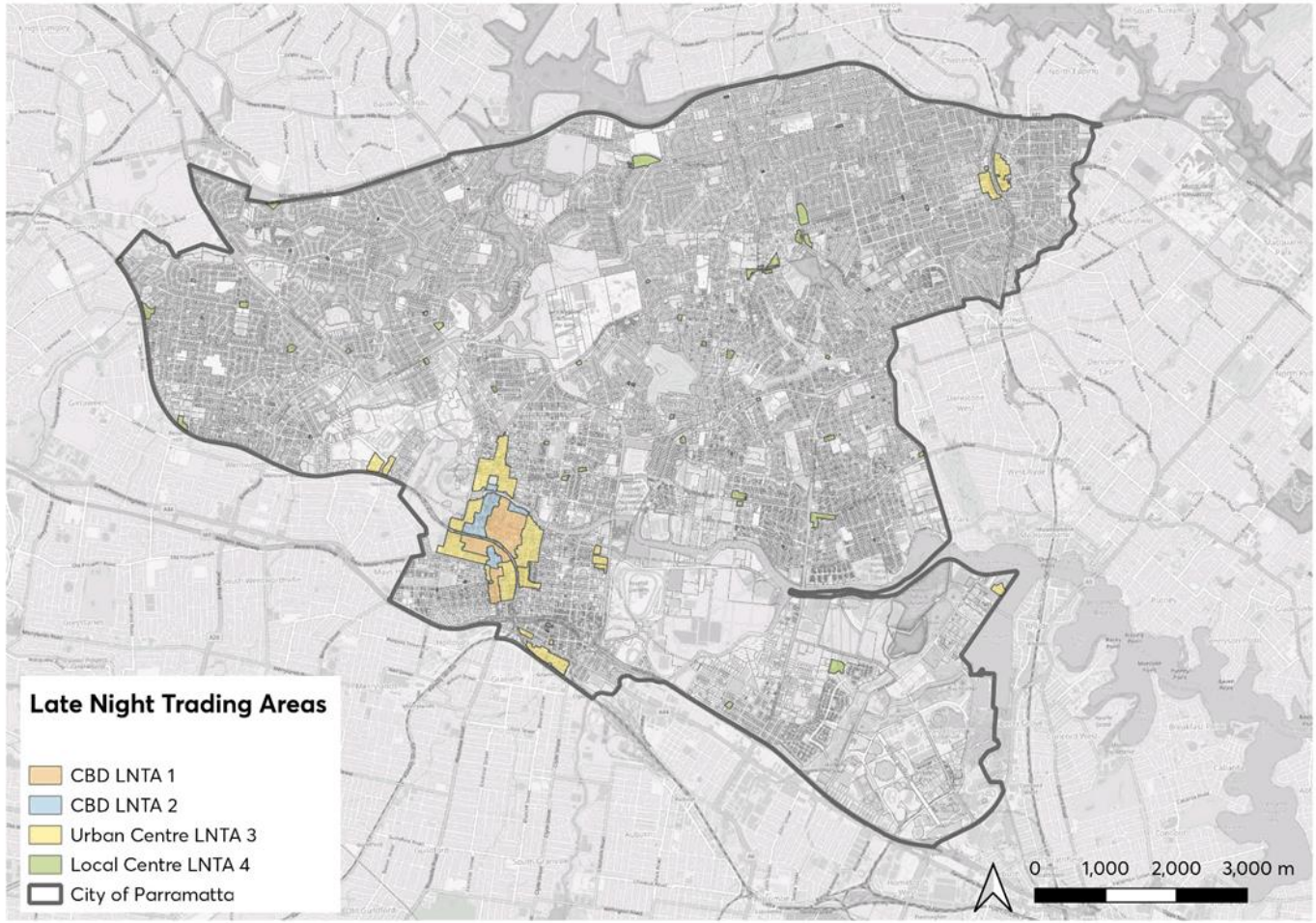
7. Conclusion

The feedback received during the exhibition phase has informed changes to the Draft Late Night Trading Development Control Plan. These changes are detailed in Section 6, Table 1 of this report.

The Participate Parramatta and City of Parramatta websites will be regularly updated to inform the public of reporting processes and next steps of the Draft Late Night Trading Development Control Plan.

A project contacts list has been developed to serve as the principle method for future updates on the Draft Late Night Trading Development Control Plan. Submitters that provided their email address were automatically placed on this mailing list

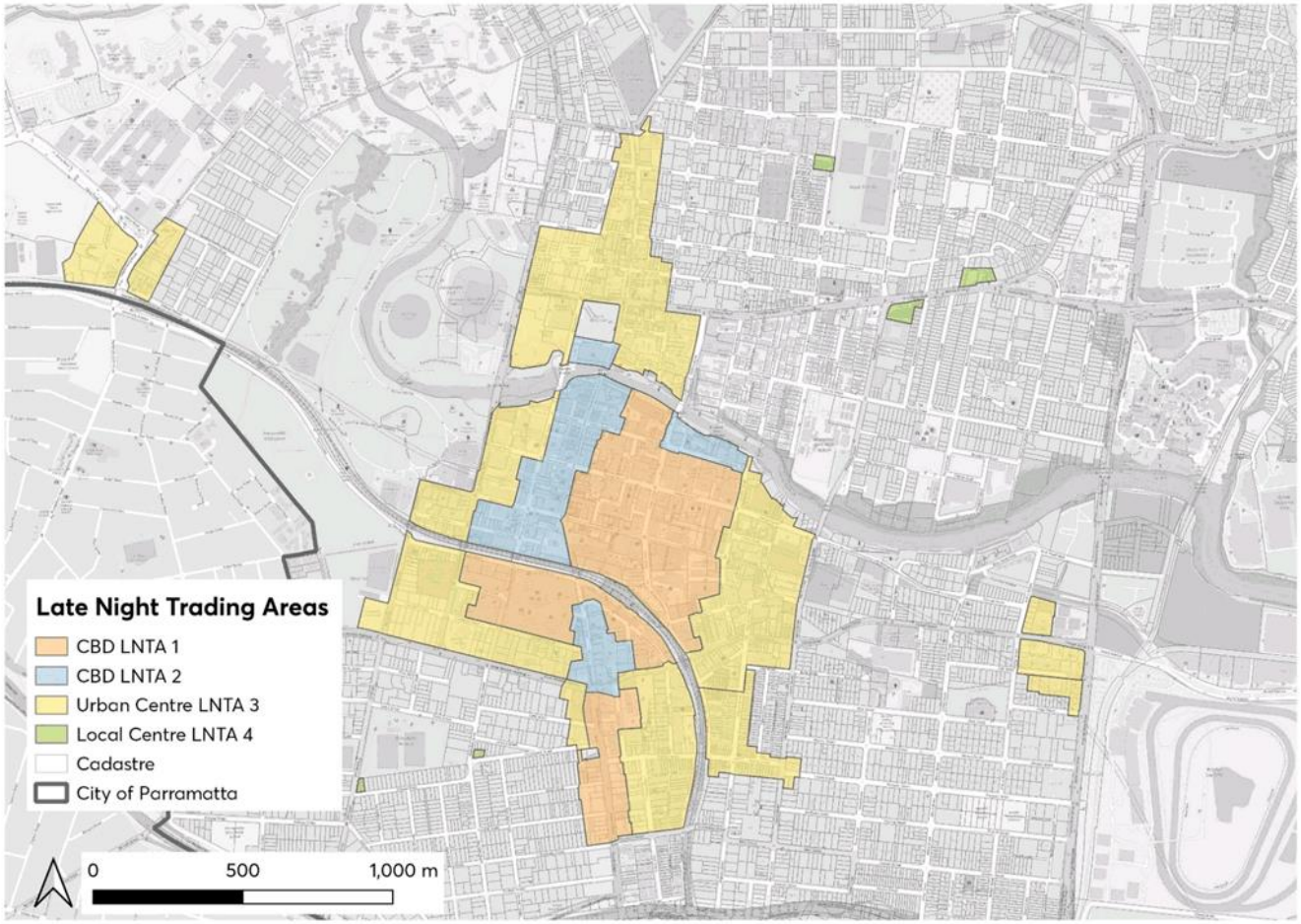
Appendix A



Appendix A – Late Night Trading Areas in Parramatta

1

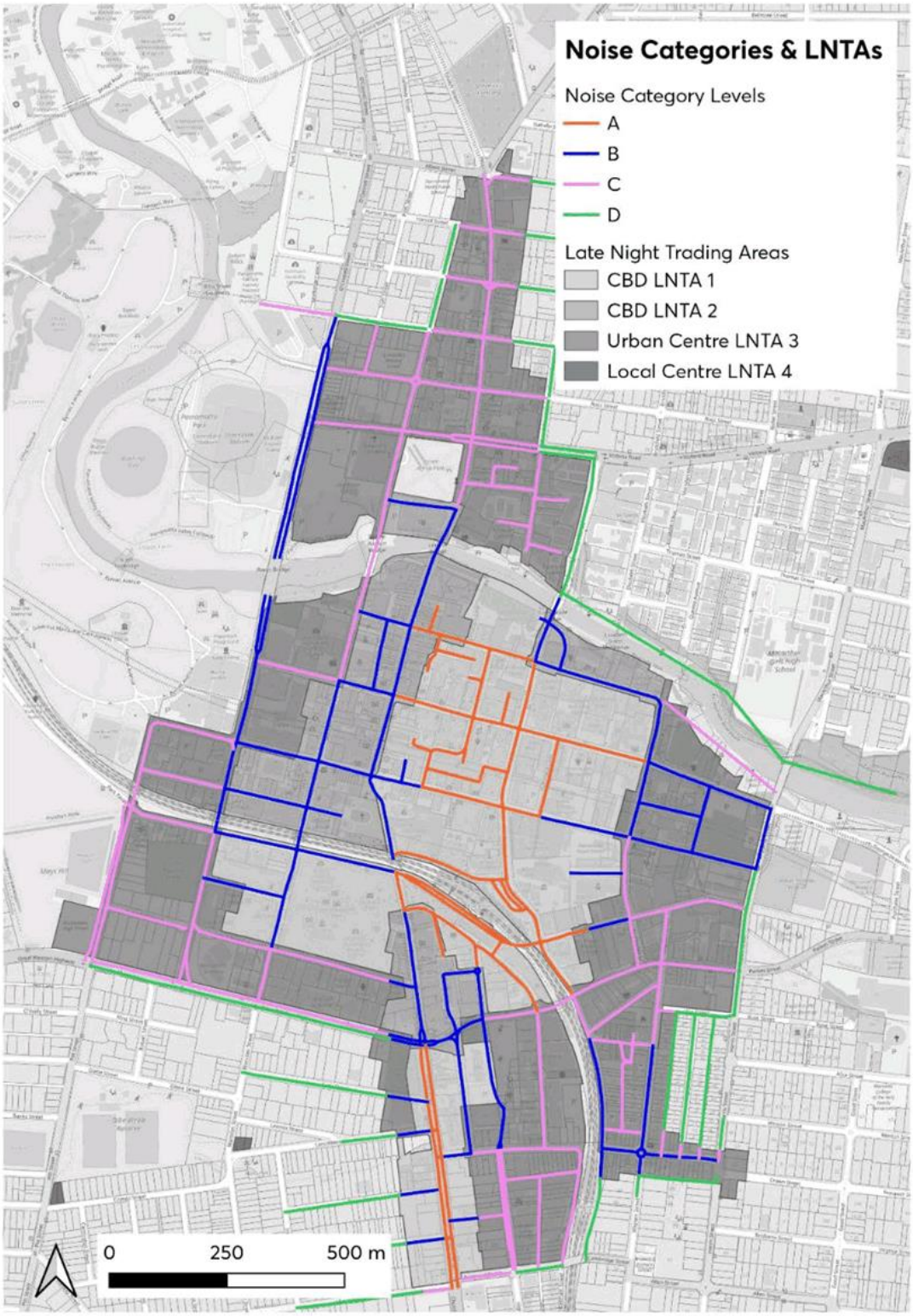
Appendix B



Appendix B – Late Night Trading Areas in City Centre

1

Appendix C



Appendix C – Noise Category levels in City Centre

1

Appendix D

The Sydney Morning Herald

National NSW Sydney councils

This was published 5 months ago

A 24-hour city: Parramatta council to consider late-night trading plan

By Megan Gorrey

December 28, 2021 — 5.00am

Shops and businesses would be allowed to trade around the clock in Parramatta under a plan to encourage more late-night venues throughout Sydney's fast-growing second central business district.

The City of Parramatta, which is overseeing an unprecedented wave of public and private investment, is proposing changes to planning controls to encourage night-time hotspots and 24-hour trading precincts.

Appendix D – Sydney Morning Herald article released on 28 December 2021

Appendix D

09/06/2022, 20:08 Parramatta CBD: council to consider late-night trading rules

The local council wants to encourage more late-night activity in Parramatta's CBD, which is being transformed by a wave of investment on buildings and infrastructure. JAMES ALCOCK

The changes would be similar to provisions the City of Sydney introduced for venues and businesses as the NSW government pushes to restart the state's ailing night-time economy after years of lockout laws and lockdowns.

A City of Parramatta spokeswoman said a more diverse night-time economy was crucial to the council's plan to encourage a mix of uses and activities and create a 24-hour city with a "vibrant, diverse and thriving nightlife".

Under the council's draft late-night trading development control plan, on exhibition until January 31, businesses and venues in the commercial core of the CBD, including Parramatta Square and the future Parramatta Powerhouse, could be able to trade 24 hours.

Licensed venues on the Church Street dining strip, which includes the Parramatta River foreshore, retail and residential areas, could apply to stay open until 3am.

Venues in "urban centres" close to public transport, including parts of the CBD, Harris Park, Epping, Westmead, Granville and Wentworth Point, could stay open until 2am, while unlicensed businesses could open 24 hours.

There is also provision for shops, grocers, restaurants, cafes and small bars in "local centres" and high street areas to stay open until midnight.

Applications for extended hours will be subject to a 12-month trial period.

The council spokeswoman said the draft changes aimed to balance rising demand for later trading across Parramatta with any disturbance to surrounding residents from increased noise and traffic.

https://www.smh.com.au/national/nsw/a-24-hour-city-parramatta-council-to-consider-late-night-trading-plan-20211216-p59i5n.html 2/4

2

Parramatta's CBD has been hit hard by lockdowns and construction. WOLTER PEETERS

"Council wants to ensure the process for applying for extended hours is clear and simple and also that the potential impacts from extended trading hours can be managed," she said.

"The [late-night trading plan] will serve as a principal point of reference for any business that wants to trade later and encourages a wide range of uses and activities, from hospitality and entertainment to retail, beauty services and recreational classes."

Business Western Sydney executive director David Borger welcomed the proposal but said the 24-hour trading zone for venues should be expanded to include the Church Street or "Eat Street" dining precinct.

The state's 24-Hour Economy Commissioner Michael Rodrigues said designated late-night trading zones would make going out easier for patrons and business owners without compromising resident amenity in those areas.

"Sydney is on a journey to revitalise its night-time offering, and it's exciting to see Parramatta join the City of Sydney as a council area with a coherent planning approach for trade after dark.

"The pandemic has impacted the way audiences are thinking about going out. Areas like Parramatta with a plan for their evening economies stand to benefit from these changes by providing a diverse range of activities that will better serve residents while attracting new audiences and investment to the area."

Councillors will consider the proposal next year.

The Morning Edition newsletter is our guide to the day's most important and interesting stories, analysis and insights. Sign up here.

LATE NIGHT TRADING

Draft Late Night Trading Development Control Plan

1 Contents

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2 Introduction

This chapter of the DCP will provide businesses, venues and operators with a consistent set of requirements and conditions that will balance community desires for a vibrant nightlife with the amenity of surrounding uses as well as community expectations.

The night time economy is an important part of the City's economic, cultural and social fabric. The night time economy includes small bars, bars, pubs, clubs, cafes, restaurants, retail shops, performance venues, cultural and sporting events, and cultural spaces which provide for the entertainment and social preferences of residents, workers, students and visitors.

City of Parramatta has an ongoing commitment and statutory duty to ensure a safe, vibrant and inclusive night time economy is facilitated through good management of late trading venues. It is particularly important for applicants of late night trading premises to demonstrate responsible management over time. This commitment should be demonstrated both at the development application stage and throughout the history of the operation of a premises.

2.1 General Objectives

The City of Parramatta aims to foster the development of a vibrant, diverse and thriving nightlife, one that encourages careful planning and managing of appropriate activities to allow the City to function effectively, both day and night. This includes establishing set areas, hours and management requirements for licensed and non-licensed use trading between 10pm and 6am, and safeguarding the amenity of the city. The objectives of this DCP are to:

O.01. Identify appropriate locations and trading hours for late night trading premises.

O.02. Encourage suitable intensity and growth of late night trading premises in appropriate locations.

O.03. Ensure that impacts from late night trading premises are managed to protect a reasonable level of amenity for surrounding residential or sensitive land uses, that is commensurate with its context.

O.04. Identify approaches, responsibilities and standards to managing noise and sound.

O.05. Ensure that operators of late night trading premises commit to good management practices, to promote a safe night time economy.

O.06. Provide the opportunity for premises to extend trading hours where they have demonstrated ongoing good management practices during trial periods

O.07. Encourage late night trading premises that contribute to vibrancy throughout different times of the night (early evening, twilight, night time and late night), as appropriate to the status of the centres within which it is located.

O.08. Encourage a broad and inclusive mix of night time uses that reflect the diverse needs of people who work, live and visit City of Parramatta, including dining, drinking, retail, performance, creative and cultural uses.

2.2 Application of this section of the DCP

The provisions of this part of the DCP support a night-time economy and apply to various types of development across the City of Parramatta. Development can include and is not limited to small bars, bars, pubs, clubs, cafes, restaurants, retail shops, performance venues, cultural and sporting events, and cultural spaces which provide for the entertainment and social preferences of residents, workers, students and visitors.

For proposals within Late Night Trading Areas, base and extended operating hours apply as outlined in Section 4.1. Operating hours for proposals outside of Late Night Trading Areas will be merit assessed.

New Premises

1. All parts of this chapter of the Development Control Plan apply for:
   a) all new development applications for a new High Impact, Low Impact or Non-Licensed premise seeking approval within the LGA.

Existing Premises

2. All parts of this chapter of the Development Control Plan apply for:
   a) an existing premise applying for increased hours to base or extended hours.
   b) an existing Non-Licensed premise undergoing refurbishment, redevelopment or expansion which will result in a recategorization to High Impact premise or Low Impact premise
   c) an existing Non-Licensed premise seeking approval for Entertainment Noise

New receivers

3. All parts of this chapter of the Development Control Plan apply for:
   a) all new development applications for a new Receiver development, which are any of the following uses:
      - residential accommodation (excluding hostels), educational facilities including early childhood and child care facilities (CCF), places of public worship, health services facilities, tourist and visitor accommodation (including hostels), and commercial premises (excluding retail premises, but including offices as part of industrial premises)

Note: This chapter of the DCP is not retrospective. For existing uses that fall under the category of Receivers, no action is required to mitigate the internal acoustic environments of these developments.

2.3 Relationship to other Environmental Planning Instruments and Development Control Plans

The Late Night Trading controls generally complement the provisions of the relevant environmental planning instruments as they apply to the City of Parramatta. Where relevant, this DCP should be read in conjunction with parts of the following DCPs;

- Parramatta DCP 2011

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- Auburn DCP 2010
- The Hills DCP 2012
- Holroyd DCP 2013
- Hornsby DCP 2013
- Wentworth Point Precinct DCP 2014

Where there is any inconsistency between the relevant DCP and an applicable Local Environmental Plan (LEP), the LEP will prevail.

2.4 Glossary of Terms

Base hours are the standard range of trading hours that a late night trading premises is entitled to if an application is approved.

Emitter refers to a premise that generates Entertainment Noise.

Entertainment noise refers to noise emanating from activities associated with the Night Time Economy, including music and/or patrons.

Existing use is a venue or premises that has an active development consent for a specific location.

Extended hours mean trading hours that may be approved above base hours on a trial basis and are considered maximum hours.

Habitable room is a room that is intended for occupation and normal domestic activities, such as:

- A bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, playroom, family room, home theatre and sunroom;
- Excludes any other space not specified above of a specialised nature not occupied frequently or for extended periods including a bathroom/water closet, balconies, laundry, pantry, walk-in wardrobe, corridor, lobby, and clothes-drying area.

Late Night Trading Areas refers to a place-based hierarchal approach to categorising areas that reflects the quantity, types and temporal characteristics of existing night-time activities, as well as any potential capacity for the growth of appropriate and compatible night-time uses, existing or planned neighbouring sensitive uses, and existing or planned transport, cultural, social and public safety infrastructure.

Noise Category Cumulative Level is the external cumulative entertainment noise limit from an emitter/s

Outdoor areas are any areas that are not considered an enclosed place within the meaning described in the *Smoke-free Environment Regulation 2007*.

Patron capacity means the maximum number of patrons permitted in a development consent. Outdoor seating is included in patron capacity calculations.

Performance, creative or cultural uses are activities that can include:

(i) Live entertainment, being an event at which one or more persons are engaged to play or perform live or pre-recorded music, or a performance at which the performers (or at least some of them) are present in person; or

(ii) Display, projection or production of an artwork, craft, design, media, image or immersive technology; or

(iii) Rehearsal, teaching or discussion of art, craft, design, literature, performance, ideas or public affairs.

Period 1 – Day/Evening refers to the period of time between 7am to 10pm.

Period 2 – Night refers to the period of time between 10pm to Midnight.

Period 3 – Late Night refers to the period of time between Midnight to 7am.

Receiver refers to receiving uses and can include the following uses: residential accommodation (excluding hostels), educational facilities including early childhood and child care facilities (CCF), places of public worship, health services facilities, tourist and visitor accommodation (including hostels), and commercial premises (excluding retail premises, but including offices as part of industrial premises).

Receiver Internal Noise Criteria is the Internal noise level to be achieved through Receiver building envelope noise attenuation of the LNTA cumulative noise level.

Suitably qualified acoustic consultant is a consultant who possesses the qualifications to render them eligible for membership of the Australian Acoustics Society, Institution of Engineers Australia or the Association of Australian Acoustic Consultants at the grade of member.

Venue Noise Criteria is the external entertainment noise limit from a single emitter, equivalent to the Noise Category Cumulative Level minus 5 dB.

2.4.1 Proposed Premises Categories

To categorise the level of impact from certain uses, the requirements of certain uses that contribute to the night-time economy have been considered. The meaning of each category is outlined below.

- High Impact
- Low Impact
- Non-Licenced

High Impact	Low Impact	Non-Licensed
a) A *hotel* within the meaning of the Liquor Act 2007 that is not designated as a general bar licence; b) A *hotel* within the meaning of the Liquor Act 2007 that has a capacity of more than 120 patrons and is designated as a general bar licence; c) A *club* within the meaning of the Liquor Act 2007; d) An on-premises licence within the meaning of the Liquor Act 2007 where the primary business or activity carried out on the premises is that of a public entertainment venue - nightclub, with a capacity of more than 120 patrons; e) A dedicated entertainment facility, which may be licensed, and includes performance venues,	a) Premises that have a capacity of 120 patrons or fewer, where the primary purpose is the sale or supply of liquor for consumption on the premises with a; a. *General bar licence*; or b. *Small bar licence* b) An *on-premises licence* within the meaning of the Liquor Act 2007; c) A premise with a *micro-brewery and small distillery licence*, with a capacity of 120 patrons or fewer; d) Any premises where the owner or occupier sells or supplies liquor for consumption on the premises that is not a High Impact Premise; e) Any other commercial premises, other than Non-	a) Any retail premises or business premises which does not sell, supply or allow the consumption of liquor on or off the premises or hold any license under the Liquor Act 2007. This may include premises selling groceries, personal care products, clothing, books/stationery, music, homewares, electrical goods and the like, or businesses such as convenience and neighbourhood stores, drycleaners, banks and hairdressers and the like, and stand-alone gyms in commercial or industrial only buildings. It does not include food and drink premises, takeaway food and

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theatres, cinemas, music hall, concert halls, dance halls or other spaces that are primarily for the purpose of performance, creative or cultural uses, with the capacity of more than 250 patrons, but does not included a pub, bar, karaoke bar, small bar, nightclub, adult entertainment venue or registered club; f) A premises that has a capacity of more than 120 patrons, where the primary purpose is the sale or supply of liquor for consumption on the premises; or g) Premises that are used as a karaoke venue where the owner or occupier sells or supplies liquor for consumption on the premises	Licensed premises, which in the opinion of the Council may impact on the amenity and safety of a neighbourhood resulting from its operation at night, including but not limited to, food and drink premises, takeaway food and drink premises, karaoke venues, and stand-alone gyms in buildings with residential accommodation and the like; or f) A dedicated entertainment facility, which may be licensed and includes theatres, cinema, music hall, concert hall, dance hall or other space that is primarily for the purpose of performance, creative or cultural uses, with a capacity of 250 patrons or fewer, but does not include a pub, bar, karaoke bar, small bar, nightclub, adult entertainment venue or registered club.	drink premises, gyms in buildings with residential accommodation, or adult entertainment venue or sex services premises.

3 Late Night Trading Areas

This section describes the Late Night Trading Areas (LNTAs).

The LNTAs located throughout the City of Parramatta are identified on the late night trading area map (see Map 1: Late Night Trading Areas in Parramatta) and include:

- CBD LNTA 1
- CBD LNTA 2
- Urban Centre LNTA 3
- Local Centre LNTA 4

The key considerations for defining the Late Night Trading Areas are:

a) Zoning and Connectivity
b) Entertainment and Cultural Character
c) Desired Level of Vibrancy

All proposals for premises located outside of the night trading areas will be merit assessed and subject to the requirements of these provisions.

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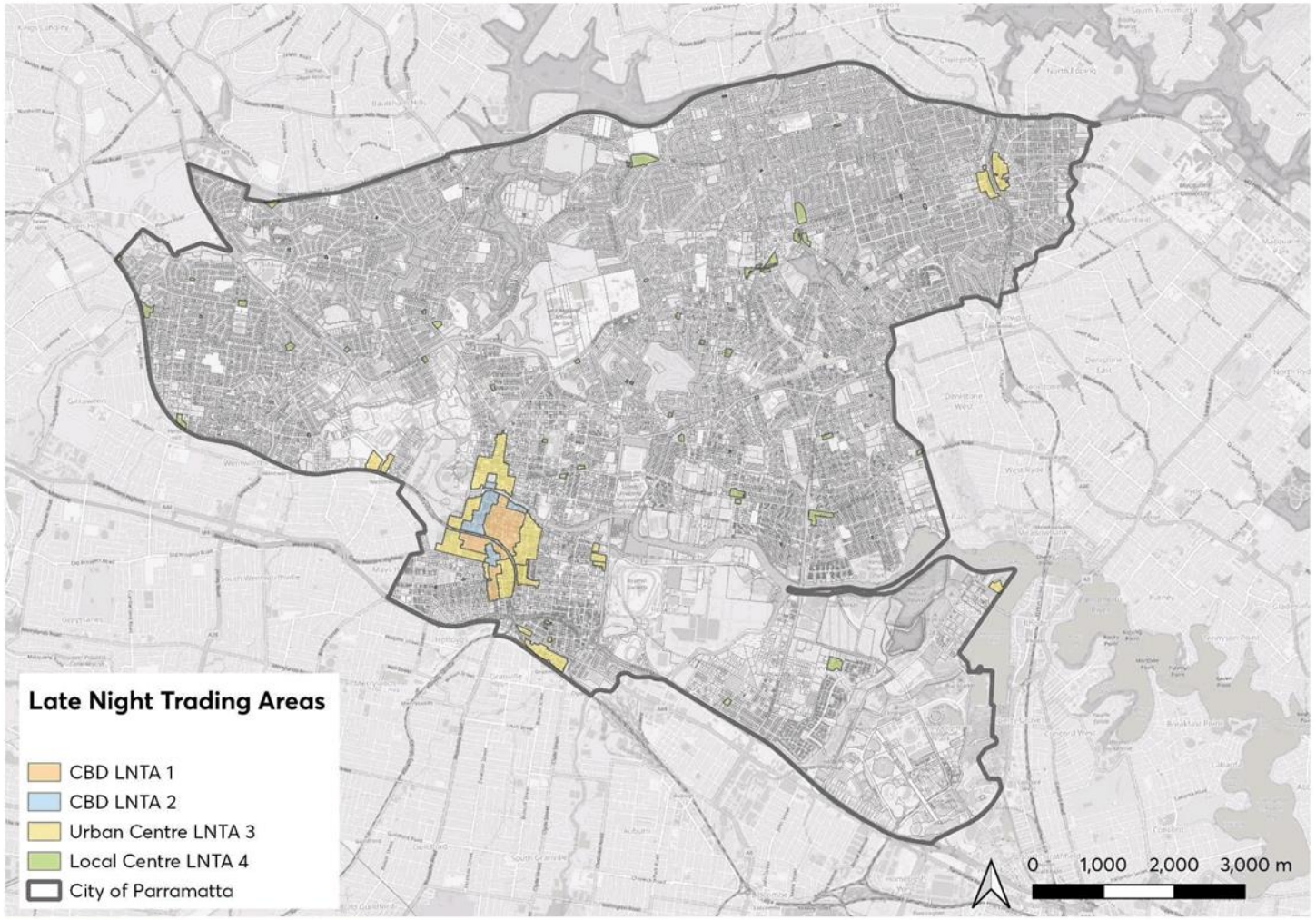

Map 1 - Late Night Trading Areas in Parramatta

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CBD LNTA 1

Zoning and Connectivity
An area located in the Parramatta CBD centres which is zoned B3 Commercial Core and planned to contain wholly commercial activity as well as the Westfield Llandholdings. The area is highly accessible with frequent night and late night rail and bus services from Parramatta Station, which is within the area. Access will be further improved by the Parramatta Light Rail and Sydney Metro West.

Entertainment and Cultural Character
Building on the presence of numerous established food and beverage venues, transformational projects like Parramatta Square, Parramatta Powerhouse and the Civic Link will connect and anchor Parramatta's public and cultural life, providing opportunities to grow and diversify the night time economy in the centre of the CBD and attract local, regional and international visitors.

The separation from surrounding residential uses allows for greater venue density and the growth of venues with later hours of operation and of varying intensity. The area can create a balanced network of venues that creates a 24-hour CBD, with activity in the early evening, twilight, night and late night. The growth of night time activities will cater to different demographics, and include dining, retail, small bars, pubs, live music, arts, theatre and electronic music. The numerous high-quality public spaces also allow the hosting of day and evening outdoor events.

Higher venue density and diversity within a short distance can create vibrant, active private and public spaces. This increases safety through increased pedestrian activity and natural surveillance and can be supported by focused public domain and lighting initiatives. It also creates a spatial arrangement that creates the opportunities for a positive, dynamic exchange between sites and activities.

Desired Level of Vibrancy
Elevated activity levels will also increase the ambient background noise within and adjoining the precinct throughout the night. Noise management controls and approaches will need to account for this higher level of activity and be appropriate for a vibrant entertainment precinct and ensure noise abatement responsibilities are managed fairly between emitters and sensitive uses.

In addition to being able to enjoy the amenity of a vibrant and active night city, residents of new residential apartment buildings within the Late Night Trading Area and adjoining areas must anticipate a range of factors associated with late night activity, with apartments built to a noise standard commensurate with the current and planned levels of night time activity.

CBD LNTA 2

Zoning and Connectivity
An area located in the Parramatta CBD centres which is zoned B4 Mixed Used and planned for mixed use development with residential apartment buildings above ground and lower level commercial. The area is accessible with frequent night and late night rail and bus, and night ferry, services within a short walk. Access and street activity will be further increased by the Parramatta Light Rail and Sydney Metro West.

Entertainment and Cultural Character
This location contains the important cluster of established eating and drinking venues on and around Church Street ('Eat Street') with an active and vibrant street life based around outdoor dining. It also contains the Parramatta City River Foreshore which attracts people throughout the day and night due its high level of public amenity.

The range of night time activity is expected to grow as the City River Foreshore is transformed through key projects such as River Square, New Powerhouse Museum, Escarpment Boardwalk, Charles Street Square, Wharf Upgrade and Riverside

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Theatre Upgrade. The night time economy along Church Street is set to grow as activity increases due to the Parramatta Light Rail, increase in local population and crowds attending Western Sydney Stadium.

The area allows existing and new venues to grow and diversify to reinforce the character of the area, with hours of operation facilitating a high level of indoor and outdoor activity in the early evening, twilight and night time, with some opportunities for growth late night activities, primarily for low impact venues. In addition to reinforcing the dining culture of the area, there are opportunities for uses to diversify to include retail, small bars, live music, arts and theatre. The numerous high-quality public spaces also allow the hosting of day and evening outdoor events.

The existing high venue density and prospective growth of diverse activities within a short distance can create vibrant, active private and public spaces. This increases safety through increased pedestrian activity and natural surveillance and can be supported by focused public domain and lighting initiatives. It also creates a spatial arrangement that creates the opportunities for a positive, dynamic exchange between sites and activities

Desired Level of Vibrancy

Elevated activity levels will also increase the ambient background noise within the precinct throughout the night. Noise management controls and approaches will need to account for this higher level of activity and be appropriate for the current and future vibrancy and ensure noise abatement responsibilities are managed fairly between emitters and sensitive uses.

In addition to being able to enjoy the amenity of a vibrant and active night city, residents of new residential apartment buildings in adjoining areas must anticipate a range of factors associated with late night activity, with apartments built to a noise standard commensurate with the current and planned levels of night time activity.

On-premises outdoor activity levels facing the Parramatta River should be to be limited to suitable times to manage noise travelling across and down the river. It should however be noted that an expectation should remain of noise emanating from people enjoying the public spaces on the river throughout the evening.

Urban Centre LNTA 3

Zoning and Connectivity

Other centres across the LGA that have a range of zoning or are identified for future growth. The areas are all accessible and serviced by existing or planned train stations or light rail. The Urban Centres include:

- **CBD:** Fringe / peripheral /remaining B4
- **Harris Park:** B1 and part of R2 (Wigram Street)
- **Epping:** B2 Local Centre
- **Westmead:** B4 Mixed Use
- **Granville:** B4 Mixed Use
- **Wentworth Point:** B1 and part

Entertainment and Cultural Character

These are mixed use centres with residential dwellings above or adjacent to ground floor retail and commercial, serving both the local population and a wider catchment.

They offer a broad range of low impact uses night time uses including restaurants, cafés, small bars, retail uses, and specialised or neighbourhood grocery. Some centres also contain existing high impact venues.

These areas have the potential to increase both the quantity and diversify of primarily low impact uses. They are suitable to accommodate high amounts of activity across a range of uses in the early evening, twilight and night time, but not suitable for any significant expansion of late night activity.

Desired Level of Vibrancy

Noise management controls and approaches will need to ensure that the appropriate level of night time activity can be accommodated with minimal impact on the surrounding residential uses.

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Local Centre LNTA 4

Zoning and Connectivity
A range of local centres across the LGA that are zoned B1 Neighbourhood Centre and B2 Local Centre, except those identified in Urban Centre LNTA 3. Centres are not serviced by trains, with some having buses services connecting to larger centres and transport hubs.

Entertainment and Cultural Character
Retail centres surrounded by residential areas, primarily serving the local population. They can offer range of low impact uses night time uses including restaurants, cafés, small bars, retail uses, and specialised or neighbourhood grocery. The small size of centres means that generally only one or two night time uses can be accommodated.

They are suitable to accommodate reasonable amounts of activity across a range of uses in the early evening and twilight and night time, some level of low impact activity at night time, but not suitable for any late night activity.

Desired Level of Vibrancy
Noise management controls and approaches will need to ensure that the appropriate level of night time activity can be accommodated with minimal impact on the surrounding residential uses.

4 Trading Hours

These provisions identify base and extended hours within the four LNTAs and for premises located outside of these areas. Maximum allowable trading hours have been established that are considered to represent the desired late night trading character for each area.

A development application for late night trading will only be granted the maximum trading hours where an application can demonstrate the use of the premises during these hours will satisfy all provisions within this Chapter and result in acceptable impacts upon the surrounding locality.

Base hours are standard operating hours that late night trading premises is entitled if a development application is approved.

Extended hours are operating hours beyond base hours, but only where Council has determined that the premises have been (or will be) well managed, including compliance with the Plan of Management and Social Impact Assessment requirements. Extended hours will be considered by Council as maximum operating hours. In cases where impacts cannot be effectively managed, late night trading will be limited to base hours only.

As per the Liquor Act 2007, Liquor licenses that are granted on or after 30 October 2008, or any licence in force before that date, but only if an extended trading authorisation granted on or after that date is in force in relation to the licensed premises concerned, a daily 6-hour closure period when the sale or service of liquor is prohibited also applies.

4.1 Hours of Operation

Objectives

O.01. To ensure the trading hours are consistent with the desired character of each area.
O.02. To minimise adverse amenity impacts on nearby residents.
O.03. To encourage a vibrant night time economy across the City of Parramatta.
O.04. To ensure that residential zones located within the interface to Late Night Trading Areas are reasonably protected.

Controls

C1. Base and extended hours that apply to particular Late Night Trading Areas are outlined in Table 1.

Table 1 - Base and extended trading hours

Late Night Trading Area	Venue category & location		Base hours	Extended hours
CBD LNTA 1	High Impact & Low Impact	Indoor	6am to 4am	24 hours
		Outdoor	6am to 4am	24 hours
	Non-Licensed	Indoor	24 hours	

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		Outdoor		
CBD LNTA 2	High Impact & Low Impact	Indoor	6am to 2am	6am to 4am
		Outdoor	6am to 2am*	6am to 4am*
	Non-Licensed	Indoor	24 hours	
		Outdoor		
Urban Centre LNTA 3	High Impact & Low Impact	Indoor	6am to 12am	6am to 2am
		Outdoor	6am to 10pm	6am to 12am*
	Non-Licensed	Indoor	24 hours	
		Outdoor		
Local Centre LNTA 4	High Impact & Low Impact	Indoor	10am to 10pm	6am to 12am
		Outdoor	10am to 8pm	7am to 10pm
	Non-Licensed	Indoor	6am to 12am	
		Outdoor		
Outside of Late Night Trading Areas		Indoor	Merit assessed	
		Outdoor		

*Outdoor areas with a direct frontage to the river foreshore will have maximum trading hours until 10pm.

4.2 Extended Trading Hours Trial Periods

Objectives

O.01. To enable Council to monitor and assess the management performance of a premises and its impact on surrounding amenity.

O.02. To give venue operators the opportunity to demonstrate that proposed hours will have no unreasonable impacts on surrounding land uses

O.03. To enable the community to provide feedback on the proposed trading hours for venues

Controls

C1. Any extended hours beyond base hours will be approved as a reviewable condition and subject to a trial period from the date of occupation certificate of 12 months for Low Impact and High Impact premises.

C2. At the completion of a trial period, a modification application must be lodged to formalise extended trading hours. The assessment of the modification application will consider:

a. assessment of inspections by Councils officers during trial periods;

b. consideration of Police Incident Register;

c. consideration of formal customer complaints to Council investigated and upheld; and
d. assessment of venue compliance with the approved Plan of Management.

C3. Trial periods may be extended or cancelled in the event of poor venue management during the trial period.
a. A trial period may be extended for a maximum of 12 months for both Low and High Impact premises.

C4. Extended Trading hours will be permitted where Council has determined that the premises have been or will be well managed, including compliance with an approved Plan of Management and sound and noise controls.

4.3 Out of Area Proposals

Objectives

O.01. To ensure that proposals outside of the Late Night Trading Areas are merit assessed and considered acceptable.
O.02. To ensure that relevant matters are considered when determining what operating hours are considered to be acceptable.
O.03. To ensure that a framework for assessing applications outside of Late Night Trading Areas is established.

Controls

C1. Proposals that include any High or Low Impact premises proposing operating hours between 10pm and 6am that are outside of the LNTAs will be merit assessed. Matters for consideration in this merit assessment include:
- Location and context.
- Appropriate management to ensure minimal impacts to neighbouring properties from sound, vibration & light spill.
- Size and patron capacity.
- Plan of Management requirements in Appendix 1.
- Safety, security and crime prevention measures.
- Accessibility and frequency of public transport, courtesy buses and the like.
- Social impact of the proposal assessed in accordance with Council's Social Impact Assessment Guidelines 2013.

C2. For existing premises, operating terms and consent conditions of a current approval prevail and continue to apply.

5 Acoustic Controls

These provisions define noise criteria for internal and external environments within the CBD and the immediate surrounds. The criteria for internal and external environments are considered to balance the management and mitigation of noise between emitters and receivers.

These provisions identify noise sensitive receivers and corresponding internal noise criteria. The acceptable internal noise levels may vary due to a number of factors, including but not limited to different types of receivers, LNTAs, time of day, day of the week. Establishing appropriate internal noise criteria requires consideration of not only the numerical values of acoustic standards, but also the parameters by which these values are measured.

These provisions also define external acoustic environments, or Noise Categories (NC). The external noise environment can impact the viability of noise generating development, the level of vibrancy on the street and the feasibility of a receiver development. Similar to the internal acoustic environment, the external acoustic environment can also vary by area, time of day, and day of the week. Establishing appropriate external criteria requires considerations of both numerical values and also the acoustic parameters by which the values are measured.

The external acoustic environments have also been informed by the desired character and levels of vibrancy within the CBD and immediate surrounds. The Proposed Premises Categories in Section 2.4.1 do not necessarily correlate with the potential acoustic impact of a premise. The NCs consider that entertainment sound is a desirable aspect of the city soundscape within areas with activity, compared with industrial or mechanical sound.

5.1 Type of noise sources to be regulated

Objectives

O.01. To identify the types of noise sources that will be regulated by the Controls outlined in this Chapter

Controls

C1. The Noise Categories (NCs) will apply to all uses emitting Entertainment Noise, defined in Glossary of Terms noise emanating from activities associated with the Night Time Economy, including music and/or patron noise.
C2. For areas not covered by this Chapter, Liquor & Gaming NSW criteria will be maintained.
C3. Noise arising from mechanical services will be regulated by the NSW *Noise Policy For Industry*.
C4. Noise arising from road and rail traffic noise impacts on residential, educational, child care and places of worship near rail lines and roads with an Annual Average Daily Traffic (ADDT) greater than 20,000 will be regulated by the SEPP (Infrastructure) 2007.
C5. The Controls in this Chapter apply to all new applications, both for new uses and significant modifications to existing premises.

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5.2 Noise Categories

This section describes the Externa Noise Category (NC) Levels. The Noise Categories have been established based on:

- Existing Entertainment Noise levels in benchmark areas;
- Historical measurement data across Sydney, including Parramatta; and
- An analysis of noise ingress through typical window façade construction for different receiver types.

Objectives

O.01. To provide criteria that considers cumulative impacts of activity in the public realm.
O.02. To provide certainty for emitters.
O.03. To protect the amenity of existing and potential sensitive receivers.

Controls

C1. Noise Category Levels apply on all days.
C2. Noise Category Levels are assigned to the frontage or boundary of lots.
C3. Noise Category Levels are intended to apply to all floors to the maximum LEP building heights. Exceptions may be considered for adjoining or adjacent receivers that are not noise sensitive (e.g. other entertainment premises).
C4. A 5 db reduction from external cumulative noise levels will be applied to determine the permitted noise contribution for an individual noise generating development.

Table 2 - Noise Category (NC) Cumulative Levels, Leq,15minute

Noise Category	Period[1]		Overall, dBA	Octave band, dB		
				31.5 Hz	63 Hz	125 Hz
NC-A	1 - Day/Evening	7am – 10pm	70	73	73	68
	2 - Night	10pm – Midnight	70	73	73	68
	3 - Late night	Midnight – 7am	65	63	63	61
NC-B	1 - Day/Evening	7am – 10pm	65	65	65	61
	2 - Night	10pm – Midnight	60	60	60	56
	3 - Late night	Midnight – 7am	55	55	55	53
NC-C	1 - Day/Evening	7am – 10pm	58	60	60	58
	2 - Night	10pm – Midnight	53	55	55	53
	3 - Late Night	Midnight – 7am	48	50	50	48
NC-D	1 - Day/Evening	7am – 10pm	55	57	57	55
	2 - Night	10pm – Midnight	50	52	52	50
	3 - Late Night	Midnight – 7am	45	47	47	45

Notes:

1. Time periods defined in Section 2.4. Time periods apply on all days.
2. Noise levels are 'free field', i.e. not façade corrected.

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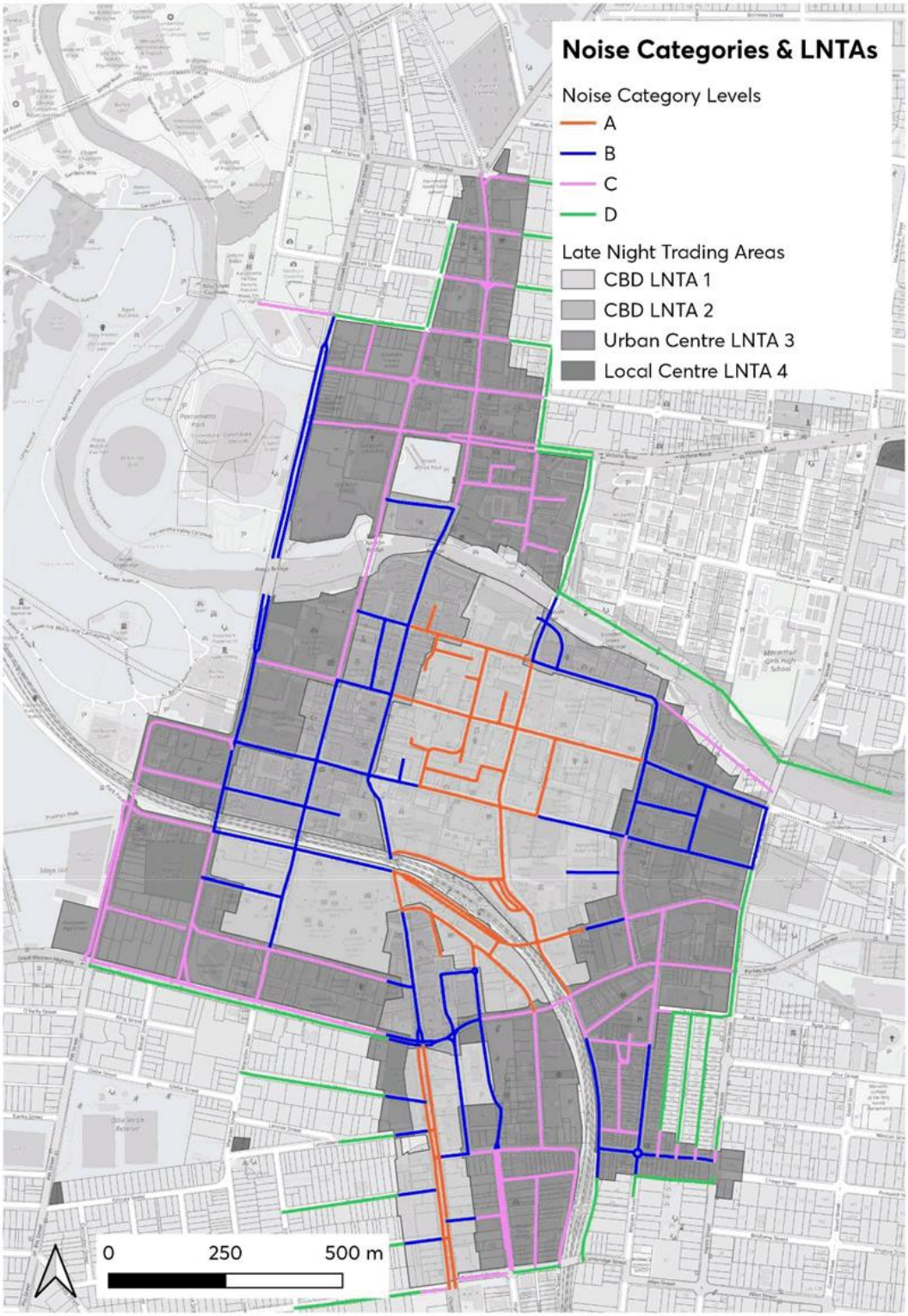

Map 2 - Noise Category Levels in the City Centre

5.3 Acoustic requirements for new receiver developments

Objectives

O.01. To establish appropriate internal noise criteria that balances the desired levels of vibrancy and a reasonable and commensurate level of amenity for sensitive uses.

Controls

C1. A Noise Impact Assessment prepared by suitably qualified acoustic consultant may be required when submitting a development application for new development where Noise Category A to C (NC) is defined in Map 2: Noise Category Levels in the City Centre.

C2. The purpose of the Noise Impact Assessment is to outline the required noise attenuation measures to achieve the Receiver Internal Noise Criteria, specified in Table 3, considering the Noise Category Cumulative Noise Level.
The Noise Impact Assessment is to be based on the NC level occurring at all levels of the development.

C3. For building facades not facing a defined NC road, such as rear or side facades of a building, a 5dB reduction in Noise Category Cumulative Noise Level shall be applied to account for shielding and reduced exposure to Entertainment Noise.

C4. The Noise Impact Assessment must include consideration of Entertainment Noise from existing venues prior to commencement of this DCP.

C5. Where the New Receiver development is to adjoin an existing venue, the Noise Impact Assessment must quantify emissions from the venue for the purpose of assessment and include consideration of vibration and structure-borne noise.

C6. Where noise attenuation measures impact the provision of passive natural ventilation, alternative ventilation complying with the National Construction Code must be provided.

C7. Noise impact from other sources, such as road and rail must be assessed separately in accordance with relevant Standards and policies.

C8. Noise emission from building services or other sources typically assessed in accordance with the NSW Noise Policy for Industry (NPfI) must comply with the amenity requirements only. No correction to amenity levels is to be applied for high traffic noise environments.

C9. For mixed-used development, where some levels may include future venues, the Noise Impact Assessment must identify noise mitigation provisions to enable compliance with the Acoustic requirements for emitters set out in Table 3.

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Table 3 – Mandatory Receiver Internal Entertainment Noise Criteria Leq,15minute

Receiver[1]	Period[2]	Broadband, dBA	Octave band centre frequency criteria, dB		
			31.5Hz	63Hz	125Hz
Residential accommodation (excluding hostels)	1 - Day / Evening (habitable rooms[1] excluding bedrooms)	40	69	52	46
	2 – Night & 3 – Late Night (habitable rooms[1] excluding bedrooms)	35	69	52	46
	1 - Day / Evening (bedrooms)	35	69	52	46
	2 – Night & 3 – Late Night (bedrooms)	30	64	47	41
Educational facilities including early childhood and child care facilities (CCF)	When in use[2]	35	69	52	46
Place of Public Worship	When in use[2]	35	69	52	46
Health Services Facility	1 - Day / Evening	35	69	52	46
	2 – Night & 3 – Late Night (wards only)	30	64	47	41

Notes:

- Internal criteria apply to entertainment sound only.

1. Habitable room is defined as a room used for normal domestic activities, and—
   a. includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, playroom, family room, home theatre and sunroom; but
   b. excludes a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, hallway, lobby, photographic darkroom, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods.
2. Time of use for receiver development to be based on development application of new development. Time periods defined in Glossary of Terms

5.4 Acoustic requirements for new emitters

C1. A Noise Impact Assessment prepared by suitably qualified acoustic consultant is required when submitting a development application for new or modified emitter

C2. The Plan of Management will be used both in the development assessment process and as a means to identify the way in which the premises will operate in compliance to conditions of consent. The Plan of Management will be incorporated as a condition of development consent.

C3. The Plan of Management should detail all noise management measures to ensure that the development can achieve the Venue Noise Criteria.

C4. Entertainment Noise from all emitters must not exceed the Venue Noise Criteria, equivalent to the Noise Category Cumulative Levels specified in Table 2 minus 5 dB by reference to Map 2 - Noise Category Levels in the City Centre, at any surrounding premise lot boundary, 1.5 metres above the floor level of all floors up to the maximum allowable building height, as defined in the LEP.

C5. Entertainment Noise from emitters with an adjoining Receiver, that may be affected by noise transfer via the common partition must not exceed the Receiver Internal Noise Criteria specified in Table 3 minus 5dB as well as Table 4 minus 5dB at the most-potentially affected location (no less than 1 metre) from the common partition.

Table 4 - Internal Entertainment Noise Criteria for new emitter adjoining an existing premises

Receiver[1]	**Period[1]**	**Broadband, dBA**	**Octave band centre frequency, dB**		
			31.5Hz	**63Hz**	**125Hz**
Tourist and visitor accommodation (including hostels)	1 - Day / Evening & 2 - Night (bedrooms)	40	69	52	46
	3 – Late Night (bedrooms)	35	69	52	46
Commercial premises (excluding retail premises, but including offices as part of industrial premises)	8am – 6pm, Monday to Friday	45	74	57	51

Notes:

1. Time of use for receiver development to be based on development application of new development. Time periods defined in Section 2.4.
2. Internal criteria apply to entertainment sound only.
3. For commercial premises and hotels, the internal entertainment noise criteria is a guideline. The commercial nature of these premises should grant the operators control over the internal acoustic environment of these premises.

6 Premises Impact Management

The Plan of Management will be used both in the development assessment process and as a means to identify the way in which the premises will operate in compliance to conditions of consent. The Plan of Management will be incorporated as a condition of development consent.

Objectives

O.01. To ensure that the potential impacts from the operation of the premises are considered and addressed during the assessment of application;

O.02. To enable Council to review Plans of Management to ensure that management practices are being appropriately applied to late night trading premises.

Controls

C1. A Plan of Management must be completed in accordance with the guidelines in Appendix 1 and is required to accompany an application for the following applications:
   a. new High Impact or Low Impact premises;
   b. existing High Impact or Low Impact premises that seek a formalisation of existing approved trading hours;
   c. existing High Impact Premises that seek extensions, additions or refurbishment which will lead to an intensification of that use;
   d. existing Low Impact Premises that seek extensions, additions or refurbishment which will result in the premises becoming a High Impact premises;
   e. applications for outdoor trading or amplified sound on the same lot as a High Impact or Low Impact premises;

C2. An assessment of the social impacts of the proposal should be included:
   a. where a Community Impact Statement is required as under the Liquor Act 2007, this should be submitted with the Development Application.

C3. The Plan of Management will be used both in the development assessment process and as a means to identify the way in which the premises will operate in compliance to conditions of consent. The Plan of Management will be incorporated as a condition of development consent.

C4. The Plan of Management should detail all noise management measures to ensure that the development can achieve the Venue Noise Criteria.

6.1 Appendix 1 - Plan of Management requirements

A Plan of Management should be in the form of a separate attachment with an application and should be accompanied by a signed declaration from the licensee/manager that they have read, understood, and agree to uphold the Plan of Management.

A template Plan of Management will be included on Council's website alongside other FAQ documents.

6.1.1 High Impact Premises

At a minimum, a Plan of Management for a High Impact premises should include

a) Details of the use of the site

i. Primary use of the premises
ii. Any secondary/ancillary uses (eg. retail liquors sales, public entertainment, outside trading areas, gaming areas etc).
iii. Details of the maximum capacity of the premises.
iv. For licensed premises, maximum number of patrons that will be standing and/or sitting at any one time.

b) A set of plans of the premises, showing:

i. proposed layout of all areas of the premises, such as internal queuing areas, seating, dining, gaming, dance floors, entertainment, lounge, etc;
ii. the proximity of external doors, windows and other openings to residential and other sensitive land uses
iii. Identification of any 'active areas' adjacent to the boundaries of the site used in association with the use of premises (eg. Outdoor seating, footway dining, queuing areas, parking etc);
iv. The location of waste storage areas;
v. Location of air conditioning, exhaust fan systems and security alarms
vi. Identification of the most commonly used pedestrian routes to and from the premises, including any safety corridors;
vii. If applicable, details of the capacity of the space to host performance, creative or cultural uses including the location and dimensions the space, stage audience (standing or seating area)

c) Operational details of the premises, including

i. An overview of the organisation, providing details about the company/licensee/proprietor that includes information regarding:
    - the number and type of staff (including security);
    - other similar premises within the company's portfolio (if relevant);
    - any Liquor Licenses for the premises;
    - a description of any actions that the proprietor/licensee has taken to co-operate with NSW Police, the local community and incorporated resident groups regarding the management of the premises;
    - existing or planned membership of a Licensing Accord within the City of Parramatta

d) Hours of Operation

i. A schedule of the proposed operating hours for each day of the week including:

- All areas of the premises (eg. courtyards, rooftop, balcony, footway, gaming room etc.). If the nature of an area changes (for example, a dining area becomes a dance floor after the kitchen closes), then this should be noted and operational hours for the different uses detailed.
- For existing premises seeking renewal or extension of trading hours, a schedule of current daily hours for all areas of the premises.
- If applicable, a schedule of proposed entertainment hours for each day of the week.

e) Noise mitigation and management, including

i. The identification of all likely noise and vibration sources associated with the operation of the premises.
   - Live entertainment and amplified sound;
   - external (outside) areas such as courtyards,
   - rooftops, balconies etc;
   - patrons leaving and entering the premises;
   - the operation of mechanical plant and equipment;
   - waste disposal, sorting and collection of bottles etc
   - in stand-alone gyms in buildings with residential accommodation, background music, air conditioning and the use of exercise machines and free weights.

i. Details of all on-site and off-site noise and vibration attenuation measures related to the use and operation of the premises.
ii. A statement outlining the premises' compliance with all relevant noise and vibration standards, guidelines and legislation (eg. Australian Standards, Protection of the Environment (Operations Act) 1997, EPA Industrial Noise Guidelines, etc.);
iii. Details of how management will address complaints relating to noise, and any noise control strategies that will be implemented to minimise the potential for complaints (eg. Liaison with neighbours and local police, maintaining a complaint register etc);
iv. Details of any measures that will be taken to minimise noise from outdoor areas such as rooftops, courtyards, balconies or designated smoking areas etc; and
v. Details of any noise limiting devices to be installed.

f) Premises management measures

i. Details of all measures that will be taken to ensure that amenity impacts that may result from the operation of the premises are minimised.
ii. A waste management plan that outlines the procedures for minimising and managing waste that is generated by the premises. This should address such matters as disposal of bottles, how and when waste will be removed, details of waste management facilities, waste collection and storage areas etc.
iii. Details of methods that will increase patron awareness of public transport availability (eg. signage, availability of timetables) as well as a description of any other measures that will assist patrons in using public transport (eg. provision of a shuttle service, taxi assistance etc.).
iv. Details of methods and provisions that will increase patron awareness of responsible disposal of cigarette butts.

g) Security and safety

i. A description of any arrangements that will be made for the provision of security staff. This is to include (but is not limited to) the following:

- any recommendations from Local Licensing Police regarding appropriate security provision and a statement outlining the extent of compliance with police recommendations;
- the number of security personnel that will be patrolling inside and outside the premises including the frequency of security patrols
- Identification of the physical extent of any patrolled areas outside the premises;
- Hours that security personnel will be on duty (including the period after closing time);
- Staff security training, weapons detection, and other security response methods.
- Details of CCTV surveillance camera installation that identifies both indoor and outdoor areas monitored by cameras, and camera technical specifications (eg. recording capacity, frames per second etc.)

ii. Details of signage that is to be erected providing advice to patrons to maintain quiet and order when leaving and entering the premises;
iii. Detail any liaisons or outcomes of any meeting with local NSW police;
iv. Details of any complaints associated with the operation of the premises must be recorded in a Complaints Register which includes:
    - Complaint date and time;
    - Name, contact and address details of person(s) making the complaint;
    - Nature of complaint;
    - Name of staff on duty;
    - Action taken by premises to resolve the complaint;
    - Follow-up; and
    - Outcome.
v. Measures that will be taken by security personnel to ensure that the behaviour of staff and patrons when entering or leaving the premises will minimise disturbance to the neighbourhood, such as details of signage that is to be erected providing advice to patrons to maintain quiet and order when leaving and entering the premises
vi. Any provisions that will be made to increase security in times where higher than average patronage is expected (e.g. during live entertainment, peak periods on weekends, New Year's Eve, following large sporting events in the locality, during special events and functions, etc.);
vii. Liaison that will be undertaken with other licensees or operators of late trading premises and/or the Local Liquor Accord in the locality/area to improve security at night;
viii. measures to prevent glass being carried from the premises by patrons;
ix. measures to ensure safe capacities (e.g. electronic counting of patrons, occupancy limits, signage); and
x. actions to be taken during 'wind down' periods prior to closing time.
xi. If queuing outside the premises is to occur:
    - a description of any measures that will be taken to ensure that queuing is controlled in a manner that will ensure that queuing is controlled in a manner that will neighbourhood and that the footpath will not be unreasonably impeded.
    - description of how and how often security guards will monitor queues (e.g. security guards will monitor queues every 10 minutes to identify inappropriate behaviour before patrons enter); the use of temporary ropes and bollards; maximum queue numbers; actions taken to minimise loitering; and actions ensuring the fast and efficient movement of a queue;

LATE NIGHT TRADING

***OPTIONAL:* For applications in conjunction with an application for a new liquor licence**

I. Methods employed to implement harm minimisation and the responsible service of alcohol (RSA) requirements such as:
   - employee training and awareness regarding RSA and harm minimisation;
   - approaches that will be used to manage intoxicated and/or disorderly persons;
   - promotion of non-alcoholic beverages and provision of free water;
   - display of the premises' house policy;
   - assisting patrons in accessing safe transportation from the premises (e.g. arranging taxis, public transport timetable information);
   - encouraging responsible drinking;
   - number of RSA marshals employed for each shift and details on how they will monitor RSA; and
   - actions taken to discourage drug use and to manage drug related incidents.

II. Details of emergency and evacuation procedures in accordance with the relevant Australian Standard and provide details of staff training in those procedures.

***OPTIONAL:* Performance, creative or cultural programming**

I. A description of the music, visual, performance, creative and cultural events that may be staged at the premises;
II. Description of the equipment required to present the performance, creative or cultural use;
III. Arrangements for booking and promoting performance, creative and cultural uses;
IV. Procedures for notifying neighbours about the nights when operating hours are extended to provide for performance, creative and cultural uses (such as major events).

6.1.2 Low Impact Premises

At a minimum, a Plan of Management for a Low Impact premises should include

h) Details of the use of the site

i. Primary use of the premises
ii. Any secondary/ancillary uses (eg. retail liquors sales, public entertainment, outside trading areas, gaming areas etc).
iii. Details of the maximum capacity of the premises.
iv. For licensed premises, maximum number of patrons that will be standing and/or sitting at any one time.

i) A set of plans of the premises, showing:

i. proposed layout of all areas of the premises, such as internal queuing areas, seating, dining, gaming, dance floors, entertainment, lounge, etc;
ii. the proximity of external doors, windows and other openings to residential and other sensitive land uses
iii. Identification of any 'active areas' adjacent to the boundaries of the site used in association with the use of premises (eg. Outdoor seating, footway dining, queuing areas, parking etc);
iv. The location of waste storage areas;
v. Location of air conditioning, exhaust fan systems and security alarms
vi. If applicable, details of the capacity of the space to host performance, creative or cultural uses including the location and dimensions the space, stage audience (standing or seating area)

j) Operational details of the premises, including

i. An overview of the organisation, providing details about the company/licensee/proprietor that includes information regarding:
    - the number and type of staff (including security);
    - other similar premises within the company's portfolio (if relevant);
    - any Liquor Licenses for the premises;
    - existing or planned membership of a Licensing Accord within the City of Parramatta

k) Hours of Operation

i. A schedule of the proposed operating hours for each day of the week including:
    - All areas of the premises (eg. courtyards, rooftop, balcony, footway, gaming room etc.). If the nature of an area changes (for example, a dining area becomes a dance floor after the kitchen closes), then this should be noted and operational hours for the different uses detailed.
    - For existing premises seeking renewal or extension of trading hours, a schedule of current daily hours for all areas of the premises.
    - If applicable, a schedule of proposed entertainment hours for each day of the week.

l) Noise mitigation and management, including

i. The identification of all likely noise and vibration sources associated with the operation of the premises.
    - Live entertainment and amplified sound;
    - external (outside) areas such as courtyards,
    - rooftops, balconies etc;

LATE NIGHT TRADING

- patrons leaving and entering the premises;
- the operation of mechanical plant and equipment;
- waste disposal, sorting and collection of bottles etc
- in stand-alone gyms in buildings with residential accommodation, background music, air conditioning and the use of exercise machines and free weights.

vi. Details of all on-site and off-site noise and vibration attenuation measures related to the use and operation of the premises.
vii. A statement outlining the premises' compliance with all relevant noise and vibration standards, guidelines and legislation (eg. Australian Standards, Protection of the Environment (Operations Act) 1997, EPA Industrial Noise Guidelines, etc.);
viii. Details of how management will address complaints relating to noise, and any noise control strategies that will be implemented to minimise the potential for complaints (eg. Liaison with neighbours and local police, maintaining a complaint register etc);
ix. Details of any measures that will be taken to minimise noise from outdoor areas such as rooftops, courtyards, balconies or designated smoking areas etc; and
x. Details of any noise limiting devices to be installed.

m) Premises management measures

v. Details of all measures that will be taken to ensure that amenity impacts that may result from the operation of the premises are minimised.
vi. A waste management plan that outlines the procedures for minimising and managing waste that is generated by the premises. This should address such matters as disposal of bottles, how and when waste will be removed, details of waste management facilities, waste collection and storage areas etc.

n) Security and safety

i. A description of any arrangements that will be made for the provision of security staff. This is to include (but is not limited to) the following:
   - the number, hours and physical extent of security personnel that will be patrolling inside and outside the premises.
   - Details of CCTV surveillance camera installation that identifies both indoor and outdoor areas monitored by cameras, and camera technical specifications (eg. recording capacity, frames per second etc.)
ii. Details of any complaints associated with the operation of the premises must be recorded in a Complaints Register which includes:
   - Complaint date and time;
   - Name, contact and address details of person(s) making the complaint;
   - Nature of complaint;
   - Name of staff on duty;
   - Action taken by premises to resolve the complaint;
   - Follow-up; and
   - Outcome.
iii. Measures that will be taken by security personnel to ensure that the behaviour of staff and patrons when entering or leaving the premises will minimise disturbance to the neighbourhood, such as details of signage that is to be erected providing advice to patrons to maintain quiet and order when leaving and entering the premises
iv. Liaison that will be undertaken with other licensees or operators of late trading premises and/or the Local Liquor Accord in the locality/area to improve security at night;
v. actions to be taken during 'wind down' periods prior to closing time.

vi. If queuing outside the premises is to occur:
- a description of any measures that will be taken to ensure that queuing is controlled in a manner that will ensure that queuing is controlled in a manner that will neighbourhood and that the footpath will not be unreasonably impeded.

***OPTIONAL:* For applications in conjunction with an application for a new liquor licence**

III. Methods employed to implement harm minimisation and the responsible service of alcohol (RSA) requirements such as:
- employee training and awareness regarding RSA and harm minimisation;
- approaches that will be used to manage intoxicated and/or disorderly persons;
- promotion of non-alcoholic beverages and provision of free water;
- display of the premises' house policy;
- assisting patrons in accessing safe transportation from the premises (e.g. arranging taxis, public transport timetable information);
- encouraging responsible drinking;
- number of RSA marshals employed for each shift and details on how they will monitor RSA; and
- actions taken to discourage drug use and to manage drug related incidents.

IV. Details of emergency and evacuation procedures in accordance with the relevant Australian Standard and provide details of staff training in those procedures.

***OPTIONAL:* Performance, creative or cultural programming**

V. A description of the music, visual, performance, creative and cultural events that may be staged at the premises;

VI. Description of the equipment required to present the performance, creative or cultural use;

VII. Arrangements for booking and promoting performance, creative and cultural uses;

VIII. Procedures for notifying neighbours about the nights when operating hours are extended to provide for performance, creative and cultural uses (such as major events).

REPORTS TO COUNCIL - FOR COUNCIL DECISION

ITEM NUMBER 13.10
SUBJECT Arthur Phillip Commemorative Public Art Project - Charles Street Square
REFERENCE F2022/00105 - D08499820
REPORT OF Senior Officer - Cultural Projects & Public Art

CSP THEME: INNOVATION

WORKSHOP/BRIEFING DATE: 18 July 2022

PURPOSE:

To provide a status update on the Arthur Phillip Commemorative Public Art Project and determine details of the artist commission.

RECOMMENDATION

(a) **That** Council endorse an updated scope of work by artist Craig Walsh to deliver a Public Artwork in the form of a Projection only artwork on the escarpment at the Parramatta Ferry Wharf, within the previously endorsed budget of $500,000 (ex gst).

(b) **Further, that** the projection content feature Governor Arthur Phillip history and imagery as well as other relevant history and imagery to the location.

(c) **Further, that** Council grant delegated authority to the Chief Executive Officer to execute all agreements, contracts or deeds necessary to complete the Public Artwork project.

BACKGROUND

1. From 2014 to 2015, Council endorsed the commissioning of artist Craig Walsh to undertake a Public Artwork via the following:

    a. Council Meeting, 24 March 2014 – It was resolved that Council (#14599):
        i. 1 (a) Commissions a commemorative statue of Governor Phillip to be placed in an appropriate venue.

    b. Councillor Workshop, 16 July 2014 – Councillors provided guidance and input on the Artist EOI process.

    c. Councillor Workshop, 1 April 2015 – Councillors reviewed two shortlisted proposals and selected Craig Walsh as the recommended artist.

    d. Councillor Meeting, 25 May 2015 – It was resolved (#15672):
        i. 11.3 (b) That Council appoint Craig Walsh to deliver the public art work to total budgeted amount of $500,000 across two financial

years being 2015/16 and 2017/17.

2. Artist Craig Walsh's Public Artwork proposal included two elements, a projection work and a bronze figurative statue. Walsh recommend the Public Artwork be located at the Parramatta Ferry Wharf due to this location's significance to Governor Arthur Phillip.

3. In 2015, the NSW State Government committed to a capital upgrade of Parramatta Ferry Wharf and subsequently, Council committed to capital projects in the same area including the Charles Street Square Public Domain and Escarpment Boardwalk.

4. It was deemed vital to ensure the Public Artwork project was fully integrated into these capital projects, particularly the Charles Street Square Public Domain works. Consequently, delays in the capital upgrade delivery have resulted in a delayed delivery of the Public Artwork.

5. The Charles Street Square Public Domain works commenced in 2022 and are due for completion in March 2023. The delivery of the Public Artwork is currently aligned with this timeframe, and is preferred, to avoid contract variations and additional costs.

6. As of 2014, the value of the Craig Walsh proposal was estimated at $492,000 (ex gst), which included artist fees, technology services and products as well as fabrication of a bronze figurative statue.

ISSUES/OPTIONS/CONSEQUENCES

7. In 2022, two (2) Councillor Workshops sought to update Councillors on the Public Artwork project, seek direction on the two elements of the Public Artwork and ensure the work is delivered in alignment with the capital works of Charles Street Square Public Domain.

8. At the Councillor Workshop on 30 March 2022, a project update provided was to Councillors in relation to current industry and public discourse regarding statues and commemorative Public Artworks. Key points of discussion included:

    a. The reputational and financial risk to Council related to progressing the bronze statue element of the Public Artwork;

    b. The current public discourse on figurative statues, including those representing colonial figures, which raises questions in 2022 about the suitability of the statue element endorsed in 2015;

    c. First Nations consultation undertaken in 2021 was unsupportive of the statue element;

    d. Further, in October 2021, the artist declined to pursue the original statue element in response to the changed public discourse and consultation;

    e. Examples provided of City of Sydney statues that are subject to regular vandalism – including Captain Cook and Governor Macquarie statues;

f. Recent examples provided of commemorative Public Artworks commissioned by NSW Councils that demonstrate a shift from commissioning figurative statues to Public Artworks taking on different forms.

9. Direction provided by Councillors at the 30 March Workshop was to proceed with development work for the Projection element, to put any further development of the static element on hold, and for officers to explore alternative options for Councillor consideration.

10. At the Councillor Workshop on the 18 July 2022, a project update was provided to Councillors in relation to further development work on the Projection element and the outcome of onsite projection testing and confirmation of updated project costing in particular. Key points discussed included:

    a. Projection tests, completed on 9 May 2022, confirmed that the projection can be contained to the escarpment fascia with no light spill impacting adjacent residential premises;

    b. Pricing of Projector hardware and software required have increased significantly since the Public Artwork was contracted in 2015. Revised projection costs, in response to the Projection test, total $260,000 (ex GST) and fall within the overall budget allocation, with a minor 3% contingency remaining;

    c. As a result of increased Projection costs, there is no remaining budget to consider a static alternative;

    d. A tender process will be required to be undertaken to procure Projection hardware and software.

    e. The Heritage Interpretation Plan for Charles Street Square Public Domain includes several static elements that provide a day and night-time opportunity to engage with the importance of Governor Arthur Phillip in Parramatta's history and provide balanced historical narratives.

11. The outcome of the Workshop on the 18 July 2022 was for Officers to prepare a report to Council recommending a public artwork in the form of a Projection only artwork, within the previously endorsed budget.

CONSULTATION & TIMING

Stakeholder Consultation

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

Date	Stakeholder	Stakeholder Comment	Council Officer Response	Responsibility
2020 – 2021	Dharug Community Reps	Feedback on inclusion of cultural content in art and interpretation	Feedback incorporated into Curatorial	City Planning and Design

			framework and Interpretation Plan	
		Feedback on the inclusion of an Arthur Phillip figurative statue. This consultation was initiated by the Charles Street Square project to progress the Heritage Interpretation design package, however, the separate artwork commission became the overriding consideration, and so the workshop series pivoted to help resolve the issues raised.	Feedback presented to Councillor Workshop 30/03/22	City Planning and Design

Councillor Consultation

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

Date	Councillor	Councillor Comment	Council Officer Response	Responsibility
30 April 2019	LM, DLM, Crs Bradley, Dwyer, Esber, Pandey, Prociv, Wearne	Further workshop requested on design aspects	Completed	City Planning and Design
26 June 2019	LM, DLM, Crs Bradley, Davis, Dwyer, Han, Issa, Jefferies, Pandey, Prociv	Updated concept in response to feedback prior to reporting for approval	Completed	City Planning and Design
30 March 2022	LM, DLM, Crs Bradley, Darley, Green, Humphries, Maclean, Noack, Prociv, Siviero, Valjak, Wang, Wearne	Proceed with Projection development work, place figurative statue on hold and prepare static alternative options for Councillor consideration.	Progress Projection tests, consider static alternatives within budget	Community Services
18 July 2022	LM, DLM, Crs Bradley, Darley, Green,	Proceed with projection work only, explore	Progress to Council Report for endorsement	Community Services

	Humphries, Maclean, Prociv, Siviero, Valjak, Wang.	scope of projection.		

LEGAL IMPLICATIONS FOR COUNCIL

14. Various contracts are required to implement the project, with all contracts to be reviewed by Council's Legal team, including:

    a. a variation to the artist's current contract to alter the scope of works.
    b. a supplier contract to procure Projection hardware and software as per a tender outcome.
    c. a possible contract variation to the Construction Contractor should Public Artwork install be delayed past completion date of Charles Street Square public domain.

FINANCIAL IMPLICATIONS FOR COUNCIL

15. The project will be delivered within the existing Council-endorsed capital budget of $500,000 (ex gst). This amount was endorsed by a Council resolution on 25 May 2015 (#15672) and sourced from Section 94a contributions of the time. This budget has been rolled over each year to align the project delivery with capital works at the location.

16. The breakdown of the $500,000 budget is as follows (ex gst):
    a. $149,500 – Craig Walsh Artist Fee (contracted)
    b. $47,562 – Project Technical Advice (contracted)
    c. $23,148 – Projection Test (contracted)
    d. $4000 – LiDAR 3D Scan (to be procured)
    e. $260,000 – Projection Hardware and Software (subject to tender)
    f. $15,790 – 3% Contingency

17. The table below shows no financial impacts on the budget arising from approval of this report.

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

Internal	NIL			
Other	NIL			
Total CAPEX	NIL			

Suzanne Buljan
Senior Officer - Cultural Projects & Public Art

Sophia Kouyoumdjian
Director Parramatta Artist Studios & Cultural Services

Ian Woodward
Group Manager Legal Services

Jon Greig
Executive Director Community Services

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:
There are no attachments for this report.

NOTICES OF MOTION

08 AUGUST 2022

14.1 Councillor Workshops / Briefings.....336

NOTICE OF MOTION

ITEM NUMBER 14.1
SUBJECT Councillor Workshops / Briefings
REFERENCE F2022/00105 - D08620758
FROM Councillor Michelle Garrard

MOTION

That Council endorse an amendment to the Councillors Workshop and Briefing Session Policy and Procedure to reflect:

1. Workshop/briefing session presentations be provided to Councillors a minimum of 2 days prior to the Workshop/briefing session.
2. For Councillors who have requested, have hard copies of the Presentations be made available at the workshop/briefing sessions.

BACKGROUND

1. For Councillors to be fully prepared for workshops receiving content in advance allows Councillors to adequately prepare.
2. For committees of council this presentations agenda and content are provided in advance.
3. Receiving the information in advance allows councillors to be across content which should mean workshops/briefings will run smoother, opposed to the current process where we are trying to absorb the information presented at the time.
4. I have informally made this request on numerous occasions and it is still not happening as practice in all instances.

STAFF RESPONSE

5. A written staff response will be included in a supplementary agenda and distributed to Councillors prior to the Council meeting.

FINANCIAL AND RESOURCE IMPLICATIONS

6. A written staff response will be included in a supplementary agenda and distributed to Councillors prior to the Council meeting.

Michelle Garrard
Councillor Garrard

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:

1 Councillors Workshop and Briefing Session Policy 6 Pages

CITY OF PARRAMATTA

Councillors Workshops and Briefing Sessions Policy and Procedure

Contents

- Scope
- Purpose
- Policy
- Procedure
- Definitions

Scope

This Policy applies to Councillors and Council employees, including contract and casual employees engaged by Council, members of Council Committees and external parties.

Purpose

The purpose of Workshops and Briefing Sessions is to engage with Councillors, on matters of significant importance and interest.

The Workshops and Briefing Sessions allow the Lord Mayor, Councillors, Executive and Staff to:

- clarify issues, exchange information (including confidential) and to seek feedback/ general direction on proposals
- provide a forum for discussion on initiatives and discuss options in determining Council's strategic corporate direction
- ensure effective communications and information flow between staff and Councillors
- provide a team building forum in which to develop trust and understanding between those attending the workshops or briefing.

Councillor Workshops and Briefing Sessions are often held prior to Council making a resolution in a Council Meeting. Workshops and Briefing Sessions are not decision-making forums but an opportunity to provide background information or context and present options that supports a resolution or action in Council. Information provided to these forums are confidential. Feedback obtained from Councillors at a Workshop or Briefing Session will help guide Council Officers in preparing reports or other documents

Name of Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement: 7 August 2018	Approval Authority: Council	Date Approved: 15 June 2021
Amendment 4	Date of Next Review: 2024	Review: 4 years

seeking a decision by Council and ensure that all issues and views are properly canvassed in the report or other documents such as submissions.

Policy

Under the Local Government Act 1993, a Council can hold a Workshop or Briefing Session under its general powers as a body corporate. Workshops and Briefing Sessions are informal gatherings and can provide useful background information to Councillors on the business of Council. Councillor Workshops and Briefing Sessions may involve Councillors, Council staff and invited external participants.

Council Workshops and Briefings often provide Councillors with information that leads to forming a Council position on a particular item or issue. In a majority of cases the information presented is provided under the agreement and understanding that it requires the knowledge or feedback from Councillors before a final position can be provided to Council in the form of a report. The information provided in these forums is confidential.

Respect

Councillor Workshops and Briefings may be attended by external participants and Council staff, including a range of staff who are not listed under the Interaction Between Councillors and Staff Policy.

Councillors and staff are to observe the conduct obligations of the Code of Conduct, and to remain courteous, professional and respectful of all attendees. The Chair will call to order anyone who behaves in a manner contrary to the conduct obligations of the Code of Conduct, including the use of offence behaviour or language.

Confidentiality

Matters discussed in Council Workshops and Briefings are generally confidential in that they contain information that could provide an unfair or false representation of Council's position on a particular matter. Information provided as part of Workshops and Briefings that is marked confidential should be treated the same as matters held in the Confidential Agenda in Council. Photos or videos of presentations are not permitted. Confidential information distributed to an external party or media would be considered as a breach of Section 664* of the Local Government Act in that, Councillors must not, at any time, disclose materials classified as confidential in reports presented to our discussions held at Council.

Name of Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement: 7 August 2018	Approval Authority: Council	Date Approved: 15 June 2021
Amendment 4	Date of Next Review: 2024	Review: 4 years

Confidential items for the purpose of this policy relate to the same as per the Council Code of Meeting Practice:

a) Information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
b) 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. Review a trade secret
c) Information that would, if disclosed, prejudice the maintenance of law
d) Matters affecting the security of the council, Councillors, council staff or council property
e) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.
f) Alleged contraventions of any code of conduct requirements applicable under Section 440.

Conflicts of Interests

Councillors and staff are reminded of their obligations under the Code of Conduct. Conflicts of interests are to be managed in accordance with the Code. Councillors and staff are responsible for the identification, declaration and management of any interests. Forms will be made available at workshops to assist in declaring interests.

Chair

The Lord Mayor or in their absence, Deputy Lord Mayor, will Chair Workshops/Briefing Sessions.

In the absence of the Lord Mayor and Deputy Lord Mayor, the Chair will be selected from amongst the Councillors in attendance.

Quorum

Although Workshops and Briefing Sessions are not decision-making forums, attendance by Councillors at these sessions provide an opportunity for informal discussion on a matter prior to it being considered at a Council Meeting.

Name of Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement: 7 August 2018	Approval Authority: Council	Date Approved: 15 June 2021
Amendment 4	Date of Next Review: 2024	Review: 4 years

A quorum for the purposes of whether a Workshop or Briefing Session will proceed will be at least four Councillors.

Remote Attendance

Workshops and Briefing Sessions are held in the Level 12 Boardroom at 126 Church Street, Parramatta.

Due to COVID-19, the introduction of remote Workshops/Briefing Sessions provided Councillors with the flexibility to attend sessions, whilst juggling other work/personal commitments.

Attendance at Workshops/Briefing Sessions will continue to remain flexible, with provisions being made for in-person and remote attendance.

Catering

Light refreshments will be provided at Workshops/Briefing Sessions in accordance with Councillors' Expenses and Facilities Policy.

Name of Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement: 7 August 2018	Approval Authority: Council	Date Approved: 15 June 2021
Amendment 4	Date of Next Review: 2024	Review: 4 years

CITY OF PARRAMATTA

Procedure

Workshops and briefing sessions can be organised:

1. As a result of a resolution at a Council Meeting;
2. As approved by the Executive Team in consultation with the Lord Mayor.

The following table outlines the steps and responsibilities for organising Workshops and Briefing Sessions:

Step	Detail	Responsibility
1	Annual dates for Workshops and Briefing Sessions are set, calendar placeholder invites sent to Councillors and Executive Team, and dates entered into the Councillor Portal and on Council's intranet	Governance
2	Request sent to Governance for a Workshop or Briefing session	Facilitator
3	Date tentatively booked in the Workshop / Briefing Session schedule	Governance
4	Confirmation of Workshop / Briefing sessions	Executive Team
5	Complete Workshop / Briefing Session briefing note and send to Governance	Facilitator
6	Update calendar invite to "CONFIRMED" with details of the session. Attach briefing note and add any additional internal invitees	Governance
7	Send details of the confirmed Workshop / Briefing Session to external invitee	Facilitator
8	Prepare presentation material	Facilitator
9	Coordinate Councillor RSVPs for confirmed Workshop/Briefing Session	Governance
10	If confirmed number of Councillors is less than quorum, cancel session	Lord Mayor / CEO
11	Hold session and capture Councillor and staff attendance	Facilitator
12	Complete Outcome Summary and send to Governance	Facilitator
13	Upload Outcome Summary and any presentations / handouts to Councillor Portal	Governance

Name of Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement: 7 August 2018	Approval Authority: Council	Date Approved: 15 June 2021
Amendment 4	Date of Next Review: 2024	Review: 4 years

Step	Detail	Responsibility
14	Register Workshops / Briefing Sessions briefing note, presentation / handouts and outcome summary in record management system	Governance

Definitions

Briefing:	Sessions at which information is presented prior to items being put forward at a Council Meeting.
Workshop:	Sessions which Councillors and Staff meet to discuss and/or have input into Council strategies.

REFERENCES	Local Government Act 1993 Local Government (General) Regulation 2005 Government Information (Public Access) Act 2009
POLICIES	Code of Conduct Code of Meeting Practice Interactions Between Councillors and Staff
ATTACHMENTS	

Name of Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement: 7 August 2018	Approval Authority: Council	Date Approved: 15 June 2021
Amendment 4	Date of Next Review: 2024	Review: 4 years

QUESTIONS WITH NOTICE

08 AUGUST 2022

15.1 Questions Taken on Notice - 25 July 2022 Council Meeting 344

QUESTIONS WITH NOTICE

ITEM NUMBER 15.1
SUBJECT Questions Taken on Notice - 25 July 2022 Council Meeting
REFERENCE F2022/00105 - D08620835
REPORT OF Governance Manager

QUESTIONS TAKEN ON NOTICE FROM THE COUNCIL MEETING OF 25 JULY 2022

Item	Subject	Councillor	Question
12.1	Investment Report For June 2022	Bradley	In the last monthly report, Suncorp had an investment of $11 million. This time, the investment with Suncorp is roughly $2.5 million. Why has there been such a reduction in this investment?
15.1	Questions Taken on Notice from Council Meeting – 11 July 2022	Wang	With relation to my Question Taken on Notice at the 11 July 2022 Council meeting, can we please have a breakdown of how the money will be spent in the 2022/23 budget at North Rocks Park?
16.1	Legal Status Report as at 30 June 2022	Esber	*Question asked in closed session. As a question was raised in closed session, a response will be provided to Councillors separately.*
16.1	Legal Status Report as at 30 June 2022	Esber	*Question asked in closed session. As a question was raised in closed session, a response will be provided to Councillors separately.*
16.1	Legal Status Report as at 30 June 2022	Valjak	*Question asked in closed session. As a question was raised in closed session, a response will be provided to Councillors separately.*

BACKGROUND

1. Paragraph 9.23 of Council's Code of Meeting Practice states:

> *"Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council*."

STAFF RESPONSE

Item 12.1 – Investment Report For June 2022

During discussion on the Motion moved by Councillor Garrard, Councillor Bradley asked the following question:

"In the last monthly report, Suncorp had an investment of $11 million. This time, the investment with Suncorp is roughly $2.5 million. Why has there been such a reduction in this investment?"

Chief Finance and Information Officer Response

A written staff response will be included in a supplementary agenda and distributed to Councillors prior to the Council Meeting.

Item 15.1 – Questions Taken on Notice From Council Meeting – 11 July 2022

During notation of the Questions Taken on Notice from the prior Council Meeting, Councillor Wang asked the following question:

"With relation to my Question Taken on Notice at the 11 July 2022 Council meeting, can we please have a breakdown of how the money will be spent in the 2022/23 budget at North Rocks Park?"

Chief Finance and Information Officer Response

A written staff response will be included in a supplementary agenda and distributed to Councillors prior to the Council Meeting.

ATTACHMENTS:
There are no attachments for this report.

REFERENCE MATERIAL