



ORDER OF BUSINESS

Prayer by Julie Grancha Attendance, Apologies, Declarations of Interests

- 1 Confirmation of Minutes
- 2 Business Arising
- 3 Reports
- 4 Other Business

Charter of Respectful Behaviour

- 1. Comments to be "task" focused + Focus on the issue
- 2. Actively listen + be attentive
- 3. Allow others to finish their point
- 4. Deliver solutions based comments
- 5. Develop your resilience
- 6. Be informed + ask questions
- 7. Seek to understand others
- 8. Be on time + use time wisely
- 9. Acknowledge differences or personal circumstances
- 10. Value each other's contributions

HUNTER'S HILL COUNCIL ORDINARY MEETING OF COUNCIL 29 July 2024

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1 Confirmation of Minutes of Ordinary Meeting 4535 held 24 June 2024

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COMMENCEMENT

The meeting opened with Acknowledgement of Country and Prayer at 6pm.

IN ATTENDANCE

The Mayor Zac Miles, Deputy Mayor Elizabeth Krassoi, Councillors Ross Williams, Jim Sanderson, Richard Quinn, Tatyana Virgara and Julia Prieston.

ALSO PRESENT

General Manager Mitchell Murphy, Finance and Corporate Strategy May Vilaythong (part meeting via Zoom), Director Community & Customer Services Annie Goodman, Director Infrastructure and Environmental Sustainability Samantha Urquhart, Director Town Planning Steve Kourepis, Director People and Culture Rosanna Guerra, Manager Communications and Events Shery Demian, Recording Jade Reed and Minute-taker Sarah Jenkins

APOLOGIES

Director Finance and Corporate Strategy, Maria Kenny.

DECLARATIONS OF INTEREST

The Mayor called for Declarations of Interest without response.

CONFIRMATION OF MINUTES

046/24 RESOLVED on the MOTION of Councillor Prieston, seconded Councillor Williams
That the Minutes of Ordinary Meeting No. 4534, 27 May 2024 be confirmed.

RECORD OF VOTING				
For	Against			
Mayor Zac Miles				
Deputy Mayor Elizabeth Krassoi				
Councillor Ross Williams				
Councillor Jim Sanderson				
Councillor Richard Quinn				
Councillor Tatyana Virgara				
Councillor Julia Prieston				

The MOTION was CARRIED unanimously.

MAYORAL MINUTES & REPORTS

2.1 MAYORAL MINUTE: HUNTERS HILL RESIDENT RECOGNISED IN THE KING'S BIRTHDAY 2024 HONOURS LIST

PROCEEDINGS IN BRIEF

047/24 RESOLVED on the MOTION of Mayor Miles

- 1. That the report be received and noted.
- 2. That a letter of congratulations be forwarded to recipient Talal Yassine (AM).

RECORD OF VOTING				
For	Against			
Mayor Zac Miles				
Deputy Mayor Elizabeth Krassoi				
Councillor Ross Williams				
Councillor Jim Sanderson				
Councillor Richard Quinn				
Councillor Tatyana Virgara				
Councillor Julia Prieston				

The MOTION was CARRIED unanimously.

2.2 MAYORAL MINUTE: BLUE PLAQUES

PROCEEDINGS IN BRIEF

048/24 RESOLVED on the MOTION of Mayor Miles

- 1. That the report be received and noted.
- 2. That Council promotes the Blue Plaques Program nomination call out through its communication channels.

RECORD OF VOTING				
For	Against			
Mayor Zac Miles				
Deputy Mayor Elizabeth Krassoi				
Councillor Ross Williams				
Councillor Jim Sanderson				
Councillor Richard Quinn				
Councillor Tatyana Virgara				
Councillor Julia Prieston				

The MOTION was CARRIED unanimously.

TABLING OF PETITIONS

PROCEEDINGS IN BRIEF

Nil

ADDRESSES FROM THE PUBLIC

PROCEEDINGS IN BRIEF

Ms Heather Kitson addressed the meeting (moved by Clr Prieston, seconded by Clr Williams and carried) regarding the successful Vintage Fair recently held at Council. Ms Kitson provided feedback on effectively creating publicity and communication surrounding community events. Ms Kitson was granted an extension of time (moved by Clr Prieston, seconded by Clr Williams and carried).

COUNCIL REPORTS

MOVE ITEM

049/24 RESOLVED on the MOTION of Councillor Quinn, seconded Councillor Sanderson

That at 06:22 pm Item 4.3 Draft Henley Precinct Masterplan be brought forward to be discussed prior to Item 4.1.

RECORD OF VOTING				
For	Against			
Mayor Zac Miles				
Deputy Mayor Elizabeth Krassoi				
Councillor Ross Williams				
Councillor Jim Sanderson				
Councillor Richard Quinn				
Councillor Tatyana Virgara				
Councillor Julia Prieston				

The MOTION was CARRIED unanimously.

4.3 DRAFT HENLEY PRECINCT MASTERPLAN

PROCEEDINGS IN BRIEF

Mr Chris Mutton addressed the meeting regarding the change in access for local residents via lower Crown Street and also thanked Council for work on the Masterplan.

MOVED on the MOTION of Councillor Quinn, seconded Councillor Prieston

- 1. That the report be received and noted.
- 2. That Council adopt the draft Henley Precinct Masterplan.

3. That a report on the progress in delivering concepts outlined in the Henley Precinct Masterplan be provided to Council every 6 months in line with Council's Delivery Program and Operational Plan legislative compliance framework.

RECORD OF VOTING				
For	Against			
Mayor Zac Miles				
Deputy Mayor Elizabeth Krassoi				
Councillor Ross Williams				
Councillor Jim Sanderson				
Councillor Richard Quinn				
Councillor Tatyana Virgara				
Councillor Julia Prieston				

The MOTION was CARRIED unanimously.

4.1 DRAFT 2024-25 OPERATIONAL PLAN

PROCEEDINGS IN BRIEF

050/24 RESOLVED on the MOTION of Councillor Quinn, seconded Deputy Mayor Krassoi

- That the report be received and noted.
- 2. That Council adopt the draft 2024-25 Operational Plan and make the document publicly available on Council's website.
- 3. That a report be provided to Council on the progress in delivering the actions within the Delivery Program and Operational Plan every six months in line with legislative requirements.

RECORD OF VOTING			
For	Against		
Mayor Zac Miles			
Deputy Mayor Elizabeth Krassoi			
Councillor Ross Williams			
Councillor Jim Sanderson			
Councillor Richard Quinn			
Councillor Tatyana Virgara			
Councillor Julia Prieston			

The MOTION was CARRIED unanimously.

4.2 ADOPTION OF FY2024-25 BUDGET, FEES & CHARGES AND LONG-TERM FINANCIAL PLAN

PROCEEDINGS IN BRIEF

MOVED on the MOTION of Councillor Quinn, seconded Deputy Mayor Krassoi

- 1. That the report be received and noted.
- 2. That the 2024-25 Budget (included within the annual Operational Plan) and Long-term Financial Plan be adopted.
- 3. That the 2024-25 fees and charges (which includes waste charges) attached to this report be adopted, with one amendment being the introduction of a \$80 urgency fee for section 10.7 certificates issued the next business working day.
- 4. That the following ordinary and special rates be made for 2024-25:

Rate Description	Rate in \$		
Residential	0.00095383	\$792.46	Min
Business	0.00098954	\$98.94	Base
Strata Unit Residential	0.00095383	\$792.46	Min
Strata Unit Business	0.00098954	\$98.94	Base
Business Maritime Lease	0.00098954	\$98.94	Base
Mixed Business	0.00098954	\$98.94	Base
Mixed Business Strata Unit	0.00098954	\$98.94	Base
Mixed Residential	0.00095383	\$754.72	Min
Mixed Residential Strata Unit	0.00095383	\$754.72	Min
Special rates: Community Facilities - Residential	0.00002973	\$27.55	Base
Special rates: Community Facilities - Business	0.00002973	\$27.55	Base
Stormwater Management Charge – Residential	\$25 per rateable land parcel		
Stormwater Management Charge – Strata unit	\$12.50 per strata unit		
Stormwater Management Charge – Business	\$25.00, plus an additional		
	\$25.00 for each 350 square		
	metre		

Councillor Quinn consequently amended the motion which was accepted by Deputy Mayor Krassoi as follows:

- 1. That the report be received and noted.
- 2. That the 2024-25 Budget (included within the annual Operational Plan) and Long-term Financial Plan be adopted.
- 3. That the 2024-25 fees and charges (which includes waste charges) attached to this report be adopted, with one amendment being the introduction of a \$80 urgency fee for section 10.7 certificates issued the next business working day.
- 4. That the following ordinary and special rates be made for 2024-25:

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Business Maritime Lease	0.00098954	\$98.94	Base
Mixed Business	0.00098954	\$98.94	Base
Mixed Business Strata Unit	0.00098954	\$98.94	Base
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Special rates: Community Facilities - Business	0.00002973	\$27.55	Base
Stormwater Management Charge – Residential	\$25 per rateable land parcel		
Stormwater Management Charge – Strata unit	\$12.50 per strata unit		
Stormwater Management Charge – Business	\$25.00, plus an additional		
	\$25.00 for each 350 square		
	metre		

5. That a report be prepared on the cost of the construction of a footpath in William Street, Henley and Salter Street, Gladesville

051/24 RESOLVED on the MOTION of Councillor Quinn, seconded Deputy Mayor Krassoi

- 1. That the report be received and noted.
- 2. That the 2024-25 Budget (included within the annual Operational Plan) and Long-term Financial Plan be adopted.
- 3. That the 2024-25 fees and charges (which includes waste charges) attached to this report be adopted, with one amendment being the introduction of a \$80 urgency fee for section 10.7 certificates issued the next business working day.
- 4. That the following ordinary and special rates be made for 2024-25:

Rate Description	Rate in \$		
Residential	0.00095383	\$792.46	Min
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Strata Unit Business	0.00098954	\$98.94	Base
Business Maritime Lease	0.00098954	\$98.94	Base
Mixed Business	0.00098954	\$98.94	Base
Mixed Business Strata Unit	0.00098954	\$98.94	Base
Mixed Residential	0.00095383	\$754.72	Min
Mixed Residential Strata Unit	0.00095383	\$754.72	Min
Special rates: Community Facilities - Residential	0.00002973	\$27.55	Base
Special rates: Community Facilities - Business	0.00002973	\$27.55	Base
Stormwater Management Charge – Residential	\$25 per rateable land parcel		
Stormwater Management Charge – Strata unit	\$12.50 per strata unit		
Stormwater Management Charge – Business	\$25.00, plus an additional		
	\$25.00 for each 350 square		
	metre		

5. That a report be prepared on the cost of the construction of a footpath in William Street, Henley and Salter Street, Gladesville

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Elizabeth Krassoi	
Councillor Ross Williams	
Councillor Jim Sanderson	
Councillor Richard Quinn	
Councillor Tatyana Virgara	
Councillor Julia Prieston	

The MOTION was CARRIED unanimously.

4.4 HUNTER'S HILL COUNCIL OUTDOOR SPORT AND RECREATION PLAN 2024 UPDATE - FOR ADOPTION

PROCEEDINGS IN BRIEF

- 052/24 RESOLVED on the MOTION of Deputy Mayor Krassoi, seconded Councillor Quinn
 - 1. That the report be received and noted.
 - 2. That Council adopt the draft Outdoor Sport and Recreation Plan.
 - 3. That a report on the progress in delivering the Outdoor Sport and Recreation Plan be provided to Council in line with Council's Operational Plan and Budget 6 monthly updates.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Elizabeth Krassoi	
Councillor Ross Williams	
Councillor Jim Sanderson	
Councillor Richard Quinn	
Councillor Tatyana Virgara	
Councillor Julia Prieston	

The MOTION was CARRIED unanimously.

4.5 REVIEW OF DELEGATION FOR DCU MEETINGS

PROCEEDINGS IN BRIEF

RECOMMENDATION

1. That the report be received and noted.

2. That the any development application that receives between four (4) and nine (9) objections be referred to the Development Control Unit for determination.

Councillor Sanderson foreshadowed a motion being:

1. That any Development Application that receives objections from 2 or more properties, and is not referred to the LPP or other consent authority, would be referred to the DCU.

Councillor Virgara foreshadowed a motion being:

1. That the Development Control Unit be abolished.

MOVED on the MOTION of Councillor Quinn, seconded Deputy Mayor Krassoi

- 1. That the report be received and noted.
- 2. That the any development application that receives between four (4) and nine (9) objections be referred to the Development Control Unit for determination.

Councillor Quinn consequently amended the motion which was accepted by Deputy Mayor Krassoi as follows:

- 1. That the report be received and noted.
- 2. That the any development application that receives between five (5) and nine (9) objections be referred to the Development Control Unit for determination.

Councillor Virgara suggested a further amendment which was accepted by Councillor Quinn and Deputy Mayor Krassoi. The amended motion became:

- 1. That the report be received and noted.
- 2. That the any development application that receives between five (5) and nine (9) objections be referred to the Development Control Unit for determination.
- 3. That Council receive a report of the efficiencies and the future of the DCU.
- **053/24** RESOLVED on the amended MOTION of Councillor Quinn, seconded Deputy Mayor Krassoi
 - 1. That the report be received and noted.
 - 2. That the any development application that receives between five (5) and nine (9) objections be referred to the Development Control Unit for determination.
 - 3. That Council receive a report of the efficiencies and the future of the DCU.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	Councillor Ross Williams

Deputy Mayor Elizabeth Krassoi	Councillor Jim Sanderson
Councillor Richard Quinn	
Councillor Tatyana Virgara	
Councillor Julia Prieston	

The MOTION was CARRIED.

4.6 UPDATE TO NSW GOVERNMENT HOUSING TARGETS

PROCEEDINGS IN BRIEF

054/24 RESOLVED on the MOTION of Deputy Mayor Krassoi, seconded Councillor Quinn

1. That the report be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Elizabeth Krassoi	
Councillor Ross Williams	
Councillor Jim Sanderson	
Councillor Richard Quinn	
Councillor Tatyana Virgara	
Councillor Julia Prieston	

The MOTION was CARRIED unanimously.

CARRIED MOTION

055/24 RESOLVED on the MOTION of Councillor Prieston, seconded Councillor Virgara that Items 4.7 to 4.14 can be moved as a block of items.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Elizabeth Krassoi	
Councillor Ross Williams	
Councillor Jim Sanderson	
Councillor Richard Quinn	
Councillor Tatyana Virgara	
Councillor Julia Prieston	

The MOTION was CARRIED unanimously.

4.7 DEVELOPMENT APPLICATIONS DETERMINED BY THE LOCAL PLANNING PANEL IN MAY 2024

PROCEEDINGS IN BRIEF

056/24 RESOLVED on the MOTION of Deputy Mayor Krassoi, seconded Councillor Prieston

1. That the report be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Elizabeth Krassoi	
Councillor Ross Williams	
Councillor Jim Sanderson	
Councillor Richard Quinn	
Councillor Tatyana Virgara	
Councillor Julia Prieston	

The MOTION was CARRIED unanimously.

4.8 DEVELOPMENT APPLICATIONS DETERMINED BY THE DEVELOPMENT CONTROL UNIT IN MAY 2024

PROCEEDINGS IN BRIEF

057/24 RESOLVED on the MOTION of Deputy Mayor Krassoi, seconded Councillor Prieston

1. That the report be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Elizabeth Krassoi	
Councillor Ross Williams	
Councillor Jim Sanderson	
Councillor Richard Quinn	
Councillor Tatyana Virgara	
Councillor Julia Prieston	

The MOTION was CARRIED unanimously.

4.9 DEVELOPMENT APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY IN MAY 2024

PROCEEDINGS IN BRIEF

058/24 RESOLVED on the MOTION of Deputy Mayor Krassoi, seconded Councillor Prieston

1. That the report be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Elizabeth Krassoi	
Councillor Ross Williams	
Councillor Jim Sanderson	
Councillor Richard Quinn	
Councillor Tatyana Virgara	
Councillor Julia Prieston	

The MOTION was CARRIED unanimously.

4.10 REPORT OF LEGAL MATTERS - MAY 2024

PROCEEDINGS IN BRIEF

059/24 RESOLVED on the MOTION of Deputy Mayor Krassoi, seconded Councillor Prieston

1. That the report be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Elizabeth Krassoi	
Councillor Ross Williams	
Councillor Jim Sanderson	
Councillor Richard Quinn	
Councillor Tatyana Virgara	
Councillor Julia Prieston	

The MOTION was CARRIED unanimously.

4.11 SUMMARY OF COUNCIL INVESTMENTS AS AT 31 MAY 2024

PROCEEDINGS IN BRIEF

060/24 RESOLVED on the MOTION of Deputy Mayor Krassoi, seconded Councillor Prieston

1. That the report be received and noted.

RECORD OF VOTING	
For	Against
Mayor Zac Miles	
Deputy Mayor Elizabeth Krassoi	
Councillor Ross Williams	

Councillor Jim Sanderson	
Councillor Richard Quinn	
Councillor Tatyana Virgara	
Councillor Julia Prieston	

The MOTION was CARRIED unanimously.

4.12 COUNCILLOR BRIEFINGS AND WORKSHOPS

PROCEEDINGS IN BRIEF

061/24 RESOLVED on the MOTION of Deputy Mayor Krassoi, seconded Councillor Prieston

1. That the report be received and noted.

RECORD OF VOTING			
For	Against		
Mayor Zac Miles			
Deputy Mayor Elizabeth Krassoi			
Councillor Ross Williams			
Councillor Jim Sanderson			
Councillor Richard Quinn			
Councillor Tatyana Virgara			
Councillor Julia Prieston			

The MOTION was CARRIED unanimously.

4.13 MINUTES OF THE SUSTAINABILITY ADVISORY COMMITTEE HELD ON 9 MAY 2024 PROCEEDINGS IN BRIEF

062/24 RESOLVED on the MOTION of Deputy Mayor Krassoi, seconded Councillor Prieston That the minutes be received and noted.

RECORD OF VOTING		
For	Against	
Mayor Zac Miles		
Deputy Mayor Elizabeth Krassoi		
Councillor Ross Williams		
Councillor Jim Sanderson		
Councillor Richard Quinn		
Councillor Tatyana Virgara		
Councillor Julia Prieston		

The MOTION was CARRIED unanimously.

4.14 MINUTES OF THE BUSHLAND MANAGEMENT ADVISORY COMMITTEE HELD ON 20 MAY 2024

PROCEEDINGS IN BRIEF

063/24 RESOLVED on the MOTION of Deputy Mayor Krassoi, seconded Councillor Prieston That the Minutes be received and noted.

RECORD OF VOTING			
For	Against		
Mayor Zac Miles			
Deputy Mayor Elizabeth Krassoi			
Councillor Ross Williams			
Councillor Jim Sanderson			
Councillor Richard Quinn			
Councillor Tatyana Virgara			
Councillor Julia Prieston			

The MOTION was CARRIED unanimously.

QUESTIONS WITH OR WITHOUT NOTICE

7.1 CR JIM SANDERSON (SUBJECT: LOCAL PLANNING PANEL APPOINTMENTS)

PROCEEDINGS IN BRIEF

QUESTIONS FROM CR SANDERSON:

1. SUBJECT: LOCAL PLANNING PANEL APPOINTMENTS

Question or Service Requested:

Background

On Tuesday June 4 2024 at 2:36 PM, I wrote by email to the Planning Panels Mailbox enquiry@planningpanels.nsw.gov.au, as follows:

Subject: Local Planning Panel Appointments

Dear Planning Panels Directorate,

At the Ordinary Meeting of Hunter's Hill Council held on 27 May, it was recommended that Council delegate authority to the General Manager to appoint Local Planning Panel members.

The accompanying report attached an email from the Director of Planning Panels dated 13 May, indicating that:

The package with the recommended LPP independent persons chair and expert lists is now with the Minister for his approval. The Minister's office are abreast of the process and urgency of the timeframes.

...

To expedite appointment following the release of the lists, councils are encouraged to seek a council-resolution to delegate the appointment of LPP chair and members to the General Manager. We anticipate the lists to be out within the next 10 days.

As it is now just over three weeks since the date of the message quoted above, I presume the lists are now 'out'. Can you confirm whether this is the case and provide a copy of the lists to Councillors like myself to allow monitoring of this process?

Given the delay in the availability of the lists of Chairs and Experts approved [by] the Minister, on 22 January 2024 the Minister made the Local Planning Panels Direction - Interim Appointment of Member, with the objective 'to extend the approval of chair and member pools and appoint existing chairs and members of local planning panels for an interim period from 28 February 2024 to 30 June 2024.'

Under the heading 'Direction 2 Interim appointment from the pool dated 28 February 2021', Direction 2.3 provided:

Any panel member who has served two terms on a specific local planning panel cannot be reappointed, this includes community representatives. ...

Given the context of Direction 2.3, it would appear to be specific to interim appointments from the pool dated 28 February 2021 and will not apply to appointments made from the new pools to be made available in May or June 2024 or indeed to community representatives appointed to commence on 1 July 2024, provided that in accordance with the *Environmental Planning and Assessment Act 1979* Schedule 2 clause 11(6) members of a local planning panels do 'not hold office as a member of that panel for more than 6 years in total.'

Can you confirm that in regard to the number of terms and duration of service, Councils are able to reappoint both experts and community representatives to local planning panels provided it will not involve them holding 'office as a member of that panel for more than 6 years in total'?

Kind regards,

Councillor Jim Sanderson Hunter's Hill Council

On Tuesday June 4 2024 at 2:58 PM, Director Planning Panels, Aoife Wynter replied:

Good afternoon Jim

Council has the expert and chairs lists and guidance has been provided on how to appoint Hunters Hill LPP directly. I understand Steve is currently working on the reappointments. As Steve will also be able to advise you, Council can appoint expert and community members that have served less than the six years for the new term starting on 1/7/24.

I will leave it to Steve to keep you abreast of the appointment of Hunters Hill LPP. I'd also draw your attention to the code of conduct for LPPs which specifies that these panels are independent and not subject to the direction of council other than procedurally

https://www.planning.nsw.gov.au/sites/default/files/2023-03/local-planning-panels-code-of-conduct.pdf

Kinds regards,

Aoife

Aoife Wynter (she/her)

Director Planning Panels
Department of Planning, Housing and Infrastructure

The above correspondence confirms my reading of relevant provisions of the *Environmental Planning and Assessment Act 1979* and the Ministerial Direction of 22 January 2024 that 'Councils are able to reappoint both experts and community representatives to local planning panels provided it will not involve them holding "office as a member of that panel for more than 6 years in total".

Request

As the Director of Planning Panels did not provide a copy of the lists of chairs and experts approved by the Minister to Councillors, can Council now provide a copy of these lists to Councillors and Community members who request them.

RESPONSE:

The Minister has now provided the selected Chairs (and alternates) and list of experts for the LPP.

There is no need for this process to be monitored by Councillors, as the General Manger and Director of Town Planning have formulated and commenced the process of selecting and formalising the Hunters Hill LPP, in accordance with Council's resolution of 27 May 2024. It should be noted that this process needs to move on swiftly, as the current LPP expires on 30 June 2024. The new term for LPP membership will be from 1 July 2024 to 30 June 2027, as per the Minister's correspondence.

The comments raised above have been addressed in detail within the Council report of 26 February 2024 were in part states, in particular point 5:

REPORT

Local Planning Panel

In summary, the Department's directive of January 2024 states the following:

- The pool of LPP chairs and alternate chairs dated 28 February 2021 is approved until 30 June 2024.
- 2. The pool of LPP expert members dated 28 February 2021 is approved until 30 June 2024.
- 3. Council is to appoint a new or reappoint the current/alternate LPP chair to cover the period 28 February to 30 June 2024.
- 4. Council is to appoint a new or current expert and community LPP member to cover the period 28 February to 30 June 2024.
- 5. Any panel member who has served two terms on a specific local planning panel cannot be reappointed, this includes community representatives. In this case, a council to whom this direction applies may appoint a new panel member from the approved pool.
- 6. During this interim appointment period, a Council is permitted to have a reduced number of panel members in their approved pool (i.e. less than 15 expert members).

The current members of the Hunters Hill Local Planning Panel (LPP) are shown in the table below. The highlighted members will complete their two terms at the end of February 2024 and are not eligible for the extension of their appointment.

LPP Member	Role	Expiry of Term
Ms Lesley Finn	Chair	Feb 2024
Mr Peter Tomasetti SC	Alternate Chair	Feb 2024
Mr Peter Webber	Alternate Chair	Feb 2024
Ms Sheridan Burke	Expert Member	Feb 2024
Mr Peter Watts	Expert Member	Feb 2024
Mr David Logan	Expert Member	Feb 2024
Mr John McInerney	Expert Member	Feb 2024
Ms Anne Warr	Expert Member	Feb 2024
Mr Chris Young	Expert Member	Feb 2024
Mr Charles Hill	Expert Member	Feb 2026
Mr Eugene Sarich	Expert Member	Feb 2026
Mrs Philippa Frecklington	Expert Member	Feb 2026
Mr Phillip Hart	Community Representative	Feb 2024
Dr Meredith Sheil	Community Representative	Feb 2024
Mr Barry Buffier	Community Representative	Feb 2024
Ms Virginia Wise	Community Representative	Feb 2024

Following verification by the Director of Planning Panel, Department of Planning, Housing and Infrastructure, as in the past, the selected Chairs (and alternates) for the LPP provided by the Minister as follows and may be made public on Council's website, names only:

Council's LPP Chair and Alternate Chairs:

Hunters Hill	Local Planning				
Municipal	Panel	Chair	Mr	Charles	Hill

Hunters Hill Municipal	Local Planning Panel	Alternate Chair	Mr	Stephen	Kerr
Hunters Hill	Local Planning				
Municipal	Panel	Alternate Chair	Ms	Louise	Byrne

Further to the above, the names (only) of the experts on the list for the LPP provided by the Minister may be made available for the public to view, Council's website.

CONCLUSION	
The meeting concluded at 7.51pm.	
I confirm that these Minutes are a true and accurate on 24 June 2024.	record of Ordinary Meeting No. 4535 held
Councillor Zac Miles	Mitchell Murphy
MAYOR	GENERAL MANAGER

ITEM NO : 4.1

SUBJECT : REMNANT LAND

STRATEGIC OUTCOME : ECONOMIC GROWTH IS FACILITATED THROUGH

COLLABORATION WITH COMMUNITY, GOVERNMENT,

SECTOR AND PRIVATE PARTNERS

ACTION : DEVELOP A REMNANT LANDS POLICY

REPORTING OFFICER : STEVE KOUREPIS

Ref:709171

PURPOSE

The purpose of this report is to seek approval to carry out the public notification required by clause 3.1 of the Disposal of Council Land Policy in respect of 4 parcels of Council land before Council makes a determination as to whether the land is surplus to the current or future needs of the Council and the local community and has potential for disposal.

RECOMMENDATION

- 1. That the report be received and noted.
- 2. That Council give public notice in accordance with clause 3.3.1 of the Disposal of Council Land Policy that it has identified that the following land is potentially surplus to the current or future needs of the Council and the local community and has potential for disposal is proposing to pass a resolution stating that the following land is surplus to the current or future needs of the Council and the local community and has potential for disposal:
 - 1) 16C Vernon lot 31
 - 2) Church Street Cnr
 - 3) 22-24 Gale Street waterfront
 - 4) 16 Wybalena Road Lane
- 3. That a further report be brought back to Council on any submissions made in response to the public notice given pursuant paragraph 2.

BACKGROUND

Council has numerous "remnant land" ("RL") parcels. A review of remnant lands has been conducted identifying whether these RL parcels should be held long-term or considered for sale.

These parcels are typically unable to be used on their own, and if sold, usually have value to one adjoining owner only.

A current review has identified 4 parcels (**attachment 1** is a copy of the remnant land information pertaining to these 4 parcels) which could be sold for numerous outcomes, including revenue generation for a full sale; income from development; community; or other purposes.

Council's Long-Term Financial Plan (LTFP) identifies the need for significant new and ongoing sustainable income to meet future operating costs, asset maintenance and servicing requirements.

Other councils have similar issues and target capital recycling initiatives, divesting property not essential for core community needs and investing the funds.

The income generated can be used for operations or asset maintenance costs.

Council's Policy for Disposal of Council Land (Policy) was adopted by Council 17 October 2023 to ensure the Council prioritises public interest over other interests, aiming to maximise benefits for the local community. A copy of the Policy can be found in **attachment 2**.

This Policy applies when the Council is:

Identifying and determining whether land that it owns is surplus to the current or future needs of the Council and the local community;

Deciding whether or not to dispose of land that has been determined by the Council to be surplus to the current or future needs of the Council and the local community;

and

Undertaking the process of disposing of land.

Part 3 of the Policy is headed *Identifying land with potential for disposal*, and states in clauses 3.1 and 3.2:

- "3.1 When identifying and determining whether land has potential for disposal, the Council will have regard to the following matters where they are relevant:
 - 3.1.1. Whether the land is necessary to provide current or future services of the Council or meet operational needs;
 - 3.1.2. Whether the land is currently used or required for use in the future for community or public recreation purposes;
 - 3.1.3. Whether disposal of the land would have an unreasonable adverse effect on the amenity or facilities available to the local community;
 - 3.1.4. Whether maintenance of the land is beyond Council's reasonable financial capacity;
 - 3.1.5. Whether there are statutory or other legal reasons that require the Council to maintain ownership of the land such as (but not limited to) actual or implied trusts that were established as a result of Council's acquisition of the land;

- 3.1.6. Whether the land has cultural, natural or heritage value that should be maintained;
- 3.1.7. Whether the land is contaminated and, if so, whether it is possible and appropriate for responsibility for ongoing management and remediation of the land to be transferred;
- 3.1.8. The likely future use of the land if it is disposed;
- 3.1.9. Whether disposal of the land would create an access issue for adjoining land holders; and
- 3.1.10. Whether the cost to progress the disposal of the land is higher than the estimated value of the land.
- 3.2. The list of matters in clause 3.1 is not exhaustive. Each parcel of land has its own circumstances that will need to be investigated and considered when making a determination as to whether the land has potential for disposal."

Before finally determining that land is surplus to the current or future needs of the Council and the local community and has potential for disposal, the Council must, give public notice under clause 3.3 of the Policy which provides as follows:

- "3.3. Before making a determination that land is surplus to the current or future needs of the Council and the local community and has potential for disposal, the Council must:
 - 3.3.1. give public notice of a proposal to pass a resolution that would state that the land is surplus to the current or future needs of the Council and the local community and has potential for disposal; and
 - 3.3.2.
 - 3.3.2. consider any submissions made in response to the public notice given under clause 3.3.1."

REPORT

The Council will from time to time need to decide whether land that it owns is surplus to the current or future needs of the Council and the local community and whether or not to dispose of such land.

Council, when making a decision relating to the disposal of its land, should consider the Policy.

The first step in this process is to identify land with potential for disposal under Part 3 of the Policy.

As mentioned above, a current review has identified 4 parcels which could be sold for numerous outcomes, including revenue generation for a full sale, income from development, community, or other purposes.

Each parcel has its own circumstances that will need to be investigated and considered when making a final determination and decision as to whether the land has potential for disposal. Below is an assessment of the 4 parcels identified as having potential for disposal with preliminary commentary on each of the matters set out in clause 3.1 of the Policy.

Clause No.	Identifying land with potential for disposal	Comment Response	Additional Comments
3.1.1. Whether the	16C Vernon lot 31	No	The land is accessible only by adjoining owner.
land is necessary to provide current or	Church street Cnr	No	Furthermore, the subject parcel has not been
future services of the Council or meet operational needs;	22-24 Gale Street- water front	No	identified to be used for operational needs in any of Council's strategic
,	16 Wybalena Road Lane	No	plans.
3.1.2. Whether the	16C Vernon lot 31	No	The land is deemed to be cost prohibitive to become
land is currently used or required for use in	Church street Cnr	No	an active or passive recreational space.
the future for community or public recreation purposes;	22-24 Gale Street- water front	No	·
	16 Wybalena Road Lane	No	
3.1.3. Whether	16C Vernon lot 31	No	Tree Management and Protection provisions
disposal of the land would have an	Church street Cnr	No	under Hunter's Hill Council Local Environmental Plan
unreasonable adverse effect on the amenity or facilities available	22-24 Gale Street- water front	No	(LEP) apply to the subject land. Any proposed tree removal on the site, is
to the local community;	16 Wybalena Road Lane	No	subject to a Tree Removal Development Application.
	16C Vernon lot 31	Yes	
3.1.4. Whether maintenance of the	Church Street Cnr	Yes	Some of these lands have access issues, which adds
land is beyond Council's reasonable financial capacity;	22-24 Gale Street- water front	Yes	to costs with maintenance.
	16 Wybalena Road Lane	Yes	

3.1.5. Whether there	16C Vernon lot 31	No	The land is not subject to
are statutory or other legal reasons that	Church street Cnr	No	actual or implied trusts.
require the Council to maintain ownership of the land such as	22-24 Gale Street- water front	No	
(but not limited to) actual or implied trusts that were established as a result of Council's acquisition of the land;	16 Wybalena Road Lane	No	
land,	4667/2002 121 24		A
3.1.6. Whether the land has cultural,	16C Vernon lot 31 Church street Cnr	The Cultural and Heritage value will be	As per item 3.1.3 above, all Tree Management & Protection provisions of the LEP apply, as do any
natural or heritage value that should be maintained;	22-24 Gale Street- water front	maintained for these sites.	heritage provisions.
,	16 Wybalena Road Lane		
3.1.7. Whether the	16C Vernon lot 31	No	There is no known land contamination issue
land is contaminated and, if so, whether it	Church street Cnr	No	relating to the land.
is possible and appropriate for responsibility for	22-24 Gale Street- water front	No	
ongoing management and remediation of the land to be transferred;	16 Wybalena Road Lane	No	
	16C Vernon lot 31	The adjoining	Due to the existing site
3.1.8. The likely future	Church Street Cnr	residential existing uses would be	constraints, is it not feasible for the land to
use of the land if it is disposed;	22-24 Gale Street- water front	maintained for these sites	remain as separate lots.
	16 Wybalena Road Lane		

3.1.9. Whether	16C Vernon lot 31	No	This is not applicable – as the land is only accessible
disposal of the land would create an	Church street Cnr	No	to the adjoining owner.
access issue for adjoining land	22-24 Gale Street- water front	No	
holders;	Water Hone		
	16 Wybalena Road Lane	No	
	16C Vernon lot 31	When considering	
3.1.10. Whether the		the current land	
cost to progress the disposal of the land is	Church street Cnr	values of Hunters Hill and the	
higher than the	22-24 Gale Street-	locations of these	
estimated value of	water front	sites, it is not	
the land.		expected that the	
	16 Wybalena Road	cost of disposal	
	Lane	would be higher	
		than the land	
		estimate, and a	
		full independent	
		valuation and	
		feasibility analysis	
		exercise would be	
		required	
		however, has not yet been	
		undertaken, but	
		is expected to as	
		part of the	
		process.	

As can be seen, assessment of the 4 parcels against the relevant matters in clause 3.1 supports a preliminary conclusion that they have potential for disposal in accordance with Part 3 of the Policy.

It should be noted that the above assessment is only preliminary and other issues may arise for consideration following the giving of public notice and receipt and consideration of any submissions.

CONCLUSION

The following parcels of land have been identified as having potential for disposal. Before making a final determination and decision that the parcels are surplus to the current or future needs of the Council and the local community and have potential for disposal, the Council is required by the Policy to give public notice of a proposal to pass a resolution that would state that the land is surplus to the current or future needs of the Council and the local community

and has potential for disposal and must then consider any submissions made in response to the public notice given:

- 1) 16C Vernon Street lot 31
- 2) Church street Cnr
- 3) 22-24 Gale Street-water front
- 4) 16 Wybalena Road Lane

In accordance with the process set out in the Policy for determining whether land is surplus to the current or future needs of the Council and the local community and has potential for disposal a resolution is sought to proceed with giving the required public notice under clause 3.3 of the Policy as set out in the recommendation above.

On completion of the public notification process, a further report will be brought back to Council on any submissions made in response to the public notice.

FINANCIAL IMPACT ASSESSMENT

There is no immediate direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

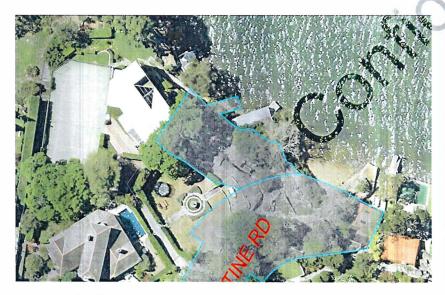
ATTACHMENTS

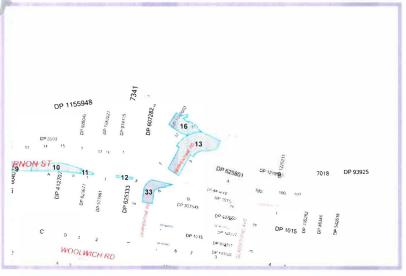
- 1. Information pertaining to four (4) Remnant Land sites &
- 2. Policy for Disposal of Council Land J



REMNANT:

Address:	Lot 31 (16C) Vernon Street	
Suburb:	Hunters Hill	
Legal Description:	Lot 31 DP 1040602	X \ O'
Zoning:	R2	
Approx Lot Size:	527m²	





Hunter's Hill Council Remnant Lands Register

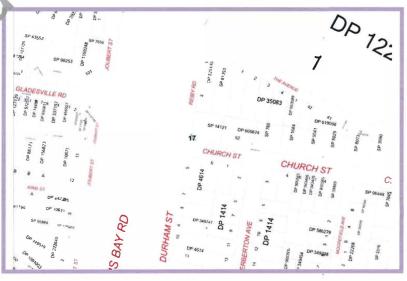
REMNANT: 2

Address:	12 Church Street (Cnr Reiby Road)	
Suburb:	Hunters Hill	
Legal Description:	N/A	
Zoning:	R3	
Approx Lot Size:	17m²	







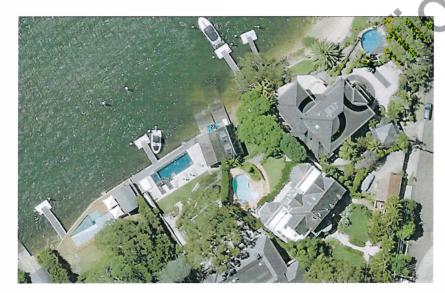


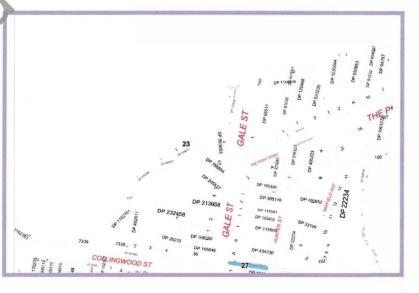
Hunter's Hill Council Remnant Lands Register



REMNANT: 3

Address:	22-24 Gale Street
Suburb:	Woolwich
Legal Description:	N/A
Zoning:	Not Zoned
Approx Lot Size:	14m²





Hunter's Hill Council Remnant Lands Register



Address:	Adjoining 14 and 16 Wybalena Road
Suburb:	Hunters Hill
Legal Description:	Lot C DP 369912
Zoning:	R2
Approx Lot Size:	88m²





Hunter's Hill Council Remnant Lands Register

HUNTER'S HILL COUNCIL

POLICY



POLICY NO. CPPB1

POLICY TITLE Policy for Disposal of Council Land

STATUS Council

SERVICE Council Properties and Buildings

DOCUMENT ID 586245

1. INTRODUCTION

- 1.1. Hunter's Hill Council (Council) is the owner of various parcels of land within the Hunter's Hill local government area. The Council will from time to time need to decide whether land that it owns is surplus to the current or future needs of the Council and the local community and whether or not to dispose of such land. This Policy should be considered by the Council when making a decision relating to the disposal of its land.
- 1.2. The Council is committed to carrying out its functions in a way that facilitates a local community that is strong, healthy and prosperous, and to that end this Policy seeks to ensure that the Council's land portfolio is managed so that land that is surplus to the current or future needs of the Council and the local community is identified and disposed of in a way that:
 - 1.2.1.Is fair, ethical and without bias; and
 - 1.2.2. Provides for probity, accountability and transparency in all disposal processes; and
 - 1.2.3. Provides the best possible value for residents and ratepayers; and
 - ${\bf 1.2.4.} Accords with the key themes in Council's Community Strategic Plan; and$
 - 1.2.5.Complies with all applicable laws.

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2. Application of Policy and Definitions

2.1. This Policy applies to all land in respect of which the fee-simple is vested in the Council subject to the following provisions of this Policy.

2.2. This Policy applies when the Council is:

- 2.2.1. Identifying and determining whether land that it owns is surplus to the current or future needs of the Council and the local community;
- 2.2.2. Deciding whether or not to dispose of land that has been determined by the Council to be surplus to the current or future needs of the Council and the local community; and
- 2.2.3. Undertaking the process of disposing of land referred to in clause 2.2.2.
- 2.3. This Policy does not cover or apply to land that is to be sold by the Council for the non-payment of rates.
- 2.4. Land comprising of a public road or part of a public road in respect of which the fee-simple is vested in the Council cannot be disposed of unless and until it is closed under the provisions of the Roads Act 1993. This Policy does not cover the process for closing a public road or part of a public road.
- 2.5. Land that is classified as "community" under the LG Act in respect of which the fee-simple is vested in the Council cannot be disposed of unless and until it is reclassified as "operational". This Policy does not cover the process for reclassification of "community" land as "operational".
- 2.6. In this Policy:
 - 2.6.1. "independent valuation" means a valuation obtained from a person appointed by the Council following compliance with the Council's Procurement Policy who is:
 - 2.6.1.1. a member of the Australian Valuers Institute (other than an associate or student member), or

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2.6.1.2. a member of the Australian Property Institute (other than a student or provisional member), who has acquired membership in connection with his or her occupation as a valuer, or

- 2.6.1.3. a member of the Royal Institution of Chartered Surveyors who holds the designation "Chartered Valuer" or 'Chartered Valuation Surveyor'.
- 2.6.2. "LG Act" means Local Government Act 1993 (NSW).
- 2.6.3. "LG Regulation" means the Local Government (General) Regulation 2021(NSW)
- 2.6.4. "public notice" means public notice given as referred to in section 705 of the LG Act that:
 - 2.6.4.1. includes the terms of the proposed resolution and a description of the land concerned: and
 - 2.6.4.2. specifies a period of not less than 28 days during which submissions may be made to the Council.

3. IDENTIFYING LAND WITH POTENTIAL FOR DISPOSAL

- 3.1. When identifying and determining whether land has potential for disposal, the Council will have regard to the following matters where they are relevant:
 - 3.1.1. Whether the land is necessary to provide current or future services of the Council or meet operational needs;
 - 3.1.2. Whether the land is currently used or required for use in the future for community or public recreation purposes;
 - 3.1.3. Whether disposal of the land would have an unreasonable adverse effect on the amenity or facilities available to the local community;
 - 3.1.4. Whether maintenance of the land is beyond Council's reasonable financial capacity;
 - 3.1.5. Whether there are statutory or other legal reasons that require the Council to maintain ownership of the land such as (but not limited to) actual or implied trusts that were established as a result of Council's acquisition of the land;

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3.1.6. Whether the land has cultural, natural or heritage value that should be maintained;

3.1.7. Whether the land is contaminated and, if so, whether it is possible and appropriate for responsibility for ongoing management and remediation of the land to be transferred;

3.1.8. The likely future use of the land if it is disposed;

3.1.9. Whether disposal of the land would create an access issue for adjoining land holders; and

3.1.10. Whether the cost to progress the disposal of the land is higher than the estimated value of the land.

3.2. The list of matters in clause 3.1 is not exhaustive. Each parcel of land has its own circumstances that will need to be investigated and considered when making a determination as to whether the land has potential for disposal.

3.3. Before making a determination that land is surplus to the current or future needs of the Council and the local community and has potential for disposal, the Council must:

3.3.1. give public notice of a proposal to pass a resolution that would state that the land is surplus to the current or future needs of the Council and the local community and has potential for disposal; and

3.3.2. consider any submissions made in response to the public notice given under clause3.3.1.

4. DECISION TO DISPOSE OF LAND AND DISPOSAL METHODS

4.1. A decision to dispose of land can only be made by the Council passing a resolution. Section 377 of the LG Act does not permit the Council to delegate a decision to dispose of land to the General Manager of the Council or any other person or body.

4.2. Before passing a resolution to dispose of land, the Council must have complied with clauses 3.1 and 3.3 and determined by way of resolution that the land to be disposed of is surplus to the current or future needs of the Council and the local community and has potential for disposal.

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4.3. When making a decision to dispose of land, the Council must specify in the resolution one of the following methods as the method of disposal that is to be used:

- 4.3.1. The open market sale method by which the land is:
 - 4.3.1.1. advertised by the Council in the local paper and, where appropriate, a paper circulating in the State of NSW as being available for sale by way of public auction; or
 - 4.3.1.2. listed by the Council with a licensed real estate agent (who is appointed following compliance with the Council's Procurement Policy) as being available for sale by way of public auction.

(Note: Land that fails to sell at public auction may be sold by private treaty).

- 4.3.2. The open tendering method by which tenders for disposal of the land are invited by public advertisement and the requirements for the open tendering method in Part 7 of the LG Regulation are complied with.
- 4.3.3. The selective tendering method by which invitations to tender for disposal of the land are made following a public advertisement asking for expressions of interest and the requirements for the selective tendering method in Part 7 of the LG Regulation are complied with.
- 4.3.4. **The direct negotiation method** by which the Council enters into negotiations with a person with a view to entering into a contract for disposal of land without first using one of the methods specified in clauses 4.3.1 to 4.3.3.
- 4.4. When selecting the method of disposal to be used, the Council will consider the following matters where relevant:
 - 4.4.1.the number of known potential purchasers of the land;
 - 4.4.2.the original intention for the use of the land;
 - 4.4.3.the current and possible preferred future use of the land;
 - 4.4.4.the opportunity to promote local economic growth and development; and
 - 4.4.5.the estimated value of the land to be disposed.

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4.5. As a general principle, the Council will use one of the methods specified in clauses 4.3.1 to 4.3.3 for the disposal of land and will avoid the direct negotiation method.

- 4.6. However, there may be circumstances where the direct negotiation method is the only or clearly the most appropriate method to proceed with the proposed disposal of land. Where one or more of the following criteria apply in respect of the proposed disposal of land, the Council may decide by resolution to proceed by way of the direct negotiation method:
 - 4.6.1. Where the land comprises of a former public road that has been closed at the request of an adjoining land holder;
 - 4.6.2. Where the potential purchaser owns land abutting the land to be disposed of and is the only person who could feasibly use the land and it is clear that the land would not be of any of material benefit any other person. For example, where the land is in a location or land use zone that make it too small for development or practical and profitable use.
 - 4.6.3. Where the disposal of land is to a government or utility authority for the purpose of infrastructure provision;
 - 4.6.4. Where one of the competitive processes identified in clauses 4.3.1 to 4.3.3 has been undertaken within the immediately preceding 12 months and failed to achieve the desired outcome;
 - 4.6.5. Where Council is bound by a contractual obligation. For example, a tenant with a first right of refusal, where that tenancy has been entered into as a result of a competitive process;
 - 4.6.6. Where it is proposed to dispose of land in exchange for other freehold land that is considered to be of strategic value to the Council;
 - 4.6.7. Where the land that is of a value that is less than the anticipated cost of conducting a competitive process;
 - 4.6.8. Where the potential purchaser is not-for-profit, and is a community service, charitable, sporting, recreational or government organisation that will use the land for the benefit to the general community, or to provide an active sporting or passive recreational facility; or

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4.6.9. Where the proposed disposal and purchaser satisfy the uniqueness test as detailed in the NSW Government's Unsolicited Proposals – Guide for Submission and Assessment 2017.

- 4.7. If land is to be disposed of by the open market sale method, at least one independent valuation must be obtained by the Council to establish the reserve price for the land. The independent valuation must be made no more than 6 months prior to the proposed disposal.
- 4.8. If land is to be disposed of by the open tendering method, the selective tendering method or the direct negotiation method, a minimum of two independent valuations must be obtained to assist in ensuring that an appropriate value is obtained. The independent valuations must be made no more than 6 months prior to the proposed disposal.
- 4.9. The Council will seek to dispose of Land at or above current market valuation by whichever method is likely to provide the Council with a maximum return, unless there are reasons for the Council to accept a lesser return which is consistent with the Council's overall strategic direction. These reasons must be documented in writing.
- 4.10.If the disposal is not to be by way of one of the competitive processes identified in clauses
 4.3.1 to 4.3.3, the disposal should be at or above the highest of the independent valuations obtained in accordance with clause 4.8 (with due regard to all associated costs to achieve the transaction or such other amount as the Council resolves).
- 4.11.The Council must not dispose of land to a Councillor or employee of the Council or to any person or body listed in clauses 4.11.1 and 4.11.2 unless the disposal is by way of a sale at public auction and the Councillor or employee of the Council has not been involved in any process related to a decision to dispose of the land and/or the establishment of a reserve price:
 - 4.11.1. the spouse or de facto partner, relative (as defined in clause 4.4 of the Model Code of Conduct for Local Councils in NSW 2020), partner or employer of the Councillor or employee of the Council.
 - 4.11.2. a company or other body of which the Councillor or employee of the Council or their nominee, partner or employer, is a shareholder or member.

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4A.1. Where the potential purchaser owns land abutting the land to be disposed of:

4A.1.1 the valuation to determine sale price shall be carried out on an added value basis to the adjoining land. The before and after method of valuation shall be used to determine the enhancement value to the adjoining land and the difference shall be taken into account to determine the estimated value of the land to be disposed of to the potential purchaser that owns the land abutting the land to be disposed of.

4A.1.2 all of Council's disposal costs are to be met by the potential purchaser and shall become payable by the potential purchaser before Council incurs the disposal cost. For the purposes of this clause 4A, 'disposal costs' means valuation fees, transfer costs, legal fees and council officers time in dealing with the matter in line with the Lease, Licence or Purchase of Council Property section in Hunter's Hill Council Fees and Charges schedule current at the time of the disposal.

5. RECORDS

5.1. The grounds on which the Council selects a particular method of disposal must be stated in the decision to use that method and must be recorded in the minutes of the meeting where the resolution is passed.

6. EXEMPTIONS FROM THIS POLICY

- 6.1. This Policy contains general guidelines to be followed by the Council in relation to the disposal of land. There may be extenuating circumstances or emergencies where strictly following the requirements of this Policy will not necessarily deliver best outcome for the Council or achieve a satisfactory result.
- 6.2. Where Council decides by resolution (which states the reasons for the decision) that because of extenuating circumstances or an emergency that a satisfactory result would not be achieved by applying some or all of the provisions of this Policy, it may proceed to dispose of land without applying those provisions.

7. REVIEW OF POLICY

7.1. The Council must, within 12 months after each ordinary election, review this Policy and make such adjustments as it considers appropriate and as are consistent with the matters set out in clause 1.2

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7.2. Clause 7.1 does not prevent Council from revising or reviewing this Policy at any time (but not so as to affect any process that has already commenced).

REVIEW

This policy to be reviewed once per term of Council.

ADOPTED BY COUNCIL/EXECUTIVE:

DATE: 16 May 2022 RESOLUTION NO: 81/22

VERSION CONTROL TABLE

DATE	VERS ION	RES. NO.	KEY CHANGES	AUTHOR
16 May 2022	1.0	81/22	Adopted by Council	Mitchell Murphy
17 October 2022	1.1	226/22	Insertion of new section (clause	Mitchell Murphy
			4A.1 on page 8 before section 5).	

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ITEM NO : 4.2

SUBJECT : VICTORIA ROAD AT MANNING ROAD - PROPOSED 'RIGHT

TURN' RESTRICTION

STRATEGIC OUTCOME : SAFE WALKING, CYCLING, AND ACTIVE TRAVEL IS

SUPPORTED AND ENCOURAGED WITH IMPROVED

INFRASTRUCTURE.

ACTION : IMPLEMENT THE RECOMMENDATIONS OF THE LOCAL

TRAFFIC COMMITTEE

REPORTING OFFICER : LEANNE STATHAKIS

Ref:711082

PURPOSE

To provide Council with an update on the community consultation submissions for the proposal to restrict the right turn movements in and out of Victoria Road at Manning Road.

RECOMMENDATION

1. That Council <u>not</u> proceed with referring the proposal to restrict right turn movements at Victoria Road and Manning Road to TfNSW for consideration.

BACKGROUND

Since 2018 Council has been receiving complaints from the residents of Prince Edward Street about increased traffic volumes and speeding on Prince Edward Street. As a result, Council has undertaken several traffic assessments, some of which have indicated that traffic volumes in Prince Edward Street have decreased as a result of traffic calming devices being installed upon Prince Edward Street.

Despite these findings this matter has been to Council on numerous occasions, as a result of ongoing resident complaints. In response to ongoing resident concerns, on 28 October 2019 Council resolved the following:

- 1. That Council immediately develop a plan to make Prince Edward Street Northbound a resident's only access road to end the rat-running down the street;
- 2. That Council investigate closing Tarban Street to northbound traffic, making it a resident's only access road;
- That Council write to the Department of Roads seeking a solution to the placement of the right-hand turn lane onto Manning Road to avoid rat-running along through to Pittwater Road;
- 4. That Council engage with the local member, the Hon. Anthony Roberts M.P. to resolve the placement of the right-hand turn and to investigate the best alternatives for Hunters Hill-bound traffic.

Council has investigated the matters raised within this resolution.

Council has no authority to restrict access to roads to just residents, this is contrary to the provisions of the Roads Act. In consideration of this, the initial recommendations were not considered.

However, Council officers have been working with TfNSW to progress the remaining recommendations to investigate the right-hand turn lane onto Manning Road.

Council undertook a preliminary desktop review of the subject location and noted, that in principal, TfNSW would not object to such a proposal. However, in order to appropriately review the impacts of this measure TfNSW require a Traffic Management Plan (TMP) for review.

The TMP assesses traffic patterns should the proposed right turn from Victoria Road into Prince Edward/Manning Road be implemented to evaluate:

- a) The impact that re-routed traffic will have on the state and local road network;
- b) The impact the closure will have on motorist who usually use this route.

The TMP also investigates the destination of the vehicles utilising the right turn from Victoria Road to ascertain if the vehicles are local traffic or vehicles travelling through the LGA to another destinations. Community consultation is also part of the TMP.

On the 23 November 2019 Council resolved to allocate funds to undertake a TMP as required by TfNSW.

REPORT

Varga Traffic were engaged to undertake the traffic assessment (as shown at Attachment 1), and below are the key findings:

- The volume of traffic turning right (from Victoria Road) into Prince Edward Street during the am/pm peak periods was 22 vehicles per hour (vph) and 37vph respectively.
- The volume of traffic turning right into Manning Road during the am/pm peak periods was 26vph and 21vph respectively.
- The results of the number plate surveys reveal of the 22vph/37vph that turned right into Prince Edward Street, 5vph/2vph proceeded through the precinct to exit via Venus Street at Pittwater Road during the am/pm peak periods respectively.
- Of the 26vph/21vph that turned right into Manning Road, 6vph/1vph proceeded through the precinct to exit via Venus Street at Pittwater Road during the am/pm peak periods respectively.

The key points raised include:

- The results of the number plate surveys indicate that the majority of traffic turning right
 off Victoria Road into either Prince Edward Street or Manning Road is local traffic which
 has a destination in the precinct, and that only a very low volume of the right-turn traffic
 proceeds through the precinct to exit via Venus Street into Pittwater Road.
- Diverted traffic can be satisfactorily accommodated on each of the alternate routes without any intersection improvements or road upgrades.

Public Consultation

Council undertook community consultation regarding the proposal to prohibit the right turn movements in and out at Victoria Road and Manning Road for a period of 4 weeks, commencing on 17 March 2024 which consisted of:

- a letterbox drop of 1655 properties; and
- an online survey on Council's website.

By letterbox drop residents were asked the following:

- 1) If the proposal would be of benefit to the community.
- 2) Do you think the alternative routes for access for residents is adequate?
- 3) Are there any alternative solutions you would like to suggest?

Council received 122 submissions. A summary of these submissions is referenced in Table 1 below.

The online survey provided 49 responses with 42 of the respondents living within 500m of Prince Edward Street who did not feel that a right turn restriction at Victoria Road and Manning Road would be a benefit to the community.

In support of the proposal to restrict right turn movements.	19	12 from Prince Edward Street. Others from Augustine Street, Hillcrest Avenue, Manning Road, Everard Street, Milling Street and Auburn Street
Not in support of the proposal to restrict right turn movements.	102	Mostly from Sunnyside Street, Prince Edward Street, Hillcrest Avenue and Manning Road and 1 petition with 68 signatories covering Hillcrest Avenue, Venus Street, Sunnyside Street and Isler Street.
Didn't know if in support or not	1	

Table 1- Summary of received submissions

The issues cited within these submissions were predominantly due to concern that alternate routes required to access properties were already congested, particularly during peak times, and therefore travel times would be increased for local residents.

A summary of the suggestions noted within the submissions is referenced within Table 2 below:

Restrict Right Turn from Manning Road to Victoria Road	27	A number of submissions
		opposed the proposal to
		prohibit vehicles to turn into
		Manning Road from Victoria,
		but supported the restriction
		for the movement onto
		Victoria Road from Manning as
		it was considered unsafe.
		RESPONSE:
		It is difficult to enforce no
		right turn movements by
		signage only

15 **RESPONSE**: Further traffic Relocate pedestrian signals to Manning Road assessment would be required. Generally, traffic signals attract road users. 13 Generally, submissions Relocate pedestrian signals to Salter Street included to fully close Manning or close Prince Edward and move signals to Salter Street. A number of submissions noted they would not support signals at Salter Street **RESPONSE**: Further traffic assessment would be required. Generally, traffic signals attract road users. RESPONSE: Traffic 6 Leave as it is Assessments support this idea **RESPONSE**: Prince Edward Close Prince Edward Street at Manning Road 5 Street is a school bus route and would require support from Busways **RESPONSE**: Prince Edward Make Prince Edward one way from Victoria Road 4 Street is a school bus route and would require support from Busways **RESPONSE:** Difficult to enforce Restrict right turn out of Manning Road onto Victoria 3 part-time restrictions. The Road during am and pm peaks including Saturday median on Victoria Road would need to be opened and this would permit vehicles travelling west the opportunity to turn right illegally which may cause accidents. **RESPONSE**: Further traffic 3 Permit right turn into Salter Street assessment would be required. **RESPONSE**: Reduces 2 Permit right turn and left turn into Manning Road from pedestrian walk distance on Victoria Road with a half road closure, and a raised entry the road at Manning. Doesn't at Prince Edward impact the number of vehicles using Prince Edward Street **RESPONSE**: Would impact 2 Half road closure at Prince Edward Street out only at School bus route and would Manning Road require Busways support **RESPONSE**: Further traffic Make Tarban Street one way 2 assessment would be required with TMP to assess impact to residents of Sunnyside Street, Isler Street and Hillcrest Avenue.

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Larger speed humps in Prince Edward, Physical barriers in Prince Edward, improved signage for local traffic, a second Giveway sign at Manning Road and Salter Street, speed reductions signs on Manning Road, reduce speed on Victoria Road, signals at intersection and widen Prince Edward Street, restrict parking on Isler Street

RESPONSE: Speed humps have reduced speed in Prince Edward, and speed humps must meet Australian Standards. Local Traffic Area signage is used on areas dedicated to 40km/h zones. Speed restrictions is the responsibility of TfNSW. Widening Prince Edward Street is costly and may attract more vehicles and speeds may increase.

Table 2. Summary of Suggestions

CONCLUSION

A large number of residents opposed restricting turn movements from Victoria Road due to the increase in travel time and inconvenience that alternative routes provide. The traffic study noted that the majority of vehicles turning from Victoria Road represent local traffic.

In consideration of this, it is recommended that Council abandon its plans to seek approval from TfNSW to restrict right turn movements at Victoria Road and Manning Road.

Next Steps

 Council will notify residents of the recommendation to abandon the right-hand turn movements.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Traffic Assessment by Varga Traffic - Victoria Road at Manning Road Right turn restriction U

ACN 071 762 537 ABN 88 071 762 537

21 October 2022 Ref 22039

Hunters Hill Council 22 Alexandra Street HUNTERS HILL NSW

Attn: Leanne Stathakis stathakisl@huntershill.nsw.gov.au

Dear Leanne,

VICTORIA ROAD/PRINCE EDWARD STREET/MANNING ROAD TRAFFIC STUDY TO RESTRICT RIGHT-TURN MOVEMENTS

Introduction

This report has been prepared to assess the traffic implications of proposals to restrict the right-turn movements at the intersection of Victoria Road/Prince Edward Street/Manning Road (Figures 1 and 2).

The proposals to restrict the right-run movements involve the closure of the opening in the central median island in Victoria Road at the intersection.

The proposal to prohibit the right-turn movements will divert traffic to other intersections on Victoria Road and possibly to the Church Street/Burns Bay Road intersection,

Any proposal to divert traffic requires the approval of Transport for NSW (TfNSW) via the submission of a Traffic Management Plan (TMP).

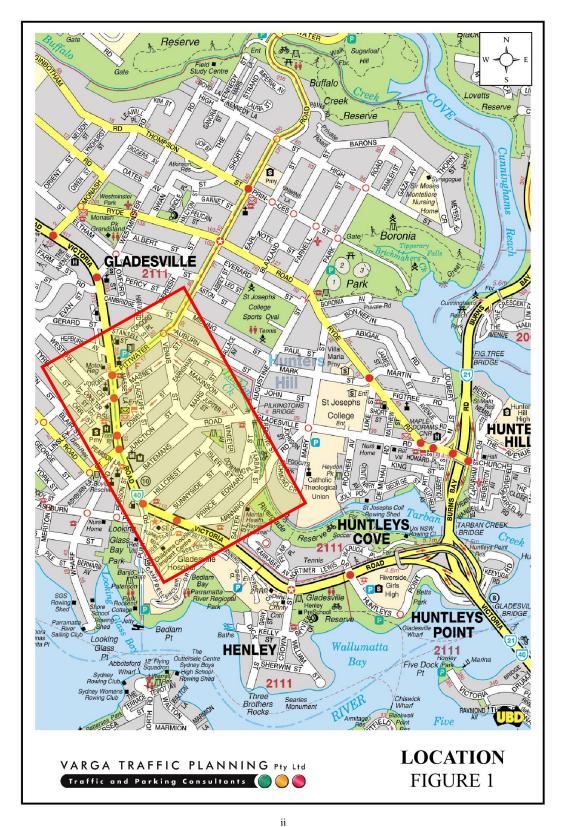
The purpose of this traffic study is to inform the preparation of the Traffic Management Plan (TMP) in accordance with TfNSW requirements.

To inform the traffic study and TMP, a survey of peak hour traffic activity was undertaken at 6 intersections as follows:

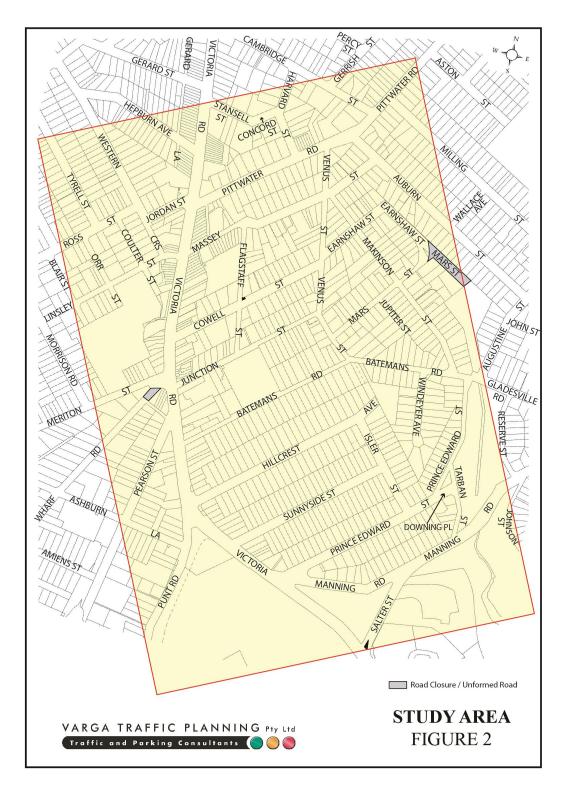
- Victoria Road/Prince Edward Street/Manning Road
- Victoria Road/Cowell Street
- Victoria Road/Pittwater Road, and
- Pittwater Road/Venus Street
- Burns Bay Road Northbound Off Ramp/Church Street
- Gladesville Road/Ryde Road

Number plate surveys were also undertaken of vehicles turning right off Victoria Road into Prince Edward Street and into Manning Road, and in Venus Street on its approach to the Pittwater Road roundabout. The number plate surveys identified the volume of traffic turning right off Victoria Road which proceeds through to Pittwater Road via the Venus Street roundabout to quantify the volume of shortcut on a "rat run" traffic using Prince Edward Street, Manning Road and Venus Street.

Suite 6, 20 Young Street, Neutral Bay NSW 2089 - PO Box 1868, Neutral Bay NSW 2089 - Ph: 9904 3224



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Road Hierarchy

The road hierarchy allocated to the road network in the vicinity of the site by TfNSW is illustrated on Figure 3.

Victoria Road is classified by TfNSW as a *State Road* and provides the key east-west road link in the area. It typically carries 2 to 3 traffic lanes in each direction, and is subject to peak hour Clearway/Bus Lane restrictions.

Ryde Road is classified by TfNSW as a *Regional Road* and also follows an east-west alignment. It typically carries 1 traffic lane in each direction, with kerbside parking generally permitted on both sides of the road.

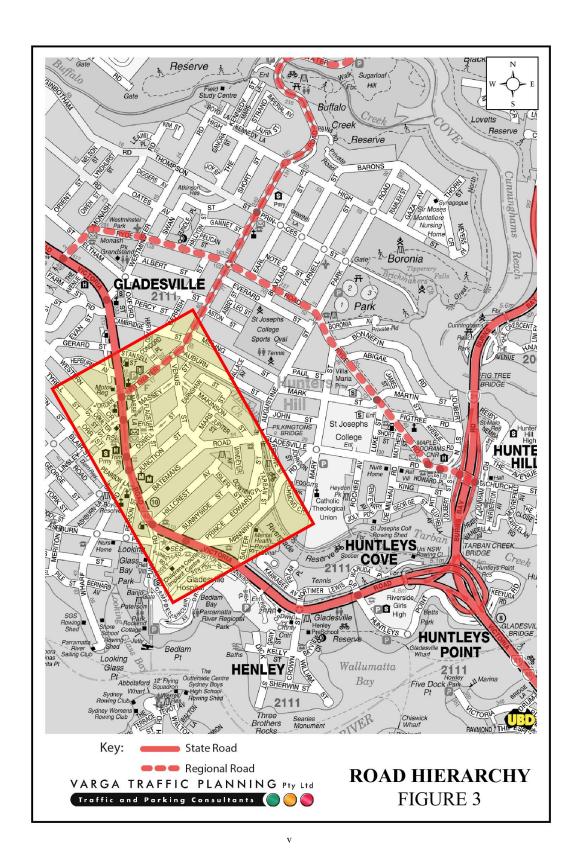
Burns Bay Road is classified by TfNSW as a *State Road* and provides the key north-south road link in the area. It typically carries 2 lanes in each direction, with kerbside parking prohibited on both sides of the road.

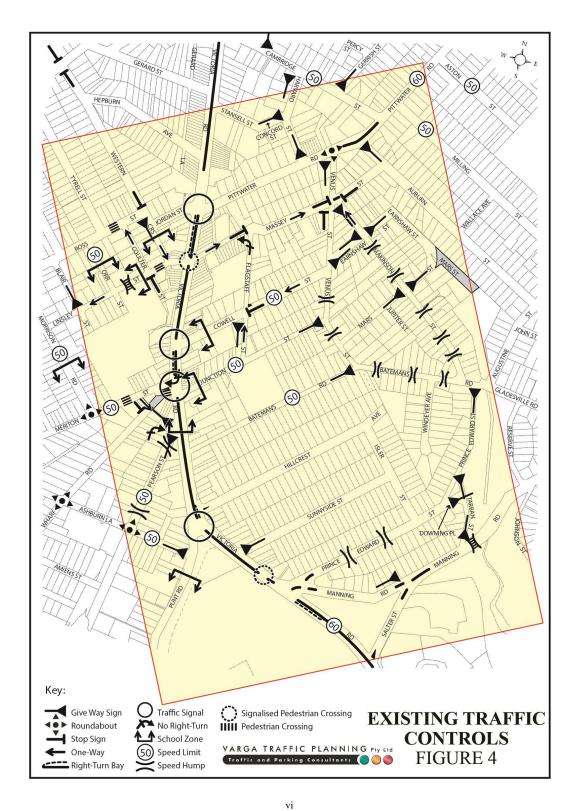
Pittwater Road is classified by TfNSW as a *Regional Road* and also follows a north-south alignment. It typically carries 1 traffic lane in each direction, with kerbside parking generally permitted on both sides of the Road.

Existing Traffic Controls

The existing traffic controls which apply to the road network in the vicinity of the site study area illustrated on Figure 4. Key features of those traffic controls are:

- a 60 km/h SPEED LIMIT which applies to Victoria Road, Ryde Road and Pittwater Road
- a 50 km/h SPEED LIMIT which applies to all other local roads in the surrounding area
- 40 km/h SCHOOL ZONE SPEED LIMIT which apply to Victoria Road between Pearson Street and Massey Street
- TRAFFIC SIGNALS in Victoria Road at its intersections with Pittwater Road, Massey Street, Cowell Street, Meriton Street and Park Road
- TRAFFIC SIGNALS in Church Street at its intersections with the Burns Bay Road on/off ramps, and at the intersections with Gladesville Road and at the Ryde Road/Pittwater Road intersection
- a CENTRAL MEDIAN ISLAND in Victoria Road which precludes right-turn movements except at median openings located at Prince Edward Street/Manning Road, Punt Road, Meriton Street, Cowell Street and Pittwater Road
- a ROUNDABOUT in Pittwater Road at its intersection with Venus Street
- TRAFFIC CALMING DEVICES (i.e. SPEED HUMPS) in Prince Edward Street, Batemans Road, Venus Street and Markinson Street.





Attachment 1

Existing Bus Routes

The existing bus routes which traverse the study area are illustrated on Figure 5. Key features of those bus routes are:

- the route 500 service from West Ryde to City Hyde Park
- the route 500 service from Parramatta to Central, and
- the route 507 service from Meadowbank to City Hyde Park.

Significantly, there are no bus routes that would be affected by the proposal to close the median opening at the Victoria Road/Prince Edward Street/Manning Road intersection.

Traffic Survey and Number Plate Survey Results

As noted in the foregoing, surveys of peak hour traffic activity were undertaken at a number of intersections along Victoria Road and at the Church Street overpass.

In addition, number plate surveys were also undertaken to identify the volume of traffic turning right off Victoria Road into Prince Edward Street and into Manning Road which then exited the precinct via the roundabout at the Venus Street/Pittwater Road intersection.

The results of the peak hour traffic surveys are summarised on Figure 6, revealing that:

- two-way traffic flows in Victoria Road are typically in the order of 2400 vehicles per hour (vph) during the AM peak period and 2800 vph during the PM peak period
- two-way traffic flows in Church Street are typically in the order of 2400 vph in the AM peak period and 2100 vph in the PM peak period
- two-way traffic flows in Pittwater Road are typically in the order of 440 vph during the AM peak period and 600 vph during the PM Peak period
- two-way traffic flows in Venus Street are typically in the order of 460 vph during the AM peak period and 520 vph during the PM Peak period.

The traffic surveys were also used to identify the volume of traffic turning right off Victoria Road into Prince Edward Street or into Manning Road as follows:

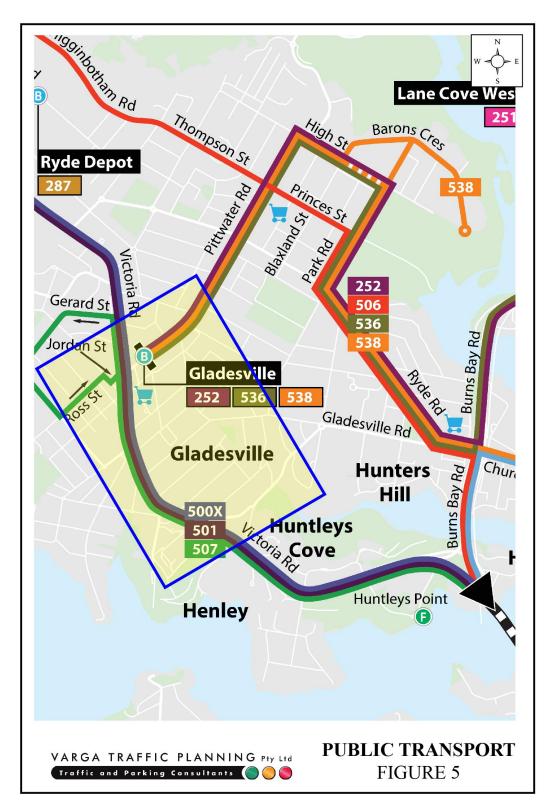
- the volume of traffic turning right into Prince Edward Street during the AM/PM peak periods was 22 vph and 37 vph respectively
- the volume of traffic right into Manning Road during the AM/PM peak periods was 26 vph and 21 vph respectively.

The results of the number plate surveys are summarised on Figure 7, revealing that:

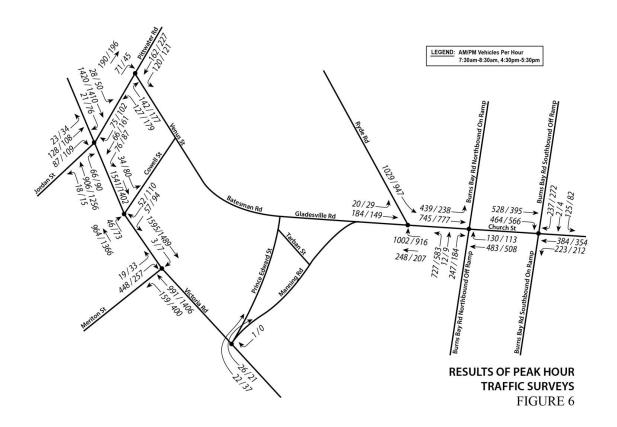
- of the 22 vph/37 vph that turned right into Prince Edward Street, 5 vph/2 vph proceeded through the precinct to exit via Venus Street at Pittwater Road during the AM/PM peak periods respectively
- of the 26 vph/21 vph that turned right into Manning Road, 6 vph/1vph proceeded through the precinct to exit via Venus Street at Pittwater Road during the AM/PM peak periods respectively.

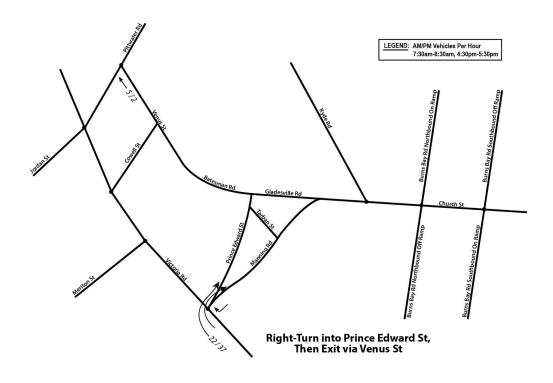
The detailed results of the traffic surveys and number plate surveys are reproduced in full in Appendix A.

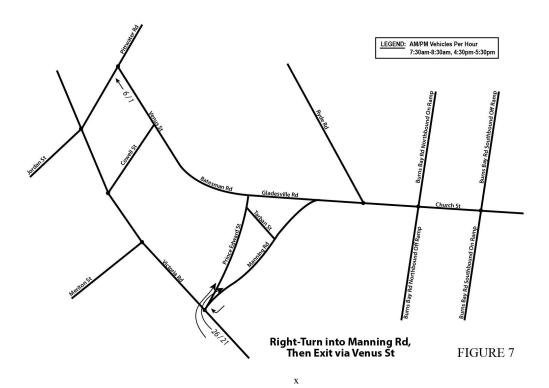
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Consideration of Options

The results of the number plate surveys indicate that the majority of traffic turning right off Victoria Road into either Prince Edward Street or Manning Road is local traffic which has a destination in the precinct, and that only a very low volume of the right-turn traffic proceeds through the precinct to exit via Venus Street into Pittwater Road.

However, it is appreciated that Prince Edward Street is a relatively narrow local street, and that neither Prince Edward Street nor Manning Road were intended to perform a *collector road* function

Consideration could therefore be given to the closure of the central median island to prohibit the right-turn movements.

The closure of the central median island would result in the diversion of 48 vph in the AM peak, and 58 vph in the PM peak.

Diverted traffic which previously turned right at the intersection is likely to turn right off Victoria Road into either Pittwater Road or Cowell Street, or alternatively, proceed via the Burns Bay Road northbound off-ramp to turn left into Church Street to then continue the journey via either Gladesville Road or Ryde Road.

It is anticipated that approximately 15 vph to 20 vph would be diverted to each of those routes.

To evaluate the traffic impacts of the traffic diverted by the prohibition of the right-turn movement of Victoria Road, a SIDRA capacity analysis has been undertaken to determine whether the diverted traffic can be satisfactorily accommodated via the alternate routes as required by TfNSW, to be submitted as part of a Traffic Management Plan.

Results of SIDRA Capacity Analysis

The traffic implications of the proposal to prohibit the right turn movements at the Victoria Road/Prince Edward Street/Manning Road intersection primarily concern the effects that the diverted traffic will have on the operational performance of the traffic signals at the Victoria Road/Pittwater Road, Victoria Road/Cowell Street and Church Street/Burns Bay Road off-ramp intersections.

Those effects can be assessed using the SIDRA capacity analysis program as is widely used by many LGAs and TfNSW. Criteria for evaluating the results of SIDRA capacity analysis are reproduced in the following pages.

The results of the SIDRA capacity analysis are reproduced in Appendix B and are summarised in the table below, revealing that:

- the intersection of Victoria Road/Pittwater Road would continue to operate at current Level
 of Service "C" under the projected additional traffic demands, with increases in total
 average vehicle delays of less than 2 seconds per vehicle during the AM and PM peak
 periods respectively
- the intersection of Victoria Road/Cowell Street would continue to operate at current Levels
 of Service "B" and "A" under the projected additional traffic demands during the AM and
 PM peak periods respectively, with increases in total average vehicle delays in the order of
 less than 1 second per vehicle

• the intersection of Burns Bay Road Off-Ramps/Church Street intersection would continue to operate at current *Levels of Service "D"* and "C" under the projected additional traffic demands during the AM and PM peak periods respectively, with increases in total average vehicle delays in the order of 3 seconds per vehicle.

The SIDRA results for the individual movement at each intersection to which the traffic has been diverted (i.e. the right-turn into Cowell Street, the right-turn into Pittwater Road, and the left-turn into Gladesville Road) are also summarised in the table below in terms of average delay (seconds per vehicle) and queue length (in metres) revealing that:

- the additional delays to those movements are minimal and within acceptable parameters,
- the increased queue lengths can be accommodated within the storage bay lengths at each of those intersections.

In summary, each of the intersections would continue to operate "satisfactorily" at current *Levels of Service* and with minimal increases in total average vehicle delays under the diverted traffic flows.

Conclusion

The foregoing analysis of the traffic survey results and number plate survey results has found that:

- the volume of traffic turning right into Prince Edward Street off Victoria Road was 22 vph and 37 vph during the AM/PM peak periods respectively, and
- the volume of traffic turning right into Manning Road off Victoria Road was 26 vph and 21 vph during the AM/PM peak periods respectively
- of that traffic that turned right into Prince Edward Street, 5 vph/2 vph proceeded through the precinct to exit via Venus Street into Pittwater Road during the during the AM/PM peak periods respectively
- of the traffic that turned right into Manning Road, 6 vph/1 vph proceeded through the
 precinct to exit via Venus Street into Pittwater Road during the AM/PM peak periods
 respectively
- thus, the majority of traffic turning right off Victoria Road into either Prince Edward Street or Manning Road is local traffic which has a destination in the precinct
- however, it is appreciated that Prince Edward Street is a relatively narrow, local street, and that neither Prince Edward Street nor Manning Road were intended to perform a *collector* road function
- a closure of the median opening in Victoria Road at the Prince Edward Street/Manning Road intersection would divert that traffic to turn right off Victoria Road into either Pittwater Road or Cowell Street, or alternatively proceed via the Burns Bay Road northbound off-ramp to turn left into Church Street
- SIDRA capacity analysis to evaluate the effects of the diverted traffic found that all of the traffic signal controlled intersections on the alternate routes would continue to operate at current *Levels of Service*, with minimal increases in total average vehicle delay.

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> In summary, the foregoing analysis has found that the volume of traffic diverted by a closure of the median opening in Victoria Road at the Prince Edward Street/Manning Road intersection is low, and could be satisfactorily accommodated on the alternate routes.

Please do not hesitate to contact me on telephone 9904 3224 should you have any enquiries.

Yours sincerely

Robert Varga

Director

Varga Traffic Planning Pty Ltd

Attachment 1

RESUI	LTS OF SI	DRA CAPACI	ΓΥ ANALYSIS		
T4		Exis	sting	Prop	osed
Intersection		AM	PM	AM	PM
	LOS:	В	A	В	A
Victoria Rd & Meriton St	DOS:	0.703	0.562	0.703	0.578
	AVD:	20.3	11.9	19.1	12.7
	LOS:	В	A	В	A
Victoria Rd & Cowell St	DOS:	0.963	0.649	0.963	0.657
	AVD:	26.8	5.3	27.4	6.6
Winter in D.I.D. Installer Consider an	LOS:	A	В	A	В
Victoria Rd Pedestrian Crossing nr	DOS:	0.686	0.979	0.652	0.991
Massey St	AVD:	2.9	27.6	1.7	27.8
	LOS:	C	С	C	С
Victoria Rd & Pittwater Rd	DOS:	0.741	0.841	0.752	0.881
	AVD:	33.6	42.0	35.0	41.9
	LOS:	A	A	A	A
Pittwater Rd & Venus St	DOS:	0.250	0.347	0.256	0.347
	AVD:	6.3	6.4	6.3	6.4
	LOS:	C	С	C	С
Gladesville Rd & Ryde Rd	DOS:	0.819	0.772	0.828	0.797
	AVD:	31.1	30.5	31.5	36.5
	LOS:	D	С	D	C
Gladesville Rd & Burns Bay Rd NB	DOS:	0.956	0.810	0.981	0.828
•	AVD:	43.4	33.8	45.9	36.2
	LOS:	C	В	C	С
Church St & Burns Bay Rd SB	DOS:	0.779	0.787	0.779	0.756
•	AVD:	28.6	27.0	28.6	29.4

LOS: Level of Service – DOS: Degree of Saturation – AVD: Average Vehicle Delay (seconds per vehicle)

SID	RA RESULTS F FOR DI	OR INDIVIDU ETOURED TRA		NTS	
Movement		Exis	ting	Prop	osed
Movement		AM	PM	AM	PM
Right turn into Cowell St	Aver. Delay:	40.2 sec/veh	5.1 sec/veh	49.0 sec/veh	10.0 sec/veh
Right turn into Cowen St	Queue Length:	18.6m	1.2m	27.6m	9.3m
Dight turn into Dittruston Dd	Aver. Delay:	84.2 sec/veh	83.1 sec/veh	82.5 sec/veh	84.2 sec/veh
Right turn into Pittwater Rd	Queue Length:	35.8m	46.3m	43.3m	56.4m
Left turn into Gladesville Rd	Aver. Delay:	18.7 sec/veh	17.9 sec/veh	19.6 sec/veh	22.0 sec/veh
Left turn into Gladesville Rd	Queue Length:	74.2m	55.3m	79.2m	73.5m

Criteria for Interpreting Results of Sidra Analysis

1. Level of Service (LOS)

LOS	Traffic Signals and Roundabouts	Give Way and Stop Signs
'A'	Good operation.	Good operation.
'B'	Good with acceptable delays and spare capacity.	Acceptable delays and spare capacity.
'C'	Satisfactory.	Satisfactory but accident study required.
'D'	Operating near capacity.	Near capacity and accident study required.
Έ'	At capacity; at signals incidents will cause excessive delays. Roundabouts require other control mode.	At capacity and requires other control mode.
'F'	Unsatisfactory and requires additional capacity.	Unsatisfactory and requires other control mode.

2. Average Vehicle Delay (AVD)

The AVD provides a measure of the operational performance of an intersection as indicated on the table below which relates AVD to LOS. The AVD's listed in the table should be taken as a guide only as longer delays could be tolerated in some locations (ie inner city conditions) and on some roads (ie minor side street intersecting with a major arterial route).

Level of Service	Average Delay per Vehicle (secs/veh)	Traffic Signals, Roundabout	Give Way and Stop Signs
A	less than 14	Good operation.	Good operation.
В	15 to 28	Good with acceptable delays and spare capacity.	Acceptable delays and spare capacity.
С	29 to 42	Satisfactory.	Satisfactory but accident study required.
D	43 to 56	Operating near capacity.	Near capacity and accident study required.
Е	57 to 70	At capacity; at signals incidents will cause excessive delays. Roundabouts require other control mode.	At capacity and requires other control mode.

3. Degree of Saturation (DS)

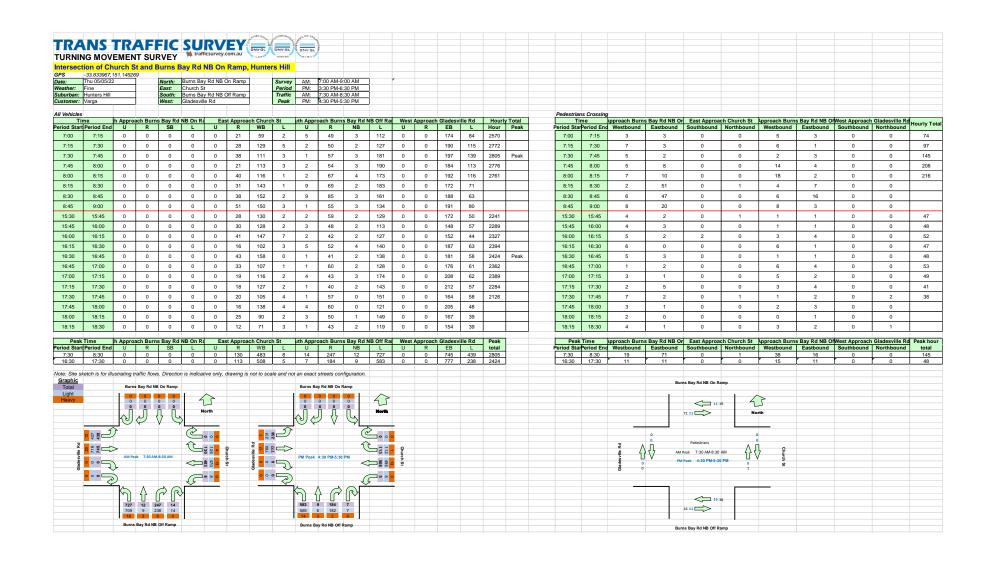
The DS is another measure of the operational performance of individual intersections.

For intersections controlled by traffic signals 1 both queue length and delay increase rapidly as DS approaches 1, and it is usual to attempt to keep DS to less than 0.9. Values of DS in the order of 0.7 generally represent satisfactory intersection operation. When DS exceeds 0.9 queues can be anticipated.

For intersections controlled by a roundabout or GIVE WAY or STOP signs, satisfactory intersection operation is indicated by a DS of 0.8 or less.

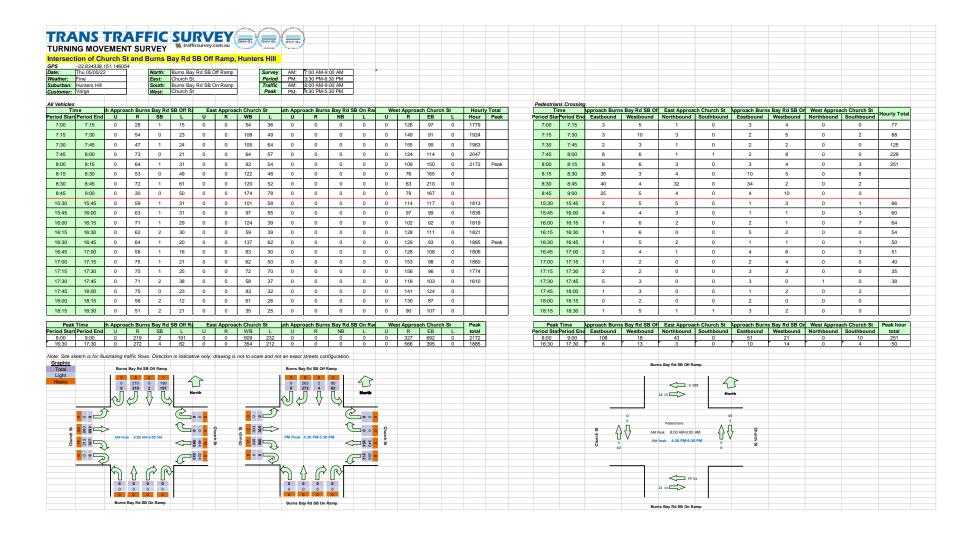
The values of DS for intersections under traffic signal control are only valid for cycle length of 120 secs.

APPENDIX A

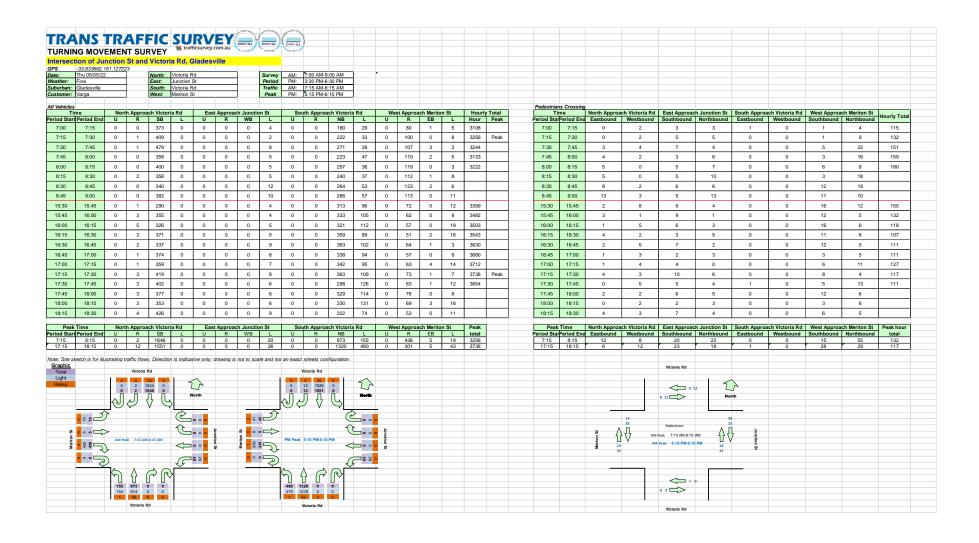


COUNCIL REPORTS

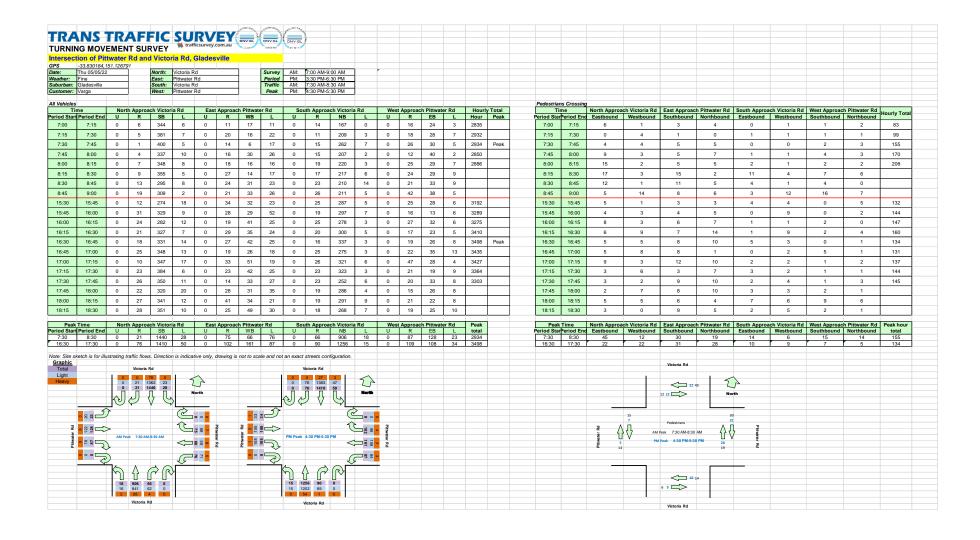
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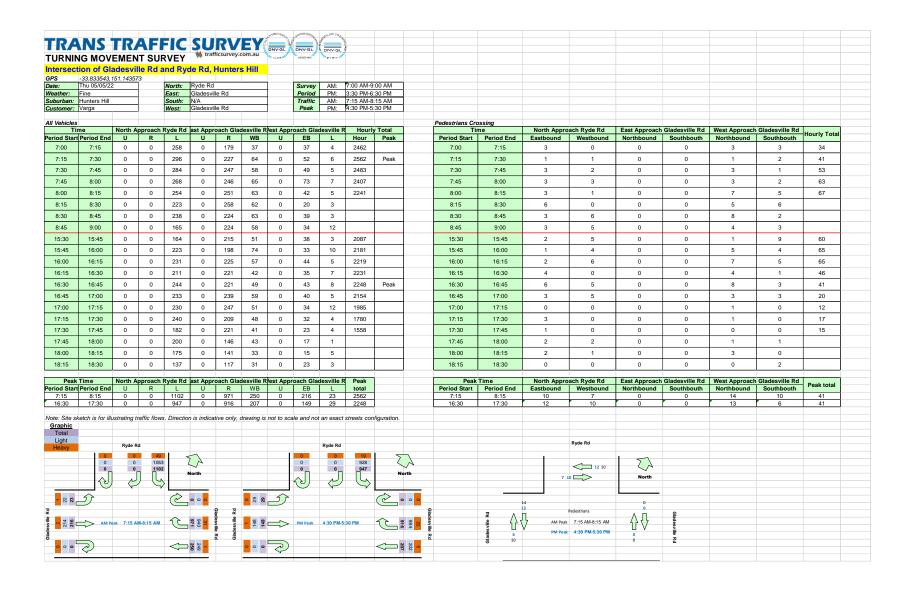
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Light Vehicl	les																		
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7:00	7:15	0	R 0	SB 351	0	0	R 0	WB 0	3	0	R 0	NB 174	28	0	R 80	EB 1	5 5		
7:15	7:30	0	1	386	0	0	0	0	2	0	0	211	33	0	98	0	8		
7:30	7:45	0	1	417	0	0	0	0	8	0	0	252	38	0	106	3	3		
7:45	8:00	0	0	342	0	0	0	0	5	0	0	214	47	0	109	2	5		
8:00	8:15	0	0	379	0	0	0	0	5	0	0	237	36	0	119	0	3		
8:15	8:30	0	2	340	0	0	0	0	5	0	0	222	37	0	112	1	8		
8:30	8:45	0	0	309	0	0	0	0	12	0	0	241	52	0	123	2	6		
8:45	9:00	0	0	360	0	0	0	0	10	0	0	245	57	0	113	0	11		
15:30	15:45	0	1	282	0	0	0	0	4	0	0	293	93	0	72	0	12		
15:45	16:00	0	3	340	0	0	0	0	4	0	0	315	104	0	62	0	7		
16:00	16:15	0	5	316	0	0	0	0	5	0	0	312	110	0	55	0	19		
16:15	16:30	0	3	361	0	0	0	0	5	0	0	343	86	0	51	2	16		
16:30	16:45	0	2	328	0	0	0	0	8	0	0	345	99	0	64	1	2		
16:45	17:00	0	1	371	0	0	0	0	8	0	0	326	91	0	57	0	9		
17:00	17:15	0	1	348	0	0	0	0	7	0	0	330	93	0	63	4	14		
17:15	17:30	0	3	410	0	0	0	0	8	0	0	351	109	0	73	1	7		
17:30	17:45	0	3	396	0	0	0	0	6	0	0	288	125	0	82	1	10	ĺ	
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	Time Period End	U	n Approa	ch Victor	L L	U	R Approac	WB	n St L	U	tn Approa	ch Victoria	L	U	st Approa	EB	n St L	total	
7:15	8:15 18:15	0	2 12	1524 1526	0	0	0	0	20 26	0	0	914 1278	154 479	0	432	5 5	19	3070 3667	
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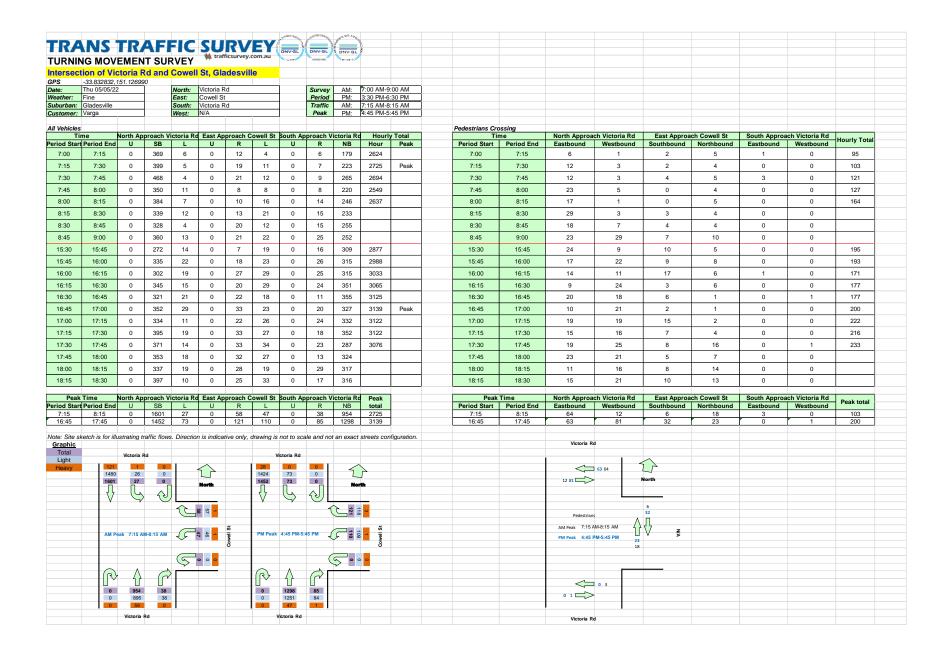


Light Vehic	ime	Nort	h Annres	ch Victori	a Rd	Fact	Annross	h Pittwate	er Rd	90.	ith Approx	ch Victoria	Rd	West	Approac	h Pittwat	er Rd	
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7:30	7:45	0	1	371	4	0	13	5	15	0	14	245	7	0	23	29	4	
7:45	8:00	0	4	318	7	0	15	28	25	0	15	192	2	0	12	37	1	
8:00	8:15	0	7	333	7	0	15	14	15	0	18	203	2	0	22	28	6	
8:15	8:30	0	9	340	5	0	25	11	16	0	15	201	5	0	21	28	9	
8:30	8:45	0	12	272	7	0	23	31	16	0	21	195	13	0	19	31	8	
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15:30	15:45	0	12	267	18	0	33	31	21	0	22	275	5	0	24	27	6	
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15:45	16:00	0	31	315	9	0	21	28	51	0	18	279	7	0	16	12	6	
16:00	16:15	0	24	275	10	0	16	39	24	0	24	270	3	0	26	31	6	
16:15	16:30	0	21	315	6	0	24	35	24	0	20	287	5	0	17	23	5	
16:30	16:45	0	18	323	14	0	23	41	24	0	16	317	3	0	19	25	8	
16:45	17:00	0	25	345	12	0	19	26	18	0	25	263	3	0	21	34	12	
17:00	17:15	0	10	338	15	0	33	49	19	0	26	309	6	0	47	28	4	
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	t Period End	J	R	SB	L	U	R	WB	L	U	R	NB	L	U	R	EB	L	total
7:30 16:30	8:30	0	21 76	1362	23 47	0	68	58	71 84	0	62	841	16	0	78 108	122 105	20	2742
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	t Period End	U	R 0	SB	L	U	R 0	WB	L	U 0	R 3	NB 2	L	U	R	EB 0	L	
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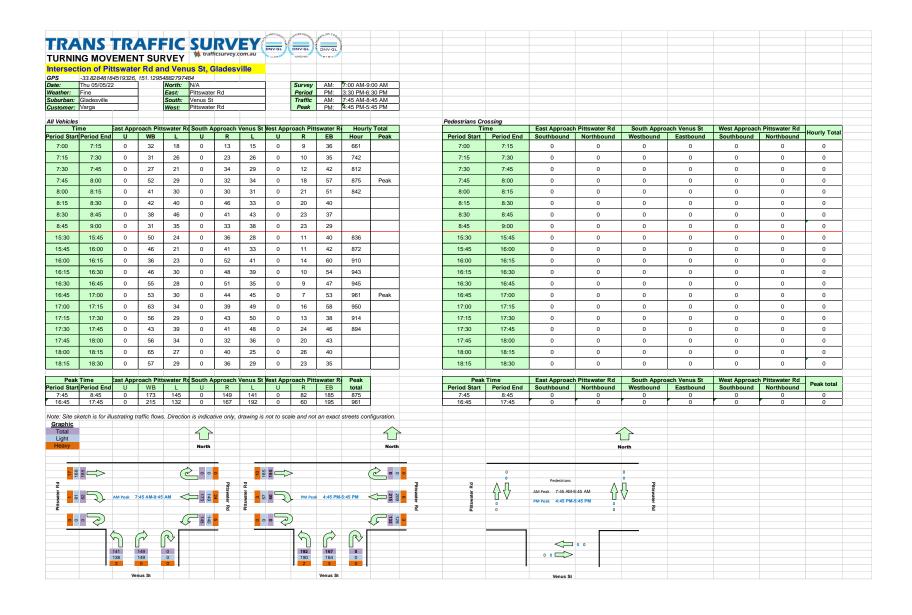
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17:45	18:00	0	0	195	0	141	43	0	17	1		
18:00	18:15	0	0	172	0	134	33	0	15	5		
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29 July 2024



Light Vehicle	es											
Tir	ne						owell St			ictoria Rd		
Period Start		U	SB	L	U	R	L	U	R	NB		
7:00	7:15	0	347	6	0	11	4	0	4	175		
7:15	7:30	0	376	5	0	19	11	0	7	212		
7:30	7:45	0	406	4	0	20	12	0	9	246		
7:45	8:00	0	335	10	0	8	7	0	8	211		
8:00	8:15	0	363	7	0	10	16	0	14	226		
8:15	8:30	0	321	11	0	12	21	0	15	215		
8:30	8:45	0	297	4	0	20	12	0	14	233		
8:45	9:00	0	338	12	0	21	22	0	25	231		
15:30	15:45	0	264	14	0	7	19	0	15	290		
15:45	16:00	0	320	22	0	18	23	0	25	297		
16:00	16:15	0	292	19	0	26	29	0	25	306		
16:15	16:30	0	335	14	0	20	29	0	24	335		
16:30	16:45	0	312	20	0	22	18	0	11	336		
										-		
16:45	17:00	0	349	29	0	32	23	0	20	315		
17:00	17:15	0	324	11	0	21	25	0	24	320		
17:15	17:30	0	386	19	0	32	27	0	17	341		
17:30	17:45	0	365	14	0	33	34	0	23	275		
17:45	18:00	0	346	17	0	32	27	0	13	315		
18:00	18:15	0	334	19	0	28	19	0	29	306		
18:15	18:30	0	393	10	0	24	33	0	17	304		
Peak	Timo	Morth An	nroach Vi	ctoria Dd	East An	proach C	owoll St	South An	proach V	ictoria Rd	Peak	
Period Start		U	SB	L L	U	R	L	U	R	NB	total	
7:15	8:15	0	1480	26	0	57	46	0	38	895	2542	
16:45	17:45	0	1424	73	0	118	109	0	84	1251	3059	
Heavy Vehic												
Tir	ne									ictoria Rd		
	ne Period End	U	proach Vi SB 22	ctoria Rd	East Ap	R	owell St L	South Ap U	R	ictoria Rd NB 4		
Tir Period Start 7:00	ne Period End 7:15		SB 22	L	0		L	U		NB		
Tir Period Start 7:00 7:15	7:15 7:30	0	SB 22 23	0 0	0 0	1 0	0 0	0 0	2 0	NB 4 11		
7:00 7:15 7:30	ne Period End 7:15 7:30 7:45	0 0 0	SB 22 23 62	0 0 0	0 0 0	R 1 0 1	0 0 0	0 0 0	R 2 0 0	NB 4 11 19		
7:00 7:15 7:30 7:45	re Period End 7:15 7:30 7:45 8:00	0 0 0	SB 22 23 62 15	0 0 0 1	U 0 0 0	R 1 0 1 0 0	0 0 0 1	0 0 0 0	R 2 0 0 0 0	NB 4 11 19 9		
7:00 7:15 7:30 7:45 8:00	Period End 7:15 7:30 7:45 8:00 8:15	0 0 0 0	22 23 62 15 21	0 0 0 1	0 0 0 0	R 1 0 1 0 0 0	0 0 0 1	0 0 0 0	R 2 0 0 0 0 0 0	NB 4 11 19 9 20		
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29 July 2024



Light Vehicle												
Tir							Venus St					
Period Start		U	WB	L 17	U	R	15	U	R	EB 24		
7:00	7:15	0	30	17	0	13	15	0	8	31		
7:15	7:30	0	27	25	0	22	25	0	9	29		
7:30	7:45	0	23	19	0	34	28	0	12	39		
7:45	8:00	0	48	28	0	32	33	0	18	51		
8:00	8:15	0	35	30	0	30	31	0	21	48		
8:15	8:30	0	36	39	0	46	33	0	20	37		
8:30	8:45	0	30	43	0	41	41	0	22	32		
8:45	9:00	0	26	34	0	32	37	0	21	23		
15:30	15:45	0	46	24	0	36	28	0	11	36		
15:45	16:00	0	37	21	0	40	33	0	10	40		
16:00	16:15	0	30	22	0	50	41	0	12	56		
16:15	16:30	0	41	29	0	48	38	0	10	53		
16:30	16:45	0	49	28	0	51	35	0	9	46		
16:45	17:00	0	53	30	0	43	45	0	6	51		
17:00	17:15	0	61	33	0	39	49	0	16	56		
17:15	17:30	0	54	28	0	43	49	0	13	36		
17:30	17:45	0	41	38	0	39	47	0	22	42		
17:45	18:00	0	53	34	0	32	36	0	20	43		
18:00	18:15	0	61	26	0	39	24	0	25	38		
18:15	18:30	0	56	29	0	36	29	0	23	34		
Peak Period Start		east Appr U	WB	swater Ro	South A	pproach R	Venus St	Vest Appr	R R	EB	Peak total	
7:45	8:45	0	149	140	0	149	138	0	81	168	825	
16:45	17:45	0	209	129	0	164	190	0	57	185	934	
Heavy Vehic												
Tir	ne						1			swater Ro		
Tir Period Start	ne Period End	U	WB	L	U	R	L	U	R	EB		
Tir Period Start 7:00	ne Period End 7:15	0	WB 2	1	0	R 0	0	0	1 1	EB 5		
Tir Period Start 7:00 7:15	7:15 7:30	0	2 4	1 1	0 0	0 1	0 1	0	1 1	5 6		
7:00 7:15 7:30	7:15 7:30 7:45	0 0 0	WB 2 4 4	1 1 2	0 0 0	0 1 0	0 1 1	0 0 0	1 1 0	5 6 3		
7:00 7:15 7:30 7:45	Period End 7:15 7:30 7:45 8:00	0 0 0	WB 2 4 4 4	1 1 2	U 0 0 0 0 0	R 0 1 0 0	1 1 1	0 0 0	R 1 1 0 0 0	5 6 3 6		
7:00 7:15 7:30	7:15 7:30 7:45	0 0 0	WB 2 4 4	1 1 2	0 0 0	0 1 0	0 1 1	0 0 0	1 1 0	5 6 3		
7:00 7:15 7:30 7:45	Period End 7:15 7:30 7:45 8:00	0 0 0	WB 2 4 4 4	1 1 2	U 0 0 0 0 0	R 0 1 0 0	1 1 1	0 0 0	R 1 1 0 0 0	5 6 3 6		
7:00 7:15 7:30 7:45 8:00	Period End 7:15 7:30 7:45 8:00 8:15	0 0 0 0	WB 2 4 4 4 6	1 1 2 1 0	0 0 0 0	R 0 1 0 0 0 0	1 1 1 0	0 0 0 0	R 1 1 0 0 0 0	5 6 3 6		
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7:00 7:15 7:30 7:45 8:00 8:15 8:30 8:45 15:30	ne Period End 7:15 7:30 7:45 8:00 8:15 8:30 8:45 9:00 15:45	U 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	WB 2 4 4 4 6 6 8 5 4	L 1 1 2 1 0 1 3 1 0 0	U 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	R 0 1 0 0 0 0 0 1 0 0 0 0 0 0 0 0 0 0 0	L 0 1 1 1 0 0 0 2 1 0 0	0 0 0 0 0 0 0	R 1 1 0 0 0 0 1 1 2 0 0	EB 5 6 3 6 3 5 6 4		
Tir Period Start 7:00 7:15 7:30 7:45 8:00 8:15 8:30 8:45 15:30	ne Period End 7:15 7:30 7:45 8:00 8:15 8:30 8:45 9:00 15:45 16:00	U 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	WB 2 4 4 4 6 6 8 5 4 9	L 1 1 2 1 0 1 3 1 0 0 0	U 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	R 0 1 0 0 0 0 0 1 0 1 1 0 0 1 1	L 0 1 1 1 0 0 0 2 1 0 0 0	U 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	R 1 1 0 0 0 1 2 0 1	EB 5 6 3 3 5 6 4 2		
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29 July 2024



APPENDIX B

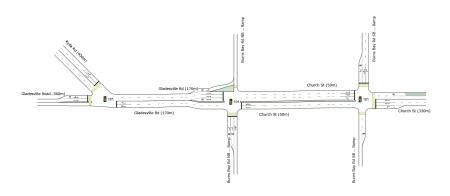
NETWORK LAYOUT

■■ Network: N101 [Existing AM (Gladesville Rd) (Network Folder: General)]

New Network Network Category: (None)

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.





SITES IN	NETWORK	
Site ID	CCG ID	Site Name
1 01	NA	Gladesville Rd & Ryde Rd (Existing AM)
1 01	NA	Gladesville Rd & Burns Bay Rd NB (Existing AM)
1 01	NA	Church St & Burns Bay Rd SB (Existing AM)

MOVEMENT SUMMARY

Site: 101 [Gladesville Rd & Ryde Rd (Existing AM) (Site Folder: Network: N101 [Existing AM]

General)]

(Gladesville Rd) (Network

Folder: General)]

Gladesville Rd & Ryde Rd

Site Category: (None)
Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 100 seconds (Network User-Given Cycle Time)

Vehi	cle Mo	vement	Perfo	rmanc	e									
Mov ID		DEMA FLO\ [Total veh/h		ARRI' FLO\ [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
East:	Glades	ville Rd (170m)											
5	T1	248	0.4	248	0.4	* 0.819	29.9	LOS C	28.7	204.7	0.95	0.92	1.03	31.3
6a	R1	1002	3.6	1002	3.6	* 0.819	35.0	LOS C	28.7	204.7	0.94	0.92	1.02	27.5
Appro	oach	1250	3.0	1250	3.0	0.819	34.0	LOS C	28.7	204.7	0.95	0.92	1.02	28.3
North	West: F	Ryde Rd	(400m))										
27a	L1	1029	4.6	1029	4.6	0.694	30.6	LOS C	20.9	151.9	0.89	0.84	0.89	24.6
Appro	oach	1029	4.6	1029	4.6	0.694	30.6	LOS C	20.9	151.9	0.89	0.84	0.89	24.6
West	: Glade:	sville Roa	ad (560)m)										
10b	L3	20	5.0	20	5.0	0.112	20.6	LOS B	2.6	18.6	0.58	0.52	0.58	40.5
11	T1	184	0.0	184	0.0	0.112	15.1	LOS B	2.8	19.3	0.58	0.49	0.58	36.3
Appro	oach	204	0.5	204	0.5	0.112	15.7	LOS B	2.8	19.3	0.58	0.49	0.58	36.9
All Ve	ehicles	2483	3.4	2483	3.4	0.819	31.1	LOS C	28.7	204.7	0.89	0.85	0.93	27.6

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mov	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE [Ped		Prop. E Que	ffective Stop Rate	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		ped	m -			sec	m	m/sec
NorthWest: Ryde	Rd (400	m)								
P7 Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	209.8	215.2	1.03
West: Gladesville	Road (5	60m)								
P4 Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	208.0	212.9	1.02
All Pedestrians	100	44.3	LOSE	0.1	0.1	0.94	0.94	208.9	214.1	1.02

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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Project: \\vtp_nas\Data\Data\Data\Data\Data\Jobs\122work\22039_PrinceEdwardStGladesville\SIDRA\SIDRA 221019 - with bus lanes\Existing \\Existing \((Gladesville Rd).sip9.sip9 \)

MOVEMENT SUMMARY

Site: 101 [Gladesville Rd & Burns Bay Rd NB (Existing AM) (Site Folder: General)]

— Network: N101 [Existing AM (Gladesville Rd) (Network Folder: General)]

New Site

Site Category: Gladesville Rd & Burns Bay Rd NB

Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 100 seconds (Network User-Given Cycle Time)

Vehi	cle Mo	vement	Perfo	rmano	е									
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLO [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist]	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	h: Rurns	Bay Rd				V/C	Sec		ven	m				KIII/II
Couli		bay ita	IND OIL	rtamp										
1	L2	727	2.5	727	2.5	0.418	18.7	LOS B	10.4	74.2	0.63	0.75	0.63	33.3
2	T1	12	25.0	12	25.0	* 0.945	72.3	LOS F	17.9	130.2	1.00	1.14	1.62	24.4
3	R2	247	3.6	247	3.6	0.945	76.9	LOS F	17.9	130.2	1.00	1.14	1.62	16.2
Appro	oach	986	3.0	986	3.0	0.945	33.9	LOS C	17.9	130.2	0.72	0.85	0.89	26.3
East:	Church	St (50m)											
5	T1	483	2.7	483	2.7	0.912	56.6	LOS E	11.4	81.6	1.00	1.09	1.36	3.7
6	R2	130	3.1	130	3.1	* 0.912	60.9	LOS E	11.4	81.6	1.00	1.10	1.38	20.3
Appro	oach	613	2.8	613	2.8	0.912	57.5	LOS E	11.4	81.6	1.00	1.09	1.36	8.7
West	: Glade:	sville Rd	(170m))										
10	L2	439	2.7	439	2.7	0.326	7.5	LOSA	7.3	51.9	0.51	0.69	0.51	43.4
11	T1	745	3.9	745	3.9	* 0.956	65.4	LOS E	16.5	119.6	0.95	1.14	1.50	8.4
Appro	oach	1184	3.5	1184	3.5	0.956	43.9	LOS D	16.5	119.6	0.79	0.97	1.13	19.0
All Ve	ehicles	2783	3.2	2783	3.2	0.956	43.4	LOS D	17.9	130.2	0.81	0.95	1.10	19.3

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Ped	destrian Mov	vement	Perforn	nance							
Mov		Dem.	Aver.	Level of	AVERAGE		Prop. Ef		Travel	Travel	Aver.
ID	Crossing	Flow	Delay	Service	QUE ſ Ped	UE Dist]	Que	Stop Rate	Time	Dist.	Speed
		ped/h	sec		ped	m m		Trate	sec	m	m/sec
Sou	ıth: Burns Bay	Rd NB	Off Ram)							
P1	Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	207.3	211.9	1.02
Nor	th: Burns Bay	Rd NB (On Ramp)							
РЗ	Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	202.2	205.3	1.02
All I	Pedestrians	100	44.3	LOSE	0.1	0.1	0.94	0.94	204.7	208.6	1.02

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

Site: 101 [Church St & Burns Bay Rd SB (Existing AM) (Site ■■ Network: N101 [Existing AM Folder: General)] (Gladesville Rd) (Network Folder: General)]

Church St & Burns Bay Rd SB

Site Category: (None)
Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 100 seconds (Network User-Given Cycle Time)

Vehi	cle Mo	vement	Perfo	rmanc	e:									
Mov ID		DEMA FLOV [Total	WS HV]	ARRI FLO' [Total	WS HV]	Deg. Satn	Delay	Level of Service	[Veh.	EUE Dist]	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed
East:	Church	veh/h St (330)	% m)	veh/h	%	v/c	sec		veh	m				km/h
		•	,											
4	L2	223	3.6	223	3.6	0.771	39.1	LOS C	9.4	67.6	0.81	0.85	0.98	30.5
5	T1	384	2.1	384	2.1	* 0.779	39.8	LOS C	12.1	86.3	0.92	0.91	1.13	19.1
Appr	oach	607	2.6	607	2.6	0.779	39.5	LOS C	12.1	86.3	0.88	0.89	1.08	24.5
North	n: Burns	Bay Rd	SB Off	Ramp										
7	L2	125	3.2	125	3.2	0.125	16.3	LOS B	2.9	20.8	0.51	0.68	0.51	39.2
8	T1	2	100.0	2	100. 0	0.778	52.4	LOS D	6.5	47.3	1.00	0.95	1.28	28.3
9	R2	237	3.8	237	3.8	* 0.778	56.0	LOS D	6.5	46.7	1.00	0.95	1.28	19.9
Appr	oach	364	4.1	364	4.1	0.778	42.3	LOS C	6.5	47.3	0.83	0.86	1.02	25.8
West	: Churc	h St (50n	1)											
11	T1	528	4.4	528	4.4	* 0.677	1.2	LOSA	1.2	9.0	0.06	0.07	0.06	48.1
12	R2	464	3.2	464	3.2	0.762	34.7	LOS C	11.3	81.6	0.86	0.82	0.89	26.5
Appr	oach	992	3.8	992	3.8	0.762	16.9	LOS B	11.3	81.6	0.43	0.42	0.45	33.1
All Ve	ehicles	1963	3.5	1963	3.5	0.779	28.6	LOS C	12.1	86.3	0.64	0.65	0.75	28.2

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements. Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mo	vement	Perforr	nance							
Mov ID Crossing			Level of Service	AVERAGE QUE	UE	Prop. E	Stop	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		[Ped ped	Dist] m		Rate	sec	m	m/sec
South: Burns Ba	y Rd SB	On Ram)							
P1 Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	204.7	208.6	1.02
East: Church St	(330m)									
P2 Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	212.3	218.5	1.03
North: Burns Ba	y Rd SB (Off Ramp	1							
P3 Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	207.3	211.9	1.02
All Pedestrians	150	44.3	LOSE	0.1	0.1	0.94	0.94	208.1	213.0	1.02

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

29 July 2024 **COUNCIL REPORTS**

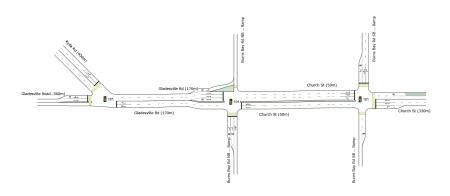
NETWORK LAYOUT

■■ Network: N101 [Proposed AM (Gladesville Rd) (Network Folder: General)]

New Network Network Category: (None)

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.





SITES IN	NETWORK	
Site ID	CCG ID	Site Name
1 01	NA	Gladesville Rd & Ryde Rd (Proposed AM)
1 01	NA	Gladesville Rd & Burns Bay Rd NB (Proposed AM)
1 01	NA	Church St & Burns Bay Rd SB (Proposed AM)

MOVEMENT SUMMARY

Site: 101 [Gladesville Rd & Ryde Rd (Proposed AM) (Site Hill Network: N101 [Proposed Folder: General)] AM (Gladesville Rd) (Network

Gladesville Rd & Ryde Rd Site Category: (None)

Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 100 seconds (Network User-Given Cycle Time)

Folder: General)]

Vahi	olo Mo	vement	Doute	W 100 0 10 0										
Mov ID	Turn	DEMA FLO\ [Total veh/h		ARRI FLO\ [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay	Level of Service		ACK OF EUE Dist]	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
Fast.	Glades	ven/n ville Rd (70	V/C	Sec		ven	m				KIII/II
Last.	Clauce	oville rta (17 0111)											
5	T1	256	0.4	256	0.4	* 0.828	30.8	LOS C	29.6	211.1	0.96	0.94	1.04	31.0
6a	R1	1010	3.6	1010	3.6	* 0.828	35.9	LOS C	29.6	211.1	0.95	0.93	1.04	27.2
Appro	oach	1266	2.9	1266	2.9	0.828	34.8	LOS C	29.6	211.1	0.95	0.93	1.04	28.0
North	West: F	Ryde Rd	(400m))										
27a	L1	1029	4.6	1029	4.6	0.694	30.6	LOS C	20.9	151.9	0.89	0.84	0.89	24.6
Appro	oach	1029	4.6	1029	4.6	0.694	30.6	LOS C	20.9	151.9	0.89	0.84	0.89	24.6
West	: Glade	sville Roa	ad (560)m)										
10b	L3	20	5.0	20	5.0	0.112	20.6	LOS B	2.6	18.6	0.58	0.52	0.58	40.5
11	T1	184	0.0	184	0.0	0.112	15.1	LOS B	2.8	19.3	0.58	0.49	0.58	36.3
Appro	oach	204	0.5	204	0.5	0.112	15.7	LOS B	2.8	19.3	0.58	0.49	0.58	36.9
All Ve	ehicles	2499	3.4	2499	3.4	0.828	31.5	LOS C	29.6	211.1	0.90	0.86	0.94	27.4

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mov	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE BACK OF QUEUE		Prop. E	ffective Stop	Travel Time	Travel Dist.	Aver Speed
				[Ped Dist]			Rate			
	ped/h	sec		ped	m ¯			sec	m	m/sec
NorthWest: Ryde	Rd (400	m)								
P7 Full	53	44.3	LOS E	0.1	0.1	0.94	0.94	209.8	215.2	1.03
West: Gladesville	Road (5	60m)								
P4 Full	53	44.3	LOS E	0.1	0.1	0.94	0.94	208.0	212.9	1.02
All Pedestrians	105	44.3	LOSE	0.1	0.1	0.94	0.94	208.9	214.1	1.02

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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Project: \\vtp_nas\Data\Data\Data\Data\Jobs\01\Jobs\022work\22039_PrinceEdwardStGladesville\SIDRA\SIDRA 221019 - with bus lanes\Proposed \\Proposed (\Proposed (\Proposed

MOVEMENT SUMMARY

Site: 101 [Gladesville Rd & Burns Bay Rd NB (Proposed AM) (Site Folder: General)]

■■ Network: N101 [Proposed AM (Gladesville Rd) (Network Folder: General)]

New Site

Site Category: Gladesville Rd & Burns Bay Rd NB

Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 100 seconds (Network User-Given Cycle Time)

Vehi	cle Mo	vement	Perfo	rmano	:e									
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLO [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	n: Burns	Bay Rd	NB Off	Ramp										
1 2 3	L2 T1 R2	743 12 247	2.4 25.0 3.6	743 12 247	2.4 25.0 3.6	0.450 * 0.981 0.981	19.6 88.0 92.6	LOS B LOS F LOS F	11.1 19.8 19.8	79.2 143.9 143.9	0.65 1.00 1.00	0.76 1.21 1.21	0.65 1.78 1.78	32.8 22.0 14.3
Appro		1002	3.0	1002		0.981	38.4	LOS C	19.8	143.9	0.74	0.87	0.94	24.7
East:	Church	St (50m)											
5 6 Appro	T1 R2 pach	483 130 613	2.7 3.1 2.8	483 130 613	2.7 3.1 2.8	0.938 * 0.938 0.938	61.4 64.4 62.0	LOS E LOS E	11.4 11.4 11.4	81.6 81.6 81.6	1.00 1.00 1.00	1.13 1.13 1.13	1.43 1.41 1.42	3.4 19.6 8.2
		sville Rd	(170m))										
10 11	L2 T1	439 745	2.7 3.9	439 745	2.7 3.9	0.326 * 0.956	7.5 65.4	LOS A LOS E	7.3 16.6	52.0 119.9	0.51 0.95	0.69 1.14	0.51 1.50	43.4 8.4
Appro	oach	1184	3.5	1184	3.5	0.956	43.9	LOS D	16.6	119.9	0.79	0.97	1.13	18.9
All Ve	hicles	2799	3.1	2799	3.1	0.981	45.9	LOS D	19.8	143.9	0.82	0.97	1.13	18.7

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included). Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mov	vement	Perform	nance							
Mov	Dem.	Aver.	Level of			Prop. E		Travel	Travel	Aver.
ID Crossing	Flow	Delay	Service	QUEUE [Ped Dist]		Que	Stop Rate	Time	Dist.	Speed
	ped/h	sec		ped	m			sec	m	m/sec
South: Burns Bay	Rd NB	Off Ramp)							
P1 Full	53	44.3	LOS E	0.1	0.1	0.94	0.94	207.3	211.9	1.02
North: Burns Bay	Rd NB (On Ramp)							
P3 Full	53	44.3	LOS E	0.1	0.1	0.94	0.94	202.2	205.3	1.02
All Pedestrians	105	44.3	LOSE	0.1	0.1	0.94	0.94	204.7	208.6	1.02

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

Site: 101 [Church St & Burns Bay Rd SB (Proposed AM) (Site **■■** Network: N101 [Proposed Folder: General)]

AM (Gladesville Rd) (Network Folder: General)]

Church St & Burns Bay Rd SB

Site Category: (None)
Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 100 seconds (Network User-Given Cycle Time)

Vehi	cle Mo	vement	Perfo	rmano	:e									
Mov ID		DEMA FLOV [Total veh/h		ARRI FLO [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF JEUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
East:	Church	St (330r		V () () ()	,,,	•,,,	300		7011					KITI/TI
4	L2	223	3.6	223	3.6	0.771	39.1	LOS C	9.4	67.6	0.81	0.85	0.98	30.5
5	T1	384	2.1	384	2.1	* 0.779	39.8	LOS C	12.1	86.3	0.92	0.91	1.13	19.1
Appro	oach	607	2.6	607	2.6	0.779	39.5	LOS C	12.1	86.3	0.88	0.89	1.08	24.5
North	: Burns	Bay Rd	SB Off	Ramp										
7	L2	125	3.2	125	3.2	0.125	16.3	LOS B	2.9	20.8	0.51	0.68	0.51	39.2
8	T1	2	100.0	2	100. 0	0.778	52.4	LOS D	6.5	47.3	1.00	0.95	1.28	28.3
9	R2	237	3.8	237	3.8	* 0.778	56.0	LOS D	6.5	46.7	1.00	0.95	1.28	19.9
Appro	oach	364	4.1	364	4.1	0.778	42.3	LOS C	6.5	47.3	0.83	0.86	1.02	25.8
West	: Churc	h St (50n	1)											
11	T1	528	4.4	528	4.4	* 0.677	1.2	LOSA	1.2	9.0	0.06	0.07	0.06	48.1
12	R2	464	3.2	464	3.2	0.762	34.7	LOS C	11.3	81.6	0.86	0.82	0.89	26.5
Appro	oach	992	3.8	992	3.8	0.762	16.9	LOS B	11.3	81.6	0.43	0.42	0.45	33.1
All Ve	ehicles	1963	3.5	1963	3.5	0.779	28.6	LOS C	12.1	86.3	0.64	0.65	0.75	28.2

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements. Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Ped	lestrian Mo	vement	Perforn	nance							
Mov ID	Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE BACK OF QUEUE [Ped Dist]		Prop. Et Que	ffective Stop Rate	Travel Time	Travel Dist.	Aver. Speed
		ped/h	sec		ped				sec		m/sec
Sou	th: Burns Bay	Rd SB (On Ramp)							
P1	Full	53	44.3	LOS E	0.1	0.1	0.94	0.94	204.7	208.6	1.02
Eas	t: Church St (330m)									
P2	Full	53	44.3	LOS E	0.1	0.1	0.94	0.94	212.4	218.5	1.03
Nor	th: Burns Bay	Rd SB C	Off Ramp	1							
РЗ	Full	53	44.3	LOS E	0.1	0.1	0.94	0.94	207.3	211.9	1.02
All F	Pedestrians	158	44.3	LOSE	0.1	0.1	0.94	0.94	208.1	213.0	1.02

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

29 July 2024 **COUNCIL REPORTS**

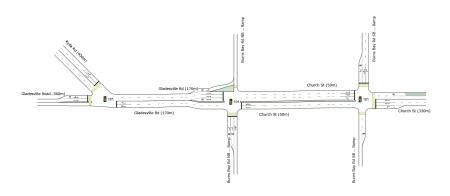
NETWORK LAYOUT

■■ Network: N101 [Existing PM (Gladesville Rd) (Network Folder: General)]

New Network Network Category: (None)

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.





SITES IN	NETWORK	
Site ID	CCG ID	Site Name
1 01	NA	Gladesville Rd & Ryde Rd (Existing PM)
1 01	NA	Gladesville Rd & Burns Bay Rd NB (Existing PM)
1 01	NA	Church St & Burns Bay Rd SB (Existing PM)

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Organisation: VARGA TRAFFIC PLANNING | Licence: NETWORK / 1PC | Created: Wednesday, 19 October 2022 12:41:22 PM
Project: \\vtp_nas\Data\Data\Data\Data\Data\Data\Data\Jobs01\Jobs\22work\22039_PrinceEdwardStGladesville\SIDRA\SIDRA 221019 - with bus lanes\Existing \(\text{Existing (Gladesville Rd).sip9.sip9}\)

MOVEMENT SUMMARY

Site: 101 [Gladesville Rd & Ryde Rd (Existing PM) (Site Folder: Network: N101 [Existing PM (Gladesville Rd) (Network Folder: General)]

Gladesville Rd & Ryde Rd

Site Category: (None)
Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 100 seconds (Network User-Given Cycle Time)

Vehi	cle Mo	vement	Perfo	rmanc	:e									
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLO' [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
East:	Glades	ville Rd ((170m)											
5	T1	207	2.4	207	2.4	* 0.772	28.1	LOS B	24.7	176.3	0.96	0.89	0.99	32.0
6a	R1	916	2.4	916	2.4	* 0.772	33.1	LOS C	24.7	176.3	0.94	0.88	0.98	28.2
Appro	oach	1123	2.4	1123	2.4	0.772	32.2	LOS C	24.7	176.3	0.94	0.88	0.98	28.9
North	West: F	Ryde Rd	(400m))										
27a	L1	947	2.0	947	2.0	0.661	31.4	LOS C	19.2	136.4	0.89	0.84	0.89	24.3
Appro	oach	947	2.0	947	2.0	0.661	31.4	LOS C	19.2	136.4	0.89	0.84	0.89	24.3
West	Glade	sville Roa	ad (560)m)										
10b	L3	29	0.0	29	0.0	0.095	19.3	LOS B	2.2	15.3	0.55	0.53	0.55	40.8
11	T1	149	0.7	149	0.7	0.095	13.9	LOSA	2.3	16.3	0.55	0.48	0.55	37.0
Appro	oach	178	0.6	178	0.6	0.095	14.8	LOS B	2.3	16.3	0.55	0.49	0.55	37.8
All Ve	hicles	2248	2.1	2248	2.1	0.772	30.5	LOS C	24.7	176.3	0.89	0.83	0.91	27.8

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mov	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE BACK OF QUEUE [Ped Dist]		Prop. E Que	ffective Stop Rate	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		ped	m -			sec	m	m/sec
NorthWest: Ryde	Rd (400	m)								
P7 Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	209.8	215.2	1.03
West: Gladesville	Road (5	60m)								
P4 Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	208.0	212.9	1.02
All Pedestrians	100	44.3	LOSE	0.1	0.1	0.94	0.94	208.9	214.1	1.02

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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Organisation: VARGA TRAFFIC PLANNING | Licence: NETWORK / 1PC | Processed: Wednesday, 19 October 2022 12:40:20 PM
Project: \\vtp_nas\Data\Data\Data\Data\Data\Jobs\122work\22039_PrinceEdwardStGladesville\SIDRA\SIDRA 221019 - with bus lanes\Existing \\Existing \((Gladesville Rd).sip9.sip9 \)

MOVEMENT SUMMARY

Site: 101 [Gladesville Rd & Burns Bay Rd NB (Existing PM) (Site Folder: General)]

— Network: N101 [Existing PM (Gladesville Rd) (Network Folder: General)]

New Site

Site Category: Gladesville Rd & Burns Bay Rd NB

Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 100 seconds (Network User-Given Cycle Time)

Vehi	cle Mo	vement	Perfo	rmano	:e									
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLO [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	South: Burns Bay Rd NB Off Ramp													
1 2	L2 T1	583 9	2.4 33.3	583 9	2.4 33.3	0.290 * 0.780	17.9 45.5	LOS B LOS D	7.7 10.0	55.3 71.9	0.58 0.99	0.72 0.93	0.58 1.20	33.7 29.7
3	R2	184	1.1	184	1.1	0.780	50.1	LOS D	10.0	71.9	0.99	0.93	1.20	21.2
Appro	oach	776	2.4	776	2.4	0.780	25.9	LOS B	10.0	71.9	0.68	0.77	0.74	29.6
East:	Church	St (50m)											
5	T1 R2	508 113	2.6 0.9	508 113	2.6 0.9	* 0.772 0.772	43.7 46.8	LOS D LOS D	11.5 11.5	81.6 81.6	1.00 1.00	0.92 0.91	1.10 1.09	4.7 23.7
Appro	oach	621	2.3	621	2.3	0.772	44.3	LOS D	11.5	81.6	1.00	0.92	1.10	10.0
West	: Glade	sville Rd	(170m))										
10	L2 T1	238	2.9	238	2.9	0.171	6.7	LOSA	3.2	23.0	0.44	0.65	0.44	44.1
Appro		777 1015	2.2	777 1015	2.2	* 0.810 0.810	41.7 33.5	LOS C	14.2	101.3	0.89	0.85	0.91	12.0 19.7
All Ve	hicles	2412	2.4	2412	2.4	0.810	33.8	LOS C	14.2	101.3	0.81	0.82	0.90	20.8

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Ped	destrian Mov	vement	Perforn	nance							
Mov		Dem.	Aver.	Level of	AVERAGE		Prop. Ef		Travel	Travel	Aver.
ID	Crossing	Flow	Delay	Service	QUEUE [Ped Dist]		Que	Stop Rate	Time	Dist.	Speed
		ped/h	sec		ped	m m		Trate	sec	m	m/sec
Sou	ıth: Burns Bay	Rd NB	Off Ram)							
P1	Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	207.3	211.9	1.02
Nor	th: Burns Bay	Rd NB (On Ramp)							
РЗ	Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	202.2	205.3	1.02
All I	Pedestrians	100	44.3	LOSE	0.1	0.1	0.94	0.94	204.7	208.6	1.02

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

Site: 101 [Church St & Burns Bay Rd SB (Existing PM) (Site
Folder: General)]

Well Network: N101 [Existing PM (Gladesville Rd) (Network Folder: General)]

Church St & Burns Bay Rd SB

Site Category: (None)

Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 100 seconds (Network User-Given Cycle Time)

		vement												
Mov ID	Turn	DEMA FLO\ [Total		ARRI FLO [Total	WS	Deg. Satn	Aver. Delay	Level of Service	95% B <i>A</i> QUE [Veh.		Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed
		veh/h		veh/h			sec		veh					km/h
East:	Church	St (330r	n)											
4	L2	212	2.8	212	2.8	* 0.787	42.4	LOS C	9.3	67.0	0.84	0.87	1.05	29.6
5	T1	354	1.4	354	1.4	0.764	40.0	LOS C	11.1	78.6	0.93	0.90	1.12	19.1
Appr	oach	566	1.9	566	1.9	0.787	40.9	LOS C	11.1	78.6	0.89	0.89	1.09	24.2
North: Burns Bay Rd SB Off Ramp														
7	L2	82	2.4	82	2.4	0.080	15.3	LOS B	1.8	12.9	0.48	0.66	0.48	39.6
8	T1	4	50.0	4	50.0	* 0.758	48.9	LOS D	7.3	52.9	1.00	0.93	1.22	29.1
9	R2	272	3.3	272	3.3	0.758	52.5	LOS D	7.3	52.9	1.00	0.93	1.22	20.7
Appr	oach	358	3.6	358	3.6	0.758	43.9	LOS D	7.3	52.9	0.88	0.87	1.05	24.7
West	: Churc	h St (50m	1)											
11	T1	395	0.5	395	0.5	0.635	0.9	LOSA	1.0	7.2	0.06	0.05	0.06	48.4
12	R2	566	3.0	566	3.0	* 0.768	20.6	LOS B	11.4	81.6	0.64	0.76	0.65	32.5
Appr	oach	961	2.0	961	2.0	0.768	12.5	LOSA	11.4	81.6	0.40	0.47	0.41	36.5
All Ve	ehicles	1885	2.3	1885	2.3	0.787	27.0	LOS B	11.4	81.6	0.64	0.67	0.74	29.0

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pec	lestrian Mo	vement	Perforn	nance							
Mov ID	Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE BACK OF QUEUE [Ped Dist]		Prop. Et Que	ffective Stop Rate	Travel Time	Travel Dist.	Aver. Speed
		ped/h	sec		ped ped	m m		Rate	sec		m/sec
Sou	th: Burns Bay	Rd SB	On Ramp)							
P1	Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	204.7	208.6	1.02
Eas	t: Church St ((330m)									
P2	Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	212.3	218.5	1.03
Nor	th: Burns Bay	Rd SB C	Off Ramp								
РЗ	Full	50	44.3	LOS E	0.1	0.1	0.94	0.94	207.3	211.9	1.02
All F	Pedestrians	150	44.3	LOSE	0.1	0.1	0.94	0.94	208.1	213.0	1.02

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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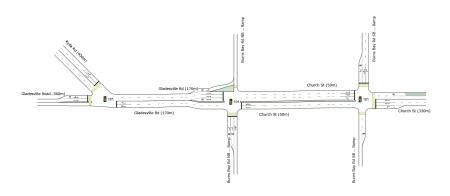
NETWORK LAYOUT

■■ Network: N101 [Proposed PM (Gladesville Rd) (Network Folder: General)]

New Network Network Category: (None)

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.





SITES IN NETWORK										
Site ID	CCG ID	Site Name								
1 01	NA	Gladesville Rd & Ryde Rd (Proposed PM)								
1 01	NA	Gladesville Rd & Burns Bay Rd NB (Proposed PM)								
1 01	NA	Church St & Burns Bay Rd SB (Proposed PM)								

MOVEMENT SUMMARY

PM (Gladesville Rd) (Network Folder: General)]

Gladesville Rd & Ryde Rd Site Category: (None)

Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 120 seconds (Network User-Given Cycle Time)

Vehi	cle Mo	vement	Perfo	rmanc	:e									
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLO' [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
East:	Glades	ville Rd ((170m)											
5	T1	217	2.3	217	2.3	* 0.797	34.9	LOS C	30.0	214.3	0.95	0.89	0.99	29.6
6a	R1	926	2.4	926	2.4	* 0.797	40.0	LOS C	30.0	214.3	0.94	0.89	0.98	25.8
Appro	oach	1143	2.4	1143	2.4	0.797	39.0	LOS C	30.0	214.3	0.95	0.89	0.98	26.6
North	West: F	Ryde Rd	(400m))										
27a	L1	947	2.0	947	2.0	0.670	37.2	LOS C	23.0	164.1	0.90	0.84	0.90	22.1
Appro	oach	947	2.0	947	2.0	0.670	37.2	LOS C	23.0	164.1	0.90	0.84	0.90	22.1
West	Glade	sville Roa	ad (560)m)										
10b	L3	29	0.0	29	0.0	0.090	20.4	LOS B	2.5	17.3	0.53	0.52	0.53	40.3
11	T1	149	0.7	149	0.7	0.090	14.9	LOS B	2.6	18.4	0.53	0.46	0.53	36.3
Appro	oach	178	0.6	178	0.6	0.090	15.8	LOS B	2.6	18.4	0.53	0.47	0.53	37.2
All Ve	hicles	2268	2.1	2268	2.1	0.797	36.5	LOS C	30.0	214.3	0.89	0.84	0.91	25.6

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mov	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE		Prop. E [.] Que	ffective Stop	Travel Time	Travel	Aver. Speed
р стесенія	FIUW	Delay	Service	[Ped	Dist]	Que	Rate	Tillle	Dist.	Speeu
	ped/h	sec		ped	m -			sec	m	m/sec
NorthWest: Ryde	Rd (400	m)								
P7 Full	53	54.3	LOS E	0.2	0.2	0.95	0.95	219.8	215.2	0.98
West: Gladesville	Road (5	60m)								
P4 Full	53	54.3	LOS E	0.2	0.2	0.95	0.95	218.0	212.9	0.98
All Pedestrians	105	54.3	LOSE	0.2	0.2	0.95	0.95	218.9	214.1	0.98

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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MOVEMENT SUMMARY

Site: 101 [Gladesville Rd & Burns Bay Rd NB (Proposed PM) (Site Folder: General)]

■■ Network: N101 [Proposed PM (Gladesville Rd) (Network Folder: General)]

New Site

Site Category: Gladesville Rd & Burns Bay Rd NB

Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 120 seconds (Network User-Given Cycle Time)

Vehicle Movement Performance														
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLO [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	n: Burns	Bay Rd	NB Off	Ramp										
1 2	L2 T1	603 9	2.3 33.3	603 9	2.3 33.3	0.377 * 0.803	22.0 55.6	LOS B	10.3 12.1	73.5 86.7	0.63	0.74	0.63	31.4 27.4
3 Appro	R2 bach	184 796	2.4	184 796	2.4	0.803	60.2 31.2	LOS E	12.1 12.1	86.7 86.7	0.72	0.94	0.77	19.0 27.3
East:	Church	St (50m)											
5 6	T1 R2	508 113	2.6 0.9	508 113	2.6 0.9	* 0.800 0.800	51.5 54.6	LOS D LOS D	11.5 11.5	81.6 81.6	1.00 0.99	0.94 0.93	1.12 1.10	4.0 21.7
Appro	oach	621	2.3	621	2.3	0.800	52.1	LOS D	11.5	81.6	1.00	0.94	1.12	8.8
West	: Glade	sville Rd	(170m))										
10 11	L2 T1	238 777	2.9 2.2	238 777	2.9 2.2	0.170 * 0.828	6.9 37.5	LOS A LOS C	3.9 15.7	27.7 112.0	0.42 0.83	0.64 0.77	0.42 0.93	43.9 13.0
Appro	oach	1015	2.4	1015	2.4	0.828	30.4	LOS C	15.7	112.0	0.73	0.74	0.81	20.9
All Ve	ehicles	2432	2.3	2432	2.3	0.828	36.2	LOS C	15.7	112.0	0.79	0.81	0.87	20.0

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Ped	destrian Mov	vement	Perform	nance							
Mον				Level of	AVERAGE		Prop. Ef		Travel	Travel	Aver.
ID	Crossing	Flow	Delay	Service	QUE		Que	Stop	Time	Dist.	Speed
					[Ped	Dist]		Rate			
		ped/h	sec		ped	m			sec	m	m/sec
Sou	ıth: Burns Bay	Rd NB	Off Ramp)							
P1	Full	53	54.3	LOS E	0.2	0.2	0.95	0.95	217.3	211.9	0.98
Nor	th: Burns Bay	Rd NB (On Ramp)							
РЗ	Full	53	54.3	LOS E	0.2	0.2	0.95	0.95	212.2	205.3	0.97
All F	Pedestrians	105	54.3	LOSE	0.2	0.2	0.95	0.95	214.7	208.6	0.97

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)
Pedestrian movement LOS values are based on average delay per pedestrian movement.
Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

Site: 101 [Church St & Burns Bay Rd SB (Proposed PM) (Site Folder: General)]

■■ Network: N101 [Proposed PM (Gladesville Rd) (Network Folder: General)]

Church St & Burns Bay Rd SB

Site Category: (None)

Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 120 seconds (Network User-Given Cycle Time)

Vehicle Movement Performance														
Mov ID		DEMA FLOV [Total veh/h		ARRI FLO [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	Aver. No. Cycles	Aver. Speed km/h
East:	Church	St (330n	n)											
4 5	L2 T1	212 354	2.8 1.4	212 354	2.8 1.4	*0.749 0.729	44.0 42.5	LOS D LOS D	10.3 12.5	74.1 88.6	0.82 0.91	0.83 0.84	0.93 1.02	29.1 18.4
Appro	oach	566	1.9	566	1.9	0.749	43.1	LOS D	12.5	88.6	0.87	0.84	0.99	23.6
North	n: Burns	Bay Rd S	SB Off	Ramp										
7	L2	82	2.4	82	2.4	0.078	16.5	LOS B	2.1	14.9	0.47	0.66	0.47	39.0
8	T1	4	50.0	4	50.0	* 0.727	54.6	LOS D	8.3	60.7	0.99	0.90	1.13	27.9
9	R2	272	3.3	272	3.3	0.727	58.1	LOS E	8.3	60.7	0.99	0.90	1.13	19.5
Appro	oach	358	3.6	358	3.6	0.727	48.6	LOS D	8.3	60.7	0.87	0.84	0.98	23.4
West	: Churcl	h St (50m	1)											
11	T1	395	0.5	395	0.5	0.625	1.1	LOSA	1.2	8.4	0.06	0.05	0.06	48.1
12	R2	566	3.0	566	3.0	* 0.756	23.3	LOS B	11.4	81.6	0.63	0.75	0.64	31.2
Appro	oach	961	2.0	961	2.0	0.756	14.2	LOSA	11.4	81.6	0.40	0.46	0.40	35.3
All Ve	ehicles	1885	2.3	1885	2.3	0.756	29.4	LOS C	12.5	88.6	0.63	0.65	0.68	28.0

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestr	ian Movemen	t Perform	nance							
Mov			Level of Service	AVERAGE QUE	UE	Prop. Ef Que	Stop	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		[Ped ped	Dist] m		Rate	sec		m/sec
South: B	urns Bay Rd SB	On Ram)							
P1 Full	53	54.3	LOS E	0.2	0.2	0.95	0.95	214.7	208.6	0.97
East: Chi	urch St (330m)									
P2 Full	53	54.3	LOS E	0.2	0.2	0.95	0.95	222.3	218.5	0.98
North: Bu	ırns Bay Rd SB	Off Ramp	1							
P3 Full	53	54.3	LOS E	0.2	0.2	0.95	0.95	217.3	211.9	0.98
All Pedes	strians 158	54.3	LOS E	0.2	0.2	0.95	0.95	218.1	213.0	0.98

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)
Pedestrian movement LOS values are based on average delay per pedestrian movement.
Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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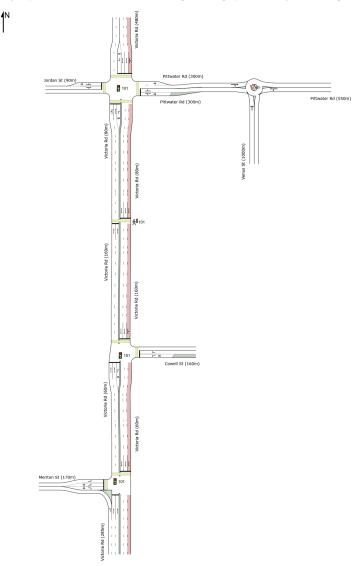
29 July 2024

NETWORK LAYOUT

■■ Network: N101 [Existing AM (Victoria Rd) (Network Folder: General)]

New Network Network Category: (None)

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.



SITES IN I	NETWORK	
Site ID	CCG ID	Site Name
1 01	NA	Victoria Rd & Meriton St (Existing AM)
1 01	NA	Victoria Rd & Cowell St (Existing AM)

∱ 101	NA	Victoria Rd Pedestrian Crossing nr Linsley St (Existing AM)
1 01	NA	Victoria Rd & Pittwater Rd (Existing AM)
₩ 101	NA	Pittwater Rd & Venus St (Existing AM)

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Project: \\vtp_nas\Data\Data\Data\Data\Data\Jobs01\Jobs\22work\22039_PrinceEdwardStGladesville\SIDRA\SIDRA 221019 - with bus lanes\Existing \\Existing \(\text{Victoria Rd}\).sip9

MOVEMENT SUMMARY

Site: 101 [Victoria Rd & Meriton St (Existing AM) (Site Folder: General)]

■■ Network: N101 [Existing AM (Victoria Rd) (Network Folder: General)]

Victoria Rd & Meriton St Site Category: (None)

Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Vehicle Movement Performance														
Vehi	cle Mo	vement	Perfo	rmanc	:e									
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLO' [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	h: Victor	ia Rd (28	35m)											
1	L2	159	0.6	159	0.6	0.086	2.9	LOSA	0.0	0.0	0.00	0.37	0.00	39.4
2	T1	991	6.7	991	6.7	0.470	19.1	LOS B	19.7	145.5	0.64	0.57	0.64	23.5
Appro	oach	1150	5.8	1150	5.8	0.470	16.8	LOS B	19.7	145.5	0.55	0.54	0.55	25.6
North	n: Victor	ia Rd (60	m)											
8	T1	1595	7.3	1595	7.3	* 0.701	15.3	LOS B	13.7	97.9	0.55	0.50	0.55	27.3
Appro	oach	1595	7.3	1595	7.3	0.701	15.3	LOS B	13.7	97.9	0.55	0.50	0.55	27.3
West	: Merito	n St (170)m)											
10	L2	19	0.0	19	0.0	0.015	35.7	LOS C	0.4	2.9	0.68	0.64	0.68	13.6
12	R2	448	0.4	448	0.4	* 0.703	46.3	LOS D	26.1	183.2	0.92	0.85	0.92	20.0
Appro	oach	467	0.4	467	0.4	0.703	45.8	LOS D	26.1	183.2	0.91	0.84	0.91	19.8
All Ve	ehicles	3212	5.8	3212	5.8	0.703	20.3	LOS B	26.1	183.2	0.60	0.57	0.60	25.0

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mov	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE [Ped		Prop. E Que	ffective Stop Rate	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		ped	m Î			sec	m	m/sec
North: Victoria Ro	d (60m)									
P3 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94
West: Meriton St	(170m)									
P4 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	229.8	215.2	0.94
All Pedestrians	100	64.3	LOSF	0.2	0.2	0.96	0.96	231.5	217.4	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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MOVEMENT SUMMARY

Site: 101 [Victoria Rd & Cowell St (Existing AM) (Site Folder: General)]

■ Network: N101 [Existing AM (Victoria Rd) (Network Folder: General)]

Victoria Rd & Cowell St

Site Category: (None)
Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Vehi	icle Mo	vement	Perfo	rmano	:e									
Mov ID		DEM/ FLO\ [Total veh/h		ARRI FLO' [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BA QUE [Veh. veh		Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
Sout	h: Victor	ia Rd (60)m)											
2	T1	964	6.8	964	6.8	0.326	0.5	LOSA	0.9	7.0	0.03	0.03	0.03	54.2
3	R2	46	0.0	46	0.0	0.290	40.2	LOS C	2.7	18.6	0.85	0.78	0.85	15.3
Appr	oach	1010	6.5	1010	6.5	0.326	2.3	LOS A	2.7	18.6	0.07	0.06	0.07	40.4
East	Cowell	St (160n	n)											
4	L2	57	1.8	57	1.8	* 0.256	66.7	LOS E	3.6	25.5	0.95	0.75	0.95	8.2
6	R2	52	3.8	52	3.8	0.237	66.6	LOS E	3.3	23.7	0.94	0.75	0.94	8.2
Appr	oach	109	2.8	109	2.8	0.256	66.6	LOS E	3.6	25.5	0.94	0.75	0.94	8.2
North	n: Victor	ia Rd (16	i0m)											
7	L2	34	5.9	34	5.9	0.106	6.4	LOSA	0.3	3.9	0.05	0.21	0.05	49.6
8	T1	1541	7.5	1541	7.5	* 0.963	40.6	LOS C	36.5	261.1	0.44	0.62	0.69	13.6
Appr	oach	1575	7.5	1575	7.5	0.963	39.8	LOS C	36.5	261.1	0.43	0.61	0.67	12.6
All V	ehicles	2694	6.9	2694	6.9	0.963	26.8	LOS B	36.5	261.1	0.32	0.41	0.46	14.3

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mo	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE [Ped		Prop. E Que	ffective Stop Rate	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		ped	m m		Maic	sec	m	m/sec
East: Cowell St (160m)									
P2 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	227.3	211.9	0.93
North: Victoria Ro	d (160m)									
P3 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94
All Pedestrians	100	64.3	LOSF	0.2	0.2	0.96	0.96	230.2	215.7	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

於 Site: 101 [Victoria Rd Pedestrian Crossing nr Linsley St (Existing AM) (Site Folder: General)]

■■ Network: N101 [Existing AM (Victoria Rd) (Network Folder: General)]

Victoria Rd Pedestrian Crossing nr Linsley St

Site Category: (None)

Pedestrian Crossing (Signalised) - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Vehi	icle Mo	vement	Perfo	rmanc	е									
Mov ID		DEMA FLOV [Total veh/h	NS	ARRI\ FLO\ [Total veh/h	WS HV]	Deg. Satn v/c		Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	Aver. No. Cycles	Aver. Speed km/h
Sout	h: Victor	ia Rd (16	60m)											
2	T1	1016	6.7	1016	6.7	* 0.686	2.3	LOS A	9.5	70.5	0.17	0.16	0.17	49.0
Appr	oach	1016	6.7	1016	6.7	0.686	2.3	LOSA	9.5	70.5	0.17	0.16	0.17	49.0
North	n: Victor	ia Rd (80	m)											
8	T1	1583	5.8	1583	5.8	0.499	3.3	LOS A	7.5	53.2	0.11	0.40	0.11	37.5
Appr	oach	1583	5.8	1583	5.8	0.499	3.3	LOSA	7.5	53.2	0.11	0.40	0.11	37.3
All V	ehicles	2599	6.2	2599	6.2	0.686	2.9	LOSA	9.5	70.5	0.13	0.31	0.13	42.9

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mo	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE	UE	Prop. E Que	Stop	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		[Ped ped	Dist] m		Rate	sec		m/sec
South: Victoria R	d (160m)									
P1 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94
All Pedestrians	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)
Pedestrian movement LOS values are based on average delay per pedestrian movement.
Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

Site: 101 [Victoria Rd & Pittwater Rd (Existing AM) (Site ■■ Network: N101 [Existing AM Folder: General)] (Victoria Rd) (Network Folder: General)]

Victoria Rd & Pittwater Rd

Site Category: (None)
Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Veb	icle Mo	vement	Perfo	rmano	٠.									
	Turn	DEMA FLO\ [Total veh/h	AND	ARRI FLO [Total veh/h	VAL WS HV]	Deg. Satn v/c		Level of Service	95% BA QUE [Veh. veh		Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
Sout	h: Victor	ia Rd (80)m)											
1	L2	18	11.1	18	11.1	0.525	29.0	LOS C	17.5	130.6	0.64	0.58	0.64	17.9
2	T1	906	7.2	906	7.2	0.525	22.8	LOS B	17.5	130.6	0.62	0.55	0.62	36.1
3	R2	66	6.1	66	6.1	* 0.741	84.2	LOS F	4.9	35.8	1.00	0.80	1.11	3.9
Appr	oach	990	7.2	990	7.2	0.741	27.0	LOS B	17.5	130.6	0.64	0.57	0.65	32.6
East	: Pittwat	er Rd (30	00m)											
4	L2	76	6.6	76	6.6	0.240	37.5	LOS C	3.2	23.7	0.90	0.75	0.90	20.2
5	T1	66	12.1	66	12.1	* 0.619	63.8	LOS E	9.4	71.5	1.00	0.81	1.00	16.2
6	R2	75	9.3	75	9.3	0.619	69.5	LOS E	9.4	71.5	1.00	0.81	1.00	24.8
Appı	oach	217	9.2	217	9.2	0.619	56.5	LOS E	9.4	71.5	0.96	0.79	0.96	21.0
Nort	h: Victor	ia Rd (48	0m)											
7	L2	28	17.9	28	17.9	0.124	26.3	LOS B	2.9	32.8	0.57	0.55	0.57	34.5
8	T1	1420	5.5	1420	5.5	* 0.730	29.2	LOS C	36.9	262.8	0.84	0.77	0.84	30.3
9	R2	21	0.0	21	0.0	0.264	79.8	LOS F	1.5	10.3	1.00	0.70	1.00	18.1
Appı	oach	1469	5.7	1469	5.7	0.730	29.9	LOS C	36.9	262.8	0.84	0.76	0.84	30.0
Wes	t: Jordar	st (90m	1)											
10	L2	23	13.0	23	13.0	0.231	59.0	LOS E	4.1	30.6	0.90	0.72	0.90	22.4
11	T1	128	4.7	128	4.7	* 0.740	59.6	LOS E	11.3	83.9	0.95	0.81	1.02	5.7
12	R2	87	10.3	87	10.3	0.740	67.1	LOS E	11.3	83.9	0.98	0.87	1.08	5.4
Appı	oach	238	7.6	238	7.6	0.740	62.3	LOS E	11.3	83.9	0.96	0.82	1.03	7.7
All V	ehicles	2914	6.6	2914	6.6	0.741	33.6	LOS C	36.9	262.8	0.79	0.70	0.80	27.8

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements. Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian	Movement	Perforr	nance							
Mov	Dem.	Aver.	Level of	AVERAGE	BACK OF	Prop. E	ffective	Travel	Travel	Aver.
ID Crossing	Flow	Delay	Service	QUE [Ped	EUE Dist]	Que	Stop Rate	Time	Dist.	Speed
	ped/h	sec		ped	m -			sec	m	m/sec
South: Victori	ia Rd (80m)									
P1 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	235.6	222.8	0.95
East: Pittwate	er Rd (300m)									
P2 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	229.8	215.2	0.94
North: Victoria	a Rd (480m)									
P3 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	234.9	221.8	0.94

West: Jordan St	(90m)									
P4 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	227.3	211.9	0.93
All Pedestrians	200	64.3	LOS F	0.2	0.2	0.96	0.96	231.9	217.9	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

Pittwater Rd & Venus St Site Category: (None) Roundabout

Vehi	cle Mo	vement	Perfo	rmano	e									
Mov ID		DEMA FLOV [Total veh/h		ARRI FLO [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	n: Venu	s St (100	0m)											
1	L2	127	1.6	127	1.6	0.250	5.7	LOSA	1.5	10.7	0.40	0.61	0.40	45.7
3	R2	142	0.0	142	0.0	0.250	7.6	LOSA	1.5	10.7	0.40	0.61	0.40	49.0
Appro	oach	269	0.7	269	0.7	0.250	6.7	LOSA	1.5	10.7	0.40	0.61	0.40	47.7
East:	Pittwat	er Rd (55	50m)											
4	L2	120	3.3	120	3.3	0.233	5.9	LOSA	1.4	10.2	0.23	0.53	0.23	49.6
5	T1	162	12.3	162	12.3	0.233	5.5	LOSA	1.4	10.2	0.23	0.53	0.23	50.9
Appro	oach	282	8.5	282	8.5	0.233	5.6	LOSA	1.4	10.2	0.23	0.53	0.23	50.0
West	: Pittwa	ter Rd (3	00m)											
11	T1	190	7.9	190	7.9	0.243	6.0	LOSA	1.3	9.3	0.32	0.59	0.32	51.4
12	R2	71	0.0	71	0.0	0.243	8.3	LOSA	1.3	9.3	0.32	0.59	0.32	47.9
Appro	oach	261	5.7	261	5.7	0.243	6.6	LOSA	1.3	9.3	0.32	0.59	0.32	50.1
All Ve	ehicles	812	5.0	812	5.0	0.250	6.3	LOSA	1.5	10.7	0.32	0.58	0.32	49.1

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Roundabout Capacity Model: SIDRA Standard.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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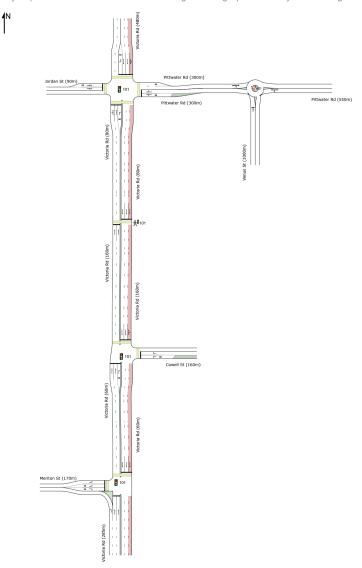
29 July 2024

NETWORK LAYOUT

■■ Network: N101 [Proposed AM (Victoria Rd) (Network Folder: General)]

New Network Network Category: (None)

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.



SITES IN N	SITES IN NETWORK										
Site ID	CCG ID	Site Name									
1 01	NA	Victoria Rd & Meriton St (Proposed AM)									
1 01	NA	Victoria Rd & Cowell St (Proposed AM)									

∱ 101	NA	Victoria Rd Pedestrian Crossing nr Linsley St (Proposed AM)
1 01	NA	Victoria Rd & Pittwater Rd (Proposed AM)
∀ 101	NA	Pittwater Rd & Venus St (Proposed AM)

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MOVEMENT SUMMARY

Site: 101 [Victoria Rd & Meriton St (Proposed AM) (Site Folder:
General)]

AM (Victoria Rd) (Network Folder: General)]

Victoria Rd & Meriton St Site Category: (None)

Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Vehi	cle Mo	vement	Perfo	rmanc	:e									
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLO' [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	n: Victor	ia Rd (28	35m)											
1	L2	159	0.6	159	0.6	0.086	2.9	LOSA	0.0	0.0	0.00	0.37	0.00	39.4
2	T1	1023	6.5	1023	6.5	0.484	19.3	LOS B	20.5	151.7	0.65	0.58	0.65	23.4
Appro	oach	1182	5.7	1182	5.7	0.484	17.1	LOS B	20.5	151.7	0.56	0.55	0.56	25.5
North	: Victor	ia Rd (60	m)											
8	T1	1595	7.3	1595	7.3	* 0.701	12.9	LOSA	13.7	97.9	0.49	0.45	0.49	28.8
Appro	oach	1595	7.3	1595	7.3	0.701	12.9	LOSA	13.7	97.9	0.49	0.45	0.49	28.7
West	: Merito	n St (170)m)											
10	L2	19	0.0	19	0.0	0.015	35.7	LOS C	0.4	2.9	0.68	0.64	0.68	13.6
12	R2	448	0.4	448	0.4	* 0.703	46.3	LOS D	26.1	183.2	0.92	0.85	0.92	20.0
Appro	oach	467	0.4	467	0.4	0.703	45.8	LOS D	26.1	183.2	0.91	0.84	0.91	19.8
All Ve	ehicles	3244	5.7	3244	5.7	0.703	19.1	LOS B	26.1	183.2	0.57	0.54	0.57	25.6

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mov	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE [Ped		Prop. E Que	ffective Stop Rate	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		ped	m Î			sec	m	m/sec
North: Victoria Ro	d (60m)									
P3 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94
West: Meriton St	(170m)									
P4 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	229.8	215.2	0.94
All Pedestrians	100	64.3	LOSF	0.2	0.2	0.96	0.96	231.5	217.4	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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Project: \\vtp_nas\Data\Data\Data\Data\Data\Jobs01\Jobs\22work\22039_PrinceEdwardStGladesville\SIDRA\SIDRA 221019 - with bus lanes\Proposed \\Proposed (\Proposed (Victoria Rd).sip9

MOVEMENT SUMMARY

Site: 101 [Victoria Rd & Cowell St (Proposed AM) (Site Folder: **■** Network: N101 [Proposed General)] AM (Victoria Rd) (Network Folder: General)]

Victoria Rd & Cowell St

Site Category: (None)
Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Vehi	icle Mo	vement	Perfo	rmanc	e:									
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLOV [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% B <i>A</i> QUE [Veh. veh	ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
Sout	h: Victor	ia Rd (60	m)											
2	T1	964	6.8	964	6.8	0.326	0.5	LOSA	0.9	7.0	0.03	0.03	0.03	54.2
3	R2	62	0.0	62	0.0	0.433	49.0	LOS D	3.9	27.6	0.93	0.81	0.93	13.3
Appr	oach	1026	6.4	1026	6.4	0.433	3.4	LOS A	3.9	27.6	0.09	0.08	0.09	35.3
East	Cowell	St (160n	۱)											
4	L2	57	1.8	57	1.8	* 0.256	66.7	LOS E	3.6	25.5	0.95	0.75	0.95	8.2
6	R2	52	3.8	52	3.8	0.237	66.6	LOS E	3.3	23.7	0.94	0.75	0.94	8.2
Appr	oach	109	2.8	109	2.8	0.256	66.6	LOS E	3.6	25.5	0.94	0.75	0.94	8.2
North	n: Victor	ia Rd (16	0m)											
7	L2	34	5.9	34	5.9	0.106	6.4	LOSA	0.3	3.8	0.05	0.21	0.05	49.7
8	T1	1541	7.5	1541	7.5	* 0.963	41.0	LOS C	36.5	261.1	0.48	0.66	0.73	13.5
Appr	oach	1575	7.5	1575	7.5	0.963	40.2	LOS C	36.5	261.1	0.47	0.65	0.71	12.5
All V	ehicles	2710	6.9	2710	6.9	0.963	27.4	LOS B	36.5	261.1	0.34	0.44	0.49	14.2

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mo	vement	Perform	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE [Ped		Prop. Et Que	ffective Stop Rate	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		ped	m			sec	m	m/sec
East: Cowell St (160m)									
P2 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	227.3	211.9	0.93
North: Victoria Ro	d (160m)									
P3 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94
All Pedestrians	100	64.3	LOSF	0.2	0.2	0.96	0.96	230.2	215.7	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements

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Attachment 1

MOVEMENT SUMMARY

於 Site: 101 [Victoria Rd Pedestrian Crossing nr Linsley St (Proposed AM) (Site Folder: General)]

AM (Victoria Rd) (Network Folder: General)]

Victoria Rd Pedestrian Crossing nr Linsley St

Site Category: (None)

Pedestrian Crossing (Signalised) - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Vehi	cle Mo	vement	Perfo	rmanc	е									
Mov ID		DEMA FLOV [Total veh/h		ARRIN FLOW Total veh/h	NS HV]	Deg. Satn v/c		Level of Service	95% BA QUE [Veh. veh		Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	h: Victor	ia Rd (16		VC11/11	70	Ψ/C	300		VCII	- '''				KITI/TI
2	T1	1032	6.6	1032	6.6	* 0.652	2.3	LOSA	8.8	65.4	0.17	0.15	0.17	49.1
Appr	oach	1032	6.6	1032	6.6	0.652	2.3	LOSA	8.8	65.4	0.17	0.15	0.17	49.1
North	n: Victor	ia Rd (80	m)											
8	T1	1583	5.8	1583	5.8	0.499	1.4	LOS A	6.4	45.4	0.10	0.09	0.10	48.0
Appr	oach	1583	5.8	1583	5.8	0.499	1.4	LOSA	6.4	45.4	0.10	0.09	0.10	48.0
All Ve	ehicles	2615	6.1	2615	6.1	0.652	1.7	LOSA	8.8	65.4	0.12	0.11	0.12	48.6

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mo	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE		Prop. E ⁻ Que	ffective Stop	Travel Time	Travel Dist.	Aver. Speed
				[Ped	Dist]		Rate			
	ped/h	sec		ped	m			sec	m	m/sec
South: Victoria R	d (160m)									
P1 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94
All Pedestrians	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)
Pedestrian movement LOS values are based on average delay per pedestrian movement.
Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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MOVEMENT SUMMARY

Site: 101 [Victoria Rd & Pittwater Rd (Proposed AM) (Site ■ Network: N101 [Proposed Folder: General)] AM (Victoria Rd) (Network Folder: General)]

Victoria Rd & Pittwater Rd

Site Category: (None)
Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Mov		DEMA		ARRI		Deg.		Level of	95% BA		Prop.	Effective A	ver. No.	Aver.
ID		FLO		FLO		Satn	Delay	Service	QUE		Que	Stop	Cycles	Speed
		[Total veh/h	HV] %	[Total veh/h		v/c	sec		[Veh. veh	Dist] m		Rate		km/h
South	n: Victor	ia Rd (80			-,,	.,,			7 0					
1	L2	18	11.1	18	11.1	0.531	30.3	LOS C	17.6	130.6	0.68	0.61	0.68	17.3
2	T1	906	7.2	906	7.2	0.531	24.0	LOS B	17.6	130.6	0.64	0.57	0.64	35.3
3	R2	82	4.9	82	4.9	* 0.711	82.5	LOS F	5.9	43.3	1.00	0.80	1.07	4.0
Appro	oach	1006	7.1	1006	7.1	0.711	28.9	LOS C	17.6	130.6	0.67	0.59	0.68	31.4
East:	Pittwat	er Rd (30	0m)											
4	L2	76	6.6	76	6.6	0.222	36.1	LOS C	3.1	23.1	0.88	0.75	0.88	20.7
5	T1	66	12.1	66	12.1	* 0.619	63.8	LOS E	9.4	71.5	1.00	0.81	1.00	16.2
6	R2	75	9.3	75	9.3	0.619	69.5	LOS E	9.4	71.5	1.00	0.81	1.00	24.8
Appro	oach	217	9.2	217	9.2	0.619	56.1	LOS D	9.4	71.5	0.96	0.79	0.96	21.2
North	: Victor	ia Rd (48	0m)											
7	L2	28	17.9	28	17.9	0.127	27.5	LOS B	3.0	33.7	0.59	0.56	0.59	33.7
8	T1	1420	5.5	1420	5.5	* 0.752	30.9	LOS C	38.0	270.4	0.86	0.79	0.86	29.4
9	R2	21	0.0	21	0.0	0.264	79.8	LOS F	1.5	10.3	1.00	0.70	1.00	18.1
Appro	oach	1469	5.7	1469	5.7	0.752	31.6	LOS C	38.0	270.4	0.86	0.78	0.86	29.2
West	: Jordar	n St (90m)											
10	L2	23	13.0	23	13.0	0.231	59.0	LOS E	4.1	30.6	0.90	0.72	0.90	22.4
11	T1	128	4.7	128	4.7	* 0.740	59.6	LOS E	11.3	83.9	0.95	0.81	1.02	5.7
12	R2	87	10.3	87	10.3	0.740	67.1	LOS E	11.3	83.9	0.98	0.87	1.08	5.4
Appro	oach	238	7.6	238	7.6	0.740	62.3	LOS E	11.3	83.9	0.96	0.82	1.03	7.7
A II 3 7	ehicles	2930	6.6	2930	6.6	0.752	35.0	LOS C	38.0	270.4	0.81	0.72	0.82	27.1

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements. Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mo	vement	Perform	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE		Prop. E Que	ffective Stop	Travel Time	Travel Dist.	Aver. Speed
				[Ped	Dist]		Rate			
	ped/h	sec		ped	m			sec	m	m/sec
South: Victoria F	Rd (80m)									
P1 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	235.6	222.8	0.95
East: Pittwater R	d (300m)									
P2 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	229.8	215.2	0.94
North: Victoria R	d (480m)									
P3 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	234.9	221.8	0.94

Attachment 1

West: Jordan St	(90m)									
P4 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	227.3	211.9	0.93
All Pedestrians	200	64.3	LOS F	0.2	0.2	0.96	0.96	231.9	217.9	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

Site: 101 [Pittwater Rd & Venus St (Proposed AM) (Site

Folder: General)]

■ Network: N101 [Proposed AM (Victoria Rd) (Network Folder: General)]

Pittwater Rd & Venus St Site Category: (None)
Roundabout

Vehi	cle Mo	vement	Perfo	rmano	:e									
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLO [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BA QUE [Veh. veh		Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	h: Venus	s St (100	0m)											
1	L2	127	1.6	127	1.6	0.250	5.7	LOSA	1.5	10.7	0.40	0.61	0.40	45.7
3	R2	142	0.0	142	0.0	0.250	7.6	LOSA	1.5	10.7	0.40	0.61	0.40	49.0
Appr	oach	269	0.7	269	0.7	0.250	6.7	LOSA	1.5	10.7	0.40	0.61	0.40	47.7
East:	Pittwat	er Rd (55	i0m)											
4	L2	120	3.3	120	3.3	0.233	5.9	LOSA	1.4	10.2	0.23	0.53	0.23	49.6
5	T1	162	12.3	162	12.3	0.233	5.5	LOSA	1.4	10.2	0.23	0.53	0.23	50.9
Appr	oach	282	8.5	282	8.5	0.233	5.6	LOSA	1.4	10.2	0.23	0.53	0.23	50.0
West	: Pittwa	ter Rd (3	00m)											
11	T1	206	7.3	206	7.3	0.256	6.0	LOSA	1.3	9.9	0.32	0.59	0.32	51.4
12	R2	71	0.0	71	0.0	0.256	8.3	LOSA	1.3	9.9	0.32	0.59	0.32	47.9
Appr	oach	277	5.4	277	5.4	0.256	6.6	LOSA	1.3	9.9	0.32	0.59	0.32	50.2
All Ve	ehicles	828	5.0	828	5.0	0.256	6.3	LOSA	1.5	10.7	0.32	0.57	0.32	49.1

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Roundabout Capacity Model: SIDRA Standard.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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29 July 2024

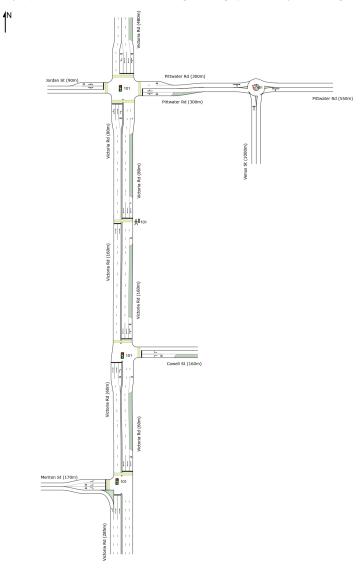
NETWORK LAYOUT

■■ Network: N101 [Existing PM (Victoria Rd) (Network Folder: General)]

COUNCIL REPORTS

New Network Network Category: (None)

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.



SITES IN I	NETWORK	
Site ID	CCG ID	Site Name
1 01	NA	Victoria Rd & Meriton St (Existing PM
1 01	NA	Victoria Rd & Cowell St (Existing PM)

Attachment 1

∱ 101	NA	Victoria Rd Pedestrian Crossing nr Linsley St (Existing PM)
1 01	NA	Victoria Rd & Pittwater Rd (Existing PM)
₩ 101	NA	Pittwater Rd & Venus St (Existing PM)

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MOVEMENT SUMMARY

Site: 101 [Victoria Rd & Meriton St (Existing PM (Site Folder: General)]

■■ Network: N101 [Existing PM (Victoria Rd) (Network Folder: General)]

Victoria Rd & Meriton St Site Category: (None)

Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Vehi	cle Mo	vement	Perfo	rmanc	:e									
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLO' [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	n: Victor	ia Rd (28	35m)											
1	L2	400	2.0	400	2.0	0.218	2.9	LOSA	0.0	0.0	0.00	0.36	0.00	39.4
2	T1	1406	3.8	1406	3.8	* 0.562	13.7	LOSA	25.5	184.5	0.59	0.54	0.59	26.6
Appro	oach	1806	3.4	1806	3.4	0.562	11.3	LOSA	25.5	184.5	0.46	0.50	0.46	29.6
North	: Victor	ia Rd (60	m)											
8	T1	1489	2.1	1489	2.1	0.552	4.7	LOSA	7.5	53.7	0.19	0.18	0.19	35.2
Appro	oach	1489	2.1	1489	2.1	0.552	4.7	LOS A	7.5	53.7	0.19	0.18	0.19	35.2
West	: Merito	n St (170)m)											
10	L2	33	3.0	33	3.0	0.035	45.9	LOS D	0.8	6.0	0.78	0.68	0.78	11.3
12	R2	257	0.0	257	0.0	* 0.562	52.8	LOS D	15.1	105.9	0.92	0.82	0.92	18.6
Appro	oach	290	0.3	290	0.3	0.562	52.0	LOS D	15.1	105.9	0.90	0.80	0.90	18.0
All Ve	ehicles	3585	2.6	3585	2.6	0.562	11.9	LOSA	25.5	184.5	0.38	0.39	0.38	29.7

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mov	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE [Ped		Prop. E Que	ffective Stop Rate	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		ped	m Î			sec	m	m/sec
North: Victoria Ro	d (60m)									
P3 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94
West: Meriton St	(170m)									
P4 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	229.8	215.2	0.94
All Pedestrians	100	64.3	LOSF	0.2	0.2	0.96	0.96	231.5	217.4	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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MOVEMENT SUMMARY

Site: 101 [Victoria Rd & Cowell St (Existing PM) (Site Folder: General)]

■ Network: N101 [Existing PM (Victoria Rd) (Network Folder: General)]

Victoria Rd & Cowell St

Site Category: (None)
Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Vehi	cle Mo	vement	Perfo	rmanc	:e									
Mov ID		DEMA FLOV [Total veh/h		ARRI FLO\ [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BA QUE [Veh. veh		Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	h: Victor	ria Rd (60	m)											
2	T1	1366	4.0	1366	4.0	* 0.649	1.0	LOSA	3.7	27.1	0.07	0.06	0.07	48.8
3	R2	73	1.4	73	1.4	0.282	5.1	LOSA	0.2	1.2	0.03	0.56	0.03	41.0
Appr	oach	1439	3.8	1439	3.8	0.649	1.2	LOSA	3.7	27.1	0.07	0.09	0.07	47.5
East:	Cowell	St (160n	n)											
4	L2	94	1.1	94	1.1	0.275	60.1	LOS E	5.5	39.1	0.90	0.77	0.90	9.2
6	R2	110	2.7	110	2.7	* 0.625	65.1	LOS E	7.3	52.2	0.97	0.83	1.00	8.4
Appr	oach	204	2.0	204	2.0	0.625	62.8	LOS E	7.3	52.2	0.94	0.80	0.95	8.7
North	: Victor	ia Rd (16	0m)											
7	L2	80	1.3	80	1.3	0.096	6.0	LOSA	0.2	1.4	0.02	0.37	0.02	46.9
8	T1	1402	2.2	1402	2.2	0.482	1.1	LOSA	3.3	23.5	0.06	0.07	0.06	54.0
Appr	oach	1482	2.2	1482	2.2	0.482	1.4	LOSA	3.3	23.5	0.06	0.08	0.06	53.2
All Ve	ehicles	3125	2.9	3125	2.9	0.649	5.3	LOSA	7.3	52.2	0.12	0.13	0.12	36.3

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mo	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE	UE	Prop. Ef Que	Stop	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		[Ped ped	Dist] m		Rate	sec	m	m/sec
East: Cowell St (160m)									
P2 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	227.3	211.9	0.93
North: Victoria Ro	d (160m)									
P3 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94
All Pedestrians	100	64.3	LOS F	0.2	0.2	0.96	0.96	230.2	215.7	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

Attachment 1

MOVEMENT SUMMARY

於 Site: 101 [Victoria Rd Pedestrian Crossing nr Linsley St (Existing PM) (Site Folder: General)]

■■ Network: N101 [Existing PM (Victoria Rd) (Network Folder: General)]

Victoria Rd Pedestrian Crossing nr Linsley St

Site Category: (None)

Pedestrian Crossing (Signalised) - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Vehic	cle Mo	vement	Perfo	rmanc	e									
Mov ID		DEMA FLOV [Total veh/h		ARRI' FLO\ [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	: Victor	ia Rd (16	0m)											
2	T1	1476	3.9	1476	3.9	* 0.979	55.6	LOS D	36.1	261.1	0.75	0.96	1.07	9.3
Appro	ach	1476	3.9	1476	3.9	0.979	55.6	LOS D	36.1	261.1	0.75	0.96	1.07	9.3
North	: Victor	ia Rd (80	m)											
8	T1	1607	2.0	1607	2.0	0.504	2.0	LOSA	9.6	68.6	0.13	0.12	0.13	44.7
Appro	ach	1607	2.0	1607	2.0	0.504	2.0	LOSA	9.6	68.6	0.13	0.12	0.13	44.7
All Ve	hicles	3083	2.9	3083	2.9	0.979	27.6	LOS B	36.1	261.1	0.43	0.52	0.58	13.1

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mo	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE	UE	Prop. E Que	Stop	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		[Ped ped	Dist] m		Rate	sec		m/sec
South: Victoria R	d (160m)									
P1 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94
All Pedestrians	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)
Pedestrian movement LOS values are based on average delay per pedestrian movement.
Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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MOVEMENT SUMMARY

Site: 101 [Victoria Rd & Pittwater Rd (Existing PM) (Site ■ Network: N101 [Existing PM Folder: General)] (Victoria Rd) (Network Folder: General)]

Victoria Rd & Pittwater Rd

Site Category: (None)
Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Veh	icle Mo	vement	Perfo	rmano	е									
	Turn	DEMA FLOV [Total veh/h	AND	ARRI FLO' [Total veh/h	VAL WS HV]	Deg. Satn v/c		Level of Service	95% BA QUE [Veh. veh		Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
Sout	h: Victor	ia Rd (80)m)											
1	L2	15	0.0	15	0.0	0.760	38.1	LOS C	18.0	130.6	0.89	0.81	0.89	14.6
2	T1	1256	4.3	1256	4.3	0.760	32.1	LOS C	18.0	130.6	0.85	0.77	0.85	31.1
3	R2	90	1.1	90	1.1	* 0.760	83.1	LOS F	6.5	46.3	1.00	0.82	1.10	4.0
Appr	oach	1361	4.0	1361	4.0	0.760	35.6	LOS C	18.0	130.6	0.86	0.78	0.87	28.6
East	: Pittwat	er Rd (30	00m)											
4	L2	87	3.4	87	3.4	0.204	34.5	LOS C	3.4	24.3	0.84	0.75	0.84	22.0
5	T1	161	1.9	161	1.9	* 0.840	67.5	LOS E	18.9	135.1	1.00	0.96	1.18	15.7
6	R2	102	3.9	102	3.9	0.840	73.1	LOS F	18.9	135.1	1.00	0.96	1.18	24.3
Appr	oach	350	2.9	350	2.9	0.840	60.9	LOS E	18.9	135.1	0.96	0.91	1.09	19.9
Nortl	h: Victor	ia Rd (48	0m)											
7	L2	50	6.0	50	6.0	0.168	30.0	LOS C	5.6	40.6	0.63	0.60	0.63	32.0
8	T1	1410	1.9	1410	1.9	* 0.841	37.1	LOS C	39.6	281.6	0.89	0.83	0.93	26.7
9	R2	76	0.0	76	0.0	0.818	85.2	LOS F	5.7	39.9	1.00	0.89	1.31	17.3
Appr	oach	1536	2.0	1536	2.0	0.841	39.2	LOS C	39.6	281.6	0.88	0.83	0.94	26.0
Wes	t: Jordar	n St (90m	1)											
10	L2	34	2.9	34	2.9	0.258	60.9	LOS E	4.5	32.3	0.92	0.74	0.92	21.9
11	T1	108	2.8	108	2.8	* 0.825	64.1	LOS E	12.5	88.5	0.97	0.87	1.10	5.3
12	R2	109	0.9	109	0.9	0.825	73.2	LOS F	12.5	88.5	1.00	0.94	1.21	4.9
Appr	oach	251	2.0	251	2.0	0.825	67.6	LOS E	12.5	88.5	0.98	0.88	1.13	7.9
All V	ehicles	3498	2.9	3498	2.9	0.841	42.0	LOS C	39.6	281.6	0.89	0.82	0.94	24.8

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements. Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mo	vement	Perform	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE		Prop. E	ffective Stop	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		[Ped ped	Dist] m		Rate	sec		m/sec
South: Victoria F	Rd (80m)									
P1 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	235.6	222.8	0.95
East: Pittwater F	Rd (300m)									
P2 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	229.8	215.2	0.94
North: Victoria R	d (480m)									
P3 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	234.9	221.8	0.94

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West: Jordan St	(90m)									
P4 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	227.3	211.9	0.93
All Pedestrians	200	64.3	LOS F	0.2	0.2	0.96	0.96	231.9	217.9	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

♥ Site: 101 [Pittwater Rd & Venus St (Existing PM) (Site Folder: ■■ Network: N101 [Existing PM (Victoria Rd) (Network Folder: General)]

Pittwater Rd & Venus St Site Category: (None) Roundabout

Vehi	cle Mo	vement	Perfo	rmano	e:									
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLO' [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	n: Venu	s St (100	0m)											
1	L2	179	0.6	179	0.6	0.347	6.2	LOSA	2.3	16.1	0.50	0.65	0.50	45.5
3	R2	177	0.6	177	0.6	0.347	8.2	LOSA	2.3	16.1	0.50	0.65	0.50	48.8
Appro	oach	356	0.6	356	0.6	0.347	7.2	LOSA	2.3	16.1	0.50	0.65	0.50	47.4
East:	Pittwat	er Rd (55	50m)											
4	L2	121	1.7	121	1.7	0.262	5.7	LOSA	1.6	11.6	0.18	0.52	0.18	49.7
5	T1	227	4.4	227	4.4	0.262	5.2	LOSA	1.6	11.6	0.18	0.52	0.18	51.2
Appro	oach	348	3.4	348	3.4	0.262	5.4	LOSA	1.6	11.6	0.18	0.52	0.18	50.3
West	: Pittwa	ter Rd (3	00m)											
11	T1	196	3.6	196	3.6	0.235	6.1	LOSA	1.2	8.8	0.36	0.59	0.36	51.5
12	R2	45	2.2	45	2.2	0.235	8.6	LOSA	1.2	8.8	0.36	0.59	0.36	47.9
Appro	oach	241	3.3	241	3.3	0.235	6.6	LOSA	1.2	8.8	0.36	0.59	0.36	50.6
All Ve	ehicles	945	2.3	945	2.3	0.347	6.4	LOSA	2.3	16.1	0.35	0.59	0.35	49.0

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Roundabout Capacity Model: SIDRA Standard.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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29 July 2024

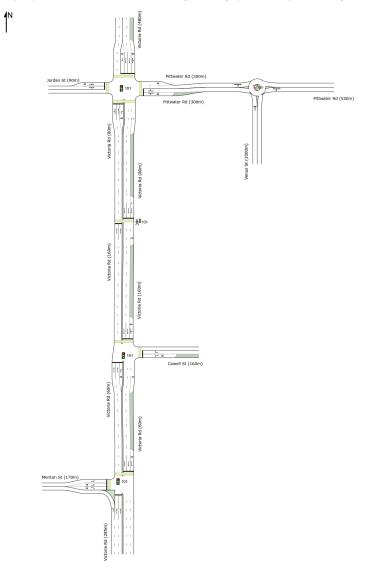
NETWORK LAYOUT

■■ Network: N101 [Proposed PM (Victoria Rd) (Network Folder: General)]

COUNCIL REPORTS

New Network Network Category: (None)

Layout pictures are schematic functional drawings reflecting input data. They are not design drawings.



SITES IN I	NETWORK	
Site ID	CCG ID	Site Name
1 01	NA	Victoria Rd & Meriton St (Proposed PM
1 01	NA	Victoria Rd & Cowell St (Proposed PM)

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∱ 101	NA	Victoria Rd Pedestrian Crossing nr Linsley St (Proposed PM)
1 01	NA	Victoria Rd & Pittwater Rd (Proposed PM)
∀ 101	NA	Pittwater Rd & Venus St (Proposed PM)

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MOVEMENT SUMMARY

Site: 101 [Victoria Rd & Meriton St (Proposed PM (Site Folder: PM (Victoria Rd) (Network: N101 [Proposed PM (Victoria Rd) (Network: Folder: General)]

Victoria Rd & Meriton St Site Category: (None)

Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Vohi	olo Mo	vement	Dorfo	rmono										
Mov ID	Turn	DEMA FLO\ [Total	AND WS HV]	ARRI FLO	VAL WS HV]	Deg. Satn	Delay	Level of Service	QU [Veh.	ACK OF EUE Dist]	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed
South	h: Victor	veh/h ria Rd (28	% 85m)	veh/h	%	v/c	sec		veh	m		_		km/h
1	L2	400	2.0	400	2.0	0.218	2.9	LOSA	0.0	0.0	0.00	0.36	0.00	39.4
2	T1	1444	3.7	1444	3.7	* 0.571	13.4	LOSA	26.1	188.3	0.59	0.54	0.59	26.8
Appr	oach	1844	3.4	1844	3.4	0.571	11.1	LOSA	26.1	188.3	0.46	0.50	0.46	29.7
North	n: Victor	ia Rd (60	m)											
8	T1	1489	2.1	1489	2.1	0.527	6.7	LOSA	13.7	97.9	0.28	0.27	0.28	33.4
Appr	oach	1489	2.1	1489	2.1	0.527	6.7	LOSA	13.7	97.9	0.28	0.27	0.28	33.4
West	: Merito	n St (170	m)											
10	L2	33	3.0	33	3.0	0.036	46.7	LOS D	0.8	6.0	0.78	0.68	0.78	11.1
12	R2	257	0.0	257	0.0	* 0.578	53.8	LOS D	15.3	107.1	0.93	0.82	0.93	18.4
Appr	oach	290	0.3	290	0.3	0.578	53.0	LOS D	15.3	107.1	0.91	0.81	0.91	17.8
All Ve	ehicles	3623	2.6	3623	2.6	0.578	12.7	LOSA	26.1	188.3	0.42	0.43	0.42	29.1

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mov	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE [Ped		Prop. E Que	ffective Stop Rate	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		ped	m Î			sec	m	m/sec
North: Victoria Ro	d (60m)									
P3 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94
West: Meriton St	(170m)									
P4 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	229.8	215.2	0.94
All Pedestrians	100	64.3	LOSF	0.2	0.2	0.96	0.96	231.5	217.4	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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MOVEMENT SUMMARY

Site: 101 [Victoria Rd & Cowell St (Proposed PM) (Site Folder: **■■** Network: N101 [Proposed General)] PM (Victoria Rd) (Network Folder: General)]

Victoria Rd & Cowell St

Site Category: (None)
Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Vehi	cle Mo	vement	Perfo	rmanc	:e									
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLO\ [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service	95% BA QUE [Veh. veh		Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
Sout	h: Victor	ia Rd (60)m)											
2	T1	1366	4.0	1366	4.0	* 0.657	1.0	LOSA	3.8	27.5	0.07	0.06	0.07	49.0
3	R2	92	1.1	92	1.1	0.409	10.0	LOSA	1.3	9.3	0.22	0.62	0.22	33.2
Appr	oach	1458	3.8	1458	3.8	0.657	1.6	LOSA	3.8	27.5	0.08	0.10	0.08	45.1
East	Cowell	St (160n	n)											
4	L2	94	1.1	94	1.1	0.275	61.2	LOS E	5.5	39.1	0.90	0.77	0.90	9.2
6	R2	110	2.7	110	2.7	* 0.650	66.1	LOS E	7.4	53.0	0.98	0.84	1.03	8.3
Appr	oach	204	2.0	204	2.0	0.650	63.9	LOS E	7.4	53.0	0.94	0.81	0.97	8.7
North	n: Victori	ia Rd (16	0m)											
7	L2	80	1.3	80	1.3	0.125	7.7	LOSA	1.1	7.7	0.10	0.33	0.10	45.3
8	T1	1402	2.2	1402	2.2	0.624	3.4	LOSA	11.5	82.3	0.19	0.20	0.19	45.2
Appr	oach	1482	2.2	1482	2.2	0.624	3.6	LOSA	11.5	82.3	0.19	0.20	0.19	45.2
All V	ehicles	3144	2.9	3144	2.9	0.657	6.6	LOSA	11.5	82.3	0.19	0.19	0.19	33.4

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mo	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE [Ped		Prop. Ef Que	fective Stop Rate	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		ped	m -			sec	m	m/sec
East: Cowell St (160m)									
P2 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	227.3	211.9	0.93
North: Victoria Ro	d (160m)									
P3 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94
All Pedestrians	100	64.3	LOSF	0.2	0.2	0.96	0.96	230.2	215.7	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements

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Attachment 1

MOVEMENT SUMMARY

Victoria Rd Pedestrian Crossing nr Linsley St

Site Category: (None)

Pedestrian Crossing (Signalised) - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Vehi	icle Mo	vement	Perfo	rmanc	е									
Mov ID		DEMA FLOV [Total	WS HV]	ARRIN FLOV [Total	NS HV]	Deg. Satn		Level of Service		ACK OF EUE Dist]	Prop. Que	Effective A Stop Rate	Aver. No. Cycles	
		veh/h	%	veh/h	%	v/c	sec		veh	m				km/h
South	h: Victor	ia Rd (16	60m)											
2	T1	1495	3.8	1495	3.8	* 0.991	63.0	LOS E	36.1	261.1	0.89	1.13	1.25	8.4
Appr	oach	1495	3.8	1495	3.8	0.991	63.0	LOS E	36.1	261.1	0.89	1.13	1.25	8.4
North	n: Victor	ia Rd (80	m)											
8	T1	1606	1.9	1606	1.9	0.496	0.7	LOSA	2.0	13.9	0.04	0.04	0.04	54.2
Appr	oach	1606	1.9	1606	1.9	0.496	0.7	LOSA	2.0	13.9	0.04	0.04	0.04	54.2
All Ve	ehicles	3101	2.8	3101	2.8	0.991	30.8	LOS C	36.1	261.1	0.45	0.56	0.62	12.1

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mo	vement	Perforr	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE	UE	Prop. E Que	Stop	Travel Time	Travel Dist.	Aver. Speed
	ped/h	sec		[Ped ped	Dist] m		Rate	sec		m/sec
South: Victoria R	d (160m)									
P1 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94
All Pedestrians	50	64.3	LOS F	0.2	0.2	0.96	0.96	233.1	219.5	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay)
Pedestrian movement LOS values are based on average delay per pedestrian movement.
Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

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MOVEMENT SUMMARY

Site: 101 [Victoria Rd & Pittwater Rd (Proposed PM) (Site ■ Network: N101 [Proposed Folder: General)] PM (Victoria Rd) (Network Folder: General)]

Victoria Rd & Pittwater Rd

Site Category: (None)
Signals - EQUISAT (Fixed-Time/SCATS) Coordinated Cycle Time = 140 seconds (Network User-Given Cycle Time)

Veh	icle Mo	vement	Porfo	rmano	۰۵									
	Turn	DEMA FLOV [Total veh/h	AND	ARRI FLO¹ [Total veh/h	VAL WS HV]	Deg. Satn v/c		Level of Service	95% BA QUE [Veh. veh		Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
Sout	h: Victor	ia Rd (80)m)											
1	L2	15	0.0	15	0.0	0.780	38.7	LOS C	18.0	130.6	0.91	0.82	0.91	14.4
2	T1	1256	4.3	1256	4.3	0.780	32.8	LOS C	18.0	130.6	0.86	0.78	0.86	30.8
3	R2	109	0.9	109	0.9	* 0.827	84.2	LOS F	8.0	56.4	1.00	0.85	1.15	3.9
Appr	oach	1380	4.0	1380	4.0	0.827	36.9	LOS C	18.0	130.6	0.87	0.78	0.88	27.9
East	: Pittwat	er Rd (30	00m)											
4	L2	87	3.4	87	3.4	0.176	48.1	LOS D	4.5	32.5	0.80	0.75	0.80	17.4
5	T1	161	1.9	161	1.9	* 0.881	72.7	LOS F	19.7	141.0	1.00	1.01	1.26	14.9
6	R2	102	3.9	102	3.9	0.881	78.5	LOS F	19.7	141.0	1.00	1.01	1.26	23.2
Appr	oach	350	2.9	350	2.9	0.881	68.3	LOS E	19.7	141.0	0.95	0.94	1.14	18.4
Nortl	n: Victor	ia Rd (48	0m)											
7	L2	50	6.0	50	6.0	0.165	29.4	LOS C	5.6	40.0	0.62	0.59	0.62	32.4
8	T1	1410	1.9	1410	1.9	* 0.827	34.9	LOS C	38.2	272.1	0.87	0.81	0.90	27.6
9	R2	76	0.0	76	0.0	0.573	76.6	LOS F	5.3	36.9	1.00	0.77	1.01	18.6
Appr	oach	1536	2.0	1536	2.0	0.827	36.8	LOS C	38.2	272.1	0.87	0.80	0.90	27.0
Wes	t: Jordar	st (90m)											
10	L2	34	2.9	34	2.9	0.270	39.4	LOS C	3.2	23.1	0.93	0.73	0.93	28.2
11	T1	108	2.8	108	2.8	* 0.866	58.9	LOS E	13.0	92.0	0.97	0.89	1.16	5.7
12	R2	109	0.9	109	0.9	0.866	77.8	LOS F	13.0	92.0	1.00	0.99	1.30	4.7
Appr	oach	251	2.0	251	2.0	0.866	64.5	LOS E	13.0	92.0	0.98	0.91	1.19	8.2
All V	ehicles	3517	2.8	3517	2.8	0.881	41.9	LOS C	38.2	272.1	0.89	0.82	0.94	24.7

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab).

Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements. Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

* Critical Movement (Signal Timing)

Pedestrian Mo	vement	Perform	nance							
Mov ID Crossing	Dem. Flow	Aver. Delay	Level of Service	AVERAGE QUE		Prop. E Que	ffective Stop	Travel Time	Travel Dist.	Aver. Speed
				[Ped	Dist]		Rate			
	ped/h	sec		ped	m			sec	m	m/sec
South: Victoria F	Rd (80m)									
P1 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	235.6	222.8	0.95
East: Pittwater R	d (300m)									
P2 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	229.8	215.2	0.94
North: Victoria R	d (480m)									
P3 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	234.9	221.8	0.94

Attachment 1

West: Jordan St (90m)									
P4 Full	50	64.3	LOS F	0.2	0.2	0.96	0.96	227.3	211.9	0.93
All Pedestrians	200	64.3	LOS F	0.2	0.2	0.96	0.96	231.9	217.9	0.94

Level of Service (LOS) Method: SIDRA Pedestrian LOS Method (Based on Average Delay) Pedestrian movement LOS values are based on average delay per pedestrian movement. Intersection LOS value for Pedestrians is based on average delay for all pedestrian movements.

MOVEMENT SUMMARY

Site: 101 [Pittwater Rd & Venus St (Proposed PM) (Site

Folder: General)]

■ Network: N101 [Proposed PM (Victoria Rd) (Network Folder: General)]

Pittwater Rd & Venus St Site Category: (None)
Roundabout

Vehi	cle Mo	vement	Perfo	rmano	:e									
Mov ID		DEMA FLO\ [Total veh/h		ARRI FLO' [Total veh/h	WS HV]	Deg. Satn v/c	Aver. Delay sec	Level of Service		ACK OF EUE Dist] m	Prop. Que	Effective A Stop Rate	ver. No. Cycles	Aver. Speed km/h
South	n: Venu	s St (100	0m)											
1	L2	179	0.6	179	0.6	0.347	6.2	LOSA	2.3	16.1	0.50	0.65	0.50	45.5
3	R2	177	0.6	177	0.6	0.347	8.2	LOSA	2.3	16.1	0.50	0.65	0.50	48.8
Appro	oach	356	0.6	356	0.6	0.347	7.2	LOSA	2.3	16.1	0.50	0.65	0.50	47.4
East:	Pittwat	er Rd (55	0m)											
4	L2	121	1.7	121	1.7	0.262	5.7	LOSA	1.6	11.6	0.18	0.52	0.18	49.7
5	T1	227	4.4	227	4.4	0.262	5.2	LOSA	1.6	11.6	0.18	0.52	0.18	51.2
Appro	oach	348	3.4	348	3.4	0.262	5.4	LOSA	1.6	11.6	0.18	0.52	0.18	50.3
West	: Pittwa	ter Rd (3	00m)											
11	T1	215	3.3	215	3.3	0.252	6.1	LOSA	1.3	9.6	0.37	0.59	0.37	51.6
12	R2	45	2.2	45	2.2	0.252	8.6	LOSA	1.3	9.6	0.37	0.59	0.37	47.9
Appro	oach	260	3.1	260	3.1	0.252	6.6	LOSA	1.3	9.6	0.37	0.59	0.37	50.6
All Ve	ehicles	964	2.3	964	2.3	0.347	6.4	LOSA	2.3	16.1	0.35	0.59	0.35	49.1

Site Level of Service (LOS) Method: Delay (RTA NSW). Site LOS Method is specified in the Network Data dialog (Network tab). Vehicle movement LOS values are based on average delay per movement.

Intersection and Approach LOS values are based on average delay for all vehicle movements.

Roundabout Capacity Model: SIDRA Standard.

Delay Model: SIDRA Standard (Geometric Delay is included).

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).
HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

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ITEM NO : 4.3

SUBJECT : INVESTMENT STRATEGY, POLICY & PORTFOLIO REVIEW

FOR YEAR ENDING 30 JUNE 2024

STRATEGIC OUTCOME : COUNCIL IS FINANCIALLY SUSTAINABLE

ACTION : PROVIDE TIMELY FINANCIAL INFORMATION, ADVICE AND

REPORTS TO COUNCIL, THE COMMUNITY AND STAFF

INCLUDING THE LONG TERM FINANCIAL PLAN

REPORTING OFFICER : MARIA KENNY

Ref:712108

PURPOSE

The purpose of this report is to provide information regarding the strategy, policy and portfolio review of Council's investments for the year ending 30 June 2024.

RECOMMENDATION

- 1. That the report be received and noted.
- 2. That the recommended amendment to the Investment Policy be adopted.

BACKGROUND

The Investment Policy Guidelines, issued under section 23A of the *Local Government Act 1993*, states that councils should:

- Have an appropriate policy that guides the investment of ratepayers' funds.
- Approve the investment policy, and any amendments, by resolution of Council.
- Review the policy each year, and have a mechanism in place to support open and transparent reporting of council investments.

Under clause 212 of the *Local Government (General) Regulations 2021,* Council's delegated Responsible Accounting Officer is required to provide a monthly written investment report on the performance of council investments.

This report provides additional information recommended by the Investment Policy Guidelines, regarding the review of Council's existing policy and information on Council's short to medium term investment strategy.

PORTFOLIO REVIEW AND INVESTMENT STRATEGY

At **Attachment 1** is the Portfolio Review & Investment Strategy for the year ending 30 June 2024 which has been prepared by Council's investment advisory services provider.

Key information regarding the performance of Council's investments for the period ending 30 June 2024, and the investment strategy to be implemented in the following financial year includes:

Item 4.3 Page 111

 Good returns from the NSW TCorp Medium Term Growth Fund combined with higher rates on new Term Deposits and rate resets on Council's Floating Rates Note resulted in the portfolio's return performing well throughout the 2023-24 Financial Year

- Council accrued \$1m, and received \$946,886 in interest and on Cash and Term Deposit investments.
- Council's investment portfolio had a mark-to-market capital movement gain of over \$146,440 primarily coming from several strong months by the NSW TCorpIM Medium Term Growth Fund. The fund's return is expected to remain volatile over the next 6-12 months, but it is recommended to remain focused on the long-term strategy of using it for holdings with a 5+ year time horizon.

Investment Strategy Recommendations

- Council has a well-diversified portfolio across the 1-6-month range with a good spread of near-term maturities to cater for upcoming cash requirements at regular intervals.
- Over the course of 2023-24, Council sold its \$1m CBA Fixed Rate Bond. This was due to timing of milestone grant income, as against, timing of supplier payments for completion of new capital projects. It is recommended that Council continue to add to its long-dated portfolio, as suitable investments arise.
- Further, it is also recommended that council move from the TCorp Medium Term
 Growth Fund to the TCorp Long Term Growth Fund (LTGF). The medium-term fund,
 comprises of approximately 40% growth assets and 60% defensive asset exposures
 (cash, term deposits and floating rate notes). Whereas, LTGF has the opposite ratio of
 growth and defence asset exposure. The LTGF would be a good complement to
 Council's existing directly held cash, term deposits and floating rates portfolio.

REVIEW OF COUNCIL'S INVESTMENT POLICY

At **Attachment 2** is a copy of Council's Investment Policy.

In August 2023, the following amendments were resolved to streamline the investment management process (whilst still maintaining a strong emphasis on the credit quality of the portfolio):

- 8.2 Overall Portfolio Limits and 8.3 Counterparty/Institution Credit Framework
 - Removal of the reference to Major Banks in the table and text because it effectively exempts those banks from credit rating limits.
 - Removal of the Unrated category as there are very few Unrated ADIs in Australia post-Global Financial Crisis.
 - Exclusion of banks with a BBB- rating. Banks with that rating are only one credit rating downgrade away from BB+, which is non-investment grade.
 - Removal of the sublimit of \$5m and less than 12-month term to maturity for BBB rated investments. As the BBB- category would no longer be allowed, those restrictions on BBB+ and BBB Australian ADIs are overly conservative.

Recommended amendment to Hunter's Hill Council Investment Policy – Overall Portfolio Limits

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This financial year, it is proposed one amendment is made under the section - 8.2 Overall Portfolio Limits, increasing the limit for Specific ministerial approved forms of investment from 10% to 15% i.e. NSW TCorp investments.

Throughout a typical financial year, subsequent unintended breaches can occur due to investment maturities and redemptions, timed with varying cashflow requirements relating to receipt of rates income and grant milestone payments. This timing, can cause changes to the portfolio size i.e. month-end total cash and investment balance. Adjusting this limit will address this issue, without requiring disinvestment of funds.

Aside from the above proposed amendment, there have been no changes to legislation over the past 12 months which would require further updates to the investment policy.

ATTACHMENTS

- 1. Investment Strategy Policy and Portfolio Review 😃
- 2. Investment Policy Minor amendment for Council review 😃

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Investment Strategy and Portfolio Review 2023/24 Financial Year



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Hunter's Hill Council Investment Strategy, Policy and Portfolio Review 2023/24 FY

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Executive Summary

Investment Climate:

- Global economic activity has been mixed over the 2023/24 financial year. The US economy has been a continuing source of strength. European economic activity has stagnated over the past year with flat economic activity. China's economic growth in the past year has been constrained by a cautious consumer and weak property market. And Japan has struggled with subdued consumer spending and weak exports.
- Global inflation has gradually cooled in the past year after surging in 2021/22. Lower prices for key commodities, such as natural gas and wheat, as well as improving production and transport supply chains have lowered the temperature of inflation. Global economic growth, according to the International Monetary Fund, is expected to end 2024 up 3.2% and gain another 3.3% in 2025.
- Australia's economy has been subdued over the 2023/24 Financial Year.
 The negative impact of persistent inflation, rising mortgage rates and rents have generated a very 'painful squeeze' for Australian households causing consumer sentiment to remain at deeply pessimistic levels.
- On average, economists are projecting domestic inflation to be 3% and the Cash Rate at 3.85% by the end of the 2024/25 Financial Year.

Investment Portfolio:

- Council has a well-diversified investment portfolio across a wide range of asset types. Depending on long term cash expenditure requirements, adding more long dated floating rate notes is recommended.
- Good returns from the NSW TCorp growth fund combined with higher rates on new TDs and rate resets on Council's FRN resulted in the portfolio's return rising steadily throughout the 2023/24 Financial Year.
- Council's Investment Policy has been reviewed. There are recommended changes enclosed for your consideration, primarily focussed on the limit allowed for the NSW TCorp growth funds.
- Looking forward:
 - A spike in the 6 month market rate is filtering through to bank deposits, providing a good opportunity at that term which may disappear if the RBA keeps rates unchanged at its August meeting.
 - It is proposed that Council could prudently increase its exposure to growth assets and potentially get better returns over the long term by moving its current NSW TCorp Medium Term Growth Fund holdings into TCorp's Long Term Growth Fund.

Hunter's Hill Council Investment Strategy, Policy and Portfolio Review 2023/24 FY

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Investment Climate

International Economic Overview

Global economic activity has been mixed over the 2023/24 financial year:

- The US economy has been a continuing source of strength. American
 businesses and consumers are spending despite the headwinds of higher
 interest rates and inflation. Strong jobs growth has allowed the
 unemployment rate to remain stable at around 4%. Even the US housing
 market has been solid with house prices making gains.
- European economic activity has stagnated over the past year with flat
 economic activity. Germany's status as Europe's 'industrial powerhouse' has
 lost steam given weaker export demand for luxury cars and chemicals. The
 UK has also struggled as consumers have trimmed their spending given
 inflation and higher interest rates.
- In Asia, China's economic growth in the past year has been constrained by a
 cautious consumer and weak property market. Falling property prices and
 the financial troubles of key property developers such as Evergrande and
 Country Garden have undermined confidence in China's economy. Japan has
 also struggled with subdued consumer spending and weak exports.

Global inflation has gradually cooled in the past year after surging in 2021/22. Lower prices for key commodities, such as natural gas and wheat, as well as improving production and transport supply chains have lowered the temperature of inflation.

Chart 1: Consumer Price Inflation

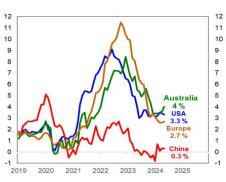
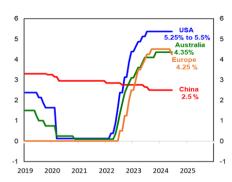


Chart 2: Official Cash Rates



Sources: MLC, RBA, Australian Bureau of Statistics, Eurostat, National Bureau of Statistics of China, and US Bureau of Labor Statistics

However, consumer inflation has become stubborn around the 3% to 4% annual rate in both Australia and the US (Chart 1 above). This stickiness in inflation is a result of more persistent price pressures in food, health care, insurance, and rents. Hence for many households, the 'cost of living' crisis is continuing.

Hunter's Hill Council Investment Strategy, Policy and Portfolio Review 2023/24 FY

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Europe has made more progress on lowering inflation towards a 2% annual rate. China remains the exception to the global inflation challenge with inflation barely above zero.

On the positive side, global interest rates appear to have peaked (Chart 2 previous page) and central banks have begun the interest rate cutting cycle, starting with the Swiss National Bank in March, Sweden's central bank in May and both the Bank of Canada and the European Central Bank in June.

Other major central banks have changed their tone towards signalling interest rate cuts sometime soon. The Reserve Bank of New Zealand shifted to an easing bias at its July meeting and financial markets are now pricing in close to 3 rate cuts by the end of the year. Some members of The Bank of England voted for a rate cut at the June meeting and comments from members of the US Federal Reserve indicated that the Board is becoming increasingly confident with the inflation outlook leading markets to expect nearly 3 interest rate cuts by December.

Looking forward, global economic growth, according to the International Monetary Fund, is expected to end 2024 up 3.2% and gain another 3.3% in 2025.

- In the United States, projected growth for 2024 is 2.6% and a slow down to +1.9% in 2025 as the labour market cools and consumption moderates, with fiscal policy starting to tighten gradually.
- In the Euro area, activity appears to have bottomed out. A modest pickup of 0.9% is expected for 2024, driven by stronger momentum in services and higher-than-expected net exports in the first half of the year; growth is projected to rise to 1.5% in 2025.
- In Japan, expectation for 2024 growth is only 0.2%, largely reflecting temporary supply disruptions and weak private investment.
- For China, the economy is forecast to grow by 5% in 2024, driven by a rebound in private consumption and strong exports in the first quarter. In 2025, GDP is projected to slow to 4.5 percent, and to continue to decelerate over the medium term to 3.3 percent by 2029, because of headwinds from aging and slowing productivity growth.

			Projections	
	2022	2023	2024	2025
World Output	3.5	3.3	3.2	3.3
Advanced Economies	2.6	1.7	1.7	1.8
United States	1.9	2.5	2.6	1.9
Euro Area	3.4	0.5	0.9	1.5
Germany	1.8	-0.2	0.2	1.3
France	2.6	1.1	0.9	1.3
Italy	4.0	0.9	0.7	0.9
Spain	5.8	2.5	2.4	2.1
Japan	1.0	1.9	0.7	1.0
United Kingdom	4.3	0.1	0.7	1.5
Canada	3.8	1.2	1.3	2.4
Other Advanced Economies 3/	2.7	1.8	2.0	2.2

Hunter's Hill Council Investment Strategy, Policy and Portfolio Review 2023/24 FY

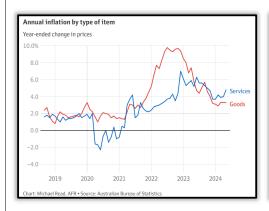
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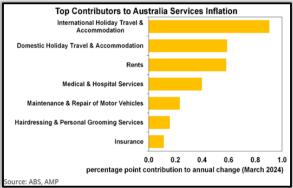


Australian Economic Overview

Australia's economy has been subdued over the 2023/24 Financial Year. The negative impact of persistent inflation, rising mortgage interest rates and rents have generated a very 'painful squeeze' for Australian households. The RBA's May 2024 statement remarked that "households are budget-conscious and seeking value" by "trading down to cheaper products". Notably, the Australian economy is in a 'per capita' recession where population growth at approximately 2.5% exceeds annual real economic growth at 1.1% for the March quarter.

The RBA raised the cash interest rate to 4.35% in November 2023 given the judgement that inflation was "still too high and is proving more persistent than expected." Consumer inflation has proven stubborn at around 4% since then, which has led to concern that interest rates will remain 'higher for longer'. Yet there has been some positive news. Australia's labour market has recorded solid job gains and the unemployment rate remains low at 4%. Business investment and government infrastructure spending have made strong contributions to job gains as well as broader economic activity. There are some hopeful signs for a boost to Australian economic activity and lower inflation outcomes for next financial year with the recent Federal and State Government Budget stimulus measures such as income tax cuts, electricity rebates and rent assistance.





In contrast to many countries, the talk in Australia is of potential interest rate *hikes* by the Reserve Bank of Australia. A few economists are forecasting a 25 basis point rate rise in 2024, and financial markets expect some chance of a rate hike this year, with a full rate cut only expected by August 2025, although forecasts bounce around with every new piece of inflation related data.

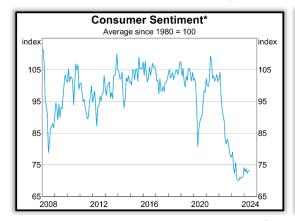
For Australian consumers, food products have risen by circa 3%, health care by 6%, rents by 7% and insurance by nearly 8% in the year to May. Those with housing mortgages have also endured the squeeze with high interest rates on their loans.

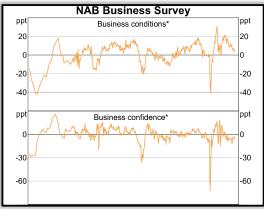
Hunter's Hill Council Investment Strategy, Policy and Portfolio Review 2023/24 FY

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Consumer sentiment surveys continue to show sentiment remains at deeply pessimistic levels and will likely not stage a sustained lift until inflation is much lower and interest rates are firmly on hold.





On average, economists are projecting domestic inflation to be 3% and the Cash Rate at 3.85% by the end of the 2024/25 Financial Year:

orecasts for key A	ustralian indicators												
,		Australian dollar (SUS) CURRENT 0.67		Cash rate (%) CURRENT 4.35		GDP growth (% YoY) CURRENT 1.1		Inflation (% YoY) CURRENT 4.0*		Unemployment rate (%) CURRENT 4.0			
Forecaster	Institution	Dec 24	Jun 25	Dec 24	Jun 25	Dec 25	Dec 24	Jun 25	Dec 25	Dec 24	Jun 25	Dec 24	Jun 2
Shane Oliver	AMP	0.68	0.70	4.35	3.85	3.60	1.1	1.8	2.3	3.6	3.1	4.6	4.5
Adam Boyton	ANZ	0.69	0.70	4.35	3.85	3.60	1.1	1.8	2.2	3.4	2.9	4.2	4.
Micaela Fuchila	Bank of America	0.69	0.70	4.35	3.85	3.60	1.9	2.3	1.6	3.0	2.6	4.5	4.
Peter Munckton	Bank of Queensland	0.70	0.73	4.35	4.10	3.85	0.9	1.6	2.0	3.5	2.8	4.3	4.
lo Masters	Barrenjoey	0.68	0.70	4.35	3.85	3.35	1.5	2.3	2.1	3.5	2.8	4.4	4.
David Robertson	Bendigo Bank	0.73	0.75	4.35	4.10	3.60	1.1	1.9	2.3	3.2	3.0	4.5	4.
David Bassanese	Betashares	0.68	0.74	4.10	3.60	3.10	1.0	2.25	2.5	3.25	3.0	4.25	4.
Marcel Thieliant	Capital Economics	0.66	0.68	4.35	4.10	3.60	1.1	1.8	2.4	3.6	3.1	4.4	4.
Belinda Allen	CBA	0.69	0.75	4.10	3.60	3.10	1.3	2.1	2.3	3.3	2.8	4.5	4
Ionathan Kearns	Challenger	0.69	0.70	4.35	4.35	4.10	1.3	1.6	1.8	3.5	3.2	4.3	4
Josh Williamson & Faraz Syed	Citi	0.65	0.65	4.60	4.10	3.60	-	-	-	3.7	3.0	4.3	4
Saul Eslake	Corinna Economic Advisory	0.64	0.63	4.35	3.85	3.60	1.6	1.8	2.0	3.7	3.25	4.25	4.2
Phil O'Donaghoe	Deutsche Bank	0.66	0.67	4.60	4.35	3.85	1.6	2.8	3.5	3.3	2.7	4.4	4
Craig Emerson	Emerson Economics	0.63	0.65	4.15	3.75	3.75	0.5	0.0	1.0	3.0	2.8	4.3	4
Andrew Boak	Goldman Sachs	0.65	0.67	4.35	3.85	3.25	1.7	2.4	2.5	3.1	2.5	4.6	4
Alex Joiner	IFM Investors	0.69	0.71	4.35	4.00	3.50	1.2	1.5	1.9	3.3	3.1	4.3	4
Thomas Kennedy	JP Morgan	0.68	0.68	4.35	3.85	3.35	1.9	2.2	1.8	3.3	2.8	4.1	4
Warren Hogan	Judo Bank	0.70	0.68	4.85	4.85	4.00	1.6	2.0	1.8	3.8	3.3	4.5	4
Brendan Rynne	KPMG	0.70	0.72	4.35	3.85	3.35	1.6	2.0	2.2	3.2	2.5	4.7	4
Dan Fabbro	Macquarie Group	0.67	0.69	4.35	3.85	3.60	1.5	2.5	2.5	3.3	2.7	4.3	4
Stephen Anthony	Macroeconomics Advisory	0.67	0.60	4.60	4.10	3.85	0.1	-0.2	1.6	3.6	3.9	4.5	5
stephen Koukoulas	Market Economics	0.75	0.78	3.85	3.35	3.35	1.2	1.8	3.1	2.9	2.2	4.9	5
Sob Cunneen	MLC Asset Management	0.67	0.68	4.10	3.60	3.10	1.0	1.5	1.8	3.0	2.8	4.4	4
Catrina Ell	Moody's Analytics	0.68	0.71	4.35	4.10	3.60	0.88	1.8	2.6	3.7	3.0	4.4	4
Chris Read	Morgan Stanley	0.67	0.68	4.60	4.35	3.85	1.7	2.3	2.4	3.5	3.0	4.4	4
Michael Knox	Morgans Financial	0.68	0.71	4.35	4.10	4.10	1.5	2.0	2.2	3.8	3.2	4.4	4
Alan Oster	NAB	0.69	0.72	4.35	4.10	3.60	1.3	2.1	2.25	3.4	2.6	4.5	4
Andrew Ticehurst	Nomura	0.68	0.68	4.35	3.85	3.60	1.4	2.1	2.4	3.9	3.1	4.5	4
Sean Langcake	Oxford Economics Australia		0.67	4.35	3.85	3.35	1.6	2.8	3.5	3.3	2.7	4.4	4
Matthew Peter	QIC	0.69	0.71	4.10	3.85	3.85	1.4	2.2	2.5	3.5	2.9	4.5	4
Benjamin Picton	Rabobank	0.68	0.70	4.85	4.85	4.60	1.3	2.3	2.2	3.4	3.2	4.3	4
Su-Lin Ong	RBC Capital Markets	0.65	0.68	4.35	4.10	3.85	2.1	2.8	2.7	3.8	3.2	4.3	4
Paul Brennan	Suncorp	0.69	0.72	4.35	3.85	3.35	1.2	1.6	2.3	3.0	2.0	4.5	4
Prashant Newnaha	TD Securities	0.62	0.62	4.35	3.85	3.35	1.6	2.0	2.2	3.3	3.0	4.3	4
George Tharenou	UBS	0.66	0.66	4.60	4.60	4.10	1.4	2.1	2.2	3.6	3.2	4.4	4
Luci Ellis	Westpac	0.67	0.69	4.10	3.60	3.10	1.6	2.2	2.3	3.5	3.0	4.3	4
Tim Toohey	Yarra Capital	0.69	0.73	4.10	3.85	3.85	2.0	2.7	2.5	3.0	2.5	4.5	4
Median	Tarra Sapriai	0.68	0.70	4.35	3.85	3.60	1.39	2.04	2.28	3.4	3.0	4.4	4

 $Source: Australian\ Financial\ Review$

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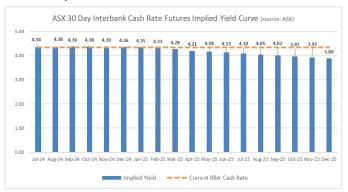
Interest Rate Environment

In its latest Statement on Monetary Policy, the RBA Board noted that:

"It will likely be some time yet before inflation is sustainably in the 2-3% target range. Returning inflation to target within a reasonable timeframe remains the Board's highest priority and the path of interest rates that will best ensure that inflation returns to target in a reasonable timeframe remains uncertain and the Board is not ruling anything in or out."

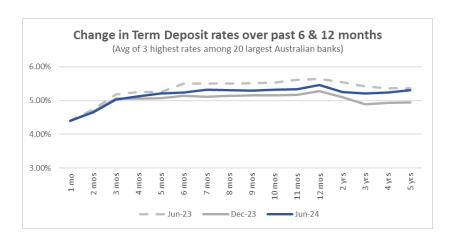
Consequently, every inflation-related data release is swaying market sentiment between an imminent rate hike to steady rates for the upcoming financial year.

Currently, the market is pricing in a steady cash rate for the 2024/25 FY before a 25 basis point cut in July 2025:



The average term deposit rates on a selection of the largest Australian banks are down from June 2023 levels but have increased by 15 basis points over the past 6 months, primarily between 6 months and 5 year terms.

Rates between 6 to 12 months are relatively flat across several banks, leaving little advantage for investing out to 12 months, particularly when it is expected that the RBA may keep the official cash rate unchanged through the next 12 months.



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International & Australian Asset Classes

With global inflation trending lower after peaking in late 2022, and despite geopolitical tensions and threats heating up around the world, the 2023/24 Financial Year saw solid returns across most asset classes.

Asset class	Returns						
Asset class	1 year	3 yrs (pa)	5 yrs (pa)	10 yrs (pa)			
Cash	4.4%	2.4%	1.6%	1.9%			
Australian bonds	3.7%	-2.1%	-0.6%	2.2%			
Global bonds (hedged)	2.7%	-2.7%	-0.7%	2.0%			
Global high yield bonds (hedged)	8.0%	0.1%	2.5%	3.9%			
Global listed infrastructure (hedged)	4.3%	2.2%	2.5%	5.9%			
Global property securities (hedged)	4.6%	-4.1%	-1.1%	3.1%			
Australian shares	11.9%	6.1%	7.2%	8.0%			
Global shares (unhedged)	19.0%	9.6%	11.9%	12.3%			
Global shares (hedged)	19.4%	5.7%	10.0%	9.4%			
Emerging markets (unhedged)	12.2%	-1.3%	4.1%	6.4%			

Source: MLC Asset Management

- Global shares, both in local currency terms (unhedged) and in \$A terms (hedged) returned close to 20% over 2023-24. Japanese and US shares outperformed with the US continuing to benefit from the Artificial Intelligence boost. Chinese shares fell again.
- Australian shares (ASX200) returned 12%, benefitting from the positive global lead but were relative underperformers hampered inflation concerns and the greater sensitivity of Australian households to higher rates.
- Australian real estate investment trusts surged but global REITs only returned 4.6%. Unlisted commercial property returns were poor as the lagged negative impact of higher bond yields and reduced demand for office and retail space weighed on capital values.
- Bond returns have since stabilised with modest returns, after experiencing their worst loss in decades in 2022 as bond yields surged due to inflation.
- Cash returned 4.4% helped by two years of rate hikes.
- Australian home prices rose 8% as a supply shortfall on the back of a surging population offset the drag from higher mortgage rates. Gains were concentrated in Perth, Brisbane and Adelaide though.
- Combined, this drove an estimated 9% average return in balanced growth funds for the second year in a row.

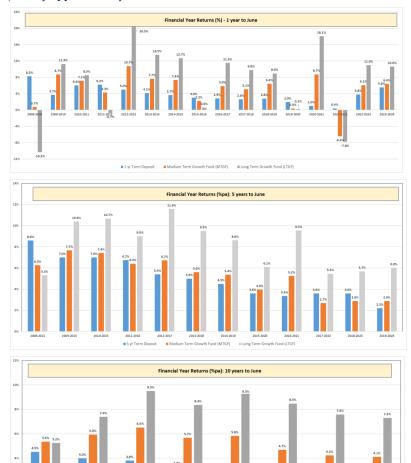
NSW councils are able to access this range of asset classes through the NSW TCorpIM Medium Term and Long Term Growth Funds. The charts on the next page show the returns from these funds over 1, 5, and 10 year periods for each year ending 30 June versus a 1 year rolling term deposit portfolio.

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The asset allocation of the Long Term Growth Fund (grey bars) is the most similar to a balanced growth fund with growth asset exposure of approximately 60%. Meanwhile, the growth asset exposure of the Medium Term Growth Fund (orange bars) is only approximately 20%:



As the charts show, long term performance of the funds become less volatile the longer the investments are held. Also, the presence of growth assets in the portfolio has historically resulted in better long term returns, particularly against a term deposit portfolio. Consequently, when investing in growth assets such as domestic and international shares and property, either directly or through a managed fund such as NSW TCorpIM, it is important to keep a long term view, particularly during times of short term volatility.

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As for the upcoming financial year, views of leading economists include:

- Easing inflation pressures, central banks moving to cut rates and prospects for stronger growth in 2025-26 should make for reasonable investment returns over 2024-25. However, with possible delays to rate cuts and significant geopolitical risks, the next 12 months are likely to be more constrained and possibly more volatile compared to 2023-24.
- Shares are expected to perform decently, depending on corporate earnings growth, but returns will likely be more subdued than the past two years.
- Bonds are expected to provide returns around their running yield or a bit more, as inflation slows, and central banks cut rates.
- Unlisted commercial property returns are likely to remain negative due to the lagged impact of high bond yields and working from home.
- Cash and bank deposits are expected to provide returns of over 4%, reflecting the back up in interest rates.
- A rising trend in the \$A is likely taking it to \$U\$0.70 over the next 12 months, due to a fall in the overvalued \$U\$ and a narrowing in the interest rate differential between the U\$ Federal Reserve and the RBA.

Commentary sources: AMP Capital Markets; International Monetary Fund's World Economic Outlook; The Australian Economic Review from the University of Melbourne, Melbourne Institute; Reserve Bank of Australia; Morningstar, the Economist Group.

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Investment Policy Review

Council reviews the Investment Policy annually. In recent years the following changes were enacted:

• September 2021:

- Clarification of limits for NSW TCorpIM Growth Funds as Council initiated its investment in growth assets via the Medium Term Growth Fund.
- Tightening of limits in the Counterparty/Institutional Credit Framework to help ensure better diversification and risk management for the portfolio.
- August 2022: no changes made.

August 2023:

Streamlined sections 8.2 Overall Portfolio Limits & 8.3 Counterparty/ Institution
 Credit Framework which included removing allowance for the use of BBB- and
 Unrated banks, thereby further tightening the credit quality of the investment
 portfolio.

The Investment Policy is providing a sound framework for a well diversified and high credit quality portfolio. However, due to a reduction in Council's overall investment portfolio and good performance in the NSW TCorpIM Medium Term Growth Fund which is increasing the balance in the account, exposure to the TCorp fund has exceeded the 10% limit. It is recommended to amend Council's Investment Policy to allow for 15% with TCorp funds to provide more room for potential future gains. Also, it is recommended to add a paragraph stating that:

Investments are to comply with the credit limit frameworks as at the time of placement. Any subsequent unintended breaches due to investment maturities, redemptions or other causes for change to portfolio size will be monitored and addressed when practicable but not necessitate divestments in and of itself.

This will help avoid a situation where Council would have to redeem holdings in the growth fund(s) due to Council's investment holdings temporarily declining.

The following amendments are proposed for your consideration:

Section 8.2 Overall Portfolio Limits

Current Table:

S&P Long Term Rating	Maximum %
AAA	100%
AA+, AA or AA-	100%
A+, A, A-	60%
BBB+, BBB	30%
Specific Ministerial Approve	d Forms of Investment
NSW TCorpIM Growth Funds	10%

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Proposed:

Increase limit for NSW TCorpIM Funds to 15% maximum:

S&P Long Term Rating	Maximum %			
AAA	100%			
AA+, AA or AA-	100%			
A+, A, A-	60%			
BBB+, BBB	30%			
Specific Ministerial Approved Forms of Investment				
NSW TCorpIM Growth Funds	<mark>15%</mark>			

Section 8.3 Counterparty/Institution Credit Framework

Current:

S&P Long Term Rating Band	Maximum %			
AAA	60%			
AA+, AA or AA-	60%			
A+, A, A-	60%			
BBB+, BBB	30%			
Specific Ministerial Approved Forms of Investment				
NSW TCorpIM Growth Funds Up to 10% total				

Proposed:

S&P Long Term Rating Band	Maximum %			
AAA	60%			
AA+, AA or AA-	60%			
A+, A, A-	60%			
BBB+, BBB	30%			
Specific Ministerial Approved Forms of Investment				
NSW TCorpIM Growth Funds Up to 15% total				

Investments are to comply with the credit limit frameworks as at the time of placement. Any subsequent unintended breaches due to investment maturities, redemptions or other causes for change to portfolio size will be monitored and addressed when practicable but not necessitate divestments in and of itself.

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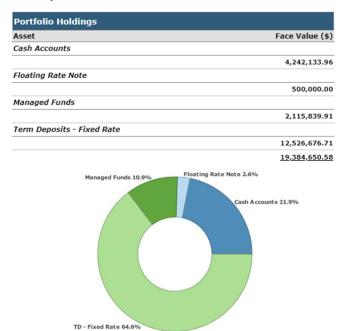


Investment Portfolio Structure and Exposures vs Policy Limits

Council has a well-diversified investment portfolio across a wide range of asset types including:

- Cash: including the Macquarie Bank Accelerator account and a high yield CBA at call account.
- **Term Deposits**: fixed and floating rate deposits among a wide selection of Australian Authorised Deposit taking Institutions (ADIs).
- Fixed Interest Securities:
 - o A CBA floating rate note
- Growth Assets via NSW TCorpIM Medium Term Growth Fund (further details in Appendix A).

Asset Allocation as of June 30:



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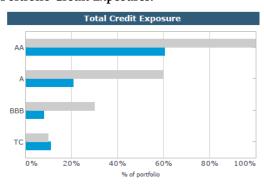
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The following tables summarise Council's Investment Portfolio, as of June 30, in terms of its Investment Policy Framework:

- A. Overall Portfolio Credit Limits
- B. Individual Institution Limits, and
- C. Term to Maturity Limits

A. Overall Portfolio Credit Exposures:



Credit Rating Group	Face Value (\$)	Policy Max			
AA	11,738,212	61%	100%	~	
Α	4,003,922	21%	60%	~	
BBB	1,526,677	8%	30%	~	
TC	2,115,840	11%	10%	×	
	19,384,651				

Due to a reduction in Council's overall investment portfolio and good performance in the NSW TCorpIM Medium Term Growth Fund which is increasing the balance in the account, exposure to the TCorp fund has exceeded the 10% limit. It is recommended to amend Council's Investment Policy to allow for 15% with TCorp funds (refer to the Investment Policy Review section staring on page 13).

A list of Australian ADIs with their current credit ratings are included in Appendix C of this review.

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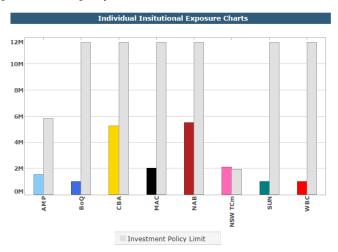
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B. Individual Institution Exposures:

Council's investments are predominately in deposits/securities with highly rated Australian Authorised Deposit taking Institutions (ADIs) regulated by the Australian Prudential Regulation Authority (APRA).

Exposures versus policy limits as of 30 June:



	Current Expo	Current Exposures		mit	
AMP Bank (BBB+)	1,526,677	8%	5,815,395	30%	
Bank of Queensland (A-)	1,000,000	5%	11,630,790	60%	
Commonwealth Bank of Australia (AA-)	5,238,212	27%	11,630,790	60%	
Macquarie Bank (A+)	2,003,922	10%	11,630,790	60%	
National Australia Bank (AA-)	5,500,000	28%	11,630,790	60%	
NSW T-Corp (TCm)	2,115,840	11%	1,938,465	10%	
Suncorp Bank (A+)	1,000,000	5%	11,630,790	60%	
Westpac Group (AA-)	1,000,000	5%	11,630,790	60%	
	19,384,651				

All of Council's portfolio exposures comply with legislation. Exposure to TCorp has exceeded the 10% limit due to a growing balance in the fund from good performance and a reduction in the size of Council's overall portfolio. Amendments to the Investment Policy are recommended to help address this issue.

The Suncorp takeover by ANZ has been approved by the Federal Government. However, it is expected to be several years before Suncorp trades underneath ANZ's banking licence. Council's Suncorp holdings will continue to be regarded as exposure to Suncorp, not ANZ, until they trade under the same licence.

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C. Term to Maturity Exposures:

Council's investment portfolio is well diversified across all time horizons:



	Face Value (\$)		Policy Max	
Between 0 and 1 years	18,884,651	97%	100%	~
Between 3 and 10 years	500,000	3%	40%	~
	19,384,651			

Council's holdings in the NSW TCorpIM Medium Term Fund, totalling \$2.1m, is in the "Between 0 and 1 year" category above. While these are held as long term investments, they are available to be liquidated within days.

Depending on Council's long term cash expenditure requirements, it is recommended considering more long dated fixed or floating rate notes as suitable opportunities arise.

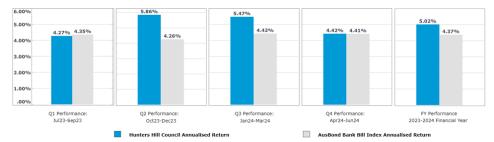
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Portfolio Performance, Interest Details & Capital Movements

The charts below show Council's 2023/24 quarterly, and FY investment portfolio returns against benchmark:



The chart below shows Council's total portfolio return on a rolling 12 month basis:



Good returns from the NSW TCorp Medium Term Growth Fund combined with higher rates on new TDs and rate resets on Council's FRN resulted in the portfolio's return performing well throughout the 2023/24 Financial Year.

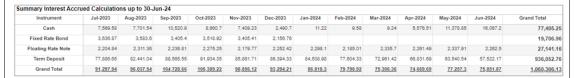
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Item 4.3Attachment 1Page 13:



Interest Accrued



Council accrued over \$1m in interest for the 2023/24 Financial Year.

Interest Received



Council received nearly \$950k in interest in the 2023/24 Financial Year.

Capital Movements



Council's investment portfolio had a mark-to-market gain of nearly \$150k during the 2023/24 Financial Year primarily coming from several strong months by the NSW TCorpIM Medium Term Growth Fund. The fund's return is expected to remain volatile over the next 6-12 months, but it is recommended to remain focused on the long term strategy of using it for holdings with a 5+ year time horizon. See a recommendation regarding the NSW TCorp managed funds starting on page 22.

Council's CBA floating rate note performed well with a capital gain of nearly over \$1700.

These are mark-to-market valuations only. If the floating rate note is held to maturity, and CBA does not default, its valuation will gradually go back to par by their maturities while paying interest along the way.

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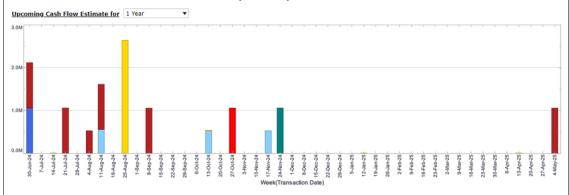


Investment Strategy Recommendations

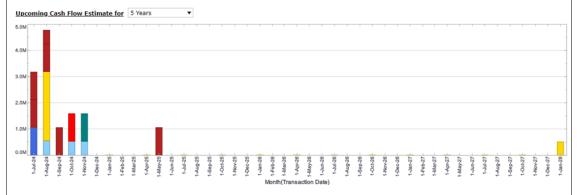
Upcoming cash flow (existing investments):

Council has a well-diversified portfolio across the 1-6 month range with a good spread of near term maturities to cater for upcoming cash requirements at regular intervals. There are few maturities lined up between December and May, but this can be addressed as new funds are available or maturing deposit are reinvested.

Short-term: weekly maturity schedule for 12 months:



Long-term: monthly maturity schedule for 5 years:



Over the course of the 2023/24 FY, Council sold its \$1m CBA Fixed Rate Bond leaving only a \$500k long dated CBA Floating Rate Note which pays a quarterly interest rate of 3mo BBSW +1.15%pa (currently 5.51%pa).

Depending on cashflow requirements, it is recommended Council continue to add to its long dated portfolio as suitable investments are issued. Prevailing interest rates, appropriateness for Council and compliance with policy limits are always reviewed at time of consideration.

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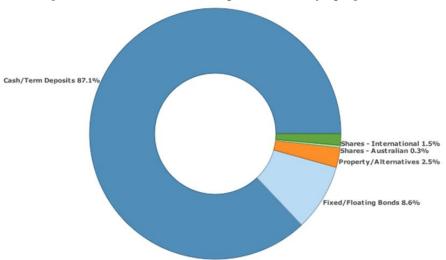


Recommended switch of NSW TCorpIM Growth Funds:

The majority of Council's long term portfolio, \$2.1m, is held in the NSW TCorpIM Medium Term Growth Fund (MTGF). This fund provides Council with access to growth assets, such as domestic and international shares and property/alternatives which Council would otherwise not be able to invest in under prevailing legislation.

The MTGF's asset allocation is approximately 40% growth assets and 60% defensive assets (fixed/floating rate bonds and cash). However, when these holdings are combined with Council's directly held defensive assets (cash, term deposits, and floating rate note) the overall exposure Council has to growth assets is only 4.3%, see chart below:

Council's portfolio asset allocation including MTGF's underlying exposures:



Council has benefited from having holdings in the MTGF over the past several years and has been able to experience the short term volatility inherent with growth assets with little overall impact on the total portfolio's return, either up or down.

NSW TCorp has another growth fund called the Long term Growth Fund (LTGF) which provides investors with 60% growth asset exposure and 40% defensive asset exposure (opposite ratio of the MTGF).

It is proposed that Council could prudently increase its exposure to growth assets and potentially get better returns over the long term by moving its current MTGF holdings into the LTGF.

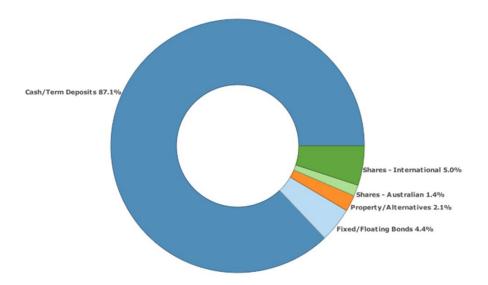
The chart on the following page shows that if this switch is made Council's total portfolio would still be predominately in defensive assets (91.5%) and growth assets would represent 8.5%, up from 4.3%.

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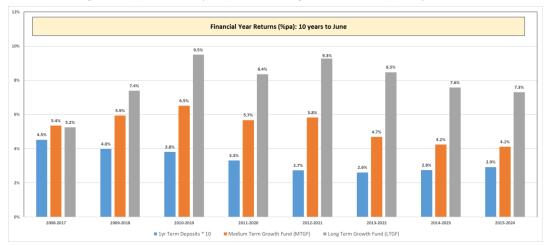
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Council's portfolio asset allocation if LTGF were used rather than MTGF:



By adding a reasonable exposure to growth assets, the LTGF would be a good complement to Council's directly held cash, term deposit and floating rate note portfolio. The chart below (also shown on page 11 with shorter time periods) reflects the LTGF's historically higher returns versus the MTGF and a portfolio of 1 year rolling term deposits (for 10 year periods ending June 30 over the past 8 years):



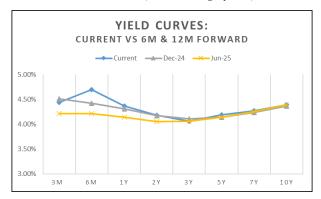
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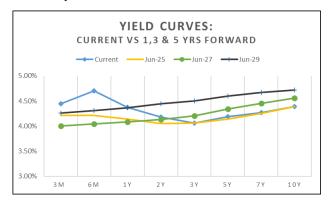


Looking Forward - Value in the Market

Short-term Outlook (up to 12 months): speculation of the timing and direction of the next RBA Official Cash Rate move is swayed with each piece of inflation-related news. As it stands now, the market is largely pricing in a steady cash rate until mid/late 2025, then a 25 basis point rate cut. Other than the current 6 month rate, which is spiking up, the market is expecting interest rates to be little changed across the curve between now and December (blue line vs grey line).



Long-term Outlook (12 months and greater): Forward pricing indicators show the market is expecting longer term rates, particularly > 3 years, are expected to increase over the next several years, meaning floating rate options are preferred over fixed rate bonds and term deposits in this time frame:



In summary:

- The current spike in the 6 month market rate is filtering through to bank deposits, providing a good opportunity which may disappear if the RBA keeps rates unchanged at its August meeting.
- For long dated investments, floating rate notes are preferred over fixed rate bonds and term deposits.

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Appendix A - Council's Non-ADI investments

Managed Funds

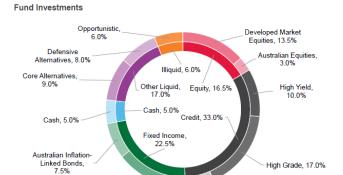
Term Growth Fund

- \$ 2,115,840 investment
- Unrated

NSW TCorp Medium The NSW TCorp Medium Term Growth Fund aims 'to provide potential for capital growth, while maintaining a high exposure to defensive assets'. It is intended to be at least a 5 year investment given it will have occasional periods of negative monthly returns. The long run expectation of the fund is to provide a return of CPI plus 2% pa over a 5 year period with greater than 50% probability.

The Fund's current asset allocation:

Australian Nominal Bonds, 15.0%



The NSW TCorpIM Medium Term Growth Fund returned 6.37% over 2023/24 FY with global and domestic equities contributing the biggest gain followed closely by fixed interest holdings. The impact of poor performance in 2022 is still being felt in the fund's 3 to 10 year returns, but solid returns over the past 18 months is beginning to filter through to the long term results 2.

	10 year (% p.a.)	7 year (% p.a.)	3 year (% p.a.)	1 year %	FYTD %	1 month %
TCorpIM Medium Term Growth Fund	4.12	3.69	1.85	6.37	6.37	0.31
CPI + 2.0% p.a. (over rolling 5 years) [1]	4.69	5.04	7.03	6.12	6.12	0.50
Excess return to CPI + 2.0% p.a.	(0.57)	(1.35)	(5.18)	0.25	0.25	(0.19)

When investing in growth assets such as domestic and international shares and property, either directly or through a managed fund such as NSW TCorpIM's Medium Term Growth Fund, it is important to keep a long term view, particularly during times of short term volatility.

Over two decades of annual returns of individual asset classes within the NSW TCorpIM funds show that in any given year a different asset class can be the top performer, however Cash has rarely been in the top half of performance. Shares and property have had the best average returns over the past 20+ years, but they also have had the highest annual highs and the lowest annual lows.

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Attachment 1



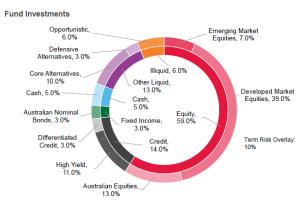
Not Currently Utilised

NSW TCorp Long Term Growth Fund

- No exposure
- Unrated

The NSW TCorp Long Term Growth Fund aims 'to provide considerable exposure to capital growth, while maintaining some defensive assets'. It is intended to be at least a 10 year investment given it will have periods of negative monthly returns. The long run expectation of the fund is to provide a return of CPI plus 3.5%pa over a 10 year period with greater than 50% probability.

The Fund's current asset allocation:



The NSW TCorpIM Long Term Growth Fund returned 10.6% over the 2023/24 FY with global and domestic equities contributing the largest gains for the fund. While lagging its return objective over the 3 year period, the fund is gaining back ground lost in 2022.

		(% p.a.)	(% p.a.)	(% p.a.)	%	%	%
l	TCorpIM Long Term Growth Fund	7.29	6.94	4.19	10.59	10.59	0.97
l	CPI + 3.5% p.a. (over rolling 10 years) ^[1]	6.23	6.58	8.60	7.67	7.67	0.62
ı	Excess return to CPI + 3.5% p.a.	1.06	0.36	(4.41)	2.92	2.92	0.35

Compared to broader global equity downturns since inception, the Fund has proven to be relatively resilient with the ability to recover capital losses. TCorp maintains that despite the challenging investment environment they believe that the Fund is well-positioned to meet its investment objective over the long-term.

Council's holdings in its investment portfolio are considered to be sound with little risk of capital loss when held for their recommended time horizons.

Key Risks: The following risks apply to investment portfolios such as Council's:

- Liquidity risk: The risk that Council may be unable to sell any or part of an investment on to the secondary market at a level suitable to them or at all.
 Tradeable securities may be liquid in normal market conditions; however rates/margins may change substantially in periods of market stress.
- Interest Rate Risk: The risk to the value of an investment caused by changes in market interest rates. Floating Rate Securities have limited interest rate risk;

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Fixed Rate Securities are exposed to mark-to-market changes caused by movements in swap markets.

- Market Risk: The risk to the value of an investment caused by changes in related markets. Tradeable securities are exposed to market perceptions of issuer credit and credit markets generally.
- **Issuer/Credit risk:** The risk of default of the Issuer/Counterparty. Note that any issuer default may result in partial or total investor capital loss.

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Appendix B - NSW Local Government Eligible Investments

Definitions of Eligible ADI Investments:

At call deposits: Cash invested on an overnight basis with an Australian Authorised Deposit-taking Institution (ADI). Funds can be recalled or re-invested prior to the bank's Real Time Gross Settlement cut-off each day.

Benefits

 At call accounts provides a quick and easy investment solution for current balances that are not being used otherwise.

Major Risks / Disadvantages

- Potentially a lower return investment product.
- Credit risk is a function of the creditworthiness of the issuer.

Covered Bonds: interest bearing senior ranking debt obligations of an Authorised Deposit-taking Institution (ADI) which have specific bank assets, ie loans, backing the bond. Covered bonds are market traded securities. They can be either fixed rate or floating rate interest bearing and typically are issued with 5+ year maturities. In the case of a bank failure, holders of covered bonds rank ahead of depositors and unsecured senior bond holders having first recourse to the underlying pool of assets backing the bond. If the pool's assets are not sufficient to meet the covered bond's obligations, holders then have recourse to the bank's total assets equal to other senior unsecured bondholders.

Benefits

- Highest ranking securities within a bank's capital structure.
- Securities are liquid allowing them to be sold on the secondary market.
- Fixed rate: Future coupons are known which helps with cash flow forecasting.
- Floating rate: Coupons move with the market, allowing for investor participation when interest rates increase.

Major Risks / Disadvantages

- Credit risk is a function of the creditworthiness of the issuer/underlying assets.
- Fixed rate: interest rate risk applies in that a pre-determined coupon rate is locked in.
- Floating rate: coupons move with the market, allowing for reduced earning capacity when interest rates decrease.

Covered Bond offerings are being reviewed on an ongoing basis and should any issuance present an attractive proposition for Council's portfolio Prudential will bring it to Council's attention.

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Term deposits: interest bearing deposit held at an ADI for a specific contracted period. Term deposits are not tradeable in the market. They typically have a fixed rate for their life, but floating rate term deposits are also available. Prior to the introduction of Covered Bonds into the Australian market, in early 2012, term deposits ranked at the top of an ADI's capital structure.

Benefits

- Term deposits are considered to be a relatively low-risk investment.
- As these funds are not callable prior to maturity, banks generally offer a return premium.
- This type of investment allows investors to match cash flow requirements.
- The return is known.

Major Risks/Disadvantages

- Liquidity risk applies in that deposits are not redeemable before maturity.
 Deposits may not be breakable at all or may only be broken after a prohibitive break fee is paid.
- Interest Rate risk applies in that the rate of return is fixed.
- Credit risk is a function of the creditworthiness of the ADI.
- Counterparty/credit risk increases if invested with unrated/low rated financial institutions.

Various term deposits are providing good value and where appropriate these are being actively recommended to Council and included in the portfolio. As with all investments there is a risk/reward trade-off, even with term deposits from Australian ADIs, and these are being actively monitored.

Bank Bills and Negotiable Certificates of Deposits (NCDs): are similar types of interest bearing securities issued/accepted by ADIs, typically short dated. Unlike term deposits, these are tradeable in the market prior to maturity.

Benefits

- Counterparty party risk is partially mitigated by the accepting/issuing bank, which is typically a bank with very high credit rating.
- The return on the bank Bill and NCD is known if held until maturity.
- Bank bills and NCDs are liquid and can be traded on the secondary market.

Major Risks / Disadvantages

- Being a lower risk investment option, Bank Bills/NCDs provide a lower return.
- Interest Rate risk is present in that the rate is locked in for a fixed term.
- Credit risk is a function of the creditworthiness of the accepting/issuing bank.

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These securities provide exceptional liquidity and in the current climate are very useful where this is a key requirement for cash flow management. However, current offerings are not providing as attractive a return as available from Term Deposits. As with other eligible investments, these are being regularly monitored.

Senior Debt Bonds: interest bearing securities which are senior debt obligations of the issuing ADI. Senior bonds are tradeable in the market. They can be either fixed rate or floating rate interest bearing and are typically issued with 3+ year maturities. Interest is paid at scheduled intervals based on the face value of the bond with repayment of capital paid upon maturity. In the case of a bank failure, senior bond holders rank above subordinated debt holders and shareholders but below covered bond holders and depositors.

Benefits

- High ranking securities within a bank's capital structure.
- Securities are liquid allowing them to be sold on the secondary market.
- Fixed rate: Future coupons are known which helps with cash flow forecasting.
- Floating rate: Coupons move with the market, allowing for investor participation when interest rates increase.

Major Risks / Disadvantages

- Credit risk is a function of the creditworthiness of the issuer/underlying assets
- Interest rate risk applies in that a pre-determined coupon rate is locked in.
- Fixed rate: interest rate risk applies in that a pre-determined coupon rate is locked in.
- Floating rate: coupons move with the market, allowing for reduced earning capacity when interest rates decrease.

Australian ADIs regularly issue Senior Bank Bond issues and Council has been proactive in obtaining those that fit its policy, strategy and cash flow requirements. Where appropriate, these will continue to be brought to Council's attention as they come to market.

Other NSW Local Government Eligible Investments (Non-ADI):

Commonwealth/State/Territory Government securities e.g. bonds:-

These are interest paying securities which are issued by one of the above Australian government bodies and are guaranteed by that issuer. As such, these securities carry the same credit rating as the issuing government body.

Benefits

- Among the most secure investments available to Australian investors.
- Future coupons are known which helps with cash flow forecasting. *Major Risks / Disadvantages*
 - Typically much lower yielding than other investment options due to low investment risk of issuer.
 - Interest rate risk applies in that a pre-determined coupon rate is locked in.

Commonwealth and State and Territory Bond offerings are being reviewed by Prudential on an ongoing basis and will recommend those that represent good value to Council.

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Deposits with NSW Treasury &/or Investments in NSW Treasury Corporation's Investment Management Funds:-

The NSW Treasury Corporation Investment Management Funds (TCorpIM Funds) comprises a number of pooled managed funds options each set up as a unit trust. The current cash and fixed income options available through TCorpIM are the Cash Fund and the Strategic Cash Fund.

The Cash Fund provides the more transactional type option and is designed for investments ranging from overnight to 1.5 years, whilst the Strategic Cash Fund is designed for investments ranging from 1.5 years out to 3 years. Both investments will pay back the balance of the investment generally within 24 to 72 hours.

In addition, the NSW TCorpIM Medium Term Growth and Long Term Growth Funds provide Councils with access to growth assets which are not available via direct investment. Full details of the asset classes and their risks is available via the NSW TCorp website.

Benefits

- Investments are pooled and as such a much more diversified pool of underlying investment is possible over investing in securities directly – particularly for small investment amounts.
- A broader investment pool usually allows for a smoothing of any volatility in the underlying investments.

Major Risks/Disadvantages

- As a unit trust, investment in the TCorpIM Funds are not deposits or liabilities of NSW TCorp.
- The TCorp IM Funds are subject to market and liquidity risk associated with their underlying securities.
- Usually an additional layer of fees is incurred via a managed fund to pay for fund manager costs.

Council has holdings in the Medium Term Growth Fund.

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Appendix C - Australian ADI Credit Ratings

S&P Ratings (unless noted otherwise) As at 30 June 2024 (Changes within past 12 months in yellow)						
Issuer Name	Rating Type	Long Term Rating	Ratings Date	Short Term Ratings Rating Date		
Long term 'AA' rating category	Issuer	AA-	01-Dec-2011	A-1+	11-Sep-1996	
ANZ Bank New Zealand Ltd	Outlook	Stable	07-Jun-2021	A-1+	11-Sep-1990	
Commonwealth Bank of Aust (inc BankWest)	Issuer	AA-	01-Dec-2011	A-1+	14-Jun-1996	
	Outlook Issuer	Stable AA-	07-Jun-2021 01-Dec-2011	A-1+	15-Nov-1994	
National Australia Bank Ltd	Outlook	Stable	07-Jun-2021			
Westpac Banking Corp (inc BoM & St George)	Issuer Outlook	AA- Stable	01-Dec-2011 07-Jun-2021	A-1+	12-Sep-1996	
Long term 'A' rating category						
Macquarie Bank Ltd	Issuer Outlook	A+ Stable	11-Dec-2019 07-Jun-2021	A-1	17-Jan-1994	
Rabobank Australia Ltd	Issuer	A+ (parent rating)	04-Nov-2014	A-1 (parent rating)	04-Nov-2014	
	Outlook Issuer	Stable A+	24-Jun-2021 29-Jun-2022	A-1	29-Jun-2022	
Suncorp-Metway Limited	Outlook	Positive	02-Apr-2024	, , , , , , , , , , , , , , , , , , ,		
ABN AMRO Bank N.V.	Issuer	A Stable	16-Nov-2012 02-Feb-2021	A-1	05-Feb-2010	
ING Bank (Australia) Ltd	Outlook Issuer	A	27-Jul-2017	A-1	27-Jul-2017	
, ,	Outlook	Stable	27-Jul-2017			
Long term 'BBB' rating category						
Australian Unity Bank	Issuer	BBB+	29-Jul-2019	A-2	14-Jul-2015	
Penk of Overseland (incl ME Pank)	Outlook Issuer	Stable A-	02-Apr-2024 02-Apr-2024	A-2	04-Sep-2013	
Bank of Queensland (incl ME Bank)	Outlook	Negative	27-May-2024			
Bendigo & Adelaide Bank (incl Rural Bank)	Issuer Outlook	A- Stable	02-Apr-2024 02-Apr-2024	A-2	29-May-2002	
RACQ Bank (Members Banking)	Issuer	BBB+	16-Jul-2012	A-2	16-July-2012	
	Outlook Issuer	Stable Baa1 (Moody's)	24-Nov-2016 27-Nov-2019	P-2 (Moody's)	27-Nov-2019	
Australian Military Bank	Outlook	Negative	04-Apr-2024			
Bank of Us (B&E Ltd)	Issuer Outlook	BBB+ (Fitch) Stable	01-Jul-2021 01-Jul-2021	F2 (Fitch)	01-Jul-2021	
IMB Ltd	Issuer	Baa1 (Moody's)	16-Apr-2021	P-2 (Moody's)	16-Apr-2021	
IIII Eta	Outlook Issuer	Stable Baa1 (Moody's)	16-Apr-2021 21-Jul-2022	P-2 (Moody's)	21-Jul-2022	
Qudos Bank (Qantas Staff Credit Union Ltd)	Outlook	Stable	21-Jul-2022	P-2 (Woody'S)	21-Jul-2022	
AMP Bank Ltd	Issuer	BBB+ Stable	02-Apr-2024 02-Apr-2024	A-2	01-Mar-2019	
Auswide Bank Ltd	Outlook Issuer	Baa2 (Moody's)	18-Sep-2017	P-2 (Moody's)	18-Sep-2017	
Auswide Barik Ltd	Outlook	Stable BBB+	18-Sep-2017	A-2		
Bank Australia	Issuer Outlook	Stable	02-Apr-2024 02-Apr-2024	A-2	21-Jan-2008	
Bank Vic (Police Financial Services)	Issuer	BBB+	02-Apr-2024	A-2	20-Nov-2022	
<u> </u>	Outlook Issuer	Stable BBB+	02-Apr-2024 02-Apr-2024	A-2	05-Aug-2013	
Beyond Bank	Outlook	Stable	02-Apr-2024			
Defence Bank Ltd	Issuer Outlook	BBB+ Stable	02-Apr-2024 02-Apr-2024	A-2	22-Apr-2013	
G&C Mutual Bank	Issuer	BBB+	02-Apr-2024	A-2	12-Mar-2020	
	Outlook Issuer	Stable BBB+	02-Apr-2024 02-Apr-2024	A-2	15-Oct-2010	
Great Southern Bank (ex-CUA)	Outlook	Stable	02-Apr-2024			
Heritage and People's Choice Ltd	Issuer Outlook	BBB+ Stable	02-Apr-2024 02-Apr-2024	A-2	14-Jun-12	
Mystate Financial Ltd	Issuer Outlook	Baa2 (Moody's) Stable	30-Sep-2020 30-Sep-2020	P-2 (Moody's)	17-Oct-17	
Newcastle Greater Mutual Group	Issuer	BBB+	02-Apr-2024	A-2	11-Oct-2004	
Newcastie Greater Mutual Group	Outlook	Stable BBB+	02-Apr-2024	A-2	04 Can 2014	
Police & Nurses Ltd	Issuer Outlook	Stable	02-Apr-2024 02-Apr-2024	M-2	01-Sep-2014	
Police Bank Ltd	Issuer	BBB+	02-Apr-2024	A-2	02-Feb-2012	
Tanahara Mutual Bank I I I	Outlook Issuer	Stable BBB+	02-Apr-2024 02-Apr-2024	A-2	04-Aug-2010	
Teachers Mutual Bank Ltd	Outlook	Stable	02-Apr-2024			
Judo Bank	Issuer Outlook	BBB Stable	02-Apr-2024 02-Apr-2024	A-2	02-Apr-2024	
Maitland Mutual Ltd	Issuer	BBB	02-Apr-2024	A-2	02-Apr-2024	
	Outlook Issuer	Stable BBB	02-Apr-2024 02-Apr-2024	A-2	02-Apr-2024	
QBank (QPCU Ltd)	Outlook	Stable	02-Apr-2024 02-Apr-2024		02 Apr 2024	

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Appendix D - Standard & Poor's Credit Ratings Definitions

Category	Definition
AAA	An obligation rated 'AAA' has the highest rating assigned by Standard & Poor's. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.
AA	An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitment on the obligation is very strong.
A	An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.
ВВВ	An obligation rated 'BBB' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.
BB; B; CCC; CC; and C	Obligations rated 'BB', 'B', 'CCC', 'CC', and 'C' are regarded as having significant speculative characteristics. 'BB' indicates the least degree of speculation and 'C' the highest. While such obligations will likely have some quality and protective characteristics, these may be outweighed by large uncertainties or major exposures to adverse conditions.
ВВ	An obligation rated 'BB' is less vulnerable to nonpayment than other speculative issues. However, it faces major ongoing uncertainties or exposure to adverse business, financial, or economic conditions which could lead to the obligor's inadequate capacity to meet its financial commitment on the obligation.
В	An obligation rated 'B' is more vulnerable to nonpayment than obligations rated 'BB', but the obligor currently has the capacity to meet its financial commitment on the obligation. Adverse business, financial, or economic conditions will likely impair the obligor's capacity or willingness to meet its financial commitment on the obligation.
ccc	An obligation rated 'CCC' is currently vulnerable to nonpayment, and is dependent upon favorable business, financial, and economic conditions for the obligor to meet its financial commitment on the obligation. In the event of adverse business, financial, or economic conditions, the obligor is not likely to have the capacity to meet its financial commitment on the obligation.
сс	An obligation rated 'CC' is currently highly vulnerable to nonpayment. The 'CC' rating is used when a default has not yet occurred, but Standard & Poor's expects default to be a virtual certainty, regardless of the anticipated time to default.
С	An obligation rated 'C' is currently highly vulnerable to nonpayment, and the obligation is expected to have lower relative seniority or lower ultimate recovery compared to obligations that are rated higher.
D	An obligation rated 'D' is in default or in breach of an imputed promise. For non-hybrid capital instruments, the 'D' rating category is used when payments on an obligation are not made on the date due, unless Standard & Poor's believes that such payments will be made within five business days in the absence of a stated grace period or within the earlier of the stated grace period or 30 calendar days. The 'D' rating also will be used upon the filing of a bankruptcy petition or the taking of similar action and where default on an obligation is a virtual certainty, for example due to automatic stay provisions. An obligation's rating is lowered to 'D' if it is subject to a distressed exchange offer.
NR	This indicates that no rating has been requested, or that there is insufficient information on which to base a rating, or that Standard & Poor's does not rate a particular obligation as a matter of policy.

^{*}The ratings from 'AA' to 'CCC' may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the major rating categories.

Disclaimer: The statements and opinions contained in this report are based on currently prevailing conditions in financial markets and are so contained in good faith and in the belief that such statements and opinion are not false or misleading. In preparing this report, Prudential Investment Services Corp has relied upon information which it believes to be reliable and accurate. Prudential Investment Services Corp believes that this report and the opinions expressed in this report are accurate, but no warranty of accuracy or reliability is given. Prudential Investment Services Corp does not warrant that its investigation has revealed all of the matters which a more extensive examination might disclose. This report may not be reproduced, transmitted, or made available either in part or in whole to any third party without the prior written consent of Prudential Investment Services Corp. AFS Licence No. 468145.

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HUNTER'S HILL COUNCIL

POLICY



POLICY NO. CPFM2

POLICY TITLE Investment Policy

STATUS Council

SERVICE Financial Management

DOCUMENT ID 545280

PURPOSE

The purpose of the policy is to provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time to maximise returns, whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

SCOPE

While exercising the power to invest, consideration needs to be given to preservation of capital, liquidity, and the return of investment.

- (a) Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- (b) Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- (c) Investments are to generate income that exceeds the performance benchmarks while taking into account Council's risk tolerance.
- (d) Compliance with legislation, regulations, the prudent person tests of the Trustee Act and best practice guidelines.

All investments are to comply with the following:

- Local Government Act 1993 Section 412 & 625;
- Local Government Act 1993 Order (of the Minister) Circular No: 11/01 gazetted on 17 February 2011, or most current.
- The Trustee Amendment (Discretionary Investments) Act 1997 Sections 14A(2), 14C(1) & (2);
- Local Government (General) Regulation 2005 Clause 212;
- Australian Accounting Standards;

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- Office of Local Government Investment Policy Guidelines; and
- Office of Local Government Circulars.

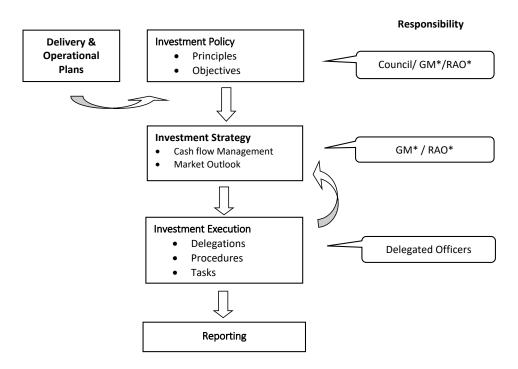
Extracts are included in Appendix 1.

POLICY STATEMENT

PART 1 POLICY GUIDELINES

1. Relation of Investment Policy with Council

The following diagram shows how the Investment Policy relates to other policies, plans and strategy within Council.



- * GM General Manager
- *RAO delegated Responsible Accounting Officer

2. Delegation of Authority to Invest

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act (1993). The General Manager has in turn delegated the day-to-day management of Councils investment to those currently recorded in the Delegated Authority register.

Delegated officers are required to acknowledge they have received a copy of this policy and understand their obligations in this role when investing funds on behalf of Council in accordance with this policy.

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Adequate controls are in place to safeguard Council's assets, such as the separation of duties in relation to authorising and executing transactions through the requirement of two authorised signatories for each transaction.

3. Prudent Person Standard

The investment portfolio will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy and not for speculative purposes.

A prudent person is entrusted to act with a duty of care, not as an average person would act but as a wise, cautious and judicious person. Such a person will:

- Have a full understanding of Council's Investment Policy
- Understand the legislative constraints regarding Council's investments
- Actively manage investments by regular market monitoring. Performance of
 investments is to be reviewed (individually and as a whole portfolio) on a
 monthly basis. Where necessary, advice and assistance should be sought from
 professional people with experience in investment markets. Any professional
 advice obtained must contain a statement by an independent advisor as to
 their financial interest in the advice given.
- Review Council's investment strategy, at least annually
- Balance the investment risk/return trade off by not taking an overtly conservative (low risk, low return) stance or overtly risky stance.
- Have a full understanding of Council's investment strategy and its specific requirements for cash flow to meet its obligations and consider this in selecting duration of investments.

4. Ethics and Conflict of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest in fulfilling their role to Council, as outlined more in the Investment Advisor section.

5. Approved Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

(Refer Appendix 1).

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All investments must be denominated in Australian Dollars.

Authorised Investments include:

- Debentures or securities issued by, or guaranteed by, Local, State and Commonwealth governments.
- Interest bearing deposits with, or any debentures or senior bonds issued by an authorised deposit-taking institution (as defined by the *Banking Act* 1959 (Cwth)).
- Any bill of exchange which has a maturity date of not more than 200 days, and
 if purchased for value confers on the holder in due course a right of recourse
 against a bank which has been designated as an authorised deposit-taking
 institution by the Australian Prudential Regulation Authority.
- Investments with the NSW Treasury Corporation or investments the New South Wales Treasury Corporation Investment Management Funds.
- Investments grandfathered under the previous Ministerial Order.

6. Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits any investment carried out for speculative purposes, and other investments including;

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind;
- Investment trusts other than those of TCorp Hour-Glass, even where the trusts' assets are limited to assets complying with the Minister's Order; and
- Any other investment excluded by the Minister's Order.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment. However, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the expenditure of loan funds.

7. Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

 Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money);

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 Diversification – the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market;

- Credit risk the risk that a party or guarantor to a transaction will fail to fulfil its obligations. In the context of this document it relates to the risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment, or failure by a counterparty to a transaction in an investment;
- Fidelity, legal and documentary risk the risks of suffering loss from staff or counterparty fraud, theft, failure to document transactions and title with enforceable documents or compensation to third parties for these failures;
- Market risk the risk that the fair value of future cash flows of an investment will fluctuate due to changes in market prices, or benchmark returns will unexpectedly overtake the investment's return;
- Liquidity risk the risk that Council runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby incurs additional costs (or in the worst case is unable to execute its spending plans);
- Maturity risk the risk relating to the length of term to maturity of the investment. The longer the term, the greater the length of exposure and risk to market volatilities; and
- **Rollover Risk** the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future.

8. Risk Management Framework

Investments obtained are to comply with three key criteria relating to:

- Institutional Limitations.
- Portfolio Credit Framework: limit overall credit exposure of the portfolio.
- Counterparty/Institution Credit Framework: limit exposure to individual counterparties/institutions.
- Term Framework: limits based upon the investment horizon of investments.

8.1 Institutional Limitations

Notwithstanding the further limitations set under the Counterparty/Institution Framework below the following limitations will also apply.

 Council will not invest with an Australian branch of a foreign owned bank, where the ADI is unrated.

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8.2 Overall Portfolio Limits

The portfolio credit guidelines to be adopted will reference the Standard & Poor's (S&P) ratings system criteria and format - however, references in the previous Minister's Orders also recognised Moody's and Fitch Ratings and any of the three ratings may be used where available.

In the event of disagreement between agencies as to the rating band ("split ratings") Council shall use the higher in assessing compliance with portfolio Policy limits, but for conservatism shall apply the lower in assessing new purchases.

However, the primary control of credit quality is the prudential supervision and government support and explicit guarantees of the ADI sector, not ratings.

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	Maximum %			
AAA	100%			
AA+, AA or AA-	100%			
A+, A, A-	60%			
BBB+, BBB	30%			
Specific Ministerial Approved Forms of Investment				
NSW TCorpIM Growth Funds	10%			

8.3 Counterparty/Institution Credit Framework

Exposure to an individual counterparty/institution will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating Band	Maximum %				
AAA	60%				
AA+, AA or AA-	60%				
A+, A, A-	60%				
BBB+, BBB	30%				
Specific Ministerial Approved Forms of Investment					
NSW TCorpIM Growth Funds Up to 10% total					

Credit ratings are based upon the Standard & Poor's Investment Rating or their Moody's or Fitch rating equivalent where a Standard & Poor's Investment Rating does not exist.

8.4 Term Framework

Council's investment portfolio shall be structured around the Horizon of investment to ensure that liquidity and income requirements are met.

The designated Horizon is the minimum appropriate and expected holding period for an investment. For a tradeable security, this may be a period shorter than the legal

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maturity where there is an intent to sell. For term deposits, it is the term to maturity. For managed funds, Horizon must be nominated.

Once the primary aim of liquidity is met, Council will ordinarily diversify its maturity profile as this will ordinarily be a low-risk method of obtaining additional return as well as reducing the risks to Council's income. However, Council always retains the flexibility to invest as short as required by internal requirements or the economic outlook. Judgment of the state of domestic and global economic circumstances should also be carefully taken into account when making decisions on the terms of an investment.

The factors and/or information used by Council to determine minimum allocations to the shorter durations include:

- Council's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies;
- Medium term financial plans and major capital expenditure forecasts;
- Known grants, asset sales or similar one-off inflows; and
- Seasonal patterns to Council's investment balances.

The investment portfolio is to be invested within the following horizon constraints:

Investment Horizon Description				
Portfolio % <1 year	Min	20%	Max	100%
Portfolio % >1 year and < 3years	Min	0%	Max	60%
Portfolio % >3 year	Min	0%	Max	40%

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9. Divestment

If the characteristics of any of Council's investments change with market conditions such that they no-longer fall within these investment policy guidelines (either individually, or such that the portfolio breaches aggregate limits), liquid assets should be divested as soon as is practical without detriment to Council, to bring the portfolio into compliance.

To the extent that assets are not tradeable (such as unbreakable deposits), Council should be informed of the breach and a remediation plan presented.

10. Investment Advisor

Council's investment advisor must be licensed by the Australian Securities and Investment Commission. The advisor must be independent and must confirm in writing that they have no actual or potential conflict of interest in relation to investment products being recommended and is free to recommend the most appropriate product within the terms and conditions of the investment policy.

Independence includes receiving no commissions or other benefits in relation to the investments being recommended or reviewed, except as fully rebated to Council promptly.

Manufacturers and distributors of investment products are excluded from acting as investment advisors to Council.

11. Measurement

The investment return for the portfolio is to be regularly reviewed by the investment advisor by assessing the market value of the portfolio. The market value is to be assessed at least monthly to coincide with monthly reporting.

The investment advisor should meet with the responsible staff and review Council's investment portfolio no less than every six months.

12. Benchmarking

The performance of the investment portfolio shall be measured against the Bloomberg AusBond Bank Bill Index, or where no longer published such successor or substitute index as is nominated under delegated authority.

13. Reporting and Review

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register. The documentary evidence must provide Council beneficial ownership of the investment.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

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All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value where applicable.

If a breach of this Investment Policy occurs, Council will be notified at its next ordinary meeting.

14. Accounting

Council will comply with appropriate accounting standards in valuing its investments and quantifying its investment returns.

In addition to recording investment income according to accounting standards, published reports may show a break-down of its duly calculated investment returns into realised and unrealised capital gains and losses, and interest.

Other relevant issues will be considered in line with relevant Australian Accounting Standards, such as discount or premium, designation as held-to-maturity or on a fair value basis and impairment.

15. Third Party Suppliers and Dealers

Council will structure its affairs in order to be economical in its investment management costs, favouring dealing direct in its fixed interest (or, where intermediated, arrangements that result in a rebate of brokerage) where possible.

At times, it will be advantageous to deal with third parties that are remunerated on a transaction rather than retainer basis. Council will use such suppliers where to its advantage, and have regard to the "best execution" test in its Investment Policy. Specifically, Council will have regard to:

- Administrative cost savings;
- Ability to access higher (retail) rates, where these exceed the direct transaction costs;
- Access to ADIs that would not normally have an institutional direct channel;
- Limited access or initial public offering (IPO) deals, or other secondary market opportunities that are only available from specific sources; and
- The costs of other distribution channels that do not involve transaction remuneration.

Council will take steps to ensure that:

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- Any suppliers used are appropriately licensed, reputable and capable;
- Funds and identification data are sufficiently secured;
- Third party arrangements do not materially worsen Council's credit risks by creating exposure to the dealer as counterparty; and
- Remuneration arrangements are reasonable and transparent, whether paid by Council or by the issuer directly.

16. Legal Title

When a user of funds obtains finance from the provider of funds, the user must prepare a document that clearly defines the contractual arrangement that has been agreed. This is known as a "financial instrument". When Council enters into a financial instrument, it is important that the financial instrument clearly shows it is held in the name of Hunter's Hill Council.

17. Safe Custody Arrangements

Where necessary, investments may be held in safe custody on Council's behalf, as long as the following criteria are met:

- Council must retain beneficial ownership of all investments;
- Adequate documentation is provided, verifying the existence of the investments at inception, in regular statements and for audit;
- The Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems; and
- The Institution or Custodian recording and holding the assets will be:
 - The Custodian nominated by NSW T-Corp investment products;
 - Austraclear;
 - An institution with an investment grade Standard and Poor's, Moody's or Fitch rating; or
 - An institution with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

RELATED POLICIES/PROCEDURES

Hunters Hill Long Term Financial Plan

POLICY AUTHORITY

The policy authority is the delegated Responsible Accounting Officer.

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REVIEW

The Investment Policy will be reviewed at least once a year or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of the Council and in the spirit of this policy. Any amendment to the Investment policy must be way of Council resolution.

ADOPTED BY COUNCIL:

DATE: 28 August 2023

RESOLUTION NO: 157/23
VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
8.07.1996	1.0	2353/96	Initial Policy	
11.12.2006	1.1	569/06	Policy Amended	
13.06.2017	1.2	180/17	Significant Policy Amendment	
23.11.2020	1.3	209/20	Adopted policy	DFCS
20.09.2021	1.4	443/21	Minor amendment	DFCS
15.08.2022	1.5	166/22	Council review of policy. No amendments proposed	DFCS
28.08.2023	1.6	157/23	Amendments to tables at 8.2 & 8.3. Unrated ADI category and reference to major banks removed.	Maria Kenny
29.07.2024	1.7		8.2 Overall portfolio limits - Specific Ministerial Approved Forms of Investment increased from 10% to 15%	DFPP

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APPENDIX 1

Extracts of Legislative Requirements

LOCAL GOVERNMENT ACT 1993 - SECT 412 & 625

Section 412 Accounting Records

- (1) A council must keep such accounting records as are necessary to correctly record and explain its financial transactions and its financial position.
- (2) In particular, a council must keep its accounting records in a manner and form that facilitate:
 - (a) the preparation of financial reports that present fairly its financial position and the results of its operations, and
 - (b) the convenient and proper auditing of those reports.

Section 625 How May Councils Invest?

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- (1) A council may invest money that is not, for the time being, required by the council for any other purpose.
- (2) Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.
- (3) An order of the Minister notifying a form of investment for the purposes of this section must not be made without the approval of the Treasurer.
- (4) The acquisition, in accordance with section 358, of a controlling interest in a corporation is not an investment for the purposes of this section.

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Circular No. 11-01 Date 17 February 2011 Doc ID. A232163

Contact Finance Policy Section 02 4428 4100 dlg@dlg.nsw.gov.au

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REVISED MINISTERIAL INVESTMENT ORDER

A revised Investment Order pur suant to section 625 of the Local Government Act 1993 has been issued. The Minister fo r Local Government signed the revised Order on 12 January 2011 an d it was published in the NSW Government Gazette on 11 February 2011. It replaces the Order dated 31 J uly 2008. The revised Order is attached to this circular.

Changes to the Investment Order include:

- the removal of the ability to invest in the mortgage of land (part (c) of the Investment Order dated 31 July 2008)
- the removal of the ability to mak e a deposit with the Local Gover nment
- Financial Services Pty Ltd (part (f) of the order dated 31 July 2008) the addition of "Key Considerations" in the revised Investment Order, which includes a comment that a c ouncil's General Manager, or any other staff, with delegated authority by a council to invest in funds on behalf of the council must do so in accordance with the council's adopted investment policy.

Councils are reminded that on 25 May 2010 the Division of Local Government issued Investment Policy Guid elines (Circular to Councils 10- 11 refers). It is expected that all c ouncils will by now have adopted an Investment Policy in accordance with the Guidelines.

Ross Woodward

m/ wordward

Chief Executive, Local Government

A Division of the Department of Premier and Cabinet

Department of Local Government 5 O'Keefe Avenue NOWRA NSW 2541 Locked Bag 3015 NOWRA NSW 2541 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209 E dlg@dlg.nsw.gov.au Wwww.dlg.nsw.gov.au ABN 99 567 863 195

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LOCAL GOVERNMENT ACT 1993 - INVESTMENT ORDER

(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the Local Government Act 1993 and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory:
- (b) any debentures or securities issued by a council (within the meaning of the Local Government Act 1993 (NSW)):
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the Banking Act 1959 (Cwth)), but excluding subordinated debt obligations
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income

Transitional Arrangements

- Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 2 day of Jamery 2011 Hon BARBARA PERRY MP Minister for Local Government

Sa

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Attachment 2

THE TRUSTEE AMENDMENT (DISCRETIONARY INVESTMENTS) ACT 1997 – SECTIONS 14A (2), 14C (1) & (2)

14A (2) Duties of trustee in respect of power of investment

A trustee must, in exercising a power of investment:

- (a) if the trustee's profession, business or employment is or includes acting as a trustee or investing money on behalf of other persons, exercise the care, diligence and skill that a prudent person engaged in that profession, business or employment would exercise in managing the affairs of other persons, or
- (b) if the trustee is not engaged in such a profession, business or employment, exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

14C Matters to which trustee is to have regard when exercising power of investment

- (1) Without limiting the matters that a trustee may take into account when exercising a power of investment, a trustee must, so far as they are appropriate to the circumstances of the trust, if any, have regard to the following matters:
 - (a) the purposes of the trust and the needs and circumstances of the beneficiaries,
 - (b) the desirability of diversifying trust investments,
 - (c) the nature of, and the risk associated with, existing trust investments and other trust property,
 - (d) the need to maintain the real value of the capital or income of the trust,
 - (e) the risk of capital or income loss or depreciation,
 - (f) the potential for capital appreciation,
 - (g) the likely income return and the timing of income return,
 - (h) the length of the term of the proposed investment,
 - (i) the probable duration of the trust,
 - the liquidity and marketability of the proposed investment during, and on the determination of, the term of the proposed investment,
 - (k) the aggregate value of the trust estate,
 - (I) the effect of the proposed investment in relation to the tax liability of the trust,

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- (m) the likelihood of inflation affecting the value of the proposed investment or other trust property,
- (n) the costs (including commissions, fees, charges and duties payable) of making the proposed investment,
- (o) the results of a review of existing trust investments in accordance with section 14A (4).
- (2) A trustee may, having regard to the size and nature of the trust, do either or both of the following:
 - (a) obtain and consider independent and impartial advice reasonably required for the investment of trust funds or the management of the investment from a person whom the trustee reasonably believes to be competent to give the advice,
 - (b) pay out of trust funds the reasonable costs of obtaining the advice.

LOCAL GOVERNMENT (GENERAL) REGULATION 2005 - CLAUSE 212

212 Reports on council investments

- (1) The responsible accounting officer of a council:
 - (a) must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:
 - i) if only one ordinary meeting of the council is held in a month, at that meeting, or
 - ii) if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and
 - (b) must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.
- (2) The report must be made up to the last day of the month immediately preceding the meeting.

Note. Section 625 of the Act says how a council may invest its surplus funds.

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ITEM NO : 4.4

SUBJECT : DRAFT COMMUNITY GRANTS POLICY AND PROGRAM

TIMELINE

STRATEGIC OUTCOME : PROGRAMS AND COMMUNITY GROUPS WHICH PROMOTE

ACTIVE LIVING, HEALTH AND WELL-BEING ARE SUPPORTED

AND ENCOURAGED

ACTION : PROVIDE ANNUAL COMMUNITY SERVICE GRANTS TO

LOCAL ORGANISATIONS

REPORTING OFFICER : ANNIE GOODMAN

Ref:710861

PURPOSE

The purpose of this report is for Council to review the Community Grants Policy and the program key dates.

RECOMMENDATION

- 1. That Council adopt the Community Grants Policy.
- 2. That at the 28 October 2024 Council Meeting, Council nominate 2 Councillors, in addition to the General Manager, Mayor, Deputy Mayor to assess Community Grant submissions received.
- 3. That a further report be brought back to Council in November 2024 with a recommended list of projects to be funded.

BACKGROUND

The Local Government Act 1993 permits Council, by resolution, to contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

The Community Grants Policy provides clarity and direction about the deliverance of Council's annual Community Grants Program. The policy outlines Council's commitment to support and encourage community initiatives that respond to local needs, enhance community wellbeing and quality of life and are of benefit to our residents. The policy is reviewed annually to ensure compliance with any legislative updates.

In 2022 Council resolved to increase the Community Grants total funding amount from \$15,000 to \$20,000. Additionally, Council resolved that the Community Grants Assessment Panel be comprised of the General Manager, Mayor, Deputy Mayor, and two Councillors nominated by Council, and that panel appointments are reviewed annually.

REPORT

The Community Grants Policy outlines:

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- community grant categories
- eligibility
- ineligibility
- key dates
- application process
- assessment criteria
- assessment process
- conditions of funding.

Each year Hunter's Hill Council invites applications for its Community Grants Program. The program allocates a total of \$20,000 in grant funding across two categories:

1. Community Development - Service and Program Delivery

\$500, \$1000 or \$1500 per application

These grants financially support community groups and not-for-profit organisations to provide innovative and inclusive programs, events and projects.

2. Community Assistance - Sports and Cultural Competition

\$150, \$250 or \$500 per application

These grants support individuals selected to compete at a recognised sporting or cultural competition within and outside of metropolitan Sydney.

Hunters Hill Australia Day Citizen of the Year Awards program dates:

TIMELINE	DETAILS
Early August 2024	Applications open.
Late September 2024	Application close.
Late October/early	Applications will be assessed by a panel comprising the General
November 2024	Manager, Mayor, Deputy Mayor, and two Councillors nominated
	by Council.
November 2024	The recommendations of the panel will be the subject of a report
	to Council.
November 2024	Grants awarded.
May 2025	Grants acquitted.

CONCLUSION

The Community Grants Program has been developed to financially support individuals, community groups and not-for-profit organisations to deliver outcomes to the community. Community grants are a tangible way for Council to support the work of volunteers and organisations in the Hunters Hill local government area. The provision of annual community service grants to local organisations is a key action in Council's Operational Plan for 2024-25.

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FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Draft Community Grants Policy <a> U

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HUNTER'S HILL COUNCIL



POLICY NO.

POLICY TITLE Community Grants Policy

STATUS Council

SERVICE Community & Customer Service

DOCUMENT ID

OUTCOMES

The Community Grants program has been developed to financially support community groups and not for profit organisations to provide innovative and inclusive programs, events and projects in line with Council's Community Strategic Plan. The program is designed to meet the following outcomes:

- Effective and efficient use of resources to assist community groups, and not-for-profit
 organisations provide events, services and activities for the benefit of the local community.
- The program includes support for individuals selected to compete at a recognised sporting or cultural competition inside and outside the Sydney metropolitan area in NSW, interstate or internationally.
- An equitable, transparent process for determining and allocating Council's grants and donations with appropriate accountabilities for grant recipients.
- Greater community participation, social inclusion, cohesion and engagement, and improved quality of life for the community of Hunters Hill local government area.

SCOPE

This Policy applies to all grants distributed by Council via its annual Community Grants Program.

Community Grants are not for recurring annual expenses, they are for 'one-off' projects, events, pilot programs, or establishment of a group or activity. A project will only be funded once.

The maximum funding available to any one group or organisation in the Community Grant category will not exceed \$1500, and in the Community Assistance category will not exceed \$500 per application. However, grants will generally be approved for a lesser amount. A total of \$20,000 in grant funding is available.

CPCS1 COMMUNITY GRANTS POLICY DOCUMENT ID 574502

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Applications that can demonstrate a financial or in-kind contribution will be considered favourably, as will those who source funding from other sources, or demonstrate collaboration and collective impact.

As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants who have not previously been funded. Subject to conditions, grants will be available annually.

Grants will be in two categories:

- a) Community Development Service and Program Delivery
- b) Community Assistance Sports and Cultural Competition

Applicants must either live in, be based in or provide services and activities in the Hunters Hill local government area.

Only one grant will be awarded to any one applicant in the Grants Program in any category per financial year.

Previous receipt of grant funding does not guarantee future funding.

1. GRANT CATEGORIES

1.1 Community Development - Service and Program Delivery (\$500, \$1000 or \$1500 per application)

These funds can be used for a new project, to enhance an existing project or purchase equipment or materials.

Council will consider applications from not-for-profit, incorporated organisations that are delivering services to, or organising local cultural or community activities for, participants of which the majority are residents of the Hunters Hill local government area.

These local community organisations would be working towards building a cohesive and connected community, based on the principles of inclusion, community wellbeing and cultural capacity building.

This program is available once annually.

1.2 Community Assistance - Sports and Cultural Competition (\$150, \$250 or \$500 per application)

Individuals or sponsoring organisations may apply for a donation to support residents of the Hunters Hill local government area selected to compete at a recognised sporting or cultural competition in metropolitan Sydney, regional NSW, interstate or internationally in accordance with the following scale:

CPCS1 COMMUNITY GRANTS POLICY DOCUMENT ID 574502

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- Up to \$150 for an individual selected to compete in Metropolitan Sydney;
- Up to \$250 for an individual selected to compete outside Sydney in regional NSW; and
- Up to \$500 for an individual selected to compete interstate or internationally.

Applications must be supported by documentation from the sponsoring body detailing selection process and confirming the date and location of the competition.

Applicants are only eligible for one donation in any financial year, whether as a team member or as an individual. Funds must be used for the purpose indicated in the application.

Applicants must be residents of the Hunters Hill local government area. The activity shall be of amateur status - an unpaid rather than professional status.

2. ELIGIBILITY

Community grants are available to not-for-profit groups who:

- Primarily serve the residents of the Hunters Hill local government area.
- Can demonstrate a high level of community support.
- Can demonstrate financial stability and sound project management.
- Include a financial and/or in-kind contribution to the project.
- Can identify how their project meets an identified need in line with one of the themes
 of the Community Plan.
- Applications are invited from not-for-profit community-managed groups, welfare, education, arts/cultural, youth, seniors, children, culturally diverse and related groups.

Community grants can be used for a range of purposes including:

- events
- minor capital works
- pilot programs
- activities
- equipment
- workshops
- brochures/pamphlets
- art works
- incorporation
- promotion.

The project or activity must:

- be of benefit to the local community
- meet an identified need
- not require commitment to ongoing funding from Hunter's Hill Council
- not duplicate an activity already available in the local area.

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3. INELIGIBILITY

Hunter's Hill Council will not provide grants for:

 Projects that seek funds for day-to-day operational expenses, such as rent and staff wages.

- Projects that seek funds to cover the cost of capital works.
- Projects located outside the Hunters Hill local government area, except for Community Assistance Sports and Cultural Competition recipients.
- Projects that do not meet the identified priority needs of Hunter's Hill Council.
- Projects that have commenced prior to the grant announcement date, except for Community Assistance - Sports and Cultural Competition recipients.
- Organisations with projects that are not acquitted from previous funding rounds.
- For profit, commercial organisations, sole traders.
- General donations to charities (any activities that do raise funds for charities as part of their project or event must report this in the acquittal and provide receipts of all donations made).
- Political parties or activities that are overtly political in nature.
- Councillors, staff members and their immediate family.
- State or Federal Government agencies/departments.

4. KEY DATES

TIMELINE	DETAILS
Early August 2024	Applications open
Late September	Application close
2024	
Late October/early	Applications will be assessed by a panel comprising the General Manager,
November 2024	Mayor, Deputy Mayor, and two Councillors nominated by Council
November 2024	The recommendations of the panel will be the subject of a report to Council
November 2024	Grants awarded
May 2025	Grants acquitted

5. HOW TO APPLY

- Step 1. Complete the form on Council's website.
- Step 2. Answer all questions and attach all information as required.
- Step 3. Lodge application by the due date late applications will not be considered, and no extensions will be granted.

CPCS1 COMMUNITY GRANTS POLICY
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6. ASSESSMENT CRITERIA

Community Development

These funds can be used for a new project, to enhance an existing project or purchase equipment or materials. The project must primarily benefit the residents of the Hunters Hill local government area and the application must demonstrate that it is meeting an identified need in the community with examples provided. This includes alignment to Council's Disability Inclusion Action Plan (DIAP). Additional criteria that will be highly regarded includes:

- sustainability initiatives
- social inclusion/cohesion
- disadvantaged or minority groups
- disability inclusion/access (DIAP)
- learning and skill development
- health and safety
- arts and cultural awareness programs
- recreation and physical activity.

Community Assistance

This category aims to provide assistance to individuals who reside in the Hunters Hill local government area and are selected to compete in a sporting event or cultural competition inside and outside the Sydney metropolitan area.

The selected sporting event in which the applicant has participated in can take place in the year prior to the grant application.

7. ASSESSMENT PROCESS

- 1. Grant applications will be assessed and prioritised by a panel comprising the General Manager, Mayor, Deputy Mayor, and two Councillors nominated by Council.
- 2. Applications will be assessed against the grant categories criteria.
- 3. A recommended list of projects to be funded will be provided by the Assessment Panel to Council for consideration.
- Council will make the final decision on successful projects. All Community Grant allocations are endorsed by Council for final approval.
- 5. Council Officers and Councillors involved in this process will identify and manage any conflicts of interest in accordance with Council's Code of Conduct.

8. CONDITIONS OF FUNDING

Hunter's Hill Council reserves the right to require the successful applicant to enter into a partnership or service agreement. A funding agreement must be signed by the successful applicant prior to funding being made available.

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Where a service or partnership arrangement is entered into it should be jointly developed and approved by Council and the applicant prior to funding being made available. Funds provided by Council must be deposited in an account in the applicant's name and Council must be advised of the applicant's GST status.

Grant recipients are required to acknowledge and promote Council's grant contribution. All publicity relating to the project/service, including any annual reporting, must acknowledge Hunter's Hill Council's contribution. This acknowledgement should be stated in the following or similar terms: 'This project was supported by funding from Hunter's Hill Council'.

At the end of the funding period, the recipient will be required to complete an acquittal process including the completion of a project evaluation form.

Should there be any concerns regarding the completion of the funded project, the recipient is encouraged to discuss the situation with Council Officers with a view to putting the project back on course.

9. RELATED RESOURCES

Legislation:

- a) Local Government Act NSW 1993 (relevant section 356)
- b) NSW Anti-Discrimination Act 1977
- c) NSW Heritage Act 1977
- d) Environmental Planning and Assessment Act 1997
- e) Commonwealth Disability Discrimination Act 1992
- f) Commonwealth Disability (Access to Premises Buildings) Standard 2010
- g) The Australia ICOMOS Charter for Places of Cultural Significance, The Burra Charter, 2013
- Independent Commission Against Corruption (ICAC) Guidelines for Sponsorship in the Public Sector

Associated Council Policies/Documents:

- a) Community Grants Guidelines
- b) Community Plan
- c) Delivery Program
- d) Operational Plan
- e) Sponsorship Policy
- f) Events on Council Land Policy

POLICY AUTHORITY

General Manager

REVIEW

This policy to be reviewed annually.

CPCS1 COMMUNITY GRANTS POLICY DOCUMENT ID 574502

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ADOPTED BY COUNCIL:

DATE: RESOLUTION NO:

VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
09/09/2019	1.0	186/19	Initial Policy	Jane Tamasuskas
29/11/2020	2.0	195/20	Increased maximum grant from \$800 to \$1500	Bec Ho
18/7/2022	3.0	142/22	Total fund increased from \$15,000 to \$20,000. Allocation amounts specified. Timeline of key dates. Composition of assessment panel specified. Community Assistance grants available once annually. Policy review period changed from biannually to annually.	Jacqui Jones
25/07/2023	4.0	132/23	 Updated timeline Additional criteria Related resources 	Annie Goodman
29/07/2024	5.0		Updated timeline Update to Community Assistance - Sports and Cultural Competition	Annie Goodman

CPCS1 COMMUNITY GRANTS POLICY DOCUMENT ID 574502

ITEM NO : 4.5

SUBJECT : CITIZEN OF THE YEAR AWARDS

STRATEGIC OUTCOME : THE COMMUNITY IS AWARE OF COUNCIL DECISIONS

THROUGH A TRANSPARENT AND DEMOCRATIC

ENGAGEMENT PROCESS

ACTION : DELIVER A DIVERSE ENGAGEMENT PROGRAM TO ENHANCE

COMMUNITY AWARENESS AND PARTICIPATION

REPORTING OFFICER : ANNIE GOODMAN

Ref:710982

PURPOSE

To seek Council's endorsement for the proposed Hunters Hill Citizen of the Year Award categories.

RECOMMENDATION

- 1. That the report be received and noted.
- 2. That Council endorse the following award categories:
 - Citizen of the Year
 - Young Citizen of the Year
 - Outstanding Sporting Achievement
 - Community Excellence
 - Environmental Excellence
- 3. That a further report be brought back to Council in October 2024 to seek Councillor nominations for the Citizen of the Year Awards assessment panel.

BACKGROUND

Each year, Hunter's Hill Council celebrates the achievements and contributions of outstanding members and groups of our community through the Citizen of the Year Awards.

The importance of the Awards is to showcase individuals and groups who demonstrate extraordinary service every day within our community - building social and cultural fabric and making a significant difference to our municipality.

The Hunters Hill Citizen of the Year Awards Panel consists of the Mayor, Deputy Mayor and 2 additional Councillors (via nomination) and the previous Citizen of the Year.

REPORT

The Australia Day Council of NSW provides councils with advice on Citizen of the Year Award categories. However, categories do vary from council to council. There is no limit on how many categories a council can have.

The current Hunters Hill Award categories are:

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Citizen of the Year

Any resident aged 25 years or over as of 26 January 2024, who has contributed in a significant manner to the wider community in a voluntary or paid capacity.

Young Citizen of the Year

Any young person aged 12 to 24-years-old as of 26 January 2023, who has contributed in a significant manner to the wider community or their school community in a voluntary capacity.

Sportsperson of the Year

Any sports person who has achieved outstanding individual results in their chosen sport, or who has contributed significantly to the success of their team.

Community Group of the Year

Any community group that has contributed significantly to the well-being of Hunters Hill residents.

Community Event/Project of the Year

A person or group delivering outstanding work on an event or project for the community.

Environmental Citizen or Group of the Year (new category)

Any individuals or organisation that has demonstrated outstanding efforts to preserve the environment, reduce litter and improve recycling.

The proposed Hunters Hill Award categories are:

• Citizen of the Year

Any resident aged 25 years or over as of 26 January 2024, who has contributed in a significant manner to the wider community in a voluntary or paid capacity.

Young Citizen of the Year

Any young person aged 12 to 24-years-old as of 26 January 2023, who has contributed in a significant manner to the wider community or their school community in a voluntary capacity.

Outstanding Sporting Achievement

Any sports person or team who has achieved outstanding results in their chosen sport, or who has contributed significantly to the success of their team.

Community Excellence

Any individual or community group that has contributed significantly to the well-being of Hunters Hill residents.

• Environmental Excellence

Any individual, organisation or community group that has demonstrated outstanding efforts in any of the following; sustainability, preserving the environment, bushcare or any reducing litter and improving recycling activities.

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CONCLUSION

The Hunters Hill Citizen of the Year Awards will be presented on 26 January 2025 at the Hunters Hill Australia Day celebrations.

Promotion of the awards will commence (earlier than usual) in September 2024.

The Awards Panel will be formed following the October Council Meeting.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There are no attachments to this report.

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ITEM NO : 4.6

SUBJECT : PROGRESS REPORT ON DELIVERY PROGRAM AND

OPERATIONAL PLAN FOR THE 6 MONTH PERIOD 01

JANUARY - 30 JUNE 2024

STRATEGIC OUTCOME : THE COMMUNITY IS AWARE OF COUNCIL DECISIONS

THROUGH A TRANSPARENT AND DEMOCRATIC

ENGAGEMENT PROCESS

ACTION : DELIVER A DIVERSE ENGAGEMENT PROGRAM TO ENHANCE

COMMUNITY AWARENESS AND PARTICIPATION

REPORTING OFFICER : JADE REED

Ref:711094

PURPOSE

To report on progress against objectives and actions identified in Council's 2023-24 Delivery Program and Operational Plan.

RECOMMENDATION

1. That the report be received and noted.

BACKGROUND

Integrated Planning and Reporting (IP&R) allows us to bring plans and strategies together in a way that supports a clear vision for the future and provides an agreed roadmap for delivering community aspirations. It is Council's responsibility to deliver and report, undertake resource planning, and ensure the community's big-picture ambitions become operational realities.

The Delivery Program is Council's commitment to the community about what it will deliver on during its term in office to achieve the Community Plan objectives. The Operational Plan is a one-year plan that spells out the details of the Delivery Program and identifies the individual projects and activities that will be undertaken in a specific financial year to achieve the commitments made in the four-year Delivery Program.

The Office of Local Government (OLG) requires that councils report every 6 months on the progress of their Delivery Program and associated Operational Plan.

REPORT

The tabled Delivery Program and Operational Plan spells out how each program and project undertaken by Council is tracking.

Given the size of the attached program, the key highlights have been outlined in the table over page for the period 01 January 2024 to 30 June and include:

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Program/Project	Achievement
Roads Program	Capital Works Roads Program completed in full.
LEP and DCP Review	Council adopted the scoping report to amend the LEP and
	submitted it to Department of Planning, Housing and
	Infrastructure.
Gladesville Reserve	Gladesville Reserve upgrade was completed and officially
Upgrade	opened in April 2024.
Boronia Park Community &	The Boronia Park Community and Sporting Facility building
Sporting Facility	has been completed and make good works have
	commenced.
Figtree Park	Figtree Park upgrade has been completed, with official
	reopening held on 15 June 2024.
Reconciliation Action Plan	Council launched our Reflect Reconciliation Action Plan
	(RAP), marking a significant step towards fostering stronger
	relationships with the local Aboriginal and Torres Strait
	Islander communities.

CONCLUSION

This update highlights progress towards the achievement of Council's objectives and actions.

This information will be included in Council's 2023-24 Annual Report, which will be published on our website to inform the community of the various milestones and achievements achieved during the course of the year and the term of our Councillors.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Half Yearly Report - Delivery Program and Operational Plan - January to June 2024 $\frac{1}{2}$

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DELIVERY PROGRAM & OPERATIONAL PLAN 2023-24

HALF YEARLY REPORT



REPORTING PERIOD: 01 January – 30 June 2024

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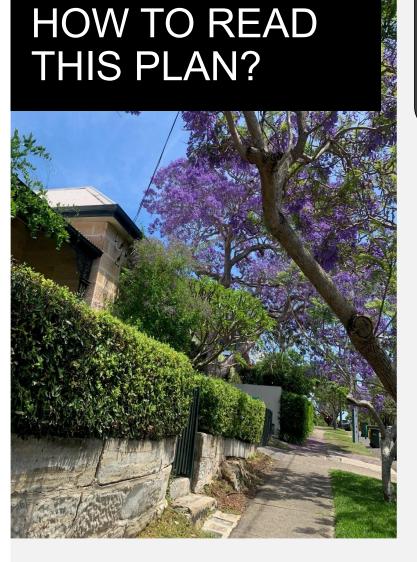
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Connected & Accessible Infrastructure	P. 4 - 6
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Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

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29 July 2024 COUNCIL REPORTS



STRATEGIC **OBJECTIVE**

The 4-year Delivery Program strategy

ACTION NAME

The one-year Operational Plan project, program or service

PERFORMANCE MEASURE

The measure that determines if the action is being achieved

SOURCE DOCUMENT

The document which contains the detail that supports or substantiates the action

STATUS

Complete Progressing – on schedule Not due to start Progressing – behind schedule Not progressing

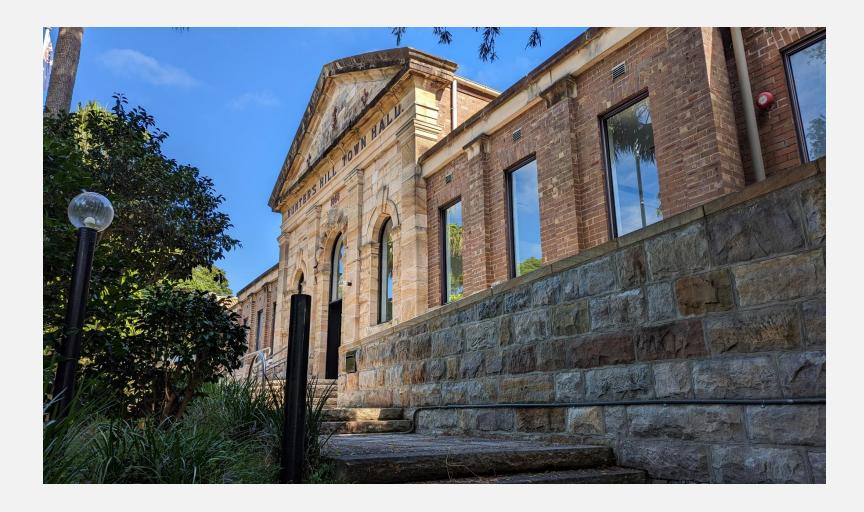
COMMENT

Detail/update about what has been achieved in the quarter

COMPLETE PROGRESSING - ON SCHEDULE NOT DUE TO START PROGRESSING - BEHIND SCHEDULE NOT PROGRESSING

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

Page 2



Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

CONNECTED & ACCESSIBLE INFRASTRUCTURE

Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
Clean and accessible infrastructure is managed	1.1.1	Complete the street sweeping program	Program completed on time and within budget	The increased street sweeping schedule has been successful, and will continue into 2024-25 unchanged.	Community Plan	30 June 2024	
and maintained effectively	1.1.2	Implement actions from the Disability Inclusion Action Plan (DIAP)	Actions and progress reported to Council and included in the Capital Works Program	We have continued to implement actions from our DIAP. Some of the initiatives we undertook included; finalisation of our very own Reconciliation Action Plan (RAP), supporting Sydney Community Services and their services and programs, including Universal Design Principles in delivering major community projects, focusing on accessibility via the installation of accessible paths and bus stops, supporting community groups via our Community Grant program, improving wayfinding around the LGA, and providing staff with access to Employee Assistance Program (EAP).	Community Plan, DIAP	30 June 2024	
People are connected to their destination through improved	1.2.1	Work with transport partners to advocate for the City Servicing	Advocate for improved public transport	Council has continued to work with transport partners to improve public transport in Hunters Hill.	WHS Policy, WHS Plans, Risk Management Policy and Plans	30 June 2024	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
public transport systems		Transport Corridor along Victoria Road					
Levels of service and community need are reflected in the Asset Management Plan	1.3.1	Review and update the Digital Asset Management Plan	Annual review completed on time	Council continues to improve its Digital Asset Management Plan to reflect updated data.	Asset Management Strategy	30 June 2024	
Safe 1.4 walking, cycling, and	1.4.1	Complete the Capital Works Roads Program	Program completed on time and within budget	Council's has completed the Road Renewal program.	Digital Asset Management Plan	Complete	
vehicle travel is supported and encouraged	1.4.2	Complete the Capital Works Footpath Program	Program completed on time and within budget	Council has completed the Footpath Renewals Program.	Community Plan, Capital Works Program	Complete	
encouraged	1.4.3	Implement the Hunters Hill Bike Plan	50% of the Bike Plan is completed by 2023-24	The design of the Bike Plan has progressed. Funding opportunities for its implementation are being sought.	Community Plan, Bike Plan	30 June 2024	
	1.4.4	Implement recommendations of the Local Traffic Committee (LTC)	Complete the recommendations as adopted by Council	Recommendations from the LTC have been implemented to regulate and improve traffic, parking, safety and amenity for the community.	Community Plan	30 June 2024	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
	1.4.5	Continue to deliver the Local Government Road Safety Program (LGRSP)	, 0	The following has been delivered as part of the Road Safety program:	Community Plan	Complete	
				- Help Learner Drivers Become Safer Drivers workshop			
				- Drive So Others Survive workshop			
				- Walk Safely to School Day			
				- Child Car Seat Voucher Program			
				- The School Zone Road Safety Newsletter			
				- Senior Pedestrian Safety workshop (delivered in Mandarin)			
				- Youth Week			

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing



Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

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ENVIRONMENT, SUSTAINABILITY & OPEN SPACE

Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
Natural spaces, including our bushland, foreshores and waterways are protected and enhanced	2.1.1	Implement bushcare programs which conserve flora, fauna and ecological communities	Annual Bushland Management Program completed on time and within budget	Council has continued to support bushcare and corporate volunteers, local schools and scouts and volunteer organisations i.e. Habitat Network, ECOBEL, Greater Sydney Landcare Network, and the PRCG Biodiversity and Education Subcommittee including PRAWN. We have an ongoing bushland management program including a fox control program, guided by quarterly Bushland Management Advisory Committee meetings.	Community Plan	Complete	
	2.1.2	Implement initiatives to improve the health of our waterways	Initiatives of the Parramatta River Catchment Group implemented	Council has worked closely with the Parramatta River Catchment Group (PRCG) to improve the health of our waterways. Through the Riverwatch and Beachwatch Programs, we have ongoing water quality monitoring at the proposed Bedlam Bay swim site and Woolwich Baths respectively. In addition,	Community Plan	Complete	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

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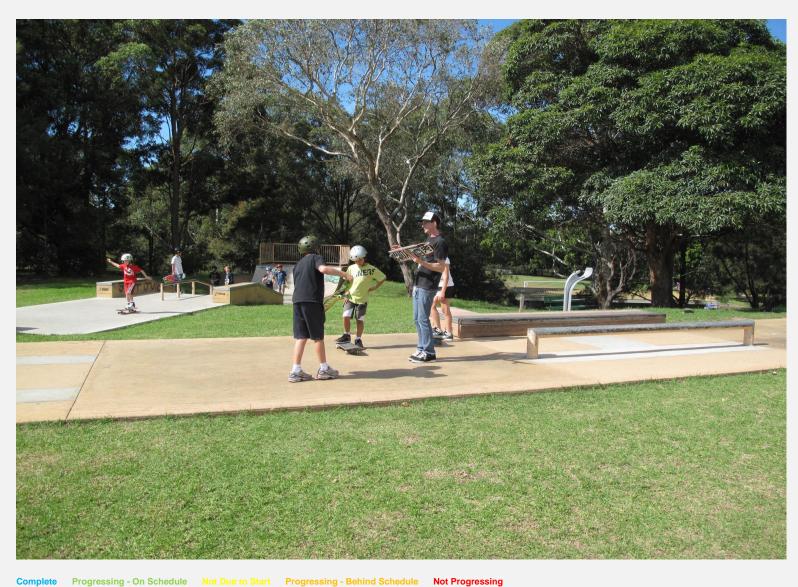
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Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
				staff and volunteers are participating in the Streamwatch water quality program, monitoring Tarban Creek, Brickmakers Creek and Buffalo Creek.			
	2.1.3	Complete tree heat mapping and tree register	Project completed on time	Council has now completed its tree register and heat mapping project.	Resilience Sydney Strategy 2018 Community Plan	Complete	
Improved sustainability is reflected in policies, strategies,	2.2.1	Implement the actions in the Sustainability Action Plan	Sustainability Action Plan is reviewed annually	Council has progressed several strategies, and policies within Councils sustainable strategic framework.	Sustainability Action Plan	30 June 2024	
programs and projects				The Sustainability Policy, EV Policy and Net Zero Implementation plan will be completed by December 2024.			
	2.2.2	Reduce litter and waste sent to landfill	Reduction in waste sent to landfill	Council has adopted the Regional Waste Strategy and continues to work towards the reduction of waste sent to landfill.	Sustainability Action Plan Regional Waste Strategy	30 June 2024	
Community resilience to the impacts of climate change is	2.3.1	Develop a Resilience Strategy	Strategy completed by 2024-25	Council plans to deliver its Resilience Strategy in line with its adopted Strategic Sustainability Framework Schedule.	Community Plan	30 June 2025	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
supported through urban form and infrastructure management and health initiatives	2.3.2	Implement the actions in the Bushfire Risk Management Plan	Annual actions are implemented and compulsory attendance at Bushfire Risk Management Committee Meetings	We have continued to attend the quarterly Hunters Hill Lane Cove Parramatta Ryde Bushfire Risk Management Committee meetings and follow up on actions arising from these meetings.	Bushfire Risk Management Plan Community Plan	Complete	
Waste, water and energy consumption is reduced and managed effectively	2.4.1	Investigate LED lighting	Funding and/or budgeting program secured	Council continues to plan for its rollout of LED lighting throughout our local government area.	Sustainability Action Plan	30 June 2024	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing



Complete Progressing - On Schedule Not Due to Start Progressing - Benind Schedule Not Progressing

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COMMUNITY & BELONGING

Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
Programs and community groups which promote active living, health and well-being are supported and encouraged	3.1.1	Promote and organise health and well-being campaigns and programs for seniors	Annual Seniors Forum held	The Seniors Festival event, 'Music and Morning Tea was held in North Ryde. This event was a collaboration between local councils and senior services community organisations. It showcased local agencies and provided an opportunity for seniors to meet and enjoy a morning tea with entertainment.	Community Plan	Complete	
	3.1.2	Provide annual Community Service Grants to local organisations	Community Grant funding is allocated by 30 December each year	The annual program of Community Grants was assessed and endorsed by Council. A total of \$20,000 was allocated.	Community Plan	Complete	
Services and facilities meet the needs of all generations	3.2.1	Develop and support youth activities and services	Annual Youth Summit held on time and within budget	Young people volunteered at Moocooboola Festival and were showcased at Young in Art. The Skate and Celebrate event provided a free local youth event with workshops and activities.	Community Plan	Complete	
	3.2.2	Continue to ensure that a library	Library programs and services regularly promoted to residents	We have continued to deliver an effective shared library service in	Community Strategic Plan	Complete	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
		service is provided to residents		conjunction with Lane Cove Council.			
				There has been an increase in; deliveries of the home library service, children taking part in Story Time and Baby Bounce, pick-ups and returns of library books and residents taking part in school holiday activities.			
Activities and programs are designed to be welcoming, inclusive and	3.3.1	Develop a Reconciliation Action Plan (RAP)	Plan completed in 2023-24	On the 21 May 2024 Council launched our Reflect Reconciliation Action Plan (RAP), marking a significant step towards fostering stronger relationships with the local Aboriginal and Torres Strait Islander communities.	Community Plan	Complete	
promote safety				This landmark initiative underscores Council's commitment to promoting understanding, respect, and opportunities for Indigenous Australians within the region.			
Community, cultural events and activities are coordinated	3.4.1	Coordinate and deliver community, cultural events and activities	Annual calendar of events delivered	Annual roster of civic, community and cultural events delivered, as well as special events for the re- openings of Gladesville Reserve and Figtree Park.	Community Plan	Complete	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

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Strategic Objective	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
and						
delivered						
inclusively						

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

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Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

CHARACTER, HERITAGE & PLACES

Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
Neighbourhoods reflect local character, heritage and create a sense of belonging	4.1.1	Complete the review of the LEP and DCP	Review completed by 2023-24	Council has adopted the Scoping Report to amend the LEP. The Department of Planning has received the amendments and are in the process of reviewing and reporting back to Council. To date, no response has been received from the Department.	LEP, DCP	30 June 2024	
	4.1.2	Develop and implement Heritage Inventory Sheets to explain identified significance	50% of Heritage Inventory Sheets completed	A detailed standard template for inventory sheets has been prepared by Council's Heritage Adviser. Heritage inventory sheets will be developed as development applications are submitted for heritage items.	Community Strategic Plan	30 June 2024	
	4.1.3	Implement Housing Strategy principles in Council's key strategic planning documents	Principles embedded during the review of the LEP and DCP	Council provides Sydney Housing Supply Forecast as a matter of process.	LEP, DCP, LSPS	30 June 2024	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
	4.1.4	Implement recommendations from the Local Strategic Planning Statement (LSPS)	LSPS principles incorporated into the LEP review	Council has adopted the scoping report on amending the LEP and submitted this to the Department of Planning for comment.	LSPS, LEP, DCP, Community Plan	30 June 2024	
				A Planning Proposal for additional housing for Montefiore is with the Department of Planning for consideration. Strategic approach for additional housing in Gladesville has been adopted by Council and the program is progressing.			
Urban environments attract business investment, economic activity and place making initiatives	4.2.1	Complete the Gladesville Masterplan	Gladesville Masterplan adopted by Council	Council has adopted a program and budget to progress the Masterplan for Gladesville. Council staff are progressing with the actions required in accordance with the set program.	Gladesville Masterplan	June 2025	
	4.2.2	Work with Chambers of Commerce to support and promote local business initiatives	Local initiatives promoted by Council annually	No Chamber of Commerce meetings have been held with Council.	Community Plan	30 June 2024	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
	4.2.3	Implement place- making initiatives and activations, including Figtree Park	Project manage any place-making and activation initiatives for Figtree Park on time and within budget	The Figtree Park upgrade is now complete. Additional amenities will be implemented as funding becomes available.	Community Plan	Completed	
Development application, regulation and monitoring services are streamlined	4.3.1	Development applications (DAs) are processed in accordance with service standards	Standard DAs are processed within 90 days	DA dashboards and reports are used to monitor assessment times, with the intention of reducing processing days to meet the service standard. The average number of days has decreased dramatically, with the average number of days being 45 in June 2024.	Community Plan, Service Standards	30 June 2024	
	4.3.2	Complete inspections and compliance of swimming pools, buildings and food premises	Inspections are completed every 6 months	A new register of 1,500 pools has been created, and a pool inspection program policy has been drafted, and will be presented to Council for adoption. Letters of noncompliant or unregistered pools have been issued to pool owners.	Community Plan	30 June 2024	
Parks, sportsfields and playgrounds support	4.4.1	Review and update maintenance of playgrounds to include natural shade	Maintenance schedule is prioritised to keep within safety standards	Council's maintenance program for its playgrounds is ongoing and in line with our Asset Management Plan and strategic needs.	Playground Strategy	30 June 2024	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

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Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
inclusive and accessible play	4.4.2	Deliver significant upgrades to Weil Park, Harding Memorial and Valentia Street playgrounds and include Cancer Council key principles	Playgrounds are upgraded on time and within budget	Council has undertaken appropriate works in line with its renewal program.	Playground Strategy	Complete	
	4.4.3	Deliver upgrades to Gladesville Reserve to enhance sporting, recreational and community use	Develop a concept plan for sport and rec at Gladesville Reserve	Gladesville Reserve sporting fields were officially opened in April 2024. It should be noted that the playground reinstatement will be delivered in 2024-25 in alignment with the adopted Henley Precinct Masterplan.	Community Plan	Complete	
	4.4.4	Deliver a Community and Sporting Facility at Boronia Park	Project management milestones met in accordance with the project plan	The Boronia Park Community and Sporting Facility building has been completed. Site make good works (i.e. landscaping) have been delayed due to unforeseen contaminated land challenges and wet weather. Council has received very positive feedback from the community in regards to the multipurpose courts.	Community Plan	30 June 2024	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

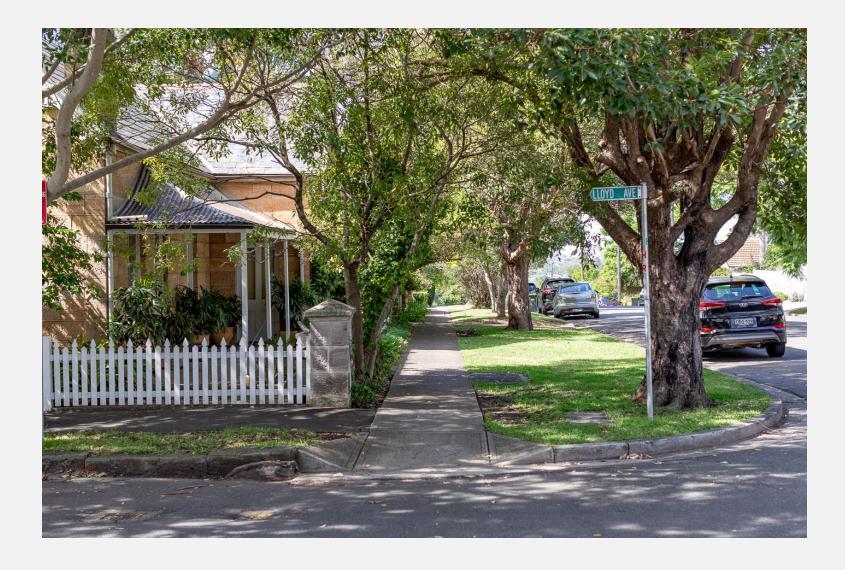
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Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
	4.4.5	Provide access to a swim site at Bedlam Bay	Meet Department of Planning and Environment Grant milestones	The construction of the Bedlam Bay swim site will commence in August 2024, the works are due for completion prior to summer.	Community Plan	30 June 2024	
	4.4.6	Investigate the feasibility of sporting and amenity facilities at Bedlam Bay to support sporting and community groups	Feasibility Plan completed	Due to tight resources the focus of the financial year thus far has been on the Bedlam Bay swim site and more broadly the delivery of other major projects, e.g. Boronia Park and Figtree Park. Momentum specifically for this action will be a focal point in the second half of 2024.	Community Plan	31 December 2024	
	4.4.7	Investigate the feasibility of AFL use at Buffalo Creek Reserve	Work with AFL to develop a concept plan for an AFL facility	Council has completed its initial feasibility process with AFL. The AFL has now commissioned traffic and parking studies and will report back to Council in due course. Council's Sport and Recreation Advisory Committee has been fully briefed about the current status.	Community Plan	Complete	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
	4.4.8	Enhance sporting facilities at Buffalo Creek Reserve	Sporting facility upgrades are completed on time and within budget	Council has completed significant upgrades within Buffalo Creek Reserve, including a new half basketball court and placement of new field lighting. Further upgrades to the park will be undertaken as part of Council's planned preventative maintenance program.	Community Plan	Complete	
	4.4.9	Update the 2013 Outdoor Sport and Recreation Plan	Plan is updated within the due deadline	The updated plan was adopted by Council at its June 2024 meeting.	Community Plan	Complete	
	4.4.10	Manage and maintain parks and reserves	Parks and Reserves Maintenance Program is completed on time	Council has continued to maintain and improve its parks and reserves.	Community Plan	30 June 2024	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing



Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

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GOVERNANCE, PARTICIPATION & PARTNERSHIPS

Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
The community is aware of Council decisions through a transparent and democratic engagement process	5.1.1	Deliver a diverse engagement program to enhance community awareness and participation	Implement the Community Engagement Strategy	We have continued to implement the Community Engagement Strategy and work cross-departmentally to provide up-to-date information to our community where ever possible. Engagement has consisted of public exhibition of a number of policies and strategies, increased traffic via the Council website, face-to-face meetings with local community groups and stakeholders and increased social media engagement. The most successful engagement campaign held in 2023-24 was the Henley Precinct Masterplan project with hundreds of active community participants and stakeholders providing feedback and engaging in communication platforms.	Community Plan, Community Engagement Strategy	Complete - ongoing	
Technology based initiatives are used to improve the	5.2.1	Implement the Digital and Customer Information Plan (DCIP)	Implement the Digital and Customer Information Plan (DCIP)	All actions within the DCIP have been completed or are progressing.	Community Plan, DCIP	30 June 2024	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

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Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
customer service experience							
Economic growth is facilitated through collaboration with community, government, sector and private partners	5.3.1	Review the Section 7.12 Plan	Section 7.12 Plan is reviewed and adopted by Council annually	This project is scheduled for 2025 financial year.	Community Plan	30 June 2025	
A vision of continuous improvement is shared by Councillors and Council staff	5.4.1	Deliver professional development opportunities	Professional development opportunities reflect required skills, competencies and capability framework	During the past 12 months we have committed to developing a highly skilled and flexible workforce. We have ensured that our employees are trained and competent in their respective areas of technical expertise and their level of competency reflects the work they are required to carry out. Where there have been gaps in performance, underperforming staff have been performance managed according to the expectations as set out in their work plans. This	Community Plan	Complete - ongoing	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

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Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
				ensures clarity and agreed understanding of service standards, delegations and accountabilities. The provision of training interventions is an important part of the performance development and improvement process.			
	5.4.2	Attract, select and retain qualified employees	Internal and external factors are identified and are based on competency-based selection methods	We have recruited a number of skilled employees, including a qualified and experienced Town Planner. We have also retained a very experienced and highly qualified Strategic Planner and Health & Building Surveyor. This has been significant, given the challenging labour market.	Community Plan	30 June 2024	
	5.4.3	Develop, implement and provide EEO for staff	Council's EEO targets are met and link with the annual EEO Action Plan	Over the past quarter we have continued to meet our EEO targets through: - equitable recruitment and selection practices - gender bias training for all employees - equitable provision of training opportunities across Council - completion of the RAP	Community Plan	30 June 2024	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
				We have demonstrated our commitment to EEO by implementing policies such as Positive Duty and participating in gender bias training. The endorsement of our RAP in May 2024 further solidifies our commitment to EEO.			
	5.4.4	Coordinate performance reviews and develop and implement initiatives that support and promote career development	Staff, with their managers, have developed work plans linked to the Operational Plan	Performance reviews have been coordinated and the review period has been set for 1 July 2023 to 30 June 2024. Performance reviews are aligned to our risk register and strategic objectives, to ensure alignment and consistency in approach.	Community Plan	30 June 2024	
				Workplans integrate key business objectives, core values, and the demonstrated competency in achieving these objectives. Staff are assessed based on their ability to meet service standards and deliver on objectives. Any required training is recorded in individual training plans, which are linked to the Council's Learning and			

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

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Strategic Objective	Action Code	Action Name	Performance Measure	6 Monthly Comments	Source Document	Due Date	Status
				Development Plan and budget.			
	5.4.5	Implement the actions from the Audit, Risk and Improvement Committee	Annual actions implemented	The following audit reviews were completed: - Development Application Assessments (September 2023) - Expense Management (December 2023) - Records Management (March 2024) There are 24 open recommendations which are progressing on schedule.	Community Plan	30 June 2024 and ongoing as reviews are completed	

Complete Progressing - On Schedule Not Due to Start Progressing - Behind Schedule Not Progressing

ITEM NO : 4.7

SUBJECT : CAPITAL PROGRAM AS AT 30 JUNE 2024 - WORKS IN

PROGRESS AND FUNDING REQUIRED TO BE REVOTED

STRATEGIC OUTCOME : COUNCIL IS RECOGNISED AND RESPECTED AS AN OPEN

AND TRANSPARENT ORGANISATION

ACTION : REPORT QUARTERLY TO COUNCIL AND THE COMMUNITY

ON THE PROGRESS OF THE DELIVERY PROGRAM,
OPERATIONAL PLAN AND ASSOCIATED RESOURCING
STRATEGY (LTFP, AMP'S & WORKFORCE PLAN)

REPORTING OFFICER : MARIA KENNY

Ref:712168

PURPOSE

The purpose of the report is to inform about the progress of Council's Capital Program for FY2023-24, including adopting revoted funds to FY2024-25.

RECOMMENDATION

- 1. That the report be received and noted.
- 2. That the recommended re-voted capital projects included in this report be adopted for inclusion in the FY2024-25 budget.

BACKGROUND

The delegation for the approval of budgets and re-voted expenditure is detailed in section 211 of Local Government (General) Regulation 2021:

Section 211 - Authorisation of expenditure

- (1) A council, or a person purporting to act on behalf of a council, must not incur a liability for the expenditure of money unless the council at the annual meeting held in accordance with subclause (2) or at a later ordinary meeting:
 - (a) has approved the expenditure, and
 - (b) has voted the money necessary to meet the expenditure.
- (2) A council must each year hold a meeting for the purpose of approving expenditure and voting money.
- (3) All such approvals and votes lapse at the end of a council's financial year. However, this subclause does not apply to approvals and votes relating to—
 - (a) work carried out or started, or contracted to be carried out, for the council, or
 - (b) any service provided, or contracted to be provided, for the council, or
 - (c) goods or materials provided, or contracted to be provided, for the council, or
 - (d) facilities provided or started, or contracted to be provided, for the council, before the end of the year concerned, or to the payment of remuneration to members of the council's staff.

A key component of Council's annual Delivery Program includes construction of new assets, or renewal of existing Council assets.

Where works have not commenced (or been contracted to commence), it is requirement that these funds be re-voted to the new financial year by the elected governing body.

REPORT

This report provides an overview on the implementation of the FY2023-24 Capital Program, identifying where any capital funding from the previous financial year is required to be re-voted to FY2024-25.

The items listed below are recommended to be re-voted for inclusion in the FY2024-25 program:

Asset Class	Project Description	Funding source	\$
Footpaths	Designs for Implementation of Bike Plan have commenced (and were funded through NSW Operational Grant – Get Active). Recommended funds to be carried forward and allocated towards construction costs.	SV – community facilities	9,000
Stormwater & Drainage	 Riverglade Reserve - Waruda Pond This project was resolved through the Quarterly Budget Review process in FY2023-24. Detention basin works are required. Project is to commence early FY2024-25. 	Stormwater and marine maintenance reserve – (FY2023-24 allocation)	35,000
	 Stormwater Management Policy was placed on public exhibition in FY2023-24. It is recommended that implementation of stages 3-5 stormwater upgrades to be re-voted to FY2024-25. 	Section 7.12 Contributions	120,000
	Gladesville Road Stormwater Upgrade (previously Woolwich Upgrade) • S7.12 Amendment was re-exhibited in FY2023-24, as it was identified through asset condition assessment, this location needed to be prioritised. Figtree Park Embellishments have been completed, and the drainage upgrade is to commence early FY2024-25.	Section 7.12 Contributions	250,000
Parks and Garden	FY2023-24 Renewal of Seats & Bollards Program	SV – New	23,306 19,106 (Bollards)

	 It is recommended this allocation is 		
	bought forward to be consolidated		
	with FY2024-25 capital program.		
Traffic &	Local Area Traffic Management Plan - Boronia	s.7.12	60,000
Transport	 Council resolved to remove traffic 	Contributions	
	devices installed at Farnell Street. As		
	the costs incurred in FY2023-24 were	s.7.12	
	for design and removal – it is not	Contributions	
	permissible for this to be funded		
	through developer contributions. Costs		
	incurred will be costed to operational		
	budgets. It is recommended the 60k		
	capital allocation be bought forward to		
	FY2024-25.		
	LGA Parking Strategy	s7.12	
	 It is proposed this allocation be bought 	Contributions	40,000
	forward to FY2024-25. In FY2023-24,		
	Council developed an Integrated		
	Transport Strategy, this funding can be		
	allocated towards implementation		
	measures. A further report will be		
	bought to Council in FY2024-25.		
Information	Project Software	General	30,000
Systems	 Website upgrades and implementation 	Funds	
	of cybersecurity protocols were		
	prioritised in FY2023-24. It is		
	recommended this project funding be		
	re-voted in FY2024-25		

FINANCIAL IMPACT ASSESSMENT

This report recommends \$586,412 of works in progress capital funding to be re-voted to FY2024-25.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There were no attachments to this report.

ITEM NO : 4.8

SUBJECT : LGNSW 2024 ANNUAL CONFERENCE

STRATEGIC OUTCOME : A VISION OF CONTINUOUS IMPROVEMENT IS SHARED BY

COUNCILLORS AND COUNCIL STAFF.

ACTION : DELIVER PROFESSIONAL DEVELOPMENT OPPORTUNITIES

REPORTING OFFICER : MITCHELL MURPHY

Ref:702195

PURPOSE

This report advises elected members the annual LGNSW Annual Conference will be held from Sunday 17 November to Tuesday 19 November 2024 at Tamworth Regional Entertainment and Conference Centre, Hillvue. (Draft program: Attachment 1)

RECOMMENDATION

- 1. That the report be received and noted.
- 2. That Council endorses that the Mayor, Deputy Mayor, and the General Manager attend the LGNSW 2024 annual conference.
- 3. That Council confirm that the Mayor and the Deputy Mayor are the voting delegates.

REPORT

Voting Delegates

To vote at the LGNSW Annual Conference, delegates must be an elected member of a council, county council, the Norfolk Island Regional Council (NIRC), a Related Local Government Body (RLGB) or an Administrator appointed in accordance with the Local Government Act 1993.

Ordinary members and Associate members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting on motions.

Members are required to advise LGNSW of the names of their nominated voting delegates by 5pm (AEDT) on Wednesday 6 November 2024. Nominations received after this time/date cannot be accepted, however, a member may, subject to the LGNSW rules, notify LGNSW of a change to the name of an already nominated voting delegate (a substitute delegate) after this time/date (visit LGNSW website for information on substituting voting delegates).

Voting entitlements

The formula for calculating members' voting entitlements is prescribed at rule 23 of the LGNSW rules. Hunter's Hill Council is entitled to have two (2) voting members. (Attachment 2)

Voting

To vote on motions at the Conference, delegates must be an elected member of a Council, County Council, the Norfolk Island Regional Council (NIRC) a Related Local Government Body (RLGB) or an Administrator appointed in accordance with the Local Government Act 1993.

Ordinary members and Associate members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting on motions.

Members are required to advise LGNSW of the names of their nominated voting delegates by Wednesday, 6 November 2024. Nominations received after this date cannot be accepted. The General Manager will confirm names of the Hunter's Hill Council voting delegates post the 2024 poll declaration.

Motions

Local Government NSW has requested input from councils, to guide the content of business sessions at the conference and is requesting councils to ensure that the motions debate centres on advancing the sector wide policy agenda (see LGNSW 2024 Annual Conference Motion Submission Guide) as provided for in **attachment 3.**

At this stage, Hunter's Hill Council won't be tabling any motions. The newly elected Council could consider motions at the meeting scheduled for 14 October.

FINANCIAL IMPACT ASSESSMENT

Set out below are the costs (per delegate) associated with attendance at the Conference:

DELEGATES	FEES
Member Early Bird Registration (paid by 25 September 2024)*	\$1,115.00
Member Standard Registration (paid post 26 September 2024)*	\$1,485.00
Conference Dinner Ticket (optional)	\$230
Accommodation	\$550

^{*} Registration Fees (inclusive of GST) include online business papers, the President's Welcome Reception, two-day business sessions including morning and afternoon tea, lunch, and name badge. The conference dinner is not included in the overall registration cost and is an optional added cost. Members wanting to take advantage of the early bird rates, who are uncertain of the names of councillors attending, can register and pay now and confirm names later, provided they do so by 25 September 2024. If payment in full for Early Bird has not been received by 25 September, the standard member registration fee will apply. Voting delegates for motions and/or Board elections must be registered to attend the Conference via Group Registration.

Councillors' Expenses and Facilities Policy provides guidance on the number of delegates able to attend the LGNSW Conference as follows:

Clause 3: The maximum number of delegates and/or representatives attending an authorised conference, seminar, function shall be:

(a) In the case of the NSW Local Government Association Annual Conference – two delegates and two representatives.

Funds are allocated within the 2024/2025 budget for professional development and conference attendance.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

- 1. Draft 2024 Annual Conference Program 😃
- 2. 2024 Voting Delegates <u>↓</u>
- 3. 2024 Conference Motions Submission Guide 🕹

Local Government NSW Annual Conference | 17-19 Nov 2024 Tamworth Regional Entertainment and Conference Centre (TRECC)

Sunday 17	November 2024 - TRECC
12.30pm	12.30pm Registration - TRECC foyer
– 5.30pm	1.00pm Trade Exhibition open
	1.00pm – 2.30pm Breakout session - Professional Development Session for Mayors and Councillors - STAR Room off TRECC foyer
	Plenary session – Main Plenary Area
	2.30pm to 3.00pm Afternoon Refreshments in Exhibition area
	3.00pm to 5.00pm Plenary sessions AR Bluett Memorial Awards President's Welcome Reception address
	Bus transfers to Tamworth Town Hall (CBD – Tamworth)
5.30pm- 7.30pm	President's Welcome Reception – Tamworth Town Hall. Bus transfers to selected hotels.
Monday 18	3 November 2024– Business Session Day 1 – TRECC
7.30am- 8.40am	ALGWA NSW Breakfast – (TRECC)
7.30am	Registration opens. Light refreshments in exhibition area. Registration desk open from 7.30am to 6pm.
9.00am	Conference introduction, Conference Welcome Opening address
9.25am– 5.00pm	Opening of the Federal & State Conferences adoption of standing orders, business sessions and consideration of motions and conference business.
	Presentation of financial reports
	Commencement of consideration of motions and conference business
	Morning Refreshments
	Consideration of Conference Business continued
	Delegate lunch in Exhibition area
	Consideration of Conference Business continued
	Afternoon Refreshments in trade exhibition
	Consideration of Conference Business
	Networking in trade exhibition
6.30pm – 10.30pm	LGNSW Conference Dinner & entertainment. Presentation LG Service Awards.
Tuesday 19	November 2024 – Business Session Day 2 – TRECC
7.30am	LGNSW Information Desk and Exhibition and light refreshments – operational
9.00am-	Plenary and panel sessions
1.15pm	Morning Refreshments
	Announcement of location for Annual Conference 2025

LGNSW Annual Conference 2024 program outline correct at time of publication on 2 July 2024 and subject to change.

Local Government NSW Annual Conference | 17-19 Nov 2024 Tamworth Regional Entertainment and Conference Centre (TRECC)

1.15pm	Grab and Go Lunch in trade exhibition Conference concludes at 2.00pm
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LGNSW Annual Conference 2024 program outline correct at time of publication on 2 July 2024 and subject to change.



Annexure A

Members' voting entitlement at the 2024 Local Government NSW Annual Conference

Member	Number of voters for voting on motions
Albury (R/R)	4
Armidale Regional (R/R)	3
Ballina (R/R)	3
Balranald (R/R)*	1
Bathurst Regional (R/R)	3
Bayside (M/U)	9
Bega Valley (R/R)	3
Bellingen (R/R)	2
Berrigan (R/R)	1
Blacktown (M/U)	12
Bland (R/R)	1
Blayney (R/R)	1
Blue Mountains (R/R)	4
Bogan (R/R)	1
Bourke (R/R)	1
Brewarrina (R/R)	1
Broken Hill (R/R)	2
Burwood (M/U)	4
Byron (R/R)	3
Cabonne (R/R)	2
Camden (M/U)	7
Campbelltown (M/U)	9
Canada Bay (M/U)	5
Canterbury-Bankstown (M/U)	12
Carrathool (R/R)	1
Castlereagh-Macquarie County Council (R/R)	1
Central Coast (R/R)*	7
Central Darling (R/R)*	1
Central Tablelands Water County Council (R/R)	1
Cessnock (R/R)	4
Clarence Valley (R/R)	4
Cobar (R/R)	1
Coffs Harbour (R/R)	4
Coolamon (R/R)	1
Coonamble (R/R)	1
Cootamundra-Gundagai Regional (R/R)	2

Member	Number of voters for voting on motions
Cowra (R/R)	2
Cumberland (M/U)	10
Dubbo Regional (R/R)	4
Dungog (R/R)	1
Edward River (R/R)	1
Eurobodalla (R/R)	3
Fairfield (M/U)	10
Far West Joint Organisation (R/R)	1
Federation (R/R)	2
Forbes (R/R)	1
Georges River (M/U)	9
Gilgandra (R/R)	1
Glen Innes Severn (R/R)	1
Goldenfields Water County Council (R/R)	1
Goulburn Mulwaree (R/R)	3
Greater Hume (R/R)	2
Griffith (R/R)	3
Gunnedah (R/R)	2
Gwydir (R/R)	1
Hawkesbury City (M/U)	5
Hawkesbury River County Council (M/U)	2
Hay (R/R)	1
Hilltops (R/R)	2
Hornsby (M/U)	9
Hunters Hill (M/U)	2
Inner West (M/U)	9
Inverell (R/R)	2
Junee (R/R)	1
Kempsey (R/R)	3
Kiama (R/R)	3
Kimbriki Environmental Enterprises P/L (M/U)	1
Ku-ring-gai (M/U)	7
Kyogle (R/R)	1
Lachlan (R/R)	1
Lake Macquarie (R/R)	7
Lane Cove (M/U)	4
Leeton (R/R)	2
Lismore (R/R)	3
Lithgow (R/R)	3

2

Member	Number of voters for voting on motions
Liverpool (M/U)	10
Liverpool Plains (R/R)	1
Lockhart (R/R)	1
Maitland (R/R)	4
Mid-Coast (R/R)	4
Mid-Western Regional (R/R)	3
Moree Plains (R/R)	2
Mosman (M/U)	3
Murray River (R/R)	2
Murrumbidgee (R/R)	1
Muswellbrook (R/R)	2
Nambucca (R/R)	3
Narrabri (R/R)	2
Narrandera (R/R)	1
Narromine (R/R)	1
New England County Council (R/R)	1
Newcastle (R/R)	7
North Sydney (M/U)	5
Northern Beaches (M/U)	11
Northern Sydney Regional Organisation of Councils (M/U)	1
Oberon (R/R)	1
Orange (R/R)	3
Parkes (R/R)	2
Parramatta (M/U)	10
Penrith (M/U)	10
Port Macquarie-Hastings (R/R)	4
Port Stephens (R/R)	4
Queanbeyan-Palerang Regional (R/R)	4
Randwick (M/U)	7
Richmond Valley (R/R)	3
Riverina Water County Council (R/R)	1
Rous County Council (R/R)	1
Ryde (M/U)	7
Shellharbour (R/R)	4
Shoalhaven (R/R)	5
Singleton (R/R)	3
Snowy Monaro Regional (R/R)	3
Snowy Valleys (R/R)	2

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Member	Number of voters for voting on motions
Southern Sydney Regional Organisation of	1
Councils (M/U) Strathfield (M/U)	4
Sutherland Shire (M/U)	10
Sydney, City of (M/U)	10
Tamworth Regional (R/R)	4
Temora (R/R)	1
Tenterfield (R/R)	1
The Hills Shire (M/U)	10
Tweed (R/R)	4
Upper Hunter (R/R)	2
Upper Lachlan (R/R)	1
Upper Macquarie County Council (R/R)	1
Uralla (R/R)	1
Wagga Wagga (R/R)	4
Walcha (R/R)	1
Walgett (R/R)	1
Warren (R/R)	1
Warrumbungle (R/R)	1
Waverley (M/U)	5
Weddin (R/R)	1
Wentworth (R/R)	1
Western Sydney Regional Organisation of	1
Councils (M/U)	
Willoughby (M/U)	5
Wingecarribee (R/R)*	4
Wollondilly (R/R)	4
Wollongong (R/R)	7
Woollahra (M/U)	5
Yass Valley (R/R)	2
Board (M/U)	8
Board (R/R)	10
TOTAL:	498

^{*} Note: Members in Administration get one (1) vote on motions



LGNSW 2024 Annual Conference Motion Submission Guide



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ΔΤΤ	ACHMENT A - STEP BY STEP GUIDE TO LODGING MOTIONS IN THE ONLINE PORTAL.	q

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MOTION SUBMISSION GUIDE

1. Introduction

Each year, LGNSW members submit a range of motions to the Annual Conference conducted by Local Government NSW (LGNSW). These motions relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues. They are debated and resolved by Conference delegates, with successful resolutions guiding LGNSW's advocacy priorities for the year ahead.

All LGNSW member councils are invited to submit motions to the Annual Conference, with the following guide outlining the motion development and submission process.

2. Deadlines

- Motion submission will open on Wednesday 17 July 2024
- Members are encouraged to submit motions <u>online</u> as early as possible before
 Friday 16 August 2024, to allow assessment of the motions and distribution of the
 Business Paper before the Conference.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is 12 midnight (AEDT) on Sunday 20 October 2024 (28 days prior to Conference).

3. Criteria for motion submission 2024

Members are encouraged to be mindful that each Annual Conference can only reasonably consider and debate around 100 motions in the available time. With 128 member councils in NSW, and more than a dozen associate members, LGNSW requests that members only submit motions that relate to their highest priorities.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they fit in with the following criteria.

Criteria for motions

To be included in the Business Paper, motions must:

- Be consistent with the objects of the LGNSW Rules (Rule 4)
- Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW
- Seek to establish or change a policy position of LGNSW and/or improve governance of the association (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
- 4. Be strategic
- 5. Be concise, clearly worded and unambiguous
- 6. Not be focussed on just a small specific part of NSW
- 7. Not encourage violation of prevailing laws
- 8. Not seek to advantage one or several members at the expense of other members.

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Motions of a similar objective:

9. May be consolidated by LGNSW as a single item.

Motions reflecting existing LGNSW policy:

Remain part of LGNSW's Policy Platform but will not be included for debate as they
have already been considered by Conference.

Before submitting motions for this year's Annual Conference, members are encouraged to review <u>Action Reports</u> (on the member only pages of the LGNSW website) from previous Conferences and the <u>LGNSW Policy Platform</u> to ensure the proposed motion wording reflects any recent developments and does not duplicate existing policy positions.

4. How to write a motion

Motions adopted at Conferences inform LGNSW's advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference, so it is important that the wording of motions clearly outlines your council's policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

Examples of clearly-worded Annual Conference motions:

Local government representation on National Cabinet

That Local Government NSW lobbies the Australian Government for permanent local government representation on the National Cabinet.

Natural Disaster Funding, Day Labour

That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

Risks and costs of local government FOGO mandate

That Local Government NSW calls on the NSW Government to ensure the food organics garden organics (FOGO) mandate is achievable, and doesn't expose local councils to unnecessary risk and cost by:

- Extending the roll-out of mandated FOGO services to multi-unit households until 2035
- 2. Ensuring minimum and maximum collection frequencies are not mandated for domestic waste collection
- 3. Ceasing to promote that current F0G0 services are achieving a 2.6% contamination rate

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4. Offsetting the full costs of implementation of the mandated F0G0 services using additional funds from the section 88 Waste Levy revenue.

For more examples see Business Papers from past Conferences on the <u>LGNSW</u> <u>website</u>.

5. Demonstrating evidence of council support for motion

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence takes the form of an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

6. How to submit a motion

LGNSW members are invited to submit motions through an $\underline{\text{online portal}}$ from Wednesday 17 July 2024.

Attachment A provides detailed instructions on how to submit motions via the online portal.

7. How LGNSW manages incoming motions

The LGNSW Board typically delegates the function of managing incoming motions for the Conference to a motions committee. The Chief Executive will refer motions to the committee and the committee will assess whether each motion meets or does not meet the Board-endorsed criteria. This assessment forms the final decision on which motions are included in the Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held <u>Fundamental Principles</u> (Part A of the Policy Platform), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with existing LGNSW positions or current LGNSW actions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Conference.

8. Late motions

Late items are only to be included in the Business paper addendum if, in addition to the above criteria, the late items relate to highly urgent matters that have arisen after the deadline for the motion submission has passed.

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In considering whether a late item relates to a highly urgent matter, the Board Motions Committee is to have regard to:

(a) whether the late item has arisen after the deadline for motions has passed, and

(b) whether the urgency of the matter justifies it being presented to voting delegates with short notice and limited opportunity to review and consider before they are required to vote on the motion.

9. What happens to motions at the LGNSW Annual Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at past conferences can be found on the LGNSW <u>website</u>.

During debate on motions at Conference, the standing orders generally permit voting delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and becomes a resolution of the Conference, or it is defeated.

10. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's <u>Policy Platform</u> consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- Fundamental Principles are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at Annual Conferences.
- Position Statements contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

Changing Fundamental Principles

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

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Changing Position Statements

Following each Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement for inclusion in the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

11. Post-conference: Determining LGNSW Advocacy Priorities

Following the LGNSW Annual Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy. These areas of focus are also informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

 ${\tt LGNSW's\ Advocacy\ Priorities\ for\ the\ following\ year\ are\ then\ submitted\ for\ endorsement\ by\ the\ LGNSW\ Board.}$

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be published in LGNSW's Action Report. (Past Action reports are available on the member only pages of the LGNSW website).

12. Further information

For further information on the motion submission process, please contact LGNSW at policy@lqnsw.orq.au.

13. Frequently Asked Questions

How do I know if my proposed motion is consistent with existing LGNSW policy positions?

The subject matter expert within your council may be best placed to identify this (for example, if the motion relates to a planning matter, this question should be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's Policy Platform to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

What is the deadline for submitting motions?

Members are encouraged to submit motions <u>online</u> as soon as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is 12 midnight AEST on Sunday 20 October 2024 (28 days prior to Conference).

LGNSW can receive more than 300 motions for an Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions

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received within a short period of time and allows LGNSW to seek clarification on any motions if required.

However, the LGNSW Rules allow councils to submit motions with less than 28 days' notice and the LGNSW Board may, in some circumstances, allow these to be considered at Conference as a **late item** (but not included in the Business Paper).

I'm unsure which motion category or sub-category I should select in the online portal

If you are unsure, just select the category you think best fits. LGNSW can re-categorise the motion if necessary.

Who should be the council contact for motions?

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between your council and LGNSW. Some councils have identified the General Manager and others have identified a Governance Manager – it is a decision for each council.

How can I amend my council's motion that I've already submitted?

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact LGNSW at policy@lgnsw.org.au . You may need to provide evidence of support for the change (see section 5).

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ATTACHMENT A - STEP BY STEP GUIDE TO LODGING MOTIONS IN THE ONLINE PORTAL

This section provides step-by-step instructions to assist council staff in lodging a motion via our online portal Survey Monkey Apply.

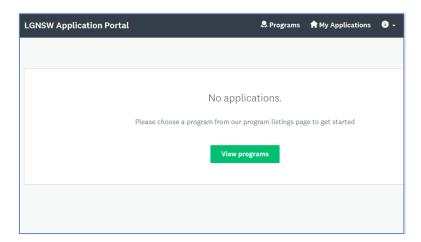
- Member councils are invited to submit motions for the LGNSW Annual Conference via <u>Survey Monkey Apply</u> from 17 July 2024.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is 12 midnight (AEDT) on Sunday 20 October 2024 (28 days prior to Conference).
- Once a motion has been submitted it cannot be edited without contacting LGNSW, so please review the content carefully before submission.

For further assistance contact LGNSW at policy@lgnsw.org.au

Step 1: Log into <u>LGNSW's online portal</u> using the same password you use to access the LGNSW member website. If you don't know your password, click "forgot password" to reset your password.

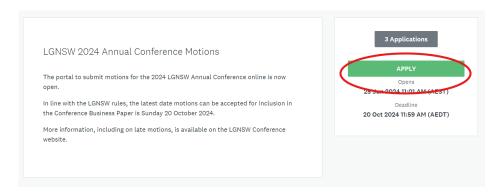
Note: you will need to register if you are logging in for the first time.

Step 2: Click View Programs and then select LGNSW 2024 Annual Conference Motions.

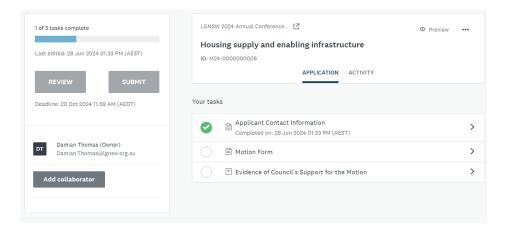


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Step 3: Click APPLY.

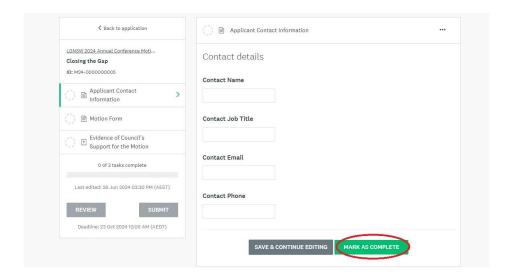


Step 4: Add your motion title (a few words). You will then be taken to the landing page which will show three tasks to complete:



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Step 5: Click on 'Applicant Contact Information' to add the contact information. This should be the relevant officer within your council who can respond to any questions from LGNSW about the motion promptly. Click MARK AS COMPLETE once finished.



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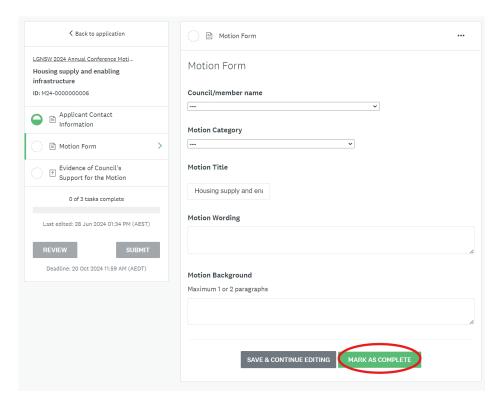
Step 6: Click 'Motion Form' to add the motion details.

Motion category and sub-category assists with categorising motions and grouping related motions in the Conference Business Paper.

Motion wording should include a sentence or two which includes the call to action.

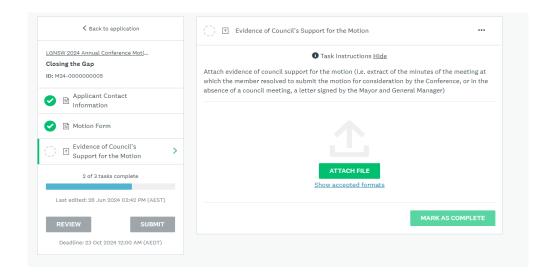
Background note should provide a paragraph or two to explain the context and importance of the issue to the local government sector.

Click MARK AS COMPLETE once finished.

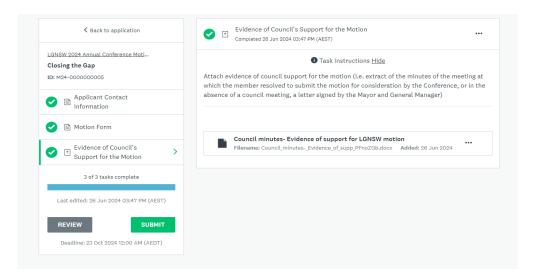


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Step 7: Click 'Evidence of Council's Support for the Motion' and attach the relevant file. This could be an extract of council meeting minutes. Click MARK AS COMPLETE once finished.

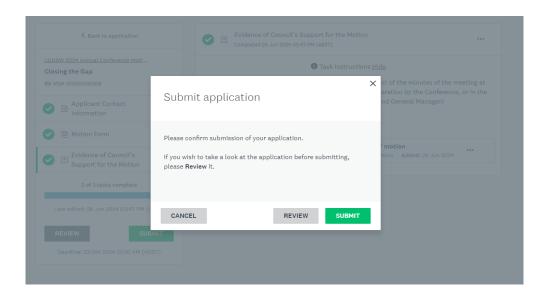


Step 8: Once you have completed all tasks (a green tick is displayed next to each task), click **SUBMIT**.

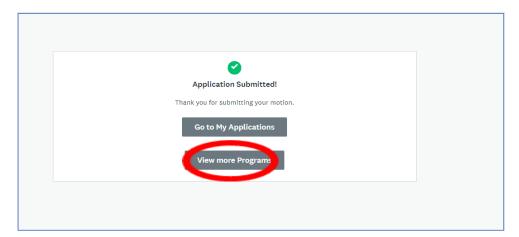


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Step 9: You will be asked to confirm submission of the motion. There is an option to review the motion before submitting. When you are ready, click **SUBMIT**.

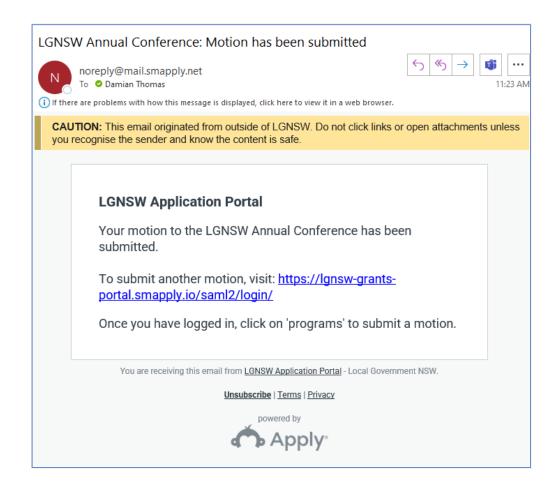


Step 10: If you are submitting multiple motions, click 'View more Programs'. This will take you back to the landing page to submit more motions.



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Step 11: An automated confirmation email will be sent to the email address listed in the 'Applicant Contact Information' section.



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ITEM NO : 4.9

SUBJECT : LOCAL GOVERNMENT ELECTION 2024 - REGULATED

PERIOD, CARETAKER PROVISIONS AND USE OF COUNCIL

RESOURCES

STRATEGIC OUTCOME : THE COMMUNITY IS AWARE OF COUNCIL DECISIONS

THROUGH A TRANSPARENT AND DEMOCRATIC

ENGAGEMENT PROCESS

ACTION : DELIVER A DIVERSE ENGAGEMENT PROGRAM TO ENHANCE

COMMUNITY AWARENESS AND PARTICIPATION

REPORTING OFFICER : ROSANNA GUERRA

Ref:711934

PURPOSE

The purpose of this report is to advise on matters related to the upcoming Local Government Elections, to be held on 14 September 2024. This report includes advice provided by the Office of Local Government regarding Council publications and the use of Council resources and facilities during the regulated period being 5 August 2024 to 14 September 2024.

The report also confirms that the caretaker period commences on 16 August 2024 with the last Council meeting being on 29 July 2024.

RECOMMENDATION

1. That Council note the caretaker provisions as prescribed in the Local Government (General) Regulation 2021.

BACKGROUND

Council and all Council officials should be mindful of the need to maintain community confidence in the integrity of the performance of the Council's functions and activities in the lead-up to elections. Council also needs to be mindful of how the community may perceive any of their activities or actions during this time.

REPORT

Use of Council Resources for Election Purposes

Council resources (including Council information) are public resources and must be used ethically, effectively, efficiently and carefully.

The rules governing the use of Council resources for election purposes are prescribed under Council's adopted Code of Conduct. There are two key obligations: -

Clause 8.17: This provides that Council resources (including Council staff), property or
facilities must not be used for the purpose of assisting anyone's election campaign
unless the resources, property or facilities are otherwise available for use or hire by the
public and any publicly advertised fee is paid for use of the resources, property or
facility.

• Clause 8.18: This provides that Council letterhead, Council crests, Council email or social media or other information that could give the appearance it is official Council material must not be used for the purpose of assisting anyone's election campaign.

Council and all Council officials should consider the following matters to ensure compliance with Clauses 8.17 and 8.18 of the Code of Conduct: -

- Council "resources" include Council ICT (including phones, social media sites, email addresses), intellectual property, staff and Council facilities.
- Council resources including intellectual property should not be used by candidates in such a way to suggest they are supported or endorsed by the Council.
- The prohibition on the use of Council resources does not only apply to each Councillor's election campaign it also applies to the election campaigns of other candidates.
- The prohibition on the use of Council resources also applies to Council staff who are campaigning for election to another Council or supporting the election campaign of candidates.
- It is permissible to use Council facilities but on the same terms as all other candidates including the payment of any advertised fee for use.
- Breaches by Councillors and staff are grounds for disciplinary action

Council publications during the "regulated period"

There are strict rules about the information that candidates and their supporters can publish or distribute during the regulated period for an election. These rules are prescribed under the Local Government (General) Regulation 2021 (the Regulation) and are enforced by the relevant election manager.

Clause 356A – Interpretation, of the Local Government (General) Regulation 2021 states that: -

regulated period for an election means: -

- (a) the period starting with the closing date and ending at 6 pm on election day, and (b) all days to which polling for the election is adjourned
- For the 14 September 2024 election, the regulated period commences on Monday, 5 August 2024, which is 40 days preceding the election day and ends on election day.

The key requirement is that all "electoral material" published or distributed during the regulated period must contain the name and address of the person who authorised the material and the name and address of the printer.

"Electoral material" is defined very broadly under Clause 356A of the Local Government (General) Regulation 2021 and means anything, including without limitation a 'how-to-vote' card, poster or advertisement, containing "electoral matter" (whether in a tangible or an electronic form).

"Electoral matter" is in turn defined to include:

- Any matter that is intended or calculated or likely to affect or is capable of affecting the
 result of any election held or to be held or that is intended or calculated or likely to
 influence or is capable of influencing an elector in relation to the casting of his or her
 vote at any election, or
- The name of a candidate at any election, the name of the party of any such candidate, the name or address of the committee rooms of any such candidate or party, the photograph of any such candidate and any drawing or printed matter that purports to depict any such candidate or to be a likeness or representation of any such candidate.

During this regulated period, Councils are to consider whether their publications may contain "electoral matter" and may therefore be inadvertently captured within the definition of "electoral material". Whether a Council publication constitutes "electoral material" is an assessment that needs to be made by each Council on a case-by-case basis.

A Council publication that makes no reference to the Mayor or Councillors who are candidates and does not carry their images or statements will not constitute "electoral material" if it is not intended or likely to affect voting at the election.

However, Council publications that promote the achievements of the Council may potentially fall within the definition of "electoral material" even if they do not carry the images or statements or the Mayor or Councillors. Affected publications may include:

- The Mayoral column where the Mayor is a candidate.
- Any publication or material carrying the name and/or images of the Mayor or Councillors who are candidates.

The requirements that apply to Council publications published or distributed during the "regulated period" containing "electoral matter" can be easily satisfied by including the name and address of the General Manager and the printer of the publication. However, the perceptions that this may give rise to, including that the Council is a participant in the election and that Council resources may be seen to have been utilised to support the campaigns of the incumbent Mayor and Councillors are not as easily addressed.

Mitigation strategies to address this risk may include: -

 Publishing the Mayoral column in the 40 days preceding the election as a generic Council column.

Deferring issuing potentially affected publications until after the election.

Other particular points to note are as follows: -

Attendance at Council arranged or community events

Mayors or Councillors who are candidates may continue to attend or preside over Council arranged or community events in the lead up to the election in an official capacity. However, Mayors or Councillors who are candidates must not use Council arranged events that they attend in an official capacity to actively campaign for re-election.

Media comment

There is nothing to prevent the Mayor or Councillors who are candidates from offering media comment, provided that comment is not made in an advertisement, newspaper column or a radio or television broadcast paid for by the Council or produced by the Council or with Council resources. When making media and any other public comment, Mayors and Councillors should continue to comply with the Council's adopted Media Policy.

Council decision-making

Caretaker Restrictions

Council is reminded that the exercise of some of their functions is limited during the four weeks preceding the date of a Local Government election, in accordance with Clause 393B of the Local Government (General) Regulation 2021. This period is known as the caretaker period which for the 2024 Local Government elections commences on Friday, 16 August 2024 and ends on Saturday, 14 September 2024.

The caretaker restrictions are designed to prevent outgoing Councils from making major decisions that will bind the new Council or limit its actions.

During the caretaker period, Council, the General Manager and any other delegate of the Council (other than a joint regional planning panel or a local planning panel) must not exercise the following functions: -

- Entering into any contract or undertaking involving an expenditure or receipt by the Council of an amount equal to or greater than \$150,000 or 1% of the Council's revenue from rates in the preceding financial year (whichever is the larger)
- Determining a "controversial development application", except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period.

 "Controversial development application" means a development application for designated development under Section 4.10 of the Environmental Planning and Assessment Act 1979 for which at least 25 persons have made submissions during community consultation.

 The appointment or reappointment of the Council's General Manger (except for temporary appointments).

In certain circumstances, these functions may be exercised with the consent of the Minister.

Meeting Schedule

Post the elections to be held on 14 September 2024, the first Council meeting will entail the Councillor's Oath of Office and election of the Deputy Mayor, in alignment to the requirements of \$233A of the Local Government Act.

A series of workshops and onboarding sessions will be provided to new Councillors.

August – Caretaker Period									
14 September - Council Elections									
Monday	7	October	Code of Conduct induction						
Tuesday	8	October	Code of Meeting Practice induction						
Monday	14	October	Councillor's Oath of Office & election of Deputy Mayor						
Monday	28	October	Ordinary Meeting of Council						
Monday	25	November	Ordinary Meeting of Council						
Monday	16	December	Ordinary Meeting of Council (Held on the 3 rd week due to school holidays)						

CONCLUSION

The Office of Local Government (OLG) has issued a Pre-election Guide for Councils which outlines information concerning the use of Council resources, Council publications and other activities prior to the elections. The Guide is dated April 2024 and is provided as an attachment to this report.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Pre-election guide for councils <a>J

Department of Planning, Housing and Infrastructure



Pre-election guide for councils

April 2024 olg.nsw.gov.au





Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past and present through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

Published by NSW Department of Planning, Housing and Infrastructure

olg.nsw.gov.au

Pre-election guide for councils

First published: April 2024

Office of Local Government, Department of Planning, Housing and Infrastructure

5 O'Keefe Avenue Locked Bag 3015 NOWRA NSW 2541 Phone 02 4428 4100 olg@olg.nsw.gov.au

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2 Pre-election guide for councils

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Introduction

This Guide provides comprehensive guidance to councils on key tasks that need to be completed prior to the 2024 Local Government elections. The Guide also provides guidance on the rules, restrictions and other considerations that apply to the decisions councils make and the way they exercise their functions in the lead up to the election. The Local Government elections are due to be held on Saturday, 14 September 2024.

Pre-election guide for councils

Preparation and confirmation of non-residential electoral rolls

Under the Local Government Act 1993 (the Act), all non-resident owners, occupiers and ratepaying lessees of rateable land in each local government area are eligible to vote at Local Government elections. These electors are referred to as 'non-residential electors'.

There are two non-residential rolls:

- the roll of non-resident owners of rateable land, and
- · the roll of occupiers and rate-paying lessees.

These are referred to as the non-residential rolls.

After each election, the non-residential rolls lapse and the general manager must prepare new rolls for the next election and keep them updated.

Councils need to ensure that everyone eligible to vote at their elections, including non-residential electors, can do so.

Councils should provide information, including eligibility criteria and the process for making a claim for inclusion on the non-residential rolls on their websites.

Councils should also make their customer service staff aware of this so that they can assist any person wishing to make a claim for inclusion on the rolls.

The non-residential rolls must include the names of the persons who:

 have applied, at any time, for the inclusion of their name in the relevant roll, and on the closing date (40 days prior to election day) are, in the opinion of the general manager, qualified for inclusion in that roll.

This means that when preparing the nonresidential rolls, the general manager must:

- include the names of all persons who have previously applied for enrolment, and
- check that those persons continue to be eligible to be enrolled.

Forty days before election day, general managers must finalise the non-residential rolls.

In the case of Local Government elections administered by the NSW Electoral Commissioner (NSWEC), the general manager must certify each roll as being, in the general manager's opinion, a roll of the persons who on the closing date are qualified for inclusion in the roll. The NSWEC must confirm the non-residential rolls after they are certified by the general manager.

In the case of Local Government elections administered by a provider other than the NSWEC, the general manager must confirm each roll if, in the general manager's opinion, the roll contains the names of the persons who on the closing date are qualified for inclusion in the roll.

Further information about the preparation of non-residential rolls is available on the NSWEC's website at www.elections.nsw.gov.au.

Pre-election guide for councils

Information for candidates

Nominations open at 8am on 5 August 2024 and close 12pm on 14 August 2024.

Further information about how to nominate and register as a candidate is available on the NSWEC's website at www.elections.nsw.gov.au.

The NSWEC provides support and assistance to candidates to help them understand their legal obligations regarding political donations and electoral expenditure.

Pre-election candidate information sessions

Councils are encouraged to conduct at least one pre-election candidate information session prior to nominations closing on 14 August 2024.

Candidate training tool

The Office of Local Government (OLG) will launch an online candidate information tool.

The interactive resource provides candidates with an introduction to the roles and responsibilities of councils and councillors.

It is designed to equip candidates with an understanding of what their role and responsibilities will be as a councillor if they are elected.

The tool will be available on OLG's website at www.olg.nsw.gov.au.



Pre-election guide for councils

Use of council resources, council publications and other activities prior to the elections

Councils and all council officials should be mindful of the need to maintain community confidence in the integrity of the performance of the council's functions and activities in the lead-up to elections.

Councils also need to be mindful of how the community may perceive any of their activities or actions during this time.

Use of council resources for election purposes

Council resources (including council information) are public resources and must be used ethically, effectively, efficiently, and carefully.

The rules governing the use of council resources for election purposes are prescribed under the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct) and councils' adopted codes of conduct. There are two key obligations:

- Clause 8.17: This provides that council resources (including council staff), property or facilities must not be used for the purpose of assisting anyone's election campaign unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property, or facility.
- Clause 8.18: This provides that council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material must not be used for the purpose of assisting anyone's election campaign.

Councils and all council officials should consider the following matters to ensure compliance with clauses 8.17 and 8.18:

- council "resources" include council ICT (including phones, social media sites, email addresses), intellectual property, staff and council facilities
- council resources including intellectual property should not be used by candidates in such a way to suggest they are supported or endorsed by the council
- the prohibition on the use of council resources does not only apply to each councillor's election campaign – it also applies to the election campaigns of other candidates
- the prohibition on the use of council resources also applies to council staff who are campaigning for election to another council or supporting the election campaign of candidates
- it is permissible to use council facilities but on the same terms as all other candidates including the payment of any advertised fee for use
- breaches by councillors and staff are grounds for disciplinary action.

Staff political activities

There is no outright ban on staff participation in candidates' campaigns under the Model Code of Conduct.

This is in recognition of the implied freedom of political communication under the Australian Constitution. This provides that legislation cannot impermissibly burden political communication

Pre-election guide for councils

(including participation in political activities) other than for a legitimate public purpose and only in a way that is proportionate to that purpose.

However, clause 7.5(b) of the Model Code of Conduct places an obligation on staff to ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Risks to manage in relation to staff participation in political activities include the following:

- staff do not participate in campaigning activities during work time
- staff do not use council resources for campaigning purposes (see clauses 8.17 and 8.18)
- managing interactions between staff and councillors whose campaigns they are supporting
- managing community perceptions arising from council staff participation in councillors' campaigns.

Council publications during the "regulated period"

To keep elections fair, and ensure voters are not misled, there are strict rules about the information that candidates and their supporters can publish or distribute.

These rules are prescribed under the Local Government (General) Regulation 2021 (the Regulation) and are enforced by the relevant election manager.

These rules apply during what is known as the "regulated period". The "regulated period" starts when the electoral rolls close 40 days before election day and ends on election day.

The key requirement is that all "electoral material" published or distributed during the "regulated period" must contain the name and address of the person who authorised the material and the name and address of the printer.

This is an important electoral integrity measure which is designed to ensure electors can verify the bona fides of electoral material that is printed, published, distributed, or publicly

displayed for campaigning purposes during the "regulated period".

The key definitions are contained in clause 356A of the Regulation.

"Electoral material" is defined very broadly under the Regulation. It means anything, including without limitation a 'how-to-vote' card, poster, or advertisement, containing "electoral matter" (whether in a tangible or an electronic form).

"Electoral matter" is in turn defined to include:

- any matter that is intended or calculated or likely to affect or is capable of affecting the result of any election held or to be held or that is intended or calculated or likely to influence or is capable of influencing an elector in relation to the casting of his or her vote at any election, or
- the name of a candidate at any election, the name of the party of any such candidate, the name or address of the committee rooms of any such candidate or party, the photograph of any such candidate, and any drawing or printed matter that purports to depict any such candidate or to be a likeness or representation of any such candidate.

Councils need to be aware that their publications may contain "electoral matter" and may therefore be inadvertently captured within the definition of "electoral material".

Whether a council publication constitutes "electoral material" is an assessment that needs to be made by each council on a case-by-case basis.

A council publication that makes no reference to the mayor or councillors who are candidates and does not carry their images or statements will not constitute "electoral material" if it is not intended or likely to affect voting at the election.

However, council publications that promote the achievements of the council may potentially have this effect and therefore may constitute "electoral material" even if they do not carry the images or statements of the mayor or councillors.

Pre-election guide for councils

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Affected publications may include:

the mayoral column where the mayor is a candidate

 any publication or material carrying the name and/or images of the mayor or councillors who are candidates.

The requirements that apply to council publications published or distributed during the "regulated period" containing "electoral matter" can be easily satisfied by including the name and address of the general manager and the printer of the publication.

However, the perceptions that this may give rise to, including that the council is a participant in the election and that council resources may be seen to have been utilised to support the campaigns of the incumbent mayor and councillors, are not as easily addressed.

Mitigation strategies to address this risk may include:

- publishing the mayoral column in the 40 days preceding the election as a generic council column
- deferring issuing potentially affected publications until after the election.

Attendance at community events

Mayors and councillors will continue to need to exercise their official functions in the lead up to the election. This is both permissible and appropriate.

Mayors or councillors who are candidates may continue to attend or preside over council-arranged or community events in the lead up to the election in an official capacity.

However, mayors or councillors who are candidates must not use council arranged events that they attend in an official capacity to actively campaign for re-election.

Media comment

There is nothing to prevent the mayor or councillors who are candidates from offering media comment, provided that comment is not made in an advertisement, newspaper column, or a radio or television broadcast paid for by the council or produced by the council or with council resources.

When making media and any other public comment, mayors and councillors should continue to comply with the council's adopted media policy.



Pre-election guide for councils

Council decision-making

Caretaker restrictions

Under the Regulation, councils are required to assume a "caretaker" role in the four weeks preceding the election day (see section 393B).

The caretaker restrictions are designed to prevent outgoing councils from making major decisions that will bind the new council or limit its actions.

The caretaker period for the 2024 Local Government elections commences on Friday 16 August 2024 and ends on Saturday 14 September 2024.

During the caretaker period, councils, general managers, and other delegates of councils (other than a joint regional planning panel, a local planning panel or the Central Sydney Planning Committee) must not exercise the following functions:

- enter into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger)
- determine a "controversial development application", except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period, or
- appoint or reappoint the council's general manager (except for temporary appointments).

"Controversial development application" means a development application for designated development under section 4.10 of the Environmental Planning and Assessment Act 1979 for which at least 25 persons have made submissions during community consultation.

Pre-election guide for councils

Councils should plan ahead to avoid the need to make these types of decisions during the caretaker period.

In certain circumstances, these functions may be exercised with the approval of the Minister

Timing of the first meeting of the new council following the election

Postal votes may be received for up to 13 days after election day.

This means that councils' elections are not likely to be declared before 30 September 2024.

Councils should schedule the timing of their first meetings following the election on this basis.

Councils that elect their mayor must hold a mayoral election within 3 weeks of the declaration of the ordinary election and are required to schedule a meeting for this purpose within 3 weeks of the declaration of the election. However, councils coming out of administration who elect their mayors must hold a mayoral election within 14 days of the declaration of the ordinary election.

Delegations during the election period

Under the Act, all current councillors and mayors elected by the councillors cease to hold their civic offices on election day 14 September 2024.

This means that councils will be without a governing body from 14 September 2024 until the declaration of the election on 30 September 2024 at the earliest.

As noted above, councils that elect their mayor will be required to meet within 14 days or 3 weeks of the declaration of the ordinary election to hold a mayoral election.

Prior to the election, councils should ensure that appropriate delegations are in place for their general managers so that they can continue to exercise the functions of the council as required in the period between election day and the first meeting of the council following the election.

Councils may wish to consider delegating all delegable functions to the general manger at the last meeting before the election for the period between election day and the first meeting of the council following the election.

Councils that elect their mayors will not have a mayor in the period between election day and the first meeting after the election when the mayoral election is held.

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There is nothing to prevent councils from authorising the general manager to exercise the civic and ceremonial functions normally exercised by the mayor during this period in the absence of a mayor.

OLG is aware that some councils that elect their mayors have expressed a preference that the outgoing mayor should continue to exercise the functions of mayor in the period between election day and the holding of the mayoral election after the election.

There is nothing to prevent councils from authorising the outgoing mayor to continue to exercise the civic and ceremonial functions normally exercised by the mayor during this period in the absence of a mayor should they wish to do so (even though the outgoing mayor will have ceased to hold any civic office in the council as of the day of the election).

Given the possibility that the outgoing mayor may not be re-elected at the election and may therefore cease to be accountable to the council and the community, councils should refrain from making any delegations to the outgoing mayor.



Pre-election guide for councils



5 August 2024

Regulated period for electoral material

Close of rolls 6pm

GMs to finalise nonresidential rolls

Nominations open 8am

14 August 2024

Nomination day

Nominations close 12 noon

16 August 2024

Caretaker period commences

14 September 2024

Election day 8am–6pm

Regulated period for electoral material ends 6pm

Caretaker period ends

27 September 2024

11

Return of postal votes closes 6pm

Results declared progressively

Pre-election guide for councils

ITEM NO : 4.10

SUBJECT : BORONIA PARK SPORTS AND COMMUNITY FACILITY

STRATEGIC OUTCOME : PARKS, SPORTSFIELDS AND PLAYGROUNDS SUPPORT

INCLUSIVE AND ACCESSIBLE PLAY.

ACTION : DELIVER A COMMUNITY AND SPORTING FACILITY AT

BORONIA PARK

REPORTING OFFICER : SAMANTHA URQUHART

Ref:711000

PURPOSE

The purpose of this report is to provide an update on the construction of the Boronia Sports and Community Facility (Project) and to articulate the plan to enable project finalisation and ongoing environmental management of Boronia Park.

RECOMMENDATION

It is recommended:

1. That Council receive and note the contents of this report.

BACKGROUND

The construction of the Boronia Park Sporting and Community Facility (Facility) within Boronia Park, on Lot 7352 Park Road, Hunters Hill, located between Oval 1 and Oval 2, circled in red on the location plan at Diagram 1 below (Site) commenced in June 2023 upon issue of the Construction Certificate.



Diagram 1- Location Plan

The Facility has been designed to address significant deficiencies in the existing amenities within Boronia Park and will include:

- accessible toilets, new change rooms and canteen;
- additional storage for local sporting clubs; and a
- community room for use by sporting clubs, local schools and other community groups.

Development consent for the Facility was granted by the Local Planning Panel (LPP) on 26 October 2021 subject to conditions (DA2021-1184) (Consent). Council invited tenders for construction of a new building at Boronia Park. Following the tender evaluation process, and on 19 December 2022 Council resolved to appoint Paynter Dixon (Contractor) as the preferred tenderer.

Construction commenced in June 2023. Throughout construction, this Project has been adversely affected by latent site conditions, being predominantly contaminated spoil. The construction of the Facility had progressed well, with all variations to the project managed within budget until March 2024, where contaminated spoil was found whilst trenching for the stormwater works.

Latent Site conditions- Contaminated spoil

In March 2024 excavation work commenced for the stormwater connection to Park Road and separate stormwater and footpath excavation works between the Facility and Oval 1, as shown marked green at Diagram 1 above.

Given the discovery of Asbestos Containing Material (ACM) and significant tree roots within the approved stormwater route (adjacent to Park Road), the traditional excavation methodology for stormwater was unable to proceed. As a result laser boring had to be undertaken, to enable the completion of the stormwater as approved within the Development Consent.

The costs associated with these works were funded through re-allocation of funding within the 23/24 Capital works program.

On the 29 April 2024 Council resolved to dispose of contaminated spoil found on site and concurrently approved to allocate additional funding for its disposal.

The Resolutions of Council are referenced below:

Item 4.6

- 1. That Council note the re-allocation of funding from the 2023/24 Capital Works budget to the Boronia Sports and Community Facility project for urgent boring works undertaken to enable the completion of the stormwater. This will be done as part of the quarterly budget review process.
- 2. That Council approves the disposal of stockpiled spoil, associated with the trenching for stormwater, as outlined in the body of this report.
- 3. The Council note that the costs associated with the disposal of the stockpiled spoil will be outlined in a separate confidential report, referenced within this current Council agenda.
- 4. That Council delegate authority to the General Manager to approve and execute any documentation required to give effect to the matters contained within this report.

Item 8.1- Confidential

1. That Council approves the proposed additional budget associated with the disposal of spoil, as outlined in the body of the report.

2. That Council delegate authority to the General Manager to approve and execute any documentation required to give effect to the matters contained within this report.

REPORT

Council has now completed the spoil removal, with works commencing from the 8th May 2024. These works consisted of:

- Air Monitoring
- Site supervision
- Removal of the stockpiled spoil from site; and
- The disposal of the spoil at an approved facility.

These works took two weeks to complete.

Given the discovery of contaminated materials and the amendments to the stormwater design, adjacent to Oval 1 there have been impacts to both:

- The completion of the project, which had been planned for completion on 8 March 2024 and has consequently had some delays, which have resulted in claims for Delay Costs from the Contractor; and
- The required additional Make Good works.

MAKE GOOD WORKS

By mid-May 2024 the site was ready for Make Good, upon the removal of the stockpiled spoil, and completion of the building.

The Make Good works under the contract consisted of the following:

- Prepare the ground surface to appropriate levels:
- Install turf underlay and turf throughout.

Given the discovery of contaminated spoil on site, Council has had to revise its Make Good scope to ensure that adequate monitoring and environmental protections form part of the Make Good works. Council has also undertaken surveys of the site to capture the location of the Make Good works undertaken, for inclusion within its planned Interim Site Management Plan for Boronia Park.

Interim Site Management Plan (ITSMP)

On 29 April 2024 Council noted the preparation of an ITSMP for Boronia Park, and has since engaged Edison Environmental to prepare this ITSMP. The ITSMP will assist Council to capture, monitor and manage the ongoing environmental management considerations for Council, given the contaminants found within Boronia Park.

The ITSMP will include an investigation program that schedules required testing, monitoring and management programs to be undertaken over time to completely identify the nature and extent of the contaminants that may be found within Boronia Park. The Make Good works

(referenced above) will be identified within the ITSMP. This will ensure the ongoing management of this site, and any additional works required to improve this site in the future.

Council has proceeded with the Make Good works, to ensure the project is completed as soon as possible and to minimise the disruption to the community. These Make Good works are essential to the final completion of this project. Given the latent site conditions, it is critically important that Council undertook the necessary additional works to ensure the site surrounds were made safe.

The additional costs associated with these additional Make Good works are identified within the confidential and related report within the current Council agenda.

DELAY COSTS

As a result of the latent site conditions, there have been delays to the project. Under Clause 34 of the contract, the Contractor is able to claim for 'qualified causes for delays' associated with the project.

A Delay Cost is essentially the additional costs that may be incurred by contractors as a result of a delay caused by the principal. These Delay Costs need to be justified and approved by the Superintendent, and cannot exceed a prescribed value.

Council has worked with the Contractor to negotiate these Delay Costs, in line with the contract. These costs are identified within the confidential and related report within the current Council agenda.

CONCLUSION

In consideration of the above this report recommends that Council undertake the following next steps.

Next Steps:

- Council approve the additional funding for the Delay Costs and additional Make Good works, as outlined in the confidential and related report {re: 10A(2)(d)(i) of the Local Government Act 1993} within the current Council agenda.
- Council complete the project in August 2024.
- That Council proceed with the development of an ISMP for Boronia Park, as outlined in the body of this report.
- That the outcomes of the ISMP and associated additional costs be brought back to Council at a future briefing.

FINANCIAL IMPACT ASSESSMENT

Refer to the confidential and related report within the current Council agenda.

ENVIRONMENTAL IMPACT ASSESSMENT

The discovery of ACM has been managed in accordance with the Conditions of Consent and within the parameters of the CMP for the site. Appropriate plans have been prepared and adherence to these plans has been managed well throughout the project.

Ongoing environmental management of this site is being developed through an ISMP, with a view to developing a Long-Term Environmental Management Plan upon the completion of further testing throughout the site. This plan will ensure that the future management of the park considers any environmental factors.

RISK ASSESSMENT

Should Council proceed with the following recommendations, the risks associated with the environmental management of this site will be effectively managed.

ATTACHMENTS

There were no attachments to this report.

ITEM NO : 4.11

SUBJECT: FARNELL STREET AND BORONIA LATM UPDATE

STRATEGIC OUTCOME : SAFE WALKING, CYCLING, AND ACTIVE TRAVEL IS

SUPPORTED AND ENCOURAGED WITH IMPROVED

INFRASTRUCTURE.

ACTION : IMPLEMENT THE RECOMMENDATIONS OF THE LOCAL

TRAFFIC COMMITTEE

REPORTING OFFICER : LEANNE STATHAKIS

Ref:711775

PURPOSE

To provide Council with an update on the Boronia Local Area Traffic Management (LATM).

RECOMMENDATION

1. That the report be received and noted.

BACKGROUND

To address ongoing community concerns regarding safety and amenity for residents in and around Boronia Park, consultants (ptc.) were engaged to undertake a Local Area Traffic Management assessment. The concerns raised by residents included:

- Increase in volume of traffic using local streets particularly in AM and PM (rat running).
- Loss of amenity for local residents.
- Decrease pedestrian/cycle safety.

As part of the planned implementation of the 'Boronia' LATMS, Council chose to proceed with the prescribed Farnell Street slow points which resulted in the following resolution by Council on the 27 May 2024:

That Council:

- 1. That the report be received and noted;
- 2. Remove slow points installed in Farnell Street (North) commence early June 2024;
- 3. Engage in community consultation, particularly with North Farnell residents, in relation to future measures (if any) appropriate to address any current safety issues in relation to speed or rat running, including in relation to type, engineering and location of any such future measures June to September 2024;
- Additional consultation be taken across the whole LATM area to ensure a uniform and equitable approach for all residents and identify unintended consequences of traffic management actions in the LATM area;

5. That the 2021 LATMS and Action Plan process be completed with current community consultation and be formally adopted by Council;

- 6. Work with TfNSW to seek improved traffic light phasing for the Right-Hand turn onto Pittwater Road from Ryde Road;
- 7. A further report be brought back to Council to consider the progress/ outcomes of the public consultation and alternate traffic calming devices. July 2024; and
- 8. In all future Traffic Management device installations council provide detailed plans showing actual form, dimensions, and location of the planned traffic management device to affected residents and in particular conduct final consultation with the residents adjacent to the planned devices.

REPORT

This report is to provide an update on the Boronia LATM in regards to Council's resolutions on 27 May 2024.

Farnell Street

The two (2) slow points installed on 14 May 2024 in Farnell Street between Princes Street and High Street were removed on 11 June 2024. See photos below



Boronia LATM

The initial traffic assessment for the Boronia LATMs was undertaken by ptc. in 2021 to address ongoing community concerns regarding safety and amenity for residents in and around Boronia Park.

As a result of the recent community feedback associated with Farnell Street, Council is working with ptc. to amend and update its LATM for Boronia, to provide alternate options for traffic calming.

The amendments to the LATM include:

- 1) An investigation of additional alternate options for the traffic calming devices proposed, such as half road closures, speed humps, continuous footpaths and refuge islands.
- 2) To provide an overall plan of the proposal and plans for each street within the Boronia LATM area for community consultation highlighting the advantages and the disadvantages of the proposal, for example, any net parking loss due to the proposal.

CONCLUSION

This report provides an update to Council on the works undertaken to remove the installed slow points in Farnell Street between High Street and Princes Street, and to review and amend the draft LATM for Boronia.

Next Steps

- Review the Boronia LATM and provide alternative options for traffic Calming –
 August/September 2024;
- 2) Community consultation September/October 2024;
- 3) Report to Council to approve the amended LATM for Boronia-October 2024.

FINANCIAL IMPACT ASSESSMENT

Funding for the review of the draft LATM will need to come from Council's operational budget.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

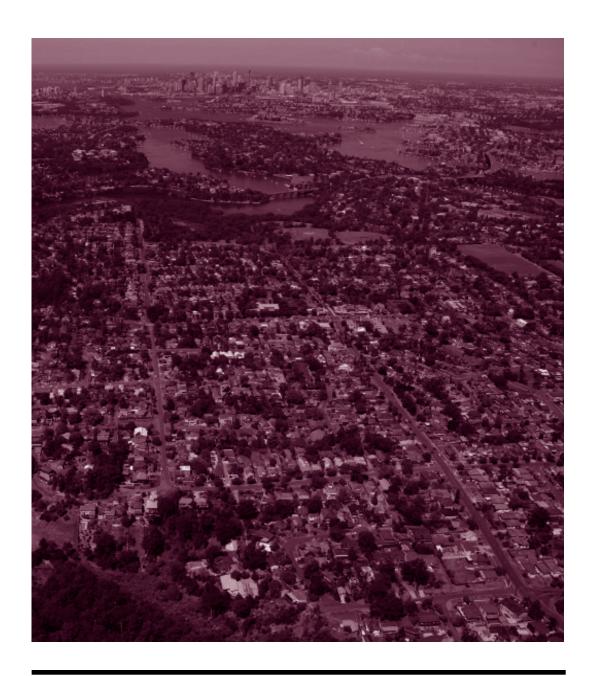
There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Boronia LATM 2021 <u>J</u>



Boronia Park Precinct;

Draft Local Area Traffic Management Plan

For Hunter's Hill Council 15 June 2021 parking; traffic; civil design; wayfinding; PtC.

ptc.

Document Control

Local Area Traffic Management Study; Boronia Park Precinct

Issue	Date	Issue Details	Author	Reviewed	For the attention of
1	27/05/2021	Draft	DK	DB	Leanne Stathakis
2	15/06/2021	Revised for circulation	DK	DB	Leanne Stathakis

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Attachment 1 Item 4.11

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Table 6: LATM Action Plan

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1 Introduction

ptc. has been engaged by Hunter's Hill Council to undertake a Local Area Traffic Management Study (LATMS) for the "Boronia" precinct. The study was undertaken in response to feedback from various sources and increasing apprehension in relation to safety and decreased amenity on local roads by residents. Population growth and subsequent traffic congestion on the classified road network has meant that the local roads may be seen as an alternative and the existing traffic management infrastructure is not meeting the needs of the community.

The following report provides a LATM Plan to address the concerns raised and presents an assessment of relevant background information, traffic data, community consultation surveys and an on-site investigation, Background

1.1 LATM Objectives and Process

In an attempt to not deal with local traffic problems in isolation from the community and network contexts in which they occur, this LATMS and resulting Plan is being shown in the wider context of the things that the community seeks to maintain and achieve. The desired outcomes of this study process are consistent with the other goals of local land use and community planning within the Hunter's Hill Local Government Area (LGA). The LATMS is facilitated by a broader strategic context which sets down visions and general processes for such things as:

- community values and goals
- amenity and environmental standards
- road safety targets
- development plans and standards
- level of service performance measures for the whole network
- integrated local transport commitments
- encouragement of walking and cycling

These will help to set the goals for LATM and define the more broadly based assessment criteria that will help in the decision process.

1.2 Local Planning Context

1.2.1 Local Environmental Plan

The Hunter's Hill Local Environmental Plan 2012 aims to make local environmental planning provisions for land in Hunter's Hill in accordance with the relevant standard environmental planning instrument under section 3.20 of the Act.

The specific aims of this Plan that are relevant to this study are:

 to maintain and enhance the character and identity of established neighbourhoods in Hunter's Hill by regulating the use and development of land,

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- to accommodate a range of housing that will maintain the garden suburb character of the municipality, while responding to the needs of a growing population and changing demographics,
- to consolidate housing growth in locations that are well-serviced by shops, transport and community services,
- to provide for employment and a variety of businesses that service residents of the municipality and surrounding areas,
- to maintain a network of open spaces that conserve natural and scenic qualities, as well as providing a
 variety of active and passive recreation opportunities for residents of the municipality and surrounding
 areas,
- to accommodate a range of community and educational infrastructure for residents of the municipality and surrounding areas,
- to promote high standards of urban and architectural design quality.

1.2.2 Development Control Plan

The Hunter's Hill Development Control Plan (HHDCP) includes detailed controls for all development within the LGA. It came into effect on 12 August 2013.

It ensures that development applications provide an evaluation of relevant impacts which are likely to be generated by future development having particular regard for Traffic.

The particular aims of this DCP that are relevant to this study are regarding streetscapes i.e. that the landscaping of public or communal streets should:

- (i) Define a theme for new streets, or complement existing streetscapes.
- (ii) Complement existing or desired functions of the street.
- (iii) Reinforce desired traffic behaviour and speed.

1.2.3 Local Strategic Planning Statement

The Local Strategic Planning Statement (LSPS) is a 20 year plan to manage land use growth and change in the Hunter's Hill LGA until 2040 in light of community aspirations and broader economic, social and environmental matters. It sets out the strategic planning priorities for managing growth and change and will be a guide for land use planning and infrastructure delivery in the area.

In the LSPS, Council commits to working with TfNSW, as an action of the LSPS to progress their delivery of better bus and ferry services, parking on major roads in centres and to contribute to place-based planning outcomes. A balance between arterial road priority for through traffic (vehicles and public transport) and their role in shaping centre usage needs to be addressed as part of the place-based approach to planning of the LSPS. Council will work with Transport for NSW and in particular its Movement and Place team, to progress movement on the roads.

This commitment is something that will be relied on when dealing with strategies along Pittwater Road and Ryde Road.

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1.2.4 Boronia Park Plan of Management

A Plan of Management was developed in May 2020 to determine and guide the future management of Boronia Park. It sets out management objectives and performance targets for the community land as well as providing management and use direction and actions.

Some key issues raised in the development of the plan were:

- Traffic and parking congestion along Boronia Avenue on major game days and events
- Ryde Road playground impacted by traffic noise and fumes at heavy traffic periods

As a result, an action item was that all larger community or special events will be subject to Council's Events on Council Land, Sustainable Event Management and Playing Fields Bookings Policies or other policies and procedures as applicable and that such events will require Council approval—which may include special conditions around traffic and parking, vehicle access, temporary structures, food and alcohol, noise and lighting control, waste management, on-site security and crowd safety, bonds, insurance, and other issues.

1.2.5 Boronia Park Sports and Community Facility

Council is planning for a Sports and Community Facility at Boronia Park, a district-level sport, recreation and nature reserve. The purpose of the facility is to provide greater community amenity, enabling people of all ages, genders and abilities improved opportunity to participate, spectate and enjoy organised sport at Boronia Park.

It is expected a Transport Impact Assessment will accompany the DA that will assess the impacts on traffic and parking in the area associated with the proposed trip generation of the new facility. Accordingly, the LATM and effects on amenity will a major consideration.

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2 Study Area Characteristics

2.1 Characteristics of Study Area

Boronia is not officially a suburb of the Hunter's Hill LGA, but is a destination precinct and well known amongst residents and visitors. The study area is generally defined as a road grid bounded by Pittwater Road to the northwest, Ryde Road to the southwest, Boronia Park Reserve to the southeast and High Street to the northeast. The small peninsular to the northeast, bounded by Barons Crescent and High Street has also been included as it can only be accessed through the grid described above.

The Boronia Precinct is relatively self-contained with the commercial/shopping strip along Pittwater Road and Boronia Park Public School on Pittwater Road and the main generator/attractor and most recognised feature, Boronia Park Reserve to the east on the banks of Lane Cove River. The Precinct has large residential blocks and generally wide streets. In the late 1800's and early 1900's subdivision took place throughout the area, which saw an increase to the local population and lots of families moving to the area.



Figure 1: Boronia Park Precinct LATMS Area

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2.2 Road Hierarchy

2.2.1 Administrative Road Hierarchy

Transport for NSW (TfNSW) has adopted an administrative Road Hierarchy to manage the road network across NSW. The three administrative classes are:

- State Roads
- Regional Roads
- Local Roads

In terms of traffic management, Council has been delegated the responsibility for managing traffic on local and regional roads. TfNSW has an input into the local and regional road system through Council's Traffic Committee and through direct contact with Council. Changes to the local road system by Council which influence traffic flows require the submission of a Traffic Management Plan (TMP) to the TfNSW for approval. Although State Roads remain under the care and control of TfNSW, Council works closely with TfNSW to ensure that traffic on the State Road network does not adversely impact on the Regional or Local Road network to which it is responsible for.

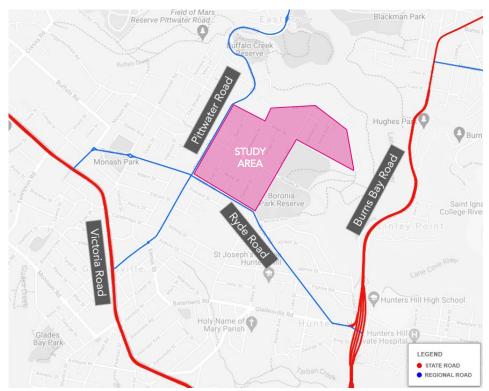


Figure 2: Road Hierarchy

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2.2.2 Functional Road Hierarchy

The functional classification of roads relates to their role within the overall road network. Changes to traffic flows on roads can then be assessed within the context of the functional road hierarchy. TfNSW has developed guidelines for functional classifications of roads. These guidelines are published in the document titled "The Functional Classification of Roads".

Council recognises the importance of defining the roles of roads within the overall road network and proposes to adopt the TfNSW Functional Classification of Roads. The four functional road classes are:

Arterial Road - typically a main road carrying in excess of 15,000 vehicles per day and over 1,500 vehicles per hour in the peak periods. They predominately carry traffic from one region to another, forming principal avenues for metropolitan traffic movements.

Sub Arterial Road – typically a secondary road carrying between 5,000 – 20,000 vehicles per day and over 500 and 2,000 vehicles per hour in the peak period. They predominately carry traffic from one sub-region to another forming secondary inter-regional transport links.

Collector Road – typically a minor road carrying between 2,000 and 10,000 vehicles per day and over 250 and 1,000 per hour in the peak period. They provide a link between local areas and regional areas carrying low traffic volumes. At volumes greater than 5,000 vehicles per day, residential amenity begins to decline. Trunk collector and spine roads with limited property access can carry traffic flows greater than 5,000 vehicles per day.

Local Road – typically a local street carrying less than 2,000 vehicles per day and 250 vehicles per hour in the peak period. They provide direct access to individual houses and carry low traffic volumes.

2.3 Active Transport

2.3.1 Walking

A Pedestrian Access and Mobility Plan (PAMP) provides a framework and a strategic list of actions for developing safe and more convenient pedestrian routes and fostering improvements in pedestrian mobility.

Council has completed a PAMP for Hunters Hill Village and Gladesville (jointly with City of Ryde).

A PAMP in the Precinct and specifically along Pittwater Road will help guide the priority of improvements to pedestrian accessibility and mobility in this key commercial area.

2.3.2 Cycling

In 2020 a review of Council's strategic Bike Plan was undertaken to ensure that Council's efforts are up-to-date, relevant and appropriate to the current planning and cycling infrastructure context.

Key objectives of the Plan within the local context were to:

- Develop the updated Bike Plan, taking into account Council's priorities, stakeholder input and the
 auditing of the existing cycleway network with reference to Council's renewable roads program.
- Develop a network of bicycle routes to meet the current and future community's needs including route maps, concepts etc.
- Identify any pinch points, intersection design issues or other site specific items and provide sketch plans
 of potential remedies.

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 Develop a cohesive bike network complementing existing facilities and providing consistent, logical links to regional routes and local destinations.

- Align the Bike Plan and actions with NSW Government plans and strategies
- Align the Bike Plan with NSROC Transport Strategies and neighbouring Councils' Bike Plans
- Align with Council's Local Strategic Planning Statement (LSPS)
- Provide an understanding of the cycling context in Hunters Hill and the connecting area
- Prepare a 4 year priority list of works, based on Council's forecasted budgeting
- Prepare a preliminary 5 to 10 year list of works, including indicative costings; and
- Audit the current condition and compliance with standards and guidelines of Council's existing bicycle network.

Figure 3 shows the future network in relation to the study area, based on the proposed implementation plan.

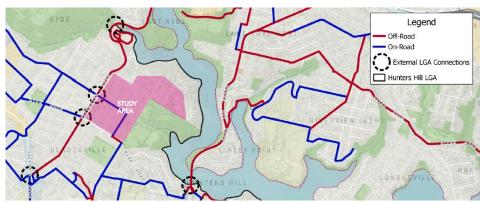


Figure 3: Future Cycling Network (source: Hunters Hill Bike Plan)

2.4 Public Transport

2.4.1 Bus Services

Hunters Hill LGA is well served by public transport, particularly for commuters to the Sydney CBD. Buses are easily accessed within the study area for local residents and workers, as shown in Figure 4.

Six bus routes travel through or around the study area and their frequency facilitates good access to Sydney and surrounding suburbs. Other local bus routes from Gladesville to Chatswood via Hunters Hill 536 and Gladesville to Woolwich 538.

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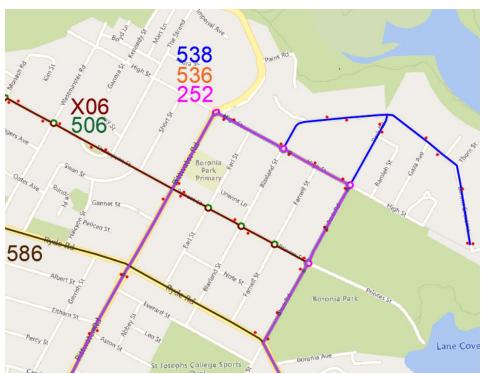


Figure 4: Local bus routes and stops

2.4.2 Ferry Services

There are two ferry wharves within the LGA that are serviced by Sydney Ferries—Huntleys Point Wharf and Woolwich Wharf. Convenient access to these two wharves is not provided from within the study area without travelling approximately 4-5km.

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3 Data Collection and Problem Identification

The primary uses of data in LATMS are to:

- help to define and quantify the nature and extent of the problems
- provide input information for developing strategies and countermeasures
- form the basis of an assessment of alternatives and post-assessment of the implemented scheme
- develop modifications to the plan or design of elements

The scope of data collection extends beyond the immediate study area to allow for the effects of and on conditions in surrounding areas being assessed.

The data collected mostly relates to road and traffic conditions. However, there was also a need to have community information to assist in anticipating difficulties and responses from specific groups of people and to help design the participation program and materials.

The Environmental Capacity of an area is determined by the impact of traffic, roads and various aspects of the location and a major consideration of this LATMS. Several factors affect the Environmental Capacity, including:

- Traffic characteristics:
 - traffic volume
 - traffic composition, in particular the proportion of heavy vehicles
 - · vehicle speed
- Road characteristics:
 - road reserve and carriageway width.
 - number of traffic lanes.
 - gradient.
 - road surface condition.
- Locality characteristics:
 - distance from road carriageway to property boundary.
 - nature of intervening surfaces.
 - setback of building from property boundary.
 - type and design of building.

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3.1 Data Collected

Table 1 identifies the types of data collected as part of this LATMS and the purpose for which analysis has been conducted.

Table 1: Types of data collected

Data	Purpose
Traffic volumes	To compare with adopted maxima and to calculate peaking percentage. Traffic levels may constrain the types of devices that can be considered.
Traffic composition (vehicle types)	To identify problems with specific vehicle types, e.g. commercial vehicles.
Crashes	To identify problem locations and for use in determining warrants and priorities. A major input for before and after assessments. Note that local information may indicate the extent of unreported crashes.
Road inventory and other existing infrastructure	To provide information on existing infrastructure, road furniture, street planting, driveways, etc. on streets, to flag possible major maintenance or reconstruction works, and to provide site design information.
Origin/destination surveys	To identify through traffic proportions and provide input data for estimates of traffic changes resulting from the scheme.
Traffic speeds	To identify speed problems and potential crash situations. To provide information about free speeds for use in speed-based design.
Travel times and delays	To provide information about the external connectivity of the local street system. To monitor changes in travel times for travel within, through and around the study area, and the quality of access into and out of the area.
Level of Service	To establish how various measures (such as mobility, access, safety and amenity) combine to satisfy the needs of various road users.
Bus routes (existing and potential)	To identify problems for operators and specify design requirements for treatments.
Pedestrian volumes, desire lines and activity	To provide information on the location, number, strategic linkages, and design of devices and how these may influence pedestrians' use of space, including social interaction and street life.
Cyclist volumes, desire lines and parking	To provide information on the location, number, strategic linkages and design of facilities and how these may influence cyclists' travel and parking needs.
Parking	To identify parking-related problems and provide design data.
Community survey	To provide feedback based on local knowledge on issues in the study area

3.2 Traffic volumes

Tube counters were placed at most of the mid-block locations within the study area and the results shown in Figure 5 to Figure 7 were considered in conjunction with the other data sources.

The results demonstrate disproportionate volumes that identify rat runs confirmed by the OD surveys. Also, volumes along Pittwater Road and Ryde Road are not as high as expressed by the local community.

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Figure 5: Weekday morning peak hour traffic volumes

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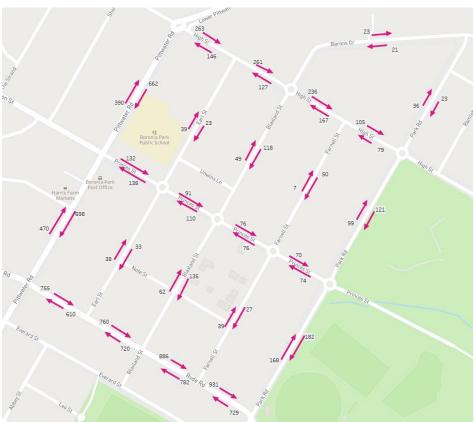


Figure 6: Weekday evening peak hour traffic volumes

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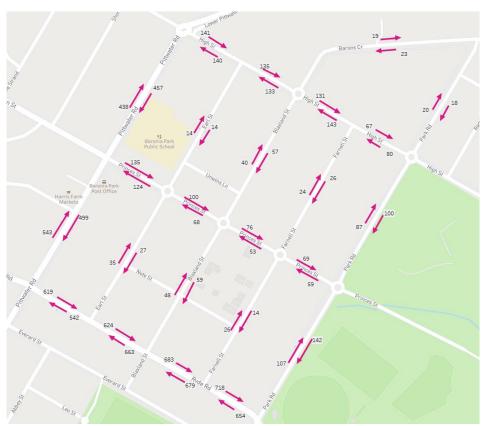


Figure 7: Saturday peak hour traffic volumes

Traffic limits are necessary on minor roads as pedestrian safety on these roads is a primary concern. Environmental capacity considerations are relevant to streets in residential areas, neighbourhood shopping centres and educational precincts. Each of the roads in the study area, other than Note Street and Unwins Lane can be classified as either a Local or (Local) Collector Road as they provide link between local areas and regional areas carrying low traffic volumes. The following Environmental capacity performance standards on residential streets are provided by TfNSW:

 Local Road:
 200 environmental goal
 Collector Road:
 300 environmental goal

 300 maximum
 500 maximum

High Street, between Pittwater Road and Farnell Street is the only location where these limits are exceeded in the study area.

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3.3 Crashes

An analysis of the TFNSW crash database shows that over the past five years, locations for crashes have been almost exclusively limited to Pittwater Road, Ryde Road and High Street with the frequency decreasing each year.

The types of crashes also do not indicate a particular type of issue that can be mitigated by treatment or enforcement.

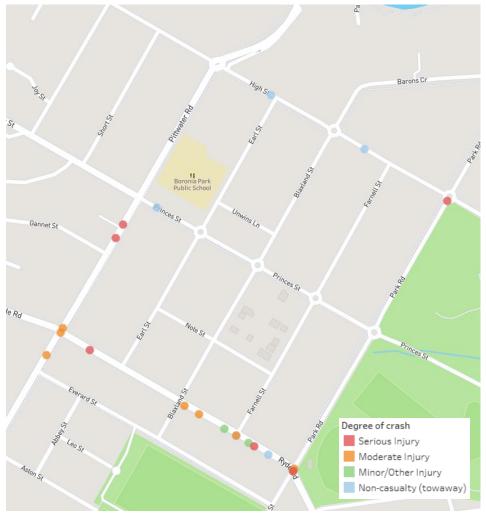


Figure 8: Five year crash history (source: TfNSW crash database)

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Table 2: Crash analysis

Year	Crash ID	Degree	Description	Туре	Lighting	Injured	Killed
2015	1063972	Moderate Injury	Right near	T-junction	Dusk	2	0
	1066863	Minor/Other Injury	Off rd left => obj	2-way undivided	Daylight	1	0
	1070431	Non-casualty (towaway)	Off rd left => obj	2-way undivided	Daylight	0	0
	1070933	Moderate Injury	Off rd left => obj	2-way undivided	Daylight	1	0
	1075683	Moderate Injury	Off rd left => obj	2-way undivided	Daylight	1	0
	1076593	Serious Injury	Lane sideswipe	2-way undivided	Darkness	1	0
	1082188	Serious Injury	Off left/rt bnd=>obj	X-intersection	Daylight	1	0
	1087449	Minor/Other Injury	Rear end	2-way undivided	Daylight	2	0
	1088771	Moderate Injury	Rear End	X-intersection	Dusk	2	0
2016	1104259	Non-casualty (towaway)	Rear end	T-junction	Dusk	0	0
	1109593	Serious Injury	Ped other	2-way undivided	Daylight	1	0
	1115059	Moderate Injury	On road-out of cont	2-way undivided	Darkness	1	0
	1116259	Non-casualty (towaway)	Off rd left => obj	2-way undivided	Darkness	0	0
2017	1126568	Moderate Injury	Off left/rt bnd=>obj	T-junction	Darkness	1	0
	1136797	Moderate Injury	Left far	X-intersection	Daylight	1	0
	1146984	Non-casualty (towaway)	U turn	2-way undivided	Daylight	0	0
	1149612	Serious Injury	Lane change right	2-way undivided	Daylight	1	0
	1150884	Moderate Injury	Rear end	X-intersection	Daylight	1	0
2018	1176019	Serious Injury	Other manoeuvring	Roundabout	Darkness	1	0
	1178626	Non-casualty (towaway)	Off end of road	T-junction	Darkness	0	0
	1184187	Serious Injury	Ped on carriageway	2-way undivided	Darkness	1	0
2019	1195360	Non-casualty (towaway)	Off rd left => obj	2-way undivided	Daylight	0	0
	1218312	Non-casualty (towaway)	Off rd rght => obj	T-junction	Darkness	0	0

Compared with other local areas in NSW the study area has a relatively low crash rate, decreasing each year (2 in 2019), with no clear trends.

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3.4 Parking Facilities

3.4.1 Restricted Parking Controls Operations

Council operates parking controls across the LGA. The three main types within the study area are 12P, 30 minute, 10 minute, as well as the school drop-off/pick-up zone and no parking zones shown in Figure 9.



Figure 9: Parking restrictions

3.5 Existing LATM Devices

Most of the existing LATM devices in the study area (shown in Figure 10) have been installed some time ago and have not been constructed to the relevant guidelines and standards. Therefore, the poor geometry, signage and delineation is contributing to the lack of performance.

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Figure 10: Existing LATM Devices

3.5.1 Roundabouts

The seven roundabouts within the Precinct serve two main purposes. The three along High Street are primarily for traffic management to facilitate traffic movements to and from the classified road network, whereas the four along Princes Street would likely mainly be for traffic calming as the peak volumes are not high enough to cause delays that would warrant an upgrade from priority controlled intersections.

The roundabout at the intersection of Pittwater Road/High Street has an elongated central island to achieve the deflection required to slow traffic and create gaps. 29 comments/likes/dislikes were received commenting specifically on the ineffectiveness of the roundabout in deterring rat runners along High Street. It is recommended that further analysis be conducted in consultation with TfNSW to determine whether an alternative design would be more appropriate.

The other two roundabouts along High Street are not designed in accordance with current standards and guidelines, likely to prevent acquisitions, reduce costs and minimise impact on street parking. They are both

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mountable due to the bus route. However, this also adds to their ineffectiveness in managing traffic and deterring rat runners.

3.5.2 Speed Humps

There are 12 speeds humps within the precinct, all south of Princes Street. None of these are designed to current standards and guidelines with generally poor delineation and visibility. The surveys demonstrate that the 85th percentile speed is below 50km/h. However, maximum speeds of 59 km/h, 68 km/h and 73 km/h were recorded in Earl Street, Blaxland Street and Farnell Street (south of Princes Street) respectively. This indicates that spacing and vertical deflection of these devices is not sufficient.

3.5.3 Slow Points

There are 3 existing slow points within the precinct, on Earl Street, Blaxland Street and Farnell Street, between High Street and Princes Street. None of these are designed to current standards and guidelines with poor delineation, visibility and no effective horizontal deflection and narrowing—required to reduce speeds.

The surveys demonstrate that the 85th percentile speed exceeds 50 km/h in these locations with maximum speeds approaching 70km/h.

3.5.4 Pedestrian Facilities

The pedestrian facilities in the Precinct are associated with Boronia Park Public School (zebra crossing) and in pedestrian phases of the traffic lights along Pittwater Road in the vicinity of the commercial zone.

3.5.5 Speed Zones

All roads within the study area are 50 km/h zones due to not being signposted and being a built-up area with the exception of Pittwater Road and Ryde Road which are signposted 60km/h.

40km/h school zones are in operation from 8:00am to 9:30am and from 2:30 to 4:00pm on Pittwater Road and Earl Street in the vicinity of Boronia Park Public School to help protect children on their way to and from schools.

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Table 3: Design and construction of existing LATM devices



3.6 Origin/Destination Surveys

Origin/Destination surveys were conducted at 16 gates within the Precinct to identify patterns considered to be "rat runs" where local roads are being used as a faster alternative to the classified road network due to intersection or mid-block congestion.

Excluding Pittwater Road and Ryde Road, an analysis of the through traffic proportions demonstrated that the three most used routes as alternatives were Blaxland Street, Farnell Street and Park Road as shown in Figure 11 and Figure 12.

These results clearly identify rat-running with High Street as the common element. This behaviour is more likely to be regular commuters as they are travelling completely through the study area.

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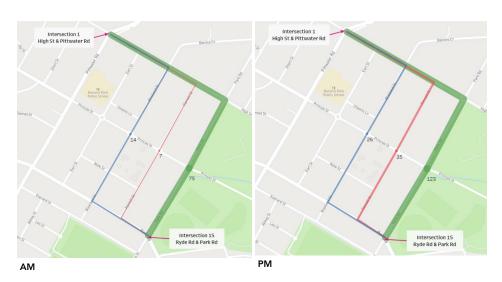


Figure 11: Top 3 Rat Runs (North to South)



Figure 12: Top 3 Rat Runs (South to North)

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3.7 Traffic Speeds

Speed surveys were conducted 24 hours a day for 7 days to identify speed problems and potential safety issues and to provide information about free speeds for use in speed-based design. The results shown in Figure 13 to Figure 15 demonstrate that the 85th percentile speeds are below the 50 km/h speed limit on local roads, with the exception of Farnell Street and Park Road. This result corroborates the rat running issue identified by the OD data.



Figure 13: 85^{th} Percentile Speed – Weekday Morning Peak

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Figure 14: 85th Percentile Speed – Weekday Evening Peak

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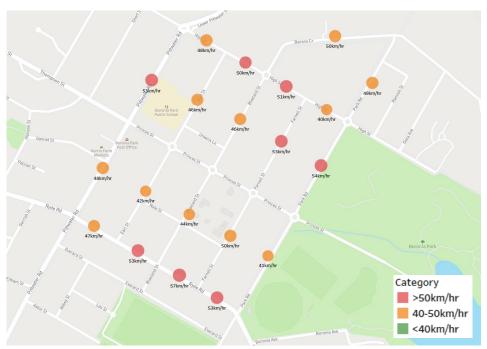


Figure 15: 85th Percentile Speed – Saturday Peak

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3.8 Community survey

Council carried consultation via Social Pinpoint on their website for 3 weeks (26 April – 17 May). Links were included on social media and in newsletters, websites and QR codes on signs around Boronia Precinct. A snapshot of the responses from the website in Figure 16 demonstrates an excellent response.



Figure 16: Social Pinpoint community survey

Council asked residents to provide feedback on issues in the study area via an online, interactive map and the responses have been collated, analysed and assessed as a major component of this study.

Respondents were given the opportunity to enter their own comments and/or like/dislike other comments. This caused an element of ambiguity when assessing certain comments where it was difficult to determine if a 'dislike' agreed or disagreed with a negative comment.

Notwithstanding, the response to the survey was significant with 275 comments received and 3,242 likes or dislikes clicked. These responses were broken down into key areas as shown in Table 4. Clearly, Traffic Management, Road Safety and Speeding are the three most import issues for locals, aligning with the ratrunning, safety and speed issues identified from the other data collected.

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Table 4: Cummunity survey response categories

Category	Likes	Dislikes
Amenity	150	27
Maintenance	207	24
Parking	254	98
Road Safety	651	244
Speeding	365	110
Traffic Management	838	267
Total	2,467	775

Table 5: Cummunity survey response categories

Location	Likes	Dislikes
Amenity	150	27
Pittwater Road	7	1
Princes Street	9	2
Multiple/Not specified	134	24
Maintenance	207	24
Multiple/Not specified	207	24
Parking	254	98
Park Road	13	10
Princes Street	13	4
Multiple/Not specified	228	84
Road Safety	651	244
Pittwater Road	38	26
Thompson Street	1	2
Speeding	365	110
Barons Crescent	8	4
Blaxland Street	21	15
Farnell Street	99	16
High Street	17	0
Park Road	38	21
Pittwater Road	106	30
Ryde Road	76	24
Traffic Management	838	267
Blaxland Street	11	12
Farnell Street	17	20
High Street	114	36
Park Road	18	3
Pittwater Road	17	1
Westminster Road	4	8
Multiple/Not specified	657	183
Total	2,467	775

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4 Problem Identification

The issues to be resolved through this study have arisen in the following ways:

- Objective assessment of street conditions compared with standards, acceptable thresholds or comparative conditions elsewhere in the locality.
- Complaints and suggestions from members of the community.

It is recommended that further subjective identification of problems be incorporated as part of a thorough and robust assessment, including:

- Definition and confirmation of objectives as part of area improvement and maintenance programs by Council
- Anticipation of changed conditions resulting from new development, or planned land use or activity changes.

It is clear that complaints and technical deficiencies focus on the same sorts of issues:

- · excess traffic
- traffic-related intrusion
- through traffic
- traffic composition
- the amenity of the street
- recorded traffic crashes

Other things that residents have reported, but which are less likely to emerge from routine technical assessments, include:

- crashes: unreported crashes and near misses, concern about routes to school, and traffic security in general in the neighbourhood
- the quality of the cycling and walking environment
- problem vehicles, especially speeding and noisy ones
- Local amenity

Both objective and subjective identification of problems has and will play a part in the public debate that will lead to the clarification of the LATM project objectives. Through this process, demands for street work that has no genuine foundation (objective or subjective) has been filtered out.

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5 Proposed LATM Measures and Recommendations

A number of proposed LATM measures have been recommended by **ptc.** to address the main traffic issues identified from the traffic and community consultation data, in consultation with Council officers.

5.1 Key Issues

The following 'key issues' were identified to guide the formulation of appropriate recommendations:

- 1) Rat running on High Street, Blaxland Street, Farnell Street, Park Road.
- 2) Traffic congestion on Pittwater Road and Ryde Road
- 3) Traffic speeds and irresponsible driving on High Street, Blaxland Street, Farnell Street, Park Road.
- 4) Pedestrian safety in Pittwater Road, High Street, Blaxland Street, Farnell Street, Park Road.
- 5) Improved pedestrian facilities on Pittwater Road and Earl Street.
- 6) Parking on Park Road and Pittwater Road.

5.2 Clarifying Strategies

The first step of a LATM scheme design is the selection of the strategies or general approaches that are appropriate to the objectives being sought. Among the alternative strategies, it may be appropriate to consider alternatives to LATM.

LATM is not always the best or feasible option. The focus should be on outcomes at this stage, not on specific types of measures. A combination of strategies is required to meet the objectives. As part of the strategy selection stage of the process, it should be confirmed that there are not alternatives to LATM that could be considered first. These alternatives may include:

- Regional Road improvements along Pittwater Road and Ryde Road. These roads carry relatively larger
 amounts of traffic around and to/from the Precinct. TfNSW may consider measures to improve flows,
 reduce intersection delays and facilitate turns on the as a complement to, if not a sufficient alternative to
 LATM.
- Land use and community design. Re-zoning to reduce the intrusion of non-resident traffic may be
 appropriate. Improved streetscaping, provision of play areas and careful location of more intense
 residential development to reduce its traffic impacts may also be considered. It should be noted that
 these—apart from changes to the streetscape—tend to be more gradual and longer-term measures.
- Vehicle trip reduction. A form of travel demand management, local trip reduction programs may be
 considered. Their success in reducing local street traffic problems will be dependent on their
 effectiveness in significantly reducing the number of vehicle trips generated in the local area. Changes in
 household composition and the ageing of the population in some areas may have a possible
 spontaneous influence on traffic generation. This effect has not been adequately researched and and is
 not directly under Council's ability to influence.
- Non-physical speed management. Proposals that include lower speed limits and more intense
 enforcement, speed cameras, electronic speed detection, education and attitudinal change programs.
 Some of these ideas are already known to be at best only marginally effective, while with others there is
 so far inadequate development, experience, or research to be able to recommend their adoption.

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6 LATM Actions Plan

6.1 Action Plan Development

The proposed LATM measures consider a range of traffic management treatments intended to consider the objectives and combined inputs.

The table below outlines the required interventions and actions within the Precinct. Locations have been broken down into sections of road that can easily be staged for construction purposes.

Priorities have been defined as:

- High: Requires immediate attention due to safety risks
- Medium: Necessary to manage traffic management issues and safety
- Low: Supplementary measures to enhance other priorities

Categories have been grouped into:

- Road Safety: S
- Reconstruction: R
- New LATM Devices: L

Table 6: LATM Action Plan

ltem	Location	Action	Priority
S1	Ryde Road, Pittwater Road to Park Road	Road Safety Audit	High
S2	Pittwater Road, High Street to Ryde Road	Road Safety Audit	High
R1	Earl Street, Ryde Road to Princes Street	Reconstruct 3 road humps to Austroads standards	Medium
R2	Blaxland Street, Ryde Road to Princes Street	Reconstruct 3 road humps to Austroads standards	Medium
R3	Farnell Street, Ryde Road to Princes Street	Reconstruct 3 road hump to Austroads standards	Medium
R4	Park Road, Ryde Road to Princes Street	Reconstruct 3 road hump to Austroads standards	Medium
R5	Earl Street, High Street to Princes Street	Reconstruct slow point to Austroads standards. Reconstruct zebra crossing to Austroads standards	High
R6	Blaxland Street, High Street to Princes Street	Reconstruct slow point to Austroads standards.	High
R7	Farnell Street, High Street to Princes Street	Reconstruct slow point to Austroads standards.	High
L1	Park Road, High Street to Princes Street	Reconstruct 2 slow points to Austroads standards	High
L2	High Street, Pittwater Road to Blaxland Street	Construct 2 new road hump to Austroads standards	High
L3	High Street, Blaxland Street to Park Road	Construct 2 new road hump to Austroads standards	High
L4	Barons Crescent, High Street to Park Road	Construct new road hump to Austroads standards	Low
L5	Park Road, High Street to Barons Crescent	Construct new slow point to Austroads standards	Low

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7 Next Steps

7.1 Scheme Design

Once the draft scheme is approved, more detailed cost estimates can be prepared, priorities refined, and the timing and staging can be confirmed.

Detailed design and documentation for treatments can then be undertaken in order to:

- carry out further street assessments if necessary (kerb and property lines, driveway locations, location of above-ground and below-ground services, drainage channels and pits, tree locations and assessments, pavement surface details, etc.
- prepare detailed drawings
- prepare construction and contract documentation
- maintain close consultation with residents adjacent to device locations, services companies, and (if concerns have previously been raised) bus companies and relevant emergency services.
- develop a maintenance strategy
- pursue funding if external funding opportunities exist.

Detailed design covers two stages:

- layout design, to determine the form of the device
- engineering design, as part of construction documentation.

7.2 Implementation

7.2.1 Timing and Staging

Work may be staged, or implemented in full at one time. Staging is usually undertaken for practical or funding reasons, but it may also be used as a form of trial or familiarisation. In particular, there may be uncertainty about the traffic displacement effects of a set of treatments, so the scheme may be implemented gradually and the changes monitored at each stage.

7.2.2 Monitoring and Review

Monitoring and evaluation of the final scheme and any intermediate stages is an essential part of the planning process. It is often overlooked or neglected because of time and resource pressures. The purposes and value of monitoring and evaluation include:

- assessing the scheme as a whole and individual treatments against the adopted objectives
- to identify any undesirable impacts that might indicate modifications that could be made
- to assess the impacts of each stage so that subsequent stages can be modified if necessary
- to provide objective information on impacts and effects for the community
- to provide information on the performance of the scheme and individual devices which may be useful in later projects.

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Appendix A Proposed LATM Actions

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ITEM NO : 4.12

SUBJECT: DEVELOPMENT APPLICATIONS DETERMINED BY THE

DEVELOPMENT CONTROL UNIT IN JUNE 2024

STRATEGIC OUTCOME : DEVELOPMENT APPLICATION, REGULATION AND

MONITORING SERVICES ARE STREAMLINED

ACTION : DEVELOPMENT APPLICATIONS (DAS) ARE PROCESSED IN

ACCORDANCE WITH SERVICE STANDARDS

REPORTING OFFICER : STEVE KOUREPIS

Ref:711673

PURPOSE

This report provides the outcome of determinations of Development Applications referred to the Development Control Unit (DCU) in June 2024.

At the time of the June meeting, the role of the Development Control Unit was to determine any development application that received two (2) or more objections (where that development application is not referred to the Local Planning Panel or other consent authority).

All reports presented to the DCU as shown below are available on the Council's website http://www.huntershill.nsw.gov.au/dcu.

RECOMMENDATION

That the report be received and noted.

REPORT OF MEETING HELD 26 JUNE 2024

DEVELOPMENT APPLICATION NO

20230156

PROPOSAL

Demolition of the existing building and construction of a new attached dual occupancy with strata subdivision and associated

landscaping

PROPERTY: 24 Rocher Avenue, Hunters Hill

APPLICANT : Minjun Yao

OWNER : Mr A Mohareb

DATE LODGED : 29 November 2023

REPORTING OFFICER: Patrick Ogisi

RESOLVED on the MOTION of Director, Town Planning Kourepis, seconded by Patrick Ogisi

That pursuant to Section 4.15 of the Environmental Planning and Assessment Act 1979, that Development Application DA20230156 for the demolition of the existing building and construction of a new attached dual occupancy with strata subdivision and associated landscaping at 24 Rocher Avenue, Hunters Hill be approved subject to the following conditions:

GEN1, GEN2, GEN8 (Tree 2, Tree 5, Tree7), GEN9, BCC1, BCC3, BCC4(a) Width of Driveways to be not greater than 4m at the kerb line), BCC5, BCC7 (\$5000), BCC8, BCC11, BCC12 (1375522M_02), BCC13, BCC17, BCC19, BCC20, BCC31, BBW3, BBW5, BBW6, BBW7, BBW8, BBW9, BBW10, BBW15, DBW2, DBW3 (Monday – Friday 7:00am to 5:00pm, Saturdays 8:00am to 1:00pm Sundays and Public Holidays No activities permitted), DBW5, DBW7, DBW8, DBW11, DBW13, DBW14, DBW15, DBW17, DBW19, DBW33, BOC1, BOC3, BOC5, BOC6, BOC7, BOC8, BOC9, BOC10, BOC16, BOC17, BOC27, DDW1, CDW2, PSC1 (STRATA), PSC3, PSC4, PSC5, PSC6, PSC10

Drawing Number	Drawn By	Plan Dated
Site Analysis DA00	Dalgliesh Ward Architects	22/03/24
Site Plan, Roof Plan DA01	Dalgliesh Ward Architects	22/03/24
Ground Floor Plan DA02	Dalgliesh Ward Architects	22/03/24
First Floor Plan DA03	Dalgliesh Ward Architects	22/03/24
Section Plan DA04	Dalgliesh Ward Architects	22/03/24
Elevation Plans DA05, DA06	Dalgliesh Ward Architects	22/03/24
Shadow Plans DA08, DA09, DA10	Dalgliesh Ward Architects	22/03/24
BASIX Certificate 1375522M_02	SDS Engineering	09/11/23
Stormwater Plans C001, C002, C003	SDS Engineering	14/11/23
Driveway Ramp C004	SDS Engineering	14/11/23
Survey Plan	Survcorp	07/06/23
Landscape Plan	B+E Landscape Architects	14/11/23
Arboricultural Impact Assessment	Horticultural Management Services	2/11/23

DEVELOPMENT
APPLICATION NO

20240032

PROPOSAL : Existing alfresco roof convert to balcony, and add one small

window at bathroom of master bedroom.

PROPERTY: 22 Farnell Street, Hunters Hill

APPLICANT : Timothy Shu

OWNER : Mr T Shu

DATE LODGED : 22 April 2024

REPORTING OFFICER: Patrick Ogisi

RESOLVED on the MOTION of Director, Town Planning Kourepis and seconded by Shahram Mehdizadgan.

In accordance with the HHDCP 2013, the Development Application DA2024/0032 for the proposed alterations and additions to the existing two storey dwelling at 22 Farnell Street, Hunters Hill be approved subject to the following conditions:

Drawing Number	Drawn By	Plan Dated
Site Plan and Existing Roof Plan, AD-JC-01	Acute Insight	20/03/2024
Existing Ground Floor Plan, AD-JC-02	Acute Insight	20/03/2024
Proposed First Floor Plan, AD-JC-03	Acute Insight	20/03/2024
Elevation Plans, AD-JC-04, AD-JC-05	Acute Insight	20/03/2024
Section Plans, AD-JC-06	Acute Insight	20/03/2024
Schedule of Finishes	Acute Insight	20/03/2024
Stormwater Plan T-6966-SW	YP Engineering	19/12/2023

GEN1, GEN2, BCC3, BCC7 (\$5000), BCC11, BCC12(A1748607), BCC17, BCC20, BBW2, BBW5, BBW6, BBW7, BBW8, BBW9, BBW10, DBW2, DBW3 (Monday – Friday 7:00am to 5:00pm, Saturdays 8:00am to 1:00pm Sundays and Public Holidays No activities permitted), DBW5, DBW7, DBW8, DBW12, DBW13, DBW14, DBW15, DBW17, DBW19, BDC1, BOC5, BOC6, BOC7, BOC9 BASIX AND WASTE

ATTACHMENTS

There were no attachments to this report.

ITEM NO : 4.13

SUBJECT : DEVELOPMENT APPLICATIONS DETERMINED UNDER

DELEGATED AUTHORITY IN JUNE 2024

STRATEGIC OUTCOME : DEVELOPMENT APPLICATION, REGULATION AND

MONITORING SERVICES ARE STREAMLINED

ACTION : DEVELOPMENT APPLICATIONS (DAS) ARE PROCESSED IN

ACCORDANCE WITH SERVICE STANDARDS

REPORTING OFFICER : STEVE KOUREPIS

Ref:711671

PURPOSE

The purpose of this report is to advise of Development Applications determined under delegated authority for the period June 2024.

DELEGATED AUTHORITY

In accordance with Section 327 of the Local Government Act 1993, authority is hereby delegated to the Director, Development and Regulatory Services to exercise and perform those powers, duties and functions in line with the authority and limitations of that position. These include approval and refusal of Development Applications as per Section 10 of Hunter's Hill Council Delegations of Authority.

RECOMMENDATION

1. That the report be received and noted.

REPORT

Type of Report	Delegated Authority	Inspection Date	20.03.24 and 28.05.24
Development Application No.	DA2023/0157	Zone	R2
Construction Certificate No.	N/A	Notification	Yes
Applicant	Zhenhua Ji A PLUS GROUP AUSTRALIA PTY LTD	Value	\$990,000
Premises	2 Chevalier Crescent, Hunters Hill	Landscaped Area	57%
Classification (BCA)	1a, 10a, 10b	Date lodged	29.11.24
Assessing Officer	Shahram Mehdizadgan	Determination Date	28.05.24

Proposal	Alterations and additions to existing dwelling, including internal alterations, new windows and facade treatment, new entry porch and rear deck. Demolition of existing cabana and construction of new cabana
Determination	Deferred Commencement Approval

Type of Report	Delegated Authority	Inspection Date	17/04/2024
Development Application No.	DA2023/0098	Zone	R2 Low
			Density
			Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Sam Semaan	Value	\$1,196,800
Premises	88 Woolwich Road,	Landscaped Area	50%
	Woolwich		
Classification (BCA)	1a	Date Lodged	10/08/2023
Assessing Officer	Rean Lourens	Determination Date	3/06/2024
	/Patrick Ogisi		
Proposal	Demolition of existing buildings and construction of a new two		
	storey dwelling with s	wimming pool and basen	nent garage
Determination	Approval		

Type of Report	Delegated Authority	Inspection Date	09.11.24
Development Application No.	DA2023/0135	Zone	R2
Construction Certificate No.	N/A	Notification	Yes
Applicant	Jacqueline Seraglio	Value	\$1,100,055
Premises	3A Moorefield Avenue, Hunters Hill	Landscaped Area	60%
Classification (BCA)	1a, 10a, 10b	Date lodged	27.10.24
Assessing Officer	Shahram Mehdizadgan	Determination Date	04.06.24
Proposal	Demolition of existing dwelling and onsite structures, construct new dwelling house, swimming pool, landscaping, drainage and driveway		
Determination	Deferred Commencement Approval		

Development Application No.	DA2017/1171-4	Zone	R2 Low Density Residential
Construction Certificate No.	190060/01 (prior approval)	Notification	Yes
Applicant	Enhance Group Projects	Value	\$4,527,615.84
Premises	41 Wybalena Road Hunters Hill	Landscaped Area	60%
Classification (BCA)	1a	Date lodged	27/03/2024
Assessing Officer	Patrick Ogisi	Determination Date	31/05/2024

Proposal	Demolition of existing dwelling and ancillary structures and construction of a new dwelling with basement and swimming pool together with associated landscape works. s4.55 modification - minor adjustments to the conditions of consent.
Determination	Approval

Type of Report	Delegated Authority	Inspection Date	28.05.24
Development Application No.	DA2024/0064	Zone	R2
Construction Certificate No.	N/A	Notification	Yes
Applicant	Antonio Galati	Value	\$962,500
Premises	4A Margaret Street, Woolwich	Landscaped Area	Under 50%
Classification (BCA)	1a, 10a, 10b	Date lodged	24.05.24
Assessing Officer	Shahram Mehdizadgan	Determination Date	17.06.24
Proposal	Construction of first floor addition, rear alfresco and swimming pool		
Determination	Refusal		

Development Application No.	DA2021/1318-2	Zone	R3	
Construction Certificate No.	N/A	Notification	Yes	
Applicant	Anthony Charbel	Value	N/A	
Premises	23 Massey Street, Gladesville	Landscaped Area	50%	
Classification (BCA)	1a, 10a, 10b	Date lodged	29.05.24	
Assessing Officer	Shahram Mehdizadgan	Determination Date	19.06.24	
Proposal	Demolish existing structures to construct a two storey dwelling over basement, pool, front fence and associated landscaping - s4.55 Modification - internal reconfigurations and various changes to path, pool surround, windows and skylights			
Determination	Approval			

Type of Report	Delegated Authority	Inspection Date	12/06/2024	
Development Application No.	DA20211041-1	Zone	R2 Low Density Residential	
Construction Certificate No.	N/A	Notification	Yes	
Applicant	Stephen Alexander Wilson	Value	Same as approved	
Premises	61 Batemans Road, Gladesville	Landscaped Area	Same as approved	
Classification (BCA)	1a	Date lodged	28/05/2024	
Assessing Officer	Patrick Ogisi	Determination Date	17/06/2024	
Proposal	Alterations and Additions to an Existing Dwelling and Swimming Pool - Proposed s4.55 modifications to these works			
Determination	Approval			

Type of Report	Delegated Authority	Inspection Date	14.05.24	
Development Application No.	DA2024/0054	Zone	R2	
Construction Certificate No.	N/A	Notification	Yes	
Applicant	Con Zeritis	Value	\$600,000	
Premises	4 McBride Avenue, Hunters Hill	Landscaped Area	67%	
Classification (BCA)	10a, 10b	Date lodged	08.05.24	
Assessing Officer	Shahram Mehdizadgan	Determination Date	11.06.24	
Proposal	Additions and alterations to existing garage (no change to footprint) plus new acoustic pool filter enclosure and landscaping			
Determination	Approval			

Type of Report	Delegated Authority	Inspection Date	N/A	
Development Application No.	DA20220424	7	R2 Low	
Development Application No.	DA20230134	Zone	Density	
Construction Certificate No.	N/A	Notification	Yes	
Applicant	Antonio Galati	Value	\$1,455,000	
Premises	48 Barons Crescent,	Landscaped Area	52.7%	
	Hunters Hill	Lanuscapeu Area	J2.770	
Classification (BCA)	1a	Date lodged	30/10/23	
Assessing Officer	Patrick Ogisi	Determination Date	29/05/24	
Dronosal	Demolition of existing dwelling house, construction of a two			
Proposal	dwelling with basement and pool			
Determination	Refusal			

Type of Report	Delegated Authority	Inspection Date	9 May 2024	
			R2 Low	
Development Application No.	DA2023-0144 Review	Zone	Density	
			Residential	
Construction Certificate No.	N/A	Notification	Yes	
Applicant	Yuk Wong	Value	\$2,060,658	
	12 Joly Parade,	Landscaped Area	61%	
Premises	Hunters Hill	Lanuscapeu Area	01/0	
Classification (BCA)	1a, 10a, 10b	Date lodged	29 April 2024	
Assessing Officer	Patrick Ogisi	Determination Date	19 June 2024	
	Demolition of existing structures and construction of a new six			
Proposal	bedroom, three level dwelling with attached garage and boat			
	shed			
Determination	Refusal			

Type of Report	Delegated Authority	Inspection Date	20.03.24	
Development Application No.	DA2022/0092	Zone	R2	
Construction Certificate No.	N/A Notification		Yes	
Applicant	Sam Samarghandi	Value	\$467,500	
Promises	1A McBride Avenue,	Landscaped Area 63.8%		
Premises	Hunters Hill	Lanuscapeu Area	03.0/0	
Classification (BCA)	10a, 10b	Date lodged	19.02.24	
Assessing Officer	Shahram Mehdizadgan	Determination Date	18.06.24	
Proposal	New pool and terrace			
Determination	Approval			

Type of Report	Delegated Authority	Inspection Date	12/6/24
			R2 Low
Development Application No.	DA20220224-1	Zone	Density
			Residential
Construction Certificate No.	N/A	Notification	Yes
Applicant	Paul McLean	Value	\$387,230
Premises	7 Windeyer Avenue, Gladesville	Landscaped Area	59.8%
Classification (BCA)	1a	Date lodged	03/06/24
Assessing Officer	Patrick Ogisi	Determination Date	25/06/24
	Alterations or additions	to an existing building	or structure.
Proposal	Section 4.55(1A) modification seeks changes to the deck and		
	minor external changes.		
Determination	Approval		

ATTACHMENTS

There were no attachments to this report.

ITEM NO : 4.14

SUBJECT : REPORT OF LEGAL MATTERS - JUNE 2024

STRATEGIC OUTCOME : DEVELOPMENT APPLICATION, REGULATION AND MONITORING

SERVICES ARE STREAMLINED

ACTION : DEVELOPMENT APPLICATIONS (DAS) ARE PROCESSED IN

ACCORDANCE WITH SERVICE STANDARDS

REPORTING OFFICER : STEVE KOUREPIS

Ref:711676

PURPOSE

The purpose of this report is to update Council on legal matters pertaining to planning matters. These matters are generally with the Land and Environment Court.

RECOMMENDATION

1. That the report be received and noted.

REPORT

Attached are Status Reports provided by Council's Legal Advisors: HWL Ebsworth, Hall & Wilcox and Marsdens.

ATTACHMENTS

- 1. Marsdens <u>↓</u>
- 2. Hall & Wilcox J
- 3. HWL Ebsworth <u>J</u>

Hunters Hill Council Confidential Status Report June 2024

	CURRENT/PENDING MATTERS					
Our Ref	Matter Name	Acting Solicitor	Additional matter type details where relevant	Date File Opened	Description/Further investigation being conducted/Status/Forecast	Fees billed to date excluding GST
451002	HCC ats Acon Pty Limited – LEC 2023/00363275 – 15 Wybalena Road, Hunters Hill	Seton/Alicia Foley	Class 1 Application – Refusal of DA2022/0139 for the demolition of existing building and construction of a two storey dwelling on the land at 15 Wybalena Road, Hunters Hill	22/11/2023	These proceedings were listed for hearing 18 and 19 June 2024. Judgment has been reserved in these proceedings.	\$17,412.00 \$6495.50 Expert
451318	HCC ats Vernier & Vernier – LEC 2023/00435961 – 9 Lloyd Avenue, Hunters Hill	Seton/Alicia Foley	Class 1 Application - Development Application DA 2023/0020 for alterations and additions to an existing dwelling house on the land at 9 Lloyd Avenue, Hunters Hill	14/12/2023	These proceedings are listed for hearing 8 and 9 July 2024.	\$4,965.00
452822	HCC ats Devlin – LEC 2024/00083387 – 8B North Parade, Hunters Hill	Seton/Alicia Foley	Class 1 Application — Development application DA 2023/0036 seeking consent for demolition of existing structures and construction of a two storey residential dwelling on the land at 8B North Parade, Hunters Hill	11/03/24	The proceedings are listed on 25-26 September 2024 for a conciliation conference and hearing under s 34AA of the Land and Environment Court Act 1979.	\$4,008.00 \$2,970.00 (Expert fees)
454523	HCC ats Issa – LEC – 43 Wybalena Road, Hunters Hill	Seton/Alicia Foley	Class 1 Application — Development Application DA 2023/0078 for demolition of existing dwelling and construction of a new dwelling house with inground swimming pool, landscaping and lower level parking on the land at 43 Wybalena Road, Hunters Hill	04/06/24	These proceedings are listed for hearing 28 and 29 October 2024.	Nil

Hunters Hill Council Confidential Status Report June 2024

	CURRENT/PENDING MATTERS								
Our Ref	Matter Name	Acting Solicitor	Additional matter type details where relevant	Date File Opened	Description/Further investigation being conducted/Status/Forecast	Fees billed to date excluding GST			
454718	HCC ats 7/11 Hunters Hill Developers Pty Ltd	Seton/Peta Hudson	Class 1 Application – Development Application DA 2023/0164 for demolition of existing structures and construction of a residential flat building and multi-dwelling housing development over basement parking at 7-11 Ryde Road. Hunters Hill		These proceedings are listed for conciliation conference 8 November 2024.	Nil			

Hunters Hill Council Confidential Status Report June 2024

	CURRENT/PENDING MATTERS								
Our Ref	Matter Name	Acting Solicitor	Additional matter type details where relevant	Date File Opened	Description/Further investigation being conducted/Status/Forecast	Fees billed to date including GST			
237890	Hunter's Hill Council v John Ishak - s34AA LEC Proceedings 2024/41916 - 3 Futuna Street Hunters Hill	Bonic	Hunter's Hill Council v John Ishak - s34AA LEC Proceedings 2024/41916 - 3 Futuna Street Hunters Hill	09/02/2024	First directions hearing listed for 1 March 2024. Council's SOFAC was filed on 14 March 2024. This is an appeal against Council's refusal of development application DA2023/0084. The application is for the Construction of new swimming pool, associated landscaping and fencing at 3 Futuna Street, Hunters Hill (the Site). The works include: • Construction • Swimming pool - New BBQ and casual outdoor dining area • Tree Removal • Removal of three (3) trees along the Futuna Street frontage • Ancillary • Landscaping of the site • New paving, pool surrounds and pool fencing. • Decking adjacent to the north facing living and study area and stairs to front entertaining area. The site is currently occupied by a single storey, brick and tile dwelling with open front verandah wrapping around the north-western corner of the building. The frontage is features hedging and mixed vegetation behind a low stone fence along the two road frontages. On 25 June 2024, the Applicant provided a Without Prejudice Statement of Facts and Contentions in Reply with amended landscaping plans. This matter is listed for a s34AA conciliation conference and hearing on 15 and 16 August 2024. Joint Expert Reports in respect of Planning, Heritage and Landscaping are due to be filed and served by the parties on 18 July 2024. Council's Draft Conditions of Consent are due 1 August 2024.	\$7,227.55			

Hunters Hill Council Confidential Status Report June 2024

	CURRENT/PENDING MATTERS								
Our Ref	Matter Name	Acting Solicitor	Additional matter type details where relevant	Date File Opened	Description/Further investigation being conducted/Status/Forecast	Fees billed to date including GST			
242905	s34AA - Hunter's Hill Council v Con Zeritis & Sofia Zeritis - 4 McBride Ave Hunters Hill 2024/141433	Garagounis	s34AA - Hunter's Hill Council v Con Zeritis & Sofia Zeritis - 4 McBride Ave Hunters Hill 2024/141433	24/04/2024	Application 2023/0087 which seeks additions and alterations to the existing garage, with no change to the footprint, a replacement pergola and garden shed, new pool filter enclosure and screen fence plus landscaping to the dwelling house at 4 McBride Avenue, Hunters Hill.	\$6,458.10			
					The Applicant has filed a new Development Application with amended plans which seek to address Council's concerns in relation to the refusal. We have been instructed that Council is presently considering this new material.				
					Council's SOFAC was filed and served 22 May 2024.				
					The proceedings were discontinued on 20 June 2024 with no order as to costs following Notice of Determination for approval dated 13 June 2024 being issued to the Applicant.				
					Matter will be closed once our June 2024 invoice is paid.				

Hunters Hill Council Confidential Status Report June 2024



LAWYERS

					CURRENT/PENDING MATTERS		
Our Ref	Matter Name	Acting Solicitor	Additional matter type details where relevant	Date File Opened	Description/Further investigation being conducted/Status/Forecast	Fees billed to date excluding GST	Disbs billed to date excluding GST
1169502	HHC v Cavcorp & Cavasinni - Potential Enforcement Proceedings for unlawful works relating to 2022 LEC Approval	Philip Brown	Enforcement Proceedings for unlawful works relating to 2022 LEC Approval	06/03/2023	Proceedings commenced on 21 December 2023. Undertaking given to Court by Respondents to carry out the works. Matter next before the Court on 26 July 2024	\$27,101.00	\$2,940.51
1195551	HHC ats Tahany Pty Ltd - Class 1 - Order Appeal - 10 Mary Street Hunters Hill NSW 2110 - Lot 21 DP/13260	Philip Brown	Three class 1 appeals against 3 orders issued by Council relating to, in summary, unlawful works including unlawful front and side fencing, retaining walls, internal and external alterations to dwelling including paint in new dark/ black colour	06/09/2023	Matters listed for first directions hearing on 26 September 2023. Applicant intends to lodge DA and BIC which may potentially resolve proceedings. Statement of Facts and Contentions filed. Matter set down for s34 Conference on 12 April 2024 Matter resolved. S34 Agreement signed, judgment handed down. Amended orders require restoration works to occur by 16 August 2024.	\$25,008.00	\$4,016.38
1204827	HHC v Zubaida Potres - Potential Class 4 proceedings 8 William Street, Hunters Hill	Philip Brown	Potential class 4 enforcement proceedings in relation to Council order	8/11/2023	Warning letter drafted/ sent to owners (21/12/2023) Without prejudice on site meeting occurred on 4 March 2024.	\$5,132.00	\$16.60

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Hunters Hill Council Confidential Status Report June 2024

			concerning unauthorised pergola, paving and glass balustrade		Without prejudice discussions/ finalisation of settlement documents continuing		
1207011		Philip Brown	Deemed refusal of development application number DA20230096 for the demolition of existing dwelling, Torrens title subdivision and construction of new attached dual occupancy, on land identified as Lot 2 Section 1 in DP808, known as 49 Woolwich Road, Hunter's Hill NSW 2110.	22/11/2023	Matter listed for first directions on 15 December 2023 Mark Adamson and Lisa Trueman briefed re planning and heritage. SOFAC filed. Joint expert reports due on 17 May 2024. S34AA conference listed on 19 and 20 June 2024. Amended plans provided. Parties had without prejudice discussion in May and provided further without prejudice materials provided. S34 agreement signed and judgment handed down. Residents notified.	\$17,119.00	\$2,250.00
1216561	HHC ats Cameron and Carmen Pelling - Class 1 LEC2024/00051292 - 18 Figtree Road, Hunters Hill		Appeal against actual refusal of Development Application DA20230014 for alterations and additions to the existing dwelling house, car port and associated works at 18 Figtree Road, Hunters Hill	14/02/2024	Matter listed for first directions hearing 1 March 2024. Consultant planner and heritage consultant briefed. Council's SOFAC has been filed WP meeting occurred on 22 April 2024 and amended plans provided. Matter listed for s 34AA conciliation/ hearing on 27 and 28 August 2024	\$7,158.00	\$3,300.00

Hunters Hill Council Confidential Status Report June 2024

FC Pt Ap LE 20 W	IHC ats Micheal ountain Architects tty Ltd - Class 1 pplication EC2024/130582 - C Margaret Street, Voolwich NSW 110	Philip Brown	15/04/202	SOFAC filed Experts and Counsel have been engaged S34 listed on 19 September 2024 Residents have been notified Matter was listed on 11 June 2024 in relation to objectors who have a right to be joined given the proposal is designated development. The following directions were made: • Andrew Glassock, Richard White, Lane Cover 12ft Sailing Club, Hunters Hill Sailing Club, Beverley Bennett, David Griffith, Hunters Hill Trust, Greenwich Flying Squadron Inc, Donald Bonnitcha and Friends of Kellys Bush are joined to the proceedings as parties; and • The matter is listed for case management at 10am on 25 June 2024 so that Ms Sack and/or the individuals which have been joined can advise whether they intend to file a Statement of Facts and Contentions and by which date this will occur. The matter was listed for case management on 25 June 2024 in which orders were made for the objector parties to file their SOFACs on 2 August 2024 and for a further case management listing on 6 August 2024. Information meeting for objectors to occur 17 July 2024 evening	\$46,894.00	\$82,471.81
	I- OI 4	Philip Brown	28/06/202	4 SFC due on 25 July 2024	\$0.00	\$0.00
LÉ 22	pplication EC2024/227803 - 2 Barons Crescent lunters Hill NSW			Catriona McKenzie, Brian McDonald, David England and Jacqui Vollmer briefed (arboriculture, planning, engineering, ecology) Matter set down for s34 conference on 29 November 2024		

ITEM NO : 4.15

SUBJECT: SUMMARY OF COUNCIL INVESTMENTS AS AT 30 JUNE 2024

STRATEGIC OUTCOME : COUNCIL IS FINANCIALLY SUSTAINABLE

ACTION : PROVIDE TIMELY FINANCIAL INFORMATION, ADVICE AND

REPORTS TO COUNCIL, THE COMMUNITY AND STAFF

INCLUDING THE LONG TERM FINANCIAL PLAN

REPORTING OFFICER : MARIA KENNY

Ref:710820

PURPOSE

The purpose of this report is to provide a summary of the performance of Council's investments as at 30 June 2024.

All investments are undertaken and reported in compliance with the requirements of the Local Government Act 1993, the Local Government (General) Regulation 2005 and Council's policy on investments.

RECOMMENDATION

1. That the report be received and noted.

REPORT

In accordance with Council's Investment Policy, investments are selected with the objective of generating additional income revenue streams, whilst balancing liquidity to meet organisational cash flow requirements.

Term deposits are made across several financial institutions to spread risk, with the majority currently having terms over 180 days to benefit from higher returning interest yields. Council's Investment Policy allows for 10% of its portfolio to be invested with Ministerial Approved Investments with NSW Treasury Corporation. Floating Rate Notes are also permissible within defined portfolio institution and credit rating thresholds.

Table 1 lists the terms and rate of return of all of Council's investments including the interest earnt for Term Deposits held to maturity.

Council's investment portfolio posted a marked-to-market return of 5.32%pa (0.43% actual) versus the bank bill index benchmark return of 4.34%pa (0.35% actual). For the past 12 months, the investment portfolio has returned 5.02% versus the benchmark's 4.37%.

Attachment 1 – Investment Summary Report also provides additional detail on the value of accrued interest earnings for each investment holding.

TABLE 1 - SUMMARY OF COUNCIL'S INVESTMENTS AS AT 30 JUNE 2024

Institution	Reference	Rating	g Principal	Lodged	Matures	Rate	Interest earnt at maturity
NAB	Term Deposit	AA-	\$1,000,000.00	4-Jul-23	3-Jul-24	5.56%	\$55,600.00
BOQ	Term Deposit	A-	\$1,000,000.00	4-Jul-23	3-Jul-24	5.62%	\$56,200.00
NAB	Term Deposit	AA-	\$1,000,000.00	25-Jul-23	24-Jul-24	5.51%	\$55,100.00
NAB	Term Deposit	AA-	\$500,000.00	9-Aug-23	8-Aug-24	5.25%	\$26,178.28
AMP	Term Deposit	BBB	\$526,676.71	11-Aug-23	12-Aug-24	5.35%	\$26,676.71
NAB	Term Deposit	AA-	\$1,000,000.00	10-Aug-23	13-Aug-24	5.25%	\$53,075.34
CBA	Term Deposit	AA-	\$2,500,000.00	29-Aug-23	27-Aug-24	5.41%	\$134,879.45
NAB	Term Deposit	AA-	\$1,000,000.00	12-Sep-23	12-Sep-24	5.25%	\$52,500.00
AMP	Term Deposit	BBB	\$500,000.00	18-Oct-23	17-Oct-24	5.15%	\$25,750.00
Westpac	Term Deposit	AA-	\$1,000,000.00	2-Nov-23	30-Oct-24	5.47%	\$54,400.27
AMP	Term Deposit	BBB	\$500,000.00	16-Nov-23	18-Nov-24	5.40%	\$27,000.00
Suncorp	Term Deposit	A+	\$1,000,000.00	29-Nov-23	26-Nov-24	5.52%	\$54,897.53
NAB	Term Deposit	AA-	\$1,000,000.00	1-May-24	6-May-25	5.25%	\$53,219.18
Macquarie	Call	A+	\$2,003,921.68			3.32%	
CBA	Floating Rate No	ote AA-	\$500,000.00	13-Jan-23	13-Jan-28	5.51%	
CBA	Business online sa	aver AA-	\$1,427,480.15			4.35%	
Institution	Reference	Lodged		Month-end	Balar	nce at mon	th- Month return
TCorp	Medium Term	2-Jun-21	\$1,500,000.00	June-2021	\$1,	515,096.51	1.01%
TCorp	Medium Term Growth Fund	2-Jun-21	\$1,500,000.00	June-2021 July-2021		515,096.51 538,434.43	
TCorp		2-Jun-21 9-Aug-21	\$1,500,000.00 \$500,000.00		\$1,		1.54%
TCorp				July-2021	\$1, \$2,	538,434.43	1.54% 0.79%
TCorp				July-2021 August-2021	\$1, \$2, 22 \$2,	538,434.43 052,149.68	1.54% 0.79% -0.73%
TCorp				July-2021 August-2021 12mths to Sept	\$1, \$2, 22 \$2, 23 \$1,	538,434.43 052,149.68 026,923.72	1.54% 0.79% -0.73% 0.50%
TCorp				July-2021 August-2021 12mths to Sept 12mths to Sept	\$1, \$2, 22 \$2, 23 \$1, 3 \$1,	538,434.43 052,149.68 026,923.72 988,672.64	1.54% 0.79% -0.73% 0.50% -0.80%
TCorp				July-2021 August-2021 12mths to Sept 12mths to Sept October-2023	\$1, \$2, 22 \$2, 23 \$1, 3 \$1, 23 \$2,	538,434.43 052,149.68 026,923.72 988,672.64 972,670.14	1.54% 0.79% -0.73% 0.50% -0.80% 2.34%
TCorp				July-2021 August-2021 12mths to Sept 12mths to Sept October-2023 November-202	\$1, \$2, 22 \$2, 23 \$1, 3 \$1, 23 \$2, 23 \$2,	538,434.43 052,149.68 026,923.72 988,672.64 972,670.14 018,775.54	1.54% 0.79% -0.73% 0.50% -0.80% 2.34% 4.01%
TCorp				July-2021 August-2021 12mths to Sept 12mths to Sept October-202 November-202 December-202	\$1, \$2, 22 \$2, 23 \$1, 3 \$1, 23 \$2, 23 \$2, 4 \$2,	538,434.43 052,149.68 026,923.72 988,672.64 972,670.14 018,775.54 068,767.85	1.54% 0.79% -0.73% 0.50% -0.80% 2.34% 4.01% 4.80%
TCorp				July-2021 August-2021 12mths to Sept 12mths to Sept October-202 November-202 December-202 January-202	\$1, \$2, 22 \$2, 23 \$1, 3 \$1, 23 \$2, 23 \$2, 4 \$2, 4 \$2,	538,434.43 052,149.68 026,923.72 988,672.64 972,670.14 018,775.54 068,767.85 084,604.95	1.54% 0.79% -0.73% 0.50% -0.80% 2.34% 4.01% 4.80% 5.81%
TCorp				July-2021 August-2021 12mths to Sept 12mths to Sept October-2023 November-202 December-202 January-2024 February-202	\$1, \$2, 22 \$2, 23 \$1, 3 \$1, 23 \$2, 23 \$2, 4 \$2, 4 \$2, \$2,	538,434.43 052,149.68 026,923.72 988,672.64 972,670.14 018,775.54 068,767.85 084,604.95 104,577.06	1.54% 0.79% -0.73% 0.50% -0.80% 2.34% 4.01% 4.80% 5.81% 1.24%
TCorp				July-2021 August-2021 12mths to Sept 12mths to Sept October-2023 November-202 December-202 January-202 February-202 March-2024	\$1, \$2, 22 \$2, 23 \$1, 3 \$1, 23 \$2, 23 \$2, 4 \$2, 4 \$2, \$2, \$2,	538,434.43 052,149.68 026,923.72 988,672.64 972,670.14 018,775.54 068,767.85 084,604.95 104,577.06 130,627.65	1.54% 0.79% -0.73% 0.50% -0.80% -2.34% 4.01% 4.80% 5.81% 1.24% -1.61%
TCorp				July-2021 August-2021 12mths to Sept 12mths to Sept October-202 November-202 December-202 January-202 February-202 March-2024 April-2024	\$1, \$2, 22 \$2, 23 \$1, 3 \$1, 23 \$2, 23 \$2, 4 \$2, 4 \$2, \$2, \$2, \$2, \$2, \$2, \$2,	538,434.43 052,149.68 026,923.72 988,672.64 972,670.14 018,775.54 068,767.85 084,604.95 104,577.06 130,627.65 096,348.39	1.54% 0.79% -0.73% 0.50% -0.80% 2.34% 4.01% 4.80% 5.81% 1.24% -1.61% 0.60%
TCorp			\$500,000.00	July-2021 August-2021 12mths to Sept 12mths to Sept October-202 November-202 December-202 January-202 February-202 March-2024 April-2024 May-2024	\$1, \$2, 22 \$2, 23 \$1, 3 \$1, 23 \$2, 23 \$2, 4 \$2, 4 \$2, \$2, \$2, \$2, \$2, \$2, \$2,	538,434.43 052,149.68 026,923.72 988,672.64 972,670.14 018,775.54 068,767.85 084,604.95 104,577.06 130,627.65 096,348.39 108,960.18	1.54% 0.79% -0.73% 0.50% -0.80% 2.34% 4.01% 4.80% 5.81% 1.24% -1.61% 0.60%
TCorp			\$500,000.00 Closing Balance	July-2021 August-2021 12mths to Sept 12mths to Sept October-202 November-202 December-202 January-202 February-202 March-2024 April-2024 May-2024	\$1, \$2, 22 \$2, 23 \$1, 3 \$1, 23 \$2, 23 \$2, 4 \$2, 4 \$2, \$2, \$2, \$2, \$2, \$2, \$2,	538,434.43 052,149.68 026,923.72 988,672.64 972,670.14 018,775.54 068,767.85 084,604.95 104,577.06 130,627.65 096,348.39 108,960.18 115,839.91	1.54% 0.79% -0.73% 0.50% -0.80% 2.34% 4.01% 4.80% 5.81% 1.24% -1.61% 0.60%

Certification – Responsible Accounting Officer

Historical Performance Summary (%pa)							
	Portfolio	Annualised BB Index	Outperformance				
Jun 2024	5.32%	4.34%	0.98%				
Last 3 months	4.42%	4.41%	0.01%				
Last 6 months	4.94%	4.42%	0.52%				
Financial Year to Date	5.02%	4.37%	0.65%				
Last 12 months	5.02%	4.37%	0.65%				

Below is a summary of the total portfolio by credit exposure, maturity terms and investment holdings as at 30 June 2024:

TABLE 2 – PORTFOLIO TOTAL BY CREDIT EXPOSURE

Credit Rating Group	Face Value (\$)		Policy Max	
AA	11,738,212	61%	100%	~
Α	4,003,922	21%	60%	~
BBB	1,526,677	8%	30%	~
TC	2,115,840	11%	10%	×
	19,384,651			

TABLE 3 – PORTFOLIO TOTAL BY MATURITY TERMS

	Face Value (\$)		Policy Max	
Between 0 and 1 years	18,884,651	97%	100%	~
Between 3 and 10 year:	500,000	3%	40%	~
	19,384,651			

TABLE 4 - PORTFOLIO TOTAL BY INVESTMENT HOLDINGS

	Face	Current
	Value (\$)	Value (\$)
Cash	4,242,134	4,242,134
Floating Rate Note	500,000	506,820
Managed Funds	2,115,840	2,115,840
Term Deposit	12,526,677	12,526,677
	19,384,651	19,391,471

Table 5 below provides a breakdown of our cash balance by internal and external restrictions.

External restrictions refer to funds that are subject to legislative obligations, such as section 7.12 contributions, as well as unspent tied grant funding.

Internal restrictions refer to cash assets defined by Council to cover commitments that are expected to arise in the future, and where it is prudent to hold cash in restrictions to cover these obligations.

Table 5 - EXTERNAL & INTERNAL RESTRICTIONS

	Actual as at 31 May 2024	Actual as at 30 June 2024
Developer contributions - S7.12	\$2,115,883.90	\$2,143,295.40
Other developer contribution	\$138,000.61	\$138,000.61
Specific purpose unexpended grants	\$885,664.47	\$499,575.44
Domestic waste management	\$1,023,411.40	\$1,023,411.40
Other special levies	\$1,514,138.30	\$1,347,272.62
Total External Restrictions	\$5,677,098.68	\$5,151,555.47
Internal Restrictions		
Plant and vehicle replacement	\$426,420.68	\$426,420.68
Employee leave entitlements	\$777,393.29	\$777,393.29
Deposits, retentions and bonds	\$3,687,301.59	\$3,700,845.59
Construction of building	\$195,122.00	\$195,122.00
Office equipment & furniture	\$251,987.08	\$228,539.77
Elections	\$278,582.73	\$278,582.73
Insurance reserve	\$137,859.78	\$137,859.78
Road Reconstruction	\$223,760.00	\$223,760.00
Traffic & Transport	\$71,160.00	\$71,160.00
Sustainability Reserve	\$196,500.48	\$196,500.48
Asset Re-purposing	\$5,714,119.36	\$5,678,841.74
Boronia Park - Disposal soil	\$447,184.45	\$86,657.08
Safety & welfare expenses OH&S Incentive	\$39,962.64	\$34,472.64
Community Initiatives & Minor Capital Works	\$20,000.00	\$20,000.00
Stormwater & marine maintenance reserve	\$15,000.00	\$15,000.00
Community building maintenance reserve	\$11,300.00	\$11,300.00
Depot Operations Strategy	\$492,299.66	\$459,031.16
Gladesville Masterplan	\$260,000.00	\$260,000.00
Contributions for Hillman Orchard Restoration Project	\$11,951.84	\$11,951.84
Total Internal Restrictions	\$13,257,905.58	\$12,813,438.78
Total Restrictions	\$18,935,004.26	\$17,964,994.25

ATTACHMENTS

1. Investment Summary Report June 2024 <u>J</u>



Investment Summary Report June 2024



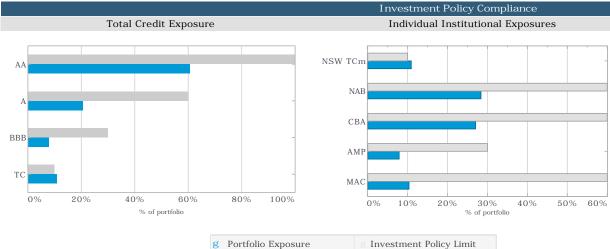
Hunters Hill Council Executive Summary - June 2024



	Face	Current
	Value (\$)	Value (\$)
Cash	4,242,134	4,242,134
Floating Rate Note	500,000	506,820
Managed Funds	2,115,840	2,115,840
Term Deposit	12,526,677	12,526,677
	19,384,651	19,391,471

Investment Holdings





	Face		Policy	
	Value (\$)		Max	
Between 0 and 1 years	18,884,651	97%	100%	а
Between 3 and 10 years	500,000	3%	40%	а
	19,384,651			

Term to Maturities



Hunters Hill Council Investment Holdings Report - June 2024



Cash Accounts						
Face	Current	Institution	Credit	Current	Deal	Reference
Value (\$) R	ate (%)	Tristitution	Rating	Value (\$)	No.	Kererence
810,732.13	0.0000%	Commonwealth Bank of Australia	AA-	810,732.13	538227	General
1,427,480.15	4.3500%	Commonwealth Bank of Australia	AA-	1,427,480.15	545055	BOS
2,003,921.68	3.3179%	Macquarie Bank	A+	2,003,921.68	540871	Accelerator
4,242,133.96 3	3.0311%			4,242,133.96		

Managed Funds							
Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.	Reference
2,115,839.91	0.3262%	NSW T-Corp (MT)	TCm	Medium Term Growth Fund	2,115,839.91	541469	
2,115,839.91 0	0.3262%				2,115,839.91		

Term Dep	osits										
Maturity Date	Face Value (\$) I	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
3-Jul-24	1,000,000.00	5.5600%	National Australia Bank	AA-	1,000,000.00	4-Jul-23	1,055,295.34	544286	55,295.34	At Maturity	
3-Jul-24	1,000,000.00	5.6200%	Bank of Queensland	A-	1,000,000.00	4-Jul-23	1,055,892.05	544287	55,892.05	At Maturity	
24-Jul-24	1,000,000.00	5.5100%	National Australia Bank	AA-	1,000,000.00	25-Jul-23	1,051,627.95	544335	51,627.95	At Maturity	
8-Aug-24	500,000.00	5.2500%	National Australia Bank	AA-	500,000.00	9-Aug-23	523,517.12	544372	23,517.12	At Maturity	
12-Aug-24	526,676.71	5.3500%	AMP Bank	BBB+	526,676.71	11-Aug-23	551,766.00	544381	25,089.29	At Maturity	
13-Aug-24	1,000,000.00	5.2500%	National Australia Bank	AA-	1,000,000.00	10-Aug-23	1,046,890.41	544379	46,890.41	At Maturity	
27-Aug-24	2,500,000.00	5.4100%	Commonwealth Bank of Australia	AA-	2,500,000.00	29-Aug-23	2,613,758.22	544436	113,758.22	At Maturity	
11-Sep-24	1,000,000.00	5.2500%	National Australia Bank	AA-	1,000,000.00	12-Sep-23	1,042,143.84	544504	42,143.84	At Maturity	
17-Oct-24	500,000.00	5.1500%	AMP Bank	BBB+	500,000.00	18-Oct-23	518,130.82	544582	18,130.82	At Maturity	
30-Oct-24	1,000,000.00	5.4700%	Westpac Group	AA-	1,000,000.00	2-Nov-23	1,036,266.85	544612	36,266.85	At Maturity	
18-Nov-24	500,000.00	5.4000%	AMP Bank	BBB+	500,000.00	16-Nov-23	516,865.75	544649	16,865.75	At Maturity	
26-Nov-24	1,000,000.00	5.5200%	Suncorp Bank	A+	1,000,000.00	29-Nov-23	1,032,515.07	544673	32,515.07	At Maturity	
6-May-25	1,000,000.00	5.2500%	National Australia Bank	AA-	1,000,000.00	1-May-24	1,008,773.97	545053	8,773.97	At Maturity	
	12,526,676.71	5.4023%			12,526,676.71		13,053,443.39		526,766.68		



Hunters Hill Council Investment Holdings Report - June 2024



Floating Ra	Floating Rate Notes								
Maturity Date	Face Current Value (\$) Rate (%)	Security Name	Credit Rating	Purchase Purchase Price (\$) Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Date	Reference
13-Jan-28	500,000.00 5.5054%	CBA Snr FRN (Jan28) BBSW+1.15%	AA-	500,000.00 13-Jan-23	512,627.07	543689	5,807.07	15-Jul-24	
	500,000.00 5.5054%			500,000.00	512,627.07		5,807.07		



Hunters Hill Council Accrued Interest Report - June 2024

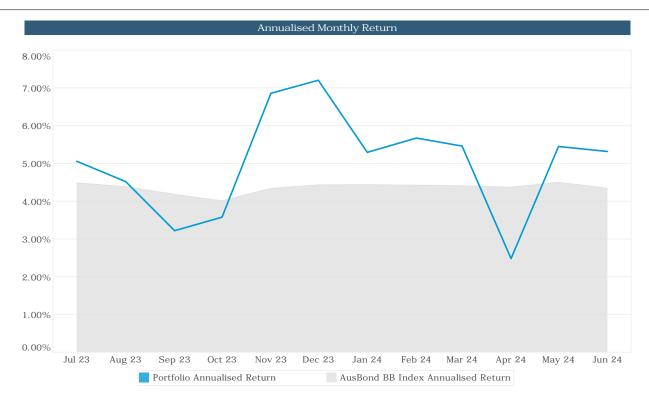


Investment	Deal No. Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Yield (% pa)
Commonwealth Bank of Australia	538227				2.30	0	4,239.17	
Commonwealth Bank of Australia	545055				11,366.32	0	10,548.21	4.35%
Macquarie Bank	540871				1,279.82	0	1,279.82	3.32%
					12,648.44		16,067.20	5.72%
Floating Rate Note								
CBA Snr FRN (Jan28) BBSW+1.15%	543689	500,000.00	13-Jan-23	13-Jan-28	0.00	30	2,262.50	5.51%
Tanana Danasaka					0.00		2,262.50	5.51%
Term Deposits	5.11001	500.000.00	00.7	07.1.01	00.050.00	2.4	4.007.04	7 700¢
Bank of Queensland	544221	500,000.00	22-Jun-23	25-Jun-24	28,256.30	24	1,837.81	5.59%
Bank of Queensland	545208	528,256.30	25-Jun-24	26-Jun-24	62.96	1	62.96	4.35%
Bank of Queensland	544287	1,000,000.00	4-Jul-23	3-Jul-24	0.00	30	4,619.17	5.62%
National Australia Bank	544286	1,000,000.00	4-Jul-23	3-Jul-24	0.00	30	4,569.86	5.56%
National Australia Bank	544335	1,000,000.00	25-Jul-23	24-Jul-24	0.00	30	4,528.77	5.51%
National Australia Bank	544372	500,000.00	9-Aug-23	8-Aug-24	0.00	30	2,157.53	5.25%
AMP Bank	544381	526,676.71	11-Aug-23	12-Aug-24	0.00	30	2,315.93	5.35%
National Australia Bank	544379	1,000,000.00	10-Aug-23	13-Aug-24	0.00	30	4,315.07	5.25%
Commonwealth Bank of Australia	544436	2,500,000.00	29-Aug-23	27-Aug-24	0.00	30	11,116.44	5.41%
National Australia Bank	544504	1,000,000.00	12-Sep-23	11-Sep-24	0.00	30	4,315.07	5.25%
AMP Bank	544582	500,000.00	18-Oct-23	17-Oct-24	0.00	30	2,116.44	5.15%
Westpac Group	544612	1,000,000.00	2-Nov-23	30-Oct-24	0.00	30	4,495.89	5.47%
AMP Bank	544649	500,000.00	16-Nov-23	18-Nov-24	0.00	30	2,219.17	5.40%
Suncorp Bank	544673	1,000,000.00	29-Nov-23	26-Nov-24	0.00	30	4,536.99	5.52%
National Australia Bank	545053	1,000,000.00	1-May-24	6-May-25	0.00	30	4,315.07	5.25%
					28,319.26		57,522.17	5.41%
Grand Totals					40,967.70		75,851.87	5.47%



Hunters Hill Council Investment Performance Report - June 2024



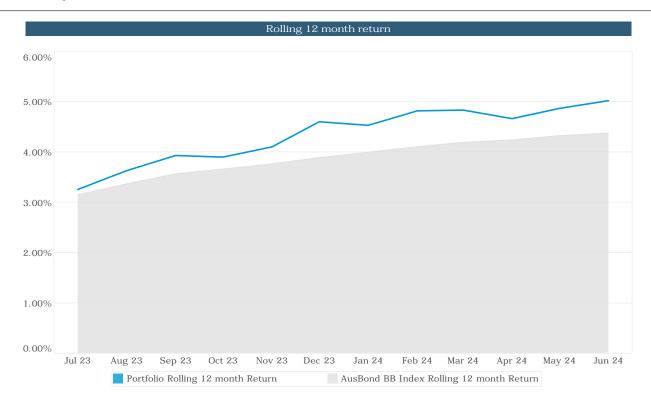


Historical Performance Summary (% pa)						
	Portfolio	Annualised BB Index	Outperformance			
Jun 2024	5.32%	4.34%	0.98%			
Last 3 months	4.42%	4.41%	0.01%			
Last 6 months	4.94%	4.42%	0.52%			
Financial Year to Date	5.02%	4.37%	0.65%			
Last 12 months	5.02%	4.37%	0.65%			



Hunters Hill Council Investment Performance Report - June 2024



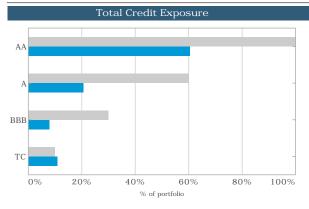


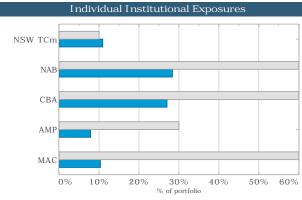
Historical Performance Summary (% actual)						
	Portfolio	Annualised BB Index	Outperformance			
Jun 2024	0.43%	0.35%	0.08%			
Last 3 months	1.08%	1.08%	0.00%			
Last 6 months	2.43%	2.18%	0.25%			
Financial Year to Date	5.02%	4.37%	0.65%			
Last 12 months	5.02%	4.37%	0.65%			

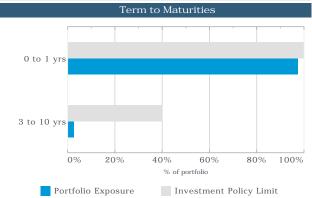


Hunters Hill Council Investment Policy Compliance Report - June 2024









G. N. B. H. G	Face		Policy	
Credit Rating Group	Value (\$) Max 11,738,212 61% 100% 4,003,922 21% 60% 1,526,677 8% 30%	Max		
AA	11,738,212	61%	100%	а
A	4,003,922	21%	60%	а
BBB	1,526,677	8%	30%	а
TC	2,115,840	11%	10%	r
	19,384,651			

% of	Investmen	nt
portfolio	Policy Lim	it
11%	10% r	•
28%	60% a	a
27%	60% a	1
8%	30% a	a
10%	60% a	a
5%	60% a	a
5%	60% a	a
5%	60% a	a
	portfolic 11% 28% 27% 8% 10% 5%	28% 60% 6 27% 60% 6 8% 30% 6 10% 60% 6 5% 60% 6

	Face		Policy	
	Value (\$)		Max	
Between 0 and 1 years	18,884,651	97%	100%	а
Between 3 and 10 years	500,000	3%	40%	а
	19,384,651			

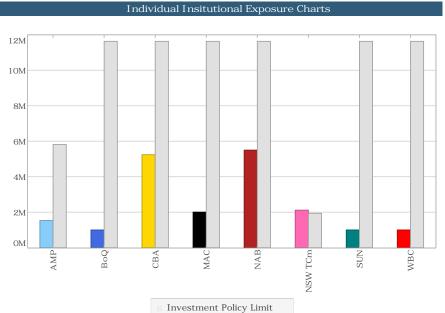
a = compliant r = non-compliant

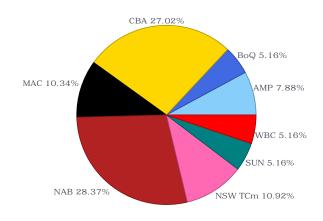


Hunters Hill Council Individual Institutional Exposures Report - June 2024



Individual Insitutional Exposures					
	Current Expo	sures	Policy Lim	nit	Capacity
AMP Bank (BBB+)	1,526,677	8%	5,815,395	30%	4,288,718
Bank of Queensland (A-)	1,000,000	5%	11,630,790	60%	10,630,790
Commonwealth Bank of Australia (AA-)	5,238,212	27%	11,630,790	60%	6,392,578
Macquarie Bank (A+)	2,003,922	10%	11,630,790	60%	9,626,868
National Australia Bank (AA-)	5,500,000	28%	11,630,790	60%	6,130,790
NSW T-Corp (TCm)	2,115,840	11%	1,938,465	10%	-177,375
Suncorp Bank (A+)	1,000,000	5%	11,630,790	60%	10,630,790
Westpac Group (AA-)	1,000,000	5%	11,630,790	60%	10,630,790
	19,384,651				







Hunters Hill Council Cashflows Report - June 2024



Actual Cashflows for June 2024							
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount		
25-Jun-24	544221	Bank of Queensland	Term Deposit	Maturity: Face Value	500,000.00		
25-Juli-24	344221	Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	28,256.30		
				<u>Deal Total</u>	528,256.30		
25-Jun-24	545208	Bank of Queensland	Term Deposit	Settlement: Face Value	-528,256.31		
				<u>Deal Total</u>	-528,256.31		
				Day Total	-0.01		
26-Jun-24	545208	Bank of Queensland	Term Deposit	Maturity: Face Value	528,256.31		
20-Juli-24	343206	Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	62.96		
				<u>Deal Total</u>	528,319.27		
				Day Total	528,319.27		
				<u>Total for Month</u>	528,319.26		

Forecast Cashi	Forecast Cashflows for July 2024								
Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount				
3-Jul-24	544286	National Australia Bank	Term Deposit	Maturity: Face Value	1,000,000.00				
3-Jui-24	544286	National Australia Bank Term Deposit		Maturity: Interest Received/Paid	55,600.00				
				<u>Deal Total</u>	1,055,600.00				
3-Jul-24	544287	Bank of Queensland	Term Deposit	Maturity: Face Value	1,000,000.00				
3-Jui-24	344267	Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	56,200.00				
				<u>Deal Total</u>	1,056,200.00				
				Day Total	2,111,800.00				
15-Jul-24	543689	CBA Snr FRN (Jan28) BBSW+1.15%	Floating Rate Note	Coupon Date	6,862.90				
				<u>Deal Total</u>	6,862.90				
				Day Total	6,862.90				
04 1-1 04	T 4400T	National Australia Bank	Term Deposit	Maturity: Face Value	1,000,000.00				
24-Jul-24	544335	National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	55,100.00				



Hunters Hill Council Cashflows Report - June 2024

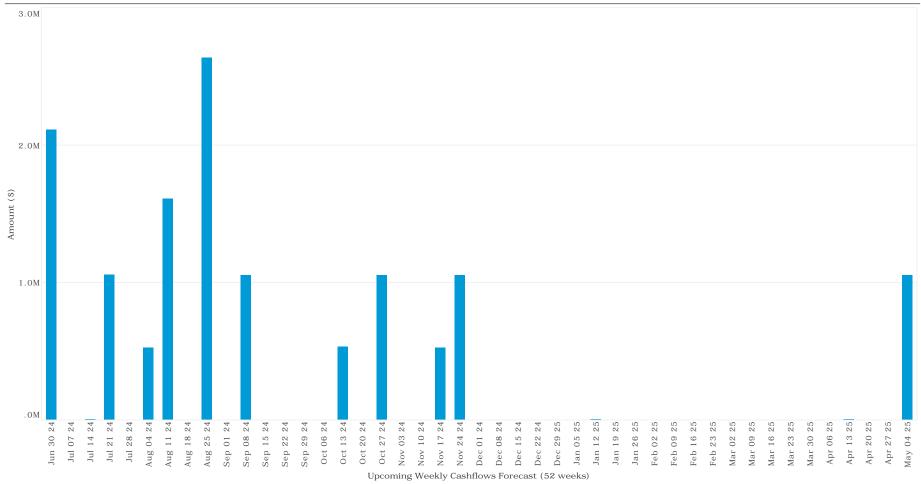


Amount	Cashflow Description	Asset Type	Cashflow Counterparty	Deal No.	Date
1,055,100.00	<u>Deal Total</u>				
1,055,100.00	Day Total				
3,173,762.90	<u>Total for Month</u>				



Hunters Hill Council Cashflows Report - June 2024

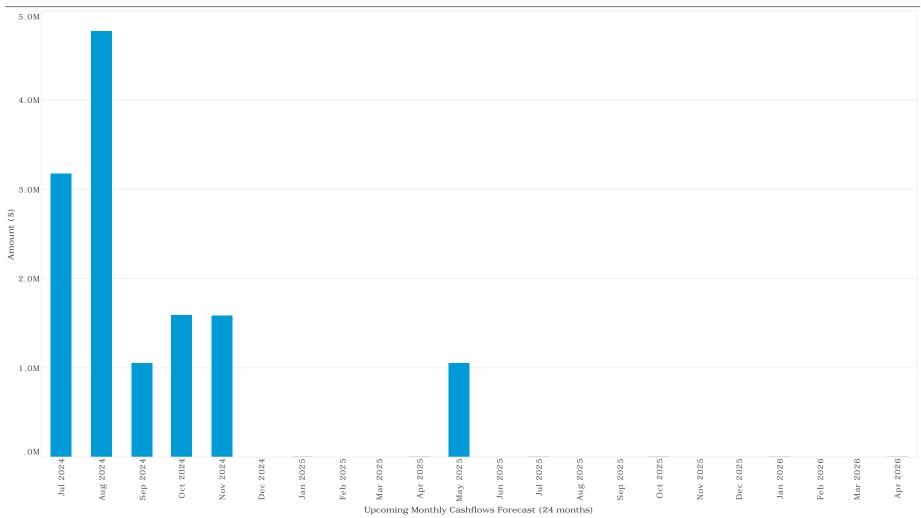






Hunters Hill Council Cashflows Report - June 2024







ITEM NO : 4.16

SUBJECT : CONSOLIDATED STORMWATER MANAGEMENT POLICY-

FOR ADOPTION

STRATEGIC OUTCOME : LEVELS OF SERVICE AND COMMUNITY NEED ARE

REFLECTED IN THE ASSET MANAGEMENT PLAN

ACTION : REVIEW AND UPDATE THE DIGITAL ASSET MANAGEMENT

PLAN

REPORTING OFFICER : SAMANTHA URQUHART

Ref:710593

PURPOSE

The purpose of this report is to provide Council with the Stormwater Management Policy to review and adopt, following a public exhibition period.

RECOMMENDATION

That Council:

1. Adopt the Stormwater Management Policy (copy in Attachment 1), as exhibited.

BACKGROUND

On 29 April, 2024, Council resolved to place the draft Stormwater Management Policy onto public exhibition. The Resolution of Council is outlined below:

- 1. That the report be received and noted.
- 2. That the Stormwater Management Policy be placed on public exhibition for a period of 28 days.
- 3. That a Final Report be submitted to Council and the revised Stormwater Management Policy be adopted.

REPORT

The development of a consolidated a Policy will compliment Council's DCP and provide a clear methodology to achieve the objectives of stormwater control.

The consolidated policy will satisfy the Hunter's Hill Council environmentally sustainable water objectives, which are to:

- Promote water sensitive urban development, providing better integrated solutions for the management of the urban water cycle.
- Reduce adverse impacts upon water quality within the Hunter's Hill Council local environment, which result from urbanisation, and to protect water quality in the receiving waters that surround the municipality.
- Provide guidance to professionals involved in planning, design and assessment of water cycle systems at the site level on the selection, sizing and assessment of management

measures to achieve the set water cycle objectives and performance criteria for water quality and quantity.

 Provide guidance to professionals involved in planning, design and assessment of public drainage systems to benefit the community.

The above objectives and actions will provide the following benefits to the community:

- Enable better water quality for receiving water bodies and reduce the impact of nuisance flooding to properties as a result of developments and climate change.
- Provide clear guidelines for the design and construction of public domain stormwater drainage assets which will help in the reduction of capital and ongoing maintenance costs to Council.

This Policy is **not** related to the Hunters Hill LGA Flood Study (Study) that was finalised on 18th November 2021. The objective of this study is to improve understanding of flood behaviour, and better inform management of flood risk for the Hunters Hill LGA.

Public Exhibition

The draft Stormwater Management Policy was placed on public exhibition for 28 days, from 8 May 2024 to 5 June 2024, inviting submissions to be made during the same period.

One submission was received. This submission was related to a specific stormwater issue and was unrelated to the policy content. This matter has now been forwarded to a Council Officer for investigation.

CONCLUSION

The draft Stormwater Management Policy has been placed on public exhibition, inviting submissions for a period of 28 days, with one un-related submission being received.

It is recommended the Stormwater Management Policy (copy in Attachment 1) be adopted, as exhibited.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report. The application of this policy enables Council's Stormwater Charge to be allocated effectively to assist with reducing long-term capital, and annual maintenance costs.

ENVIRONMENTAL IMPACT ASSESSMENT

There will be no direct environmental impact on Council arising from the adoption of this report. However, there will be positive outcomes and benefits to the community if the report is adopted. This will be in the form of improved development outcomes and better stormwater management controls/facilities installed.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Attachment 1- Stormwater Management Policy <a>J.



PART 1
CONSOLIDATED
STORMWATER MANAGEMENT
POLICY

VERSION: FINAL # 2 DATE: 09/07/2024

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1. INTRODUCTION

The Hunters Hill Council's Consolidated Development Control Plan 2013 (DCP 2013) was adopted on 24 June 2013 and applied to all developments after the 12 August 2013.

The document covered the requirements for all development types within the Hunters Hill Council's Local Government Area and consists of three parts covering all developments and land use. It was prepared in accordance with Section 74 of the Environmental Planning and Assessment Act and supported the Hunters Hill Local Environment Plan 2012 (LEP 2012).

The relevant sections of the Hunters Hill Council's Consolidated DCP 2013 in relation to stormwater management are covered in Part 3, Chapter 3.2.7 Concept Stormwater Plans and in Part 5, Chapter 5.6 Stormwater Management.

There are also supporting documents known as Sustainable Water Parts I, II and III. These technical documents supported the Development Control Plan, provided a zoning map showing areas in catchments for different treatment methods, provided manual calculation methods for various stormwater treatments and design guidance practice notes.

However, the Hunters Hill Council's Consolidated DCP 2013 does not make specific references to these technical documents.

These technical documents although covered different stormwater treatment methods, is overly complicated and does not provide guidance on all drainage situations, and it does not provide guidelines for the design of the public drainage system.

Because of the above reasons, the Hunters Hill Council Consolidated DCP 2013, in relation to stormwater management, needs to be revised and the technical documents will need to be updated to reflect current best practice design criteria. The relevant technical guidelines will be incorporated into this new document.

It is noted that the technical documents need to be simplified and expanded to cover both private and public drainage systems. However, the main objectives of Hunters Hill Council's Stormwater Management Policy will still be relevant and will be retained.

2. STORMWATER MANAGEMENT OBJECTIVES

The main objectives in relation to stormwater management are to:

- Promote water sensitive urban development, which provides better integrated solutions for the management of the urban water cycle.
- Reduce adverse impacts upon water quality within the Hunters Hill Council local environment, which result from urbanization, and to protect water quality in the receiving waters that surround the municipality.
- Provide guidance to professionals involved in planning, design and assessment of
 water cycle systems at the site level on the selection, sizing and assessment of
 management measures to achieve the set water cycle objectives and performance
 criteria for water quality and quantity.
- Provide guidance to professionals involved in planning, design and assessment of public drainage systems to benefit the community.

The above objectives can be achieved through the following actions:

- Reduce water-borne pollutants prior to discharge to Lane Cove and Parramatta. Rivers and the bushland. The main pollutants include sediments, suspended solids and putrionts.
- Control soil erosion during and after the construction phase.
- Reduce stormwater volume discharges into the existing drainage system and to bushland.
- Reduce erosion and sedimentation problems to the natural bushland.
- Conserve water and reduce mains water consumption.
- Utilize stormwater as a natural water resource.

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- Reduce downstream flooding and drainage impacts.
- · Reduce stormwater discharges.

3. CONCEPT STORMWATER MANAGEMENT PLANS

A Concept Stormwater Management Plan (CSMP) will need to be submitted with the Development Application, and which satisfies the requirements of Hunters Hill Council's Consolidated Development Control Plan 2013 (DCP 2013), Chapter 5.6 Stormwater Management in the following situations:

- The site slopes towards the rear and/or side boundary and where the downstream rear and/or side property/s is residential (that is, not a reserve, bushland or waterway) and is not benefitted by any legal drainage easement.
- The site is located in a catchment area where nuisance flooding is known.
- The site is located in a catchment area where the catchment zone requires On-site Stormwater Detention.
- The proposed development is a multi-residential development and/or sub-division.
- A public stormwater drainage conduit or easement passes through the site in development.

Although not mandatory unless the above situations apply, it is recommended that a basic CSMP be submitted to assist Council in support of the proposed development.

4. DEVELOPMENT TYPES AND STORMWATER CONTROL REQUIREMENTS

This section has been designed to assist applicants when preparing submission documents as part of a Development Application (DA) to understand what type of stormwater control is required for the proposed development and is summarized in **TABLE 4.1**.

TABLE 4.1

	Single residential	Multi-residential (including villas, townhouses, units)	Commercial, industrial	Alterations and additions	Paving works
On-site Stormwater Detention	YES (1)	YES (1)	YES (1)	(1), (2)	(1), (2)
Drainage easement through downstream property	YES (3)	YES (3)	YES (3)	YES (3)	YES (3)
Infiltration and dispersion system	(4)	(4)	(4)	(4)	(4)
Holding sump and mechanical pump-out	(5), (6)	(5), (6)	(5), (6)	(5), (6)	(5), (6)
Rainwater harvesting	YES (7)	YES (7)	YES (7)	YES (7)	NO
Erosion and sediment control plan	YES	YES	YES	YES	YES

Notes:

- If the site is located in the catchment zone that requires On-site Stormwater Detention, it may be required.
- 2. Only required if the increase in impervious area is > 40sqm.

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- For sites which fall away from the street frontage, it is important to note that a legal drainage easement must be sought first before any other stormwater disposal method will be considered.
- 4. Infiltration and absorption systems will only be approved in the following circumstances:
 - The site falls to the rear and a stormwater drainage easement cannot be obtained, and
 - There is a supporting geotechnical report which indicates that the soil infiltration rate is high enough to dispose of the collected runoff.
- Holding sumps and mechanical pump-out systems are permitted only in the following circumstances:
 - For draining sub-floor areas, basements and underground car parking areas.
 - Where the site falls to the rear and a stormwater drainage easement cannot be obtained, and
 - The soil infiltration rate is too low to design an absorption system, and
 - An On-site Stormwater Detention System (OSD) component is incorporated into the design.
 - Important Note: Where known flooding has been identified, the discharge of the site runoff into the catchment would be prohibited. In this regard, easement acquisition is mandatory. The applicant must seek a formal drainage easement through Section 88k of the Conveyancing Act via the Court.
- The OSD component is generally only required where the site is in the designated catchment zone. However, if the site falls away from the street frontage, then OSD may be required to limit the site's discharge being directed to the street frontage.
- A minimum volume for rainwater harvesting shall be provided in accordance with the greater of either the BASIX Certificate or Council's calculated rainwater re-use volume.

5. CATCHMENT ZONE MAP

This section provides guidelines for determining what type of stormwater management controls are required for a proposed development.

There are three (3) distinct zones within the local government area which specifically require On-site Stormwater Detention (OSD) to be implemented as a mandatory requirement for certain development types.

In addition, there are other stormwater management elements which also need to be satisfied. These are:

- Water conservation which includes rainwater harvesting as a requirement.
- Control Stormwater Pollution and Erosion which includes devices such as trash screens, sediment traps, gross pollutant traps, proprietary devices such as HumeCeptorTM units, StormFilter TM devices, infiltration systems, grass lined swales, bioswales, on-site stormwater detention systems and the like, rainwater tanks, etc.
- Maintaining Water Balance these also include rainwater tanks and infiltration systems.
- Preventing increased flooding these include on-site stormwater detention systems, rainwater tanks and on-site absorption systems.

The **Zone Map** is given in **FIGURE 5.1** below.

Further description of the stormwater management controls and their required performance standards are given in the proceeding pages.

How to use the Map:

- Identify the site location from FIGURE 5.1 ZONE MAP.
- Identify what the Stormwater Management Criteria is required for the proposed development.

For example, if the site is located in **Zone 2**, the design criteria will be:

- water conservation
- control stormwater pollution
- extended detention, and
- flood control detention.

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If on-site stormwater detention is specified, check if the proposed development can

be exempt – refer to **TABLE 4.1** above.

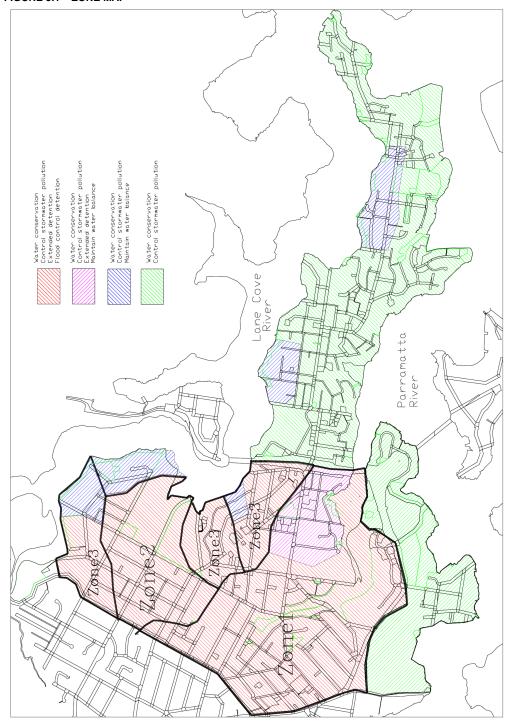
For example, if the proposed development is an 'alterations and additions', with an impervious area increase of less than 40sqm, and the site slopes towards the street frontage, then OSD is not required.

Refer to **SECTIONS 6 to 10** for the Stormwater Management design guidelines.

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FIGURE 5.1 – ZONE MAP



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6. MAINTAIN WATER BALANCE AND WATER CONSERVATION

Objectives:

- To ensure more efficient use of water.
- To reduce consumption of potable mains water supply.

Performance Standards:

- Rainwater harvesting shall be provided in accordance with TABLE 6.1 below.
- Rainwater harvesting systems shall satisfy the **design criteria** as stipulated below.
- The minimum volume to be provided shall be the greater of the BASIX Certificate volume and Hunters Hill Council's volume as calculated from TABLE 6.1.
 - For example, the BASIX Certificate volume for an 'alterations and additions' development is 2,000L. The alterations and additions development has an impervious area of 70sqm. From TABLE 6.1, the Hunters Hill Council volume is 35 x 70 = 2,450L. Therefore adopt 2,450L minimum rainwater volume.
- In addition to rainwater harvesting requirements, the following shall be implemented:
 - Installation of water efficient fixtures and appliances
 - Covering over swimming pools
 - Drip irrigation systems in the garden

TABLE 6.1

	Single residential	Multi- residential (incl. villas, townhouses, units)	Commercial, industrial	Alterations and additions	Paving works
Hunters Hill Council Volume (L per sqm)	25	30	30	35	0

Rainwater re-use design criteria:

- The above table provides on average a 30% reduction in mains water usage.
- Rainwater systems must be located sympathetic to the site and the surrounding environment and <u>must not</u> be visually or sound intrusive.
- A Schematic Diagram of the rainwater harvesting system must be included on the Stormwater Management Plan and must show, at a minimum, the following:
 - the net storage volume (excluding the 'sludge' volume),
 - the 'first flush' device,
 - inlet and outlet pipes and sizes,
 - connection from roof areas only,
 - diversion switch or top-up from potable water supply,
 - signage noting "rainwater not for human consumption",
 - connection to washing machine/s, toilet/s, and/or external tap/s, etc.
- Above-ground or below-ground tanks for storage are permitted.
- Refer to APPENDIX A, FIGURES A1 and A2 for details of basic schematic layouts of above and below ground rainwater harvesting storage systems.
- It is noted that a rainwater re-use system is an enclosed 'pressure' or 'charged' system and all pipes leading into the system must be designed for pressure applications. However 'charged systems' are only permitted for rainwater re-use applications and generally operate between the roof gutters and the rainwater tank. All other systems such as OSD and OSA cannot be a 'charged system'. The outlet pipe for overflows from the rainwater re-use facility must be by gravity fall to the street, to the receiving drainage system or to the receiving waterway.
- To maintain sufficient pressure, a mechanical pump is usually installed. This is
 equivalent to a pressure head of 20m. A gravity height of 20m would need to be
 provided to achieve this same pressure.
- Pre-fabricated (manufactured) units are preferred over in-situ formed tanks. However, if in-situ formed tanks are to be used, they must be fully waterproof and certified by a qualified Structural Engineer.
- A minimum storage volume, generally achieved by mains top-up, or by toggle switch
 to the mains water supply when the volume drops below a designated water level,

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- must be specified. A simple float valve system can be installed to achieve this automatically.
- An anaerobic zone or 'sludge' level is to be provided. This is to ensure water is not drawn below this level so that sediment is not entrained.
- The rainwater storage zone comprises the total volume available for draw-down, which is between the overflow or outlet pipe and the anaerobic zone or sludge level.
 The air gap between the overflow pipe and the top of the tank may be used for on-site stormwater detention purposes, if required.
- Refer to FIGURE A3 for details showing the storage components of a dual supply system.
- All rainwater systems shall include a 'first flush' device incorporated into all inlet pipe/s. This device separates the first part of the rainfall entering the rainwater tank and is required to prevent pollutants and other material captured on the roof or gutters from contaminating the tank water. The device operates by filtering roof runoff through a mesh screen to capture leaves and other debris. The first part of the runoff is captured in the chamber to slowly trickle through a small hole whilst cleaner water at the top of the chamber passes into the tank. Refer to FIGURE A4 for simplistic detail of a 'first flush' mechanism.
- Roof and gutters shall not be painted with lead-based or tar-based paints and roofs shall not contain asbestos. Galvanized iron, ColorbondTM, ZincalumeTM, slate or ceramic tiles are acceptable.
- Rainwater shall not be used for drinking. Therefore, appropriate signage must be installed.
- The Australian Standard AS/NZ 3500.1.2-1998: 'National Plumbing and Drainage Water Supply Acceptable Solutions' provides guidance on the design of stormwater and rainwater re-use plumbing systems. The standard categorizes cross connection between mains water supply and a domestic roof water tank as a 'low hazard' connection. This requires a non-testable backflow prevention device, such as:
 - No physical connection between the tank and the mains water system
 - An air gap
 - A reduced pressure zone device (RPZD)
- An air gap refers to a physical separation between the mains water and rainwater supplies within the tank. This is a simple, reliable and maintenance-free solution. A RPZD is a mechanical device that separates mains and other water supplies. It requires regular servicing and replacement. Under AS/NZ 3500.1.2-1998, dual supply systems that utilize an air gap or an RPZD can be configured as shown in FIGURE A5
- Types of materials that can be used for rainwater re-use storage are:
 - Concrete these can be pre-formed or in-situ poured and can be placed above or below ground. However, they must be fully waterproof and certified by a qualified Structural Engineer.
 - Fibreglass and plastic fibreglass materials used would be constructed from similar materials to the manufacture of boats and can be used for aboveground storage applications. Plastic or poly tanks are constructed from food grade polyethylene that has been UV stabilized and impact modified. These tanks would have a manufacturer's warranty and are generally strong and durable.
 - Metal galvanized iron tanks are constructed from steel with a zinc coating and can be used in above-ground installations. They are strong and durable but can be subject to corrosion if the copper pipe for the household water service is connected to the tank. The first section of the plumbing connected to the tank should therefore be uPVC or other non-metallic material to prevent galvanic reaction. Zincalume™ tanks are constructed from steel with a zinc/aluminium coating and are similar to galvanized iron tanks. Aquaplate™ are tanks made from Colorbond™ lined with a food-grade polymer. They can be used in above-ground installations. This tank is strong, durable and corrosion resistant. However, when cleaning the tank, it is important to avoid damaging the polymer lining.
- Maintenance a rainwater tank requires minimal maintenance but generally requires
 the occasional cleaning. The frequency of cleaning will depend on the amount of
 sediment and debris that enters the tank. A 'first flush' device and adequate mesh
 screens on all inlets and outlets will ensure that the majority of sediment and debris

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does not enter the tank. This will reduce the frequency of cleaning to approximately every 10 years. Regular maintenance tasks include:

- Cleaning the 'first flush' device every three (3) to six (6) months
- Removing leaves and debris from the inlet mesh on the tank every three (3) to six (6) months
- Removing leaves and debris from gutters every three (3) to six (6) months
- Checking the level of sediment in the tank every two (2) years.
- Clean-out Pit some rainwater harvesting tanks (especially those that are located above-ground) continue to hold water in the sealed pipe between the roof gutter and the rainwater tank and the 'low point' in the pipe network is below the level of the inlet going into the rainwater tank. In this situation, a 'clean-out' pit must be installed at the 'low point' in the pipe network to allow for 'bleeding' of the pipe network and for general cleaning and maintenance. This 'clean-out' pit is to have a minimum 200mm deep sediment trap with weep holes installed in the base of the pit to ensure that it does not hold permanent water which would result in insect breeding. The off-line connection is to have a screw cap which can be opened to empty the water in the pipeline during regular maintenance. Screw cap inspection eyes will not be accepted.
- Refer to FIGURE A6 showing a typical detail of a 'clean-out' pit.

7. CONTROL STORMWATER POLLUTION

Objectives:

- To capture and treat stormwater flows during regular rainfall events.
- To achieve stormwater treatment objectives as specified in the relevant stormwater management plans or other adopted plans or strategies.

Performance Standards:

- Stormwater pollution control performance standards shall be in accordance with TABLE 7.1 below.
- This requirement applies to all residential, commercial, industrial, community service
 and recreational development across the whole of the local government area, as
 stipulated in the Catchment FIGURE 5.1 ZONE MAP.
- The expected average annual post-development pollutant loads in stormwater runoff from the developed site must not exceed the values that are given in TABLE 7.1.

TABLE 7.1

IABLE 1.1					
	Single residential with impervious areas < 50%	Single residential with impervious areas > 50%	Multi- residential (incl. villas, townhouses, units)	Commercial, industrial, community, recreational	Alterations and additions
Minimum	60% TSS	80% TSS	80% TSS	80% TSS	60% TSS
Standards	30% TP	40% TP	45% TP	45% TP	30% TP
to be	30% TN	40% TN	45% TN	45% TN	30% TN
achieved	reduction of	reduction of	reduction of	reduction of	reduction
	baseline	baseline	baseline	baseline	of baseline
	annual	annual	annual	annual	annual
	pollutant load	pollutant load	pollutant load	pollutant load	pollutant
					load

Legend:

TSS = Total Suspended Solids

TP = Total Phosphorus

TN = Total Nitrogen

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Control stormwater pollution design criteria:

 To achieve the above performance standards, the computer program known as the Model for Urban Stormwater Improvement Conceptualization (MUSIC), can be used to simulate various stormwater treatment methods for the site.

- Reference: www.ewater.com.au/music
- The MUSIC program is a decision support tool for stormwater designers and assists in planning and design (at a conceptual level), appropriate stormwater management systems to achieve the water quality objectives.
- The MUSIC modelling software was developed by researchers and practitioners of the former CRC for Catchment Hydrology and eWater CRC and represents an accumulation of the best available knowledge and research into urban stormwater management in Australia.
- The MUSIC program estimates stormwater pollution generation and simulates the
 performance of stormwater treatment devices individually and as part of a treatment
 train (individual devices connected in series to improve overall treatment
 performance).
- By simulating the performance of the stormwater quality improvement measures,
 MUSIC provides information on whether a proposed system conceptually would achieve design objectives such as water quality and hydrologic management objectives.
- Use the MUSIC program where the proposed development poses a medium to high risk impact on the water quality of the receiving environment.
- Where the risk is low (for example, for a residential alterations and additions
 development with an increase in impervious area footprint of less than 40sqm or is a
 first-floor addition within the building footprint), a more simplistic approach such as
 'deemed to comply solutions' may be adopted.
- Should the designer choose to undertake manual calculations, the Hunters Hill Council's Sustainable Water Part II, Technical Appendix can be used for guidance. A manual worked example is given in the Appendices.
- If the MUSIC program is to be used, the designer must, at a minimum, provide the following information:
 - Input model parameters and treatment plan,
 - Output model results,
 - Plan showing the appropriate treatment device/s or system/s used.
 - Screenshots of the above.
 - Submission of the supporting MUSIC digital files (.sqz).
- If manual calculations are to be undertaken, provide a spreadsheet with a summary
 of the input and output information and on the Stormwater Management Drawings.

7.1 Roof water tanks

- Purpose to manage pollutants from roof and balcony runoff.
- Rainwater tanks may be used to control stormwater pollution directly from these
 areas to satisfy a component of the stormwater pollution objectives.
- The stormwater volume and pollutant loads need to be calculated. For a worked example, refer to APPENDIX B. Alternatively, apply the MUSIC program to model the pollutant loads and the required rainwater tank volume.
- For rainwater re-use tank volume design criteria refer to SECTION 5.1.

7.2 Porous Paving

- Purpose to manage stormwater pollutants due to runoff from on-ground areas and to reduce load from impervious surfaces. The allowable reduction in impervious surfaces is shown in APPENDIX B, TABLE B1 and TABLE B2.
- Types various types of surface treatments may be utilized, which include:
 - Concrete grid and modular paving (e.g. over gravel, sand or soil/grass). The concrete, ceramic or plastic grids provide structural integrity for vehicle traffic loads with voids to allow infiltration of runoff. These products generally contain voids that are filled with sand, gravel or soil/grass. Stormwater filters through these voids to a sand or gravel sub-base which provides the clean filtering effect refer APPENDIX B, FIGURE B1. However, they are only

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- effective for 'low flows' and acts as a 'first flush' system. During larger storm events, overflows are taken to the street drainage system. Therefore, they are not intended to be used for the disposal of the site's runoff unless the design parameters of the soil infiltration are able to dispose of storms up to and including the 50-year Average Recurrence Interval (ARI) or 2% Annual Exceedance Probability (AEP) storm. A safe overland flow route is required for overflows.
- Asphalt porous pavements. These types of pavements are laid on a sand/gravel sub-base over natural soil. Rainfall percolates through the porous asphalt layer and into the sub-base where it spreads and infiltrates into the soil. Where they are installed over impermeable ground, they require subsoil drainage which are connected to the internal or street drainage system. Again, these types of systems are used for pollution control and not generally intended to cater for large storm events and a 'fail-safe' overflow mechanism is required. These pavements are susceptible to sediment clogging and require regular maintenance such as vacuum sweeping or high pressure hosing to remove sediment and over time may revert to being an impervious surface. A typical section is given in APPENDIX B, FIGURE B2. These systems should not be located in areas where sediment deposition is likely. They should also not be designed for accessways with high vehicle traffic volumes or where heavy vehicles frequent. The installation of sediment traps, vegetated filter strips or specially designed gutter systems to remove sediments should be considered.
- Aquifer contamination porous pavements shall not be installed over shallow aquifers because they risk contamination by transfer of toxic materials from the asphalt, vehicular traffic and general road use.
- Contaminant capture porous pavements shall include a sand sub-base layer over a retention trench with a geotextile fabric lining to capture contaminants.
- Structural Integrity porous pavements must be designed to handle the design vehicle traffic loads.
- Surface gradient the finished levels of the porous pavement shall be such that the
 gradient of the pavement is not greater than 5%, in any direction, unless certified by
 the designer that a greater slope will not affect the capture/infiltration ability of the
 system.
- Rock and shale stratum do not install porous pavements over rock or shale, where
 there is little to no permeability. Severely weathered rock such as sandstone may be
 acceptable but will require a Geotech Engineer to certify.
- Manufactured systems where a porous pavement system is sourced from a
 manufacturer, the manufacturer's recommendations and specifications shall be
 adhered to. Case studies or constructed examples showing proven track record of
 such manufactured systems shall be provided in support of the proposed system to
 be used.

7.3 Bioretention Systems

- Purpose to manage and treat stormwater pollutants due to runoff from roof and onground areas.
- Calculations a worked example is given in APPENDIX B showing the manual method or alternatively use the MUSIC program to determine the required control systems.
- Functionality water is passed through a filter medium of sand, organic matter, soil or other media. After exiting the filter device, the stormwater may be returned to the conveyance system through an underdrain or be allowed to infiltrate into the soil. Stomwater runoff from larger storm events is generally diverted past the facility to the stormwater drainage system. They are designed to incorporate many of the pollutant removal mechanisms that operate in forested ecosystems. They are usually very effective in treating stormwater pollution and are applied to land use with a high percentage of impermeable surfaces. Stormwater is conveyed to the filtering device as piped flow or as overland flow. Many of these overland flow paths can be integrated into the landscaping for the site. Bioretention can also be used as a stormwater retrofit-management measure put into place after development has occurred- by modifying existing landscaped areas, or if a parking lot is being resurfaced.

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 Types – various types of bioretention systems may be utilized. A typical detail showing a bioswale system is given in APPENDIX C, FIGURE C1 and FIGURE C2.
 Bioretention systems are landscaped areas adapted to treat stormwater runoff. Types of systems which fall into this category include the following:

- Sand filters a surface sand filter consists of a sand bed that can be covered by a layer of topsoil, allowing grass to cover the filter medium. Geotextile surrounds the filter medium on all sides. Under the filter medium is a gravel layer with an underdrain, allowing drainage of filtered stormwater. Before entering the filter medium, stormwater runoff passes through an open sedimentation chamber to remove litter and coarse sediments. Surface sand filters are the type of filter devices that can treat the largest drainage area.
- Organic filters a surface organic filter is similar to a sand filter but instead of sand, an organic material such as leaf compost or similar is used as the filter medium. The organic filter is used when removal of nutrients and trace metals is of major concern.
- Planting soil filters stormwater enters the bioretention unit by overland flow or as piped flow. The runoff should be passed through pre-treatment in the form of sedimentation ponds and/or filter strips before entering the bioretention system. The filter medium consists of a thick layer of planting soil, covered by a thinner layer of mulch. The unit is usually covered with vegetation. The filter medium may or may not be surrounded by a sand filter layer and/or gravel curtain drains. Filter fabric should line the unit. As in the case of sand and organic filters, planting soil systems are equipped with a gravel layer and a drainage pipe at the bottom. The unit should be constructed so that ponding of 150mm to 300mm of water is allowed, thus increasing the volume of water that can pass through the filter medium. At the bottom of the unit there is a drainage pipe that will convey the filtered water away from the unit.
- Design Issues there are a number design issues which need to be considered and these include:
 - O Hydraulic design if the stormwater is delivered to the device through pipes or is along the main conveyance system, the filtering device should be designed off-line. An overflow must be provided for storms exceeding the design flow. This should be designed so that downstream erosion is prevented. Most stormwater filtering devices require 600mm to 1800mm of head. The system should be designed so that the stormwater runoff volume from regular design storms of 3 months to 1 year ARI is retained for 24 to 48 hours in the provided retention storage. The underdrain should be a 100mm perforated pipe (150mm is preferred) in a gravel layer.
 - Pre-treatment it is necessary to have pre-treatment of the runoff entering the filter medium to remove litter and coarse sediments. This could otherwise have a negative impact on the performance of the filtering device. A sand pit, sediment bay (equivalent to at least 25% of the provided retention storage volume), or filter strips are examples of acceptable pre-treatment techniques.
 - Retention storage the retention storage volume of the filter devices is essential for the sustainable management of the bioretention system. It evens out the flow rate through the filter and provides some measure of pretreatment. The retention storage should be sized based on the hydraulic design criteria described earlier. A 300mm to 500mm depth is recommended. This can be increased to 1200mm provided that the side slopes of the basin are 1V:6H or more. Ponding depths in excess of these shall be fenced off.
 - Landscape design landscaping is critical to the performance and function of bioretention areas. Therefore, details of landscaping elements and planting should be included in the Landscaping Plan required by Council. Sand and organic filters may have a grass cover to aid in pollutant adsorption. The grass should be capable of withstanding frequent periods of inundation and drought. Planting recommendations for bioretention facilities are as follows:
 - Native plant species should be specified over non-native species.
 - Vegetation should be selected based on a specified zone of hydric tolerance.
 - A selection of trees with an understory of shrubs and herbaceous materials should be provided.
 - Woody vegetation should not be specified at inflow locations.

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Filter bed – the filter medium in sand and organic filters should have a depth of about 450mm, covered by an approximately 100mm thick layer of topsoil. For planting soil systems, the filter medium should be thicker, approximately 750mm to 1200mm, covered by a 50mm to 100mm thick layer of mulch. The gravel layer should have a depth of about 150mm to 200mm. The surface area of the filtration device is determined by the permeability of the filter medium, the designed retention time of the device, design water volume to be treated, average ponding depth and the depth of the filter medium.

The area of the filter bed is calculated based on the following equation:

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\mathbf{Af} = (WQv) (df) / [(k) (hf + df) (tf)]
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where:

Af = Surface area of filter bed [sqm]

WQv = water quality volume [cum]

df = filter bed depth = 0.46 [m]

k = coefficient of permeability of filter media [m/day]:

1.07 m/day for sand

0.6 m/day for peat

0.15 m/day for planting soil

hf = average height of water above filter bed = 0.4 [m]

tf = design filter bed drain time = 1.5 [days]

o Maintenance – sediment should be cleaned out of the pre-treatment device when it accumulates to a depth of more than 150mm. When the filtering capacity of the filter diminishes substantially (e.g. when water ponds on the surface of the filter bed for more than 72 hours), the top discoloured material shall be removed and be replaced with fresh material. The removed sediments should be disposed of in an acceptable manner (e.g. landfill). Silt/sediment should be removed from the filter bed when the accumulation exceeds 25mm. Organic filters or sand filters that have a grass cover should be mowed a minimum of 3 times per growing season to maintain maximum grass heights less than 300 mm. Trash and debris shall be removed as necessary. For additional information, refer to the document Guidelines for the Maintenance of Stormwater Treatment Measures, dated January 2022, prepared by Stormwater NSW, which will provide more guidance for the maintenance of Water Sensitive Urban Design (WSUD) devices.

7.4 Grass lined swales

- Purpose to manage, divert and treat stormwater pollutants due to runoff from roof and on-ground areas.
- Calculations use the manual method as shown in APPENDIX B or the MUSIC program.
- Functionality grassed swales are conveyance systems for stormwater in which
 removal of pollutants can be achieved by filtration through the grass and by infiltration
 into the ground. The purpose of a grassed swale is to:
 - Convey stormwater
 - Divert stormwater around potential pollutant sources
 - Reduce runoff volumes and peak flows by attenuating runoff velocities and provide an opportunity for infiltration
 - Reduce sediments and other pollutants in runoff, and hence provide pretreatment of stormwater for other treatment measures.
- System overview vegetated swales are most applicable in residential areas where the percentage of impervious cover is relatively small such as low density urban areas. Typical details are given in **APPENDIX D**, **FIGURE D1** and **FIGURE D2**. Swales are usually located in a drainage easement at the back or side of a residential lot. They can also be part of a treatment train, i.e. in conjunction with other measures for stormwater treatment or used along roads in place of curb and gutter. Stormwater is directed to the swale through pipes or overland flow. If stormwater is piped to the swale, energy dissipaters and flow spreaders must be installed, so as to not cause scouring. The swale itself consists of a grass-lined, trapezoid channel, in which the

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stormwater is conveyed. As the water passes through the channel, pollutants are removed through filtration by the vegetation of the swale. Swale vegetation could be local native grasses and ground covers and not necessarily lawns. If properly maintained, a grassed swale can be expected to have a high removal rate of sediments, oil and grease and bacteria, while the removal rate for litter and nutrients will be relatively low.

- Design Issues there are a number of design issues which need to be considered and these include:
 - Hydraulic design a 1-year ARI storm event can be used as a guideline when designing the swale. The maximum velocity in the swale should not exceed 0.3m/s to 0.5m/s and the swale's depth is preferably between 0.3m to 0.5m. Manning's Equation can be used to design the swale with the following 'n' values:
 - n = 0.2 for mowed grass.
 - n = 0.24 for natural or infrequently mowed grass.

Sump overflows to the pipe system can be used to bypass major storms (exceeding the design storm) away from the grassed swale. If no overflow arrangement is considered, swales should be designed to safely convey the 10-year ARI or 10% AEP storm with a 75mm freeboard. The 100-year ARI or 1% AEP design storm should also be considered and all habitable floor levels need to be set a minimum of 300mm above the maximum water surface level during the 1% AEP storm.

- Slope grassed swales can be constructed on longitudinal slopes of 5% or less. If small check dams are installed, swales can be constructed on slopes up to 6%. The purpose of these dams is to decrease velocity, and by doing so, making pollutant removal more efficient. For slopes of less than 2%, a subsoil drainage system shall be installed to ensure effective drainage and minimize the risk of standing water that can have a negative impact on vegetation establishment and growth. For steeper ground, swales shall be installed parallel to the contour lines. The swale shall have a uniform longitudinal grade to ensure a constant non-scouring flow.
- Dimensions a trapezoid shape is recommended for the swale, due to ease of maintenance and construction. The bottom width should be between 0.6m and 2.5m. The sides of the swale are to be constructed with a grade of 3H:1V or less, or if permanent stabilization is adopted, 2H:1V.
- Retention storage retention storage will be increased if check dams are installed. This will also promote infiltration. If this approach is chosen it is important that the dams are constructed of durable material so that they will not erode. The area downstream from the check dams should also be protected from erosion. Further, the dams should be constructed so that ponded water will infiltrate within 24 hours or less.
- Landscape design a grassed swale is more aesthetically appealing than kerb and gutter, and can easily be integrated into the landscape design. It is important that soil stabilization measures are taken into account during the establishment of a vegetation cover. If not, water entering the swale might cause scouring and increased sediment loads in the stormwater runoff. Mats, blankets or mulch can be used to cover the swale while vegetation cover is established. Native grasses and groundcovers are encouraged to be used for vegetating the swale and not necessarily just lawns.
- Maintenance a swale will demand more maintenance than kerb and gutter. The vegetation has to be cut to maintain the effectiveness of the swale, and litter and sediment must be removed. Further, any erosion that has occurred must be repaired. Grassed swales can be maintained solely by mowing and trimming. However, it is best to allow swale grasses to grow and develop a healthy sward. The vegetation cover should not be higher than 300mm, as high grass is more likely not to remain upright during a storm event. This will significantly reduce the effectiveness of the swale. It is recommended that the height of the vegetation be kept between 150mm to 200mm to ensure effective filtration. Any spraying undertaken shall only be spot spraying, where required, of plant pest species. Any chemicals used shall be applied in accordance with the manufacturer's recommendations.

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8. FLOOD MITIGATION AND EROSION CONTROL

Objectives – the objectives in relation to flood mitigation and erosion control are to:

- Ensure that developments do not contribute to increased risk of flooding during moderate rainfall events with an average recurrence interval of up to 1.5-years.
- Ensure that developments are compatible with the design and capacity of existing stormwater systems.
- Avoid damage to stream banks, adjacent bushland and aquatic habitat due to stormwater that is discharged in a large volume or at a high velocity.

Performance Standards – to achieve the above objectives, On-site Stormwater Detention (OSD) systems shall be used for flood mitigation and erosion control. On-site Absorption systems (OSA) may also be used and is covered in **SECTION 9 INFILTRATION AND ABSORPTION SYSTEMS**. The following standards are applicable:

- The requirement for OSD applies to all developments across the whole of the local government area, as stipulated in TABLE 4.1 and the site location in FIGURE 5.1 – ZONE MAP.
- The minimum OSD site storage volume (SSV) to achieve the required stormwater control performance standards shall be in accordance with TABLE 8.1.
- The maximum permissible site discharge (PSD) to achieve the required stormwater control performance standards shall be in accordance with TABLE 8.2.

TABLE 8.1

IADLE 6.1		
ZONE (FIGURE 5.1)	Flood Mitigation SSV	Erosion Control SSV
	(m³ per 100m² of impervious area)	(m ³ per 100m ² of impervious area)
1	3.04	1.2
2	2.63	1.1
3	2.47	1.0

TABLE 8.2

ZONE (FIGURE 5.1)	Flood Mitigation PSD (L/s per 100m ² of impervious area)	Erosion Control PSD (L/s per 100m² of impervious area)
1	1.80	0.41
2	2.20	0.57
3	2.40	0.64

On-site Stormwater Detention Design Criteria:

- Types OSD systems may be designed as a 'stand-alone' system or incorporated into the rainwater re-use tank. It may also be combined with the infiltration, absorption and bio-retention systems.
- Orifice an orifice is to be fitted to the outlet. Two types of orifice outlet controls are
 acceptable. For orifice plate fixtures, these must be dyna-bolted into the wall to
 prevent their removal. Refer to APPENDIX E, TABLE E1 for orifice coefficient values.
 The size of the orifice shall not be less than 30mm in diameter, to minimize
 blockages.
- Offsets there will be no volume offsets for rainwater harvesting.
- Control types the centre-line of the orifice must be set at least 50mm above the top
 of the kerb level at the point of discharge into the gutter. If a lower level is to be
 adopted (e.g. when connecting into a drainage inlet pit), a hydraulic grade line (HGL)
 analysis, to determine the water level, must be provided. The HGL analysis shall be
 determined for the 20-year ARI or 5% Annual Exceedance Probability (AEP) storm.
- Areas to drain into the OSD system If practical, the area of the whole site shall be
 routed through the OSD system. If site constrained, at least all impervious areas are
 routed through the OSD system.
- Sediment trap a minimum 600mm (W) x 600mm (L) x 200mm (D) sediment trap will be required in the OSD control pit in front of the orifice outlet. This sediment trap shall have weep holes in the base for drainage to prevent holding permanent water.

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- Trash Screens trash screens must be installed over the outlet orifice in all OSD systems, generally in the control pit. The minimum requirements for trash screens are:
 - Be of rust proof material. Lysaght maxi-mesh RH3030 or equivalent may be used.
 - o Be removable for inspections and routine maintenance.
 - Must completely cover the outlet conduit at not less than 200mm away from the outlet.
 - Orientated such that the incoming flows are across the face of the mesh.
 - Shall include a lifting handle for ease of removal.
- Under-ground OSD systems shall comply with the following:
 - Are not to be located in an overland flow path or in a public drainage easement.
 - Must be located external to all buildings. This includes basements and garages. However, dispensation may be permitted if there is no other alternative. In this situation, the inspection grates must be external to the building footprint so that it can be inspected external to the building.
 - If located in landscaped areas, it must have at least 300mm of topsoil cover on top of the tank, to satisfy minimum landscape requirements.
 - o Must be located in common areas and not in private courtyards.
 - o Must be located outside of tree root zones.
 - For strata subdivisions and community title developments, it must be located in common areas and have unimpeded access for external personnel to carry out routine inspections and maintenance.
 - Must include a safe formal surcharge path for overflows out of the OSD system to cater for the 1% AEP storms.
 - Must be designed for structural and soundproof adequacy. In this regard, a Structural Engineer must provide a certification.
 - The base of the tank must be graded to fall towards the outlet at a minimum 1% gradient.
 - Must have an access grate over the control outlet with a second access at the extreme corners of the tank. Additional access points may be required for irregular shaped tanks or large tanks.
 - Must comply with AS2865 'Safe Working in a Confined Space'.
 - Must have step irons for internal access where the tank is deeper than 1.0m (measured from the top of the grate to the floor of the tank).
 - OSD tanks must have an internal depth of not less than 300mm.
- On-ground OSD systems in landscaped areas shall comply with the following:
 - Must not be located in an overland flow path, in a public drainage easement or across boundaries of allotments.
 - Must be located external to all buildings including basements. Where the OSD system is near sub-floor areas, adequate waterproofing of the underlying building structure must be provided.
 - Must be located where they can be accessible by external personnel for routine inspections and maintenance.
 - o Must be located in common areas and not located in private courtyards.
 - Must include a safe formal surcharge path to cater for overflows out of the OSD system for the 1% AEP storms.
 - Must have a minimum fall towards the control outlet at 1% gradient.
 - The perimeter barrier around the OSD system shall be constructed of masonry type or solid material which is durable and impermeable to enable the containment of the design storage volume.
 - Subsoil drainage is to be installed to avoid soil saturation where gradients are less than 3%.
 - In landscaped areas, ponding depths must not exceed 300mm around the perimeter of the OSD system and not more than 350mm near the control pit.
 If the ponding depth around the perimeter exceeds 300mm, then a pool type fence is to be installed. Refer to TABLE 8.3 for allowable ponding depths for various locations.
 - Embankment slopes 1V:4H desirable, 1V:3V absolute.
 - A minimum freeboard of 300mm is to be provided between the maximum design water level in the OSD system and the finished floor level of all

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residential habitable floors and a minimum freeboard of 150mm for garages. Refer to **TABLE 11.2** for freeboard requirements.

 Calculations – refer to APPENDIX E for a worked example for sizing of an underground OSD tank.

TABLE 8.3

On-ground Detention System	Maximum ponding depth (mm)
Soft Landscaping (without fencing)	300
Soft Landscaping (with fencing)	1200
Tennis Courts (any surface)	200
Car Parking Areas	150

Outlets – the outlet conduit from the OSD system connecting to the kerb, receiving
drainage system or receiving waterway must not have a negative slope. Only one
outlet point to the street kerb and gutter, receiving drainage system or receiving
waterway is allowed. This outlet point can consist of double, triple or quadriple
outlets. If the property draining to the street has a frontage width greater than 30m, a
second outlet point may be permitted but the spacing of the outlet points must be at
least 15m or greater. Where cover over the conduit cannot be achieved, the outlet is
to be replaced with equivalent conduit/s.

Conduit equivalencies are given in **TABLE 8.4**. The outlet conduit must be taken directly to the kerb face at not more than 45 degrees angle to the boundary. Private pipes can only be allowed to be laid within the verge and must not be laid parallel with the kerb. If it is necessary to lay the pipe further downslope to enable efficient fall, then a standard kerb inlet pit with lintel (min. 1.2m length) shall be installed at the kerb and gutter and then a minimum 375mm-dia reinforced concrete pipe (RCP), shall be laid under the road pavement and connecting to the nearest downstream public drainage line.

TABLE 8.4

Pipe	Equivalent Conduit
150mm-dia	100mm (D) x 200mm (W) x 6mm (thick) RHS
225mm-dia	Twin 100mm (D) x 200mm (W) x 6mm (thick) RHS
300mm-dia	4 x 100mm (D) x 200mm (W) x 6mm (thick) RHS

Note: All rectangular hollow sections (RHS) are to be hot dipped galvanized.

- Gravity System all pipes leading to and out of the OSD system shall be by gravity fall to enable the conduit to self-drain after a storm event. A 'charged' network is generally not permitted for OSD systems.
- Discharging to a different catchment stormwater runoff must be disposed of in the same direction of fall. That is, if the site falls away from the street frontage, then a legal drainage easement will be required. Only if genuine attempt at easement acquisition has been unsuccessful, will an alternative disposal method be considered. This may require a catchment analysis if the proposal is to drain the site's stormwater runoff to a different catchment (or sub-catchment).
- Legal Obligations all OSD systems must have a "Positive Covenant" and a "Restriction on the Use of Land" imposed on the title of the property. The purpose of the Covenant is to ensure that the registered proprietor of the land is made aware and takes responsibility for the control, care and maintenance of the OSD system. The purpose of the Restriction on the use of land is to ensure that the system cannot be tampered with or altered in any manner, shape or form. For newly created parcels of land, the Terms are to be created under Section 88B of the Conveyancing Act 1919. For existing properties, the Terms are to be created by an application to the Lands Department using Forms 13PC and 13RPA. Standard wording is given in APPENDIX F.
- Design Submission A Stormwater Management Plan (SMP) showing the OSD system must be submitted with the Development Application. The minimum OSD information to be included on the SMP, shall be:
 - Summary Sheet with the site address, designated stormwater control zone, calculated impermeability value of the proposed development, minimum

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- storage volume/s and corresponding permissible site discharge/s (for both erosion and flood control), orifice size/s,
- Control pit showing configuration of the trash screen, sediment trap, orifice, inlet and outlet pipe with overflow weir and dimensions,
- pit grate dimensions, finished surface levels and invert levels,
- size and gradients of all pipes,
- plan dimensions of the OSD system,
- finished design levels with gradients (for above-ground OSD),
- maximum design water level,
- pool fencing (if required).

9. INFILTRATION AND ON-SITE ABSORPTION SYSTEMS

Objectives – the objectives in relation to flood mitigation and erosion control are to:

- Provide an alternative solution for the disposal of stormwater runoff from low-lying sites in development, where the site is not benefitted by any legal drainage easement
- Avoid damage to stream banks, adjacent bushland, and aquatic habitat due to stormwater that is discharged in a large volume or at a high velocity.

Definitions – for the purpose of this document, the term used for 'infiltration systems' refers to basic devices such as porous pavements and modular paving where the purpose of which is to reduce the impermeability of the site and to provide a water treatment option as described and covered in **SECTION 7.2 POROUS PAVING**, to satisfy the water quality objectives. The term used for 'On-site Absorption (OSA) Systems refers to a complete system which is used to manage the majority of the development site's runoff as an alternative to off-site stormwater disposal, collected from impermeable and permeable surfaces, and where off-site disposal of the site's runoff may not be practical.

Performance Standards – to achieve the above objectives, On-site Absorption (OSA) systems may be used in combination with a fail-safe dispersion device. In some situations, an OSD system may be required immediately upstream of the OSA system to enable effective soil infiltration. The OSA may only be considered in the following circumstances:

- A formal drainage easement cannot be obtained through downstream property/s to
 enable legal rights of drainage for the proposed development site. To assist the
 applicant in pursuing a legal drainage easement, the generic letter given in
 APPENDIX G, can be used.
- A Geotechnical Report, prepared by a qualified Geotech Engineer, has been undertaken for the site and the recommendations of the Geotechnical Report indicate that an OSA system can be used to safely dispose of the site's runoff.
- The requirement for OSA can be applied to all developments across the whole of the local government area, where the site drains away from the street frontage and the above circumstances exist. Typical details and a worked example of an OSA system is given in APPENDIX H.

Design Criteria – the following design criteria applies to all OSA systems:

- Subject to the recommendations as given in the Geotechnical Report, the Mass Curve Method of calculating the size of the OSA system can be used.
- OSA systems may be located in soft landscaped or hard landscaped areas. It shall
 not be located in an area where there will be vehicle loads such as under a driveway.
- OSA systems shall not be located under or over a sewer system without Sydney Water approval.
- OSA systems shall not be located in rock (this includes sedimentary rocks such as shale and some unsuitable non-sedimentary rock), which have zero to near zero permeability.
- If the Geotechnical Report allows the OSA system to be constructed over rock, the OSA shall be at least 500mm above the rock.
- OSA systems shall follow the line of contours.
- Access chambers shall be provided at each end of the OSA system for routine inspections and maintenance.

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- The design storm shall be the 100-year ARI or 1% AEP storm.
- Soil type must not be predominantly loose aeolian sands or clays.
- Suitable soils must have a uniform depth or thickness of at least 2.0m.
- The hydraulic conductivity of the soil must be greater than 1 x 10⁻⁶ m/s.
- The minimum clearance to any downstream structure or building shall be 3.0m and to the rear boundary it shall be 1.5m.
- The minimum clearance to sewer lines shall be 1.0m without a report from Sydney Water allowing the OSA system to be in closer proximity.
- OSA will not be permitted for site slopes greater than 5% (unless supported by the Geotechnical Report).
- OSA will not be permitted where a high-water table is encountered. The base of the OSA trench must be at least 500mm above the water table.
- The inspection pits into the OSA system must have a 200mm deep sediment traps with trash screens.
- A dispersion system shall be provided downslope of the OSA system to prevent concentrated runoff should the system overflow during higher storm events.

10. MECHANICAL PUMP-OUT SYSTEMS

Objectives – the objectives in relation to stormwater management is to:

- Provide an alternative solution for the disposal of stormwater runoff from low-lying sites in development, where the site is not benefitted by any legal drainage easement and the soil condition does not allow it to be considered for on-site disposal such as an absorption system.
- Have a method for the disposal of subsoil drainage water in sub-floor areas.
- Provide a method for the safe disposal of the site's stormwater runoff where alternative disposal methods cannot be achieved.

Performance Standards – where drainage is to be directed to a different catchment, to achieve the above objectives, it may be necessary to incorporate an On-site Stormwater Detention (OSD) system to minimize the discharge to the street.

Important Note: Where known flooding has been identified, the discharge of the site runoff into the catchment would be prohibited. In this regard, easement acquisition is mandatory. The applicant will need to seek a formal drainage easement through Section 88k of the Conveyancing Act, via the Court.

Design Criteria – the following design criteria applies to mechanical pump-out systems:

- For the sizing of the storage sump and mechanical pump-out system, the Australian standards AS/NZS 3500.3:2003 "Plumbing and Drainage Part 3: Stormwater Drainage" Code, Section 9 Pumped Systems, and Appendix L, shall be used. However, where there is conflict between the Code and this document, the design criteria given in this document takes precedence.
- Step irons are to be installed where the tank depth exceeds 1.0m, measured from the top of the grate to the floor of the holding tank.
- A holding sump and mechanical pump-out system is generally to be used for the temporary storage and conveyance of seepage water in sub-floor areas and runoff collected from sections of the driveway that cannot be graded away from the low-lying area.
- The maximum on-ground driveway area allowed to be directed into the holding sump is 50sqm, unless otherwise approved by Council.
- Without a known seepage water inflow rate, the minimum area to be adopted for calculating the minimum size of the holding sump is 25sqm.
- Dual mechanical pumps, connected in parallel shall be used, with each pump capable
 of emptying the holding tank at a rate equal to the 100-year ARI, 2-hour duration
 storm event.
- Pumps shall be arranged such that they operate alternately, and both pumps shall
 operate simultaneously when the water level exceeds the design storage level.

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- A sediment trap is to be installed on the inlet side of the holding tank. This can be provided in the inlet pits.
- The rising main from the holding sump and pump-out system shall be discharged to a
 junction pit within the property and then gravity fed to the receiving drainage system
 or receiving waterway. This junction pit shall be located such that overflows will be
 safely directed to the street, receiving drainage system or receiving waterway but
 away from structures, buildings or low-level driveways.
- The rising main outlet shall have a one-way valve installed to prevent any back surge.
- An automatic alarm system shall be provided to warn of failure of any part of the pump system. The alarm is to have visual indicators (e.g. strobe light) and an audible alarm siren.
- A rechargeable back-up battery for the alarm is to be provided in the event of power failure.
- Seepage water pumped to the street must be directed into an under-ground drainage system such as a public stormwater pit and pipe system. It cannot be drained directly to the kerb and gutter for health and safety reasons. The constant pumping of seepage water into the gutter will result in slime build-up and erosion over time.
- A worked example for sizing the holding sump and mechanical pump-out system is given in APPENDIX I

11. PUBLIC AND PRIVATE STORMWATER DRAINAGE SYSTEMS

Objectives – the objectives in relation to stormwater management is to:

- Provide minimum guidelines for the design of a drainage network to enable the safe conveyance of stormwater runoff from both private and public land.
- Minimize the impact of stormwater runoff by collecting and conveying stormwater safely and to control its quantity and quality.

Performance Standards – stormwater drainage systems are to be designed to safely collect and convey stormwater runoff to the receiving drainage system or waterway with minimal nuisance, danger to life and damage to properties.

Design Criteria – the following design criteria applies to all stormwater drainage networks:

- The design of the stormwater drainage network shall be in accordance with the
 Australian Rainfall and Runoff Handbook utilizing the 'major' and 'minor 'system
 design criteria and the Australian Standards AS/NZS 3500.3:2015 "Plumbing and
 Drainage Part 3: Stormwater Drainage" Code. Where there is discrepancy
 between the Codes and this document, the design criteria given in this document
 takes precedence.
- Roof eaves and box gutters and downpipes shall be designed in accordance with the Australian Standards AS/NZS 3500.3:2015 "Plumbing and Drainage Part 3: Stormwater Drainage" Code.
- Stormwater drainage pipes and other conduit types must be laid with a positive gradient, to fall towards the outlet (downstream).
- Without a known tailwater level, the top of the pit level or the ground finished surface level is to be adopted as the starting Hydraulic Grade Line (HGL) level, for calculation purposes.
- The re-direction of stormwater runoff from one catchment into another catchment is
 prohibited, unless supporting calculations show that this will not cause a negative
 impact on the receiving drainage system and is approved by Council.
- Stormwater drainage networks must have sufficient capture points to prevent stormwater entering buildings or structures and hence minimize damage to the buildings or structures, to minimize nuisance and minimize danger to persons and vehicular traffic, and to prevent long term water ponding.
- Stormwater drainage networks must include a failsafe overland flowpath, in case the design storm event is exceeded.
- Stormwater drainage networks must include provision/s for silt and sediment traps and trash screens to capture water borne pollutants.
- Stormwater drainage networks shall be designed in accordance with SECTION 11.1 to SECTION 11.11.

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11.1 Minor Stormwater Drainage System

 The 'minor' stormwater drainage system shall be accommodated in gutters, pits and pipes (conduits), to safely collect and convey stormwater runoff during the 'minor' design storm event.

The 'minor' design storm event is given in TABLE 11.1.

TABLE 11.1

Location	Private Drainage System Design Storm ARI (year)	Public Drainage System Design Storm ARI (year)
Local Road		10
Collector Road		10
State and Regional Road		50
Emergency Facility Access	100	100
Road Depression (low point)	50	50
Drainage Easement	20	20
Residential – low density	10	
Residential - multi	20	
Commercial and Industrial	50	

11.2 Major Stormwater Drainage System

- The 'major' stormwater drainage system design storm event shall be the 100-yr ARI or 1% AEP.
- The 'major' stormwater drainage system shall be accommodated in pits, pipes (conduits), formal overland flow routes, roads, channels, creeks and rivers.
- If the overland flow route is through a road, it shall be located within the road carriageway and between kerbs.
- Where the overland flow route within the road carriageway or drainage easement cannot be accommodated safely, then the pit and pipe network are to be designed for the 'major' storm event.
- The minimum freeboard between structures and the 100-yr ARI or 1% AEP design water level are given in TABLE 11.2.

TABLE 11.2

TABLE 11.2	
Location	Freeboard (mm) (100-yr ARI or 1% AEP)
Habitable floor (residential)	300 (1)
Non-habitable floor (patio, verandah, porch)	150
Commercial or Industrial internal areas	150 (2)
Garage floor	150 (3)
Carport (open on all sides)	75 (3)
Sub-floor areas such as basements and low-level	150 (2)
parking areas	` '

Notes:

- 1. Freeboard to be increased to 500m if in a known flood area.
- 2. Freeboard to be increased to 300mm if in a known flood area.
- 3. Freeboard may be reduced at Council's discretion.

11.3 Catchment Area and Runoff

- The catchment area is defined by the limits from where surface runoff will make its way towards the point of exit either by natural or man-made paths. This is usually measured in hectares (ha) or square meters (sqm).
- The impervious areas of a catchment in determination of the runoff from the catchment area is given in TABLE 11.3a.
- The catchment runoff shall be determined using a suitable hydrological method depending
 on the size and shape of the catchment area. Two (2) methods that can be employed is
 given in TABLE 11.3b. The Rational Method determines peak flows and is acceptable for

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smaller sized catchment areas and for site specific applications such as a residential development lot. Where the area becomes large, then a hydrological computer model will be required. Acceptable hydrological computer models include ILSAX, DRAINS, RAFTS, and RORB. It is noted that Council does not have all these computer models available and therefore the onus is on the designer to provide sufficient supporting information so that Council can make a sound determination of the application.

TABLE 11.3a

TABLE 11.3a		
Location	Imperviousness (%)	
Site specific development	Use impermeability factor as	
	determined in APPENDIX B	
Road reserve	100	
Residential catchment area	60	
Commercial and industrial catchment areas	90	

TABLE 11.3b

17(222 11102	
Method	Size of Catchment Area
Rational Method	< 1000 sqm
Hydrological Model	> 1000 sam

11.4 Flow Widths

- For the 'minor' design storm event, the width of flow in the gutter shall not exceed 0.45m, that is, runoff must be fully contained within the gutter.
- For the 'major' design storm event, the width of flow shall be contained within the road
 carriageway between kerbs. If stormwater cannot be accommodated safely, then the
 under-ground drainage network is to be designed to cater for the 'major' design storm
 event.

11.5 Conduits

- The network of pipes, box culverts and other type of conduit capable of conveying stormwater runoff during the 'minor' or 'major' storm event.
- For determining hydraulic losses in conduits, use the Darcy-Weisbach Equation. The Colebrook-White friction factor or conduit roughness of certain conveyance systems are given in TABLE 11.5a.
- The minimum conduit size, slope, cover and allowable material to be used is given in TABLE 11.5b.
- Reinforced concrete pipes shall be rubber ring jointed.
- Domestic PVC pipes for pressure applications (e.g. rainwater system) shall be solvent welded and drinking water safe.

TABLE 11.5a

TABLE 11.00	
Material	Roughness factor, k _s (mm)
uPVC pipe/conduit	0.015
Vitrified clay pipe	0.15
Reinforced concrete pipe/conduit	0.60
Fiber reinforced concrete pipe	0.03
'Blackbrute', 'Bluebrute' pipe (1)	0.03

TABLE 11.5b

	Shape	Material	Minimum size (mm)	Minimum Slope (%)	Min. cover to obvert (mm)
Private Systems	Circular - pipes	uPVC, concrete	50-dia	1%	450 (3)
	Rectangular - culverts	galvanized steel	100 x 100	1%	50
Public Systems	Circular – pipes (6)	reinforced concrete	375-dia (2)	1%	600 (4)
	Rectangular - culverts	reinforced concrete	300 x 300	0.75%	600 (5)

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Notes:

- 1. If used on public land, will be subject to Council approval.
- 2. A 300mm diameter pipe may be acceptable subject to Council approval.
- A cover of 300mm may be acceptable in landscaped areas not traversed by vehicular traffic.
- 4. A cover of 450mm may be acceptable in pedestrian only areas.
- 5. Less cover may be permitted if culvert is designed for vehicle traffic load.
- 6. Minimum Class 2 for pipes. Higher class required if cover is reduced.

11.6 Hydraulic Grade Line

- Hydraulic Grade Line (HGL) calculations are required when designing public drainage systems. This is generally not necessary for private drainage systems unless the water surface profile is critical at the point of discharge, for example, when designing an OSD system with 'free outlet' control. For private networks, a check on the slope and friction value with its capacity based on 'pipe flowing full but unpressurised' is sufficient.
- Drainage networks shall be designed to have minimal hydraulic losses. Therefore, bends
 in the pipe network is to be minimized, and drops in the pits (level difference between the
 inlet pipe and outlet pipe), and the reduction in downstream pipe sizes are to be avoided.
- Where bends in the pipe network are greater than 22.5 degrees, a junction pit is to be installed. A junction pit may also be necessary for sharper angles at Council's request.
- To avoid 'choke points', pipes will not be permitted to be installed such that a larger pipe joins into a smaller pipe downstream. However, this may be unavoidable when designing public drainage networks, where the proposed drainage line is to be connected into an existing drainage network originally designed for lower intensity storm events. In this situation, the starting water level is to be assumed to be at the top of the pit lid where the new line joins into the existing line.
- The Missouri Charts, Hare Equation, US Corps of Engineers Mitre Bend Charts and the Australian Rainfall and Runoff are to be used to determine pit losses and the Darcy-Weisbach/Colbrook-White Equation is to be used to determine the losses due to friction within the pipe network, if manual HGL calculations are to be performed. Alternatively, the computer program DRAINS can be used to determine the HGL when designing the drainage network. An electronic copy of the DRAINS (DRN) files will need to be submitted along with a summary of the design in EXCEL format.
- For uniform open channels, use the Mannings Equation, when manually calculating the size of the channel with the design water surface profile. The computer programs DRAINS or HEC-Ras can be used for non-uniform and irregular shaped channels.
- Full hydraulic calculations must be submitted for assessment to enable Council to determine the feasibility of the proposal.

11.7 Stormwater Drainage Pits

- Stormwater drainage pits in a road reserve shall be located generally along the kerb line.
 Inlet pits shall have grates (of minimum dimension 450mm x 900mm) and a lintel opening of not less than 1.2m long. Minimum dimensions for various types of pits are given in TABLE 11.7
- Pits that are in public ownership shall have grates of minimum 450mm x 450mm. Grates
 that will be subject to vehicular traffic shall be heavy duty class D. Grates in landscape
 areas which are not subjected to vehicle traffic shall be minimum Class C. All public
 grates are to be galvanized, bicycle friendly with grate hinged to frame and lockable.
- Private pits may be prefabricated provided that the correct load type is specified (that is, load class for either non-vehicle trafficable or vehicle trafficable areas as per Manufacturer's specifications). Public pits can be either cast insitu reinforced concrete or precast units. If precast units are to be used, the correct load class must be specified.
- Where private pits are designed for surcharging or upwelling of stormwater, they must be hinged to frame and lockable. Solid covers over public junction pits shall be gatic type.
- Letterbox type pits may be specified but they are not to be used at or near kerb locations.
 In the road reserve where there are no kerb and gutter, butterfly type grates may be used but must be flush with the surrounding ground surface level.
- Pits deeper than 1.0m (measured between the finished ground level and the base of the pit) shall have galvanized or stainless steel step irons installed.

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 Inlet pits shall be installed at 'low points', at intervals where the flow width in the gutter is to be maintained at 450mm. Junction pits shall be located at changes in gradients in the pipe network, changes in direction of the pipe alignment (only when > 22.5 degrees deflection for private pipes), and where there is a level difference greater than 75mm between the inlet pipe and outlet pipe.

Kerb inlet pits shall have lintels of minimum 1.2m in length but not more than 3.6m.

TABLE 11.7

TABLE 11:1	
Pit Type	Minimum internal dimensions (mm)
Kerb inlet with 1.2 min. lintel and grate in the kerb	600 x 900
and gutter	
Grated inlet pit (no lintel) or junction pit (solid cover)	600 x 600
in landscape area not under the kerb and gutter	
(public asset) < 1.0m deep	
Grated inlet pit (no lintel) or junction pit (solid cover)	900 x 900
in landscape area not under the kerb and gutter	
(public asset) > 1.0m deep	
Grated inlet pit (no lintel) or junction pit in private	300 x 300
property (not public asset) < 1.0m deep	
Grated inlet pit or junction pit in private property (not	450 x 450
public asset) between 1.0m and 1.5m deep	
Grated inlet pit or junction pit in private property (not	600 x 600
public asset) between 1.5m and 2.0m deep	
Grated inlet pit or junction pit in private property (not	900 x 900
public asset) > 2.0m deep	

11.8 Open Channels

- Where-ever possible, an underground piped drainage network is preferred over an open channel conveyance system.
- Open channels will only be permitted to convey overland flows as part of the 'failsafe' design for the 'major' stormwater drainage system.
- Open channels shall have smooth transitions and must avoid sharp changes in direction
 and in levels where-ever practical, to avoid 'hydraulic jumps', which may cause instability
 and rise in water levels in the channel.
- Open channels shall be designed in accordance with the Australian Rainfall and Runoff Handbook and the NSW Government Flood Plain Development Manual. Where there is discrepancy between the Codes and this document, the design criteria as given in this document shall take precedence.
- Flow velocities shall not exceed the lesser value between that which would cause scour to a particular surface treatment or the safe values as given in the NSW Government Flood Plain Development Manual.
- Side slopes shall not exceed 1V:3H unless fully fenced.
- The Mannings Roughness coefficients shall be used for open channel design. Typical values for various types of surfaces can be obtained from the Australian Rainfall and Runoff Handbook or AS/NZS3500.3:2015 Plumbing and Drainage – Stormwater Drainage.
- The HEC-Ras or DRAINS program can be used to determine water surface profiles for non-uniform or irregular open channels.

11.9 Building adjacent to Stormwater Drainage Systems

- Where new buildings and structures are to be constructed, their support structures which
 includes foundations, piers and footings are not to load bear onto the underlying
 stormwater drainage network. The base of all footings and piers must be found outside of
 the Zone of Influence. This is the zone created by an angle of 45 degrees to the horizontal
 extended from the invert of the drainage conduit to the surface.
- If a new drainage pipe is to be installed in proximity to a building or structure, the exact
 location of the buildings or structure's foundations are to be found and the new pipe
 network shall be designed such that it is located outside of the Zone of Influence.
- Public drainage networks are not to be laid under buildings or structures.

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- Consult with and obtain consent from Sydney Water if the proposed drainage network is to be laid under or over a sewer main.
- If a proposed development requires the relocation of a public drainage line to enable the proposed development to proceed, then a full hydrological and hydraulic analysis shall be provided to Council. This will include the HGL for the existing and proposed conditions. The HGL must not be worse for the relocated line. A plan and longitudinal section of the proposed line showing design flows (for the design ARI storm event), finished grate levels, conduit invert levels, conduit sizes, conduit gradients, crossing services, and an HGL shall be submitted to support the proposal.

11.10 Connections to the receiving Stormwater Drainage System or Waterway

- Non-return valves are not to be installed in the public stormwater drainage network.
- Where the private outlet for the conveyance of stormwater runoff from a site is to be
 discharged directly to the street kerb and gutter, the outlet must be connected into the
 back of the kerb with a minimum cover of 50mm. Equivalent conduit sizes may be required
 if minimum cover cannot be achieved. Alternatively, it may be necessary to connect into an
 existing public drainage pipe.
- Where the private outlet pipe is to convey sub-surface water, it shall be taken to the nearest downstream public stormwater drainage under-ground network.
- Where the private pipe is conveying stormwater runoff into a public pipe, a standard Council junction pit shall be installed at the point of connection. A direct pipe connection will only be permitted if the ratio between the diameter of the private pipe to the diameter of the public stormwater drainage pipe is less than one third. A flowcon™ 'conconnect' fitting device shall be installed to facilitate the connection between the private and public pipe.

11.11 Services

- Care shall be taken to ensure that there will be no clashes with any utility services.
- A 'Before You Dig' services search shall be undertaken prior to the design of the drainage system network. Where services are found to cross the line either over or under the proposed stormwater drainage conduit, a physical investigation by potholing shall be undertaken at the crossing point prior to the finalization of the construction plans.
- Public stormwater drainage lines shall generally be located under the kerb and gutter or in the road pavement adjacent to the gutter to avoid conflict with utility services in the road verge (nature strip).
- Locating the proposed public stormwater drainage conduit within the nature strip may be
 approved, at Council's discretion, if it is not practical to locate the new conduit within the
 road carriageway due to either busy traffic on a main road and/or is likely to clash with
 maior services.
- Where private stormwater pipes are to be connected into the back of the kerb, it must be
 laid within the verge at the shortest possible distance between the kerb and the boundary
 and projected at an angle of not more than 45 degrees to the site boundary, to avoid clash
 with services. The laying of private stormwater pipes parallel with the kerb line is
 prohibited.

12. STORMWATER DRAINAGE EASEMENTS AND INTER-ALLOTMENT DRAINAGE

Objectives – the objectives in relation to stormwater management is to:

- Provide formal legal rights of access for the unhindered disposal of stormwater runoff for both private and public drainage infrastructure that must pass through private
- Avoid unnecessary reduction in capacity of the existing drainage system by maintaining flows within the same catchment.

Performance Standards – legal stormwater drainage easement acquisition enables the legal rights of drainage for future maintenance, upgrade and identification.

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Requirements – where the site grades away from the street frontage, the creation of a formal drainage easement will be required. To enable the development to proceed, the applicant must provide evidence in the form of a Legal Agreement between the affected parties or copies of titles showing the created or intention to create an easement. The applicant must undertake a genuine attempt to acquire an easement on the downstream property/s before consideration of alternative method of drainage disposal may be considered. To assist the applicant in obtaining a legal drainage easement, the generic letter as given in **APPENDIX G**, can be used.

Although an existing public stormwater drainage conduit through a private property has the same legal rights of drainage even if there is no easement created over it, Council will take the opportunity to pursue an easement over the public drainage system when-ever possible, to enable Council full rights of access to inspect, maintain or upgrade the underlying conduit. This means that when a development is proposed on a site, which currently has a stormwater conduit passing through it, Council will require that a stormwater drainage easement be created over the line of the existing stormwater conduit as a condition of approval for the development.

Design Criteria – the following design criteria are to be followed:

- Where an easement is to be created over an existing public stormwater conduit, all legal costs including surveys and searches associated with the acquisition of the drainage easement over the public stormwater drainage conduit shall be borne by Council but there will be no compensation for the value of the land for the easement.
- A sub-division of land will not be approved unless a legal drainage easement can be
 obtained through the downstream property/s to enable the newly created allotments
 the rights of drainage in the same direction of the fall of land by gravity means.
- Buildings and structures shall not be permitted to be constructed over drainage easements. This includes any structures that may overhang the building such as balconies and eaves gutters up to a height of 4.5m.
- The creation of a public drainage easement is to allow Council reasonable access to
 the underlying conduit for the purpose of inspections, maintenance, or upgrade. It
 may be necessary to relocate the underlying stormwater conduit to enable future
 access to the conduit.
- Encroachments over easements are prohibited because this may impede the overland flowpath over the line of the easement.
- No load bearing structure shall be permitted to be constructed within the drainage
 easement. This includes any private stormwater pits, pipes and services. For existing
 conduits, it may be necessary to relocate the conduit prior to the creation of an
 easement to ensure that there will be no future structural load onto the conduit.
- The planting of trees or shrubs with invasive roots will not be permitted within the drainage easement.
- Paved surfaces may be permitted to be constructed over the easement provided that
 the construction joints are located along the longitudinal edge of the easement to
 enable ease of future access to the underlying conduit.
- An easement for the disposal of the site's stormwater and the installation of interallotment drainage pipes shall be provided to enable drainage of low-lying properties where-ever possible.
- The widths of stormwater drainage easements are given in **TABLE 12.1**.

TABLE 12.1

TABLE 12.1			
Easement Type	Minimum Width (m)		
Public Drainage System	External width of the conduit + 1.0m		
	(rounded to the nearest 0.1m)		
Private Drainage System	External width of the conduit + 0.5m		
(inter-allotment)	(rounded to the nearest 0.1m)		

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13. DOCUMENTATION SUBMISSION

Minimum Requirements – where required by condition, at the completion of construction of the stormwater drainage system, the following minimum documentation must be submitted to Council:

- Works-as-Executed drawings, signed and dated by a Registered Surveyor.
- Compliance Certificate from the Certifying Professional Engineer, who must be a current Corporate member of the Institution of Engineers, Australia with N.E.R. standing.
- Copies of titles showing the creation of easements (where easement acquisition is required), Positive Covenant and Restriction on the Use of Land (where an OSD system is required). Refer to APPENDIX F for legal instruments.

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APPENDIX A – RAINWATER HARVESTING SYSTEMS

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FIGURE A1 - TYPICAL ABOVE-GROUND RAINWATER SYSTEM

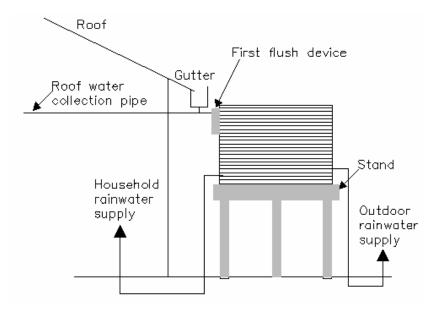
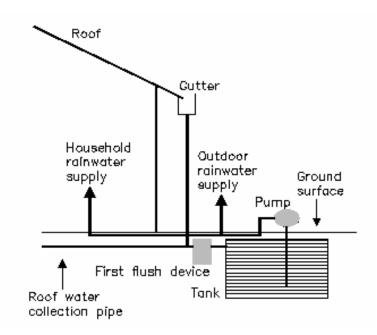


FIGURE A2 - TYPICAL BELOW-GROUND RAINWATER SYSTEM



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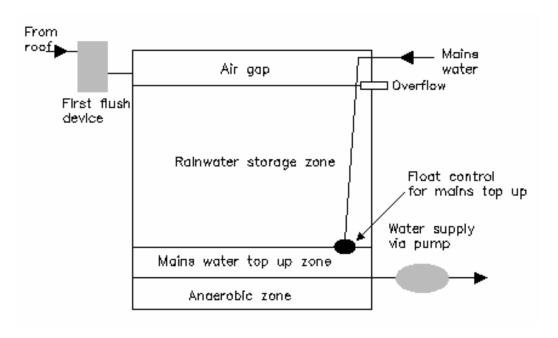
Attachment 1

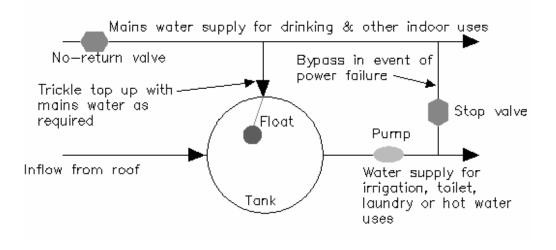
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FIGURE A3 - PLAN AND ELEVATION





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FIGURE A4 - BASIC 'FIRST FLUSH' DEVICE DETAIL

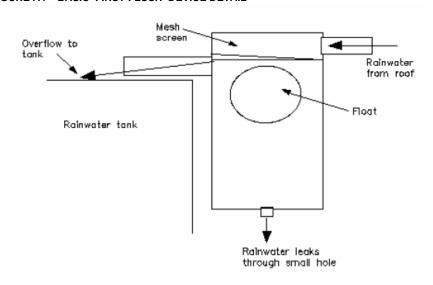
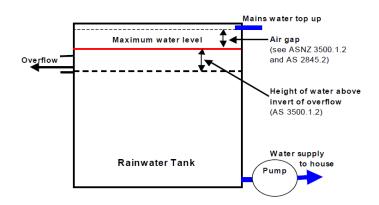
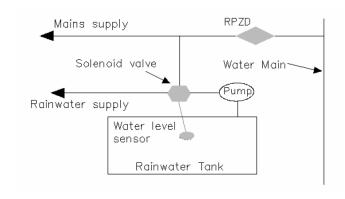


FIGURE A5 - BACKFLOW PREVENTION USING AIR GAP OR AN RPZD



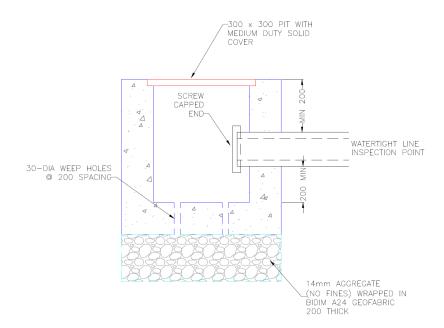


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FIGURE A6 - TYPICAL 'CLEAN-OUT' PIT DETAIL



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APPENDIX B - CALCULATING ROOF WATER VOLUME AND POLLUTANT LOADS

WORKED EXAMPLE
This is a manual hand calculated worked example. The designer may choose to use the **MUSIC** program to determine the required rainwater tank volume and pollution control devices required to satisfy the reduction in pollutant loads coming directly from roof areas. Where MUSIC is to be used, the reduction in mains potable water usage is to be specified as 30%.

STEP 1 - Calculate the impermeable areas of the site using TABLE B1 below for guidance.

TABLE B1

SURFACE TYPE	MATERIAL	IMPERMEABILITY FACTOR (1)
Roof areas	Metal, concrete, slate, and	1.00
	other impermeable materials	
	'Green Roofs'	0.50
Ground surfaces	Concrete, paving and other	1.00
	non-porous material	
	Gravel	1.00 (2)
	Porous paving	0.50
	Grid pavers (e.g. 'grass-grid')	0.20
Decks and patios	Concrete, paving and other	1.00
	non-porous material	
	Timber over natural soil	0.50
Swimming pools	All types	0.50 (3)

Notes:

- Sourced from Maryland Design Manual (200 Ed.), Maryland Department of the Environment U.S.A.
- Taken generally the same as for concrete for Australian conditions.
- Overflows from swimming pools generally to be directed to the sewer system and not to the stormwater system.

Site Details

Development Type: New single residential dwelling home

Site area: 650 sqm

Proposed footprint of roof area: 300 sqm

Associate works: includes path, driveway and associated landscaping

This is tabulated in TABLE B2 below.

TABLE B2

Surface Type	(1) Area (sqm)	(2) Impermeability Factor	Impermeable Area (1) X (2)
Roof	300	1.00	300
Driveway – concrete	100	1.00	100
Landscaped area	150	0.00	0
Path - grid pavers	100	0.20	20
Total Impermeable			420 sqm
Site Area			_

Therefore, the Site Impermeability Indicator (%), I = 420/650 x 100 = 65%

STEP 2 - Calculating pollutant loads and runoff volumes

L = Average annual load of pollutant exported from the site through the stormwater runoff [kg/yr] = (Vol x EMC) / 100

Where Vol = Average annual stormwater volume from the site

= $(Rv \times Rainfall \times A) / 1000 \quad [cum/yr]$

Rv = Volumetric runoff Coefficient

= 0.25 + (0.0065 x I) [expressed as fraction of rainfall converted into runoff]
I = Site impermeability indicator [expressed as a percentage]

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Attachment 1

A = Total site area [sqm]
Rainfall = Average yearly rainfall for the site [mm]

EMC = Average Event Mean Pollutant Concentration [mg/L]
Where TSS = 140 mg/L
TP = 0.25 mg/L
TN = 2.00 mg/L

Note: The above values are based on the stormwater flow and quality data provided by the Cooperative Research Centre for Catchment Hydrology, undertaken by the NSW Department of Environment and Conservation.

The above worked example is shown below in tabulated summary format:

site area (m ²)	650						
roof area (m²)	300						
impervious paved area (m ²)	100						
grid pavers area (m²)	100						
landscaped irrigated area (m²)	150						
average rainfall (mm)	1150						
Task							
calculate site imperviousness, % (Isi	te)	65					
Refer to Table 1							
Determine WSUD performance star	ndards						
The site is assumed to be located in Zo	nel-Purple						
	Mains water	OSD	ED storage	Volume	TSS	TP reduction	TN
	reduction	storage	(m ³)	reduction	reduction		reduction
Site performance standards	30%		5.0	10%	80%	40%	40%
Select site options & assess meeting	performance stan	dards					
Rainwater tank to manage roof ru							
roof area (m²) to rai	nwater tank (A _{roof})	300					
` /	rainwater tank size	5					
	reuse option	toilet flush	ing, laundry a	nd irrigation			
	irrigation area	100					
Calculate pollutant loads and stormwa	ter volume for tank	's roof area	refer to Box-	1)			
Vol_{roof} (m3/yr) = 0.25+0.0065x100xRainfall (mm/yr)xA		oof (m ²)/10	00	Vol _{roof}	TSSroof	TProof	TN _{roof}
$TSS_{roof}(kg/yr) = Vol_{roof}(m3/yr)x140(roof)$	mg/l)/1000			310.5	43.5	0.078	0.621
$TP_{roof} (kg/yr) = Vol_{roof}(m3/yr)x0.25(r$	ng/l)/1000					ĺ	
$TN_{roof} (kg/yr) = Vol_{roof} (m3/yr)x2.0(m$							
Calculate Tank's hydraulic load							
Hydraulic load = $tank's size (m^3)/Vol_{si}$	· (³ /)	1.6%					
Hydraune load – tank's size (iii)/ Vol.	oof (III / yI)	1.070					
Estimate rainwater tank performance		OSD (m ³)	ED storage	Volume	TSS	TP reduction	TN
based on Box-3			(m^3)	reduction	reduction		reduction
		1.8	2.9	31%	82%	59%	55%
Estimate Tank's removed volume, pol	lutant loads and sa	vings in mai	ns water				
Voltank $(m3/yr) = Volroof (m3/yr) \times %$ vol reduction		,,		Vol _{tank}	TSS _{tank}	TP _{tank}	TN _{tank}
TSS _{tank} (kg/yr) = TSS _{roof} (kg/yr) x % T				96	35.7	0.046	0.343
$TP_{tank}(kg/yr) = TP_{roof}(kg/yr) \times \% TP$							
TN_{tank} (kg/yr) = TN_{roof} (kg/yr) x % T							
(8/ 1 / 2004 (8/ 19/ 11/ 11/ 11/							

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STEP 3 - Calculation for management of pollutant loads using bioretention and combined results

			_			
			_	100m grid p	avers	
. (2000)			_			
	nm and that	the filter area				
	16		Bioretention	n depth (m)	0.5	
etention size (m3)	8.0					
tant loads for Bior	etention's re	maining site	area			
Rainfall (mm/yr)x	$\kappa A_{Raite} (m^2)$	/1000				
ng/1)/1000			Vol _{Rsite}	TSS_{Rsite}	$\mathrm{TP}_{\mathrm{Rsite}}$	TN_{Rsite}
ng/l)/1000			175.95	24.6	0.044	0.352
ng/l)/1000						
g rate						
size (m³)/Vol _{Rsite}	(m ³ /yr)	4.5%				
		ED storage		TSS	TP reduction	TN
		_		reduction		reduction
		4		82%	74%	70%
ant loads						
				TSShio	TPhia	TNbio
				20.2	0,033	0.246
reduction						
	,					
		lected manage	ment option			
	noved by se	lected manage			TD	TNI
	noved by se	lected manage	Vol _{rem}	TSS _{rem}	TP _{rem}	TN _{rem}
	noved by se	lected manage			TP _{rem} 0.078	TN _{rem} 0.589
	noved by se	lected manage	Vol _{rem}	TSS _{rem}		
	noved by se	lected manage	Vol _{rem}	TSS _{rem}		
n water volume fo			Vol _{rem} 96	TSS _{rem} 56.0		
	r post-devel	opment cond	Vol _{rem} 96	TSS _{rem} 56.0		
nwater volume fo	r post-devel	opment cond	Vol _{rem} 96	TSS _{rem} 56.0		
nwater volume fo. ainfall (mm/yr)X. ²	r post-devel	opment cond	Vol _{sem} 96 itions withou	TSS _{rem} 56.0	0.078	0.589
nwater volume fo ainfall (mm/yr)x? g/1)/1000	r post-devel	opment cond	Vol _{sem} 96 itions withou	TSS _{rem} 56.0 at controls TSS _{post}	0.078 TPpost	0.589 TN _{post}
nwater volume fo ainfall (mm/yr)x² g/1)/1000 g/1)/1000	r post-devel	opment cond	Vol _{tem} 96 itions without Vol _{post} 500.8	TSS _{rem} 56.0 at controls TSS _{post}	0.078 TPpost	0.589 TN _{post}
nwater volume fo. ainfall (mm/yi)x² g/l)/1000 g/l)/1000 g/l)/1000 nœ for pollutant le	r post-devel	opment cond	Vol _{tem} 96 itions without Vol _{post} 500.8	TSS _{rem} 56.0 at controls TSS _{post}	0.078 TPpost	0.589 TN _{post}
nwater volume fo. ainfall (mm/yr)xi g/l)/1000 g/l)/1000 g/l)/1000	r post-devel	opment cond	Vol _{cem} 96 itions without Vol _{post} 500.8	TSS _{rem} 56.0 ut controls TSS _{post} 70.1	0.078 TP _{post} 0.125	0.589 TN _{post} 1.002
nwater volume fo. ainfall (mm/yi)x² g/l)/1000 g/l)/1000 g/l)/1000 nœ for pollutant le	r post-devel	opment cond	Vol _{cem} 96 itions without Vol _{post} 500.8 Site Vol.	TSS _{tem} 56.0 ut controls TSS _{post} 70.1	0.078 TP _{post} 0.125 Site TP	0.589 TN _{post} 1.002 Site TN
nwater volume for ainfall (mm/yr)x2 g/1)/1000 g/1)/1000 me for pollutant k	r post-devel	opment cond	Vol _{sem} 96 itions without Vol _{post} 500.8 me Site Vol. reduction	TSS _{rem} 56.0 TSS _{post} 70.1 Site TSS reduction	0.078 TP _{post} 0.125 Site TP reduction	0.589 TN _{post} 1.002 Site TN reduction
	etention area (m²) tention size (m 3) tant loads for Bior Rainfall (mm/yr): ng/l/1000 ng/l/1/1000 ng/l/1/1000 g rate size (m³)/Vol _{Raise} ant loads Si Si reduction eduction [et enduring the size (m²) for the size (m²) to loads size (m²) for the s	ention, m² (A _{Raite}) 300 tention, % (I _{Raite}) 40 tention, % (I _{Raite}) 40 tention, % (I _{Raite}) 40 tention with a section area (m²) 16 tention size (m³) 8.0 tant loads for Biosetention's re Rainfall (mm/yr)xA _{Raite} (m²), mg/l)/1000 mg/l)/1000 g rate size (m³)/Vol _{Raite} (m³/yr) ant loads Si reduction eduction i reduction ce for selected options site area, m² (A _{ste}) 650	antion, m² (A _{Ruite}) 300 assumed 100 tention, m² (A _{Ruite}) 40 +100m2 lant is media dia. is 0.5mm and that the filter area tention area (m²) 16 tention size (m³) 8.0 assumed 100 tention size (m³) 8.0 tant loads for Bioretention's remaining site Rainfall (mm/yr)xA _{Ruite} (m²)/1000 mg/l/1000 grate (m²)/1000 grate (m²)	Assumed 100m² paved +	Assumed 100m ² paved +100m ² grid pretention, we (I _{Raine}) 40	Assumed 100m Paved + 100m Pave

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FIGURE B1 - TYPICAL COMPONENT OF A GRID PAVEMENT

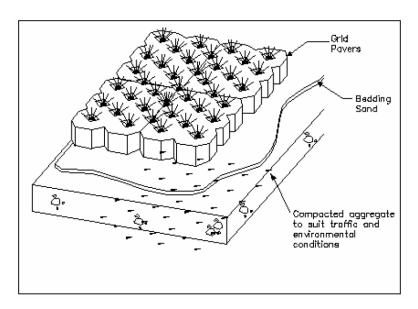
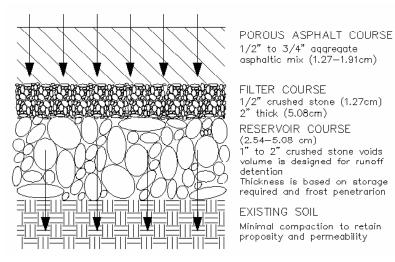


FIGURE B2 - TYPICAL SECTION THROUGH ASPHALT POROUS PAVEMENT



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APPENDIX C - BIORETENTION SYSTEMS

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FIGURE C1 - TYPICAL BIORETENTION SYSTEM

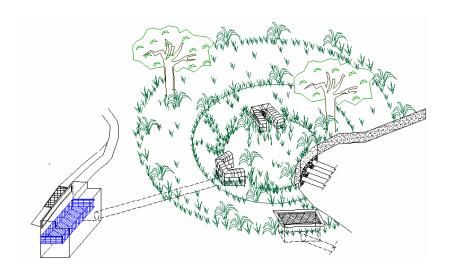
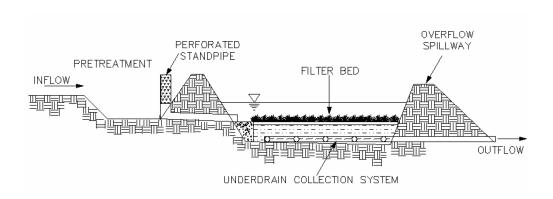


FIGURE C2 - TYPICAL SECTION THROUGH BIORETENTION SYSTEM



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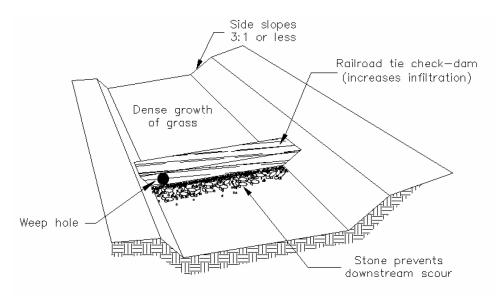
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APPENDIX D - GRASS LINED SWALES

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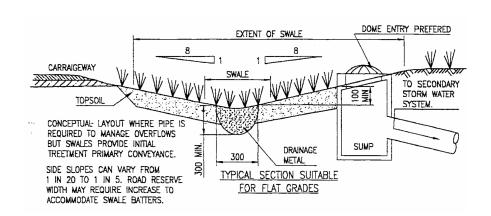
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FIGURE D1 - TYPICAL GRASS LINED SWALE



Schematic of an enhanced grassed swale (source: Schueler, 1987)

FIGURE D2 - GRASSED LINE SWALE TYPICAL SECTION



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APPENDIX E - ON-SITE STORMWATER DETENTION SYSTEM DESIGN

WORKED EXAMPLE
This is a worked example for the design of a below-ground On-site Stormwater Detention (OSD)

Following from previous example given in APPENDIX B

Development Type: New single residential dwelling home

Site area: 650 sqm

Proposed footprint of roof area: 300 sqm

Associate works: paths, driveway and associated landscaping

Site is located in Zone 1, RED hatched area

For the site located in ZONE 1 (from Catchment FIGURE 5.1 ZONE MAP), the proposed development requires Extended Detention and Flood Control Detention.

From the previous example, the impermeability factor is 65%.

STEP 1 - Calculate the minimum Site Storage Volumes (SSV) and the maximum Permissible Site Discharge (PSD) values from TABLE 8.1 and TABLE 8.2.

For Extended Flood Detention (Erosion Control): $V_{EC} = 1.2 \text{ x } (0.65 \text{ x } 650) / 100 = 5.07 \text{ cum}$ PSD_{EC} = 0.41 x (0.65 x 650) / 100 = 1.73 L/s

For Flood Control Detention: $V_{FC} = 3.04 \text{ x} (0.65 \text{ x} 650) / 100 = 12.85 \text{ cum}$ $PSD_{FC} = 1.80 \text{ x } (0.65 \text{ x } 650) / 100 = 7.61 \text{ L/s}$

Total SSD and PSD:

 $V_{\text{total}} = V_{\text{EC}} + V_{\text{FC}} = 5.07 + 12.85 = 17.92 \text{ cum}$ $PSD_{total} = PSD_{EC} + PSD_{FC} = 1.73 + 7.61 = 9.34 L/s$

STEP 2 – Design the required OSD tank and configuration.

Only two types of orifice configurations can be used. Refer TABLE E1 below for coefficient values. The nominated outlet control is a circular ORIFICE PLATE dyna-bolted over an oversized outlet pipe.

TABLE E1

ORIFICE TYPE	Discharge Coefficient (dimensionless)		
Stainless Steel Flat Plate with circular cut hole	0.60		
Pipe Stub 150mm long	0.80		

Adopting a stainless steel flat plate with orifice coefficient, C = 0.6. Using the Orifice Equation $Q = C \times A \times \sqrt{(2.g.h)}$

Where:

D = diameter of orifice = $\sqrt{(4.A/\pi)}$ in meters

A = area of orifice hole in square meters

 $\pi = pi = 3.1416$ (dimensionless)

 \mathbf{g} = acceleration due to gravity = 9.81 m/s²

C = orifice coefficient (dimensionless) = 0.6

h = depth of water to centre of orifice in meters

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Attachment 1

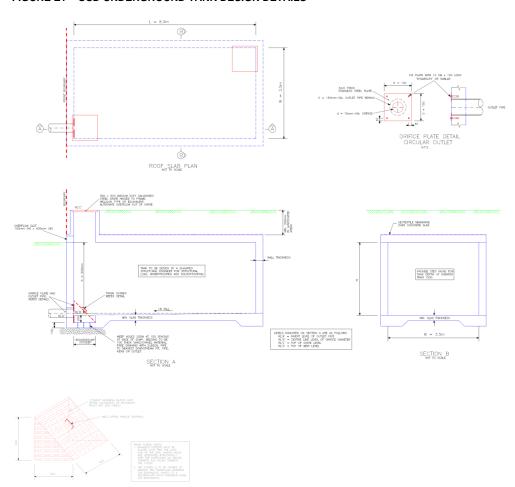
29 July 2024 **COUNCIL REPORTS**

OSD Tank
If only one tank is to be used

PSD_{tot} = 9.34 L/s Adopt h = 650mm Therefore Orifice = 76mm-dia Adopt tank dimensions = 0.65m (H) x 3.5m (W) x 8m (L) = 18.2cum > 17.92cum OK.

The basic under-ground OSD tank design details are given in FIGURE E1.

FIGURE E1 - OSD UNDERGROUND TANK DESIGN DETAILS



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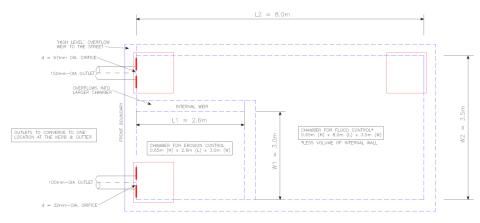
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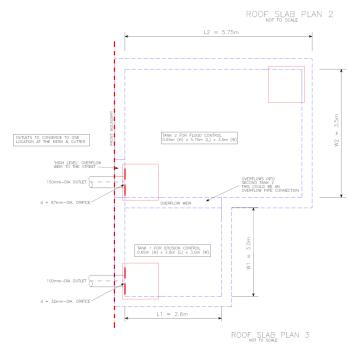
More accurately, the tank should be separated into two chambers or two separate tanks to cater for Erosion Control and Flood Control respectively. The plan that best illustrates the typical separation is shown in **FIGURE E2**.

The separated chambers require duplicate sediment traps, trash screens and outlet conduits and would be more difficult to maintain than a single tank with no internal chambers.

The application of two separate tanks would be most suitable where space is limited in one location and which an upstream smaller OSD tank can be constructed with the larger secondary tank installed downstream of it. The second tank can be smaller and may be ideal where space is limited in that location.

FIGURE E2 - EXAMPLES OF RECONFIGURED OSD TANKS WITH SEPARATE CHAMBERS





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APPENDIX F - LEGAL INSTRUMENTS

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F1 - FOR EXISTING ALLOTMENTS

Use where there is no land sub-division, that is, no Section 88B instrument required. The following standard wording for POSITIVE COVENANT is to be used and is to be lodged with the Lands Department along with Form 13RPC.

TERMS OF POSITIVE COVENANT

(Show full details of Positive Covenant)

The registered proprietors covenant with Hunters Hill Council (Council) that they will maintain and repair the structure and works on the land in accordance with the following terms and conditions:

- I. The registered proprietor will:
- i. keep the structure and works clean and free from silt, rubbish and debris
- ii. maintain and repair at the sole expense of the registered proprietors the whole of the structure and works so that it functions in a safe and efficient manner.
- II. For the purpose of ensuring observance of the covenant the Council may by its servants or agents at any reasonable time of the day and upon giving to the person against whom the covenant is enforceable not less than two days notice (but at any time without notice in the case of an emergency) enter the land and view the condition of the land and the state of construction maintenance or repair of the structure and works on the land.
- III. The registered proprietors shall indemnify the Council and any adjoining land owners against any claims for damages arising from the failure of any component of the OSD system, or failure to clean, maintain and repair the OSD system.
- IV. By written notice the Council may require the registered proprietors to attend to any matter and to carry out such work within such time as the Council may require to ensure the proper and efficient performance of the structure and works and to that extent section 88F(2) (a) of the Act is hereby agreed to be amended accordingly.
- V. Pursuant to section 88F(3) of the Act the authority shall have the following additional powers pursuant to this covenant:
- i. In the event that the registered proprietor fails to comply with the terms of any written notice issued by the Council as set out above the Council or its authorised agents may enter the land with all necessary equipment and carry out any work which the Council in its discretion considers reasonable to comply with the said notice referred to in I hereof.
- ii. The Council may recover from the registered proprietor in a Court of competent jurisdiction:
- (a) Any expense reasonably incurred by it in exercising its powers under sub-paragraph i hereof. Such expense shall include reasonable wages for the Council's own employees engaged in effecting the said work, supervising the said work and administering the said work together with costs, reasonably estimated by the Council, for the use of machinery, tools and equipment in conjunction with the said work.
- (b) Legal costs on an indemnity basis for issue of the said notices and recovery of the said costs and expenses together with the costs and expenses of registration of a covenant charge pursuant to section 88F of the Act or providing any certificate required pursuant to section 88G of the Act or obtaining any injunction pursuant to section 88H of the Act.
- VI. This covenant shall bind all persons who claim under the registered proprietors as stipulated in section 88E(5) of the Act.

For the purposes of this covenant:

Structure and Works shall mean the on-site stormwater detention (OSD) system constructed on the land as set out in the plan annexed hereto and marked with the letter "A" or alternatively as detailed on the plans approved by the Principal Certifying Authority: {INSERT DA NUMBER, DRAWING NUMBER, DATE, REVISION NUMBER AND DESIGNER DETAILS} including all gutters, pipes, drains, walls, kerbs, pits, grates, tanks, chambers, basins and surfaces designed to temporarily detain stormwater on the land. The Act means the Conveyancing Act 1919.

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Use where there is no land sub-division, that is no Section 88B instrument required. The following standard wording for RESTRICTION ON THE USE OF LAND is to be used and is to be lodged with the Lands Department along with Form 13RPA.

Terms of Restriction on the Use of Land

(Show full details of the Restriction)

The registered proprietors covenant with Hunters Hill Council (Council) that they will not:

I. Do any act, matter or thing which would prevent the structure and works from operating in an efficient manner.

II. Make any alterations or additions to the structure and works or allow any development within the meaning of the Environmental Planning and Assessment Act 1979 to encroach upon the structure and works without the express written consent of the authority.

III. This covenant shall bind all persons who claim under the registered proprietors as stipulated in section 88E(5) of the Act.

For the purposes of this covenant:

Structure and Works shall mean the on-site stormwater detention (OSD) system constructed on the land as set out in the plan annexed hereto and marked with the letter "A" or alternatively as detailed on the plans approved by the Principal Certifying Authority: {INSERT DA NUMBER, DRAWING NUMBER, DATE, REVISION NUMBER AND DESIGNER DETAILS} including all gutters, pipes, drains, walls, kerbs, pits, grates, tanks, chambers, basins and surfaces designed to temporarily detain stormwater on the land. The Act means the Conveyancing Act 1919.

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F2 - FOR SUB-DIVISIONS AND NEWLY CREATED ALLOTMENTS

Where a sub-division has been lodged and a Section 88B instrument created, then the following standard wording for "The Terms of Positive Covenant" shall be used.

Terms of Positive Covenant referred to in the above-mentioned Plan

The registered proprietors covenant with Hunters Hill Council (Council) that they will maintain and repair the structure and works on the land in accordance with the following terms and conditions:

- I. The registered proprietor will:
- i. keep the structure and works clean and free from silt, rubbish and debris
- ii. maintain and repair at the sole expense of the registered proprietors the whole of the structure and works so that it functions in a safe and efficient manner.
- II. For the purpose of ensuring observance of the covenant the Council may by its servants or agents at any reasonable time of the day and upon giving to the person against whom the covenant is enforceable not less than two days notice (but at any time without notice in the case of an emergency) enter the land and view the condition of the land and the state of construction maintenance or repair of the structure and works on the land.
- III. The registered proprietors shall indemnify the Council and any adjoining land owners against any claims for damages arising from the failure of any component of the OSD, or failure to clean, maintain and repair the OSD.
- IV. By written notice the Council may require the registered proprietors to attend to any matter and to carry out such work within such time as the Council may require to ensure the proper and efficient performance of the structure and works and to that extent section 88F(2) (a) of the Act is hereby agreed to be amended accordingly.
- V. Pursuant to section 88F(3) of the Act the authority shall have the following additional powers pursuant to this covenant:
- i. In the event that the registered proprietor fails to comply with the terms of any written notice issued by the Council as set out above the Council or its authorised agents may enter the land with all necessary equipment and carry out any work which the Council in its discretion considers reasonable to comply with the said notice referred to in I hereof.
- ii. The Council may recover from the registered proprietor in a Court of competent jurisdiction:
- (a) Any expense reasonably incurred by it in exercising its powers under sub-paragraph i hereof. Such expense shall include reasonable wages for the Council's own employees engaged in effecting the said work, supervising the said work and administering the said work together with costs, reasonably estimated by the Council, for the use of machinery, tools and equipment in conjunction with the said work.
- (b) Legal costs on an indemnity basis for issue of the said notices and recovery of the said costs and expenses together with the costs and expenses of registration of a covenant charge pursuant to section 88F of the Act or providing any certificate required pursuant to section 88G of the Act or obtaining any injunction pursuant to section 88H of the Act.
- VI. This covenant shall bind all persons who claim under the registered proprietors as stipulated in section 88E(5) of the Act.

For the purposes of this covenant:

Structure and Works shall mean the on-site stormwater detention system constructed on the land as set out in the plan annexed hereto and marked with the letter "A" or alternatively as detailed on the plans approved by the Principal Certifying Authority: {INSERT DA NUMBER, DRAWING NUMBER, DATE, REVISION NUMBER AND DESIGNER DETAILS} including all gutters, pipes, drains, walls, kerbs, pits, grates, tanks, chambers, basins and surfaces designed to temporarily detain stormwater on the land.

The Act means the Conveyancing Act 1919.

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Where a sub-division has been lodged and a Section 88B instrument created, then the following standard wording for the "The Terms of Restriction on the Use of Land" shall be used.

Terms of Restriction on the Use of Land referred to in the above-mentioned Plan

The registered proprietor covenant with Hunters Hill Council (Council) in respect to the structure erected on the land described as "on-site stormwater detention system" (which expression includes all ancillary gutters, pipes, drains, walls, kerbs, pits, grates, tanks, chambers, basins and surfaces designed to temporarily detain stormwater) shown on plans approved by the Principal Certifying Authority: {INSERT DA NUMBER, DRAWING NUMBER, DATE, REVISION NUMBER AND DESIGNER DETAILS} (hereinafter called "the system").

The registered proprietors covenant with Hunters Hill (Council) that they will not:

- I. Do any act, matter or thing which would prevent the structure and works from operating in an efficient manner.
- II. Make any alterations or additions to the structure and works or allow any development within the meaning of the Environmental Planning and Assessment Act 1979 to encroach upon the structure and works without the express written consent of the authority.
- III. This covenant shall bind all persons who claim under the registered proprietors as stipulated in section 88E(5) of the Act

For the purposes of this covenant:

Structure and Works shall mean the on-site stormwater detention system constructed on the land as set out in the plan annexed hereto and marked with the letter "A" or alternatively as detailed on the plans approved by the Principal Certifying Authority: {INSERT DA NUMBER, DRAWING NUMBER, DATE, REVISION NUMBER AND DESIGNER DETAILS} including all gutters, pipes, drains, walls, kerbs, pits, grates, tanks, chambers, basins and surfaces designed to temporarily detain stormwater on the land.

The Act shall mean the Conveyancing Act 1919.

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APPENDIX G – GENERIC LETTER FOR SEEKING STORMWATER DRAINAGE EASEMENT/S ON ADJOINING LAND

The following generic letter may be used to seek easement/s from adjoining property/s.
Dear
I/we are proposing to redevelop our property at
Before we can proceed with this proposal, Hunters Hill Council has advised us that we need to seek a formal drainage easement (Council's preferred option) to convey the stormwater runoff from our property to the nearest downstream public stormwater drainage infrastructure or to a Council approved discharge point, being (street)
This will require you to grant me/us a drainage easement through your property with all legal and survey costs for the creation of the easement being borne by us, together with any consideration for the use of your property as determined by an independent valuation or agreement.
(Attach independent valuation/agreement to this form)
The other alternative is to have the development of our site limited to a discharge rate nominated by Council to allow sufficient area between the house and our rear/side boundary next to your property to install an underground absorption system (if appropriate for this site) to spread and disperse the stormwater flows into the ground. Discharging our stormwater to the street frontage is not a preferred option for Council as this could severely impact on the capacity of the existing drainage system in the street.
As the runoff and seepage from this system may flow towards your property because of the slope of the land, the best solution would be to have a drainage system that will convey our stormwater to (downstream street)
You are advised that if Council determines that the only way for the drainage of stormwater is via an easement through your property, I/we may have to use Section 88K of the Conveyancing Act 1919 to request the Supreme Court to grant me/us the drainage easement.
This will probably result in legal expenses and time spent for both you and I/us.
Could you please indicate your position regarding this matter so that we can advise Council to enable our application to progress?
YES I/we are/are not willing to grant you a drainage easement.
NO I/we are not willing to grant you a drainage easement.
Signed
Dated

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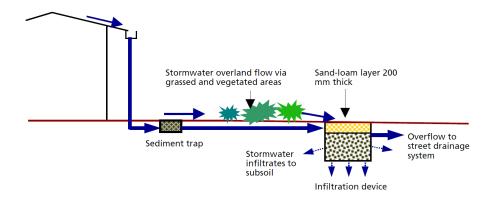
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APPENDIX H - ABSORPTION SYSTEMS

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FIGURE H1 - TYPICAL ABSORPTION SYSTEM CONFIGURATION



WORKED EXAMPLE

This is a worked example for the design of an On-site Stormwater Absorption (OSA) system.

Using the same development from previous example as given in APPENDIX B

Development Type: New single residential dwelling home

Site area: 650 sqm

Proposed footprint of roof area: 300 sqm

Associate works: paths, driveway and assoicated landscaping

Site is located in Zone 1, RED hatched area

Assuming the site falls away from the street frontage.

Although the site is designated in Zone 1, which requires OSD, if the soil conditions are suitable for infiltration, then OSD may not be necessary. In this situation, the OSD system may be required to reduce the inflow of the stormwater into the OSA system such that the soil's capacity for infiltration can be achieved. For this example, it is not necessary.

A Geotechnical Report prepared by ABCD Geotechnical Engineers Pty Ltd gives the following field results:

Parameter	Result	Description
Water Table	No water table encountered	Testing extended to 2.0m
Bore Logs	0.0m to 0.3m	Topsoil brown grey fine loose soil
	0.3 to 1.5m	Sandy soils of uniform consistency
Stand Pipe Test at 0.6m	0.65 L/s per sqm	Measure infiltration rate
·	0.60 L/s per sam	Design infiltration rate (long term)

STEP 1 – Calculate impervious area which is to be routed into the absorption system and set the minimum design parameters.

It is required that all the site's impervious areas are to be routed into the OSA system.

 $\begin{array}{l} A_{imp} = 420 \ sqm \\ C = 1 \ impervious \ coefficient \\ ARI = 100\mbox{-year design storm event} \\ Clogging \ Factor = 15\% \\ Absorption \ Rate = 0.0006 \mbox{ m/s from Geotech Report} \\ Adjust \ Rate = 0.00051 \mbox{ m/s} \\ Trial \ Length, \ L = 5.0m \\ Trial \ Width, \ W = 3.0m \\ Trial \ Depth, \ h = 1.0m \end{array}$

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Trench Area = 5 x 3 = 15sqm Available Storage = 15cum = 15,000L

STEP 2 – Using the Mass Curve Method (reference **Australia Rainfall and Runoff Volume 1**) and tabulating this in **TABLE H1**.

TABLE H1

Duration (min)	Intensity (mm/hr)	Inflow Rate (L/s)	Vi (L)	Vo (L)	Vi – Vo (L)
5	240	28	8400	2295	6105
6	225	26	9450	2754	6696
7	211	25	10339	3213	7126
8	202	24	11312	3672	7640
9	194	23	12222	4131	8091
10	188	22	13160	4590	8570
11	180	21	13860	5049	8811
12	174	20	14616	5508	9108
13	169	20	15379	5967	9412
14	164	19	16072	6426	9646
15	168	20	17640	6885	10755
20	143	17	20020	9180	10840
25	132	15	23100	11475	11625
30	122	14	2562011,850)	13770	11850
40	102	12	28560	18360	10200
45	100	12	31500	20655	10845
50	90.6	11	31710	22950	8760
55	85.8	10	33033	25245	7788
60	86	10	36120	27540	8580
65	77.9	9	35445	29835	5610
70	74.6	9	36554	32130	4424
75	71.5	8	37538	34425	3113
80	68.7	8	38472	36720	1752
85	66.2	8	39389	39015	374
90	69	8	43470	41310	2160
100	59.8	7	41860	45900	-4040
120	58	7	48720	55080	-6360

Note

- This method does not allow for emptying time. It is assumed that the trench fills and quickly
 empties instantaneously and is a conservative estimate.
- The rainfall data and IFD values are to be obtained from the Bureau of Meteorology (BoM) website for the specific site.

Since Available Storage [15,000L] > the maximum (Vi - Vo) [11,850L], the storage provided is adequate.

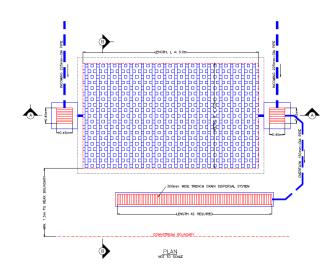
The basic OSA tank design details using Atlantis $^{\text{TM}}$ cells are given in **FIGURE H2**.

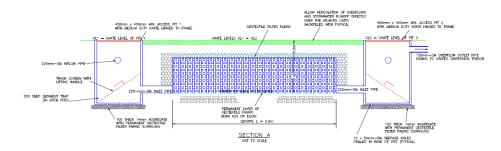
It is noted that alternative types of absorption systems such as half round pipes (e.g. EverhardTM jumbo system) may be used. As the soil can fully absorb all the site's runoff from the impervious areas into the ground, an OSD system was not required in this situation. It is noted that runoff from pervious areas of the site were not routed into the OSA system, because it was assumed that these surfaces were not concentrated and some of these areas were able to be graded to the street.

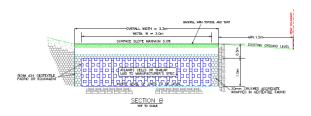
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FIGURE H2 - OSA DESIGN DETAILS







ON-SITE ABSORPTION SYSTEM USING ATLANTIS CELLS

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APPENDIX I - HOLDING SUMP AND MECHANICAL PUMP-OUT SYSTEM

WORKED EXAMPLE

This is a worked example for the design of a holding sump with mechanical pump-out system.

Following from previous example given in APPENDIX B

Development Type: New single residential dwelling home

Site area: 650 sqm

Proposed footprint of roof area: 300 sqm

Associate works: paths, driveway and assoicated landscaping

The proposed development includes a basement garage. All the driveway of 100sqm slopes back into the basement.

STEP 1 - Calculate the minimum design parameters

Area driveway = 100sqm

Area subsoil water = 25sqm (without known seepage rate, 25sqm is to be used as per Design Criteria) Therefore Contributing Area total = Area driveway + Area subsoil water = 125sqm = 0.0125 ha

Design Storm = 100-years ARI Duration = 2-hour storm Rainfall Intensity = 58 mm/hr Coefficient of Runoff, C = 1.0

STEP 2 - Calculate Peak Discharge and volume

Peak Discharge using the Rational Method (for areas < 1200sqm):

Therefore, Q $_{peak}$ = (C x A x I) / 0.360 = (1 x 0.0125 x 58) / 0.360 = 2.02 L/s

Volume for the 2 hour storm:

Therefore, $V_{2hr} = 2 \times 60 \times 60 \times 2.02 = 14,500L = 14.50cum$

The minimum required holding tank volume is 14.50cum.

We now wish to reduce the size of the tank by increasing the pump-out capacity.

This is achieved in the following tabulation.

Pump Capacity (L/s)	Volume pumped in 30 min. (cum)	Required Wet well Volume (cum)
5	9	5.50
6	10.8	3.7
7	12.6	1.9
8	14.4	0.1

In accordance with Clause 9.3.6. of AS 3500, the storage volume cannot be less than 3cum. Therefore adopt tank volume 5.50cum with pump-out rate 5L/s.

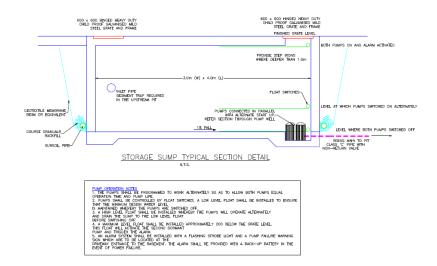
Min. tank dimensions: Adopt 0.50m (H) x 3.0m (W) x 4.0m (L)

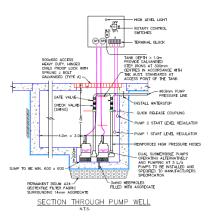
Design details are given in FIGURE I1.

Consolidated Stormwater Management Policy

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FIGURE I1 - HOLDING SUMP AND MECHANICAL PUMP-OUT SYSTEM DETAILS





Consolidated Stormwater Management Policy

END OF DOCUMENT

Consolidated Stormwater Management Policy

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ITEM NO : 4.17

SUBJECT : SWIMMING POOL SAFETY PROGRAM POLICY

STRATEGIC OUTCOME : DEVELOPMENT APPLICATION, REGULATION AND

MONITORING SERVICES ARE STREAMLINED

ACTION : COMPLETE INSPECTIONS AND COMPLIANCE OF

SWIMMING POOLS, BUILDINGS AND FOOD PREMISES

REPORTING OFFICER : STEVE KOUREPIS

Ref:711111

PURPOSE

The purpose of this report is to provide Council with a draft Swimming Pools Inspection Program Policy for consideration, prior to being placed on public exhibition. The draft Swimming Pools Inspection Program Policy has been prepared based upon the NSW Legislation, Australian Standards and best practice as demonstrated by other Local Government Councils.

RECOMMENDATION

That Council:

- 1. Endorse the draft Swimming Pools Inspection Program Policy attached to this report (copy in Attachment 1), for exhibition.
- 2. Place the endorsed draft Swimming Pools Inspection Program Policy on public exhibition for a period of not less than 28 days, inviting submissions from the public for a period of not less than 28 days from which the draft Policy is placed on public exhibition.
- 3. Receive a further report on the draft Swimming Pools Inspection Program Policy that includes consideration of any submissions made within the time allowed, prior to formal adoption.

BACKGROUND

The Swimming Pool Act 1992 and Swimming Pool Regulations 2018 applies to all pools and spas in NSW. All swimming pool and spa owners are required to register them online, on the NSW Swimming Pool Register.

The Swimming Pool Act 1992 and Regulations 2018 also prescribes for NSW Councils to adopt an internal registration system for all pools and spas in their area, while advising the local community that all swimming pools must be registered on the NSW Swimming Pool Register.

Council is required to establish and implement a strategy for engagement with the local community when developing a Program for the inspection of swimming pools in its area.

The strategy must be based on social justice principles of equity, access, participation and rights.

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The local community is to be consulted in accordance with the strategy in relation to the development of the inspection program (including in relation to any review of such a program). Additionally, the Program must set out inspection, reinspection times and when the owner must register the results on the NSW Swimming Pool Register.

This Program once adopted is required to be advertise this to the public and promote this Program to ensure the public's participation to improve the overall safety of the members of our community.

REPORT

The draft Swimming Pools Inspection Program Policy has been prepared to be based upon the Swimming Pool Act and its Regulations for NSW Councils to set up in house registrations systems and keep accurate records of pool safety fencing in its Local Government area.

The draft Swimming Pools Inspection Program Policy summarises the relevant legislation and regulations, and also identifies Council's responsibilities for maintaining records of the pool located in its Local Government area.

This policy does outline procedures for the setting up a swimming pools register in Council's record system to enable swimming pools safety fencing to be inspected on a regular basis and be recorded as compliant or non-compliant and reinspect for compliance as required.

CONCLUSION

It is recommended the draft Swimming Pools Inspection Program Policy be placed on public notification, inviting submissions. It is also recommended a further report on the draft Swimming Pools Inspection Program Policy be received that includes consideration of any submissions made within the time allowed, prior to formal adoption.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council arising from Council consideration of this matter.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Swimming Pool Safety Program Policy 😃

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HUNTER'S HILL COUNCIL



POLICY NO.

POLICY TITLE Swimming Pool Safety Program Policy

STATUS Council

SERVICE Public Health and Safety

DOCUMENT ID

PURPOSE

This policy has been developed in response to Section 22B of the Swimming Pools Act 1992 (the 'Act') and outlines the inspection program relevant to all swimming pools (both indoor and outdoor) that are situated, or proposed to be constructed, on premises where a residential building, a moveable dwelling, or tourist accommodation is located. For the purposes of this document, any reference to swimming pools also includes spa pools. In essence, this policy will:

- Ensure that pool owners comply with the relevant Acts, Regulations and Australian Standards for swimming pools
- Assist the community with regards to its responsibilities to the NSW Governments Swimming Pool Register
- Meet Council's obligations under the Act
- Outline the program structure and method of operation

The inspection program is designed to provide measures to identify non-compliant swimming pools and ensure upgrade works are carried out. In so doing, it raises swimming pool safety awareness.

SCOPE

The Policy applies to Hunter's Hill Council and LGA property and business owners, and applies to:

- Swimming pools, including inflatable pools that are capable of being filled with water to a depth greater than 300 millimetres
- An outdoor spa-pool and
- Swimming pools converted into fish ponds

LEGISLATION AND REFERENCED DOCUMENTS

The legislation, Regulation and Standards that apply to this Swimming Pool Safety program include:

- Swimming Pool Act 1992
- Swimming Pools Regulation 2008
- Swimming Pools Amendment Act 2012
- Swimming Pools Amendment (Consequential Amendments) Regulation 2013
- Building Code of Australia

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Hunter's Hill Swimming Pool Safety Program Policy V1.0

- Australian Standards AS1926.1
- Australian Standards AS1926.2

POLICY STATEMENT

Current swimming pool safety standards

Since 1992 the general requirement for child resistant barriers on residential properties is for the pool to be separated from the house, adjoining properties and public space at all times.

The requirement for child resistant barriers on premises where there is a residential building varies according to when the pool was constructed and where the pool was located. These requirements are determined by the Act as follows:

Pools built before 1 August 1990 must have a separate pool fence or use house walls, windows, doors, side gates and/ or boundary fences. The requirement for restricting access to the pool area through a door or window are set out in the Regulations applicable at the time the pool was built.

Pools built after 1 August 1990 but before 1 September 2008 must have a separate pool fence that separates the pool from the house and any place adjoining the premises, but can use the walls of the house in accordance with Australian Standard 126.1 – 1986 (Fences and Gates for Private Swimming Pools)

Pools built after 1 September 2008 must have a pool fence that separates the pool from the house and any adjoining premises in accordance with Australian Standard 1926-2007 Swimming Pool Safety, Part 1: (Safety Barriers for Swimming Pools)

New swimming pools require development consent before they are constructed. Further, an accredited building certifier is required to inspect and certify by issuing an Occupation Certificate that the pool fencing is satisfactory before it can be used.

Hunter's Hill Council's Swimming Pool Safety Program's methodology is set out as follows:

1. Applications for Swimming Pools

Prior to constructing or installing any pool, an applicant must obtain the following:

- Development consent or
- Complying Development Certificate and
- BASIX Certificate where the swimming pool capacity is 40,000 litres or more. These details
 are to be reflected on the plans checked by Council at the final inspection.

2. NSW Swimming Pool Register

Under Section 30B of the Swimming Pools Act 1992, all swimming pool owners in NSW are required to:

- Register their swimming pools on the online register at www.swimmingpoolregister.nsw.gov.au
- Provide a Compliance Certificate before selling or leasing a property with a pool.

3. Inspection Program

Council has a responsibility under the Act to inspect certain pools to ensure compliance in accordance with the requirements of the Act, and to maintain a register of all swimming pools in the Hunter's Hill LGA. The swimming pools requiring consideration are:

 Sold or leased properties - All properties to be sold, leased or tenanted that have a swimming pool must have a current Compliance Certificate.

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Hunter's Hill Swimming Pool Safety Program Policy V1.0

Tourist and visitor premises – All visitor and tourist accommodations are required to have a
current Compliance Certificate at all times. (Hunters Hill does not have any of
these currently)

 Multiple dwellings – All properties with a swimming pool that have two (2) or more occupancies, are required to have a current Compliance Certificate.

Council is also required to operate a compliance program for all the other swimming pools in the LGA that do not fall into the above categories. These are private pools that are part of a dwelling that is occupant owned.

Unregistered pools

When Council becomes aware of a swimming pool that is not registered, Council will take action to ensure that the owner registers the pool on the NSW Swimming Pool Register.

Non-Compliant pools

Where Council becomes aware of a swimming pool that is non-compliant, Council will take action to ensure that the owner undertakes the necessary works to meet the requirements for Compliance.

4. Customer Requests/ Complaints

All complaints and concerns received by Council from a member of the public or other authority concerning allegedly defective swimming pool barriers, are recorded in Council's Customer Request Management System and assigned to the relevant officer who would prioritise the inspection in accordance with the requirements of Section 29A of the Act.

Should the inspection confirm that the swimming pool barrier does not comply, then a Direction is issued to the owner which will outline works required to make the barrier compliant. Subsequent enforcement action is taken if the swimming pool owner does not adhere to the outlined Direction and timeline.

5. Certificate of Compliance Applications

Section 22D of the Act provides for a swimming pool owner to make application to Council or an Accredited Certifier for a Certificate of Compliance. Where a defective barrier is identified, a Direction is issued to the swimming pool owner.

Where required, a re-inspection will be undertaken and a Certificate of Compliance will be issued to swimming pools already in the NSW Swimming Pool Register, that comply with the requirements of Part 2 of the Act.

6. Exemption Applications

Section 22 of the Act provides for a swimming pool owner to make an application to Council for an Exemption from all or any of the requirements of Part 2 of the Act, in certain circumstances. Once an application is received and the appropriate fee is paid, Council will undertake an inspection of the swimming pool.

7. Other inspections at request of owner

Section 22C of the Act provides for a swimming pool owner to make application to Council for an inspection, which includes advice regarding swimming pool compliance. Where possible, as recourses allow, an application and appropriate fee will be received by Council and the inspection will be undertaken. A Direction will be issued to the swimming pool owner, where a defective barrier is identified.

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Hunter's Hill Swimming Pool Safety Program Policy V1.0

8. Notices issued by an Accredited Certifier

Section 22E of the Act requires that an Accredited Certifier must provide a Notice to the owner of the swimming pool after an inspection, should the requirements for compliance not be met. A copy of the Notice is provided to Council and is included with the subject premises' file. Once the Notice has been received by Council, a written request is issued to the swimming pool owner to arrange access for an inspection by Council's Building Surveyor. Once payment is received, the inspection is carried out. Should a defective barrier be identified, a Direction is issued to the swimming pool owner.

9. Sale of land inspection requests

Any contract for the sale of land on which there is a swimming pool must include a copy of either a valid Certificate of Compliance, a Certificate of Non-Compliance, or a relevant Occupation Certificate. Accredited Certifiers engaged for this purpose will provide Council with the relevant Certificate and inspections will be carried out in accordance with the time frame stipulated in the Regulation.

10. Building Certificate applications

All building certificate applications for properties on which there is a swimming pool, will include an inspection of the swimming pool safety barrier. As recourses allow, an application and appropriate fee will be received by Council and the inspection will be undertaken. A Direction will be issued to the swimming pool owner, where a defective barrier is identified.

11. Multi-dwelling premises

Commencing 29 April 2014 all premises with more than two dwellings, including residential flat buildings and townhouse developments that do not have a current Certificate of Compliance or relevant Occupation Certificate, will be inspected by Council at least once every three years.

12. Lease of land inspection requests

From 29 April 2014 the Residential Tenancies Regulation 2010 stipulates that landlords of premises on which there is a swimming pool, have to provide a copy of the Certificate of Compliance or a relevant Occupation Certificate at the time that a residential tenancy is entered into. Inspections are carried out once relevant fees are paid. Should a defective barrier be identified, a Direction is issued to the swimming pool owner.

13. Random checks from Council's Swimming Pool Register

As recourses allow, Council may randomly select between 5 and 15 swimming pools from the Swimming Pool Register that do not have a current Certificate of Compliance (or relevant Occupation Certificate). Priority is given to older swimming pools that have never had a Certificate of Compliance (or relevant Occupation Certificate). Once a property is identified for inspection, Council will write to the owner to make the necessary arrangements for this to be actioned by either a Council Officer, or an accredited certifier.

The owner does not need to be present for the inspection, but it is always preferred where possible.

Council's risk management protocols inform the urgency and subsequent timelines of all inspections and resulting actions required.

14. The Role of Private Certifiers

Owners may request an accredited certifier to provide a Certificate of Compliance. Accredited certifiers may set their own fees. If the pool does not meet the required standards, the certifier may allow the pool owner six (6) weeks to rectify the deficiencies before advising Council. If the pool is considered to be a significant public hazard, the certifier may notify Council immediately. In these

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instances, Council becomes responsible for undertaking action to enforce compliance with the Act and Regulation.

15. Inspection Fees

Any inspection carried out by Council's Building Surveyor is charged an inspection fee in accordance with Clause 18A of the Regulation. Council will not issue a Certificate of Compliance until all required inspection fees are paid. A list of the fees and charges are set out on Council's website.

16. Penalties and enforcement

The Act provides that failing to comply with the swimming pool requirements may constitute an offence under the Act. The rules of collection apply and are critical in the event that an immediate threat to life safety is present. Council will view pool safety offences as serious and issue Notices and Directions as standard procedure. Penalty notices will be issued at the discretion of the authorised officer.

17. Enforcement policy

While Council endeavors to achieve compliance through effective education and engagement with swimming pool owners, at times, the initiation of enforcement action is required. In these instances, the process is as follows:

• Notice of Intention to serve an order/ Direction

Where it is found that works are required to be undertaken for the swimming pool to be compliant, Council will issue a Notice of Intention, followed by a Direction under Section 23 of the Swimming Pool Act, requiring that the works be completed and re-inspected. If compliance is not achieved within the stipulated time frame, Council may issue an Infringement Notice or take further action. Where there is an immediate safety threat, a Direction will be served without a preceding Notice of Intention.

Penalties

Failure to carry out the required works within the prescribed period may result in the issue of a Penalty Infringement Notice and/ or instigation of legal proceedings to enforce Council's Direction.

18. Ongoing education and awareness

Pool owner education and awareness is essential in contributing to the success of the Swimming Pool Safety Program. Community education and awareness will be delivered through media releases, community publications, website information, owner self-assessment pool fence checklists and public interaction with the pool safety inspection officers.

Hunter's Hill Swimming Pool Safety Program Policy V1.0

RELATED POLICIES/PROCEDURES

Nil

POLICY AUTHORITY

Director – Town Planning

GETTING HELP

For interpretations, resolutions of problems and special situations, please contact Council's Health and Building Surveyor.

REVIEW

This policy to be reviewed once per term of Council.

Next review date is:

ADOPTED BY COUNCIL/EXECUTIVE:

DATE:

RESOLUTION NO:

VERSION CONTROL TABLE

DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR
19/07/2024	1.0			Town Planning

Hunter's Hill Swimming Pool Safety Program Policy V1.0

Hunter's Hill Swimming Pool Safety Program Policy V1.0

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ITEM NO : 4.18

SUBJECT: WATERCRAFT STORAGE ON FORESHORE & PUBLIC LANDS

POLICY - FOR ADOPTION

STRATEGIC OUTCOME: THE COMMUNITY IS AWARE OF COUNCIL DECISIONS

THROUGH A TRANSPARENT AND DEMOCRATIC

ENGAGEMENT PROCESS

ACTION : DELIVER A DIVERSE ENGAGEMENT PROGRAM TO ENHANCE

COMMUNITY AWARENESS AND PARTICIPATION

REPORTING OFFICER : SAMANTHA URQUHART

Ref:710594

PURPOSE

The purpose of this report is to provide Council with the Watercraft Storage on Foreshore and Public Lands Policy to review and adopt, following a public exhibition period.

RECOMMENDATION

That Council adopt the Watercraft Storage on Foreshore and Public Lands Policy (copy in Attachment 1), as exhibited.

BACKGROUND

On 29 April 2024 Council resolved to place the draft Watercraft Storage on Foreshore & Public Lands Policy on public exhibition. The Resolution of Council is shown below:

- 1. That Council places the Watercraft Storage on Foreshore and Public Lands Policy, as shown at Attachment 1, on public exhibition for 28 days; and
- 2. That Council amend the Fees and Charges, as outlined in the body of this report as part of the assessment of its operational plan, for adoption from 1 July 2024; and
- 3. That a further report be brought back to a future Council Meeting, for consideration and adoption of the updated Watercraft Storage on Foreshore and Public Lands Policy.
- 4. That a further review of the Watercraft Storage on Foreshore and Public Lands Policy be undertaken every three (3) years, or in line with any legislative updates.

REPORT

A three (3) year review of this Policy has been undertaken by Council to ensure continued relevance and compliance with current legislation.

As a result of this review, in addition to legislative amendments, the following minor amendments to the existing Policy are recommended:

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 Re-name the policy from Dinghy Storage on Foreshore and Public Lands Policy to Watercraft Storage on Foreshore and Public Lands Policy.

- Re-wording of the terms and conditions.
- Re-wording of definitions.
- Layout and minor wording changes.
- To reflect changes in legislation.

Council has now amended its adopted 2024/2025 Fees and Charges to reflect the change in name from Dinghy to Watercraft, as referenced throughout the policy.

Public Exhibition

The draft Watercraft Storage on Foreshore and Public Lands Policy was placed on public exhibition for 28 days, from 8 May, 2024 to 5 June 2024, inviting submissions to be made during the same period.

No submissions were received during the public exhibition period.

CONCLUSION

The draft Watercraft Storage on Foreshore and Public Lands Policy has been placed on public exhibition, inviting submissions for a period of 28 days. No submissions have been received.

It is recommended the Watercraft Storage on Foreshore and Public Lands Policy (copy in Attachment 1) be adopted, as exhibited.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

1. Attachment 1- Watercraft Storage on Foreshore & Public Lands Policy- Final 😃

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HUNTER'S HILL COUNCIL POLICY REGISTER



POLICY NO. <INSERT POLICY NUMBER>

POLICY TITLE WATERCRAFT STORAGE ON FORESHORE & PUBLIC LANDS POLICY (Dinghy,

Tender, Kayak & Canoe)

STATUS Council

SERVICE Infrastructure & Environmental Sustainability

DOCUMENT ID 670967

PURPOSE

The purpose of this Policy is to regulate and control the storage of Watercraft on foreshore and public land areas within the Hunter's Hill Council (**Council**) local government area, and to provide for a system of permits authorising certain property to be left in a public place pursuant to section 37(4)(b) of the *Public Spaces* (*Unattended Property*) *Act* 2021 (**PSUP Act**).

2. SCOPE

This policy applies to any person who stores or seeks storage of a Watercraft in public place and authorises the storage of Watercraft at a Watercraft Storage Area provided by the Council on the foreshore and public land areas of the municipality subject to the granting of a valid Permit.

3. DEFINITIONS

Bay: Means an allocated storage space at a Watercraft Storage Area or Designated Watercraft Storage Area.

Permit: Means a permit issued by Council and obtained by a Watercraft owner after completing a Water Craft Permit Form, as evidence of authority to store a Watercraft at a Watercraft Storage Area pursuant to section 37(4)(b) of the PSUP Act.

Waiting List: Means a waiting list maintained by the Council for persons that have expressed an interest in securing a Permit to store a Watercraft at a Watercraft Storage Area.

Watercraft: Means any single hull Watercraft no longer than 3.5m in length, and includes a dinghy, tender, kayak, canoe and the like.

Watercraft Storage areas: Means Council defined areas where Watercraft are permitted to be stored. Such areas may, be provided with a constructed storage facility.

Refer to POLICY GUIDELINES (Section 4.3 – 2 for a list of WATERCRAFT STORAGE Areas)

WATERCRAFT STORAGE ON FORESHORE & PUBLIC LANDS POLICY (Dinghy, Tender, Kayak & Canoe)

4. POLICY STATEMENT

4.1 Background

The foreshore public open space areas around Sydney Harbour are limited and under high demand for a wide variety of passive and active recreational activities. Informal, ad-hoc and unauthorised Watercraft storage can among other things negatively impact visual amenity, be potentially dangerous, and alienate and restrict public access to and enjoyment of, public foreshore areas.

In some locations Council will install and maintain purpose-built Watercraft Storage Areas to aid in the management of Watercraft.

4.2 Objectives

The Council will manage the storage of Watercraft on public land for the benefit of Watercraft owners, and for the convenience and enjoyment of the broader community accessing Council foreshore parks and public lands.

The objectives of this policy are:

- To provide for the orderly storage of Watercraft in Council's Watercraft Storage Areas;
- To ensure that all Watercraft Storage Areas operate in an efficient manner and are maintained correctly;
- To ensure that all Watercraft owners adhere to the Terms and Conditions for the use of Watercraft Storage Areas;
- To establish a compliance and enforcement framework pursuant to which unattended, derelict or unlawfully stored Watercraft will be removed by Council from foreshore areas where they constitute a hazard, cause damage to the environment, or are a nuisance to foreshore areas, in accordance with the PSUP Act and Public Spaces (Unattended Property) Regulation 2022 (PSUP Regulation); and
- To provide a policy framework that establishes the circumstances in which Watercraft without a valid Permit will be removed from Council foreshore parks and public lands in accordance with the PSUP Act.

4.3 Policy Guidelines

1. DERELICT, UNATTENDED OR UNLAWFULLY STORED WATERCRAFT

Watercraft stored on the foreshore not under the direct control or supervision of the responsible person and without a valid permit will be removed in accordance with the requirements of the PSUP Act, where Council considers that the unattended Watercraft causes adverse impacts, interferes with the public amenity or public access, poses a risk to persons, animals or the environment, or any other reason specified in the PSUP Act or PSUP Regulation.

Watercraft that are *unattended*, as defined by the PSUP Act, may be taken into possession by Council in accordance with the PSUP Act. Council may conduct inspections of the foreshore and public land areas of the municipality at regular intervals for the purposes of potentially removing unattended Watercraft in accordance with the PSUP Act and PSUP Regulation.

All Watercraft will be held by Council at a secure location and may be disposed of in accordance with the PSUP Act and PSUP Regulation.

Proof of ownership is required for release of any Watercraft taken into the possession of Council. Payment of a release fee will be required in accordance with Council's Fees & Charges.

WATERCRAFT STORAGE ON FORESHORE & PUBLIC LANDS POLICY (Dinghy, Tender, Kayak & Canoe)

2. WATERCRAFT STORAGE AREAS

Council has made areas available for the storage of Watercraft, where members of the public may hire a Bay for a fee, as set in <u>Hunter's Hill Council's Fees and Charges</u>.

Any person seeking to store a Watercraft at a Watercraft Storage Area must obtain and hold a valid Permit by completing a Water Craft Permit Form and obtaining a Permit.

3. TERMS AND CONDITIONS OF USE OF WATERCRAFT STORAGE FACILITIES

Terms and Conditions of use at the Watercraft Storage Area are specified in the Watercraft Permit Form and include, but are not limited to the following terms and conditions (**Terms and Conditions**):

- Council accepts no liability or responsibility for loss, damage or theft of a Watercraft stored at a Watercraft Storage Area;
- The Permit allows the storage of only one Watercraft per allocated Bay at a Watercraft Storage Area;
- The maximum permissible length for Watercraft stored at a Watercraft Storage Area is 3.5m and this maximum must not be exceeded:
- Council must be notified within seven (7) days by a permit holder of their intention to dispose of a Watercraft, or that storage of a Watercraft at a Watercraft Storage Area is no longer required;
- The permit holder must notify Council within seven (7) days of a change of address or contact details. If contact cannot be made with the permit holder, the agreement may be terminated:
- Council reserves the right to terminate the permit if any of the relevant conditions are breached, or if the permit holder misuses the Watercraft Storage Area in any way;
- A Watercraft permit sticker must be firmly affixed to the outside of the Watercraft in such a manner as to be clearly visible. Watercraft are to be stored on the racks provided by Council at a Watercraft Storage Area;
- Lost or damaged permits must be reported to Council as soon as possible;
- Permits must not be transferred, sold to another person or duplicated. If permits are
 used in contravention of the conditions of issue or fraudulently, the Council may
 withdraw the permit.

4. ISSUE OF ANNUAL PERMIT STICKERS

A Permit renewal notice will be forwarded to all current permit holders annually. Each Permit holder will be required to:

- Pay the annual fee within the allocated time; and
- If the fee is not paid within the allocated time, the storage bay may be reallocated to the next person on the Waiting List.

5. WATERCRAFT PERMIT STICKERS

Annual permit stickers for Watercraft Storage shall be made available to both residents and non-residents that have obtained a Permit for storing of Watercraft, on the following basis:

- Permits shall be in the form of stickers for attachment to the outside of the Watercraft, firmly affixed and in a clearly visible location; and
- Permits once attached to a Watercraft will allow the owner to store the vessel for the current year in accordance with the prescribed Terms and Conditions.

WATERCRAFT STORAGE ON FORESHORE & PUBLIC LANDS POLICY (Dinghy, Tender, Kayak & Canoe)

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6. WAITING LISTS FOR STORAGE OF WATERCRAFT

The procedure for obtaining a permit for a Council Watercraft Storage Area is as follows:

- The <u>Water Craft Permit Form</u> is to be completed and returned to Council;
- Once Council receives the completed Watercraft Permit Form, the applicant will be placed on a waiting list for the Watercraft Storage Area specified on the Watercraft Permit form;
- When a Bay becomes available, Council will notify the applicant for a Permit and raise an
 invoice for the appropriate Permit.

7. WATERCRAFT WITHOUT CURRENT PERMIT STICKER/ IN BREACH OF TERMS AND CONDITIONS/ UNATTENDED

Watercraft that:

- Do not display a valid Permit sticker; or
- Are in breach of the terms and conditions of the relevant Permit (including but not limited to a breach of the maximum length of the Watercraft); and
- Are otherwise determined to be unattended for the purposes of the PSUP Act and PSUP Regulation, may be taken into possession by Council or otherwise dealt with by Council in accordance with the PSUP Act and PSUP Regulation.

If Watercraft are not claimed by the owner after being taking into possession by Council, Council may dispose of the Watercraft, in accordance with PSUP Act.

8. FEES & CHARGES - WATERCRAFT

Please refer to <u>Hunter's Hill Council's Fees and Charges</u> for more information.

5. POLICY OWNER

The policy authority is the Works Manager.

6. AUTHORISATION AND REVIEW

This policy is to be reviewed in 2027 or with any changes to relevant legislation or Council policy.

7. VERSION CONTROL TABLE DATE VERSION **KEY CHANGES** RES. NO. **AUTHOR** 14 June 2005 Manager W&I 1.0 214/05 Adoption of Policy Approved by Minor update to new policy format 21 March 2017 Wendy McGuirk 1.1 General Manager 19 April 2024 2.0 Minor update to new policy format **Hugh Peebles**

WATERCRAFT STORAGE ON FORESHORE & PUBLIC LANDS POLICY (Dinghy, Tender, Kayak & Canoe)

ITEM NO : 4.19

SUBJECT : HUNTER'S HILL COUNCIL'S RESPECTFUL WORKPLACE

POLICY AND GUIDELINES

STRATEGIC OUTCOME : A VISION OF CONTINUOUS IMPROVEMENT IS SHARED BY

COUNCILLORS AND COUNCIL STAFF.

ACTION : DEVELOP, IMPLEMENT AND PROVIDE EEO FOR STAFF

REPORTING OFFICER : ROSANNA GUERRA

Ref:711644

PURPOSE

Council has a duty of care to ensure the health and wellbeing our workers, Councillors, community members and volunteers.

The Respectful Workplace policy and Guidelines are intended as a resource for all Council workers, councillors, volunteers, committee members and contractors. They outline Council's commitment to maintaining a safe, ethical, inclusive and productive workplace and aligns to our obligations as set out below:

- Work, Health and Safety Act 2011 (NSW),
- Anti-Discrimination Act 1997
- Psychosocial Code of Practice
- Council's commitment to Positive Duty in preventing harassment in the workplace.

RECOMMENDATION

1. That the report be received and noted.

BACKGROUND

Hunter's Hill Council has developed a suite of policies and procedures to help educate our staff, councillors, contractors, volunteers, community and committee members of our expectations under our Respectful Workplace program.

The Respectful Workplace Policy and Guidelines form part of the suite of documents which also include:

- Equal Employment Opportunity (EEO) Policy and Guidelines
- Prevention of Sexual Harassment Policy
- Prevention of Psychosocial Hazards in the Workplace
- WHS Policy and Procedures

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The Respectful Workplace Program has been developed to promote constructive workplace behaviours. It is expected that Councillors, management, staff, contractors and volunteers display a positive and respectful attitude towards each other. Council expects have all position holders take accountability for their actions and respect the positions and delegations of others.

REPORT

All Hunter's Hill Council employees are required, as a condition of their employment, to ensure that their behaviour is consistent with the standards of behaviour set out in Council's values, including but not limited to:

- Interacting with others in a professional, courteous and polite manner that does not interfere with the health, safety and comfort of others
- Treating others in the way they wish to be treated
- Communicating in a clear, calm and professional manner to others being open to and accepting that others have different experiences, skills, attributes and views on life and work
- Being approachable, considerate and honest when dealing with others.
- Consistency in abiding with respectful workplace standards. As a Council we expect that when conflict arises in the workplace all parties will work towards resolving issues in a timely, open and respectful way.

CONCLUSION

The Respectful Workplace Policy and Guidelines have been updated to reflect contemporary standards and align with recent updates in legislation including relevant codes of practice.

The relevant areas which have been updated relate to: Positive Duty – the prevention of sexual harassment; eliminating psychosocial hazards; and additional guidance related to resolving workplace conflicts and identifying, and appropriately dealing with, bullying and harassment.

The implementation of this program will include:

- 1. Council wide training;
- Distribution of a Fact Sheet/FAQ;
- 3. Reminders in staff newsletters, tool box meetings and Town Hall meetings;
- 4. Inclusion of information in Council inductions for staff, volunteers, committee members and Councillors;
- 5. Information will be readily available to staff on Council's WHS Hub.

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FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

- 1. Respectful Workplace Policy <a>J.
- 2. Respecful Workplace Guidelines <u>U</u>
- 3. Fact Sheet 4

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HUNTER'S HILL COUNCIL



POLICY NO. HR.17

POLICY TITLE RESPECTFUL WORKPLACE POLICY

STATUS Internal & External

SERVICE Human Resources and Work Health and Safety

DOCUMENT ID

PURPOSE

Hunter's Hill Council is committed to providing a safe and health workplace for its employees and to protect the wellbeing of employees and provide a respectful workplace environment free from bullying or harassment, vilification, violence or other offensive behaviour.

This policy has been developed to provide Council employees, councillors, volunteers, contractors, labour hire, committee members with information and guidance to assist them to fulfil their responsibilities to prevent and address workplace bullying and harassment by:

- Clarifying what workplace bullying and harassment is and isn't (Section A)
- Clarifying who has responsibilities for preventing and addressing workplace bullying and harassment within Council (Section B)
- Providing advice to Council employees, councillors, volunteers, contractors, labour hire, committee
 members on the legal context of inappropriate workplace behaviours such as discrimination, harassment,
 sexual harassment, workplace violence and psychosocial hazards (Section C)
- Educating Council employees, councillors, volunteers, contractors, labour hire, committee members on Council's Resolution Procedure (Section D)
- Educating Council employees, councillors, volunteers, contractors, labour hire, committee members on their rights and responsibilities (Section E)

APPLICAPILITY & SCOPE

The policy applies to all councillors, council permanent fulltime and part time employees, casuals, contractors, and consultants, temporary labour hire, volunteers and council committee members.

Hunter's Hill Council's Respectful Workplace Policy has been designed to ensure that staff understand their responsibilities, and ensure compliance with, Council's values, standards and procedures at all times.

Under the Work Health and Safety Act, Council is required to ensure the physical and psychological health, safety and welfare of all employees. To ensure this occurs, Council has implemented procedures to enable staff to recognise and prevent workplace bullying.

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The Hunters Hill Council Code of Conduct and values statements set out principles for behaviour required in the workplace, including that:

- All people should be treated fairly and with respect; and
- All staff should develop an awareness of the impact of their behaviour on others.

Bullying may in certain circumstances constitute harassment. Harassment is against the law. The Anti-Discrimination Act 1977 specifies the grounds of unlawful harassment. Individuals need to be aware that by ignoring the law, they are not only exposing the organisation to liability, but legal action could also be taken on a personal basis.

Note: Procedures set out in this Policy does not interfere with an employee's rights available under the Grievance and Dispute Procedures of the Local Government (State) Award.

DEFINITIONS

Term	Definition
Code of Practice	The Safe Work Australia's 'Preventing and responding to Bullying in the Workplace' Code of Practice provides guidance on how to comply with these provisions in the Work Health and Safety Act in regard to bullying.
Constructive workplace behaviours	Positive interactions with others and following Council's HEART values at all times and championing these. Cooperating with and collaborating with others and welcoming new ideas.
Equal Employment Opportunity (EEO)	Equity and diversity principles in the workplace. Council expects its employees to treat each other and members of the community with dignity and respect, regardless of characteristics such as sex, sexual orientation, marital status, family responsibility or family status, race, religious commitment, age or impairment.
Fair Work Act 2009	Federal workplace relations laws. Amendments of this Act introduced anti bullying measures on the 1 st of January 2014.
Harassment:	Behaviour that could cause offence to another person, or group of people. Commonly, harassment is sex-based but can include other issues, including vilification, violence, bullying, intimidation, threats or humiliation.
HEART values	Council's adopted values are H.E.A.R.T – honesty, excellence, accountability, respect and teamwork.
Healthy workplace culture	At Council we strive to achieve a healthy workplace culture by communicating purpose and values, providing meaningful work, a leadership team focussed on the productivity and wellbeing of our people, building meaningful relationships, creating peak performing teams, and practicing constructive conflict management.
Psychosocial hazards	Are aspects of work which have the potential to cause psychological or physical harm. The Model Code of Practice: 'Managing psychosocial hazards at work' identifies 14 psychosocial hazards. These are listed in this policy under: Section C: Legal context of workplace behaviours.
Violence:	Any aggressive, unjust or unwarranted exertion of force or power including verbal abuse in person or over the telephone; written abuse; threats; ganging up, bullying and intimidation; physical or sexual assault, armed robbery and malicious damage to property.
Work Health and Safety (WHS) Act	This is a law passed by a State Parliament regarding workplace health and safety. It sets out who has duties in the workplace and what their duties are.
Workers	Employees, Managers (who are not officers), Supervisor, Trainees, Volunteers, Contractors, Subcontractors, Apprentices, Work Experience Students, Outworkers, and Labour staff

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Workplace Bullying:	Workplace bullying is repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety. Repeated behaviour: refers to the persistent nature of the behaviour and can involve a range of behaviours over time.
	Unreasonable behaviour: means behaviour that a reasonable person, having regard for the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

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SECTION A

What Is Constructive Workplace Behaviour?

Constructive workplace behaviour can be defined as working well as part of a team or group. It is expected that Councillors, management, and staff display a positive attitude toward co-workers and peers and respect each other's position within the organisation. Council expects that all position holders take accountability for their actions and duties are performed within their delegated authority.

The key element of a constructive workplace is that each member has respect for others and for individual differences. Whilst everyone has an important job to do, in turn everyone should respect the work of others and give due consideration to the responsibilities and expertise of others in the workplace.

The ways Council promotes a constructive workplace is by:

- 1. **Setting clear strategic, departments and individual goals** this is achieved by setting objectives through the integrated planning process and cascading these to the individual level through work plans which are reviewed through the Performance Review and Development program.
- 2. **Promote Council's values** our values are at the HEART of who we are and what we do. Our values are based on requirements of the Code of Conduct and reflect our culture.
- Promote diversity and inclusivity Council has adopted an Equal Employment Opportunity policy and plan
 which defines our strategies to ensure Council staff, management and Councillors observe and promote
 diversity and inclusivity practices.
- 4. **Prioritises respectful behaviours in the workplace** at Council we have a zero tolerance to bullying in the workplace. We expect that anyone who is covered under this policy to treat each other with respect at all times.
- 5. Respecting the roles which individuals are expected to perform in the workplace. All positions held at Council are important and have been designed to support Council to achieve its strategic and operational objectives. It is important to communicate respectfully and respect the views of others. When there are differences of opinion, these should be resolved respectfully. Where assistance is required to resolve conflicts or differences of opinion, support should be sought through the assistance of the Director People and Culture.

Respectful behaviours included both verbal and non-verbal communication either face to face, through email communications or online.

What Is Workplace Bullying?

Workplace bullying can be defined as unreasonable behaviour that is repeated over time, directed at a worker, or a group of workers, that creates a risk to health and safety.

It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

It includes behaviour such as screaming at someone, putting down someone's opinions, or ignoring and excluding staff members. Single incidents of unreasonable behaviour can also create a risk to health and is not acceptable as part of Council's culture.

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Examples of behaviour, whether intentional or unintentional, that may be workplace bullying if they are *repeated*, *unreasonable* and *create a risk to health and safety* include but are not limited to:

- abusive, insulting or offensive language or comments
- aggressive and intimidating conduct
- belittling or humiliating comments
- victimisation or gossiping about others
- practical jokes or initiation
- unjustified criticism or complaints
- deliberately excluding someone from work-related activities
- withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person's skill level
- denying access to information, supervision, consultation or resources to the detriment of the worker
- spreading misinformation or malicious rumours, and
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

These behaviours may be considered to be workplace bullying and may be communicated, face to face, in writing, or via electronic media, including:

- emails
- text messages
- · instant messages
- blogging
- social media, such as Facebook, Twitter, or Instagram.

Bullying may be overt or covert

Overt Bullying

- Abusive behaviour towards another employee such as threatening gestures or actual violence.
- Aggressive or abusive or offensive language, including threats or shouting.
- Demeaning remarks.
- Constant unreasonable and unconstructive criticism.

Covert Bullying

- Deliberate exclusion, isolation or alienation of the employee from normal work interaction, such as intentionally excluding the employee from meetings.
- Placing unreasonably high work demands on one employee but not on others.
- Allocation of demeaning jobs or meaningless tasks only.
- Unreasonably ignoring the employee.
- Undermining another employee, including encouraging others to "gang up" on the employee.
- Deliberately withholding information that a person needs to exercise his or her role or entitlements within the Council.

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How can workplace bullying occur?

Workplace bullying can be carried out in a variety of ways including through verbal or physical abuse, through email, text messages, internet chat rooms, instant messaging or other social media channels. In some cases, workplace bullying can continue outside of the workplace.

Workplace bullying can be directed at a single worker or group of workers and be carried out by one or more workers. It can occur:

- sideways between workers
- downwards from supervisors or managers to workers, or
- upwards from workers to supervisors or managers.

Workplace bullying can also be directed at or perpetrated by other people at the workplace such as customers and members of the public.

What is not considered to be bullying?

The following behaviours do not constitute as "bullying"

- · A single incident
- · Reasonable management practices; or
- Low level workplace conflict

Single incidents

A single incident of unreasonable behaviour is not considered to be workplace bullying; however, it may have the potential to escalate and should not be ignored.

Reasonable Management Action

There are times when a director or manager with delegated authority to manage workers may take reasonable management action to effectively direct and control the way the work is carried out.

It is reasonable for directors, managers and supervisors, who are authorised, to allocate work and to give fair and reasonable feedback on a worker's performance. These actions are not considered to be bullying if they are carried out in a reasonable manner, taking the particular circumstances into account.

Examples of reasonable management actions include:

- Providing a direction to carry out duties
- A direction to comply with Council rules, resolutions, policies and procedures
- Setting reasonable performance goals, objectives, standards and deadlines
- Rostering and allocating reasonable working hours
- Transferring a worker for operational reasons for example requesting that an employee work in a second location (such as the Yarn)
- Deciding not to appoint or promote a worker for reasonable reasons
- Performance managing workers in accordance with Council's policy
- Providing informal and formal feedback regarding behaviour and conduct in a reasonable way
- · Implementing organisational change or restructuring or
- Terminating a worker's employment in instituting other disciplinary measures in accordance with Council's
 policies and procedures.

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Workplace Conflict

Not all interpersonal conflict or disagreements will constitute bullying. Workers can disagree with each other.

Low level workplace conflict is generally not considered to be workplace bullying. This is because not all conflicts or disagreements have negative health effects. When conflict is at a low level and is task based, it can be beneficial, for example, where debate leads to new ideas and innovative solutions.

Conflict does not always pose a risk to health and safety. However, in some cases, conflict that is not managed safely may escalate to the point where it meets the definition of workplace bullying.

- What differentiates low level conflict situations from bullying is whether there is a risk to health and safety and reasonableness of the behaviour overall.
- Low level conflict situations should not be ignored and should be resolved if possible in accordance with the Workplace Bullying Resolution Procedures.

SECTION C - LEGAL CONTEXT OF WORKPACE BEHAVIOURS

Discrimination and harassment

Discrimination generally occurs when someone is treated less favourably than others because they belong to a particular group of people, or because they have a particular characteristic such as age, race, gender, disability, religion or sexuality. For example, it would be discriminatory not to hire or promote a woman because she is pregnant or may become pregnant.

Harassment generally involves unwelcome behaviour that intimidates, offends or humiliates a person because of a particular personal characteristic such as age, race, gender, disability, religion or sexuality.

Unreasonable behaviour may involve unlawful discrimination or sexual harassment which, by itself, does not constitute as bullying.

Discrimination on the basis of a protected trait in employment may be unlawful under anti-discrimination, equal employment opportunity, workplace relations and human rights laws.

The WHS Act prohibits a person from engaging in 'discriminatory conduct' for a 'prohibited reason'. For example, it is unlawful for a person to terminate the employment of a worker for raising health and safety concerns or performing legitimate safety-related functions in relation to their workplace.

Sexual harassment

Sexual harassment is a specific form of harassment. The Australian Human Rights Commission defines sexual harassment as any unwanted or unwelcome sexual behaviour, which makes a person feel offended, humiliated or intimidated. Sexual harassment is not interaction, flirtation or friendship which is mutual or consensual.

The Sex Discrimination Act 1984 makes sexual harassment unlawful in some circumstances.

Sexual harassment may include:

• intrusive questions or comments about a person's private life or the way they look

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- · sexually suggestive behaviour, such as leering or staring
- · brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects
- · repeated unwanted requests to go out
- requests for sex
- sexually explicit posts on social networking sites
- insults or taunts of a sexual nature
- sending sexually explicit emails or text messages
- inappropriate advances on social networking sites
- accessing sexually explicit internet sites
- behaviour that may also considered to be an offence under criminal law, such as physical assault, indecent
 exposure, sexual assault, stalking or obscene communications.

Just because someone does not object to inappropriate behaviour in the workplace at the time, does not mean they are consenting to the behaviour.

Sexual harassment is regarded as occurring in the workplace when it happens at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work. A single incident is enough to constitute sexual harassment – unlike workplace bullying, it does not have to be repeated. An incident could also be considered sexual harassment if it offends, humiliates or intimidates someone other than the intended target. All incidents of sexual harassment should be reported to Human Resources and where appropriate, the relevant authorities.

Hunter's Hill Council has developed and implemented the 'Prevention of Sexual Harassment' policy, along with the EEO policy and Plan. These documents include processes and strategies for dealing with matters related to unlawful discrimination and sexual harassment.

Advice and assistance on how to deal with discrimination or sexual harassment can also be provided by contacting the:

- Australian Human Rights Commission
- Fair Work Commission, and
- State and territory anti-discrimination, equal opportunity and human rights agencies

Workplace violence

Workplace violence is any action, incident or behaviour in which a person is assaulted, threatened, harmed or injured in circumstances relating to their work. The risks of workplace violence must be eliminated or minimised so far as is reasonably practicable.

Within the context of Council employment, workplace violence may originate outside Council's workplace, i.e. from members of the public, or from within.

Human Resources can assist with office design features, including physical barriers and duress alarms, to minimise the risk of violence. Within the office, every attempt should be made to address interpersonal conflict quickly, to reduce the risk of escalation. It is possible for workplace violence to occur within the context of a pattern of bullying. However, unlike workplace bullying, workplace violence may occur as a single incident. Every incident of workplace violence (i.e. physical assault or the threat of physical assault) should be reported to the police by the Director or employee immediately, no matter who it involves, because workplace violence is a criminal matter.

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Psychosocial hazards

Psychosocial hazards are aspects of work which have the potential to cause psychological or physical harm. The Model Code of Practice: Managing psychosocial hazards at work identifies 14 psychosocial hazards. Council has a Prevention of Psychosocial program in place and has conducted extensive risk assessments to prevent and manage these hazards in the workplace. Information can be found on Council's WHS Hub on the intranet.

A psychosocial hazard is a hazard that may cause psychological harm (whether or not it may also cause physical harm) and arises from or in relation to:

- Job demands
- Low job control
- Poor support
- Lack of role clarity
- Poor organisational change management
- Inadequate reward and recognition
- Poor organisational justice
- Traumatic events or materials

- · Remote or isolated work
- Poor physical environment
- Violence and aggression
- Bullying
- Harassment including sexual harassment
- Conflict or poor workplace relationships or interactions

SECTION D - RESOLUTION PROCEDURE

Where it is safe and practicable to do so, a self-management approach should be attempted by the complainant at the earliest opportunity. The following options are available to attempt to resolve workplace bullying and harassment issues. Depending on the particular circumstances, these options may be used separately, or in combination, to attempt to resolve the situation.

Making a report

An employee, councillors or committee member can report workplace bullying and/or harassment hazards or incident to Human Resources at any time, verbally or in writing, by:

- making a hazard or incident report through to the Director People & Culture,
- reporting the matter to the manager directly,
- Information related to each report made to Human Resources (HR) is shared strictly on a need-to-know basis; no information will be shared with individuals or groups that do not have a genuine working need to know.

Reports by witnesses

Anonymous reports are strongly discouraged. Where a complainant wishes to make an anonymous report, they must state that preference at the beginning of their report. HR will accept and record anonymous reports, noting that:

- anonymous reports are likely to be ineffective in changing a pattern of unreasonable behaviour
- HR's capacity to act on an anonymous report is likely to be limited to providing general information

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- HR cannot guarantee that anonymity will be preserved if the complainant's identity becomes known to it
- HR may have duties to disclose the identity or suspected identity of a complainant in certain circumstances, for example, where there is an immediate risk to the health and safety of any person, including the complainant

What happens when a report is made to Human Resources?

HR will evaluate the report, and coordinate a response that:

- Aims to eliminate or minimise the risk to the health and safety of the complainant and other persons in the workplace
- Is proportionate to the immediate risks identified by the complainant and HR
- Considers other relevant information HR may be aware of
- Considers, but cannot guarantee, the outcome preferred by the complainant

HR's response may include any or several of the following steps, depending on its evaluation of the severity of the situation.

a. Information

In all cases, HR will:

- Provide the complainant with information about:
 - o Workplace bullying and harassment
 - How options that may be available to attempt to resolve the situation are likely to work within the Council's resolution framework
 - o Available support services
- Encourage the complainant to access the Employee Assistance Program
- Consult with:
 - The complainant
 - o The person(s) alleged to have engaged in the bullying or harassing behaviour
 - o The manager (if appropriate) regarding options to attempt to resolve the situation
- Encourage all parties to:
 - o Access available training
 - o Adopt workplace practices and procedures to minimise the risks associated with the situation

b. Mediation

Where appropriate to the circumstances, and subject to the complainant's consent, HR will facilitate the provision of professional mediation services to facilitate discussions between:

- the complainant
- the person who is alleged to have engaged in the bullying or harassing behaviour
- the Councillor, where relevant and appropriate
- other persons in the workplace, where appropriate.

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Mediation is a voluntary process where a trained mediator assists the parties to put their respective cases before each other. The role of a mediator is to assist all parties to understand the perspective of the others and to find an agreement the parties are willing to abide by.

The form that mediation will take may vary according to the particular circumstances of an allegation and the mediator's preferred mode of operation. The following scenario is therefore indicative of the general process.

A meeting is arranged, where possible, with relevant parties to the complaint present, in order to establish the basis of the complaint and attempt to resolve the issue. Complaints must be fully described by the complainant, and each person who is alleged to have engaged in the bullying or harassing behaviour is given the full details of the complaint(s) against them.

In addition, the person who is alleged to have engaged in the bullying or harassing behaviour will have the opportunity to prepare and present their side of the story before resolution is attempted. The aim of this meeting is to discuss and agree to options for resolution. The meeting will be documented by the mediator and a record of the discussion and agreed outcomes provided to each party.

If the complainant feels uncomfortable with the other party or parties being present then, as soon as practicable, separate meetings will be held between each party and the mediator, as appropriate to the circumstances, to explain the formal process and each party's rights and responsibilities. Subject to the consent of each party to the complaint, information provided by one party may be shared with the other parties, and follow-up separate meetings held, in an attempt to discuss and agree to options for resolution. All meetings will be documented and a record of the discussion and agreed outcomes provided to each party to the complaint.

c. Investigation

Where less intrusive approaches have not resolved the situation, or the situation indicates a serious risk to health and safety if it continues, HR may arrange a workplace investigation by an independent contracted provider who specialises in the field.

The aim of an investigation is to look into the circumstances of the matter, work out what has occurred and what the appropriate course of action is. Investigators contracted by HR are required to be impartial and objective. The investigator will focus on whether or not an allegation of workplace bullying or harassment is substantiated or not, or if there is insufficient information to decide either way.

All parties to an investigation are able to seek independent advice and representation, and to have a representative present at interviews. It is recommended that a party who is considering refusing to participate should seek independent advice on this course of action.

To ensure the investigation process is conducted in a fair, objective and timely way, all parties are kept informed, by either HR or the investigator, as relevant, about:

- who is conducting the investigation
- how the parties will be kept informed throughout the investigation and of what they will be informed
- the expected timeframe of the investigation
- how the issue will be investigated (e.g. interviews with the parties and any witnesses, viewing documentary evidence)
- what interim measures are available to ensure the health and safety of the parties during the investigation processes
- who will receive copies of any statements and records of interviews

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Likely outcomes of an investigation

At the end of an investigation, the investigator will provide a report to HR, who will then use the findings of the investigation to discuss options for further action with the General Manager.

Any actions arising from this discussion will be communicated to the parties involved by Human Resources depending on who will be responsible for the action.

An investigation may find that a report of bullying or harassment is not substantiated and no further action can be taken. If the allegation cannot be substantiated, this does not mean the bullying or harassing behaviour did not occur and regardless of whether or not a complaint is substantiated, measures may need to be taken to resolve any outstanding issues. Measures may involve mediation, individual or group counselling, training, changing working arrangements or addressing other issues within the office that may have contributed to the behaviour occurring.

Where a complaint against an employee is substantiated, the General Manager may decide to take appropriate management action. The actions taken by the General Manager are likely to be different in each situation and depend on the severity and frequency of the bullying or harassment, and the circumstances.

Such actions may include:

- gaining a commitment that the behaviour will not be repeated and monitoring this over time
- providing information to all workers to raise awareness of bullying and harassment within the workplace
- directing employees to undertake relevant training
- gaining a commitment that employees will undertake counselling support and/or mentoring
- requesting an apology
- regular monitoring of behaviours
- issuing a verbal or written warning. It is likely that a combination of strategies will be appropriate to prevent bullying or harassing behaviour from reoccurring.

In more significant cases, the General Manager may wish to consider whether it is appropriate for the employment to continue, and if so, whether the employee's role should change.

The General Manager is encouraged to consult with Director People and Culture to ensure consistency with the Local Government (State) Award and/or the Local Government Act, and the Fair Work Act, if they are contemplating:

- changing task assignments, roles, or the allocation of positions within their office
- terminating a staff member's employment.

If the allegation is found to be vexatious or malicious, disciplinary action or counselling may be considered for the complainant. Any action taken by the General Manager should be consistent with the Local Government (State) Award and/or Local Government Act and the Fair Work Act.

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SECTION E - OUR RIGHTS AND RESPONSIBILTIES

We all have a right to a workplace free from bullying, harassment and discrimination. We also have a responsibility to ensure that our own behaviour contributes to a respectful workplace for everyone.

To build and maintain a respectful workplace, staff are responsible for always:

- Treating each other with respect and consideration
- Being inclusive, valuing others and accepting their differences
- · Recognising the efforts and achievement of others
- · Considering our impact on others
- Calling out and addressing behaviour that can lead to bullying, harassment and discrimination

In addition, managers and directors are responsible for setting clear expectations of respectful behaviour and responding to ideas, concerns, complaints and feedback with empathy, fairness, dignity and respect.

In return staff should treat their managers with respect and follow reasonable directions. Whilst transparent communication is the ideal, managers have an obligation to ensure that their staff are meeting their obligations under the Integrated Planning Framework and delivering on their KPI's.

Managers also have a responsibility to ensure that their team members follow Council's Code of Conduct and policies and procedures at all times. Where there is evidence that objectives are not being met or that breaches of policies and procedures exist, manager have an obligation to manage staff according to Council's performance management guidelines.

Who	Duties		
Person conducting a business or undertaking	A PCBU has the primary duty of care under the WHS Act to ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from work carried out as part of the business or undertaking.		
(section 19)	This duty includes, so far as is reasonably practicable:		
	 providing and maintaining a work environment that is without risks to health and safety 		
	 providing and maintaining safe systems of work 		
	 monitoring the health and safety of workers and the conditions at the workplace to ensure that work related illnesses and injuries are prevented, and 		
	 providing appropriate information, instruction, training or supervision to workers and other persons at the workplace to allow work to be carried out safely. 		
GM / Directors	The General Manager and Directors must exercise due diligence to ensure the business or undertaking complies with the WHS Act and Regulations.		
	This includes taking reasonable steps to ensure the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks associated with workplace bullying.		
Mayor/Councillors	The elected Mayor, Deputy Mayor and Councillors must exercise due diligence to ensure the business or undertaking complies with the WHS Act and Regulations.		

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	In their duty they must take reasonable care for their own health and safety as well as take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.				
Workers	Workers including employees, contractors, subcontractors, labour hire employees, outworkers, apprentices or volunteers have a duty to:				
	 take reasonable care for their own health and safety while at work 				
	 take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons 				
	 comply, so far as the worker is reasonably able, with any reasonable instruction given by the PCBU, and 				
	 co-operate with any reasonable policies and procedures of the PCBU, for example a workplace bullying policy. 				
Others	Other persons at a workplace, such as visitors and clients, have similar duties to that of a worker and must:				
	 take reasonable care for their own health and safety while at work 				
	 take reasonable care that their acts or omissions do not adversely affect the health and safety of workers or other persons, and 				
	 comply, so far as the person is reasonably able, with any reasonable instruction given by the PCBU. 				

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SECTION F - OUR COMMITMENT

1. MANAGING THE RISK OF WORKPLACE BULLYING IN THE WORKPLACE

Council is committed to eliminating health and safety risks in our workplace so far as is reasonably practicable. If this is not possible, the risks will be minimised so far as is reasonably practicable.

Council will attempt to minimise any risks in the workplace by taking a proactive approach which involves:

- early identification of unreasonable behaviour and situations likely to increase the risk of workplace bullying occurring
- implementing control measures to manage the risks, and
- monitoring and reviewing the effectiveness of the control measures.

2. IMPLEMENTATION OF THE RESPECTFUL WORKPLACE RELATIONSHIPS GUIDELINES

Good management practices and effective communication are important in creating a workplace environment that discourages workplace bullying. Council has implemented the Respectful Workplace Relationships Guidelines which incorporates the following initiatives:

Good Management Practices

- promote positive leadership styles by providing training for managers and supervisors
- mentor and support new and poor performing managers and workers
- facilitate teamwork, consultation and co-operation
- ensure that reasonable management actions are clearly defined, articulated and understood by workers and supervisors, and
- ensure supervisors act in a timely manner on unreasonable behaviour they see or become aware of.

Promoting Positive Relationships with External Parties

Where there is a risk of workplace bullying by other people, for example customers, the following control measures may be considered:

- communicate the expected standard of behaviour as outlined in the HEART values
- empower staff to refuse or suspend service if other people fail to comply with the expected standard of behaviour
- provide support to staff who are exposed to unreasonable behaviour, and
- implement control measures to eliminate or minimise the risk of violent behaviours from the public such as the panic button, security cameras in Customer Services and the body cameras on rangers

Design of safe systems of work

The following work design control measures have been implemented to help reduce the risk of workplace bullying:

- clearly defined position descriptions for all roles
- performance review program to ensure regular feedback from employees about their role and responsibilities
- fair provision of resources, information and training employees need to carry out their tasks safely and effectively
- access to support mechanisms, such as employee assistance program, particularly during busy and stressful work periods, and

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 provision of effective communication throughout workplace change through the Consultative Committee and team meetings

Implementation of a reporting and response procedure

Workplace bullying behaviours will not be tolerated and early reporting of these behaviours is encouraged. Council has implemented the Respectful Workplace Relationships Guidelines which outlines the reporting process.

Provide training and information

- Training is a significant factor in preventing and managing workplace bullying, particularly to enable early
 intervention in workplace conflict before it potentially escalates into bullying.
- Workers including managers and supervisors should be aware of their roles in relation to preventing and responding to workplace bullying.
- Regular training will be provided to employees to ensure staff have the appropriate skills to act where necessary. Information is available through the WHS Hub on our intranet.

Application to other laws and policies

Incidents of physical abuse or assault which constitute as misconduct or serious misconduct and are deemed as illegal under criminal law will be reported to the police.

RELATED POLICIES/PROCEDURES

Legislation

- Fair Work Act 2009
- Safe Work Australia Guide for preventing and responding to workplace bullying
- Anti-Discrimination Act 1977
- Work Health and Safety Act 2011
- Sex discrimination and harassment fact sheet

Policies & Procedures

- Sexual harassment prevention policy
- Equal employment opportunity policy
- Respectful workplace guidelines
- Prevention of psychosocial hazards policy

POLICY AUTHORITY

The policy authority is the General Manager

REVIEW

Next Review Date: July 2026

The procedure should be reviewed every two years and be endorsed by the General Manager.

ADOPTED BY COUNCIL/EXECUTIVE:

DATE: July 2024 RESOLUTION NO: TBA

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VERSION CONTROL TABLE							
DATE	VERSION	RES. NO.	KEY CHANGES	AUTHOR			
13.02.06	1.0	31/06					
25.08.20	2.0		New policy template	Rosanna Guerra (HR Manager)			
July 2024	3.0		Amendments to the Anti- Discrimination Act 1977 (NSW) and the Sex Discrimination Act 1984 (Cth). This policy includes our obligations under 'Positive Duty'.	Rosanna Guerra (Director People & Culture)			
			Inclusion of requirements under the Code of Practice – Psychosocial hazards.				

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ACKNOWLEDGEMENT OF COUNCIL'S RESPECTFUL WORKPLACE POLICY



SUMMARY

Hunter's Hill Council is a respectful workplace free of bullying and harassment.

Bullying is unreasonable behaviour that is repeated over time, directed at a worker, or a group of workers, that creates a risk to health and safety. Single incidents of unreasonable behaviour can also create a risk to health and is not acceptable as part of Council's culture

At Council we strive to achieve a healthy workplace culture by

- · Communicating and living our purpose and values,
- · providing meaningful work,
- a leadership team focussed on the productivity and wellbeing of our people,
- building meaningful relationships by being respectful in team meetings and having regard for the opinion of others
- creating an inclusive workplace which embraces diversity
- providing open and transparent consultation through the Consultative Committee, tool box talks and regular team meetings
- · creating peak performing teams by respecting the positions of others and their level of expertise and
- practicing constructive conflict management.

Hunter's Hill Council has a clear set of values (H.E.A.R.T) and standards which staff are expected to follow and demonstrate daily.

Managers and supervisors must ensure workers are not being bullied. If such claims are reported this may involve internal and/or external investigations. Managers will ensure that workers who make reports, and anyone else who may be involved, are not victimised. An important aspect of the manager's role is to provide clear instruction and direction and this does not constitute as bullying.

Disciplinary action may be taken against anyone who has been proven to bully a co-worker. Discipline may involve a warning, counselling, demotion, or dismissal, depending on the circumstances. There may also be legal implications for individuals if found to be bullying and for those making unfounded or vexatious claims.

ACKNOWLEDGEMENT

I have read, understand	, and will abide with, the requirements as outlined in Council's Respectful V	Workplace Policy.
Name (please print)		
Signature:		
Date:		

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HUNTER'S HILL COUNCIL

RESPECTFUL WORKPLACE GUIDELINES

Updated July 2024





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SUMMARY, INTRODUCTION + SCOPE

SUMMARY

These guidelines are intended as a resource for all Hunter's Hill Council workers. They outline the organisation's commitment to maintaining a safe, ethical, inclusive and productive workplace with its obligations under the Work, Health and Safety Act 2011 (NSW), Anti-Discrimination Act 1977.

The document should be read in conjunction with Council's EEO Policy and Respectful Workplace policy 2024.

These guidelines:

- Apply to all Council permanent employees, councillors, committee members, casuals, contractors and volunteers.
- Reinforce the standards of behaviour expected of all employees and contractors in accordance with the Code of Conduct and Council's HEART values.
- Outline the role and responsibilities of all employees in contributing to a safe, ethical, inclusive and productive workplace.
- Provide information on what type of behaviours are inconsistent with a safe, ethical, inclusive and productive workplace.

INTRODUCTION

Hunter's Hill Council has a responsibility to provide a safe, ethical, inclusive and productive work environment and to set standards of behaviour that supports a workplace culture free of bullying, discrimination and harassment.

Everyone has a role to play in the creation and maintenance of a positive work environment free of negative workplace behaviours. It is a condition of our employment that all Council employees uphold our organisational values and standards in accordance with the Code of Conduct and these guidelines.

Council is committed to building a workplace culture where the principles of diversity and inclusion are integrated into our everyday work and conduct and that our commitment to diversity and inclusion goes beyond legal compliance.

SCOPE

These Guidelines outline respectful workplace behaviour standards expected of all Council employees. Contractors, casuals and volunteers are also expected to comply with these guidelines.















HUNTER'S HILL COUNCIL
RESPECTFUL WORKPLACE GUIDELINES

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RESPECTFUL WORKPLACE



At Hunter's Hill Council a respectful workplace is one where all employees are treated fairly, differences are acknowledged and valued, communication is open and courteous, conflict is addressed early and there is a culture of empowerment and cooperation.

The perspectives and experience present in a diverse and inclusive workforce enhances the quality and depth of decision making and improves collaboration and teamwork at all levels of the organisation.

What are the benefits of a respectful workplace?

The benefits to Hunter's Hill Council of implementing strategies that support a positive workplace culture that are underpinned by the principles of respect include:

- Greater capacity to attract and retain the best people and be seen by the community as an employer of choice
- Greater workplace harmony and reduced complaints
- A more capable, productive and adaptable workforce that is responsive to community needs and expectations
- A more culturally aware workforce that reflects and better understands the community that it serves a more innovative organisation
- Improved health and wellbeing of all employees.

What is respectful workplace behaviour?

All Hunter's Hill Council employees are required as a condition of their employment to ensure that their behaviour is consistent with the standards of behaviour set out in Council's values, including but not limited to:

- Interacting with others in a professional, courteous and polite manner that does not interfere with the health, safety and comfort of others
- Treating others in the way they wish to be treated
- Communicating in a clear, calm and professional manner to others being open to and accepting that others have different experiences, skills, attributes and views on life and work
- Being approachable, considerate and honest when dealing with others.
- Consistent with respectful workplace standards, Hunter's Hill Council expects that when conflict arises in the workplace all parties will work towards resolving issues in a timely, open and respectful way.

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What are the responsibilities of employees?

Employees are responsible for:

- Recognising their individual role in contributing to and maintaining a respectful and positive workplace culture
- taking responsibility for their own actions and behaviour in the workplace, and where the actions of others are disagreeable attempt to resolve issues as early as possible in a respectful and courteous way
- reporting to an appropriate supervisor/manager any behaviour against another person that they observe in the workplace that may amount to bullying, discrimination, harassment, vilification or victimisation as defined in these guidelines
- seeking advice if they do not understand any aspect of the HEART values or these guidelines.

What are the responsibilities of directors, managers and supervisors?

Directors, managers and supervisors are responsible for:

 Providing a safe work environment that enables employees to carry out their work responsibilities free of negative workplace behaviours

What are the responsibilities of directors, managers and supervisors cont...?

- Adopting proactive strategies to prevent negative workplace behaviours
- "leading the way" by being good role models of respectful workplace behaviour and conduct
- Continual monitoring of the work environment to ensure that high standards of respectful workplace behaviour are observed (including monitoring of indicators of negative workplace behaviour which may include for example low morale, increased absenteeism and conflict.
- Ensuring employees understand their responsibilities under Council's HEART values program and these guidelines.

Directors, managers or supervisors should take appropriate action in circumstances where they become aware of breaches of Council's HEART values and these Guidelines even without a complaint being lodged. This will include taking all appropriate action in accordance the relevant complaint handling guidelines.

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What is a workplace equity matter?

At Hunter's Hill Council a workplace equity matter involves behaviour outlined in the Bullying and Harassment Prevention Policy, HEART values program and these guidelines and falls under one or more of the following categories:

- bullying
- discrimination
- · harassment (on a discriminatory ground)
- · sexual harassment
- vilification; and victimisation

What are the guiding principles for the management of workplace equity matters?

- the right of individuals to have the matter dealt with as quickly as possible
- observance of confidentiality, in so far as this is consistent with the investigation
- Support and protection for all parties concerned.

What is the role of the Director People & Culture in workplace equity?

Pprovides professional advice on workplace equity matters including Council's Bullying and Harassment Prevention policy, Council's **HEART** values program and these guidelines

- provides clarification, training and support to employees, managers and supervisors in dealing with workplace equity matters
- ensures that the mandatory standards outlined in Council's Respectful Workplace policy, Council's HEART values program and ensures that these guidelines are implemented across Council.
- monitors the performance of negative workplace behaviour prevention and management strategies
- provides advice to directors and managers on a proactive risk management approach to negative workplace behaviours.













HUNTER'S HILL COUNCIL RESPECTFUL WORKPLACE GUIDELINES

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WORKPLACE BULLYING



Hunter's Hill Council has adopted the Safe Work Australia definition of workplace bullying, that is:

"Workplace bullying is **repeated** and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety"

Examples of bullying behaviour may include but is not limited to:

- abusive, insulting or offensive language or comments
- aggressive, intimidating or passive aggressive conduct
- belittling or humiliating comments
- being subjected to practical jokes
- unjustified criticism
- deliberately excluding or isolating employees.
 withholding information that is vital for effective work performance
- setting unreasonable timelines or constantly changing deadlines
- setting tasks that are unreasonably below or beyond a person's skill level
- deliberately disobeying or disrespecting management instructions
- denying access to information, supervision, consultation or resources to the detriment of the worker
- spreading misinformation or malicious rumours
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular employee or employees.

Bullying behaviours are manifested verbally, physically and/or through body language. They can take the form of action or lack of action.

Workplace bullying can be directed at a single employee or group of employees and be carried out by one or more employees. It can occur:

- Sideways (peer to peer) between employees
- Downwards from managers to employees
- Upwards from employees to supervisors or managers

What is not considered workplace bullying?

Reasonable management action

Directors, managers and supervisors may take reasonable management action to direct and control the way work is carried out.

It is reasonable for management to allocate work and give feedback on an employee's performance. These actions are not considered to be workplace bullying if they are carried out in a reasonable and lawful manner.

Robust conversations and directions may form part of general business and should not necessarily be viewed as bullying.

Examples of reasonable management action include but are not limited to:

- setting reasonable performance goals, standards and deadlines
- rostering and allocating working hours where the requirements are reasonable
- not selecting an employee for a development opportunity where a reasonable process has been followed
- informing an employee about unsatisfactory work performance in an honest, fair and constructive way
- implementing organisational changes or restructuring
- disciplinary action, including suspension or terminating employment.

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Workplace conflict

Conflict is a natural part of any human interaction and there is nothing unusual about conflict occurring in the workplace. People can have differences and disagreements in the workplace without engaging in repeated, unreasonable behaviour that creates a risk to health and safety.

There are broadly two kinds of workplace conflict. One is where people's ideas, decisions or actions relating directly to their work are in opposition and the second is where two people just don't get on. This is often referred to as a 'personality clash'.

Differences of opinion and disagreements are generally not considered to be workplace bullying. However, in some cases conflict that is not adequately managed may escalate to the point where it turns into bullying.

Building respectful workplace relationships is important. Following our H.E.A.R.T. values and our three pillars, Communication, Collaboration, and Continuous Improvement helps to guide our expected behaviours.



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What constitutes discrimination?

Discrimination occurs when a person is treated less favourably than another person or group because of one of the following characteristics:

- sex(including pregnancy and breastfeeding)
- race (including ethno-religion)
- age
- marital or domestic status
- homosexuality
- disability
- transgender status
- carer's responsibilities.

For examples refer to Appendix 1.

Direct discrimination

Direct discrimination occurs when a person or group of people, is treated less favourably in the same, or similar circumstances than another person or group of people because of a particular characteristic.

Direct discrimination often occurs because someone has a stereotyped view about what people from particular groups are like.

Examples:

- denying employment or other work-related opportunities to a person or a group of people because of a prohibited ground of discrimination
- ignoring, isolating or segregating a person or group because of a prohibited ground of discrimination.

Indirect Discrimination

Indirect discrimination occurs where a condition or requirement is imposed which, although neutral on its face, has a disproportionate impact that is less favourable on people with a particular characteristic, and the condition or requirement is not reasonable in the circumstances.

Example:

 a policy that requires all employees to attend meetings early in the morning or late in the afternoon when it is not necessary or reasonable in all the circumstances and is likely to disadvantage employees with carer's responsibilities.

Indirect discrimination generally results from treating everyone the same rather than considering whether the policy, condition or requirement being applied to everyone is reasonable in all the circumstances.

What is not considered unlawful discrimination?

- Implementing recruitment programs targeting for example, Aboriginal and Torres Strait Islanders, women, people with disabilities or people from culturally and linguistically diverse backgrounds
- not offering employment to an applicant for a job in circumstances where they cannot meet the inherent requirements (essential as opposed to non-essential) parts of a job
- reasonable accommodation and provision of work aids for employees with disabilities.

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Harassment (including sexual harassment)

Harassment is unlawful under both State and Commonwealth legislation if:

- it is unwelcome, uninvited or unreciprocated; and
- a reasonable person would anticipate that the recipient would be offended, humiliated, intimidated; and
- it is either sexual in nature or targets a person on a discriminatory ground.

It should be noted that harassment that is sexual in nature is defined under State and Commonwealth legislation as Sexual Harassment.

Harassment can occur regardless of whether or not a person intended to harass another person. It does not need to be repeated or continuous; one-off incidents are capable of constituting harassment.

It is important to note that what is acceptable to one person may not be acceptable to others. The test is whether, having regard to all the circumstances, a reasonable person would be offended, humiliated or intimidated.

What is not sexual harassment?

It is not sexual harassment when the behaviour is based on mutual attraction, friendship or respect, or where the interaction is consensual, welcome and reciprocated.

However, behaviour can become sexual harassment if the interaction changes from being based on mutual attraction, friendship or respect to non-consensual, unwelcomed and unreciprocated interactions.

For examples refer to Appendix 2.

Refer to Council's Prevention of Sexual Harassment Policy and Positive Duty FAQ on the WHS Hub for further information.

HUNTER'S HILL COUNCIL RESPECTFUL WORKPLACE GUIDELINES



What constitutes vilification?

Vilification occurs where by public act, a person incites hatred towards, serious contempt for, or severe ridicule of a person or groups of persons because of:

- race, colour, nationality, descent, ethno-religious or national origin
- homosexuality(LGBTQ)
- HIV or AIDS status; or
- transgender status.

This includes vilification because someone is thought to be homosexual or transgender even if they are not, or thought to have HIV or AIDS, even if they don't.

Examples of what might constitute vilification include:

- material published on the internet, including social networking sites such as Facebook and Twitter speeches or statements
- abuse that occurs in public
- statements or remarks in newspapers, journals or other publications, or on the radio or television or social media
- gestures made in public
- wearing symbols, such as badges or clothing with racist slogans, in public
- putting up posters or stickers in a public place.

What constitutes victimisation?

Victimisation occurs where a person is subjected to a detriment in retaliation for some action they have taken, or intend to take, or have helped someone else take, in relation to a complaint of harassment, discrimination, bullying, vilification or victimisation.

This includes people who have agreed to be witnesses in relation to a person's complaint. Examples of what might constitute victimisation include:

- an employee being moved to a less responsible position while their complaint of sexual harassment is being considered.
- an employee being ostracised by other employees because they have or intend on making a complaint of sexual harassment
- an employee being denied a development opportunity because they have lodged a complaint

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Self-resolution

Employees are encouraged wherever possible to raise matters directly with the other person/s involved in the inappropriate behaviour if they feel safe or capable to do so. This is often the most effective and timely way to address issues and resolve any potential misunderstandings.

In circumstances where an employee feels comfortable to do so, they should calmly and professionally inform the other person/s as soon as possible of inappropriate behaviour by:

- raising your concerns informally and in a nonconfrontational manner
- explaining that the behaviour is unwelcome, and you would like it to stop
- explaining that the behaviour is impacting adversely on you
- focusing on the unwanted behaviour rather than the person
- not retaliating and maintaining professionalism.

Reporting a workplace equity matter

In circumstances where an employee does not feel safe or capable of raising issues directly, or the behaviour continues after they have raised the issue, an employee may report the matter verbally or in writing:

- to their supervisor or manager
- the Director of their department
- · Director of People & Culture; or
- · General Manager

Regardless of where a workplace equity matter is raised it is mandatory for all potential workplace equity matters to be referred to the Director People & Culture for information and advice on the appropriate course of action.

This includes those matters which involve a combination of issues such as workplace equity matters in addition to other misconduct or inappropriate behaviours.

Obtaining Advice

Council employees should contact the Director People & Culture if they seek advice regarding an equity related issue. They may also obtain advice from their union or external agencies such as the Ombudsman, the Anti-Discrimination Board, Australian Human Rights and Equal Opportunity Commission or Safe Work NSW.

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PREVENTION OF SEXUAL HARASSMENT & POSITIVE DUTY



What is the positive duty?

The positive duty is a legal obligation introduced into the Sex Discrimination Act. It requires organisations and businesses to take 'reasonable and proportionate measures' to eliminate the following behaviour as far as possible:

- discrimination on the ground of sex in a work context
- sexual harassment in connection with work
- sex-based harassment in connection with work
- conduct creating a workplace environment that is hostile on the ground of sex
- related acts of victimisation.

The positive duty aims to create change by preventing workplace sex discrimination, sexual harassment and other unlawful behaviour from happening, rather than reacting to it after it has occurred.

Who must satisfy the positive duty?

Regardless of their size or resources, all organisations and businesses in Australia that have obligations under the Sex Discrimination Act must satisfy the positive duty.

What behaviour does the positive duty cover?

The behaviour captured by the positive duty includes behaviour engaged in by:

- employers or people running an organisation or business
- employees, workers and agents
- third parties (in some cases) such as customers, clients, patients, students, members of the public and others towards employees and workers in connection with their work.

Third parties can pose significant risks to workers. The extension of the positive duty to the behaviour of third parties recognises the important role that organisations can play in protecting their workers from these risks.

When and where could unlawful behaviours occur?

Sexual harassment and other unlawful behaviours can occur in a wide range of contexts that are not necessarily limited to the workplace, or the working hours, of the people involved.

Unlawful behaviours captured by the positive duty may occur:

- in the workplace during work hours or after hours
- during a lunch break when working remotely (from home or offsite)
- at staff drinks or staff functions (at work or somewhere else)
- between colleagues outside the workplace and
- outside work hours during work-related travel

People do not necessarily need to be colleagues or to work together for behaviour to be covered by the positive duty. For example, it is unlawful for third parties such as clients, customers or patients to sexually harass someone while they are at work. It is also unlawful for a worker to sexually harass a client, customer or patient in connection with their work.

HUNTER'S HILL COUNCIL RESPECTFUL WORKPLACE GUIDELINE





Who can experience unlawful behaviours?

Anyone can experience unlawful behaviours, in any workplace, across all industries. Some workers, however, are more likely to be targets for certain types of unlawful behaviour than others. For example, people who are most at risk of workplace sexual harassment include women, people who identify as LGBTIQ+, young people, people with disability, Aboriginal and Torres Strait Islander peoples and culturally and racially marginalised people. Workers who are on temporary work visas or employed under casual or insecure arrangements are especially vulnerable.

How to comply with the positive duty?

It is important for all our Council workers to read and understand Council's Prevention of Sexual Harassment Policy, Guidelines and this fact sheet.

The Guidelines provide examples of practical actions that our Council can take. These Guidelines set out four Guiding Principles and seven Standards that the Commission expects our Council and other organisations to meet to satisfy the Positive Duty. The Guiding Principles and Standards are based on research about what works. They provide an end-to-end framework for prevention and response which our Council has tailored for our workplace.

What is the role of the Commission?

From December 2023, the Commission has been provided with new powers to investigate and enforce the positive duty.

Under these powers, the Commission may conduct enquiries into organisations and businesses that it reasonably suspects are not complying with the positive duty. If the Commission finds non-compliance, it may first offer to work with organisations and businesses to support them to meet their obligations (where appropriate). The Commission may also enter into agreements with organisations and businesses, or issue compliance notices, which can be enforced by a court.

HUNTER'S HILL COUNCIL RESPECTFUL WORKPLACE GUIDELINE





References

- Local Government Model Code of Conduct
- Council's HEART values program
- Workplace Grievance and Conflict Resolution Procedures
- Industrial Relations Act 1996 (NSW)
- Anti-Discrimination Act 1977 (NSW)
- Racial Discrimination Act 1975 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulations 2011 (NSW)
- Safe Work Australia Dealing with workplace bullying A worker's guide, 2013
- Safe Work Australia Guide for preventing and responding to workplace bullying, 2013
- Guidelines for managers and supervisors preventing discrimination and harassment (NSW Anti-Discrimination Board)
- Code of Practice Psychosocial Hazards in the Workplace

Employee Support

Employees are reminded that they may seek welfare support from Council Mental Health First Aid officers for peer support or the Employee Assistance Program - AccessEAP.



HUNTER'S HILL COUNCIL RESPECTFUL WORKPLACE GUIDELINE



Equal Employment Opportunity (EEO)

equity and diversity in the workplace and expects its employees to treat each other and members of the community with dignity and respect, regardless of characteristics such as sex, marital status, family responsibility or family status, race, religious commitment, age or impairment.











Attachment 2



The following is not an exhaustive list of examples of discrimination and it is important to note that in all cases, many factors will come into play. You should use common sense to determine appropriate action in each circumstance, taking each situation into account on a case by case basis.

Sex discrimination

Sex discrimination occurs when a person is treated less favourably because of their sex. In the workplace, sex discrimination often involves assumptions about the types of work that men and women can or cannot do.

Examples:

- allocating duties based on an employee's gender rather than objective assessment of the inherent requirements
- not allowing a pregnant employee to undertake training or operational duties merely because she is pregnant
- rather than on the basis of medical advice and any relevant risk assessment
- not providing a female employee development opportunities because you don't want to invest in someone you believe is likely to start a family in the near future
- not providing suitable facilities for breastfeeding or expressing milk where it is operationally possible.

Age discrimination

Age discrimination occurs when a person is treated less favourably because of their age.

Examples:

- assuming that someone won't fit in with other employees because of their age
- assuming younger workers are unreliable or that older workers are inflexible or hard to re-train
- not offering an older employee a promotion because you believe they are not as up to date with technology as a younger person.

Race discrimination

Race discrimination occurs when a person is treated less favourably because of their race. Race includes colour, nationality, descent, and ethnic, ethno-religious or national origin.

Examples:

- assuming that someone won't fit with others in the workplace because of their race
- insisting that all employees speak English at all times, even during their breaks
- not allowing prayer breaks for people whose ethnoreligious backgrounds require them to, if those breaks can be reasonably accommodated.

Marital / domestic status discrimination

Marital / domestic status discrimination occurs when a person is treated less favourably because of their marital or domestic status. That is, because they are single, married, in a de-facto relationship, married but living separately, divorced or widowed.

Examples:

- assuming that single people are more likely to move on than people in relationships and so you do not provide the same development opportunities as others
- not offering job opportunities that require travel to a married employee in your team because you believe that they will have commitments that will not allow them to travel.

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Disability discrimination

Disability discrimination occurs when a person is treated less favourably because of their disability.

Examples:

- excluding a person with a disability from training because you assume they could not do it
- excluding someone from employment because they have disability and you don't believe they could do the job
- not providing reasonable adjustment in the workplace to a person who has a disability to allow them to do the job.

Carer's responsibilities discrimination

Discrimination on the ground of carer's responsibilities is when a person is treated less favourably because of their responsibilities as a carer. This includes children, parents, grandchildren, grandparents, brothers, sisters, de facto partners, spouses, in-laws and former de facto partners and spouses.

Examples:

- denying an applicant an interview for a job because you are aware they are a single parent with school age children and you assume they will be unreliable because of this
- not offering a development opportunity to an employee who looks after an elderly parent because it requires blocks of time away and you assume the employee could not meet this requirement.

Homosexuality discrimination

Homosexuality discrimination occurs when a person is treated less favourably because of actual or perceived homosexuality, or the homosexuality of a relative or associate of that person.

Examples:

- not offering a development opportunity to an employee on the assumption that their homosexuality, or perceived homosexuality means they will not fit in with the team
- not promoting a homosexual employee to a supervisory position because you don't think that other employees will respect them
- making derogatory comments about a person's actual or perceived homosexuality.

Transgender discrimination

Transgender discrimination occurs when a person is treated less favourably because they are transgender or someone thinks they are transgender.

Examples:

- refusing to work with or be supervised by a person who is transgender
- calling transgender people abusive or derogatory names
- refusing to call a transgender person by the gender they identify as.

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The following is not an exhaustive list and it is important to note that in all cases, many factors will come into play. You should use common sense to determine appropriate action in each circumstance, taking each situation into account on a case by case basis.

Harassment on a discriminatory ground

Examples

- material that is sexist, racist, ageist, homophobic and so on, that is placed in someone's workspace or belongings, or on a computer, ipad or tablet
- verbal abuse or comments that put down or stereotype people generally, or an individual particularly because of their sex, race, homosexuality, disability and so on
- jokes based on gender, race, marital status, homosexuality, disability, age, marital status, carer's responsibilities or transgender status
- offensive communications (including letters, phone calls, emails, text messages)
- ignoring, isolating or segregating a person or group because of their sex, homosexuality, race, transgender status and so on.

Sexual Harassment

Examples

- suggestive comments or jokes about a person's physical appearance or sexual characteristics
- sexual or physical contact, such as slapping, kissing, touching, hugging or massaging
- sexually explicit pictures, screen savers or posters
- staring or leering in a sexual manner
- unnecessary familiarity, such as deliberately brushing up against someone
- spreading sexual rumours; or intrusive questions about sexual activity or insinuations about a person's private

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- insults or taunts of a sexual nature
- displaying or circulating material of a sexual nature including by email, photos, posters or screen savers etc sending sexually explicit emails or SMS messages
- inappropriate advances on social networking sites

HUNTER'S HILL COUNCIL RESPECTFUL WORKPLACE GUIDELINES



Process for making a complaint

Unsolicited and unwelcome behaviour such as bullying, intimidation, threats, humiliation is disruptive to the community and affects the well-being and job performance of co-workers and will not be tolerated.

Concerns can be resolved personally and informally or they can be raised formally. It is desirable wherever possible to resolve all but the more serious complaints informally in the workplace.

PROCEDURE FOR RESOLVING CONCERNS PERSONALLY

Hunter's Hill Council has a clear set of values* and standards which staff are expected to follow and demonstrate daily.

Managers and supervisors must ensure workers are not being bullied. They must ensure that workers who make reports, and anyone else who may be involved, are not victimised. Disciplinary action may be taken against anyone who bullies a co-worker. Discipline may involve a warning, counselling, demotion, or dismissal, depending on the circumstances. There are also legal implications for individuals if found to be bullying.

1.1 When an offence occurs tell the offender immediately that the behaviour is unwelcome, you object to it and do not want it repeated. Be clear that you will not tolerate the offensive behaviour.

You may feel more comfortable telling the offender in writing that the behaviour is unwelcome and you don't want it repeated.

Examples Keep notes of incident/s, date/s, time/s, witness name/s and what was said and done.

- 1.2 Seek advice contact the Director People & Culture members of the Consultative Committee or a staff member who has been trained as an investigating officer. Any person assisting a complainant should be excluded from the investigation process.
- 1.3 If the personal approach is not appropriate and you want someone to intervene on your behalf, without making a formal complaint, please contact one of the officers referred to in 2 above for help.
- 1.4 Following resolution, or a decision to take another course of action, papers are to be sent to the Director People & Culture for safekeeping. At this point no papers or allegations will be recorded on personnel files (unless the complainant wants a record on their personnel file).

Note: The following Formal Procedures may provide some guidelines that assist informal resolution

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2. PROCEDURE FOR RAISING CONCERNS FORMALLY

If informal approaches do not resolve the situation or you feel unable to handle the personal approach, a formal complaint may be the next step. This process involves lodging a complaint, investigation and resolution.

2.1 Lodging a Complaint

Complaints are to be referred to either your direct supervisor or the Director People & Culture. If the complaint concerns the immediate supervisor the matter should be referred to the next level of management.

The supervisor will confer with the Director People & Culture to determine the most appropriate course of action and then advise you of the steps involved in investigation and resolution. You may seek advice from a member of the Consultative Committee and have that person accompany you to any interviews.

Advice may also be obtained by contacting the Anti-Discrimination Board (phone 9268 5544).

All formal complaints must be made in writing, signed and lodged as soon as possible after the event. Details required include:

- a) Name and location of the alleged offender;
- b) Type of complaint;
- c) Where and when the offence occurred;
- Names of witnesses or third parties who could provide relevant information:
- e) Details Of any action that may have already been taken on the complaint eg issue raised informally or with union etc.
 Copies of relevant documents should be included;
- f) Outcome or remedial action required.

2.2 Investigation of Formal Complaints

The investigating officer will be nominated by the General Manager and shall:

- a) Regard all complaints as serious;
- Take all possible steps to ensure privacy of individuals
- c) Be impartial, don't make premature judgements;
- d) Seek and act on advice from Human Resources;
- e) Secure notes in a safe and confidential place;
- f) If necessary, arrange provision of support services such as assistance with verbal or written communication.

When interviewing a complainant, the investigating officer must cover the following Interview Checklist:

- That rights and obligations are understood
- That complete details have been included in the written complaint
- How he/she wants the matter dealt with
- What outcome or remedial action is desired
- That he/she is aware that allegations will be put to the alleged harasser

Verify whether the complainant has told the alleged harasser that their behaviour is unwelcome and needs to stop. If no direct approach has been made to the alleged harasser try to find out why. For example, does the complainant fear retribution or that their employment is in jeopardy or have adequate communication skills.

You need to establish that the person has been offended, humiliated or intimidated and that the complaint is not vexatious. Verify that any notes made at interview are an accurate record of events.

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2.3 Contact the alleged offender:

Provide a copy of the complaint and ask them to provide a written statement replying to the allegations made.

2.4 Interview the alleged offender:

Give an opportunity to respond to allegations and provide additional information and/or witness names.

He/she may be accompanied by a member of the Consultative Committee or another person. It may also be appropriate for the alleged harasser's supervisor to be present.

The alleged offender should be cautioned not to approach the complainant or take any action that may inflame the situation.

Verify that any notes made at the interview are an accurate record of events.

2.5 Interview witnesses separately:

Record their statements. Verify that any notes made at interviews are an accurate record of events.

2.6 Review work records:

Arrange for a review of work records of both parties. Check to see if any patterns of disadvantage or other relevant information exists. The Human Resources Manager will assist with this.

2.7 Summarise:

Summarise in writing the information obtained in section 2.1 and 2.2.

3. Procedures for Resolving Formal Complaints

3.1 When behaviour is admitted or substantiated

When behaviour is admitted or it is concluded, based on the evidence and/or witness statements, that the complaint is substantiated:

- a) Dependent of the seriousness of the allegation and complainant's preference for remedy, action may include one, or a combination, of the following:
 - A mediation meeting with all parties present
 - An apology and an undertaking that there will be no recurrences. It may be verbal, written, public or private
 - Transfer of offender or complainant
 - Professional counseling arranged
 - Disciplinary warnings or action
- b) The offender should be cautioned not to take any action which could be construed to be victimisation or retribution against the complainant as this will lead to further disciplinary action.
- c) In the case of serious misconduct being determined consult with the Director People & Culture and issue a first and final warning that any further incidents will lead to dismissal or take any other disciplinary action which is appropriate under the circumstances.
- d) Inform both parties, in writing, of decisions made and the steps to be taken to remedy the situation. Reinforce expected standards of conduct and any follow up action.
- e) Show the offender the record to be kept of their personnel file and advise they may add their comments.
- f) Follow up at a later date to check that the behaviour has stopped, the solution is working satisfactorily and whether any further action is required. Make a file note accordingly. All documents to be sent to the Director People & Culture.

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3.2 When the behaviour is not been admitted or unsubstantiated

When the behaviour is not admitted, and there is no evidence or witnesses to verify the allegations, and it is concluded that the complaint is unsubstantiated:

- a) Explain to both parties the reasons for the conclusion.
 For example, there is insufficient evidence to support the complaint, or that the conduct does not amount to workplace bullying or harassment.
- The alleged offender is to be informed that the alleged behaviour has been perceived by the complainant as workplace bullying or harassment and advised:
 - Their behaviour with the complainant will be monitored for a period of time;
 - Situations where they are working alone with the complainant are to be minimized or avoided if possible;
 - At this point not notes or allegations will be recorded on the personnel files;
 - Not to take any action which could be construed to be victimisation or retribution against the complainant.
- c) The complainant is to be advised:
 - At this point no notes or allegations will be recorded on personnel files (unless the complainant wants a record of their personnel file).
 - Set review date for follow up action
 - Outcomes to be advised to both parties in writing.
 - Reinforce expected standards of conduct and any follow up action.
 - All documents to be sent to the Human Resources Manager.
- 3.3 If the complainant is dissatisfied with the outcome or the grievance remains unresolved they may:
 - a) Refer the matter to the General Manager
 - b) Seek advice from the Anti-Discrimination Board (phone 9268 5544)

4. ADDITIONAL NOTES ON INVESTIGATIONS

- 4.1 It is not acceptable for a person involved in assisting someone to lodge a complaint to be involved in or responsible for investigations.
- 4.2 Investigating officers will be nominated by the General Manager and will receive appropriate training. They will work in conjunction with Council's Director People & Culture.
- $4.3\,$ $\,$ All file notes and records will be managed by the Director People & Culture.
- 4.4 In any investigation, Council will adopt as a guideline the Human Rights and Equal Employment Commission Code of Practice that the onus of proving unlawful discrimination or harassment rests with the complaintant. For a complaint to be upheld, the case must be proven on the balance of probabilities.

5. DISCIPLINARY ACTION

- 5.1 Disciplinary action, up to and including termination of employment, many result from any breach of this policy.
- 5.2 Other actions that may result from a breach of this policy include, but are not limited to:
- the complainant receiving a verbal and/or written apology from the respondent with a commitment to cease the bullying behaviour;
- the parties being required to participate in some form of counselling or mediation
- the respondent undertaking training in relation to their behaviour in the workplace, and
- drawing up a management plan to document agreed or proposed actions by the parties

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6. DEFAMATION, FRIVOLOUS, VEXATIOUS OR MALICIOUS COMPLAINTS

6.1 A staff member who makes a complaint, or who carries out grievance resolution is protected against any action for defamation by the defence of qualified privilege, PROVIDED that they:

- Act in accordance with Policy and procedures;
- Are not motivated by frivolous, vexatious or malicious intent:
- Do not divulge such material to persons who have no legitimate interest in receiving it.

7. BREACHES OF CONFIDENTIALITY

7.1 Breaches of confidentiality by any of the parties involved will be regarded as a serious matter and treated as a separate disciplinary action.

7.2 Any person who spreads gossip or rumours may expose themselves to a defamation action. Do not act on any information without the complainant's consent, unless it is considered that lack of action may endanger someone.

8. ACCOUNTABILITY

8.1 Responsibilities of Staff

Staff must ensure that their actions do not negatively affect another staff member's career, health or well-being and are consistent with the Code of Conduct.

This includes not condoning bullying by failing to do anything about it, such as raising the matter with the bully or with a supervisor.

A staff member found to have bullied another staff member or to have condoned workplace bullying may be subject to disciplinary action.

Ideally, staff should attempt to resolve issues of workplace bullying by:

- a) Raising the issue directly with the person they believe is responsible for the bullying. Often an informal approach can quickly resolve an instance of workplace bullying; or
- b) Involving his or her supervisor

If the issue is not resolved in this way, an employee may:

- a) Raise the matter with another relevant manager;
- b) Lodge a formal complaint in accordance with this policy.
- c) Seek advice from the Human Resources Manager;
- d) Seek advice from their union if he/she is a union member

8.2 Responsibilities of Managers & Supervisors

Managers and Supervisors must provide a safe work environment that enables staff to carry out their work responsibilities free from bullying. This includes investigating complaints of bullying expeditiously, thoroughly and in accordance with due process.

Managers and Supervisors should be fully aware of the adverse consequences of not dealing with instances of bullying as outlined above.

Managers and Supervisors should be alert to the possibility of workplace bullying and should monitor key indicators such as workplace culture factors, high absenteeism and high staff turnover.

Managers and Supervisors are encouraged to identify training needs for themselves and their staff. It is recommended that supervisors seek advice from the Director People & Culture when dealing with actual or potential workplace bullying.

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RELATED POLICIES

- Work Health and Safety Act 2011
- Fair Work Act 2009
- The Safe Work Australia Preventing and Responding to Bullying in the Workplace Code of Practice
- Hunters Hill Council Code of Conduct
- Hunters Hill Council Charter
- Hunters Hill Council Human Resources Policy
- Hunters Hill Council Equal Employment Opportunity Policy
- Workcover Website

POLICY AUTHORITY

General Manager

GETTING HELP

Any staff member who has a problem with bullying or harassment at work or is aware of a colleague who is being bullied, should contact Council's Director People & Culture on 9879 9428 or guerrar@huntershill.nsw.gov.au.

TO BE REVIEWED

The policy should be reviewed should there be any changes in legislation or Council policies.

This policy was last reviewed on 18 May 2024 by the Director People & Culture.

HUNTER'S HILL COUNCIL RESPECTFUL WORKPLACE GUIDELINES



Hunter's Hill Council PO Box 21 HUNTERS HILL NSW 2110 02 9879 9400 Director People & Culture guerrar@huntershill.nsw.gov.au

RESPECTFUL WORKPLACE FACT SHEET



What Council policies and procedures govern a respectful workplace?

Council has developed a suite of policies and procedures to help educate our staff, contractors, volunteers, councillors, community and committee members of our expectations under our Respectful Workplace guidelines. Listed below are some key documents:

- Respectful Workplace Policy 2024
- Respectful Workplace Guidelines 2024
- Equal Employment Opportunity (EEO) Policy
- EEO guidelines
- Prevention of Sexual Harassment Policy
- Prevention of Psychosocial Hazards in the Workplace
- Respectful Workplace FAQ
- Positive Duty FAQ

These policies and procedures can be found on our HR and WHS Hubs on the intranet.

What is constructive workplace behaviour?

Constructive workplace behaviour can be defined as working well as part of a team or group. It is expected that Councillors, management, and staff display a positive attitude toward co-workers and peers, Council and the responsibilities of their position. Council expects that all position holders take accountability for their actions and duties are performed within their delegated authority.

The key element of a constructive workplace is that each member has respect for others and for individual differences. Whilst everyone has an important job to do, in turn everyone should respect the work of others and give due consideration to the responsibilities and expertise of others in the workplace.

The ways Council promotes a constructive workplace is by:

 Setting clear strategic, departments and individual goals – this is achieved by setting objectives through the integrated planning process and cascading these to the individual level through work plans which are reviewed through the Performance Review and Development program.

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- Promote Council's values our values are at the HEART of who we are and what we
 do. Our values are based on requirements of the Code of Conduct and reflect our
 culture.
- Promote diversity and inclusivity Council has adopted an Equal Employment
 Opportunity policy and plan which defines our strategies to ensure Council staff,
 management and Councillors observe and promote diversity and inclusivity
 practices.
- 4. Priorities respectful behaviours in the workplace at Council we have a zero tolerance to bullying in the workplace. We expect that anyone who is covered under this policy to treat each other with respect at all times.

Respectful behaviours included both verbal and non-verbal, face to face and online

What is inappropriate behaviour?

Inappropriate behaviour by anyone in the workplace is unacceptable and can have significant consequences for individuals. It is expected that everyone in the workplace will behave in a professional manner and treat each other with dignity and respect.

Inappropriate behaviour may include:

- workplace bullying (repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety)
- harassment (unwelcome behaviour that intimidates, offends or humiliates a person because of a particular personal characteristic such as age, race, gender, disability, religion or sexuality)
- sexual harassment (such as unwanted touching, inappropriate staring, suggestive comments, circulating sexually explicit material, requests or pressure for sex, repeated or inappropriate advances online, actual or attempted rape or sexual assault)
- workplace incivility
- impairment in the workplace by alcohol or other substances
- workplace violence.

What is sexual harassment?

Sexual harassment is defined in the *Sex Discrimination Act 1984* as any unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature, in circumstances where a reasonable person, having regard to all the circumstances, would anticipate the possibility that the person harassed would be offended, humiliated or intimidated.

Sexual harassment can be a form of discrimination and can have serious consequences for individuals and work teams.

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Sexual harassment can occur any time in the workplace including at work related events such as Christmas parties or team functions. A single incident is enough to constitute sexual harassment. It does not have to be repeated.

Just because someone does not object to inappropriate behaviour in the workplace at the time it occurs, does not mean they consent to the behaviour.

Sexual harassment can take various forms and can involve:

- · unwelcome touching, hugging, cornering or kissing
- inappropriate staring or leering
- suggestive comments or smutty jokes
- using suggestive or sexualised nicknames for co-workers
- · sexually explicit pictures, posters or gifts
- · circulating sexually explicit material
- · persistent unwanted invitations to go out on dates
- requests or pressure for sex
- intrusive questions or comments about a person's private life or body
- unnecessary familiarity, such as deliberately brushing up against a person
- insults or taunts based on sex
- sexual gestures or indecent exposure
- following, watching or loitering nearby another person
- sexually explicit or indecent physical contact
- · sexually explicit or indecent emails, phone calls, text messages or online interactions
- repeated or inappropriate advances online
- · threatening to share intimate images or film without consent
- actual or attempted rape or sexual assault.

Workplace sexual harassment can also be a behaviour that while not directed at a particular person, affects someone who is exposed to it or witnesses it (such as overhearing a conversation or seeing sexually explicit posters in the workplace).

Sexual harassment may also include behaviour which would also be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Sexual harassment can also involve behaviour from constituents, employees from other offices or workplaces, visitors to the workplace or other people who have been in contact with an employee during the course of their work. This behaviour is also covered by the *Work Health and Safety Act 2011*, and should be reported so appropriate action can be taken. Reporting options are outlined below.

Sexual interaction, flirtation, attraction or friendship that is invited, mutual, consensual or reciprocated does not constitute sexual harassment.

Additional information on sexual harassment can be found on our WHS Hub.

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What is expected of you?

It is expected that everyone in the workplace will behave in a professional manner, and treat each other with dignity and respect.

All Council employees, Councillors, committee members, contractors and volunteers have a role to play in eliminating inappropriate behaviour by:

- · refusing to participate in this behaviour
- · reporting any experiences of this behaviour
- · supporting colleagues in saying no to this behaviour
- staff managing others must take appropriate and timely management action.

Those obligations are consistent with the **duties of a worker** under the *Work Health and Safety Act 2011*.

All reports of inappropriate behaviour will be treated seriously and investigated in a prompt, confidential and impartial manner. People who report inappropriate behaviour should not be victimised.

If you have concerns about workplace bullying or harassment the following information is available on Council's intranet and website:

- Reporting bullying and harassment
- What can I do if I am being bullied or harassed at work?
- What can I do I have been accused of bullying or harassment at work?

All incidents or injuries related to inappropriate behaviour should be reported as soon as possible to the People & Culture team or your manger, or logged online through the WHS Hub, to ensure a prompt response and reduce the risk that the situation will continue or escalate.

What can I do if I am being bullied or harassed at work?

Incidents of sexual assault or assault, sexual harassment or harassment, bullying or workplace conflict that amounts to a work health and safety risk reported to the General Manager or Director People & Culture will be dealt with internally, according to the severity. In some cases, the matter will be referred to the police, in line with legislative requirements.

Unless the matter is a criminal offence, you can also seek support through our Employee Assistance Program (EAP).

HR Advice and Support

You can contact Human Resources (People & Culture) or email guerrar@huntershill.nsw.gov.au

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You will be provided with confidential advice on HR and other employment matters, and assist with referrals if required.

The People & Culture team's focus is the health and safety of all involved. In line with best practice, the services the team provides are designed to improve the workplace environment. HR can work with you to provide relevant support and information to mitigate any risk to your and others safety in the workplace. Such interventions may include mediation and training.

What can I do if I am accused of workplace bullying or harassment?

Being accused of bullying behaviour can be upsetting and may come as a shock but it is important to be open to feedback from others, and if necessary, be prepared to change your behaviour.

Our EAP can offer specific and tailored support and advice on the management of workplace grievances and complaints mechanisms, including if a complaint is made about you.

Give the complaint serious consideration

If someone approaches you about your behaviour try to remain calm and avoid aggravating what is likely to be an already difficult situation.

Listen carefully to the particular concerns expressed. Discuss how you might work together more effectively.

The other person is more likely to share their views with you if you choose a neutral space and ask open questions without attempting to justify your behaviour. Even so, the other person may not be comfortable speaking to you. It may be appropriate to suggest that they, or both of you, invite a support person or observer.

Seek an objective opinion about the behaviour

If you do not understand the complaint or would like a second opinion about your behaviour, discuss the matter with someone you trust. An EAP counsellor may be able to assist you to:

- understand the issues
- develop a strategy to address the matter with your colleague and supervisor
- manage your responses to the allegations.

Your supervisor or Health & Safety Representative for your workgroup may be able to assist you to explore the options available to you. Any discussion should be careful and strictly confidential. It is important not to unintentionally escalate the situation by discussing the issue openly.

If you believe the complaint is malicious, or you can demonstrate that you are being unjustly accused, you should discuss this with your supervisor or Human Resources. It may be that

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an informal discussion between you, the person making the allegation and a third party will solve the problem.

Adjust unreasonable behaviour

If you have been made aware that your behaviour is considered unreasonable, stop or modify the behaviour and review what you are doing.

If, after careful consideration, you believe that your behaviour is reasonable, you should discuss this with your supervisor or Human Resources. Even in those circumstances, it may be possible to modify future behaviour to minimise the risk that others might find it unreasonable.

If you are found to have continued to bully someone after their objection to your bullying behaviour was made known to you, your persistence, or the fact that you have not modified your behaviour, is likely to be considered in disciplinary or other proceedings.

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OUR COMMITTMENT

Preventing workplace bullying and harassment

Last updated

1 July 2024

Building a safe and respectful workplace culture is the most important thing an employer can do to prevent issues of workplace bullying or harassment.

To ensure that risks to health and safety are minimised at Council and to promote and maintain a mentally healthy workplace, Council ensures that:

- all employees know the standard of behaviour we expect
- new employees are inducted and complete the induction checklist (see related resources)
- a clear position description has been prepared for each position and we ensure that performance feedback is conducted in a clear, calm and regular manner
- we promote employees taking sufficient breaks and scheduled leave
- employees are expected to participate in training on work health and safety, workplace culture, and bullying and harassment,
- we have a WHS Committee in place and nominated officers are expected to complete their WHS role training
- in the event that managers are in doubt about how to manage a matter within their team environment they are encouraged to act quickly and seek assistance from People & Culture
- our employees are aware of Council's Employee Assistance program.

The WHS action checklist and practical steps guide (see related resources) outline the ways we ensure that our workplace is safe and complies with the relevant legislation.

Managing the risk of workplace bullying

Council is committed to eliminating health and safety risks in our workplace so far as is reasonably practicable. If this is not possible, the risks will be minimised so far as is reasonably practicable.

Council will attempt to minimise any risks in the workplace by taking a proactive approach which involves:

- early identification of unreasonable behaviour and situations likely to increase the risk of workplace bullying occurring
- implementing control measures to manage the risks, and
- monitoring and reviewing the effectiveness of the control measures.

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Implementation of the Respectful Workplace Relationships Guidelines

Good management practices and effective communication are important in creating a workplace environment that discourages workplace bullying. Council has implemented the Respectful Workplace Relationships Guidelines which incorporates the following initiatives:

Good Management Practices

- promote positive leadership styles by providing training for managers and supervisors
- mentor and support new and poor performing managers and workers
- facilitate teamwork, consultation and co-operation
- ensure that reasonable management actions are clearly defined, articulated and understood by workers and supervisors, and
- ensure supervisors act in a timely manner on unreasonable behaviour they see or become aware of.

Promoting positive relationships with external parties

Where there is a risk of workplace bullying by other people, for example customers, the following control measures may be considered:

- communicate the expected standard of behaviour as outlined in the HEART values
- empower staff to refuse or suspend service if other people fail to comply with the expected standard of behaviour
- provide support to staff who are exposed to unreasonable behaviour, and
- implement control measures to eliminate or minimise the risk of violent behaviours from the public such as the panic button, security cameras in Customer Services and the body cameras on rangers

Design of safe systems of work

The following work design control measures have been implemented to help reduce the risk of workplace bullying:

- clearly defined position descriptions for all roles
- performance review program to ensure regular feedback from employees about their role and responsibilities
- fair provision of resources, information and training employees need to carry out their tasks safely and effectively
- access to support mechanisms, such as employee assistance program, particularly during busy and stressful work periods, and
- provision of effective communication throughout workplace change through the Consultative Committee and team meetings

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Implementation of a reporting and response procedure

Workplace bullying behaviours will not be tolerated and early reporting of these behaviours is encouraged.

Council has implemented the Respectful Workplace Relationships Guidelines which outlines the reporting process.

Provide training and information

Training is a significant factor in preventing and managing workplace bullying, particularly to enable early intervention in workplace conflict before it potentially escalates into bullying.

Workers including managers and supervisors should be aware of their roles in relation to preventing and responding to workplace bullying.

Regular training will be provided to employees to ensure staff have the appropriate skills to act where necessary. Information is available through the intranet portal.

Application to other laws and policies

Incidents of physical abuse or assault which constitute as misconduct or serious misconduct and are deemed as illegal under criminal law will be reported to the police.

You can find out more information about **Respectful Workplace guidelines** on our website, intranet or by contacting Director People & Culture, Rosanna Guerra at guerrar@huntershill.nsw.gov.au

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ITEM NO : 4.20

SUBJECT : COUNCILLOR BRIEFINGS AND WORKSHOPS

STRATEGIC OUTCOME : THE COMMUNITY IS AWARE OF COUNCIL DECISIONS

THROUGH A TRANSPARENT AND DEMOCRATIC

ENGAGEMENT PROCESS

ACTION : DELIVER A DIVERSE ENGAGEMENT PROGRAM TO ENHANCE

COMMUNITY AWARENESS AND PARTICIPATION

REPORTING OFFICER : MITCHELL MURPHY

Ref:705759

PURPOSE

The purpose of this report is to provide an update about the most recent Councillor Briefing held 22 July 2024.

RECOMMENDATION

1. That the report be received and noted.

BACKGROUND

At the Ordinary Council Meeting held on 9th March 2015, on the motion of Clr Bird and seconded by Clr McLaughlin, it was resolved (058/15) unanimously that:

- 1. The agenda for Councillor Workshops and Briefings conducted prior to an Ordinary Meeting to be published and made available to the public along with the Business paper.
- 2. Members of the public be allowed to speak at Ordinary Meetings on topics that have been discussed prior to the meeting during Councillor Workshops and Briefings.
- 3. The PROCEDURE IN WORKSHOPS' section of The Hunters Hill Code of Meeting Practice should state:
 - a. 'there should be no opinion and debate on issues and projects.'
 - b. 'Questions should aim to clarify facts and not elicit opinion.'
- 4. A brief summary of issues discussed by included in a formal report to council report.

REPORT

Agenda for Councillor briefing session held on Monday, 22 July 2024:

Topic	Speaker	Notes
ARIC guidelines	Maria Kenny	Director provided summary of changes to Audit and Risk Committee (ARIC)
	(Director of Finance & Procurement)	guidelines/charter.
		Subject of business paper, Council meeting 29 July.
Traffic matters update	Sam Urquhart	Director gave overview of Integrated
- ITS	(Director of Infrastructure & Environmental	Transport Strategy (ITS) proposed to go on public exhibition.
- Prince Edward St	Sustainability)	Director gave summary of traffic study focused on traffic volumes turning right into Prince Edward St and Manning Rd.
		Both briefing topics referenced will be tabled as formal business papers, Council meeting 29 July.
Boronia Park update	Sam Urquhart (Director of Infrastructure &	Director gave update on Boronia Park construction site.
	Environmental Sustainability)	Building is complete and make good works (landscaping) progressing well.
		Subject of business paper, Council meeting 29 July.
Planning update, including latest on housing reforms and Fairland Hall	Steve Kourepis	Director gave an update on status of
	(Director of Town Planning)	multiple planning matters, including Fairland Hall; 4 Pittwater Rd and marina (end of Margaret St).
		Update on State Government housing reforms also provided to elected members.
Remnant lands	Steve Kourepis	Councillors were advised 4 parcels of
	(Director of Town Planning)	remnant land, in alignment with the adopted <i>Disposal of Council Land Policy,</i> have been identified as potential for disposal and will be the subject of a business paper, Council meeting 29 July.

Citizen of Year Awards Community Grants	Annie Goodman (Director Community & Customer Services)	Framework to facilitate both Council coordinated annual awards/grants was outlined and both will be the subject of business papers, Council meeting 29 July.
Council Election: Key dates & guidelines	General Manager and Rosanna Guerra	Summary of guidelines for upcoming caretake period and election explained
	(Director of People &	by Director to elected members.
	Culture)	Subject of business paper, Council meeting 29 July.
General Business, including Cr Requests	All	Councillor Requests are matters raised by elected members with the General Manager's office for explanation or action, generally about standard operational issues. The GM/Directors provided an overview and responded to questions about the most recent requests.

CONCLUSION

A 'brief' summary of issues discussed at a Councillor Workshop or Briefing be included as a report to Council.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

There were no attachments to this report.

ITEM NO : 4.21

SUBJECT: MINUTES OF THE MOVEMENT AND TRANSPORT ADVISORY

COMMITTEE HELD ON 11 JUNE 2024

STRATEGIC OUTCOME : SAFE WALKING, CYCLING, AND ACTIVE TRAVEL IS

SUPPORTED AND ENCOURAGED WITH IMPROVED

INFRASTRUCTURE.

ACTION : IMPLEMENT THE RECOMMENDATIONS OF THE LOCAL

TRAFFIC COMMITTEE

REPORTING OFFICER : LEANNE STATHAKIS

Ref:711794

PURPOSE

The purpose of this report is to provide Council with the minutes of the Extraordinary Movement and Transport Advisory Committee held 11 June 2024.

RECOMMENDATION

1. That the report be received and noted.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

Minutes of the Movement and Transport Advisory Committee held 11 June 2024

COMMENCEMENT

The meeting opened at 4.30pm.

IN ATTENDANCE

Cr Richard Quinn Chair
Cr Jim Sanderson Councillor

Councillor Cr Elizabeth Krassoi Chris Palmer Member **Pauline Kanakis** Member Member Jacque Alway Ben Ho Member Pamela Alvarez Member Marc Lane Member Peter Reid Member Mr Alister Sharp Member

Mrs Leanne Stathakis In Attendance
Ms Louise Bertoni In Attendance
Samantha Urquhart In Attendance

ALSO PRESENT

NIL

APOLOGIES

Mr Mohamad Badarani Manager Assets and Design

Pamela Alvarez Member

DECLARATIONS OF INTEREST

The Chairperson called for Declarations of Interest without response.

CONFIRMATION OF MINUTES

001/24 RESOLVED on the MOTION of Member Kanakis, seconded Member Palmer

That the minutes of Movement and Transport Advisory Committee of previous Meeting held on 13/02/2024 and Movement and Transport Advisory Committee of previous Meeting held on 13/02/2024 AM be adopted.

BUSINESS ARISING

2.1 MATTERS ARISING FROM PREVIOUS MINUTES - 26 SEPTEMBER 2023

PROCEEDINGS IN BRIEF

1. Mount St/Alexandra intersection-

Previous action: That Council Officers explore appropriate improvements and report back to the Movement and Transport Advisory Committee.

Response: A traffic consultant in 2020 reviewed this intersection together with improving the drop off zone outside Hunters Hill P.S. Please see attached report.

Discussion:- MTAC members noted the attached design and noted that there may be other options to explore to address U-turn, improved sight distance from The Avenue, speed of vehicles travelling to Mount Street (north) and requested a plan to assist with designs.

2.Boronia Avenue speed limit reduction by TfNSW

Previous action: That Council officers to approach Transport for NSW to investigate traffic slowing options in Boronia Ave.

Response: On Council's request Transport for NSW undertook a speed limit review for Boronia Avenue. This review determined that due to the movement and place function, the pedestrian movements, and considering the NSW Speed Zoning Standard, it is safer to have a reduced speed limit along Boronia Avenue adjacent to Boronia Park Reserve.

There are currently no footpaths along Boronia Avenue, resulting in both pedestrians and vehicular sharing access to Boronia Park Reserve via the roadway. In consideration of this shared use, it is safer to reduce the speed limit along Boronia Avenue adjacent to Boronia Park Reserve.

The work is due to be initiated on 17 June 2024

Discussion: The above response was noted.

3.Crown and Kelly Street

Previous action: That Council staff explore alternative traffic calming measures at the intersection of Crown and Kelly Street, for example painting of netting on the road.

Response: TfNSW do not support hatching of the intersection of Crown and Kelly Street, Henley.

ACTION: That it is therefore recommended, that over the next 6 months Council monitor the performance of the new traffic calming devices recently installed on Crown Street, focussing on the intersection of Crown and Kelly Streets, considering further measures at this intersection, if required.

2.2 MATTERS ARISING FROM PREVIOUS MINUTES - NOVEMBER 2023

PROCEEDINGS IN BRIEF

1. Alexandra Street, West of Ady St pedestrian crossing investigation

Previous action: That a report be provided on a proposed pedestrian crossing on the corner between Alexandra Street, West Ady St and East Ferry St.

Response: - A desktop review is shown below. Parking is impacted on the south side including the loading zone. It may be possible to keep 1 space which would include the loading zone. No pedestrian counts have been undertaken in this vicinity.



Discussion: Committee members noted that this is the preferred location for a pedestrian crossing which would likely be a wombat crossing. The loss of parking was noted and committee supported a crossing at this location.

ACTION: That it is therefore recommended that community consultation be undertaken, prior to detailed design.

2. Ryde Rd and Pittwater Rd Traffic signal phasing

Previous action: That TfNSW be requested to review Pittwater Road and Ryde Road traffic signal phasing: - to increase the green light for the right turn from Ryde.

Response: - TfNSW Network Operations have reviewed the operation of the traffic signals and have made some minor adjustments in SCATS, to try and assist with the right turn ('B' Phase) movement. This is the only change that can be made, it will make a difference to the operation of the signals

Response: The matter was reviewed by TfNSW regarding the right turn from Ryde increase green. TfNSW advised minor adjustments carried out this is the only change that can be made, it will make a difference to the operation of the signals.

ACTION: Council will raise with TfNSW the inefficiency of the phasing of the signals, whereby a red right hold arrow from Ryde Road into Pittwater Road is displayed when there are no pedestrians crossing.

REPORTS

3.1 INTEGRATED TRANSPORT STRATEGY (ITS) - UPDATE

PROCEEDINGS IN BRIEF

Discussion: It was noted that the ITS was completed by the consultants, and that the report required lay out and formatting changes, and as such was not distributed to the committee. However, a power point presentation was presented outlining the summary of findings from the community consultation.

The committee also discussed the vision of the Integrated transport strategy as well the goals and strategic objectives of the ITS.

Below is a summary of what was discussed, to be forwarded to the consultants for inclusion.

Public Transport

- Bus 505- Operational hours increased to cover the movement of people for leisure, not just work. E.g. weekend and during the day
- Bus 506 -Operational times needs to be consistent/reliable
- Bus White paper recommends 20-minute services
- Bus 538 needs to connect with ferries
- S.4 APPS should be included. Noted that private buses do not provide real time. Real-time data at the stop
- S4.5infrastructure improvements
- Actions regarding ferries needs to be more specific- e.g. not just more services, but the need to connect to ferries etc.
- Leave out parking
- Connectivity link to North Ryde metro
- Advocacy trials to be considered
- Include now. Next and long-term priorities = has been included 6.2

VISION STATEMENT

Residents of all ages and abilities can comfortably walk, cycle and catch a bus or ferry around the Hunters Hill Municipality for work, lifestyle, leisure and easily link to City wide destinations such as Top Ryde, Macquarie Park, Barangaroo and the City.

Goals and Strategic Objectives = Transport Themes and Strategies

Safety, access and connectivity, integrated travel, travel behaviour shift to be:

GOAL	STRATEGIC OBJECTIVE
Better Public Transport	Council will advocate to the State Government for
	improved public transport access to, within and from
	HHC

User Friendly Streets	Council will treat streets as places where people live, work and play and provide access for a range of users in order to deliver a safe, accessible and efficient transport System
Improve Local Accessibility	Council will prioritise walking and cycling as the preferred modes of transport for short trips in HHC LGA
Enable Sustainable Transport Choices	Council will raise awareness of sustainable transport options as more convenient alternatives to vehicle trips in the community and support initiatives that increase transport choice and reduce transport emission
Integrated Transport and Land Use	Council will work to ensure that land use and development supports sustainable transport use

ACTION:

- 1. That the above information is to be forwarded to Stantec consultants for inclusion in the ITS.
- 2. That an extraordinary MTAC Meeting be held on Thursday 4 July at 4pm for committee to review the updated ITS
- 3. That the draft ITS be tabled at the Council meeting on 29 July for resolution to place on public exhibition.

3.2 BORONIA LOCAL AREA TRAFFIC MANAGEMENT, INCLUDING FARNELL STREET

PROCEEDINGS IN BRIEF

Discussion: The committee was provided with an update on Boronia LATM, including the recent works at Farnell Street as per report in the agenda.

The committee noted the report and confirmed that a holistic approach was required, and that alternative traffic calming measures should be investigated, such as half road closures with bollards, traffic island/refuge at intersections such as Farnell Street and High Street.

OTHER BUSINESS

- 4.1 1. VERNON STREET
 - 2. TFNSW PROPOSAL RE: MEDIAN STRIP CLOSURE JOUBERT ST (SOUTH)
 - 3. PROPOSAL RE: MEDIAM STRIP CLOSURE VICTORIA RD / MANNING

PROCEEDINGS IN BRIEF

1.VERNON STREET - TURNING OUT OF VERNON STREET ONTO WOOLWICH ROAD – SIGHT DISTANCE ISSUE

Response: The matter was investigated and found that this intersection was very similar to other intersections and that increasing the 'No Stopping' zone on Woolwich Road is not justified.

Discussion: The committee noted that other intersection had the benefit of Bus Zones on Woolwich Road which assisted with improved sight lines when a bus is not in the zone.

The committee noted that to join Woolwich Road from Vernon Street required stopping at the interaction and then moving forward to be in line with parked vehicles. It was suggested that line marking may assist with this.

ACTION: That extended give way line marking at the parking lane be investigated to improve the line of sight from Vernon Street at Woolwich Road

2.TFNSW PROPOSAL RE: MEDIAN STRIP CLOSURE - JOUBERT ST (SOUTH)

Discussion: The committee were advised that community consultation had now closed, and that Council was waiting for an update from TfNSW.

3.PROPOSED MEDIAM STRIP CLOSURE - VICTORIA ROAD / MANNING ROAD

Discussion: The committee were advised that a report will be tabled at the July Council meeting

ATTACHMENTS

There are no attachments to this report.

The meeting closed at 6:41pm.

I confirn	n that these	Minutes	are a tru	e and a	accurate	record o	of Move	ement a	nd T	ranspo	rt
Advisory	/ Committee	Meeting	held on	11 Jur	ne 2024.						

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ATTACHMENTS

There are no attachments to this report.

ITEM NO : 4.22

SUBJECT: MINUTES OF THE MOVEMENT AND TRANSPORT ADVISORY

COMMITTEE HELD ON 4 JULY 2024

STRATEGIC OUTCOME : SAFE WALKING, CYCLING, AND ACTIVE TRAVEL IS

SUPPORTED AND ENCOURAGED WITH IMPROVED

INFRASTRUCTURE.

ACTION : IMPLEMENT THE RECOMMENDATIONS OF THE LOCAL

TRAFFIC COMMITTEE

REPORTING OFFICER : LEANNE STATHAKIS

Ref:711773

PURPOSE

The purpose of this report is to provide Council with the minutes of the Extraordinary Movement and Transport Advisory Committee held 4 July 2024.

RECOMMENDATION

- 1. That the draft strategy be tabled at the 29 July Council meeting for endorsement for community consultation to be undertaken.
- 2. That Council places the Hunters Hill Integrated Transport Strategy, as shown at Attachment 1, on public exhibition for 42 days; and
- 3. That a further report be brought back to a future Council Meeting, for consideration and adoption of the Hunters Hill Integrated Transport Strategy.
- 4. That a further review of the Hunters Hill Integrated Transport Strategy be undertaken every three (3) years, or in line with any legislative updates.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

Minutes of the Movement and Transport Advisory Committee held 4 July 2024.

COMMENCEMENT

The meeting opened at 4:03pm.

IN ATTENDANCE

Cr Richard Quinn Councillor and Chairperson 4:03pm - 5:17pm Cr Elizabeth Krassoi Councillor and Chairperson 5:17pm - 5:29pm

Cr Jim Sanderson Councillor
Mr Alister Sharp Member
Marc Lane Member
Pauline Kanakis Member
Chris Palmer Member

Samantha Urquhart Director Infrastructure & Environmental Sustainability

Mrs Leanne Stathakis Traffic and Transport Officer

ALSO PRESENT

NIL

APOLOGIES

Mr Mohamad Badarani Manager Assets & Design

Pamela Alvarez Member
Ben Ho Member
Jacque Alway Member

DECLARATIONS OF INTEREST

The Chairperson called for Declarations of Interest without response.

REPORTS

1.1 DRAFT INTEGRATED STRATEGY - FOR REVIEW

PROCEEDINGS IN BRIEF

The draft Integrated Transport Strategy prepared by Stantec consultants was presented by Sam Urquhart, Director Infrastructure and Environmental Sustainability.

The committee discussed amendments to be included. Marc Lane and Jim Sanderson also provided written comments for consideration.

A brief summary of the amendments:

- Spelling of Hunters Hill
- HHC can be replaced with LGA
- Layout of headings and contents- Chapter 8 to be moved to Chapter 2
- Change 'User Friendly Streets' to 'Streets as Places'
- Items can be moved to the appendix e.g. Chapter 3 t
- Henley, Clarkes Point, Bedlam Bay to be noted and used as indicated in Council's LSPS
- Update the names of the wharves e.g. Woolwich Wharf and Alexandra Street Wharf.
- Maps can be improved to show frequency of bus services, not just bus stops, Hunters Hill boundary outline, include parks/playground. PTAL maps provide data, include walkable catchments.
- Ferry history see MTAC draft for information
- Future Land use more information regarding future, use LSPS as a guide
- Demographics map to be deleted, more up to date information
- Chapter 5.1 and 5.2 can be combined
- Actions need to be supported by analysis of data

Cr Quinn left the meeting at 05:17 pm. Cr Elizabeth Krassoi assumed the role of chairperson.

ATTACHMENTS

Draft Integrated Transport Strategy

066/24 RESOLVED on the MOTION of Member Pauline Kanakis, seconded Member Chris Palmer.

1. That the draft strategy be tabled at the 29 July Council meeting for endorsement for community consultation to be undertaken.

The meeting closed at 5:29pm.

I confirm that these minutes are a true and accurate record of Extraordinary Movement and Transport Advisory Committee Meeting held on 4 July 2024.

COUNCIL REPORTS	29 July 2024
CHAIRPERSON	

ATTACHMENTS

1. Draft ITS V.4 🗓

Hunters Hill Integrated Transport Strategy



July 2024 Ref: 300305239

PREPARED FOR:

Sam Urquhart Hunter's Hill Council PREPARED BY:

Preet Desai



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Revision Schedule

Revision No.	Date	Description	Prepared by	Quality Reviewer	Independent Reviewer	Project Manager Final Approval
1	23/04/2024	Draft Report v1	Preet Desai	Florence Asiimwe	Volker Buhl	Florence Asiimwe
2	27/06//2024	Draft Report v2	Preet Desai	Florence Asiimwe	Volker Buhl	Florence Asiimwe
3	18/07/2024	Final Report v3	Preet Desai	Volker Buhl	Volker Buhl	Volker Buhl
4	23/07/2024	Final Report v4	Preet Desai	Volker Buhl	Volker Buhl	Volker Buhl

Disclaimer

The conclusions in the report are Stantec's professional opinion, as of the time of the report, and concerning the scope described in the report. The opinions in the document are based on conditions and information existing at the time the document was published and do not take into account any subsequent changes. The report relates solely to the specific project for which Stantec was retained and the stated purpose for which the report was prepared. The report is not to be used or relied on for any variation or extension of the project, or for any other project or purpose, and any unauthorised use or reliance is at the recipient's own risk.

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Revision Schedule and Disclaimer

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Appendix B Demographics and Travel Characteristics
Appendix C Existing Transport Conditions

Appendix D Community Engagement

Abbreviations

Abbreviations	Full Name
ABS	Australian Bureau of Statistics
CSP	Community Strategic Plan
GMA	Greater Metropolitan Area
HTS	Household Travel Survey
ITS	Integrated Transport Strategy
LGA	Local Government Area
LSPS	Local Strategic Planning Statement
MTAC	Movement and Transport Advisory Committee
SA	Statistical Area
TfNSW	Transport for New South Wales
TZ	Travel Zone
TZP	Travel Zone Projections



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Attachment 1

1. Introduction

1.1 Background

Hunter's Hill Council (Council) has commissioned the development of an Integrated Transport Strategy (ITS) that addresses the challenges of the existing transport network within the Local Government Area (LGA) while taking into consideration the needs of the community, businesses and visitors. This strategy will guide Hunters Hill's strategic transport planning approach into the future.

1.2 Aim of the ITS

The ITS aims to create a safe, efficient, and sustainable transport system by coordinating various modes of transport while taking into consideration land use, strategic planning, community needs and economic and social factors.

1.3 Scope of the ITS

The ITS aims to create a safe, efficient, and sustainable transport system by coordinating various modes of transport while taking into consideration land use, strategic planning, community needs and economic and social factors. The ITS will provide the opportunity for a holistic approach to transport planning in and for Hunters Hill. The following key points fall within the scope of this ITS:

- Identify a transport vision and objectives that align with state, regional and local planning;
- Address the transport needs of community, business and visitors;
- Integrate transport planning and land-use;
- Inform and support Council's strategic plans;
- Identify actions for improvement of transport infrastructure, services, safety and policy.

1.4 Methodology

In developing the ITS for Hunter's Hill Council the following steps have been taken to identify the goals and the strategic objectives of the ITS, and the actions necessary to address these goals.

 Review of the existing work undertaken by Hunters Hill Movement and Transport Advisory Committee (MTAC):

In developing the ITS for Hunter's Hill Council, we have taken into consideration the extensive work done by the Hunters Hill Movement and Transport Advisory Committee (MTAC) in the form of a draft ITS. The draft report provided a review of strategic documents, outlined the vision, objectives and strategies for the ITS. The draft document also provided a list of recommended actions to be taken per strategy.

The draft document formed the basis for developing this revised ITS. Following a review of the draft document, a review of state, regional and local strategic documents was undertaken to compliment the work already done by the Movement and Transport Advisory Committee. Plans were summarised to indicate information relevant to this ITS e.g. transport challenges, planned state projects that are relevant to Hunters Hill and Council's commitments in relation to transport in Hunters Hill.



300305239 | Hunters Hill Integrated Transport Strategy

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2. Review of Strategic Planning Framework

A detailed review of local and state strategic planning framework has been undertaken to ensure the Hunters Hill Integrated Transport Strategy was developed in a way that meets state and local government policy and direction.

Review of existing and future land use, demographics, travel characteristics, existing road conditions and transport systems

A comprehensive review was conducted to comprehend the present and anticipated transport context in Hunters Hill, considering both existing and future conditions. The purpose of the review was to understand Hunter's Hill Council's existing transport infrastructure, demographics, land use patterns, and economic activities and possible influence of any changes in land use, demographic characteristics, or population projections on the transport environment.

Current and future transport data for the different modes of transport in Hunters Hill was assessed to understand the existing and future transport planning for the various transport modes. The transport data assessment included a review of travel patterns, public transport, traffic volumes, active transport, crash volumes and parking in Hunters Hill. The findings were presented in maps and tables that were used to assess future demand and identify bottlenecks.

4. Conduct and review community consultation feedback

Community consultation was undertaken to improve buy-in from the community and to receive valuable insights, needs and information on the community's views, concerns, and vision for transport in Hunters Hill. The inputs from the community informed the development of this strategy.

5. Identify key issues

Based on the findings from the draft ITS review, strategic review, existing conditions assessment, transport data analysis and community consultation, the existing and future transport issues/challenges and opportunities were identified. Transport strategies and actions were developed and aligned with state planning, the Hunter's Hill Council Community Strategic Plan (CSP) and the Local Strategic Planning Statement (LSPS).

6. Recommend actions

An action plan which identifies the priority of each action, including the timing (short, medium and long term) and the authorities responsible for each action was developed. An implementation plan was also prepared to direct Council in monitoring their progress, evaluate outcomes, and make necessary adjustments.



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1.5 Study Area

The study area includes the whole Hunters Hill LGA as shown in Figure 1-1. Hunters Hill is the smallest LGA in Greater Sydney and NSW by geographical area and covers an area of 6 square kilometres. The LGA is 10 kilometres northwest of the Sydney CBD and forms part of the southern boundary of the North District. The municipality consists of 6 suburbs namely Gladesville, Henley, Hunters Hill, Huntleys Cove, Huntleys Point and Woolwich. Hunters Hill LGA has a population of 14,000 people.

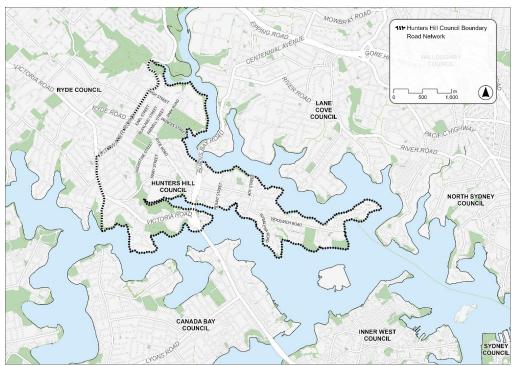


Figure 1-1: Hunters Hill LGA Study area



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Vision for Hunters Hill

The Hunter's Hill Council ITS aims to create a connected, sustainable, and efficient transport network across all suburbs within the LGA. This strategy will guide future investments, policy decisions, and planning to meet the diverse needs of residents, visitors, and workers. The vision for this ITS is:

"Residents of all ages and abilities can comfortably walk, cycle and access transport services around the Hunters Hill Municipality for work, lifestyle, leisure and easily link to City wide destinations such as Top Ryde, Macquarie Park, Barangaroo and the City at any time."

Drawing from this vision and the feedback received through consultation, several key goals and strategies will guide the future development of the Hunters Hill transport network. These transport strategies and actions will form a checklist for decisions as Council delivers an efficient system.

2.1 Goals and Strategic Objectives

To create a cohesive plan that harmonises various aspects of transportation within Hunters Hill, five goals and strategic objectives were formulated. The ITS does not treat different transport modes in isolation but seeks to integrate them with the aims of creating a seamless experience for users, where different modes complement each other efficiently. The goals and strategic objectives presented in this chapter have been aligned with the Hunters Hill Community Strategic Plan (CSP), the Local Strategic Planning Statement (LSPS) and state planning. For the theme "connected and accessible infrastructure" in the CSP, Council committed to "maintain local infrastructure so people can walk, drive, cycle and catch public transport safely and easily". In the LSPS, Council committed to provide services and facilities within Hunters Hill to meet community needs and aspirations of the community now and by 2040 and to provide infrastructure to support community needs and aspirations. The feedback received from the community consultation process has been taken into consideration when developing the goals and strategic objectives.

The transport goals were developed to provide a strategic direction under which strategic objectives were formulated. The strategic objectives provide a summary of what the goal is intended to achieve. The five goal and strategic objectives of this ITS are presented in Table 2-1.

Table 2-1: Goals and Strategic Objectives of ITS

Goals	Strategic Objectives
Better Public Transport	Council will advocate to the State Government for improved public transport access to, within and from the LGA
Streets as Places	Council will treat streets as places where people live, work and play by providing access to all users
Improve Local Accessibility	Council will prioritise walking and cycling as the preferred modes of transport for short trips within the LGA
Enable Sustainable Transport Choices	Council will encourage the use of sustainable transport options, such as active and public transport, as more convenient alternatives to vehicle trips in the community and support initiatives that increase transport choice and reduce transport emission
Integrated Transport and Land Use	Council will work to ensure that land use and development supports sustainable transport use

The rationale behind each goal is provided in the following sections.



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2.1.1 Better Public Transport

This goal is crucial for enhancing the mobility of Hunters Hill residents, reducing reliance on private vehicles, and promoting sustainable urban development. Achieving this goal requires a holistic approach that addresses accessibility, frequency, integration, infrastructure, sustainability, affordability, and safety. Focusing on these key areas will enable government to create a public transport system that meets the needs of all residents, reduces traffic congestion, promotes environmental sustainability, and enhances the overall quality of life. Key components that could improve public transport in Hunters Hill include:

- Ensuring that public transport services are available to different areas, so that more people can access reliable transportation.
- Ensuring infrastructure such as bus stops and ferry wharves are maintained and are easily accessible to all users, including those with disabilities, elderly individuals, and families with children.
- Ensuring adequate frequency of buses and ferries to reduce waiting times and make public transport a more convenient option for commuters.
- Implementation of measures to ensure that public transport services run on schedule and are reliable, reducing the
 uncertainty and frustration often associated with delays.
- Creation of seamless connections between different modes of transport (e.g., buses, ferries) to facilitate easy and
 efficient transfers.
- Establishing direct bus routes that connect local communities with key destinations such as shopping centres, schools, healthcare facilities, and employment hubs, and other modes of transport such as ferries and metro stations
- Expanding the coverage of public transport networks to reach more local neighbourhoods and suburbs.

2.1.2 Streets as Places

This goal aims to create urban environments that prioritise the safety, comfort, and convenience of all street users, including pedestrians, cyclists, motorists, and public transport users. This goal focuses on designing and managing streets to enhance mobility, accessibility, and the overall quality of life. Key components to be considered to achieve this goal in Hunters Hill include:

- Implementation of measures to protect pedestrians and cyclist, such as well-marked crossings and pedestrian/cyclist signals.
- Use of traffic calming measures to reduce vehicle speeds in areas with high pedestrian and cyclist activity.
- Ensuring that streets are accessible to people of all ages and abilities, including those with disabilities.
- Design streets to facilitate easy access to public transport stops and stations, with clear signage and safe, direct pathways.
- Provide amenities such as benches, street trees, shade structures, drinking fountains, and public restrooms to make streets more comfortable for users.
- Install clear and informative signage to help users navigate the street network efficiently.
- Design streets that function as public spaces where people can socialise, shop, and engage in community activities, not just as corridors for movement.
- Encourage street-level retail, cafes, and other businesses to create lively and engaging streetscapes that attract people and foster community interaction.
- Design streets to encourage walking, cycling, and the use of public transport, reducing reliance on private vehicles and associated emissions.



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2.1.3 Improve Local Accessibility

This goal focuses on enhancing the ease with which people can travel within Hunters Hill. This goal aims to ensure that residents have convenient and efficient access to essential services, amenities, and employment opportunities without the need for long-distance travel. Everyone, regardless of age, ability or socioeconomic status should be able to use the transport system to travel independently and participate fully in society. Accessible and connected transport systems encourage physical activity and have the potential to reduce reliance on private cars and promote well-being.

Key components to be considered to achieve this goal in Hunters Hill include:

- Develop and maintain cycling lanes and paths that connect local neighbourhoods to public transport nodes and employment centres.
- Upgrade footpaths and crossings to improve safety and accessibility for pedestrians with wombat crossing, continuous footpath and refuge islands where appropriate to improve connectivity.
- Implement traffic calming measures such as speed limits, roundabouts, and traffic signals to enhance safety and improve traffic flow in residential areas.
- Provide adequate bicycle parking facilities at key destinations such as near shopping centres, local businesses and services.
- Install end-of-trip facilities (e.g., bike racks, lockers, showers) to support cyclists whole journey experience.

2.1.4 Enable Sustainable Transport Choices

This goal focuses on promoting and facilitating transport options that are environmentally friendly, socially equitable, and economically viable. It aims to reduce reliance on private car use and encourage the adoption of modes such as public transport, walking, cycling and shared mobility options. A shift to more sustainable modes of transport can reduce congestion on the road network and contribute to global efforts to combat climate change. A shift from the private car to more sustainable modes of transport will also ensure optimal use of the available limited transport resources. Key considerations include:

- Educate the community about the benefits of sustainable transport choices, such as improved air quality, reduced
 congestion, and health benefits.
- Encourage behavioural change through campaigns, workshops, and events that promote walking, cycling, and the use
 of public transport.
- Improve the frequency, reliability, and coverage of public transport networks, including buses and ferries, to provide viable alternatives to car travel.
- Integrate different modes of public transport to create seamless and convenient travel options, including connections between bus and ferry services.
- Implement a comprehensive network of cycling paths and facilities that are safe and well-connected to key
 destinations.
- Enhance footpaths, crossings, and pedestrian facilities to promote walking as a primary mode of transport for short trips.
- Promote car-sharing schemes and services to reduce private car ownership and encourage shared use of vehicles.
- Support ride-sharing services to provide flexible and convenient travel options, particularly in areas with limited public transport access.



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2.1.5 Integrated Transport and Land Use

Integrated transport and land use planning aims to create sustainable, efficient, and livable communities by coordinating transportation infrastructure investments with land development and urban planning. This goal recognises the interconnectedness between transport infrastructure and the built environment, aiming to optimise the use of land while promoting diverse transport options. Key components to be considered to achieve this goal in Hunters Hill include:

- Encourage dense and mixed-use development around public transport hubs to promote walking, cycling, and the use
 of public transport.
- Design neighbourhoods with pedestrian-friendly streets, bike paths, and easy access to public transport to reduce car dependency.
- Implement zoning regulations that support mixed-use development, with a mix of residential, commercial, and recreational spaces, to reduce the need for long-distance travel.
- Manage urban growth to concentrate development in urban centres and along transport corridors to maximise the
 efficiency of transport infrastructure.

Design public spaces that are accessible, safe, and attractive for pedestrians and cyclists, promoting social interaction and physical activity.



Vision for Hunters Hill | 7

3. Strategic Review

A review of state and local government planning was conducted to ensure that this strategy was developed in a way that meets state and Council policy and direction. The strategic documents provided valuable insights into existing challenges, opportunities and trends and this strategy has been developed to align with broader goals and objectives of state government and Council. The key messages from these strategies which align with the ITS are summarised in the following section and further detail description of each document is provided in **Appendix A**.

3.1 State Government Policy and Strategic Guidance

Table 3-1: State government documentation

Policy	Description
Future Transport Strategy, TfNSW, 2022 Link: https://future.transport.nsw.gov.au/documents/future-transport-strategy	The Future Transport Strategy details the strategic directions and responses for delivering TfNSW's vision for safe, healthy, sustainable, accessible and integrated passenger and freight journeys in NSW. It works to deliver Transport's three high-level outcomes of connecting customers' whole lives, successful places for communities and enabling economic activity. The key focus areas of this strategy which align with the vision of Hunters Hill ITS are as follows: • Enable 15-minute neighbourhoods by prioritising active transport to local centres, providing low-speed traffic environments, integrating safe and accessible first and last mile active transport connections for people of all age and abilities • Provide safer and better precincts and main streets • Promote walking and cycling to encourage
Active Transport Strategy, TfNSW, 2022 Link: https://www.future.transport.nsw.gov.au/future-transport-plans/active-transport-strategy	behaviour change The NSW Active Transport Strategy draws on the Future Transport Strategy and provides a 5-year plan to guide investment and prioritise actions to deliver safe and accessible active transport infrastructure in NSW. It aligns with Hunters Hill ITS vision and strategic objective of looking at streets as shared places and promoting active transport for local trips.
Greater Sydney Region Plan- A Metropolis of Three Cities (M3C), DPHI Link: https://www.planning.nsw.gov.au/plans-for-your-area/a-metropolis-of-three-cities	The Greater Sydney Commission's Greater Sydney Region Plan presents a vision of three cities within Greater Sydney, where most residents live within 30 minutes access of their jobs, education and health facilities, services and great places. One of the projects in the Eastern Harbour City is the Sydney Metro Northwest which links Rouse Hill to Chatswood (north of Hunters Hill). The eastern economic



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Policy	Description
	corridor which incorporates Macquarie Park, Chatswood and St. Leonards, which are within reach of Hunters Hill.
	This project strategically places Hunters Hill residents in proximity to the economic corridor and has potential to bring a considerable travel mode shift to public transport.
North District Plan, GSC, 2018 Link: https://www.planning.nsw.gov.au/sites/default/files/2024-04/north-district-plan.pdf	The North District Plan identifies key growth areas such as Macquarie Park, St. Leonards and Frenchs Forest. The North District Structure Plan shows Hunters Hill LGA as an established urban area consisting mainly of residential land uses. The North District will supply 92,000 total new dwellings by 2036. The new five-year target for Hunters Hill is to provide 400 new completed homes by 2029 under the Housing State Environmental Planning Policy (HSEPP).
	To avoid car dependency in new precincts, safe, accessible and reliable public and active transport infrastructure needs to be established concurrently with the new housing, which aligns with one of the strategic objectives of this ITS.
Strategic Cycleway Corridors, 2022 Link: https://www.transport.nsw.gov.au/operations/walking-and-bike-riding/strategic-cycleway-corridors	The Strategic Cycleway Corridors program has come out as a result of the NSW Active Transport Strategy. The strategy provides a framework for establishing a network of key cycleway corridors across Greater Sydney that connect key centres and major points of interest to help facilitate active travel.
	Hunters Hill LGA is one of the LGA's identified within Eastern Harbour City Strategic Cycleway Corridors Network. In Hunters Hill LGA, Gladesville has been identified as a local centre linked by key corridors on Victoria Road and Burns Bay Road. This project directly aligns with the ITS's vision to promote active transport use.
Best Practice	
Practitioners Guide to Movement and Place Link: https://www.movementandplace.nsw.gov.au/place-and-network/quides/practitioners-guide	The objective of Movement and Place is to achieve appropriate space allocation to move people and goods safely and efficiently and connect places together. Balancing movement and place recognise that trade-offs may be required to achieve a best fit for the objectives. This guide plays a crucial role in helping council align the future infrastructure works and investment with the ITS's strategic objective to create safe and accessible transport system through user friendly streets.
TfNSW Walking Space Guide Link:	The Walking Space Guide developed by TfNSW highlights principles for improved pedestrian comfort and safety. The guide details recommended widths for different street



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Policy	Description
https://www.movementandplace.nsw.gov.au/design-principles/supporting-guides/walking-space-guide-towards-pedestrian-comfort-and-safety	activity levels. This guide plays a crucial role in helping council align the future infrastructure works and investment with the ITS's strategic objective to improve local accessibility by prioritising walking as preferred mode for shorter trips.
TfNSW Cycleway Design Toolbox Link: https://www.movementandplace.nsw.gov.au/design-principles/supporting-guides/cycleway-design-toolbox-designing-cycling-and-micromobility	The Cycleway Design Toolbox was developed by TfNSW to guide practitioners on cycling and micro-mobility design across NSW. The toolbox guides practitioners with a range of design tools and best practices for the design and delivery of high-quality cycling infrastructure. This guide plays a crucial role in helping council align the future infrastructure works and investment with the ITS's strategic objective to enable sustainable transport choices and creating user friendly streets

3.2 Local Government Policy and Strategic Guidance

Table 3-2: Local government documentation

Policy	Description
Hunters Hill Community Strategic Plan (CSP), 2022 Link: https://www.ipart.nsw.gov.au/sites/default/files/cm9_documents/%255BW19-239%255D-Attachment-1Community-Strategic-Plan-Extracts.PDF	The CSP is the cornerstone document for the Integrated Planning and Reporting framework. It informs and guides Council's organisational plans and decisions and shapes their priorities, projects, and services.
Hunters Hill Local Strategic Planning Statement (LSPS), 2020 Link:	The LSPS outlines key visions and a series of planning priorities across four themes, which include: Infrastructure & Collaboration, Liveability, Productivity, and Sustainability and Implementation.
https://www.huntershill.nsw.gov.au/Development/Planning-and-Zoning/Local-Strategic-Planning-Statement	These four themes and relevant planning priorities look to address the Hunters Hill community's economic, social and environmental land use needs over the next 20 years.
Hunters Hill Bike Plan, 2020 Link: https://www.huntershill.nsw.gov.au/files/assets/public/v/1/roads/hunters-hill-bike-plan.pdf	The bike plan is an update to the 2004 plan which proposes a network of bicycle routes and action plan in alignment with council and state government's planning policies.



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4. Local Context

A review of existing conditions was undertaken to understand Hunter's Hill Council's existing land use patterns, demographics, transport infrastructure and economic activities and possible influence of any changes in land use, demographic characteristics, or population projections on the transport environment. The review helped identify gaps, challenges and areas for improvement and guided the formulation of the transport strategies.

4.1 Land Use

The existing and future land use in Hunters Hill is predominantly residential with recreational and open spaces land. There are some limited commercial, foreshore, and industrial land uses in the municipality.

4.1.1 Existing Land use

The main trip generators and attractors in the LGA are summarized in Table 4-1 and shown in Figure 4-1. They include the local centres, schools and recreational parks in the LGA.

Table 4-1: Key destinations in Hunters Hill LGA

Trip Generators	Description
Strategic and local centers	Gladesville Town Centre
	Boronia Park Village
	Hunters Hill Village
	Garibaldi Village Square
	Woolwich Corner Village
Employment sectors including local government,	Hunters Hill Council
education, healthcare, medical and freight	Local Primary and Secondary Schools, Child Care Centres and Pre-Schools
	Local Business Districts such as Hunters Hill Village
	Hunters Hill Private Hospital
	Gladesville Hospital Precinct
Parks, recreational spaces, and wharf	Boronia Park
	Burns Bay Reserve
	Henley Precinct
	Clarkes Point
	Bedlam Bay
	Figtree Park
	Parramatta River Regional Park
	Riverglade Reserve



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Trip Generators	Description
	Huntleys Point Wharf
	Woolwich Wharf
	Alexandra Street Wharf

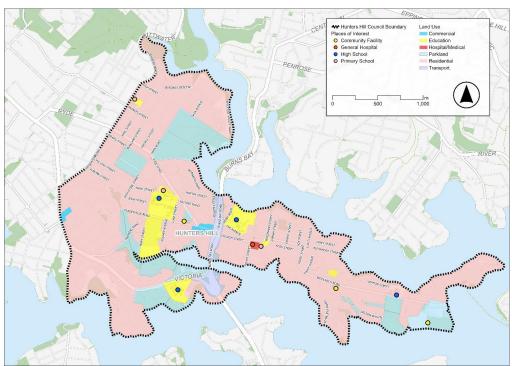


Figure 4-1: Existing land use and places of interest

Source: TfNSW planning portal



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4.1.2 Future Changes to Key Attractors

The future change to significant centres in Hunters Hill is summarised as follows:

1. Gladesville Town Centre: The Gladesville Town Centre is the LGA's primary commercial centre, containing both the Gladesville Shopping Village and retail along Victoria Road's active street frontage. In future, this town centre will be redeveloped as a mixed-use urban centre, providing higher density residential apartments along with renewed retail spaces. In addition to Boronia Park Village, it is designated a local centre in the North District Plan.

- 2. Gladesville Hospital Precinct: The former Gladesville Hospital is currently the site of the Giant Steps educational centre for children with autism, as well as several other minor health-related land uses. The Municipality of Hunters Hill intends to see the site evolve through adaptive re-use into an innovation precinct with renewed public spaces, but this will require coordination with the NSW State Government. Council plans to increase the utilisation of Bedlam Bay, including the opening of a swim site and upgrades to the sporting fields.
- 3. Henley Precinct: A draft masterplan has been prepared by council to develop a plan that provides for the maintenance and improvement of the Henley Precinct in the short, medium, and long term. Extensive plans and proposals can be found here https://connect.huntershill.nsw.gov.au/henley-precinct. Council's masterplan for the Henley Precinct has been adopted and envisages a regional playground, accessible pathways, community spaces and restaurant areas. Council plans to make this precinct a destination, with high visitation.
- 4. Hunters Hill Village: Hunters Hill Village is a local centre within the centre of the LGA, containing retail, restaurants and cafés, health-related services, and a concentration of aged housing facilities. Already in the process of urban renewal, this process is expected to continue as further buildings are redeveloped into 2-3 storey mixed-use. This centre will experience increased utilisation due to Councils strategic plans for the area, to increase community services and with the recent upgrade of Figtree Park.
- 5. Boronia Park Village: Classified as a local centre in the North District Plan, the Boronia Park Village is a small centre located on the border of the Municipality of Hunters Hill and City of Ryde. Urban renewal towards a low-rise, high amenity neighbourhood centre has begun as some key properties are in the process of redevelopment.
- 6. Woolwich Corner Village: The Woolwich Corner Village is home to the Woolwich Pier Hotel and a number of other restaurants. It is part of the recreational precinct that includes the Clarkes Point Reserve, Harbour Trust Lands Woolwich Dock and Parklands. It is set to be a destination location centred on the landmark hotel. It is planned to be a thriving local place, and council aims to improve the pedestrian experience around it in an open, airy setting.
- 7. Garibaldi Village Square: Along with Woolwich Corner Village, Garibaldi Village Square is one of two corner shops in the LGA. With significant heritage, it is planned that the site retains its low scale setting and further consolidates itself as a boutique restaurant, café and shopping village. Garibaldi Village will be a boutique restaurant, food and shopping precinct. It will service the peninsular neighbourhood with high level of amenities in public domain. This will generate pedestrian traffic by attracting local residents to its offering.

4.1.3 Summary and Key Findings

No major changes in land use are anticipated in future. The existing and future land use in Hunters Hill will predominantly remain residential with recreational and open spaces land. However, redevelopment is expected to take place in the strategic locations (listed above), which will attract more pedestrian and cycling trips from locals and visitors. The redevelopment of these centres may have the potential to create and promote 15-minute neighbourhoods, which provides equal access to core services and opportunities within a short walk or bike ride from home.

These future land use changes have been incorporated in this ITS to ensure Council creates sustainable, efficient, and livable urban environments as outlined in **Section 2**.



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4.2 Demographic and Travel Characteristics

4.2.1 Travel Mode Share

A summary of the demographic and travel characteristics in Hunters Hill LGA is provided in this chapter. Detailed analysis of demographics and travel characteristics is provided in **Appendix B.** The demographic characteristics for the study area are expressed in geographical areas. The study area lies within two Statistical Areas. Gladesville – Huntleys Point SA2 is shared with the neighbouring Ryde City Council, therefore, the demographic characteristics represent a portion of Ryde City Council.

Analysing transport related information for these statistical areas provides an understanding of the likely travel demand and behaviour patterns that can be expected in the study area. Figure 4-2 shows the mode share for journey to work trips based on census data in 2021. Both, survey data sets from pre COVID (2016) and post COVID (2021) have been assessed to better understand the travel behaviour of residents. Across both years, the census data shows that the most popular mode to travel to work was car.

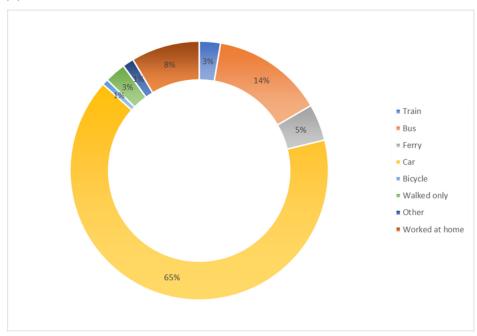


Figure 4-2: Journey to work travel mode share, 2016

Data from the Household Travel Survey (HTS) indicates that the predominant mode choice for Hunters Hill LGA is vehicle as driver and as a passenger with a combined average of 75% of total mode share every year in the four years analysed (Refer to Figure 4-3). Active and public transport mode share in the LGA remains low with walk only trips contributing less than 15% daily trip mode share each year.



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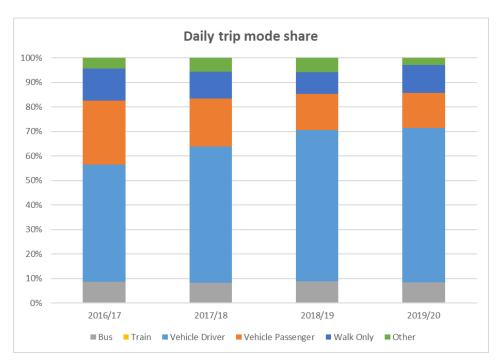


Figure 4-3: Daily trip mode share for Hunters Hill LGA

Source: TfNSW Household Travel Survey

4.2.2 Population and Employment Forecast

To assess the projections for population, workforce and employment for NSW, the Advanced Analytics and Insights within TfNSW produced the 2022 Travel Zone (TZ) projections. Hunters Hill LGA spans across 8 Travel zones (TZs) as shown in Figure 4-4, with a total existing population of approximately 14,000. Travel zones are designed to have a standardised level of trip generation across each zone and tend to be smaller in areas of high-density populations and larger in areas of lower density. Figure 4-4 shows the difference in population of each TZ from base year (i.e., 2024) to 2041. Hunters Hill – Woolwich and Gladesville – Huntleys Point Travel Zones are projected to have the highest population growth by 2041.



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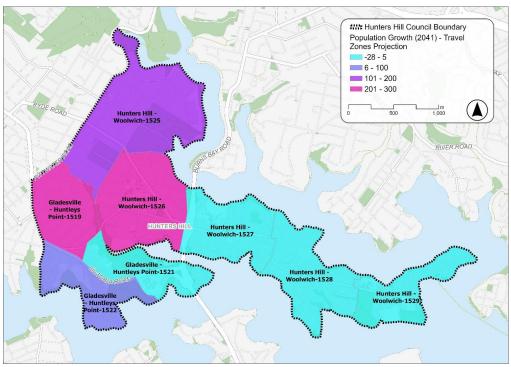


Figure 4-4: Estimated residential population 2041

4.2.3 Summary and Key Findings from Local Context

Analysis of car ownership in 2021 indicates 57% of households in Hunters Hill Municipality had access to two or more motor vehicles, compared to 46% in Greater Sydney. On the other hand, the 50 to 54 years age group is the largest age group in the LGA, which is proportionally bigger than the Greater Sydney Average. These trends in conjunction with the rising population indicates that sustainable transport infrastructure need to be provided to bring a travel behavioural shift from private car usage.

To bring this shift, there is a need to ensure services (e.g. health care facilities) are easily accessible to older residents, public transportation services need to be adapted to meet the needs of older adults, including the provision of low-floor buses, adequate seating, and easy access to transport stops. Additionally, social/recreational trips made up the highest proportion of trips in both 2018/19 and 2019/20 (25.8% and 28.1% respectively, on the Household Travel Survey (HTS) conducted by Transport for NSW). The timing of these trips may not align with peak hour travel and hence provides opportunity for encouraging the use of public transport. Therefore, enhancing local public transport connections can help older residents maintain their independence and reduce social isolation.

In terms of residential locations for employed population, based on ABS data for 2021, of the 4,574 local Hunters Hill workers, 1,227 (27%) live and work in the LGA. This provides opportunity for bringing a travel behavioural shift towards walking and cycling as the main mode to travel to work given the short travel distances.

In summary, understanding every age and user group's travel behaviour and meeting their mobility needs is vital for creating inclusive and accessible transportation system in Hunters Hill. Moreover, considering the size, geography and strength of the LGA it is well placed to bring a behavioural shift towards sustainable and integrated transport through effective actions as outlined in **Section 8**.



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5. Existing Transport Conditions

The following section covers the existing transport network including road, active and public transport found within the Hunters Hill LGA. Further discussion is provided in **Appendix C.**

5.1 Road Network

Streets support a range of functions. They are public places for people to meet, shop, wait, spend time outdoors, and connect, and they also support movement, access to buildings and spaces, parking and provide space for utilities, drainage, signage, and street lighting. Movement and Place functions do not exist in isolation of each other. Movement is a key enabler of places and contributes to their success. Places need access, for example to connect people to economic, social, and recreational activities. Places are also travelled through by movement.

The road network forms the core of the transport network supporting pedestrians in the verge, bicycles, buses, freight and general traffic. Roads are assigned a classification of state, regional or local according to each road's connectivity and importance to the broader road network. Road network is well established in Hunters Hill LGA with a mix of State, regional and local roads. The key road network of Hunters Hill along with its classification are summarised in Table 5-1. Further classification including maps is provided in **Appendix C.**

This road network provides connection:

- between urbans centres such as Sydney, Newcastle, Wollongong and the Central Coast,
- between smaller towns and suburbs
- for local access to residential properties and arterial roads.

Table 5-1: Key road network

Key Roads	Classification
Burns Bay Road	State
A40 Victoria Road	State
Ryde Road	Regional
Pittwater Road	Regional
Gladesville Road	Local
Manning Road	Local
Church Street - Alexander Street	Local



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5.1.1 Traffic Volumes and Speed Limits on Key Road Sections

A summary of the speed limit, average speed and average weekday peak volumes along key sections of major roads has been provided in Table 5-2. High level comparison of posted speed limit against recorded speed limit during AM and PM peak hour at designated road sections may provide an insight into the congestion levels. Detailed description and maps including crash volumes on the Hunters Hill Road network are provided in **Appendix C**.

Table 5-2: Average Speed and Traffic Volume on Key Road Sections

Key Road Sections	Speed Limit	Average Speed in AM and PM Peak Hour – (Based on Traffic Volume)	Weekday AM Peak Volume (vehicles/hr)	Weekday PM Peak Volume (vehicles/hr)
Burns Bay Road: Epping Road to Victoria Road	70km/hr	30km/hr	2420	2520
Ryde Road: Pittwater Road to Park Road	60km/hr	44km/hr	1500	1500
Pittwater Road: Ryde Road to High Street	60km/hr	50km/hr	1000	1000
Park Road: Ryde Road to High Street	50km.hr	No data	300	300
Victoria Road: Cowell Street and Hillcrest Avenue	70km/hr	49km/hr	No data	No data

5.1.2 Summary of Existing Road Network & Traffic Speeds

Overall, Hunters Hill LGA has a good foundation of road hierarchy, with Burns Bay Road providing north-south connectivity while Victoria Road providing northwest to southeast connectivity to neighbouring LGAs and Greater Sydney Road network. To support movement from these state roads in the western part of the LGA, there is Pittwater Road which provides north-south connectivity while Ryde Road and Gladesville Road provide east-west connection. Church Street, Alexandra Street and Woolwich Road form the backbone for connectivity with other streets in the eastern peninsula of the LGA

As highlighted in Table 5-2, Burns Bay Road, Ryde Road and Victoria Road have recorded almost half of their respective posted speed limit, which could indicate some level of congestion during peak hours. This is also proportional to private car being the number one mode choice for Hunters Hill residents. Some of the challenges/issues Hunters Hill currently faces are:

- Higher speed limit on busy town centre roads which affects pedestrian/cyclist safety
- Lack of traffic calming measures at strategic locations
- Inconsistent parking restrictions around transportation hubs

This strategy therefore proposes a drive towards more sustainable transport choices and better public transport, along with advocating for lower speed limits on main roads. The reduction in speed may not have a practical effect on travel time, but conversely would increase public safety and improve overall experience of the place. The detailed actions are further explained in **Section 8**.



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5.2 Public Transport Network

The public transport network in Hunters Hill consists of bus and ferry routes. There are no train or metro stations in the LGA. A summary of the existing public transport network and its issues are outlined in this section. A detailed description along with maps are provided in **Appendix C**. The public transport network is shown in Figure 5-1.

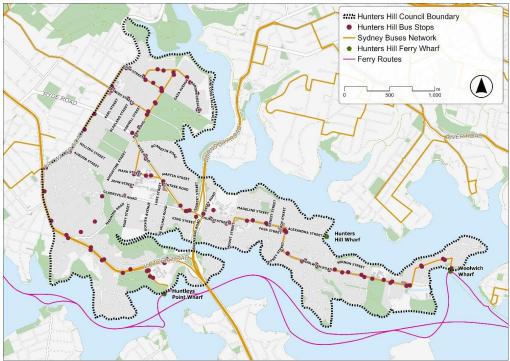


Figure 5-1: Existing public transport network and stops

5.2.1 Bus

Hunters Hill LGA is served by a bus network with routes running in both north-south and east-west directions across the LGA. Most of the strategic and local centres within the LGA are served by bus which includes connections to major hubs outside the LGA such as Sydney Airport, Sydney CBD. The bus network provides north-south connections via Burns Bay Road and Pittwater Road and east west connections via Ryde Road, Church Street, Alexander Street and Victoria Road. Opportunities for north-south local connections by public transport are limited. Overview of existing bus services catering Hunters Hill is shown in Figure 5-2 and detailed description of each bus service and frequency is provided in **Appendix C**.



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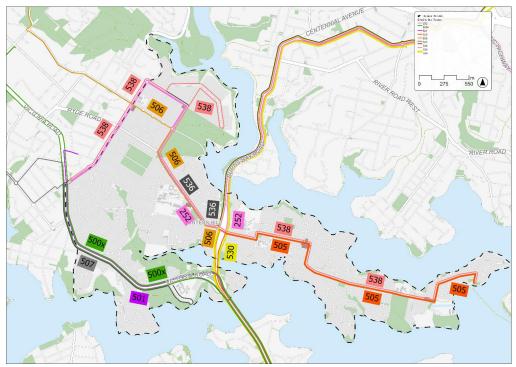


Figure 5-2: Bus routes serving Hunters Hill

Through an extensive community consultation process, a range of issues have been identified related to existing bus service and management in Hunters Hill (further analysed in **Chapter 8**):

- North Ryde metro station is the closest heavy rail station that provides connectivity to Hunters Hill residents to wider Greater Sydney Train network. Currently, no direct bus services link Hunters Hill to the North Ryde metro station
- There are no direct off-peak bus services linking Woolwich to Sydney CBD, which encourages residents to drive.
- Local public transport connections within Hunters Hill are very limited.

As part of this strategy, we have taken the issues raised during community consultation under consideration and proposed recommendations in **Section 8.**

5.2.2 Ferry

Hunters Hill LGA is served by three ferry wharves which connect the LGA with the greater Sydney Ferry network. The detailed description of services is provided in **Appendix C**.

- Huntleys Point Wharf
- Woolwich Wharf
- Alexandra Street Wharf

The common issue raised regarding ferry services is the disintegration with other modes of transportation such as buses, which makes it difficult for residents to use public transport for the entire course of their trip. To mitigate this issue, recommendations have been made in **Section 8**.



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5.2.3 Public Transport Accessibility

A catchment analysis has been undertaken to assess the accessibility of Hunters Hill residents from public transport stops. The 400m and 800m public transport accessibility from all bus and ferry stops within Hunters Hill LGA is shown in Figure 5-3. It shows that most of the residents are within the 400-metre walking distance from a bus stops. It indicates that with more frequent bus services and safe infrastructure to support pedestrian movements to and from the public transport stops it is possible to increase the public transport mode share for shorter as well as longer trips.

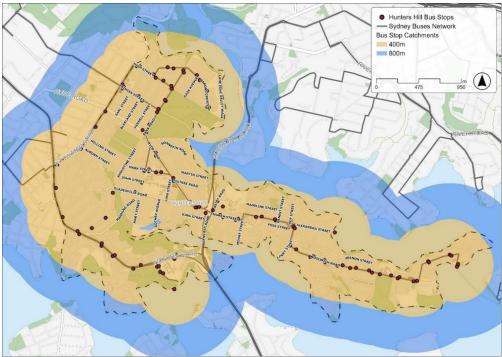


Figure 5-3: Public Transport Accessibility

Alongside assessing the public transport accessibility within the LGA, the travel time by public transport to surrounding LGAs and major transport and employment hubs have been shown in Figure 5-4. The travel time to major centres of Sydney CBD, Chatswood and North Ryde are approximately 30-35 minutes during the morning peak time, while journey to Parramatta CBD takes more than one hour. These travel times alongside the bus frequency shows a gap in the existing public transport network within and around the LGA.



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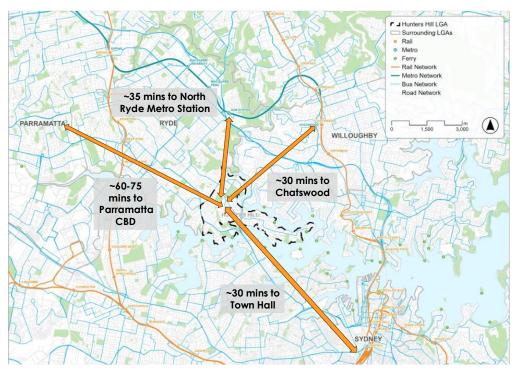


Figure 5-4: Approximate travel time to surrounding LGAs and major centres

5.2.4 Summary of Public Transport in Hunters Hill

Hunters Hill faces significant public transport challenges, including:

- Insufficient direct bus services to major transportation hubs
- Poor off-peak connections
- Limited local public transport options
- Inconsistent bus facilities

Addressing these issues with improved service frequency, direct connections, and better infrastructure could enhance public transport accessibility and usage in the area. This will help to meet current and future transportation needs while promoting environmental sustainability, social equity, and economic vitality. Specific Actions to mitigate these issues are detailed in **Section 8.2**



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5.3 Active Transport Network

5.3.1 Walking

Nearly all streets within the Hunters Hill LGA have sealed footpaths on either one or both sides. In general, pedestrian access to most key destinations is intuitive without the need to take large detours. Dedicated crossings are located at major intersections (signalised and roundabouts) and occasionally mid-block crossings are provided to support pedestrian desire lines. Pedestrians can generally walk along their desire lines as paths are provided along most streets and are connected to key land uses.

Overall, walking access within the LGA to major centres can be considered to be good. Figure 5-5 shows that residents are within 400 or 800m walking distance to key destinations.

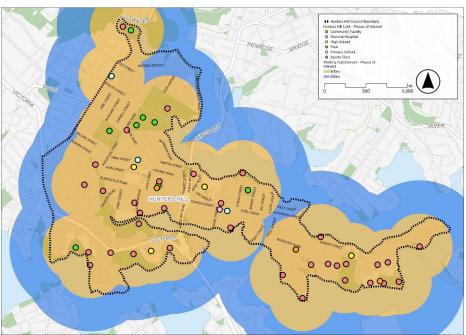


Figure 5-5: Walking catchment from key destinations

Based on the gaps uncovered during review of existing conditions and community feedback responses, **Chapter 8** provide location specific recommendations to support Hunters Hill pedestrian network. Recommendations have been made as actionable as possible, although on a high level they align with the central goal of improving existing pedestrian network in Hunters Hill LGA.

5.3.2 Cycling

The existing cycling network in Hunters Hill LGA provides some level of north to south connectivity mainly through Burns Bay Road. Regarding typology (the form of the network), most of the network is on-road (general roads) with no dedicated infrastructure separating cyclists from vehicles. The existing cycling network within the LGA is shown in Figure 5-6 including:

- Shared path through Riverglade Reserve (recreational link)
- Bike lanes (painted road shoulders) on Burns Bay Road (between Victoria Road and Fig Tree Bridge)
- Painted on road shoulders on small sections of Martin Street and Ryde Road



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The existing cycling network is limited and mainly concentrated in the suburb of Hunters Hill with suburbs such as Woolwich, Gladesville and Henley having no dedicated cycling facilities.

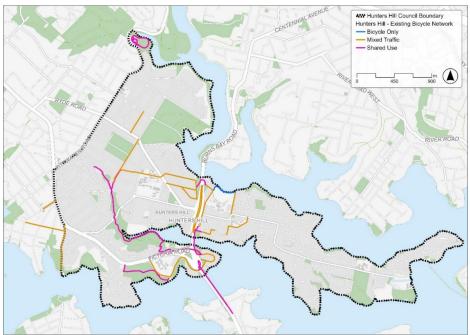


Figure 5-6: Existing cycling facilities

5.3.3 Summary of Active Transport in Hunters Hill

The overall quality and delivery of active transport infrastructure in Hunters Hill is inconsistent. Shared paths are of mixed quality in the Municipality of Hunters Hill. Some off-road shared paths are well-maintained whereas other parts of the official Hunters Hill bike network are not. As such, a lot of the shared path network is cracked, limiting the space for pedestrians and cyclists to travel on the shared path safely and comfortably. In addition, shared paths across the LGA are not sufficiently wide, meaning that pedestrian and cyclists travelling in opposite directions are more likely to come into conflict. In general, there is inconsistency in proper line-marking and wayfinding signage to guide cyclists and pedestrians around the LGA. A wayfinding strategy needs to be in place that allows riders to understand their location, which destinations are accessible and how to reach them. Similarly, end-of-trip facilities are missing at key destinations which deters people from riding.

The following issues were identified with the existing cycling facilities as part of the Hunters Hill Bike Plan, 2020:

- Poor quality of existing paths, including cracked shared path surfaces.
- Inconsistency in the quality of road markings throughout the network, with many markings fading and limited in visibility.
- Poor wayfinding and lighting.
- Lack of cycling prioritisation with limited cycling infrastructure.
- Insufficient end-of-trip facilities.
- Burns Bay Road as a connectivity barrier and limited or challenging links to neighbouring LGAs.

A strategic route network was proposed for Hunters Hill as part of the Bike plan with recommendations on infrastructure intervention options along the route. The Hunters Hill Bike Plan, 2020 can be found here - https://www.huntershill.nsw.gov.au/Roads/Bike-Plan



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Actions to tackle these issues are detailed in **Section 8.1**. One of our recommendations is also to implement the network routes and improvements proposed as part of the Hunters Hill Bike Plan 2020.

5.4 Parking

The existing parking information was obtained from the Hunters Hill Parking Strategy, 2020. 13 precincts were identified for which parking strategies and action plans were developed. The key types of parking demand generators within Hunters Hill LGA are residential (from houses without off-street parking), retail and commercial businesses, commuter (ferry wharf) parking and recreational parking.

On-street parking within the Hunters Hill LGA typically includes parking within town and local centres which are mostly characterised by short to medium stay restricted parking (usually between one-hour parking and four-hour parking). Unrestricted parking is provided outside of town and local centres and is mostly used by residents and visitors.

Short and medium stay parking restrictions in and around town and local centres within the LGA are located on higher order roads such as Gladesville Road, Ryde Road and Church Street. These restrictions are also carried over onto minor roads, approximately 100 to 200 meters from intersections with major roads. On-street parking restrictions are generally in effect between 8:30am to 6:00pm on weekdays and 8:30am to 12:00pm Saturdays, subject to clearway restrictions.

Off-street parking within Hunters Hill LGA typically include private and council car parks at different locations including Buffalo Creek Reserve, Gladesville Shopping Village, Cowell Street car park (North), Signal Hill Car Park, Boronia Park, Boronia Park Shopping Village, Hunters Hill Village, Hunters Hill Hotel, Gladesville Skatepark, Henley Community Centre, Woolwich Marina and Clarkes Point Reserve.

Based on the feedback received from community consultation, the following issues were identified with the existing parking:

- Parking management issues around Woolwich Wharf.
- · Long term parking needs to be re-assessed around major centres with changing demand.

Managing parking effectively can support sustainable transport goals, improve urban livability, and create more efficient and equitable transportation systems. These issues have been taken into consideration to formulate recommendations related to parking in **Section 8.3**.



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5.5 Freight Network

Hunters Hill LGA is not home to any significant industrial areas which generate freight vehicle traffic, but it does witness high volumes of through freight traffic on Burns Bay Road and Victoria Road. These two routes form part of the 25/26m long B-double truck route within the restricted vehicle access networks, as shown in Figure 5-7.

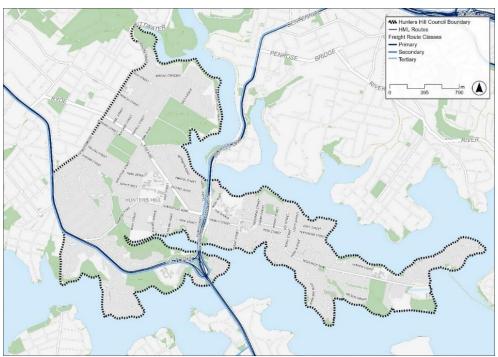


Figure 5-7: Existing freight network

Heavy vehicle traffic in Hunters Hill is primarily confined to Burns Bay Road and Victoria Road, with exceptions for local access. Given the limited industrial activity and the absence of planned infrastructure projects that would redirect substantial freight movements into the area, heavy vehicle traffic in Hunters Hill is expected to remain unchanged in the future.



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6. Community Engagement

The Hunters Hill LGA online survey and Social Pinpoint survey were developed in collaboration with Council staff. The surveys were conducted to understand the local transport needs of residents, visitors and workers and included questions relating to transport in the Hunters Hill LGA, including travel mode and barriers to using the mode of their choice. The surveys were open from 13 December 2023 to 31 January 2024. A drop-in session was also undertaken to receive more information from residents, visitors and workers who may not have had the opportunity to provide input through the online surveys.

The community engagement process provided useful information on the community's views, concerns, and vision for transport across Hunters Hill, that guided the development of the ITS. The community consultation is summarised in this section. Detailed information about the community engagement approach, profile of survey respondents, findings from the community engagement are provided in **Appendix D**.

The survey can be accessed by following this <u>link</u>. A summary of key insights from the community engagement is provided below.

6.1 Key Insights from the Community Engagement

Majority of the respondents lived within the LGA with 95% living within Hunters Hill, Gladesville and Woolwich. Most were workers with more than a quarter (32%) retired. Respondents' employment status, residential suburb and household type were found to align with ABS census 2021 data for Hunters Hill LGA therefore the sample of residents who responded to the survey was concluded to be representative of Hunters Hill LGA.

The key insights are summarised as follows:

- The car mode dominated both local trips, and trips to work or study. A significant proportion (30%) of respondents use public transport as their preferred mode for work or study.
- The lack of wayfinding for cyclists/pedestrians and infrastructure such as pedestrian crossings and lighting were some of the main transport issues raised by respondents.
- "Existing footpaths/cycleways are not well designed or maintained" and "there is no suitable infrastructure to walk/cycle" are the main barriers to walking/cycling given by respondents.
- 26% of respondents noted that they would use active transport more than they currently do.
- 43% of respondents noted that the main barrier for not using public transport is the low frequency of public transport services.
- Strong support was given for introducing new bus services especially to the North Ryde Metro Station and Sydney CBD and increasing the frequency of existing bus services on weekdays and weekends.
- More than half of the respondents (59%) would use public transport more to travel within and outside the LGA.
- Strong support was given for reducing the speed limit on Ryde Road from 60km/h, since it has high pedestrian activity in many locations.



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6.2 Barriers to Using Active Transport

31% of respondents noted that the main barriers to walking are that existing footpaths are not well designed or maintained and there is no suitable infrastructure to walk. Similarly, 50% of respondents noted that existing cycleways are not well designed/maintained and there is no suitable infrastructure to cycle as the main barriers to cycling. (Refer to Figure 6-1 and Figure 6-2)

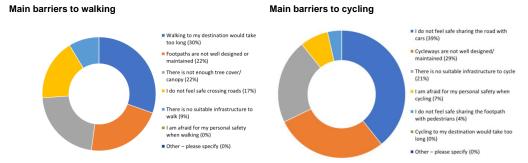


Figure 6-1: Main barriers to walking

Figure 6-2: Main barriers to cycling

6.3 Barriers to Using Public Transport

The main barrier raised by respondents for not using public transport is the low frequency of public transport services (43% of respondents). (Refer to Figure 6-3)

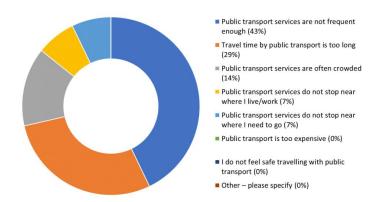


Figure 6-3: Main barriers to using public transport



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7. SWOT Analysis

This chapter explores the strengths, weaknesses, opportunities and threats that faced by the transportation system in Hunters Hill. These were identified through a review of the draft ITS prepared by the Hunters Hill MTAC, strategic review, existing conditions assessment, transport data analysis and the community engagement. Table 7-1 provides a summary of the strengths, weaknesses, opportunities and strengths that informed the development of the ITS for Hunter's Hill Council.

Table 7-1: Strengths, weaknesses, opportunities and strengths.

Strengths, Weaknesses, Opportunities, Threats

Strengths

- · Overall, pedestrian accessibility within the LGA is good with connected footpaths on one or both sides of the road.
- Strategic location within the North District with close proximity to Sydney CBD and Sydney airport.
- Easy Access to two state roads (Burns Bay Road and A40 Victoria Road).
- Close proximity to the Macquarie Park and Chatswood strategic centres.
- Main transport connections cover both north-south movements (via Burns Bay Road and Pittwater Road) and eastwest movements (via Victoria Road, Gladesville Road, Ryde Road, Church Street and Alexander Street).
- · High proportion of residents employed in the professional, scientific, technical, health care and financial services.
- Tree canopy cover that provides shade needed when walking/cycling.
- . Town centres offer a mix of retail, entertainment, cultural and community facilities.

Weaknesses

- Opportunities for local employment are limited therefore most residents have to travel outside Hunters Hill for employment
- Although, the main routes running through the suburb are largely flat grade, the local streets feeding into the main routes might have steep grade which could walking and cycling difficult.
- There is a high percentage of car-based trips for travel to work.
- Lack of a connected bicycle network, particularly pronounced in western parts of the LGA.
- . While there are some shared paths in the LGA, there are no dedicated cycling facilities
- Most residents are more than 30 minutes from the North Ryde metro station by public transport.
- No direct buses linking Hunters Hill to North Ryde metro station.
- No direct off-peak bus services linking Woolwich to Sydney CBD.
- Local public transport connections within Hunters Hill are very limited.
- No direct access for walking and cycling between Gladesville bridge and Tarban Creek bridge.
- Traffic congestion on some roads e.g Ryde Road during peaks.
- Concentrations of crashes (along Victoria Road, Ryde Road and Burns Bay Road -taking into consideration 2017-2021 data).
- Continued reliance on private vehicles with higher proportions of residents owning 2 or more cars (56.7%) in comparison to Greater Sydney (46.1%).

Opportunities

- High proportion of residents between 0 to 19 year age group (24%), many of whom rely on public and active transport to get around independently.
- Majority of residents are in pre-retirement age group (60% in 15 to 64 age group).
- $\bullet \quad \hbox{Proposed major infrastructure projects from the NSW government linking to Macquarie Park.}$
- Low average trip distance for private vehicle trips (~10km).

Threats

- Major road corridors (such as Burns Bay Road, Ryde Road and Victoria Road) are designated for high volumes of
 traffic, with much traffic travelling through the LGA rather than to or from the LGA. While they are also designated
 strategic bus and cycle corridors, road space allocation on these roads favours cars in the LGA.
- Population growth in the LGA is projected to be low.
- High proportion of residents in the 65+ age group (24%), who might have difficulty in walking and cycling to their destination, or to public transport stops due to insufficient, safe and connected infrastructure.



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8. Action Plan

The actions in this strategy comprise initiatives that Council will take to deliver this ITS. Council will work with other stakeholders by advocating for funding, partnering with other stakeholders particularly for public transport services and infrastructure implementation.

Each table below provides a list of actions, the goals they address, priority and responsible party. The actions are categorised into active transport, public transport, and traffic & parking actions:

- Active Transport Actions (shown in Table 8-1) Possible locations for actions are shown on Figure 8-1
- Public Transport Actions (shown in Table 8-2) Possible locations for actions are shown on Figure 8-2
- Traffic & Parking Actions (shown in Table 8-3) Possible locations for actions are shown on Figure 8-3

The timing of implementations is defined as follows:

- Short-term: within 3 years
- Medium-term: within 5 years
- Long-term: within 10 years



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8.1 Active Transport Actions

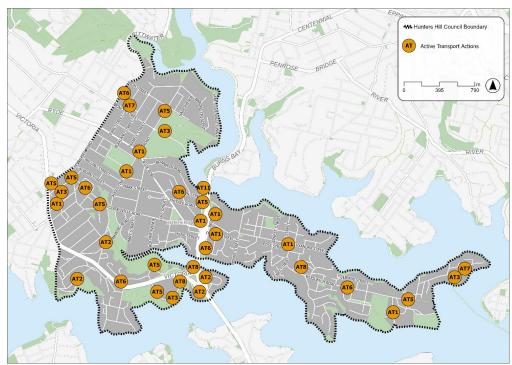


Figure 8-1: Active transport recommendations

Table 8-1: Active Transport Actions

Map Reference	Issues	Location	Action	Goal	Priority	Timing	Responsibility
AT1	Lack of safe crossing	LGA wide	Investigate opportunities and identify locations to provide pedestrian/ cyclist crossing facilities at locations used frequently and/or provide connection to key destinations	Streets as Places	High	Short	Council
AT2	Missing footpath links	LGA wide	Identify areas for improved connectivity along footpath routes between key destinations and construct missing footpath links	Improve Local Accessibility	High	Medium	Council



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Map Reference	Issues	Location	Action	Goal	Priority	Timing	Responsibility
AT3	Insufficient end-of-trip facilities	LGA wide	Investigate opportunities and identify locations for provision of bicycle parking, drink stations and End-of-Trip facilities in town centres and high use areas in the LGA (e.g. Coles in Gladesville, at Boronia Park, at Woolwich Wharf, at Huntley's Point Wharf).	Integrated Transport and Land Use	High	Short	Council/ Developers
AT4	Insufficient end-of-trip facilities	LGA wide	Incorporate End-of-Trip Facilities in relevant planning documents such as the DCP, and in new developments or major upgrades to existing developments.	Integrated Transport and Land Use	High	Short	Council
AT5	Poor wayfinding	LGA wide	Provide active transport wayfinding and signage to support access along known cycling, walking and public transport corridors across the LGA as outlined in the Hunters Hill Bike Plan 2020.	Improve Local Accessibility, Integrated Transport and Land Use	High	Short	Council
AT6	Lack of dedicated cycling infrastructure	LGA wide	Plan, design and construct missing cycleway links to connect major centres within the LGA and to adjacent LGAs as outlined in the Hunters Hill Bike Plan 2020 including: • Burns Bay Rd from	Improve Local Accessibility	High	Medium	Council/ TfNSW
			Gladesville Bridge to City of Ryde Burns Bay Road from Gladesville Bridge to Fig				
			Tree Bridge Hunters Hill Village to Woolwich Wharf via Hunters Hill HS				
			Gladesville Town Centre to Huntleys Point Wharf via Riverside Girls HS				
AT7	Poor quality of existing paths	LGA wide	Prioritise the maintenance of walking/cycling infrastructure and facilities including footpaths, cycleways, bicycle parking racks and signage.	Improve Local Accessibility, Integrated Transport and Land Use	High	Medium	Council
AT8	Poor lighting	LGA wide	Audit/investigate existing street lighting to identify areas for improved lighting to encourage and support active transport	Streets as Places	Medium	Short	Council



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Map Reference	Issues	Location	Action	Goal	Priority	Timing	Responsibility
			across the LGA.				
AT9	Safer access to schools	LGA wide	Council to work with TfNSW and schools in the LGA to roll out programs, activities and information packages that support and promote school children walking and cycling to schools.	Enable Sustainable Transport Choices	Medium	Medium	Council
AT10	Updated and collated travel information	LGA wide	Provide a dedicated page on Council's website on walking, cycling and public transport in Hunters Hill and update the information annually.	Enable Sustainable Transport Choices	Medium	Medium	Council
AT11	Lack of dedicated cycling infrastructure	Burns Bay Road	Advocate for the Strategic Cycle Connection along Burns Bay Road to be built and develop a plan to connect to it.	Enable Sustainable Transport Choices, Improve Local Accessibility	Medium	Medium	Council/ TfNSW



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8.2 Public Transport Actions

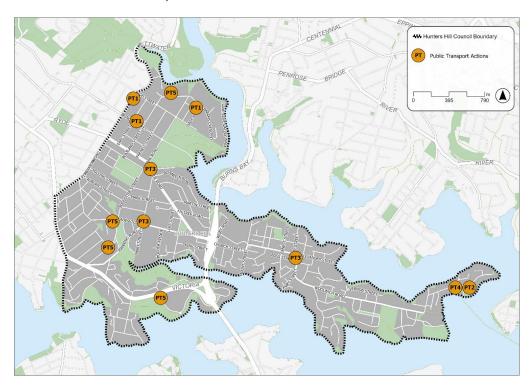


Figure 8-2: Public transport recommendations

Table 8-2: Public Transport Actions

Map Reference	Issue	Location	Action	Goal	Priority	Timing	Responsibility
PT1	Lack of connections	LGA wide	Advocate to Transport for New South Wales (TfNSW) to provide a frequent and direct bus services to connect Hunters Hill to North-Ryde Metro station.	Improve Local Accessibility, Enable Sustainable Transport Choices	High	Short	Council/ TfNSW
PT2	Lack of frequency	Woolwich	Advocate to TfNSW to provide direct off-peak bus services to connect Woolwich to Sydney CBD.	Improve Local Accessibility, Enable Sustainable Transport Choices	High	Short	Council/ TfNSW
PT3	Lack of local services	LGA wide	Investigate options for local public transport connections across Hunters Hill LGA, and advocate to TfNSW to provide the local bus	Improve Local Accessibility, Enable Sustainable Transport Choices	Low	Long	Council/ TfNSW



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Map Reference	Issue	Location	Action	Goal	Priority	Timing	Responsibility
			services.				
PT4	Lack of frequency	Woolwich	Advocate to TfNSW for an earlier 538 bus service from Woolwich to Gladesville, and later 538 services from Gladesville to Woolwich.	Improve Local Accessibility, Enable Sustainable Transport Choices	Low	Medium	Council/ TfNSW
PT5	Inconsistent Bus Facilities	LGA wide	Improve bus facilities including bus shelters, signage for bus stops, and lighting around bus stops in the LGA.	Integrated Transport and Land Use	High	Medium	Council



Action Plan | 35

8.3 Traffic and Parking Actions

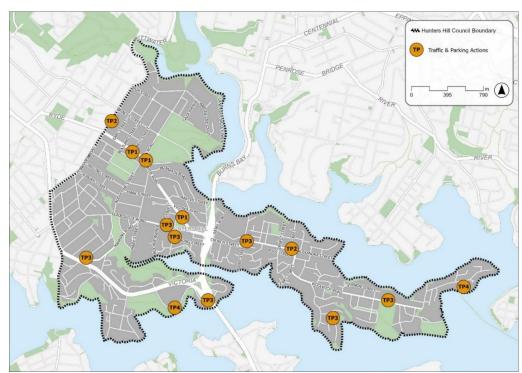


Figure 8-3: Traffic and parking recommendations

Table 8-3: Traffic & Parking Actions

Map Reference	Issue	Location	Action	Goal	Priority	Timing	Responsibility
TP1	Higher speed limit	Ryde Road	Seek approval from TfNSW for a reduced speed limit of 50km/h for the section on Ryde Road that is currently 60km/h.	Streets as Places	High	Short	Council / TfNSW
TP2	Higher speed limit	LGA wide	Investigate opportunities for 40 km/h and 30 km/h zones on select Council roads, where possible, especially in high pedestrian/ cyclist areas.	Streets as Places	Medium	Medium	Council
TP3	Lack of traffic calming measures	LGA wide	Investigate opportunities and identify locations to introduce traffic calming measures to improve pedestrian safety.	Streets as Places	Medium	Medium	Council / TfNSW



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Map Reference	Issue	Location	Action	Goal	Priority	Timing	Responsibility
TP4	Inconsistent parking restrictions	Huntley's Point and Woolwich Ferry Wharves	Investigate opportunities to provide additional parking opportunities around Huntley's Point and Woolwich Ferry Wharves, balanced with the needs of residents.	Enable Sustainable Transport Choices, Integrated Transport and Land Use	Low	Long	Council
TP5	Lack of dedicated road space for active transport	LGA wide	Investigate opportunities and identify locations to re-allocate more road space to active transport and public transport throughout the LGA in line with the NSW Road Space Allocation Policy, to improve safety for residents and encourage mode shift.	Streets as Places, Enable Sustainable Transport Choices	Low	Long	Council



Action Plan | 37

9. Monitoring

The implementation, monitoring and review of the Hunters Hill ITS will be a crucial part in achieving the objectives of the strategy. Progress will be measured based on performance measures summarised in Table 9-1. It is recommended that the ITS be reviewed every 5 years to assess progress and funding requirements.

Table 9-1: Performance monitoring

Action	Mode	Measure of success	Assessment timeframe
AT1		Number of new crossing facilities identified.	Annually
		Number of crossing facilities implemented.	Annually
AT2		Km of missing footpaths planned/designed.	Every 3 years
		Km of missing footpaths implemented.	 Annually
AT3		Number of bicycle parking, drink stations and End-of-Trip	Every 3 years
		facilities identified for implementation.	 Annually
		 Number of bicycle parking, drink stations and End-of-Trip facilities implemented. 	•
AT4		DCP updated to include End-of-trip facility requirement.	5 years
AT5		Number of active transport way finding signs implemented.	 Annually
AT6	Active Transport	Km of missing cycleways planned/designed.	Every 3 years
	·	Km of missing cycleways implemented.	Annually
AT7		Km of walking and cycling infrastructure maintained.	 Annually
		 Number of walking and cycling facilities maintained. 	Annually
AT8		Km of new lighting installed along walking/cycling routes.	3 years
AT9		 Number of schools taking part in behaviour change programs. 	Annually
AT10		Date Active Transport page was added on Council's website.	
		 Date of last update of walking/cycling page on Council's website. 	 Annually
AT11		Km of new cycleways planned/designed.	3 years
PT1		Number of meetings with TfNSW, meeting actions and record of follow up.	Annually
PT2	Public Transport	Number of meetings with TfNSW, meeting actions and record of follow up.	Annually
PT3		Report on outcomes of investigation.	
		Record of implementation of report recommendations.	Every 3 years
PT4		Number of meetings with TfNSW, meeting actions and record of follow up.	Annually
PT5		Number of bus facilities improved.	Every 3 years
TP1	Traffic and Parking	Report on outcomes of implementation.	Every 3 years



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Monitoring | 38

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Action	Mode	Measure of success	Assessment timeframe
TP2		Report on outcomes of investigation.Record of implementation of report recommendations.	Every 3 years
TP3		Report on outcomes of investigation. Record of implementation of report recommendations.	Every 3 years
TP4		Report on outcomes of investigation. Record of implementation of report recommendations.	Every 3 years
TP5		Report on outcomes of investigation. Record of implementation of report recommendations.	Every 3 years



Monitoring | 39

10. Conclusion and Next Steps

The ITS for Hunters Hill Municipality represents a proactive approach to enhancing mobility, accessibility, and sustainability within our community. This strategy is guided by a clear vision where residents of all ages and abilities can comfortably walk, cycle, and use public transport for work, lifestyle, and leisure, seamlessly connecting to key destinations such as Top Ryde, Macquarie Park, Barangaroo, and the City. The strategy's vision aligns with state, regional, and local planning objectives, addressing the diverse transport needs of our community, businesses, and visitors. By integrating transport planning with land use, the strategy supports Council's strategic plans and identifies actions for improving transport infrastructure, services, safety, and policy.

The strategy addresses several key goals and objectives to achieve this vision:

- Enhancing the quality and coverage of public transport services is central to the strategy.
- Creating user-friendly streets involves redesigning urban spaces to prioritise pedestrian and cyclist safety and convenience.
- Improving local accessibility focuses on ensuring that residents have convenient access to essential services and amenities within their neighbourhoods.
- Promoting sustainable transport options is key to reducing carbon emissions and promoting public health.
- Integrating transport planning with land use aims to create compact, connected communities that reduce the need for car travel.

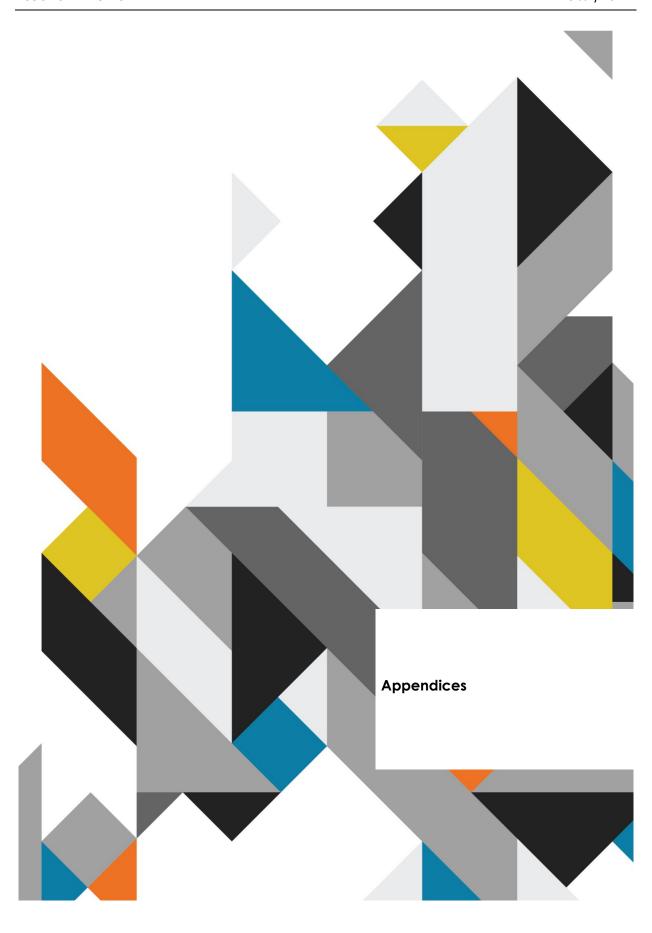
To achieve these goals, the strategy recommends a series of strategic actions aimed at developing a transport system that supports the needs and aspirations of our community now and into the future. This approach will not only improve mobility and connectivity but also contribute to environmental sustainability and enhances the quality of life for all residents of Hunters Hill.

The successful implementation of the ITS for Hunters Hill Municipality relies on a coordinated approach, ongoing commitment, and continuous monitoring. These steps will require ongoing collaboration between Council, stakeholders, and the community to ensure that transport solutions meet the needs of residents and support the long-term sustainability and livability of Hunters Hill Municipality. It is recommended that the ITS be reviewed every 5 years to assess progress and funding requirements and incorporate changes in state, regional and local planning.



Conclusion and Next Steps | 40

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Appendix A Summary of Strategic Context Documents



Summary of Strategic Context Documents

Itom 4.22 Attachment 1

A.1 State Government Policy and Strategic Guidance

Future Transport Strategy, TfNSW

The Future Transport Strategy (2022) presents the NSW government's vision, planning, investment, delivery and operations plan for transport, with a focus on moving people rather than moving vehicles. The NSW Government's vision for six cities with NSW can only be achieved if people and goods are able to move across the cities using seamless connections and also within each city with 30-minute access to jobs, housing, health care and social connections.

The COVID-19 pandemic is acknowledged as having an impact to the how we are able to work and undertake other activities, such as learning, health and shopping, has changed our daily travel patterns. Other mega trends addressed including the impacts of climate change, decarbonisation, consumer demand for goods, rapid technological changes, data as an enabling asset and economic growth markets.

The Strategy's vision and outcomes is as follows:

"Our transport system will help to make NSW the most liveable state in the world, an economic powerhouse filled with vibrant, sustainable communities where citizens have choice and opportunity."

The focus areas and actions from the strategy that are relevant to delivering this ITS are shown in Table 10-1.

Table 10-1: ITS focus areas and actions

Focus Areas	Actions and Initiatives
Support concept of a 30-minute city	A key concept in the Future Transport Strategy is the 30-minute city. To achieve this, the Strategy presents a number of road, rail and rapid bus missing links within the south-eastern city, as shown in Figure 10-1
Enable 15-minute neighbourhoods	 Integrate safe and separate, first and last-mile walking and cycling connections and trip facilities into plans and projects to promote active transport for all travel purposes for people of all ages and abilities.
	 Ensure 15-minute walking, cycling and micromobility networks are planned or under development within the catchment prior to new train stations, major bus stops and interchanges and ferry wharves opening.
	 Investigate options to support council-led walking, cycling and place-making initiatives, to make it easier to activate local streets and centres.
	 Partner with the Department of Education and key stakeholders to improve safe walking, cycling and public transport access to schools.
	 Improve priority for walking trips in centres, towns and villages, such as reallocating road space to widen footpaths and providing more frequent and longer duration pedestrian crossing phases at traffic signals.
	Improve town amenity where possible by moving visitor car parking away from main streets.
	Ensure there are footpaths on both sides of all streets within 400 metres of a local destination or main street and within 800 metres of a strategic or city centre.
	Provide heavy vehicle bypasses of main streets and strategic or city centres.
	Provide and upgrade safe cycle routes that establish or complete local networks.
	Provide low-speed traffic environments to make walking and cycling safer.
Deliver connected and continuous	 Improve cycle access to centres, stations, key precincts, and major parks and gardens – including the provision of suitable bike parking facilities.
cycling networks	 Provide safe and connected cycleways for people of all ages and abilities that can be used by all current and future forms of micro mobility devices.
	Improve car-free access to national parks and other natural assets.
Provide safer and better precincts	 Prioritise street space to walking, cycling and public transport where new projects provide alternative connections or bypasses for through traffic.
and main streets	Implement signalised intersection upgrades to include missing crossings for pedestrians and bike riders.



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- Continue investing in pedestrian crossings, refuge islands and traffic calming measures.
- Deliver walking improvements across the transport network, including lighting and smart technology to improve safety and visibility.
- Support local communities and councils who wish to implement lower speed limits in their local areas.
- Deliver reduced speeds and speed limits in urban places and local streets.

Promote walking and cycling and encourage behaviour change

- Work with councils to pilot infrastructure and traffic management initiatives, including temporary restricted vehicle access on roads adjacent to schools.
- Partner with councils to improve consistent wayfinding information for walking and cycling across NSW.
- Continue to work with other state agencies and stakeholders to attract and facilitate events that promote walking and cycling

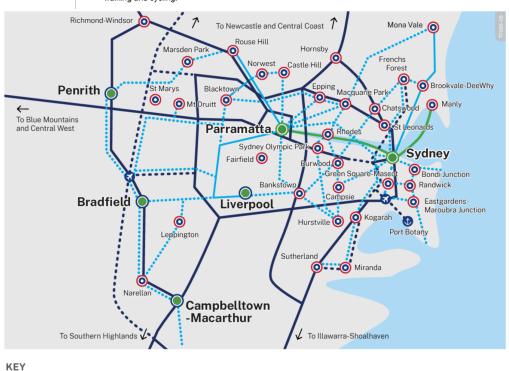




Figure 10-1: Future Transport Strategy - Existing and future transport network



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A Metropolis of Three Cities (Greater Sydney Commission, 2018)

The current Greater Sydney region plan, *A Metropolis of Three Cities* (M3C) is the Greater Sydney Commission's (GSC) metropolitan blueprint for the Sydney basin as the population grows to eight million over the next 40 years. M3C is built on the vision of realigning Sydney into three distinct cities; an Eastern Harbour City, a Central River City (centred on Parramatta) and a Western Parklands City (focused on the future Western Sydney Airport).

M3C emphasises collaboration to coordinate population growth with new or improved infrastructure. It aims to provide communities, councils, state agencies, and industry with direction and certainty to guide investment in the physical and social infrastructure, services and affordable housing required to support the growth.

The plan encourages city planners to ensure that each new 'city' can support a large majority of its residents with employment opportunities, education, health facilities, services, and great places to be, within 30 minutes travel of their homes. The performance indicators focus on a metric of 30 minutes travel by public transport between dwellings and the nearest metropolitan city or strategic centre. The economic efficiency of major trade gateways is also a key focus of M3C.

The Hunters Hill LGA is located in lower north corner of the Eastern Harbour City. M3C identifies the Harbour CBD as the metropolitan centre within the Eastern Harbour City, and Green Square-Mascot (Green Square in City of Sydney), and local strategic centres in Inner West and Ryde LGAs.

M3C focuses on 10 key directions that address Sydney's liveability, connectivity, productivity and sustainability. This 20 year plan, with a 40 year vision, sits on top of five district plans which provide greater planning details and link to local Council plans.

2026 Road Safety Action Plan - Towards Zero, TfNSW

The 2026 Road Safety Action Plan – Towards Zero seeks to build on the accomplishments of the Road Safety Plan 2021. The Plan adopts the Safe System approach to achieving a safe transport system and focuses on enhancing education and local engagement, transforming the safety of the NSW road network and accelerating safety features in vehicles. It was developed following extensive engagement and community consultation, as well as analysis of trauma trends, best practice approaches and research evidence.

The vision of the road safety strategy is "zero fatalities and serious injuries on NSW roads by 2050". The trauma reduction targets for NSW are to halve fatalities by 2030 and to reduce serious injuries by 30% by 2030 on NSW roads. The plan identified five priority areas to help the NSW government reach the above targets of:

- Creating safer country roads and urban places.
- Enhancing road safety in local communities.
- Increasing the safety of light vehicles, heavy vehicles, and protective equipment.
- Making safer choices on our roads.
- Ensuring the safety of vulnerable and other at-risk road users.

The priority area "ensuring the safety of vulnerable and other at-risk road users" is directly applicable to this ITS. Additionally, the following actions are of relevance to this ITS:

- Treat urban places and local streets with safety measures such as pedestrian crossing facilities, raised safety platforms, and safer speed settings particularly 30km/h and 40km/h zones.
- Further strengthen road safety information and campaigns to educate all road user groups, including pedestrians
 and bicycle riders, about their road safety responsibilities, safe passing distance rules, and how to better manage
 risks that can lead to casualty crashes in NSW.



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North City District Plan (Greater Sydney Commission, 2018)

GSC is implementing M3C through five district plans, which detail district-specific directions, place-based outcomes, and the actions to achieve these. The North City District Plan (NCDP) covers the Hunters Hill LGA. It references the strategic centres noted in M3C and nominates local centres in the Hunters Hill LGA as Gladesville and Boronia Park.

The NCDP describes how integrated land use and transport planning can help achieve the 30-minute city through increasing development density near public transit corridors. It sets a housing supply increase for the Hunters Hill LGA of 400 new dwellings until 2029.

The NCDP includes 10 strategic directions underpinned by 21 planning priorities. Of the 10 Strategic Directions, 'A city supported by infrastructure', 'A city for people', 'Housing the city', 'A city of great places', 'Jobs and skills for the city', 'A well connected city', 'A city in its landscape' and 'An efficient city' are directly relevant to the Hunters Hill ITS. Each of these strategic directions and their relevant planning priorities are listed in Table 10-2.

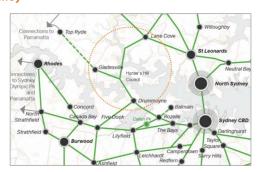
Table 10-2 Relevant NCDP strategic directions and planning priorities to the ITS

Relevant strategic directions	Relevant planning priorities
A city supported by infrastructure: Infrastructure supporting new developments	E1 – Planning for a city supported by infrastructure
Housing the city: Giving people housing choices	E5 – Providing housing supply, choice and affordability with access to jobs, services, and public transport
A city of great places: Designing places for people	E6 - Creating and renewing great places and local centres, and respecting the District's heritage
Jobs and skills for the city: Creating the conditions for a stronger economy	E9 – Growing international trade gateways
A well connected city: Developing a more accessible and walkable city	E10 – Delivering integrated land use and transport planning, and a 30 minute city
A city in its landscape: Valuing green spaces and landscape	E17 - Increasing urban tree canopy cover and delivering Green Grid connections
An efficient city: Using resources wisely	E19 - Reducing carbon emissions and managing energy, water and waste efficiently

Strategic Cycleway Corridors for Greater Sydney

The Strategic Cycleway Corridors program aims to establish a network of key cycleway corridors across Greater Sydney that connect key centres and major points of interest to help facilitate active travel. Hunters Hill LGA is identified as a strategic centre The program has identified the following key links as part of the SCC network:

- Hunters Hill to Gladesville
- Hunters Hill to Drummoyne and Lane Cove



Hunters Hill strategic cycleway corridors

Source: Strategic Cycleway Corridors, Eastern Harbour City Overview, 2022



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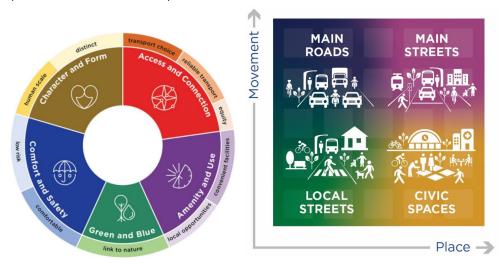
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Movement and Place Framework (NSW Government)

Movement and Place moves away from traditional thinking of roads as a means to get vehicles from A to B. the framework recognises that streets not only provide movement for people and goods, but are also places for people to live, work and spend time. This type of planning can better deliver social, environmental and economic improvements for the entire community.

The NSW Movement and Place Framework has established a set of 36 built environment performance indicators (BEI) for evaluating Movement and Place projects. The Indicators consist of a set of 36 indicators under five themes relating to user outcomes. These themes are shown below.

Classifying street environments within the Movement and Place framework involves characterising road segments to better understand gap between the current and future desired state and design of a street. Each street environment has a specific combination of movement and place function and fits within the four street environments as shown below.



Source: NSW Government, Movement and Place

Objectives of movement and place are to achieve roads and streets that:

- Contribute to the network of public space within a location, where people can live healthy, productive lives, meet each other, interact, and go about their daily activities
- Are enhanced by transport and have the appropriate space allocation to move people and goods safely and
 efficiently, and connect places together.

Movement and Place applies to the following planning projects:

	Strategic design	Planning	Design and delivery	Operations and maintenance
City / Region / Network	Region plan	Planning policies	Codes	Operations plans
Town / District	District plan	Integrated land use and transport plan	Guidelines	Rolling investment programs
Precinct / Subdistrict	Local strategic planning statement / Strategic framework	Precinct structure plan	Precinct master plan	Precinct management plan
Neighbourhood / Corridor	Place strategy	Place plan	Place revitalisation	Place management plan



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Block / Street

Street improvement project

Street concept design

Street upgrades, testing and pilot projects

Street operations improvements



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A.2 Local Government Policy and Strategic Guidance

The following section covers relevant policies and strategies issued by Hunters Hill Council. These strategies have been outlined to recognise planned infrastructure that connects with the Hunters Hill LGA.

Table 10-3: Local government policy and strategic guidance

Document Description **Hunters Hill Community** Council's CSP informs long term planning for the future of Hunters Hill LGA and the strategies that will be used to get there. Strategic Plan (CSP) It is the cornerstone document for the Integrated Planning and Reporting framework. It informs and guides Council's organisational plans and decisions and shapes their nters Hill Community Strategic Plan priorities, projects, and services. The plan is the product of extensive community consultation and stakeholder engagement and provided the community the opportunity to have their aspirations and priorities incorporated into Hunters Hill Council's strategic planning and service delivery. The 6 themes and goals around which the Plan is structured are connected & accessible infrastructure, environment, sustainability & open space, community & belonging, character, heritage & places and governance, participation & partnerships. Under the theme "connected and accessible infrastructure", Council committed to "maintain local infrastructure so people can walk, drive, cycle and catch public transport safely and easily". The following objectives are linked to this theme: Clean and accessible infrastructure is managed and maintained effectively. People are connected to their destination through improved public transport systems, linkages and networks. Levels of service and community need are reflected in the Asset Management Safe walking, cycling, and active travel is encouraged and supported with improved The transport-related areas the community asked Council to prioritise were: Footpaths Roads Traffic management Under the theme "community and belonging", Council committed to "connect people to information and accessible experiences to help them feel included and safe in the community" through objectives including ensuring that services and facilities meet the needs of all generations. Under the theme "character, heritage and places", Council committed to "Create a liveable place where everyone can enjoy our heritage, neighbourhoods, thriving village centres, parks, playgrounds and recreational areas. **Hunters Hill Local** The LSPS outlines key visions and a series of planning priorities across four themes, Strategic Planning which include: Infrastructure & Collaboration, Livability, Productivity, and Sustainability. Statement (LSPS) These four themes and relevant planning priorities look to address the Hunters Hill



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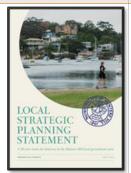
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community's economic, social and environmental land use needs over the next 20

Document

Description



years. The Hunters Hill Local Strategic Planning Statement lists the eight local planning priorities for Hunters Hill.

This ITS aligns with the following planning priorities:

- Provide services and facilities within Hunters Hill to meet community needs and aspirations of the community now and by 2040.
- Provide infrastructure to support community needs and aspirations.
- Encourage the development of local centres to support business and provide local centres for the community.

The following actions are relevant to this strategy:

- Work with NSW Government authorities and agencies, to ensure public transport services and facilities provided by the NSW Government support the needs of current and future residents in a timely way, including direct services between ferries, bus stops and trains station interchanges in peak and non-peak times e.g. Valencia Street Wharf to North Ryde North-West Metro train station.
- Work with City of Ryde Council, Transport for NSW and Department of Planning, Industry and Environment to deliver the City Servicing Transport Corridor along Victoria Road, Gladesville, while addressing transport and parking needs for Gladesville Town Centre in a timely way.
- Investigate and address transport and parking infrastructure needs at local centres and other key sites, to support the needs of residents, user groups and visitors e.g. Woolwich Docks and Parklands, e-car technology.
- Investigate the provision of active transport options (bicycles/walking), to support
 improved connections to local centres and public transport nodes (ferries and
 buses) and throughout Hunters Hill for recreation, health and wellbeing.
- Review off-street car parking requirements for new developments adjacent to public transport nodes to support employment and business growth opportunities, and a walkable city for health and wellbeing benefits.
- Investigate opportunities to improve the connections and access between the Hunters Hill LGA and key centres of the North District e.g. Gladesville, North Ryde, Chatswood, Macquarie Park and Eastern Harbour CBD to foster business connection and centre promotion.

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Appendix B Demographics and Travel Characteristics



Demographics and Travel Characteristics

B.1 Demographics and Travel Characteristics

General Profile

General profile information for these statistical areas is summarised in Table 10-4. The Gladesville – Huntleys Point SA2 has a lower median weekly household income than Hunters Hill – Woolwich SA2, which is also lower than the Hunters Hill LGA median weekly household income.

Table 10-4: Demographic information

SA2	Population	Number of private dwellings	Median weekly household income (\$)	Number of families
Hunters Hill - Woolwich	9,844	3,652	3,368	2,469
Gladesville - Huntleys Point*	15,456	6899	2,315	4219
Hunters Hill LGA	13,559	5,307	2,998	3,540

^{*}This SA2 is shared with Ryde Council

Industry of Employment

The industries of employment for people living within the Hunters Hill - Woolwich SA2 and Gladesville - Huntleys Point SA2 were obtained from the ABS census 2021 data and are shown in Table 10-5. The most common job type within these two areas is professional, scientific and technical services with 1,777 jobs. This is followed by health care and social assistance, financial and insurance services and education and training. These four industries employ 50% of residents in Hunters Hill – Woolwich SA2 and 45% in Gladesville - Huntleys Point SA2.

Table 10-5: Industry of employment

Industry	Hunters Hill - Woolwich SA2	Gladesville - Huntleys Point SA2	Total Number
Professional, Scientific and Technical Services	15.9%	13.5%	1777
Health Care and Social Assistance	15.5%	13.0%	1719
Financial and Insurance Services	9.8%	8.8%	1133
Education and Training	8.5%	9.8%	1161
Construction	6.8%	7.8%	923
Retail Trade	6.4%	8.0%	922
Accommodation and Food Services	4.8%	4.7%	590
Manufacturing	4.4%	4.3%	537
Rental, Hiring and Real Estate Services	4.2%	2.7%	401
Inadequately described	3.8%	3.5%	446
Wholesale Trade	3.8%	3.6%	453
Public Administration and Safety	3.7%	5.3%	588
Other Services	2.5%	3.2%	370
Information Media and Telecommunications	2.5%	3.4%	382
Administrative and Support Services	2.3%	2.6%	311
Transport, Postal and Warehousing	2.2%	2.9%	333
Arts and Recreation Services	1.8%	2.0%	240



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Total Number*	4,288	8,134	12,422
Agriculture, Forestry and Fishing	0.3%	0.2%	33
Mining	0.4%	0.1%	28
Electricity, Gas, Water and Waste Services	0.5%	0.6%	75

^{* &#}x27;Not stated' and 'Not applicable' are not included

Source: ABS Census 2021

Existing and Future Population

The population of the LGA in 2021 was 13,559 of which 48.7% were male and 51.3% were female. This is similar to the NSW profile with 49.4% male and 50.6% female. The LGA had a median age of 46 years. With a land area of 6 square km, the LGA has a population density of 2260 persons per square. The 50 to 54 years age group is the largest age group in the LGA as shown in Figure 10-2. This is proportionally bigger than the Greater Sydney average. Age groups over 45 years are proportionally bigger than the Greater Sydney average. Similarly, the 10 to 14 and 15 to 19 age groups are proportionally bigger than the Greater Sydney average. The 65 and above age group contributed 23.9% of the total population of the LGA, with the 19 and below age group at 24.3% of the total population of the LGA. This demographic trend impacts various aspects of community planning and services, including healthcare, housing, and public transportation.

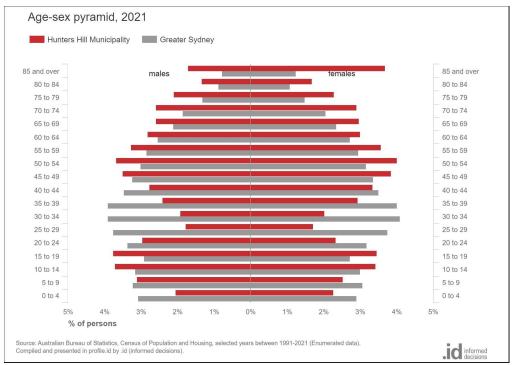


Figure 10-2: 2021 Population pyramid



Demographics and Travel Characteristics

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Population, Workforce and Employment Forecasts

The Advanced Analytics and Insights within TfNSW produced the 2022 Travel Zone (TZ) projections for population, students, workforce and employment for New South Wales. The latest travel zone projections, TZP22, is an update on the previously published TZP19. The projections in TZP22 extend from 2016 to 2066. Travel zones are designed to have a standardised level of trip generation across each zone and tend to be smaller in areas of high-density populations and larger in areas of lower density.

Hunters Hill LGA spans across 8 Travel zones (TZs) as shown in Figure 10-3.

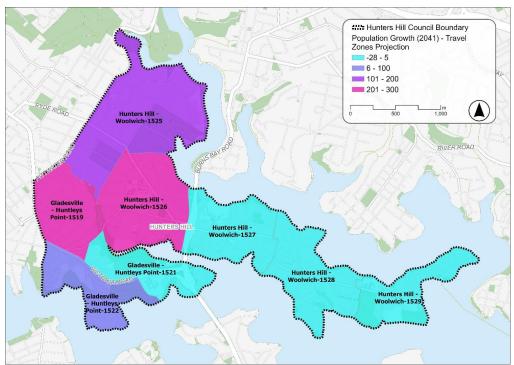


Figure 10-3: Estimated residential population 2041

Projections for forecast years of 2024, 2026, 2031, 2036 and 2041 for the estimated residential population are outlined in Table 10-6. These projections provide a representation of the estimated population growth in each TZ. Simultaneously, Figure 10-3 shows the difference in population of each TZ from base year (i.e., 2024) to 2041. TZ 1526 and TZ 1519 are projected to have the highest population growth by 2041.

Table 10-6: Travel zone projections- estimated residential population

Travel Zone Code	2024	2026	2031	2036	2041
1519	2,371	2,421	2,532	2,560	2,592
1521	929	928	926	923	920
1522	602	605	613	620	627
1525	3,356	3,379	3,420	3,468	3,538
1526	3,313	3,337	3,405	3,481	3,569
1527	1,609	1,612	1,608	1,605	1,602



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1528	1,854	1,856	1,843	1,833	1,821
1529	856	857	856	857	857
TOTAL	16,914	17,021	17,234	17,383	17,567

Projections for forecast years of 2024, 2026, 2031, 2036 and 2041 for the estimated workforce (number of employed persons) are outlined in Table 10-7. TZ 1522 is projected to have the highest workforce growth by 2041.

Table 10-7: Travel zone projections- workforce

Travel Zone Code	2024	2026	2031	2036	2041
1519	366	490	827	1,249	1,829
1521	622	773	1,104	1,429	1,726
1522	2,386	2,645	3,171	3,633	4,042
1525	1,692	1,695	1,698	1,686	1,668
1526	1,668	1,676	1,684	1,675	1,662
1527	1,237	1,242	1,247	1,239	1,228
1528	2,523	2,500	2,420	2,330	2,240
1529	1,375	1,369	1,340	1,302	1,263
TOTAL	11,869	12,390	13,491	14,543	15,658

Projections for forecast years of 2024, 2026, 2031, 2036 and 2041 for the estimated employment (number of jobs) are outlined in Table 10-8. These projections provide a representation of the estimated population growth in each TZ. Simultaneously, Figure 10-4 shows the difference in population of each TZ from base year (i.e., 2024) to 2041. TZ 1526 is projected to have the highest number of jobs by 2041 with approximately 1,335 jobs.

Table 10-8: Travel zone projections- employment

Table 10 0. Have Zone projections employment					
Travel Zone Code	2024	2026	2031	2036	2041
1519	951	956	964	980	1,011
1521	208	206	207	207	212
1522	732	718	726	735	753
1525	939	944	963	977	1,020
1526	1,262	1,260	1,274	1,290	1,335
1527	812	807	818	829	857
1528	230	234	236	243	253
1529	466	463	466	473	489
TOTAL	7,624	7,614	7,685	7,770	7,971



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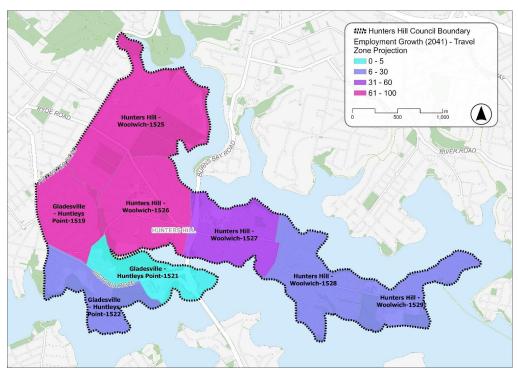


Figure 10-4: Estimated employment projections 2041

Travel Behaviour

Method of Travel to Work

Method of travel to work data is derived from the ABS Census and provides insight to the origins and destinations for worker trips, including the method of travel to work. The method of travel to work records the method used to travel to work on the day of the Census.

Figure 10-5 and Figure 10-6 show the mode share for journey to work trips based on census data in 2016 and 2021. Both, survey data sets from pre (2016) and post COVID (2021) have been assessed to better understand the travel behaviour of residents. In 2016, approximately 65 per cent of commute trips were made by private vehicle versus 22 per cent on public transport (comprising mainly bus at 14 per cent) and 4 per cent by active transport. Approximately eight per cent of residents did not commute to work as they worked from home in 2016.



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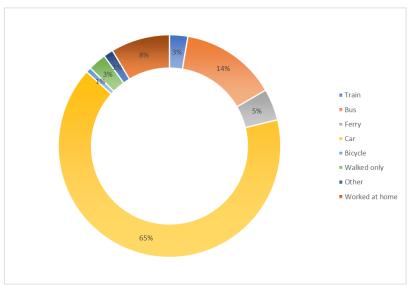


Figure 10-5: Mode share journey to work 2016

Figure 10-6 reflects the change in travel behaviour due to COVID 19 pandemic. Approximately 56 per cent of the respondents worked form home and 37% of commute trips were made by private vehicle. Approximately 3 per cent of trips were on public transport (comprising mainly bus at 2 per cent) and 3 per cent by active transport.

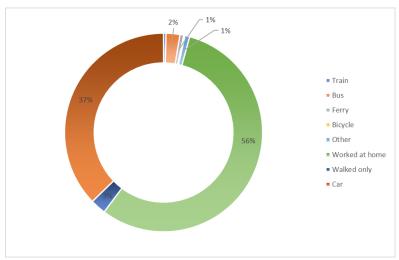


Figure 10-6: Mode share journey to work 2021



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Resident's Work Location

Method of travel to work data is derived from the ABS Census and provides insight on how many residents work locally, and how many travel out of the local area for work. Based on ABS data for 2021, of the 6,181 working residents, 1,227 (20%) live and work in the area and 4,726 (77%) live in the area but work outside Hunters Hill as shown in Figure 10-7.

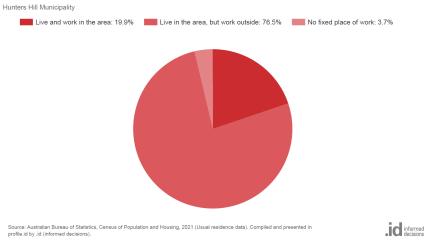


Figure 10-7: Employment location of Hunters Hill residents

Local Workers' Residential Location

Method of travel to work data is derived from the ABS Census and provides insight on how many local workers live locally, and how many commute from other areas. Based on ABS data for 2021, of the 4,574 local workers, 1,227 (27%) live and work in the area and 3,347 (73%) live outside the area but work in Hunters Hill as shown in Figure 10-8.

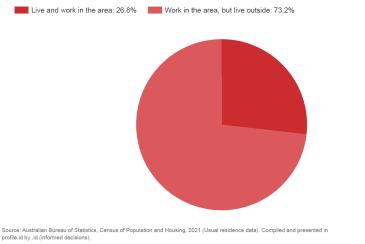


Figure 10-8: Residence location of of Hunters Hill workers





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Vehicle Ownership

Analysis of car ownership in 2021, indicates 57% of households in Hunters Hill Municipality had access to two or more motor vehicles, compared to 46% in Greater Sydney (Figure 10-9).

Analysis of the car ownership of the households in Hunters Hill Municipality in 2021 compared to Greater Sydney shows that 88.8% of the households owned at least one car, while 7.8% did not, compared with 84.2% and 10.8% respectively in Greater Sydney.

Of those that owned at least one vehicle, there was a smaller proportion who owned just one car; a larger proportion who owned two cars; and a larger proportion who owned three cars or more. Overall, 32.2% of the households owned one car; 38.4% owned two cars; and 18.3% owned three cars or more, compared with 38.1%; 31.0% and 15.1% respectively for Greater Sydney.

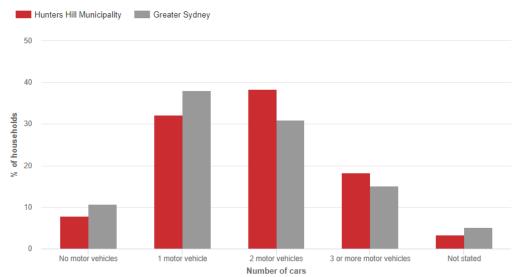


Figure 10-9: Vehicle ownership of Hunters Hill residents

Source: https://profile.id.com.au/randwick/car-ownership

Daily Trip Mode Choice

The Household Travel Survey (HTS) is conducted continuously by Transport for NSW and provides information on personal travel behaviour for a typical weekday, for dwellings across the Greater Metropolitan Area (GMA). The survey is conducted on a sample of residents in occupied private dwellings within the Sydney GMA, and includes questions on their travel purposes, mode type and trip distances. Data is collected on all trips made over a 24-hour period by all members of the participating households. The data for Hunters Hill Council was analysed from the HTS for 2018/ 19 and 2019/20. Data for 2021/22 or 2022/23 was not available for Hunters Hill Council.

Data extracted from the HTS indicates that the predominant mode choice for Hunters Hill LGA is vehicle driver followed by vehicle passenger (refer to Figure 10-10). These two modes contributed on average 75% of total mode share every year in the four years analysed. Active and public transport mode share in the LGA remains low with walk only trips contributing less than 15% daily trip mode share each year.



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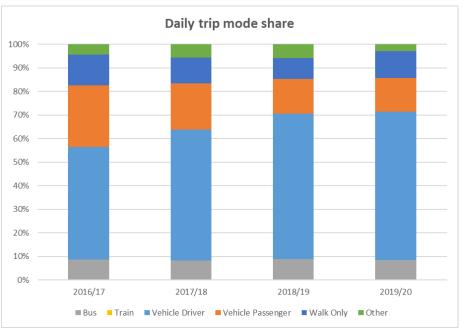


Figure 10-10: Daily trip mode share

Source: TfNSW Household Travel Survey

Trip Purpose, Mode and Distance Travelled

The proportion of trips per trip purpose for Hunters Hill LGA is shown and is shown in Figure 10-11. Social/recreation trips made up the highest proportion of trips in both 2018/19 and 2019/20 (25.8% and 28.1% respectively). Commute trips had the highest average distance per trip in both 2018/19 and 2019/20 (17.7 kilometres and 15.7 kilometres respectively).

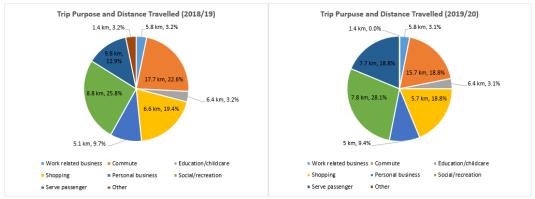


Figure 10-11: Trip purpose and distance travelled

Source: TfNSW Household Travel Survey



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Travel Mode and Distance Travelled

Average trip distance per mode share for 2018/19 and 2019/20 is shown in Figure 10-12. "Walk Only' trips are those where the whole trip is made by walking and no change of mode is involved. "Walk-linked" trips are walking trips where the purpose is access to, or egress from, another mode e.g. walk to the bus stop to catch the bus or walk from the bus stop after getting off the bus at the other end. The data shows that the average distance travelled by the vehicle driver and vehicle passenger mode was the highest (10.1 km and 8.6 km respectively in 2018/19 and 8.6 km and 9.8 km respectively 2019/20). The average distance travelled by bus was 6.5 km in 2018/19 and 2019/20.

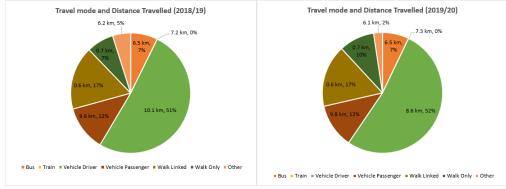


Figure 10-12: Mode of travel and distance travelled

Source: TfNSW Household Travel Survey



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Appendix C Existing Transport Conditions



Existing Transport Conditions

C.1 Existing Road Network

Road Network Classification

Table 10-9: Road hierarchy classification guidelines

Road classification	Road types	Function
State Roads	Freeways/ motorways and primary arterials	Form connections between urban centres such as Sydney, Newcastle, Wollongong and the Central Coast, and run through major regional towns. Roads that have a high volume of freight movements are generally assigned a State Road classification
Regional Roads	Roads that have a high volume of freight movements are generally assigned a state road classification	Provide the main connections between smaller regional towns and districts with the main State Road Network. Regional roads perform an intermediate function and due to their network significance, Transport for NSW provides financial assistance to councils for their management.
Local Roads	Secondary or sub-arterials	Roads providing local access to residential properties, as well as connections to arterial roads.

The road network hierarchy and classification of the key road network in Hunters Hill is outlined in Table 10-10 and shown in Figure 10-13.

Table 10-10: Key road network

Key road	Road classification	Movement and connectivity	Speed limit
Burns Bay Road	State	Burns Bay Road provides north-south access between Hunters Hill and Lane Cove. It connects Lane Cove Tunnel to the north and to the A40 Victoria Road to the south. Within the study area, Burns Bay Road is a two-way road with 2 lanes per direction.	70km/hr
A40 Victoria Road	State	Victoria Road provides access between Hunters Hill, Ryde (to the northwest) and Drummoye (to the south east). Within the study area, Victoria Road is a two-way road with 2 lanes per direction, a bus lane in each direction and localised widening at intersections for turning lanes.	70km/hr
Ryde Road	Regional	Ryde Road provides access between Hunters Hill and Ryde. Within the study area, Ryde Road is a two-way road with 1 lane per direction, and on-street parking permitted in the kerbside lane.	60km/hr
Pittwater Road	Regional	Pittwater Road provides the western border of Hunters Hill LGA and connects Hunters Hill to neighbouring Gladesville and East Ryde. It is a two-way road with 1 lane per direction, and on-street parking permitted in the kerbside lane.	60km/hr



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Key road	Road classification	Movement and connectivity	Speed limit
Gladesville Road	Local	Gladesville Road provides an east-west route through the LGA connecting Hunters Hill to Ryde Road to the east. Gladesville Road is a two-way road with 1 lane per direction, and on-street parking permitted in the kerbside lane.	50km/hr
Manning Road	Local	Manning Road provides north-south access through the LGA, connecting residents to Gladesville Road and Victoria Road. It is a two-way road with 1 lane per direction, and onstreet parking permitted in the kerbside lane.	50km/hr
Alexander Street f		Church Street and Alexander Street provide a connection from the peninsula east of Burns Bay Road to the wider road network. They are two-way roads with 1 lane per direction, and on-street parking permitted in the kerbside lane.	50km/hr

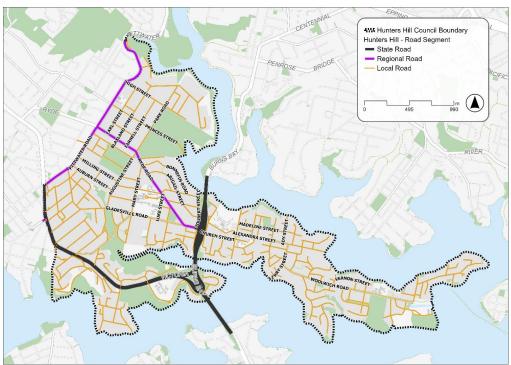


Figure 10-13: Existing road network classification

The speed limits within Hunters Hill are shown in Figure 10-14.



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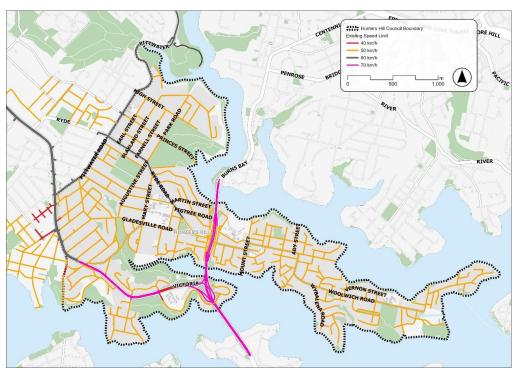


Figure 10-14: Speed limits on existing road network

Traffic Volumes

Traffic volume and speed information was obtained from Council for some sections of key roads including Burns Bay Road, Ryde Road and Victoria Road. The data includes traffic volumes for peak hours for Burns Bay Road and Ryde Road, and average speeds for Victoria Road for 2016. More recent data was not available.

Burns Bay Road: Epping Road to Victoria Road

On weekdays, the highest volume observed was 2420 vehicles per hour northbound (8:00-9:00 AM) and 2520 vehicles per hour southbound (17:00-18:00). On weekends, the highest volume observed was 1400 vehicles per hour northbound (12:00-13:00) and 1650 vehicles per hour southbound (12:00-13:00). Vehicle speeds were above 30km/h on average.

Ryde Road: Pittwater Road to Park Road

On weekdays, the volume observed was more than 1500 vehicles per hour in both directions in the morning peak and close to 1700 vehicles per hour in both directions in the afternoon peak. Traffic volumes were lower on Saturday at 1400 vehicles per hour in both directions during the peak.

It was also noted that the travel times resulted in below sign posted speed limit of 60km/h in both directions. Average speeds of 44km/h and 47km/h were recorded for traffic towards Hunters Hill and Ryde respectively. The recorded travel speeds could indicate some level of congestion on this section of road.

Pittwater Road: Ryde Road to High Street



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On weekdays, the volume observed was slightly more than 1000 vehicles per hour in both directions in the morning peak and afternoon peak. Similar traffic volumes were recorded Saturday.

Park Road: Ryde Road to High Street

On weekdays, the volume observed was slightly more than 300 vehicles per hour in both directions in the morning peak and afternoon peak. Traffic volumes were lower on weekends at 250 vehicles per hour in both directions during the peak.

Victoria Road: Cowell Street and Hillcrest Avenue

It was noted that the travel times resulted in below sign posted speed limit of 70km/h in both directions. Average speeds of 49km/h and 45km/h were recorded for traffic towards Sydney and Ryde respectively. The recorded travel speeds could indicate some level of congestion on this section of road.

Crash Volumes

Historical crash statistics was obtained from TfNSW for the study area for the five-year period, 2017 to 2021 inclusive. There were approximately 50 crashes reported in Hunters Hill LGA. Of these, 14 crashes involved serious injuries, 19 involved moderate injuries and 16 involved minor injuries. A non-casualty crash is when at least one vehicle is towed away but there is no death and no person injured. A crash involving a person injured is recorded as an injury crash. Figure 10-15 shows the crash location and degree of crashes for the Hunters Hill LGA. Concentrations of crashes mainly occurred along Victoria Road, Ryde Road and Burns Bay Road.

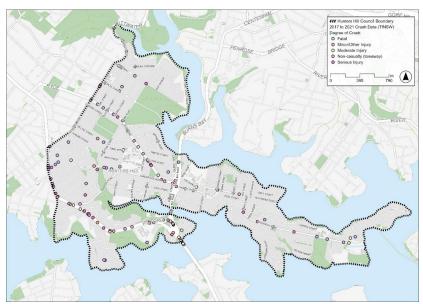


Figure 10-15: Road crashes in Hunters Hill LGA

Source: TfNSW Crash Data Portal

Figure 10-16 shows crashes that involved either pedestrians or cyclists during the same period (2017-2021). One fatal crash was recorded along Victoria Road. 3 serious injuries were recorded on Ryde Road and 5 on Victoria Road.



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Figure 10-16: Pedestrian and cyclist related crashes in Hunters Hill LGA

Source: TfNSW Crash Data Portal



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C.2 Existing Public Transport Network

Existing Bus Network

Travel information for bus services serving Hunters Hill is available on the Transport for NSW trip planning website (transportnsw.info). The information provided includes the bus routes, stops, timetables, travel alerts and real-time departures from a stop.

The bus routes that service Hunters Hill LGA are shown on Figure 10-17 and outlined in Table 10-11.

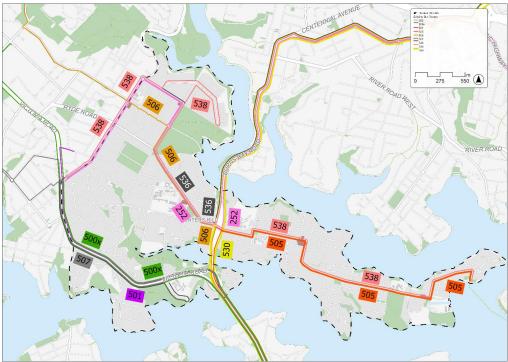


Figure 10-17: Bus routes serving Hunters Hill

Source: TfNSW, December 2023

Table 10-11: Bus routes serving Hunters Hill

Route	Route Description	Frequency (weekday)	Frequency (Saturday)	Frequency (Sunday & Public Holidays)
252	Gladesville to City King Street Wharf via North Sydney	Every 30mins from 5:40am to 11:42pm	Every 30mins from 7:14am to 11:24pm	Every 30mins from 7:14am to 11:24pm
500x	City Hyde Park to West Ryde via Victoria Rd (Express Service)	Every 15mins from 5:00am to 11:57pm	Every 20mins from 4:23am to 11:17pm	Every 20mins from 5:00am to 11:57pm



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501	Parramatta to Central Pitt St via Victoria Rd and Pyrmont	Every 20mins from 5:40am to 11:43pm	Every 20mins from 7:14am to 11:16pm	Every 20mins from 7:14am to 11:00pm
505	City Town Hall to Woolwich	No AM Service & Every 30mins from 3:34pm to 7:44pm	No Service	No Service
505	Woolwich to City Town Hall	Every 30mins from 6:50am to 8:55am & No PM Service	No Service	No Service
506	Macquarie University to City Domain via East Ryde	Every 30mins from 6:25am to 10:37pm	Every 30mins from 7:14am to 11:30pm & 12:06am, 12:36am and 1:46am	Every 30mins from 8:00am to 10:00pm
507	Macquarie University to City Circular Quay via Putney	Every 30mins from 5:50am to 9:00pm	Every 60mins from 6:20am to 11:30pm	Every 30mins from 7:14am to 11:00pm
536	Gladesville to Chatswood via Hunters Hill	Every 30mins from 6:15am to 7:42pm	No Service	No Service
538	Gladesville to Woolwich	Every 30mins from 6:29am to 2:50pm	Every 60mins from 7:52am to 7:00pm	Every 60mins from 8:51am to 7:14pm
538	Woolwich to Gladesville	Every 30mins from 8:26am to 8:30pm	Every 60mins from 8:26am to 7:36pm	Every 60mins from 9:20am to 7:38pm
530	Chatswood to Burwood	Every 20mins from 6:12am to 11:27pm	Every 30mins from 7:29am to 11:28pm	Every 30mins from 8:24am to 9:32pm

Source: TfNSW, July 2024

Existing Ferry Network

Travel information for ferries serving Hunters Hill is available on the Transport for NSW trip planning website (transportnsw.info). The information provided includes the ferry routes, stops, timetables, travel alerts and real-time departures from a wharf

The location of the ferries is shown in Figure 5-1 and the frequency of the ferries is summarised in Table 10-12.

Table 10-12: Ferry frequency

Service	Route Description	Stop	Frequency (weekday)	Frequency (Weekend)
F3 – Sydney Ferry	Parramatta to Circular Quay	Huntleys Point Wharf, Huntleys Point	Services at 6:47am, 7:47am & every 30mins from 8:18am to 5:30pm	Every 30mins from 7:07am to 8:30pm and every 60mins from 9:30pm to 11:30pm
F8 – Sydney Ferry	Cockatoo Island to Circular Quay	Woolwich Wharf	Every 30mins from 6:15am to 6:45pm & every 60mins from 7:45pm to 11:45pm	Every 60mins from 6:45am to 11:45pm
CCLC – Private Ferry	Lane Cove to City	Hunters Hill Wharf	Unevenly spaced timings - 7:30am,	No Service



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	8:00am, 8:30am,	
	3:25pm, 4:30pm, 7:00pm, 6:00pm and	
	7:00pm, 6:00pm and	
	7:00pm	

Source: TfNSW, July 2024

Based on the Ferry Patronage Data received from Hunters Hill Council for the month of July 2016, more than 29,000 people used the F3 Parramatta River service from Parramatta to Circular Quay. From all the NSW ferry services, F3 was the second busiest which indicates the strategic importance of this route. The F8 Sydney Ferry was not operational in 2016 therefore it is unclear as to what the patronage numbers from Woolwich Wharf would be. More recent data on ferry patronage was not available.



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Appendix D Community Engagement

Engagement Approach

The community engagement activities included:

- Finalise, issue and promote the Social Pinpoint survey and monitor the response rate.
- Finalise, issue and promote the online transport survey and monitor the response rate.
- · Organise a two-hour community drop-in session for local residents, visitors and on a weekday in Hunters Hill.

Social Pinpoint Survey

The Social Pinpoint survey was developed in collaboration with Council staff. The survey was open from 13 December 2023 to 31 January 2024.

The purpose of the online survey was to understand location-specific transport needs of residents, visitors and workers. Respondents were given the opportunity to share insights about the most important transport issues and to indicate on an interactive map, the locations of the issues.

Online Survey

The online survey was developed in collaboration with Council staff. The survey was incorporated within the Social Pinpoint survey with a prompt for respondents to undertake the survey after providing location-specific issues. The survey was open from 13 December 2023 to 31 January 2024.

The purpose of the online survey was to understand the local transport needs of residents, visitors and workers. The survey questions were targeted to understand the primary mode of transport used to work and for recreation trips and the barriers to respondents' use of different modes of transport.

Drop-in Session

The Stantec study team and a Council staff attended a drop-in session on 14 February 2024 to identify local issues, opportunities, constraints and problem areas through interaction with Hunters Hill LGA residents, visitors and workers. The sessions were held on a Wednesday mid-morning on the south corner of Church Street and Joubert Street because it is conveniently located within the study area. Community members got an opportunity to identify locations on the LGA map where they have experienced issues related to transport and traffic. They also had the opportunity to share high-level transport related issues which are not location specific.



Community Engagement

REF: U:300305239ITECHNICAL\WORKINGIREPORTIDRAFT V31240723_STANTEC_HUNTERS_HILL_INTEGRATED_TRANSPORT_STRATEGY_2024_FINAL_ISSUE.DOC

Engagement Promotion

The surveys were promoted by Hunters Hill Council via various methods, including:

- Council's social media platforms
- A project page and news post on Council's website
- Council's e-Newsletter
- Signage with QR codes linking to the project page placed around the local area.

Social Pinpoint Survey Comments

Table 10-13 provides a summary of comments that were provided by respondents in the Social Pinpoint survey. The comments have been interpreted and categorised into active transport, public transport and traffic and parking comments. Only comments that were supported by 5 or more respondents are included in the "most important issue" column of the table. Other comments received on the 3 categories are included in the "other issues" column. Comments received on general issues are included in the detailed community engagement report.

Table 10-13: Summary of Social Pinpoint comments

Category	Most important Issue	Other Issues
Active Transport	 Need for a safe pedestrian crossing on Ryde Road in the vicinity of Boronia Park, to facilitate access to/from Boronia Park to residential areas south of the park. Need for lighting in the Burns Bay Bridge pedestrian underpass. Need for Wayfinding on Gladesville Bridge. Need for a safe pedestrian crossing on Augustine Street in the vicinity of St. Joseph's College Park to facilitate safe access. Need for cycle parking to be provided outside Coles Gladesville Need for safe pedestrian crossing on Alexander Street in vicinity of Ferry Street. Need for wayfinding to direct residents of the pedestrian/cyclist tunnel linking Karrabee Avenue with Gladesville Hospital. Concern about poor pedestrian safety at the slip road from Ryde Road towards Figtree Bridge. Concern about poor walking access from Hunters Hill towards Drummoyne and poor lighting in the underpass. 	 Pedestrian connectivity to shops (footpath width and general maintenance of trip hazards especially where there are trees. Upgrade existing footpaths and complete missing path and links across the peninsula. No bike paths between Hunters Hill and the Gladesville bridge. Upgrade pedestrian lights and signage. Provide clear bike path signage for bicycle commuters
Public Transport	 Need for a direct bus link to North Ryde metro station. Need for a direct off-peak bus from Woolwich to Sydney CBD. Need for a direct bus from Boronia Park to Sydney CBD. 	 Not enough direct connections to city. Buses are not frequent. Lack of bus services in the peninsula around Woolwich wharf. Limited bus access to centres west of Hunters Hill LGA (e.g.: Ryde, Parramatta, etc.)



300305239 | Hunters Hill Integrated Transport Strategy

Community Engagement

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Category	Most important Issue	Other Issues		
	Concern about the Rivercat service capacity being insufficient on weekends.	Ferry and bus timetables do not match which causes delay in journey.		
	Concern about the non-reliability of bus service 506 and time it takes to travel from Hunters Hill to Sydney CBD.	Infrequent ferry services.		
	Concern about the lack of synchronisation between bus service 538 and the ferry when it returns from Cockatoo Island.			
	Concern about bus service 505 and 538 from the peninsula. There is no weekend service on the 505 and the 538 starts operation late on weekdays and weekends.			
Traffic and Parking	Concern about the speed limit on Ryde Road being unsafe.	Concern about poor safety for school children at the Mount St/The Avenue intersection.		
	Concern about the speed along Pittwater Rd	Speed limit of 60km/h in the LGA is dangerous.		
	between Gannet and Thompson Street being unsafe for pedestrians.	Parking should be on one side only on narrow roads.		
		Insufficient traffic calming measures along Gladesville Road from Bateman's Rd to Hunters Hill shops.		
		Concern about parking on streets in vicinity of the Woolwich Ferry Wharf.		

Drop-in Session Comments

Table 10-14 provides a summary of feedback that was provided by the community during the drop-in session. The attendance at the pop-up sessions was considered very low, likely because the location was not convenient as it did not have many people walking past.

Table 10-14: Summary of feedback from drop-in session

Category	Feedback
Active Transport	 Along with the bike parking it would be great to have a secured bike shed at the ferry wharves.
	 It is unsafe to cross to/from shops at the corner of Alexander St and Ferry St. A safe crossing is needed.
	 Wayfinding signage is required for cyclists to know the routes around because it is difficult to navigate through the LGA which has steep topography.
Public Transport	The bus from the peninsula goes to the city only during peak hours. During off-peak, residents have to interchange to get to the city making it difficult to take public transportation during off peak hours out of the peninsula.
Traffic and Parking	There is a need for traffic signals at Ryde Rd / Park Rd (Park Rd is the main through route for rat runners from Macquarie to Victoria Rd or Burns Bay Rd). This traffic can't turn into Ryde Rd from Park St.
	The right turn from Gladesville Road into Howard Place blocks the through traffic since it is too narrow. Council should investigate alternative traffic control measures at this location.



300305239 | Hunters Hill Integrated Transport Strategy

Community Engagement

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Community Engagement Report

The following report provides the detailed analysis and statistics from the community engagement process.



Community Engagement

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COUNCIL REPORTS 29 July 2024

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 - Active Transport Issues/Ideas
 - Traffic & Parking Issues/Ideas
 - General Opportunities Issues/Ideas
- Section 4 Key Insights from the community consultation

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Community Community Profile of Survey **Key Insights** Engagement Engagement Respondents Findings Plan

Hunters Hill ITS – Community Engagement

The Hunters Hill LGA online survey and Social Pinpoint survey were developed in collaboration
with Council staff. The surveys were conducted to understand the local transport needs of
residents and included questions relating to transport in the Hunters Hill LGA, including travel
mode and barriers to using the mode of their choice. The surveys were open from 13 December
2023 to 31 January 2024. The survey form is included on the following pages.

 The surveys were promoted by Hunters Hill Council via various methods, including social media, a project page and news post on Council's website and the e-Newsletter. Signage with QR

codes linking to the project page were also placed around the local area.

Participate: Integrated Transport Strategy

Published on 13 December 2023



Hunter's Hill Council is in the process of preparing an Integrated Transport Strategy and submissions are now open to provide your feedback.

Community feedback will be an integral part of the development of the Integrated Transport Strategy as it will ensure the strategy meets the needs and aspirations of the community.

The Strategy will deliver a set of objectives and actions needed to achieve the municipality's vision of a connected, integrated, and sustainable transport network that is safe, accessible, efficient, and reliable.

Submissions close on Wednesday 31 January 2024.

For more information and to provide feedback, visit the

Integrated Transport Strategy project page

imeline

) Community engagement

A chance for you to have your say <u>via an</u>
<u>online survey</u> and a drop-in community
consultation.

February – March 2024: Develop a Draft
Integrated Transport Strategy

The draft Integrated Transport Strategy will be developed following feedback from the community.

April – May 2024: Draft Strategy to go to Council for consideration

Council to endorse for the draft Strategy to go on public exhibition and seek stakeholder feedback for a period of not less than 28 days

June 2024: Comment on the draft Strategy
Feedback to be received and considered.

July 2024: Report to Council with final document

Council to adopt draft Strategy with stakeholder feedback included.

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Hunters Hill ITS – Social Pinpoint Survey





Hunter's Hill Council Integrated Transport Strategy

Hunter's Hill Council is in the process of preparing an Integrated Transport Strategy. The purpose of the Integrated Transport Strategy is to provide a framework for holistic approach to transport planning for the Hunter's Hill Local Government Area.

Please complete this survey so that our team can understand your transport needs and issues and plan for a safe, efficient and integrated transport system in Hunter's Hill. This survey will not take more than 5 minutes to complete. The survey has two components.

1. Most important transport issue - Interactive Map

Use the interactive map to share important insights about the **most important transport issue** to you within the Hunter's Hill Local Government Area.

To get started, please drag the icon (**Transport Issue**) to the location you wish to make a comment on the map. A dialogue box will open for you to provide your comment. Please keep your comment as specific as possible.

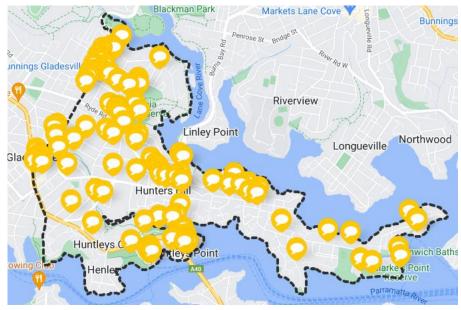
See the 'how to use the map' tab to the left at any time for more detailed instructions on how to navigate the map and add your comments.

2. Current local access experiences - Short Questionnaire

Please also take a moment to complete a **short** *questionnaire* that allows us to learn more about your current transport experiences.

Your participation in this survey will be deeply appreciated as it will provide valuable insights into the community's current usage and barriers to transport and potential changes that can be made to improve local access experience.

This map and survey will be open for comments until midnight on Wednesday, 31 January 2024.



Map showing pins dropped by community members

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Hunters Hill ITS – Community Engagement Survey

≻ 9 Ш	What is your primary mode of transport to work, university or school? (i.e. the transport mode you use for the majority of your trip)	What is your primary mode of transport for local trips in Hunter's Hill (shopping, recreation, social or business) (i.e. the transport mode you use for the majority of your trip)?	What are currently your main barriers to using public transport? Choose up to three answers.	
		and majority or your unp/	Travel time by public transport is too long	
	O Car	O Car	Public transport is too expensive	
	O Taxi, Uber or shared ride	O Taxi, Uber or shared ride	Public transport services are not frequent	
	O Walk	O Walk	enough	
	O Cycle, scooter or e-scooter	O Cycle, scooter or e-scooter	Public transport services do not stop near where I live/work	
	O Bus	O Bus	Public transport services do not stop near	
	O Ferry	O Ferry	where I need to go	
	O Train	O Train	Public transport services are often crowded	
	O I do not make this type of trip	O I do not make this type of trip	I do not feel safe travelling with public	
	Other (including multi-modal i.e., a	Other (including multi-modal i.e., a	transport	
	combination of any of the above) – please specify	combination of any of the above) – please specify	Other – please specify	



Hunters Hill – Demographic Survey

Mh at	1 1 1 1 1
	best describes your current primary ential status?
0	Own
0	Rent
0	Student accommodation
0	Other – please specify
	e select your current employment status?
	Full time employed
0	Part time employed
0	Part time employed School, TAFE or university
0 0	Part time employed School, TAFE or university Retired
0 0	Part time employed School, TAFE or university

Which category best describes your household						
type?						
	0	Couple with children				
	0	Couple with no children				
	0	Living on my own				
	0	Single parent household				
	0	Other family households				
	0	Living in a share house				
	0	Other – please specify				

/



Hunters Hill ITS – Drop-in Session

A drop-in session was organized in February 2024 and promoted on Council's website,
 e-Newsletter and social media platforms.

Home / Draft Integrated Transport Strategy

Draft Integrated Transport Strategy





Have your say:

Community consultation and feedback will be an integral part of the development of an Integrated Transport Strategy. An extensive stakeholder engagement process is currently being undertaken to inform the strategy.

The community was invited to take part in an online survey in December and January.

To ensure everyone in our community can have their say, Council is holding a drop-in session.

Date: Wednesday 14 February 2024

Time: Ilam to Ipm

Location: Council's pop-up stall on the south corner of Church Street and Joubert Street, Hunters Hill

Feedback from the consultation will be considered in the development of the final strategy.



Drop-in sessions held in February 2024

- One drop-in session was held in Hunters Hill to discuss the issues and opportunities with the local community to improve their local transport and understand their issues.
- The drop-in session gave community members an opportunity to identify locations on the LGA map where they have experienced issues related to transport and traffic. They also had the opportunity to share high-level transport related issues which are not location specific.
- The drop-in street session was held on: Wednesday 16 February 2024 11:00am to 1:00pm at the south corner of Church Street and Joubert Street.





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Section 2 – Profile of Survey Respondents

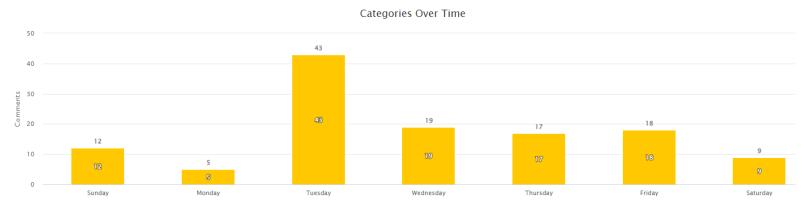




Response rate

A total of 96 comments and 74 survey responses were registered on the social pinpoint online portal. The average time to complete the online survey was 6 minutes 22 seconds. 1 email response was received.

The total number of responses by each day across the community engagement period are shown in this chart.

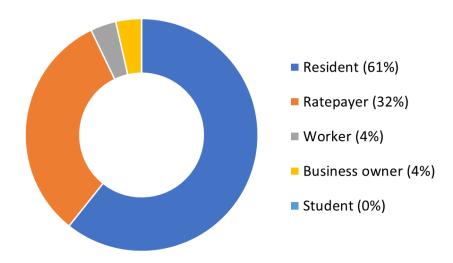


The maximum number of responses (43) was received on Tuesday with the lowest number of responses (5) received on Monday.



Profile of survey respondents

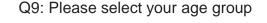
Q1: Please select your relationship with Hunters Hill LGA.

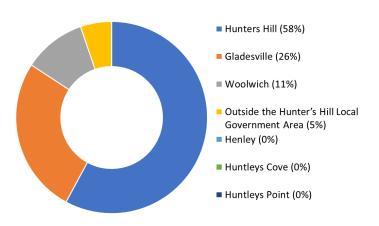


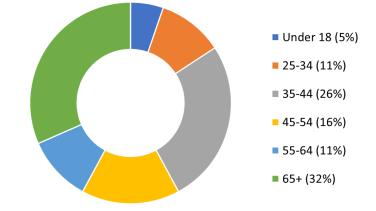
Majority of the respondents (93%) were residents and ratepayers. It is concluded that the survey captures the issues of the target respondents.

Profile of survey respondents

Q10: What suburb do you live in?







Respondents' residential suburb aligns with 2021 census statistics for Hunter's Hill LGA.

90% of Hunter's Hill LGA residents lived in Hunter's Hill, Gladesville and Woolwich (ABS Census, 2021)

Respondents' age group differs slightly from 2021 census statistics for Hunter's Hill LGA.

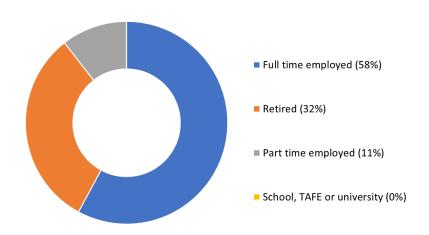
A higher response rate was received from the 65+ and 35 - 44 age groups in comparison to the composition of these age groups in the ABS Census, 2021 statistics (i.e 23.9% and 11.4% of Hunter's Hill LGA population, respectively).

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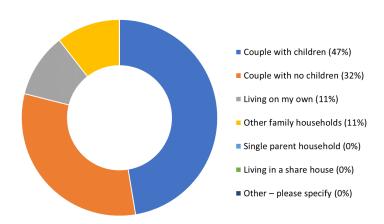
(3)

Profile of survey respondents

Q13: What is your employment status?



Q13: Which category best describes your household type?



Respondents' employment status aligns with 2021 census statistics for Hunter's Hill LGA. 56.9% of Hunter's Hill LGA residents worked full time (ABS Census, 2021). The survey respondents however represented a lower proportion of part-time employees than the 2021 census statistics.

Respondents' household type aligns with 2021 census statistics for Hunter's Hill LGA. The survey respondents were mainly couples with children (47%) or couples with no children (32%), similar to census 2021 (50.8% and 37.2% respectively).



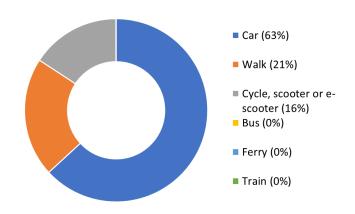
Summary of Demographic Profile of the Survey Respondents

- Majority of respondents were local (95%) therefore the survey captures the issues / ideas of the target respondents.
- The significant majority (95%) of respondents lived within Hunters Hill, Gladesville and Woolwich. This is similar to ABS census 2021 data where 90% of Hunter's Hill residents lived in Hunters Hill, Gladesville and Woolwich.
- A higher response rate was received from the 65+ and 35 44 age groups in comparison to the composition of these age groups in the ABS Census, 2021 statistics.
- Respondents' employment status and household type align with ABS census 2021 data for Hunter's Hill LGA.
- It is concluded that the sample of residents who responded to the survey are representative of Hunter's Hill LGA.



Travel behaviour of survey respondents

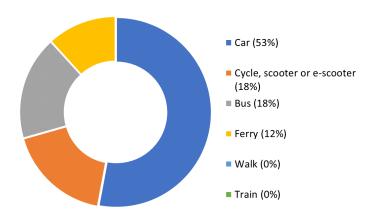
Q: What is your primary mode of transport for local trips in Hunter's Hill (shopping, recreation, social or business)



More than half of respondents (63%) use car as their primary mode of travel for trips within the Hunter's Hill LGA. 37% of respondents walk or cycle.

None of the respondents use public transport for local trips- this may be indicative of the non-availability of public transport for local trips.

Q: What is your primary mode of transport to work, university or school?



Car is the primary mode of travel to work or study for the respondents.

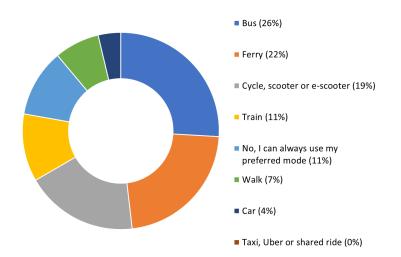
A significant proportion (30%) use public transport as their preferred mode for work or study in comparison to 0% for local trips.

Item 4.2



Travel behaviour of survey respondents

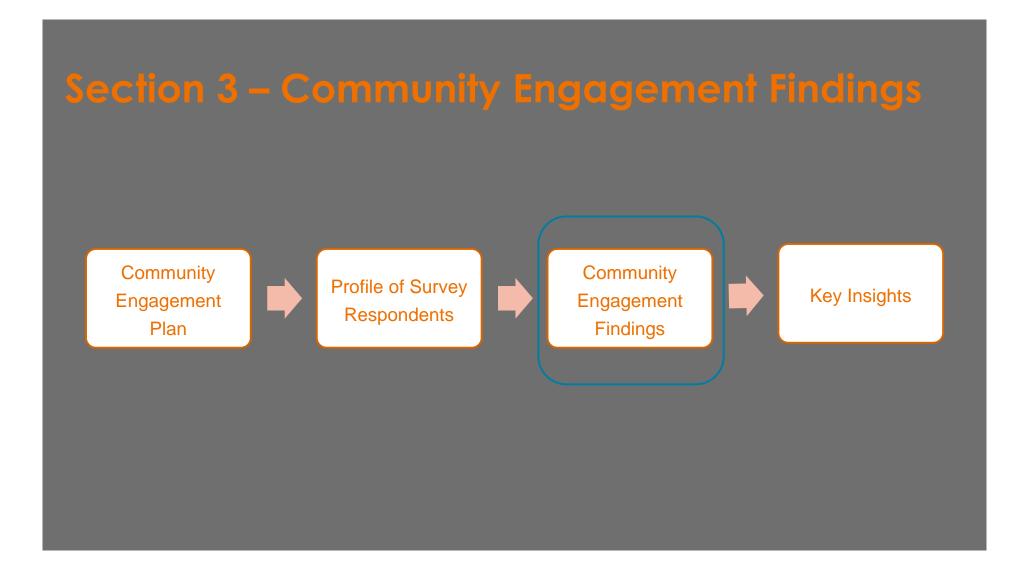
Q: When you think about your current primary mode for transport, is there a mode you would like to use more but don't at the moment?



More than half of the respondents (59%) would use public transport more to travel within and outside the LGA.

26% of respondents would use active transport more.

In summary, 85% of respondents would use modes other than the car as their primary mode of transport.



COMMUNITY DROP-IN SESSION

- · Location specific issues identified on interactive map
- Comments from the community members regarding traffic and transport in the LGA.



Community Drop-in session response



Ideas/Issues raised by community members who visited the booth:

- Along with the bike parking it would be great to have a secured bike shed at the ferry wharves. Commuters leave their bikes here for 8 hours a day and they need secure parking spaces
- Traffic signals needed at Ryde Rd / Park Rd which is the main through route for rat runners from Macquarie to Victoria Rd or Burns Bay Rd. This traffic can't turn into Ryde Rd from Park St.
- The right turn from Gladesville Road into Howard Place blocks the through traffic since it is too narrow. Council should investigate alternative traffic control measures at this location.
- It is unsafe to cross to/from shops at the corner of Alexander St and Ferry St. A safe crossing is needed.
- The bus from the peninsula goes to the city only during peak hours but any other time it only goes to Gladesville village, so we have to change buses to get to the city. It is really difficult to take public transportation during off peak hours out of the peninsula.
- Wayfinding signage is required for cyclists to know the routes around because it is difficult to navigate through the LGA which has steep topography.

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ONLINE SURVEYS

- Active Transport
- Public Transport
- Traffic and Parking
- General Opportunities



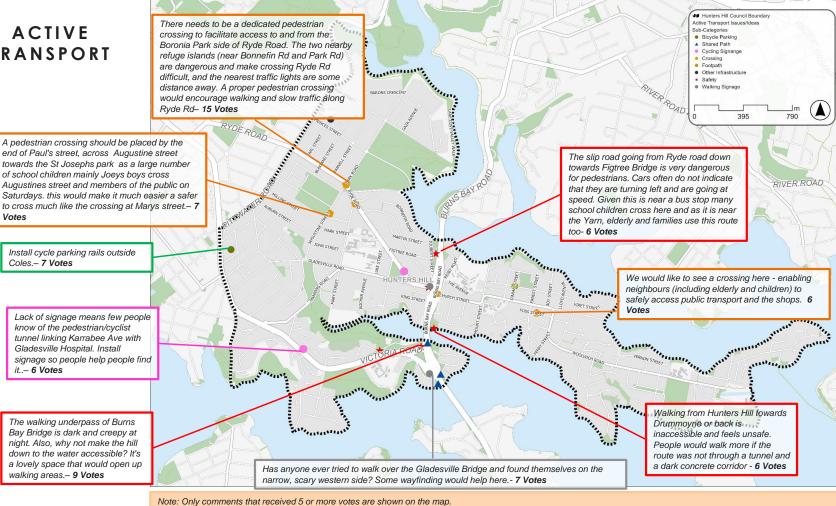
ACTIVE TRANSPORT

- Location specific issues identified on interactive map
- · Identified barriers to walking and cycling in Hunters Hill
- Other comments related to walking and cycling in Hunters Hill

Votes



ACTIVE TRANSPORT



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Active Transport Survey Results

Q: What are currently your main barriers to walking?



31% of respondents believe that existing footpaths are not well designed or maintained and there is no suitable infrastructure to walk.

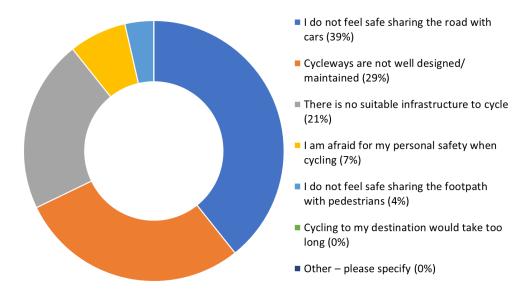
Personal safety when walking was not a barrier to walking for the respondents.

However, safety in form of crossing roads around the LGA was a barrier to walking for 17% of respondents.



Active Transport Survey Results

Q: What are currently your main barriers to cycling?



Existing cycleways are not well designed/maintained and no suitable infrastructure to cycle were the main barriers to cycling identified by half of the respondents (50%).

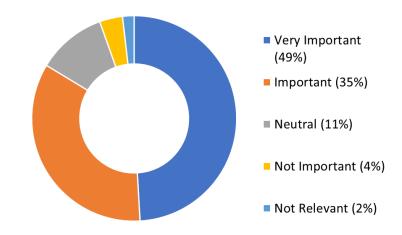
43% of respondents did not feel safe sharing the road with cars or sharing the footpath with pedestrians.



Active Transport Survey Results

Q: Please indicate how important the following types of issues are to you.

Walking and cycling network connectivity and safety



Other issues that respondents raised in relation to active transport:

- Pedestrian connectivity to shops (footpath width and general maintenance of trip hazards especially where there are trees.
- Upgrade existing footpaths and complete missing path and links across the peninsula.
- Better pedestrian crossing Ryde Road to Boronia park and bus stops.
- No bike paths between Hunters Hill and the Gladesville bridge.
- No safe pedestrian crossing on Ryde Road to Boronia Park.
- Upgrade pedestrian lights and signage.
- · Clear bike path signage for biycle commuters

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PUBLIC TRANSPORT

- Location specific issues identified on interactive map
- Identified barriers to using public transport
- Other comments related to public transport in Hunters Hill



PUBLIC TRANSPORT

Direct bus link to North Ryde metro station from Pittwater road to avoid using Victoria road. - 21 Votes

Can we please have an express bus from Boronia Park to the city (town hall and/or central). I am told this did previously exist as the 506X. The current 506 bus stops very frequently down Victoria Road making the trip to the city lengthy and somewhat painful. As Hunters Hill is not on a train line it is essential that bus transport to the city is accessible and efficient. - 12 Votes

Improved service of the 506 is needed. The buses are often cancelled. They are busy enough that going direct from Hunters Hill to at least Balmain would improve the journey.- 7 Votes

The Rivercat service to the city is insufficient on the weekend. . The ferry is often full when it gets to Huntleys Point Wharf - 9 Votes

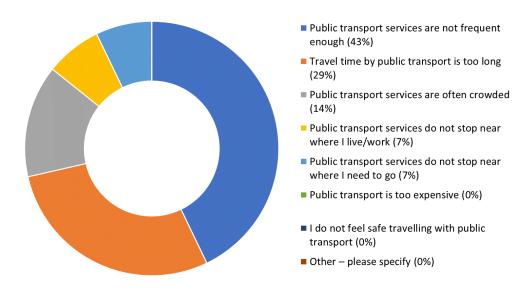
+++ Hunters Hill Council Boundary Public Transport Issues/Ideas ▲ PT - Improved Service PT - Infrastructue Please provide easy bus connections to the ■ PT - New Service North Ryde metro station. Anything to avoid PT - Timetabling city bound traffic via Victoria Road. The metro is fabulous and a faster way to so many destinations especially with the new extensions. Not around the world like the 506, but via Pittwater Road.- 18 Votes RIVER ROAD Can the 538 bus depart after the ferry returns from Cockatoo Island (all of five minutes later) to enable those who return from that location to catch a bus, and not wait an additional hour .- 7 Votes Streetmin Bus timetable on the peninsula. The bus timetable down the peninsula is inadequate and makes use of public transport difficult, particularly on weekends when the first bus out does not leave until 8.20 (Sat) and 9.20 (Sun). And on weekdays the 505 accommodates city workers but not boys going to Joeys. Given the large number of local boys at Joeys, a 538 which came up the peninsula and through to Gladesville, arriving at Joeys just before 8am would remove many cars from the road each weekday .. - 5 Votes

Note: Only comments that received 5 or more votes are shown on the map.



Public Transport Survey Results

Q: What are currently your main barriers to using public transport?



 The main barrier to residents using public transport is the low frequency of public transport services. This reason also aligns with the responses received in Social Pinpoint and during the drop-in session.



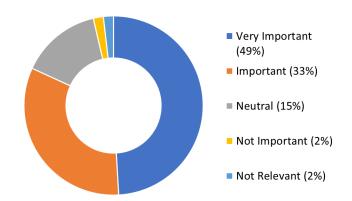
Public Transport Survey Results

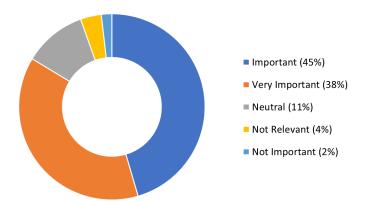
Q: Please indicate how important the following types of issues are to you.

A P

More frequent and direct buses to Macquarie Park, Sydney City, North Sydney and Parramatta? (Responses are aggregated to similar topics/ideas.) Better access to metro stops

HUNTERS HILL INTEGRATED TRANSPORT STRATE





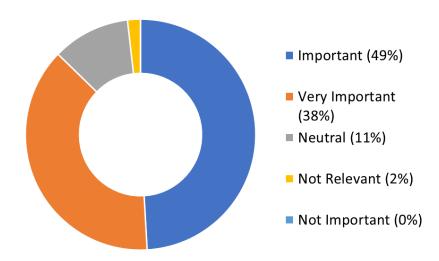
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Public Transport Survey Results

Q: Please indicate how important the following types of issues are to you.

Increased frequency of ferry services



Other issues that respondents raised related to public transport:

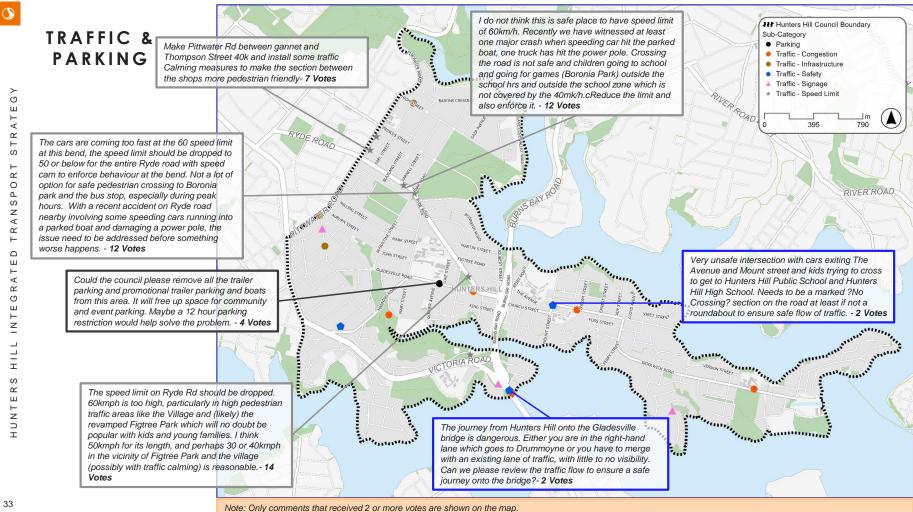
- Not enough direct connections to city.
- Buses are not frequent.
- Lack of bus services in the peninsula around Woolwich wharf.
- Limited bus access to centres west of Hunters Hill LGA (e.g.: Ryde, Parramatta, etc.)
- Ferry and bus timetables do not match which causes delay in journey
- Infrequent ferry services

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TRAFFIC & PARKING

- Location specific issues identified on interactive map
- Other issues related to speed limits, congestion, parking and infrastructure

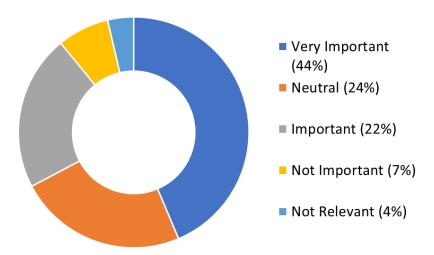




Traffic & Parking Survey Results

Q: Please indicate how important the following types of issues are to you.

Reduced speeds in local residential streets



Other issues that respondents raised related to traffic & parking:

- Speed limit of 60km/h in the LGA is dangerous.
- Parking should be on one side only on narrow roads.
- Insufficient traffic calming measures along Gladesville road from Bateman's Rd to Hunters Hill shops. The steep hill increases vehicle velocity which makes it very dangerous at the bottom as it crosses Tarben Creek where it narrows.
- If the ferry to Cockatoo Island continues to leave from the Woolwich Ferry Wharf, then times restrictive parking will need to be implemented in the surrounding streets.

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GENERAL OPPORTUNITIES

- Location specific issues identified on interactive map
- · Suggestions to increase public transport mode share in Hunters Hill

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*** Hunters Hill Council Boundary General Opportunities Issues/Ideas GENERAL ▲ GO - Idea GO - Infrastructure **OPPORTUNITIES** Kammanny, Andrews GO - Other GO - Safety G 790 ⋖ Victoria Rd is quickly becoming the new The roundabouts on Princes Street look S Parramatta Rd. Shops are closing down, traffic is decorative but cut down drivers views of getting busier and nosier. It is not pleasant to walk pedestrians. I've seen many pedestrians being α shocked by cars not seeing them when they along or visit in any way. We either need to figure 0 RIVER ROAD out a way to divert traffic off Victoria Rd or move cross. Could the vegetation be cut lower? - 2 Д our shopping precinct back by a block or two. S Similar to other shopping villages like Lane Cove, Z Chatswood, Crows Nest, even Lindfield has built a ⋖ α new shopping precinct away from Pacific Hwy. - 4 Votes Ω Α G ш There are many trip hazards, especially for the elderly, due to lifted tiles. More regular maintenance is required .. - 2 Votes H S α Lighting is poor at the roundabout specifically on Ш the Gladesville approach roads. Improve street and among the same of the same $H \cup N \cup H$ lighting in this vicinity. Further there is insufficient This path is used by commuters coming to and from the pedestrian crossing facilities here and I have Rivercat as well as locals and it's pitch black after the observed pedestrians just walking all over the sun goes down. It's creepy and there are many trip place without regard for vehicles approaching. - 2 hazards due to tree roots breaking through. Love the Votes trees though they offer deep shade in summer, so a solution would need to protect the roots. - 2 Votes

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Note: Only comments that received 2 or more votes are shown on the map.

General Opportunities Survey Results

Other issues that respondents raised related to general opportunities:

- Please provide better lighting along park road between Princes street and High street.
- Council should lobby govt to accelerate EV transition which would reduce noise and pollution from Victoria Rd.
- · Boronia Park Public School has no full-time school hours crossing guard.
- Not enough electric busses.
- · More bike lanes to promote cycling.
- More maintenance of all footpaths.
- What's happening with the Gladesville Shopping Center upgrade? Surely with the huge success of the Lane Cove Canopy we can do something similar in Gladesville? A community green space with a new shopping centre and underground parking would bring fresh life to this important town square.
- Electric Vehicles have not been mentioned in this "Integrated Transport Strategy". Sales of new electric vehicles in Australia increased by more than 160 per cent in 2023. The number of public EV charging stations increased over the same period by less than half that amount: 70 per cent. Many of the chargers that do exist are still old, slow and breakdown-prone. And there are not nearly enough of them. I would like to see electric vehicle chargers in all Hunter's Hill parks and shopping centres.
- Interesting idea. As this post alludes to the 2023 NSW Crime Statistics, show the incidents of robbery in
 our suburb is significantly higher than most of our neighbouring suburbs. Why? What can be done? Could
 some form of traffic monitoring or management assist? Like many in our suburb who have experienced a
 serious robbery/crime, I would welcome any ideas on how to better manage our local communities'
 security and amenities. Maybe traffic monitoring/management might be part of the solution.

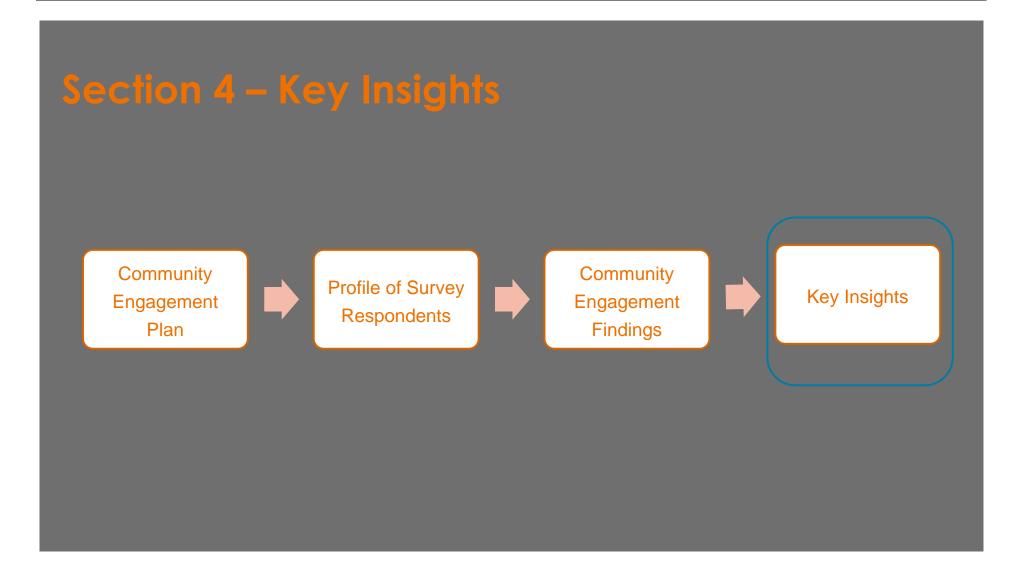
37

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Popular Words in Comments from Respondents







Key insights from the community engagement

- Majority of the respondents were local (95%) and lived within Hunters Hill, Gladesville and Woolwich.
- The car mode dominated both local trips, and trips to work or study. A significant proportion (30%) use public transport as their preferred mode for work or study in comparison to 0% for local trips.
- Strong support was given for introducing new buses especially to the North Ryde Metro Station and Sydney CBD and increasing the frequency of existing bus services on weekdays and weekends,.
- More than half of the respondents (59%) would use public transport more to travel within and outside the LGA. The main barrier to respondents using public transport is the low frequency of public transport services.
- The lack of wayfinding for cyclists and infrastructure such as pedestrian crossings and lighting were some of the main issues raised by respondents relating to active transport.
- "Existing footpaths/cycleways are not well designed or maintained" and "there is no suitable infrastructure to walk/cycle" are the main barriers to walking/cycling given by respondents. 26% of respondents noted that they would use active transport more than they currently do.
- Strong support was given for reducing the speed limit on Ryde Road from 60km/h, since it has high pedestrian activity in many locations.

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n 4.22 Attachment 1

ITEM NO : 4.23

SUBJECT: MINUTES OF THE AUDIT RISK AND IMPROVEMENT

COMMITTEE HELD ON 12 JUNE 2024

STRATEGIC OUTCOME : A VISION OF CONTINUOUS IMPROVEMENT IS SHARED BY

COUNCILLORS AND COUNCIL STAFF.

ACTION : IMPLEMENT THE ACTIONS FROM THE AUDIT, RISK AND

IMPROVEMENT COMMITTEE (ARIC)

REPORTING OFFICER : MARIA KENNY

Ref:711771

PURPOSE

The purpose of this report is to provide Council with the minutes of the Audit Risk and Improvement Committee meeting held on 12 June 2024.

The objective of the Audit, Risk and Improvement Committee (ARIC) is to provide independent assurance and advice to Council on risk management, internal control, governance and external accountability.

At this meeting, the ARIC received and reviewed the Internal Audit Review of Swimming Pool Compliance report.

The Committee also reviewed the Model Terms of Reference issued by the Office of Local Government.

RECOMMENDATION

- 1. That the Minutes be received and noted.
- 2. That the Terms of Reference for the Hunter's Hill Council Audit, Risk & Improvement Committee be adopted, noting this has been reviewed against the Model Terms of Reference issued by the Office of Local Government.
- 3. That the Strategic Work Plan endorsed by the Audit, Risk & Improvement Committee be received and noted.

Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation (2023) (the Regulations)

As of 1 July 2024, the Regulations (refer to **attachment 1**) mandate all councils establish a risk management framework, an internal audit function, and adhere to prescribed membership requirements for audit risk and improvement committees.

Audit, risk & improvement committees are responsible for reviewing the matters outlined in section 428A of the Local Government Act i.e.:

- (2) The Committee must keep under review the following aspects of the council's operations—
 - (a) compliance,
 - (b) risk management,

- (c) fraud control,
- (d) financial management,
- (e) governance,
- (f) implementation of the strategic plan, delivery program and strategies,
- (g) service reviews,
- (h) collection of performance measurement data by the council,
- (i) any other matters prescribed by the regulations.

Model Terms of Reference – Roles and Responsibilities of the Audit, Risk & Improvement Committee

At **attachment 2** is the Model Terms of Reference published in the prescribed *Guidelines for Risk Management and Internal Audit for Local Government in NSW* (the Guidelines).

Section 216K of the Regulations require all councils to review this Model.

ARIC is a prescribed legislative committee that provides strategic oversight on Council's governance and internal control framework. It is not intended to function as an operational management committee.

The Committee has reviewed the Model, and recommended minor amendments regarding consistent terminology, reinforcing the Committee's remit to provide strategic review and advice. The endorsed Terms of Reference is at **attachment 3.**

Audit, Risk & Improvement Committee Work plan

The Guidelines also require a council's ARIC to develop a strategic work plan every four years to ensure all the matters listed in section 428A of the Local Government Act are reviewed by the committee, and considered by the internal audit function when developing their risk - based program of internal audits.

The Plan must be developed in consultation with the governing body, general manager and the internal audit coordinator.

The Committee has reviewed and endorsed the Strategic Plan at attachment 4.

The Plan itemises the Committee's roles and responsibilities, as documented in Schedule 1 of the Model Terms of Reference, assigning both an annual program, and listing items that are required to be implemented throughout the four-year term of Council.

Key changes from the current Hunter's Hill Council ARIC Charter

The council's existing committee charter includes roles and responsibilities which were based on the framework of the previous departmental Internal Audit Guidelines issued in 2010.

The 2023 Guidelines include the new roles and responsibilities outlined in 428A of the Local Government Act i.e. relating to inclusion of the review of Integrated Planning & Reporting Requirements.

Commencing with the 2024-25 annual report, the general manager of each council will be required to attest to the council's compliance with the prescribed risk management requirements. This attestation will need to be included in the council's annual report, providing an accountability mechanism, which ensures adherence to the Regulation.

The elected governing body is also now required to formally review and assess the performance of the ARIC at each term of Council. This can be conducted by engaging a qualified external assessor (or the Council undertakes the assessment with an independent reviewer or peer to conduct an evaluation of findings).

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

However, as a result of changes to the Guidelines and the increased roles and responsibilities of the ARIC, additional budget will need to be allocated in the next term of Council.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

Minutes of the Audit Risk & Improvement Committee held 12 June, 2024.

COMMENCEMENT

The meeting opened at 2pm.

IN ATTENDANCE

Mozammel Ali Chair (Independent)

Mark Dickinson Independent Member

Jose Herrera-Perea Independent Member

ALSO PRESENT

Mr Mitchell Murphy General Manager (GM)

Ms Maria Kenny Director Finance, Procurement & Projects (DFPP)

Mr Ian Harris Manager Risk & Compliance (MR&C)
Mohua Mukherjee Head of Internal Audit, NSROC (IA)

Alex Hardy External Auditor (EA), Director Prosperity Audit (via Zoom)

Sue Pritchard Director – Financial Audit, NSW Audit Office (via zoom)

Sara Sivathasan InConsult, Snr Consultant (via zoom for Agenda 3.2)

Dane Parsons InConsult, Internal Audit Manager (via zoom for Agenda 3.2)

Mitchell Morley InConsult, Director (via zoom for Agenda 3.2)

Steve Kourepis Director Town Planning (for Agenda 3.2)

Rosanna Guerra Director People & Culture (for Agenda 3.7)

APOLOGIES

No apologies were received.

DECLARATIONS OF INTEREST

The Chairperson called for Declarations of Interest without response.

CONFIRMATION OF MINUTES

RESOLVED on the MOTION of Independent Member Dickinson, seconded Chair (Independent) Ali

That the Minutes of Audit Risk and Improvement Committee of previous Meeting held on 3/04/2024 be adopted.

REPORTS

3.1 EXTERNAL AUDIT MATTERS

PROCEEDINGS IN BRIEF

EA provided an overview of the findings of the Interim Audit. The Review identified the following two items to be addressed by Council:

- Prior year matter Low-risk residual risk rating Compulsory superannuation for independent audit, risk and improvement committee (ARIC) chairs and members.
- Current year matters Low-risk residual risk rating Absence of a Data Classification Policy.
- Current year matters Medium residual risk rating System logs are not maintained and subject to monitoring within Business 365 Finance System, and multi-factor authentication has not been established.

EA thanked the Finance Staff for the timeliness of the interim audit review and its finalisation, and re-iterated the need to have asset valuations completed in time for commencement of the year-end external audit. DFPP advised that the valuations were finalised, and were currently being reviewed by the Infrastructure team.

EA also advised that the cybersecurity theme continued to be a key focus area for external audits across the sector.

The Committee received and noted the report with the following clarification:

 To what extent are IT findings of the External Audit correlated to the recently completed internal audit reviews in records management and cybersecurity. EA advised that internal audit reviews will conduct a more detailed analysis of internal control frameworks. The scope of External Audit is limited to how internal control frameworks may affect the representation of the Financial Statements.

RESOLVED on the MOTION of Independent Member Dickinson, seconded Chair (Independent) Ali

1. That the External Auditor's Interim Review for the year ending 30 June 2024 be received and noted.

3.2 INTERNAL AUDIT REVIEW OF SWIMMING POOL COMPLIANCE

PROCEEDINGS IN BRIEF

InConsult Senior Consultant, Sara Sivathasan, provided an overview of the Review findings. Overall, the internal control framework was rated as Needs Improvement.

A total of 18 recommendations were made. The Review identified: one high risk issue, 13 medium risk issues and four low risk issues.

The Act confers the following general requirements of councils:

- to take steps, as are appropriate, to ensure it is notified of the existence of all swimming pools within its local government area (LGA) to which this Act applies;
- to promote awareness within its LGA of the requirements of the Act in relation to swimming pools; and
- to investigate complaints about breaches of the Act.

More specifically the Act requires Council to:

- develop and adopt a program for the inspection of swimming pools to ensure compliance with the requirements of the Act; and
- ensure the program makes provision for the inspection, at least once every 3
 years, of any swimming pool situated on premises on which there is tourist and
 visitor accommodation or more than 2 dwellings.

Whilst Council must have an inspection program, inspections of other pools are only required at the request of the owner, in response to a complaint or at the discretion of Council.

The NSW government swimming pool register shows that in the LGA there are 11 pools listed as being located within 9 multi dwelling properties. There are no pools listed as tourist and visitor accommodation properties.

The Committee received and noted the report with the following additional queries:

- Residential homes, used as Air BnB's, are not treated as visitor accommodation. Therefore, this potentially presents a higher residual risk rating for councils.
- It was noted that when a property is sold, or leased, a compliance certificate is also required.
- As the Act doesn't require all pools to be inspected, the Committee discussed balancing resourcing, as against, an assessment of the potential reputation risk of not carrying out a broader inspection program. There was also discussion regarding the authorities in the Local Government Act regarding permission to enter premises to conduct inspections.
- It was noted that all recommendations were nominated to be completed by September 2024. Director Town Planning agreed, noting that work had

commenced with the objective to complete the recommendations within this timeframe.

In relation to the recommendations regarding promoting awareness within the LGA regarding the requirements of the Act, there was consensus that promotional and education material could be included in the first rates notices for FY2024-25.

- InConsult confirmed that the internal audit recommendations related the mandatory requirements of the Act.

RESOLVED on the MOTION of Independent Member Herrera-Perea, seconded Chair (Independent) Ali

1. That the Internal Audit Review of Swimming Pool Compliance report be received and noted.

3.3 INTERNAL AUDIT STATUS REPORT

PROCEEDINGS IN BRIEF

IA updated the Committee on the Internal Audit Program. All the scheduled reviews for FY2023-24 have been completed.

RESOLVED on the MOTION of Independent Member Dickinson, seconded Chair (Independent) Ali

1. That the report be received and noted.

3.4 INTERNAL AUDIT RECOMMENDATIONS STATUS REPORT

PROCEEDINGS IN BRIEF

IA updated the Committee on the progress of the implementation of audit recommendations

Twenty recommendations relating to four audit reports were carried forward from the previous period. Nine new recommendations relating to the Records Management audit report were added this period and five open recommendations were closed. Twenty-four recommendations remain open at the end of this reporting period.

There were eleven Cyber Security recommendations outstanding out of a total of twenty-nine recommendations, with steady progress being made with a further two recommendations closed during this reporting period.

The Committee:

Noted that a number of new recommendations are now being implemented.
 Further discussion was held regarding traffic light reporting, and ongoing monitoring of recommendations with extended due dates.

- It was also observed that the status of a number of cybersecurity recommendations were dependent on migration and implementation to Microsoft 365.

RESOLVED on the MOTION of Independent Member Herrera-Perea, seconded Chair (Independent) Ali

- 1. That this report and the status of the previous recommendations raised by internal audit be received and noted.
- 2. That, at the next scheduled Audit, Risk & Improvement Committee meeting, a report from management be provided on the ongoing progress of cybersecurity recommendations, and the status of the Microsoft 365 project.

3.5 DRAFT INTERNAL AUDIT PLAN FOR FY2024-25 TO FY2027-28

PROCEEDINGS IN BRIEF

IA provided an update on the methodology for developing the draft Internal Audit Plan, which has included: the use of thematic audit subject matters across all shared member councils; as well as, consultation with the General Manager and the Senior Leadership team.

The Committee queried:

- The determination of audit review scopes for budget management, methodology for mapping of audit universe, how often Fraud and Corruption Frameworks were reviewed and, how, the enterprise risk register is applied to develop the Plan.

RESOLVED on the MOTION of Independent Member Dickinson, seconded Chair (Independent) Ali

- 1. That the attached draft FY2025-28 Internal Audit Plan be approved.
- 3.6 STANDING ITEM GOVERNANCE AND CONTROL FRAMEWORK, LEGISLATIVE COMPLIANCE & BUSINESS IMPROVEMENT.

PROCEEDINGS IN BRIEF

This item was deferred to a separate meeting to be held on 17 June to provide additional time for members to discuss in further detail:

The Model Terms of Reference with customisations for Hunter's Hill Council;
 and

- The Audit, Risk & Improvement Committee Draft 4 Year Internal Audit Plan (including the annual program).

3.7 RISK MANAGEMENT STATUS UPDATE

PROCEEDINGS IN BRIEF

MR&C provided a status update on risk management activities since the last Committee meeting.

Further to the standing report, Director People & Culture presented to the Committee the completion of the Work, Health & Safety (WHS) Manual, and the launch of the WHS Hub on council's staff Intranet site.

For the next scheduled committee meeting, the Committee has requested the presentation of the full Enterprise Risk Register, with the status of the top five (5) residual risk items presented at each meeting, thereafter.

RESOLVED on the MOTION of Independent Member Dickinson, seconded Chair (Independent) Ali

1. That the report be received and noted.

The meeting closed at 4:22pm.

The meeting re-convened on Monday, 17 June at 3pm with the following attendees:

IN ATTENDANCE

Mozammel Ali Chair (Independent)

Mark Dickinson Independent Member

Jose Herrera-Perea Independent Member

ALSO PRESENT

Mr Mitchell Murphy General Manager (GM)

Ms Maria Kenny Director Finance, Procurement & Projects (DFPP)

3.6 STANDING ITEM - GOVERNANCE AND CONTROL FRAMEWORK, LEGISLATIVE COMPLIANCE & BUSINESS IMPROVEMENT.

PROCEEDINGS IN BRIEF

This agenda item was deferred to a separate meeting from the meeting held on 12 June.

Members discussed in detail the roles and responsibilities of Committee members, as outlined in the Model Terms of Reference contained within *Risk Management & Internal Audit for local government in NSW Guidelines (November 2023).* The discussion was focused on the function of the ARIC as an advisory committee. It was noted some elements of the Model Charter include terminology, such as, 'coordinate' and 'act as', which inferred duties broader than of an advisory capacity.

It was agreed that a word version of the draft Terms of Reference (ToR) customised for Hunter's Hill Council, would be circulated out-of-session for members to provide specific feedback. The Committee would continue to review the ToR with the view to tabling an endorsed charter for the next Council Meeting.

RESOLVED on the MOTION of Independent Member Dickinson, seconded Chair (Independent) Ali

- 1. That the report be received and noted.
- That the Audit, Risk & Improvement Committee (ARIC) continue to review out of session, the Model Terms of Reference and the ARIC 4-year Strategic Plan (which includes the FY2024-25 annual program), with a view for resolution at a subsequent Council meeting.

GM and Jose Herrera-Perea left at 4.00pm. Meeting closed at 4:15pm

I confirm that these Minutes are a true and accurate record of Audit Risk and Improvement Committee Meeting held on 12 June 2024 (including the re-convened meeting held on 17 June, 2024).

Mozammel Ali					
CHAIRPERSON	 	••••	•••	•••	••

ATTACHMENTS

- 1. ARIC Regulation 2023 J.
- 2. Model Terms of Reference issued by OLG 😃
- 3. Terms of Reference endorsed by ARIC 😃

4. Strategic Workplan for council consultation <a>J



Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023

under the

Local Government Act 1993

Her Excellency the Governor, with the advice of the Executive Council, has made the following regulation under the *Local Government Act 1993*.

RON HOENIG, MP Minister for Local Government

Explanatory note

The object of this regulation is to make provision about Audit, Risk and Improvement Committees and the internal auditing functions of councils.

This regulation is made under the *Local Government Act 1993*, including sections 428(4)(b), 428A(2)(i), 428B and 748, the general regulation-making power, and Schedule 6, clauses 8A, 13, 18 and 19B.

Item 4.23 Attachment 1 Page **608**

Published LW 1 December 2023 (2023 No 643)

Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 [NSW]

Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023

under the

Local Government Act 1993

1 Name of regulation

This regulation is the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023.

2 Commencement

This regulation commences on 1 July 2024.

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Published LW 1 December 2023 (2023 No 643)

Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 [NSW]

Schedule 1 Amendment of Local Government (General) Regulation 2021

Schedule 1 Amendment of Local Government (General) Regulation 2021

Part 9 Management and accountability

Insert after Division 6-

Division 6A Auditing and Audit, Risk and Improvement Committees

216A Definitions

In this division-

chairperson, for an Audit, Risk and Improvement Committee, means the chairperson of the committee.

independent member, for an Audit, Risk and Improvement Committee, means a person appointed to the committee under section 216C(1)(b).

internal audit co-ordinator—see section 216P(4).

216B Application of division to joint organisations

This division applies to a joint organisation in the same way as it applies to a council.

216C Composition of Audit, Risk and Improvement Committee—the Act, Sch 6, cl 19B

- (1) The Audit, Risk and Improvement Committee for a council must comprise—
 - (a) a chairperson, and
 - (b) at least 2 independent members.
- (2) One councillor, who must not be the mayor, of the council may also be appointed to the Audit, Risk and Improvement Committee for a council.
- (3) The appointment of a member to the Audit, Risk and Improvement Committee must be made by resolution of the council.
- (4) A councillor appointed to the Audit, Risk and Improvement Committee must not vote on a matter being considered by the committee.
- (5) A person may be appointed to more than 1 Audit, Risk and Improvement Committee if otherwise eligible.

216D Eligibility for appointment as chairperson—the Act, Sch 6, cl 19B

A council must not appoint a person as the chairperson of the council's Audit, Risk and Improvement Committee unless the council is reasonably satisfied the person—

- (a) has leadership qualities, and
- is able to promote effective working relationships in complex organisations, and
- is able to communicate complex and sensitive assessments in a tactful way, and
- (d) has a sound understanding of the principles of good organisational governance, and
- is able to understand local government accountability, including financial reporting, and

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Published LW 1 December 2023 (2023 No 643)

Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 [NSW]

Schedule 1 Amendment of Local Government (General) Regulation 2021

- (f) has a sound understanding of the business of the council or the environment in which it operates, and
- (g) has a sound understanding of the council's internal audit operations, including the selection and review of the internal audit co-ordinator for the council, and
- (h) has a sound understanding of risk management principles, and
- has extensive senior level experience in governance and management of complex organisations, and
- is eligible to be appointed as an independent member of the Audit, Risk and Improvement Committee, and
- (k) is not an employee of a council or a joint organisation.

216E Eligibility for appointment as independent member—the Act, Sch 6, cl 19B

A council must not appoint a person as an independent member of the council's Audit, Risk and Improvement Committee unless the council is reasonably satisfied the person—

- (a) is able to read and understand financial statements, and
- (b) is able to understand the ethical requirements of government, including conflicts of interest, and
- (c) is able to form independent judgements, and
- is willing to constructively challenge and question management practices and information, and
- (e) is professional and ethical in the exercise of the person's duties, and
- (f) is able to devote the necessary time and effort to the person's functions as a member of the committee, and
- (g) has knowledge in one or more of the following that is relevant to the person's role on the Audit, Risk and Improvement Committee—
 - (i) risk management,
 - (ii) performance management,
 - (iii) human resources management,
 - (iv) internal and external auditing,
 - (v) financial reporting,
 - (vi) accounting,
 - (vii) management control frameworks,
 - (viii) internal financial controls,
 - (ix) governance of organisations,
 - (x) business operations, and is independent of the council.

16F Persons taken not to be independent of council—the Act, Sch 6, cl 19B

- The following persons are taken not to be independent of a council for the purposes of section 216E(h)—
 - (a) a person who is a councillor of a council in New South Wales,
 - (b) a person who was a candidate for election to the council in the last election of the council,
 - (c) a person who was a councillor during the term of the council ending at the last election of the council,

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Published LW 1 December 2023 (2023 No 643)

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Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 [NSW]

Schedule 1 Amendment of Local Government (General) Regulation 2021

- (d) for a joint organisation or council that is a member council of a joint organisation—a person who is a non-voting representative of the board of the joint organisation,
- (e) for a council that has entered an arrangement under the Act, section 428B with another council or body—a person who is an employee of the other council or body,
- a person who is employed by the council or was employed by the council in the previous 12 months,
- (g) a person who conducts audits of the council for the Audit Office of NSW,
- (h) a person who has a close personal or business relationship with a councillor or a person who has a senior role in the council that may lead to an actual or perceived conflict of interest,
- (i) a person who provides, or has in the previous three years provided, material goods or services which directly affect matters considered by the Audit, Risk and Improvement Committee,

Example— consultancy, legal, internal audit or advisory services

- (j) a person who is a shareholder, owner, officer or employee of a company if—
 - the company has a business relationship with the council or a related entity, and
 - (ii) the business relationship comprises—
 - (A) a material business relationship, or
 - (B) a contractual relationship, or
 - (C) a direct financial interest, or
 - (D) a material indirect financial interest, and
 - (iii) the business relationship could reasonably be considered to be an actual or perceived conflict of interest,
- (k) a person who is a relative of a person referred to in paragraph (i),
- a person who acts, or has previously acted, as an advocate for the council or a related entity, if the advocacy—
 - (i) relates to a material interest, and
 - (ii) could reasonably be considered to be an actual or perceived conflict of interest.
- (2) In this section—

related entity, of a council, means an entity formed by the council or an entity which the council participated in forming.

216G Term of office—the Act, Sch 6, cl 19B

- (1) A council may appoint a member of the council's Audit, Risk and Improvement Committee for a term of no more than 4 years.
- (2) A person who continues to be eligible for appointment may be reappointed.
- (3) A person must not be a member of an Audit, Risk and Improvement Committee for a particular council for more than 8 years in a 10-year period.
- (4) The Departmental Chief Executive may exempt a person from the requirement in subsection (3) if satisfied the council—

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Published LW 1 December 2023 (2023 No 643)

Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 [NSW]

Schedule 1 Amendment of Local Government (General) Regulation 2021

- took reasonable steps to find another person to take the place of the person, and
- (b) has been unable to find a suitable person.

216H Removal of members—the Act, Sch 6, cl 19B

- (1) A council may remove a member from the council's Audit, Risk and Improvement Committee at any time.
- (2) The council must give written notice to the Departmental Chief Executive if it removes the chairperson or an independent member from the council's Audit, Risk and Improvement Committee.
- (3) The notice must be given within 28 days after the removal of the person.

216I Remuneration—the Act, Sch 6, cl 19B

A council may pay remuneration to the chairperson and independent members of the council's Audit, Risk and Improvement Committee.

216J Meetings of Audit, Risk and Improvement Committee—the Act, Sch 6, cl 19B

- An Audit, Risk and Improvement Committee must meet at least once in each quarter.
- (2) The chairperson of an Audit, Risk and Improvement Committee may decide on the procedure for—
 - (a) the calling of meetings of the Audit, Risk and Improvement Committee, and
 - (b) the conduct of business at meetings.

216K Terms of reference—the Act, Sch 6, cl 19B

- (1) A council must adopt terms of reference for the council's Audit, Risk and Improvement Committee.
- (2) The adoption must occur by resolution of the council.
- (3) The council must consider model terms of reference approved by the Departmental Chief Executive before adopting terms of reference.
- (4) Terms of reference must be consistent with the Act and this regulation.
- (5) An Audit, Risk and Improvement Committee must exercise its functions in accordance with the adopted terms of reference.

216L Assistance to Audit, Risk and Improvement Committee—the Act, Sch 6, cl 19B

- (1) The general manager of a council must ensure the Audit, Risk and Improvement Committee of the council—
 - (a) has the resources necessary to properly exercise its functions in relation to the council, and
 - (b) is readily able to access the staff, information and records of the council the Audit, Risk and Improvement Committee considers necessary for the exercise of its functions in relation to the council.
- (2) If the council has entered an arrangement under the Act, section 428B with another council or body, this section extends to the general manager of the other council or the chief executive of the other body to the extent the Audit, Risk and Improvement Committee exercises functions in relation to the other council or body.

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Item 4.23 Attachment 1 Page **61**:

Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 [NSW]

Schedule 1 Amendment of Local Government (General) Regulation 2021

216M Matters committee must keep under review-the Act, s 428A

For the Act, section 428A(2)(i), the council's internal audit functions are prescribed.

216N Joint internal audit arrangements—the Act, s 428B

A joint organisation of which a council is a member is prescribed as a body the council may enter into an arrangement with.

2160 Internal audit charter—the Act, Sch 6, cl 8A

- A council must adopt an internal audit charter setting out how the council will exercise its internal audit functions.
- (2) The adoption must occur by resolution of the council.
- (3) The council must consider a model internal audit charter approved by the Departmental Chief Executive before adopting an internal audit charter.
- (4) An internal audit charter must be consistent with the Act and this regulation.
- (5) The council must exercise its internal audit functions in accordance with the adopted internal audit charter.

216P Internal audit co-ordinator—the Act, Sch 6, cl 8A

- (1) The general manager of a council must appoint a member of staff of the council to be the internal audit co-ordinator for the council unless—
 - (a) the council has entered an arrangement with another council for the sharing of internal audit activities, and
 - (b) the general manager of the other council has appointed a person under this section, and
 - (c) the person will direct and co-ordinate the internal audit activities in relation to the first council under the arrangement.
- (2) An internal audit co-ordinator who exercises functions under this section for a council—
 - (a) must, in relation to the exercise of the functions—
 - report to the Audit, Risk and Improvement Committee for the council, and
 - (ii) comply with a direction of the Audit, Risk and Improvement Committee, and
 - (b) is not subject to a direction of the council or a member of staff of the council in relation to the exercise of the functions.
- (3) The general manager of a council must consult with the chairperson of the Audit, Risk and Improvement Committee for the council about a proposed decision affecting the employment of the internal audit co-ordinator for the council.
- (4) In this section—

internal audit co-ordinator, for a council, means a person appointed to direct and co-ordinate internal audit activities in relation to the council.

216Q Persons exercising internal audit functions—the Act, Sch 6, cl 8A

The general manager of a council must ensure a person exercising internal audit functions in relation to the council—

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- (a) has the resources necessary to properly exercise the functions, and
- (b) is readily able to access—
 - (i) staff, information and records of the council necessary to properly exercise the functions, and
 - (ii) the Audit, Risk and Improvement Committee for the council.

216R Audit, Risk and Improvement Committee to oversee and report on internal audit activities—the Act, s 428A(2)(i)

The Audit, Risk and Improvement Committee for a council must-

- (a) oversee the internal audit activities carried out in relation to the council, and
- (b) review the performance and efficacy of the activities over each period of 4 years, and
- (c) prepare a report on the review that may include recommendations, and
- (d) give a copy of the report to the governing body of the council.

216S Risk management—the Act, Sch 6, cl 18

- A council must adopt and implement a system for managing risk.
 Note— The Act, section 23A requires a council to take relevant guidelines by the Departmental Chief Executive into consideration before exercising its functions.
- (2) The Audit, Risk and Improvement Committee for the council must-
 - (a) monitor and review the implementation of the system, and
 - (b) report to the council on the operation and efficacy of the system.

216T Attestation in annual report—the Act, s 428(4)(b)

- (1) The annual report for a council under the Act, section 428 must include an attestation signed by the general manager of the council specifying whether the council has complied with this division during the year to which the report relates.
- (2) In preparing the attestation, the general manager must give the chairperson of the Audit, Risk and Improvement Committee for the council an opportunity to comment on the attestation.
- (3) The chairperson, if not satisfied with the attestation in the annual report, may—
 - (a) prepare an alternative attestation signed by the chairperson, and
 - (b) give the alternative attestation to the Departmental Chief Executive.
- (4) This section does not apply to an annual report prepared before 1 July 2025.

216U Contravention of division permitted in certain circumstances—the Act, Sch 6,

A council is not required to comply with a provision of this division if—

- (a) the council is unable to comply because compliance—
 - (i) was unreasonable due to a temporary circumstance, or
 - (ii) would have had a significant impact on the council's budget, and
- (b) the council was unable to enter an agreement with another council or joint organisation to ensure compliance, and

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- (c) the council proposes an alternative arrangement to ensure an equivalent outcome to the requirement, and
- (d) the council notifies the Departmental Chief Executive of the failure to comply within 28 days, and
- (e) the annual report of the council contains a statement about the non-compliance with details of the matters set out in paragraphs (a)—(c).

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Model terms of reference for local government audit, risk and improvement committees

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

Objective

The objective of [council's/joint organisation's] audit, risk and improvement committee is to provide independent assurance to [council/joint organisation] by monitoring, reviewing and providing advice about the [council's/joint organisation's] governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

Independence

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

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

The committee must always ensure it maintains a direct reporting line to and from the [council's/joint organisation's] internal audit function and act as a mechanism for internal audit to report to the governing body and the [general manager/executive officer] on matters affecting the performance of the internal audit function.

Authority

[Council/joint organisation] authorises the committee, for the purposes of exercising its responsibilities, to:

- → access any information it needs from the [council/joint organisation]
- → use any [council/joint organisation] resources it needs
- → have direct and unrestricted access to the [general manager/executive officer] and senior management of the [council/joint organisation]
- → seek the [general manager's/executive officer's] permission to meet with any other [council/joint organisation] staff member or contractor
- → discuss any matters with the external auditor or other external parties
- $\,$ request the attendance of any employee at committee meetings, and

obtain external legal or other professional advice in line with councils' procurement policies.
 [Detail any prior approval needed or pre-determined budget for costs].

Information and documents pertaining to the committee are confidential and are not to be made publicly available. The committee may only release [council/joint organisation] information to external parties that are assisting the committee to fulfil its responsibilities with the approval of the [general manager/executive officer], except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention. [amend if documentation is to be made available to the public].

Composition and tenure

The committee consists of an independent chairperson and [two] independent members who have voting rights and [one non-voting councillor/board member], as required under the *Local Government (General) Regulation 2021*.

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

[name] Independent chairperson (voting)

[name] Independent member (voting)

[name] Independent member (voting)

[name] [Councillor/board] member (non-voting) (if

applicable) [cannot be the mayor]

All committee members must meet the independence and eligibility criteria prescribed under the Local Government (General) Regulation 2021.

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

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

Prior to approving the reappointment or extension of the chairperson's or an independent member's term, the governing body is to undertake an assessment of the chairperson's or committee member's performance. Reappointment of the chairperson or a committee

member is also to be subject to that person still meeting the independence and eligibility requirements prescribed under the *Local Government (General) Regulation 2021*.

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

[Add any relevant details about shared arrangements, if applicable].

Role

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

- → compliance
- → risk management
- → fraud control
- → financial management
- → governance
- → implementation of the strategic plan, delivery program and strategies
- → service reviews
- → collection of performance measurement data by the [council/joint organisation], and
- → internal audit.

The committee must also provide information to the [council/joint organisation] for the purpose of improving the [council/s/joint organisation's] performance of its functions.

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

The committee will act as a forum for consideration of the [council's/joint organisation's] internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

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

The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the [council/joint organisation] rests with the governing body and the [general manager/executive officer].

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

Responsibilities of members

Independent members

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

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

[Councillor/board] members (if applicable)

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

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

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

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

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

Conduct

Independent committee members are required to comply with the [council's/joint organisation's] code of conduct.

Complaints alleging breaches of the [council's/joint organisation's] code of conduct by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The [general manager/executive officer] must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the [council's/joint organisation's] code of conduct.

Conflicts of interest

Once a year, committee members must provide written declarations to the [council/joint organisation] stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of the [council's/joint organisation's] code of conduct and must also complete and submit returns of their interests.

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

Standards

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and [current Australian risk management standard], where applicable.

Work plans

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

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

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

The committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the committee to

approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the committee.

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

Assurance reporting

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

The committee will provide an update to the governing body and the [general manager/executive officer] of its activities and opinions after every committee meeting.

The committee will provide an annual assessment to the governing body and the [general manager/executive officer] on the committee's work and its opinion on how the [council/joint organisation] is performing.

The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the [general manager/executive officer].

The committee may at any time report to the governing body or the [general manager/executive officer] on any other matter it deems of sufficient importance to warrant their attention. The [mayor/chairperson] and the chairperson of the committee may also meet at any time to discuss issues relating to the work of the committee.

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

Administrative arrangements

Meetings

The committee will meet at least [number (minimum of 4)] times per year, [including a special meeting to review the [council's/joint organisation's financial statements].

The committee can hold additional meetings when significant unexpected issues arise, or if the chairperson is asked to hold an additional meeting by a committee member, the [general manager/executive officer] or the governing body.

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

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

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

The [[mayor/chairperson], [general manager/executive officer] and the [internal audit coordinator] should attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The chairperson can request the [council's/joint organisation's] [chief finance officer or equivalent], [head of risk management function or equivalent], [senior managers or equivalent], any [councillors/board members], any employee/contractor of the council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chairperson at any time.

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

The committee must meet separately with the [internal audit coordinator] and the [council's/joint organisation's] external auditor at least once each year.

Dispute resolution

Members of the committee and the [council's/joint organisation's] management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the committee and the [general manager/executive officer] or other senior managers, the dispute is to be resolved by the governing body.

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

Secretariat

The [general manager/executive officer] will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chairperson at least [number] weeks before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the chairperson and circulated within [agreed timeframe] of the meeting to each member.

Resignation and dismissal of members

Where the chairperson or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give [agreed timeframe] notice to the chairperson and the governing body prior to their resignation to allow the [council/joint organisation] to ensure a smooth transition to a new chairperson or committee member.

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

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

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

Review arrangements

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

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

Further information

For further information on [council's/joint organisation's] audit, risk and improvement committee, contact [name] on [email address] or by phone [phone number].

Reviewed by chairperson of the audit, risk and improvement committee

[signed]

[date]

Reviewed by [council/joint organisation] in accordance with a resolution of the governing body.

[signed]

[date]

[resolution reference]

Next review date: [date]

Schedule 1 – Audit, risk and improvement committee responsibilities

[Note: each council/joint organisation is to determine the responsibilities of its committee related to each matter listed in section 428A of the Local Government Act 1993 and list them in Schedule 1 to the committee's terms of reference. Suggested responsibilities are provided below and further detailed in core requirement 1 and Appendix 2 of the Guidelines for Risk Management and Internal Audit for Local Government in NSW.]

Audit

Internal audit

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

External audit

- → Act as a forum for communication between the governing body, [general manager/executive officer], senior management, the internal audit function and external audit
- → Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations

 Provide advice to the governing body and/or [general manager/executive officer] on action taken on significant issues raised in relevant external audit reports and better practice guides

Risk

Risk management

Review and advise the [council/joint organisation]:

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

Internal controls

Review and advise the [council/joint organisation]:

- → whether the [council's/joint organisation's] approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- → whether the [council/joint organisation] has in place relevant policies and procedures and that these are periodically reviewed and updated
- → whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with

- → if the [council's/joint organisation's] monitoring and review of controls is sufficient, and
- → if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Review and advise the [council/joint organisation] of the adequacy and effectiveness of the [council's/joint organisation's] compliance framework, including:

- → if the [council/joint organisation] has appropriately considered legal and compliance risks as part of the [council's/joint organisation's] risk management framework
- → how the [council/joint organisation] manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- → whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise the [council/joint organisation] of the adequacy and effectiveness of the [council's/joint organisation's] fraud and corruption prevention framework and activities, including whether the [council/joint organisation] has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise the [council/joint organisation]:

- → if the [council/joint organisation] is complying with accounting standards and external accountability requirements
- → of the appropriateness of the [council's/joint organisation's] accounting policies and disclosures
- → of the implications for the [council/joint organisation] of the findings of external audits and performance audits and the [council's/joint organisation's] responses and implementation of recommendations
- → whether the [council's/joint organisation's] financial statement preparation procedures and timelines are sound
- → the accuracy of the [council's/joint organisation's] annual financial statements prior to external audit, including:
 - o management compliance/representations
 - o significant accounting and reporting issues
 - o the methods used by the [council/joint organisation] to account for significant or unusual transactions and areas of significant estimates or judgements
 - o appropriate management signoff on the statements
- → if effective processes are in place to ensure financial information included in the [council's/joint organisation's] annual report is consistent with signed financial statements
- → if the [council's/joint organisation's] financial management processes are adequate
- → the adequacy of cash management policies and procedures

- → if there are adequate controls over financial processes, for example:
 - o appropriate authorisation and approval of payments and transactions
 - o adequate segregation of duties
 - o timely reconciliation of accounts and balances
 - o review of unusual and high value purchases
- → if policies and procedures for management review and consideration of the financial position and performance of the [council/joint organisation] are adequate
- → if the [council's/joint organisation's] grants and tied funding policies and procedures are sound.

Governance

Review and advise the [council/joint organisation] regarding its governance framework, including the [council's/joint organisation's]:

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

Improvement

Strategic planning

Review and advise the [council/joint organisation]:

- → of the adequacy and effectiveness of the [council's/joint organisation's] integrated, planning and reporting (IP&R) processes
- → if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- → whether the [council/joint organisation] is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- → Review and advise the [council/joint organisation]:
 - If the [council/joint organisation] has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance

o if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and

how the [council/joint organisation] can improve its service delivery and the [council's/joint organisation's] performance of its business and functions generally

Performance data and measurement

Review and advise the [council/joint organisation]:

- → if the [council/joint organisation] has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- ightarrow if the performance indicators the [council/joint organisation] uses are effective, and
- → of the adequacy of performance data collection and reporting.

Hunter's Hill Council

Audit, risk and improvement committee – Terms of Reference

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

Objective

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

Independence

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

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

The committee must always ensure it maintains a direct reporting line to and from the council's internal audit function and act as a mechanism for internal audit to report to the governing body (i.e. the elected Councillors) and the General Manager on matters affecting the performance of the internal audit function.

Authority

Council authorises the committee, for the purposes of exercising its responsibilities, to request:

- → access any information it needs from the council
- → use any council resources it needs
- → have direct and unrestricted access to the General Manager and senior management of the council
- → seek the General Manager's permission to meet with any other council staff member or contractor

- → discuss any matters with the external auditor or other external parties
- → the attendance of any employee at committee meetings, and
- → external legal or other professional advice in line with councils' procurement policies with prior consultation with the General Manager (or their delegate).

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

Composition and tenure

The committee consists of an independent chairperson and two independent members who have voting rights and, as required under the *Local Government (General) Regulation 2021*.

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

Mozammel Ali Independent chairperson (voting)

Mark Dickinson Independent member (voting)

Jose Herrera-Perea Independent member (voting)

Not applicable (the governing body has resolved not to have a non-voting Councillor as a member of ARIC).

[Councillor] member (non-voting) (if applicable)

[cannot be the mayor]

All committee members must meet the independence and eligibility criteria prescribed under the *Local Government (General) Regulation 2021*.

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

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

Prior to approving the reappointment or extension of the chairperson's or an independent member's term, the governing body is to undertake an assessment of the chairperson's or committee member's performance. Reappointment of the chairperson or a committee member is also to be subject to that person still meeting the independence and eligibility requirements prescribed under the *Local Government (General) Regulation 2021*.

Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the Council, the

environment in which the Council operates, and the contribution that the committee makes to the Council. At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the council's financial reporting responsibilities to be able to contribute to the committee's consideration of the council's annual financial statements.

Role

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

- → compliance
- → risk management
- → fraud control
- → financial management
- → governance
- → implementation of the strategic plan, delivery program and strategies
- → service reviews
- → collection of performance measurement data by the Council, and
- → internal audit.

The committee must also provide advice to the Council for the purpose of improving the council's performance of the aspects listed above.

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

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

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

The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the Council rests with the governing body and the General Manager. Accordingly, the Council, committee members and relevant stakeholders recognise that primary responsibility for delivery of the functional areas listed in Schedule 1 to this charter fall to the General Manager and the governing body. The committee has strategic oversight of standing matters and those items referred to it for review.

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

Responsibilities of members

Independent members

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

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

Conduct

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

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

Conflicts of interest

Once a year, committee members must provide written declarations to the Council stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of the council's code of conduct and must also complete and submit returns of their interests.

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

Standards

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and the Australian risk management standard AS ISO 31000:2018, where applicable.

Work plans

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

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

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

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

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

Assurance reporting

The committee will regularly report to the Council by tabling Minutes of Meetings, which will document key findings from the audit program, and any Committee recommendations to ensure that it is kept informed of matters and any emerging issues that may influence the strategic direction of the Council or the achievement of the council's goals and objectives.

The committee will provide an annual assessment to the governing body and the General Manager on the committee's work and its opinion on how the Council is performing.

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

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

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

Administrative arrangements

Meetings

The committee will meet at least a minimum of 4 times per year, including a special meeting to review the council's financial statements.

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

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

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

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

The General Manager and the internal audit coordinator should attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. [Councillors may also attend committee meetings as observers, subject to the chairperson receiving prior notification]. The chairperson can request the council's chief finance officer or equivalent, head of risk management function or equivalent, senior managers or equivalent, any councillors, any employee/contractor of the council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chairperson at any time.

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

The committee must meet separately with the internal audit coordinator and the council's external auditor at least once each year.

Dispute resolution

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

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

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

Secretariat

The General Manager will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chairperson at least one (1) week before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the chairperson and circulated within two (2) weeks of the meeting to each member.

Resignation and dismissal of members

Where the chairperson or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give one (1) month notice to the chairperson and the governing body prior to their resignation to allow the Council to ensure a smooth transition to a new chairperson or committee member.

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

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

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

Review arrangements

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

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

Further information

For further information on the Audit, risk and improvement committee, contact Maria Kenny, Director Finance, Procurement & Projects on info@huntershill.nsw.gov.au

Reviewed by Chairperson of the audit, risk and improvement committee

[date]

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

[date]

[resolution reference]

Next review date: [date]

Schedule 1 – Audit, risk and improvement committee responsibilities

Audit

Internal audit

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

External audit

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

Risk

Risk management

Review and advise the Council (based on referrals and reports):

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

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

Internal controls

Review and advise the Council (based on referrals and reports):

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

Compliance

Review and advise the Council (through the work program) of the adequacy and effectiveness of the council's compliance framework, including:

→ if the Council has appropriately considered legal and compliance risks as part of the council's risk management framework

- how the Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- → whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise the Council (through the work program) of the adequacy and effectiveness of the council's fraud and corruption prevention framework and activities, including whether the Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise the Council (based on referrals and reports):

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

Governance

Review and advise the Council (through the work program) of the adequacy and effectiveness regarding its governance framework, including:

- → implementation of governance policies and procedures
- → reporting lines and accountability
- → assignment of key roles and responsibilities
- → committee structure

- → management oversight responsibilities
- → human resources and performance management activities
- → reporting and communication activities
- → information and communications technology (ICT) governance.

Improvement

Strategic planning

Review and advise the Council (based on referrals and reports):

- of the adequacy and effectiveness of the council's integrated, planning and reporting (IP&R) processes
- → if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- → whether the Council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

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

Performance data and measurement

Review and advise the Council (through the work program):

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

DRAFT Audit, Risk & Improvement Committee Strategic Plan

MEETINGS SCHEDULED FOR:	Q1	Q2	Q3	Q4	Responsible Officer
Internal Audit					
Presentation and review of Head of Internal Audits' Annual Performance Report.			х		Head of Internal Audit
Develop and recommend the risk based Annual and Four-Year Strategic Audit Plan (in consultation with General Manager and Senior Leadership team).				x	Head of Internal Audit
Ensure internal audit plan it is linked to the Council's risk profile		x			Head of Internal Audit
Provide an opportunity for the ARIC to meet with internal audit without management				x	Head of Internal Audit
Review completed internal audit reports, status of internal audit plan and open internal audit recommendations.	х	х	х	х	Head of Internal Audit
Review and recommend the Annual ARIC Agenda	х	x	x	х	Chair (in consultation with in committee members)
External Audit					
Provide input and feedback on the external auditors' proposed scope and approach on the financial statement and performance audit coverage	х				External Auditor
Consider external auditors' view on the control environment and management letters		х		х	External Auditor
External Auditor to address Audit Committee on completion of audit of Annual Financial Statements				х	External Auditor
Provide an opportunity for the Audit Committee to meet with external auditor without management				x	External Auditor
Risk Management					
Monitor the systems and processes for risk management	х	x	x	х	Manager Risk & Compliance (MRC)
	L				

MEETINGS SCHEDULED FOR:	Q1	Q2	Q3	Q4	Responsible Officer
Review the Council's risk profile	х	x	x	x	MRC
Review strategic risks and governance framework for major projects				х	Director Infrastructure & Environment Sustainability
Review risk culture within the Council and the corporate Risk Appetite Statement		х			MRC
Review the adequacy of staff training and induction in risk management.			х		Director People & Culture (DPC)
Monitor effectiveness of business continuity planning (including testing)				х	MRC
Review adequacy and coverage of insurances within the enterprise risk management framework	x				MRC
Internal Controls	l		l	l	
Consider the effectiveness of the Council's internal control system		x			Director Finance, Project & Projects (DFPP)
Review the internal control over financial reporting			х		DFPP
Compliance Obligations					
Obtain regular updates on compliance matters	х	х	х	х	DFPP
Review the systems and processes for monitoring compliance with legislation and regulations	х	х	х	х	DFPP
Keep informed of the findings of any examinations by regulatory agencies	х	х	х	х	DFPP
Review whistleblower arrangements and reports			х		DP&C
Fraud and corruption					
Review fraud and corruption control plan	x				Head of Internal Audit
Financial management					
Review the annual financial statements		x			DFPP
Review the results of the interim and final external audit (Auditors Management Letter)		x	х		DFPP

MEETINGS SCHEDULED FOR:	Q1	Q2	Q3	Q4	Responsible Officer
Review communication between External Auditor and Council as required under Australian Auditing Standards ASA260			х		DFPP
Periodically compare actual outcomes, achievement of milestones and other KPI's as compared with the Council Plan, Annual Report and Budget - strategic indicators for monitoring the achievement of the strategic objectives		x			DFPP
Governance					
Review and advise of the adequacy of the governance framework including implementation of policies and procedures.	х	х	х	х	DFPP
Improvement					
Years 1 Review and advise on strategic planning matters: Integrated Planning & Reporting (IP&R) objectives and strategies are being successfully implemented and achieved		x			Director Community & Customer Service (DCCS)
Review and advise on performance data and measurement:				х	DCCS
to determine appropriate performance indicators to measure the achievement of its strategic objectives.					
Years 2-4 Review and advise the Council (through the work program): how the Council can improve its service delivery and the council's performance of its business and functions generally.	x		x		To be further reviewed alongside the Internal Audit Plan, and the new Community Strategic Plan to be developed in the next term of Council. Final Service Review plan to be presented, in conjunction with an assessment of resourcing required to implement service reviews.

Reporting Responsibilities					
Provide a briefing to Council in conjunction with presentation of Annual Report.			х		Chair
Monitor that open communication between the internal auditor, the external auditors, and the Council occurs	х	х	х	x	Chair

General			
Self- Assessment of the ARIC's performance	x		Chair/DFPP
Confirm annually that all responsibilities outlined in the ARIC Charter have been carried out		x	DFPP
Annual Attestation in the Council's Annual Report – compliance with OLG Regulation in relation to ARIC, Risk Management and Internal Audit		х	DFPP
(Commencing from FY 24-25 annual report)			

Once a Term Items

Item	Comments
Strategic Assessment (Core Requirement 1, 2 and 3)	ARIC must provide the Council's governing body a comprehensive independent assessment of all matters listed in s 428A of the Local Govt Act that have been reviewed during the Council term, including an assessment of the effectiveness of the council's risk management framework.
	ARIC to provide an assessment of the effectiveness of the council's internal audit function to the general manager and governing body in each term of the council, as part of the committee's four- yearly strategic assessment.
Review of Committee (ARIC) Performance	The governing body of the Council to conduct a review of effectiveness of the ARIC. (Review criteria set out in Core Requirement 1)

ITEM NO : 4.24

SUBJECT: MINUTES OF THE CONSERVATION ADVISORY PANEL HELD

ON 19 JUNE 2024

STRATEGIC OUTCOME : DEVELOPMENT APPLICATION, REGULATION AND

MONITORING SERVICES ARE STREAMLINED

ACTION : DEVELOPMENT APPLICATIONS (DAS) ARE PROCESSED IN

ACCORDANCE WITH SERVICE STANDARDS

REPORTING OFFICER : STEVE KOUREPIS

Ref:711670

PURPOSE

The purpose of this report is to provide Council with the minutes of the Conservation Advisory Panel held 19 June 2024.

RECOMMENDATION

That the minutes be received and noted.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

Minutes of the Conservation Advisory Panel held 19 June 2024.

COMMENCEMENT

The meeting opened at 4.05pm.

PANEL MEMBERS IN ATTENDANCE

Cr Ross Williams Chairperson, Councillor

Cr Jim Sanderson Councillor

Ms Bronwyn Doutreband Community Representative
Ms Helen Temple Berry Community Representative
Mr Michael Lehany Heritage landscape architect

ALSO PRESENT

Kate Higgins Heritage Adviser

Shahram Mehdizadgan Senior Executive Town Planner

APOLOGIES

Lucy Miller Creagh Representative of Hunters Hill Trust

Robert Moore Representative of NSW Institute of Architects

DECLARATIONS OF INTEREST

The Chairperson called for Declarations of Interest without response.

CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of Conservation Advisory Panel of previous meeting held on 17/04/2024 be adopted. Moved by Cr Sanderson and seconded by Helen Temple Berry.

REPORTS

3.1 4.15PM - 46 MARY STREET, HUNTERS HILL - DA2024-0020

PROCEEDINGS IN BRIEF

The Panel endorsed the comments below:

 There is a concern that so many trees are being proposed to be removed, especially as they are native trees.

- The proposed new trees appear to be much smaller than those being removed.
- The glass pool fence is not sympathetic and an open metal fence was recommended instead.
- It was recommended that the Cupressocyparis leylandii (Leyland Cypress)
 trees be removed. A different species of trees should be considered instead
 as the Leylandii grow very large and restrict the growth of other more
 suitable plants. The recurring issue with Leylandii cypress is that when they
 form hedges, they become too tall, dense and impenetrable, prevent solar
 access and cause overshadowing of neighbouring properties. The trees are
 unneighbourly and have led to litigation between property owners.

The Panel recommended that as part of the DCP review that consideration be given to not allowing certain species of conifers to be planted, and to not allow the use of solid plant hedging with an inappropriate height. Of particular concern are dense, fast growing, tall conifer species that form "green walls". Conifers can dramatically change the character of the gardens of the HCAs. It was acknowledged that there may be a particular circumstance where a tall dense conifer hedge would be appropriate, however these should be the exception rather than the rule.

RECOMMENDATION

That the Panel advise its comments to the Director Town Planning for consideration in the assessment of the development application and the revised development control plan currently being prepared.

3.2 4.30PM - 2 ALFRED STREET, HUNTERS HILL - DA2024-0045

PROCEEDINGS IN BRIEF

Attendees

Mr J. M. Singh and Jordan Singh, owner and applicant Patricia Sims, heritage consultant, Weir Philips Heritage Andrew Martin, Town Planner

- The existing house is large but achieves a gracious presence in the street.
- It has not been demonstrated that the demolition of the existing house is acceptable, and that the replacement house makes an equal of greater contribution to the conservation area than the existing house. Therefore the existing house should be retained.
- The existing house sits very politely on the site and is respectful to its context, including the adjacent Kelly's Bush and nearby heritage items.

 The retention of the existing house, an historic building that makes a positive contribution to the conservation area, has not be sufficiently explored. It was considered that the building could be successfully "brought back to life" with sympathetic alterations and additions. There was no objection to the demolition of the 1980s additions.

- It was noted that the earlier additions to the original cottage are sympathetic and that many original features remain, such as original fireplaces and their chimneys, joinery etc.
- The site with the existing house is a transition location between Kelly's Bush and the adjacent low density suburban area.
- The existing house sits nicely in the quiet street with its "secret" entry to Kelly's Bush.
- The scale of the proposal is a concern. (It would dwarf the neighbouring house to the east.)
- The house would present as three storeys to the street.
- The extent of glazing is excessive
- The building would present as a "wall" to Kelly's Bush.
- There is concern about the loss of the rock shelf.
- The driveway through the front garden will greatly impact the front garden, largely destroying the sense of a front garden.
- A greater setback from Kelly's Bush is needed,
- It was noted that Mr Thompson, previous owner, was a previous Mayor of Hunters Hill, and this is not discussed in the heritage impact statement.
- The proposal is insensitive to its context.
- The current design shows little response to previous advice of the Panel.
- The proposal is not supported by the Panel.

RECOMMENDATION

That the Panel advise its comments to the Director Town Planning for consideration in the assessment of the current development application.

3.3 5PM - 2 JAMES STREET, HUNTERS HILL - DA2024-0044

PROCEEDINGS IN BRIEF

Attendees Paul Lucas, architect

- This proposal is far more respectful to the character and historic fabric of the existing house and garden.
- It is still not clear how much of the original fabric is being demolished, but loss of original fabric is a concern.
- The proposed relocation of the existing stair is a concern. It should be retained in its existing location.
- The long rear upper-story window which sits in the centre of the roof and extends down into the back wall is most unusual and a dramatic feature of the

rear of the house. It suggests that the rear elevation was not considered secondary to the front façade. This is supported by the position of the two separate wings at the back which frame the window and the rear garden setting. More effort is needed to retain this character in the new design.

- The clear definition of the two separate original wings will be lost due to the
 demolition of most of the northern wing, the garage proposed to be added to
 the side of the southern wing, and the glazed wall joining the wings.
 Consideration should be given to retaining the clearly articulated rear wings,
 such as by setting back the glazed doors a little to express the surviving wings.
- The extent of glazing on the rear should be reduced.
- The plan should be modified to retain much more of the original northern wing.
- Consideration should be given to the garage being changed to an open carport so that the original rear wing remains apparent and a greater sense of space is retained around the original house.
- The new roof, gutters and downpipes should be corrugated galvanised steel as this material is traditional. (Rather than Colorbond.)
- The proposal is an improvement to the currently approved scheme as single storey and the dormer is retained.

RECOMMENDATION

That the Panel advise its comments to the Director, Town Planning for consideration in the assessment of the development application.

3.4 5.30PM - 4A MARGARET STREET, WOOLWICH - DA2024-0064

PROCEEDINGS IN BRIEF

The DA has been refused and so was not discussed by the Panel.

The panel expressed appreciation for the support provide to the panel by Kate Higgins.

The next meeting will be held Wednesday 17 July 2024.

The meeting closed at 6.15pm.

ATTACHMENTS

There are no attachments to this report.

ITEM NO : 4.25

SUBJECT: MINUTES OF THE CULTURAL AND EVENTS ADVISORY

COMMITTEE HELD ON 15 JULY 2024

STRATEGIC OUTCOME: THE COMMUNITY IS AWARE OF COUNCIL DECISIONS

THROUGH A TRANSPARENT AND DEMOCRATIC

ENGAGEMENT PROCESS

ACTION : DELIVER A DIVERSE ENGAGEMENT PROGRAM TO ENHANCE

COMMUNITY AWARENESS AND PARTICIPATION

REPORTING OFFICER : GABRIELLE CLEARY

Ref:711973

PURPOSE

The purpose of this report is to provide Council with the minutes of the Cultural and Events Advisory Committee held 15 July 2024.

The objective of the Committee is to provide a formal mechanism for Council to consult with key stakeholders, seek advice and assistance from the community and enable community participation in the preservation, development and promotion of the arts and cultural services in the Municipality of Hunters Hill.

RECOMMENDATION

That the minutes be received and noted.

Minutes of the Cultural and Events Advisory Committee held 15 July 2024.

COMMENCEMENT

The meeting opened at 6.33pm.

IN ATTENDANCE

Councillor Julia Prieston Chair

Deputy Mayor, Councillor

Deputy Chair

Elizabeth Krassoi

Carol Tannous Sleiman Member
Stephanie McCann Member
John Milce Member
Gloria Khoury Member

ALSO PRESENT

Gabrielle Cleary Secretary, Events and Activations Coordinator

APOLOGIES

Marianne Doyle Member Madeleine Grey Member

DECLARATIONS OF INTEREST

The Chairperson called for Declarations of Interest without response.

CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of Cultural and Events Advisory Committee of previous Meeting held on 14/05/2024 be adopted.

MOVED: Carol Tannous Sleiman SECOND: Stephanie McCann CARRIED

REPORTS

3.1 FIGTREE PARK OPENING

PROCEEDINGS IN BRIEF

Events and Activations Coordinator reported on Figtree Park grand re-opening event held at 10.30am on Saturday 15 June.

- The Event included an Acknowledgement of Country and smoking ceremony, opening addresses and ribbon cuttings for the Figtree Park plaque and the replacement Rotary Club plaque.
- Event activities included face painting, bubbles, local music, photo magnet giveaway and a Tae Kwan Do display.
- Local businesses provided food giveaways at the park as well as in-store discounts. The participating businesses were acknowledged on Council's communication channels, and flyers listing them were distributed on the day.
- As it rained, the Jujitsu display and lawn games were not run. The event was well attended despite the rain. Some activities moved inside the Gladesville Community Centre.
- Deputy Mayor suggested that a letter of thanks and follow up be sent to participating businesses asking how they did on the day and if the event had an impact on their visibility. It was also suggested to ask them to sign up to the Council E-News and inform them of upcoming events.

3.2 WOOLWICH MARKETS UPDATE

PROCEEDINGS IN BRIEF

Cr Prieston provided an update on the extensive ongoing work and negotiations between herself, Mayor Zac Miles and related parties to organise the Woolwich Markets.

- There is a privately leased site in Woolwich which is being scoped out for the markets to be held on Sundays.
- After consideration and discussions between Mayor Miles, Cr Prieston and various private market operators, a preferred market operating candidate has been selected.
- There will be a trial period tentatively commencing in September.
- The markets will have a mix of fresh produce, cooked food and some craft.
- Cr Prieston welcomed ideas and feedback from the Committee.

3.3 MOOCOOBOOLA FESTIVAL UPDATE

PROCEEDINGS IN BRIEF

Events and Activations Coordinator reported on postponement of Moocoboola Festival.

- Due to prolonged and frequent rainfall impacting the surface of Boronia Park Ovals, Hunter's Hill Council has taken the decision to postpone Moocooboola Festival 2024 until later in the Spring.
- Moocooboola Festival will now be held on Sunday 13 October 2024.
- All stakeholders will be informed over the next few days including stallholders and potential performers.
- Infrastructure will be booked for the new date. No financial outlay has been incurred other than marketing for Expressions of Interest.
- Current and potential minor sponsors will be notified as soon as possible.
- Communications and Event staff will liaise with sporting clubs and community groups and prepare comms for participants and the community.
- Street flags featuring the logo of naming rights sponsor Optus have now been installed. There are no dates on the flags.

3.4 UPCOMING EVENT DATES

PROCEEDINGS IN BRIEF

Events and Activations Coordinator reported on upcoming event dates.

 Postponing Moocooboola Festival will have an impact on event dates for the rest of the year as the Hunter's Hill Art Exhibition was slated for the period encompassing the proposed new date.

- Moocooboola Festival moves to Sunday 13 October 2024
- Hunters Hill Art Exhibition moves to Friday 25 October Sunday 3 November 2024
- Young in Art moves to Thursday 21 November Sunday 24 November 2024
- Carols in the Park moves to Sunday 8 December 2024
- For the future events, no financial outlay, only holds, are in place.
- Communications and Events staff will manage comms around date changes and update listings.

Events and Activations Coordinator provided an update on Events Listings

- There is a monthly What's On post of social media and E-News listing upcoming Council and Community Events.
- Chair requested that a full single-page listing of all upcoming events be available on the website.

3.5 VOLUNTEERS

PROCEEDINGS IN BRIEF

Events and Activations Coordinator reported on Volunteers at events.

- Moocooboola will be held before the new Committees of Council are formed.
- This is the final meeting of this Committee for the Council term, but previous committee members are most welcome to volunteer at the event.
- Events and Activations Coordinator will liaise with the usual Volunteer suppliers and channels as well as put out a call for Expressions of Interest for volunteering at upcoming events.

The meeting closed at 7.35pm.

I confirm that these minutes are a true and accurate record of Cultural and Events Advisory Committee Meeting held on 15 July 2024.

COUNCIL REPORTS	29 July 2024
CHAIRPERSON	

ATTACHMENTS

There are no attachments to this report.

ITEM NO : 4.26

SUBJECT: MINUTES OF THE BUSHLAND MANAGEMENT ADVISORY

COMMITTEE HELD ON 15 JULY 2024

STRATEGIC OUTCOME : NATURAL SPACES, INCLUDING OUR BUSHLAND, URBAN

TREE CANOPY, FORESHORES AND WATERWAYS ARE

PROTECTED AND ENHANCED

ACTION : IMPLEMENT BUSHCARE PROGRAMS WHICH CONSERVE

FLORA, FAUNA AND ECOLOGICAL COMMUNITIES

REPORTING OFFICER : JACQUI VOLLMER

Ref:711758

PURPOSE

The purpose of this report is to provide Council with the minutes of the Bushland Management Advisory Committee meeting held 15 July 2024.

The objective of the committee is to provide a formal mechanism for Council to consult with key stakeholders, seek advice and assistance from the community and enable community participation in the formulation, development and delivery of bushland management strategies, initiatives and activities to:

- Protect and promote the intrinsic value of Hunters Hills bushland.
- Protect, preserve and enhance Hunters Hill bushland to achieve ecological diversity, including local native flora and fauna that it supports; associated habitat and wildlife corridors; as well as Endangered Ecological Communities in the municipality listed under the Biodiversity Conservation Act 2016, namely Sydney Turpentine Ironbark Forest, Coastal Saltmarsh, Swamp Oak Floodplain Forest and Sydney Freshwater Wetlands.
- Protect, preserve and enhance Hunters Hill's natural heritage and associated cultural heritage, including Aboriginal heritage.
- Provide advice, community views and information, where requested, to assist the Council in meeting its statutory and other requirements regarding bushland management.

RECOMMENDATION

That the Minutes be received and noted.

Minutes of the Bushland Management Advisory Committee held 15 July 2024.

COMMENCEMENT

The meeting opened at 2.30pm.

IN ATTENDANCE

Cr Ross Williams Chairperson
Cr Jim Sanderson Councillor

Liz Hinton Friends of Kelly's Bush

Brigid Dowsett Tarban Creek Action Group and Ferdinand St Reserve

Chris Mutton Friends of Gladesville Reserve and Betts Park

Bev Debrincat Bedlam Bay and Tarban Creek Bridge

Heather Armstrong Friends of Buffalo Creek Reserve and the GNW

Sally Gaunt Tarban Creek Action Group

Michael Shilman Bushcare Coordinator

Jacqui Vollmer Bushland Management Officer

ALSO PRESENT

Jade Reed Acting Director Community and Customer Service

Samantha Urquhart Director Infrastructure and Environmental Sustainability

APOLOGIES

Steven Buchert Friends of Boronia Park

Jenny Craige Collingwood Street Reserve

John Harper Riverglade Bushcare

Cr Tatyana Virgara Councillor

DECLARATIONS OF INTEREST

The Chairperson called for Declarations of Interest without response.

CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of Bushland Management Advisory Committee of previous Meeting held on 20/05/2024 be adopted. Moved by Brigid Dowsett and seconded by Chris Mutton.

BUSINESS ARISING

2.1 BUSINESS ARISING

There was no business arising from the previous minutes.

REPORTS

3.1 URBAN FOREST STRATEGY

Samantha Urquhart, Director Infrastructure and Environmental Sustainability, provided a presentation to the Committee on the draft Urban Forest Strategy. This included update website, 5 principles, tree benefits, street trees, canopy cover targets, urban heat island effect, climate change, green infrastructure, biodiversity, working with Lane Cove Council on the DCP, community consultation, moving forward and next steps. The proposed timeline for finalisation of the draft strategy is October 2024 with Council resolve to exhibit in October 2024. The aim is for Council to adopt the draft strategy by December 2024.

The Committee provided the following feedback:

- Currently post development controls are reduced and ongoing maintenance not monitored. It is important to provide incentives e.g. rate reduction, free trees, mulch etc, to retain tree canopy and maintain canopy percentages.
- It was reported that Council is concurrently preparing a tree vandalism policy with input from Council lawyers.
- Education is an important part of the policy and encouraging residents to plant native plants. This should include more than the internet e.g. mailouts.
- The garden is important to ecoservices including decreasing stormwater runoff. Could include a "garden health checklist" in the strategy.
- Deterrents such as penalties, bonds etc are also needed.
- It was suggested to discuss tree vandalism with neighbouring Councils.
- It was suggested that a structure is needed to guide Council staff particularly the assessors of tree permits.
- Key strategies need to be in the LEP to get legal force and like for like replacements. The DCP is a wish list only.
- At present it costs Council too much money to get 100% evidence to take tree vandals to Court. There is a need to change the legislation to strict liability i.e. unless there is an excuse, people can be prosecuted.
- Biodiversity needs to be considered and how groups of trees will benefit.
- It was reported that currently there is a lack of stewardship and people not maintaining trees as needed.

 It was noted that there is currently no significant grant funding for maintenance and protection of the environment. The strategy will provide detailed actions that could link to grant opportunities.

- There is no follow up inspections on planted trees.
- It was suggested to have a percentage canopy cover per block.
- It is important to engage the planning staff in this strategy.
- Lane Cove DCP has a tree canopy cover endorsed for each type of dwelling.
- It was suggested to increase the percentage landscaped areas in the DCP.

3.2 SIGNIFICANT TREE REGISTER UPDATE

Jacqui Vollmer reported that TreeIQ has completed the Preliminary Assessment of the 54 Significant Tree Register (STR) nominations. In summary 26 trees or tree groups are recommended for the full significance assessment including 10 private trees/groups and 16 public trees/tree groups.

The 26 shortlisted trees/tree groups were subject to a comprehensive full assessment, now completed. Several shortlisted trees were combined into tree groups mainly due to close proximity. Consequently 17 STR profile sheets have been added to Councils website, totalling 63 STR listings i.e. 33 private and 30 public trees/tree groups.

All STR listing will be included in the LEP or DCP. Councils Strategic Planner has advised that the STR is best placed in the DCP. The reason for this is most of the format and content of the LEP is mandated by the State Government, and the Standard LEP template imposed on Council does not include a section for a STR, and there is more flexibility in what Council can include in the DCP. Councils Planning Team is currently investigating the possibility of including STR listings as part of existing heritage items for a number of trees/tree groups, or for the remainder as heritage items in Schedule 5: Environmental Heritage in the LEP. 10 existing STR listings are already included as heritage items in the LEP.

The Committee provided the following feedback:

- It was suggested to review the criteria and processes for STR listing.
- It was suggested to provide education in what's likely to be listed as a Significant Tree.
- It was reported that the STR nominations will be assessed every 2-3 years.

3.3 SPANISH MOSS UPDATE

Jacqui Vollmer reported that Access Tree Services removed Spanish Moss from 18 affected trees in reserves, park and prominent street trees, and the Harding

Memorial Playground. This accounts for approximately half the affected trees recorded so far. Council will monitor the trees for reinfestation and delay the next round of treatment until more is known about the regrowth potential of the plant.

The Committee provided the following feedback:

- The Committee would like a flyer outlining why it's a problem distributed to areas where Spanish Moss has been reported and/or removed.
- It was reported that where Spanish Moss has been established on trees there has been substantial growth on those trees, however it's not so much moving from tree to tree.

3.4 HENLEY MASTERPLAN

Jacqui Vollmer reported The Henley Precinct Masterplan was adopted by Council at the 24 June Council Meeting. Consultants, DunnHillam Architecture and Urban Design (DunnHillam) comprehensively incorporated community and stakeholder feedback into the document. They have outlined a summary of feedback received and a response/action to this feedback. The Henley Precinct Masterplan is a guidance document for all future work within this community asset. Further work/studies will be completed and reported to Council before proceeding with concepts outlined within the Masterplan.

Key changes to the draft Plan include: removal of foreshore walk, bushwalking track subject to further detailed site investigation, bike tracks are proposed to be removed, amenity building near Ferry Wharf moved closer to Gladesville Oval, provide separate storage for bushcare, text describes importance of bird habitat, and kayak launch and storage retained subject to further investigation.

The Committee provided the following feedback:

- The Committee agreed the Henley Precinct Masterplan was a good outcome and thanked Annie Goodman for her work on the Masterplan.
- A question was raised on when the bike tracks will be removed e.g. install a fence along that section. Jacqui will follow up with Annie.
- It was suggested to install rubber matting while a long-term solution to the closed walkway/landslide area is being considered.

3.5 REPORTS BY EXCEPTION

Friends of Buffalo Creek Reserve and the Great North Walk would like more native plants this Spring to continue with recent plantings. Michael and Jacqui will organise more plants with grant funding available.

There is a Vegetation Management Plan for the new Bedlam Bay swim site area which outlines an action plan to revegetate around the area. Some of the plants i.e. groundcovers, will be grown by the kids at Giant Steps and weed removal works and planting likely to be done by corporate volunteers. The timeline is 5 years but likely to be extended due to the sensitivity of the area being small bird habitat. It was suggested to start revegetation works in the middle of the slope.

One Committee member will draft a strategy for the identification and control of weed vines through the LGA which will be circulate next BMAC meeting.

National Tree Day will be held Sunday 28 July at Boronia Park from 9.30 am to 11.30am meeting at the corner of Park Road and Hight Street. The focus will be on planting more Turpentines in the Sydney turpentine Ironbark Forest (Critically Endangered Ecological Community).

It was reported that fireweed is growing rampant in Finlays Paddock.

It is noted that 37 trees were retained in Figtree Park due to community actions.

OTHER BUSINESS

4.1 OTHER BUSINESS

The chair on behalf of Council thanked the Committee members for their contribution and expertise provided in protecting our wonderful bushland and garden environment during the term of the Committee.

The meeting closed	at 4.05pm.
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I confirm that these Minutes are a true and accurate record of Bushland Management Advisor
Committee Meeting held on 15 July 2024.

CHAIRPERSON			

ATTACHMENTS

There are no attachments to this report.

ITEM NO : 4.27

SUBJECT : MINUTES OF THE ARTS ADVISORY COMMITTEE HELD ON 16

JULY 2024

STRATEGIC OUTCOME: THE COMMUNITY IS AWARE OF COUNCIL DECISIONS

THROUGH A TRANSPARENT AND DEMOCRATIC

ENGAGEMENT PROCESS

ACTION : DELIVER A DIVERSE ENGAGEMENT PROGRAM TO ENHANCE

COMMUNITY AWARENESS AND PARTICIPATION

REPORTING OFFICER : GABRIELLE CLEARY

Ref:711778

PURPOSE

The purpose of this report is to provide Council with the minutes of the Arts Advisory Committee meeting held 16 July 2024.

The objectives of the Committee are to:

- Provide advice on the development and management of the annual Hunters Hill Art Exhibition.
- Contribute ideas, community and cultural knowledge to assist the Exhibition.
- Provide expertise and advice to Council on Art opportunities and Public Art as suggested by the Committee.

RECOMMENDATION

That the minutes be received and noted.

Minutes of the Arts Advisory Committee held 16 July 2024.

COMMENCEMENT

The meeting opened at 6.03pm

IN ATTENDANCE

Councillor Ross Williams Chair

Councillor Elizabeth Krassoi,

Deputy Chair

Deputy Mayor

Rone Waugh Member Leonie Robison Member

ALSO PRESENT

Gabrielle Cleary Secretary, Events and Activations Coordinator

APOLOGIES

Karen Presland Member

DECLARATIONS OF INTEREST

The Chairperson called for Declarations of Interest without response.

CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of Arts Advisory Committee of previous meeting held on 31/01/2024 6pm be adopted.

MOVED: Leonie Robison SECOND: Cr Ross Williams CARRIED

REPORTS

3.1 HUNTERS HILL ART EXHIBITION UPDATE

PROCEEDINGS IN BRIEF

Dates:

Events and Activations Coordinator reported on changes to the Hunter's Hill Council events calendar.

- Moocooboola Festival 2024 is being postponed to Sunday 13 October due to prolonged and frequent rainfall impacting the surface of Boronia Park Ovals.
- Postponing Moocooboola Festival will have an impact on event dates for the rest of the year as the Hunter's Hill Art Exhibition was slated for the period encompassing the proposed new date.
- Hunters Hill Art Exhibition moves from Friday 11 October Sunday 20
 October to Friday 25 October Sunday 3 November 2024
- A new quote and availability request has been sent to the usual exhibition walls supplier. Due to a booking in the Town Hall, the walls will need to be bumped out before Young in Art artwork intake.
- New dates are as follows:

- Walls in Tuesday 15 October
- Accessioning set up & prep Wednesday 16 October
- Accessioning Thursday 17 October Saturday 19 October
- Curation Monday 21 October Tuesday 22 October
- Judging Tuesday 22 October
- Admin & set up Wednesday 23 October
- Buyer's Preview Thursday 24 October
- Opening Night Friday 25 October
- Exhibition Saturday 26 October Sunday 3 November
- Admin Monday 4 November Wednesday 6 November
- o Collection Thursday 7 November Saturday 9 November
- Walls out Monday 11 November
- Dates for opening and closing of entries need to be set.
- Dates for selection of finalists need to be set.
- Art Galleria portal needs to be set up for 2024 submissions.

Sponsorship:

- Initial approaches to sponsors have commenced
- Regular sponsors will be approached.
- Sponsors will be informed of the new dates.

Volunteers:

• An Expression of Interest for volunteers will be sent out in August.

ATTACHMENTS

There are no attachments to this report.

3.2 YOUNG IN ART UPDATE

PROCEEDINGS IN BRIEF

Dates:

Events and Activations Coordinator reported on changes to the Hunter's Hill Council events calendar.

 Moocooboola Festival 2024 is being postponed to Sunday 13 October due to prolonged and frequent rainfall impacting the surface of Boronia Park Ovals.

Postponing Moocooboola Festival will have an impact on event dates for the rest of the year as the Hunter's Hill Art Exhibition was slated for the period encompassing the proposed new date. This then pushes out the Young in Art dates which follow.

- Young in Art moves to Thursday 21 November Sunday 24 November 2024
- HSC exams will have concluded by these dates
- Partition walls will be hired for the fortnight of the setup, exhibition and collection period.
- Schools will be contacted with the new dates.

ATTACHMENTS

There are no attachments to this report.

3.3 CORRESPONDENCE REGARDING MURALS

PROCEEDINGS IN BRIEF

Events and Activations Coordinator reported on correspondence received regarding murals from several mural artists.

RECOMMENDATION

That the Arts Advisory Committee or Council identify areas for potential murals in the LGA and conduct community consultations ahead of applying for any potential grants. This could include the establishment of a curated graffiti space.

MOVED: Cr Elizabeth Krassoi, SECOND: Rone Waugh CARRIED

Public Art policy updated in 2013.

ATTACHMENTS

There are no attachments to this report.

4.1 COMMUNITY ART DAY

Events and Activations Coordinator raised the idea of having a picnic day at Clarkes Point Reserve as part of the Art Lives Here art season.

This could be a free event where artists bring their equipment and paint a view around Clarkes Point Reserve within a set time limit en plein air. The prize would be that the artwork is automatically put through as a finalist at the Hunters Hill Art Exhibition. There could be a people's choice and / or a judge's choice.

If the timing works, it could also be run at the same time as a Woolwich Market trial day to encourage activation of the area.

There is also potential to run a version of this event to paint a portrait of a local resident.

RECOMMENDATION:

That this concept be explored for this year's art festival season.

MOVED: Cr Elizabeth Krassoi SECOND: Leonie Robison CARRIED

4.2 ACKNOWLEDGEMENT OF COMMITTEE

Chair, Cr Ross Williams acknowledged and thanked the members of the Arts Advisory Committee for their contribution and success of the art exhibitions during their term.

The meeting closed at 6.55pm.

I confirm that these Minutes are a true and accurate record of Arts Advisory Committee Meeting held on 16 July 2024.

CHAIRPERSON

ATTACHMENTS

There are no attachments to this report.

ITEM NO : 4.28

SUBJECT : PLANNED EVENTS - JULY TO SEPTEMBER

STRATEGIC OUTCOME : COMMUNITY, CULTURAL EVENTS AND ACTIVITIES ARE

COORDINATED AND DELIVERED INCLUSIVELY

ACTION : COORDINATE AND DELIVER COMMUNITY, CULTURAL

EVENTS AND ACTIVITIES

REPORTING OFFICER : SHERY DEMIAN

Ref:711591

PURPOSE

To provide an update to Council on events proposed for the first quarter (Q1 – July to September) of 2024-25, as well as some changes to the annual program of events planned in 2024.

RECOMMENDATION

1. That the report be received and noted.

BACKGROUND

Council's Community Plan encourages a sense of belonging and connection to the local community. Specific actions in the Operational Plan relate to coordinating and delivering community and cultural events and activities. The events program supports the delivery of these outcomes.

REPORT

A calendar of activities is planned to connect, support and promote our community through a flexible, cost effective and innovative event program.

An update on Council's planned events for the current quarter (Q1 – July to September) of the 2024-25 financial year, is contained in this report, followed by some adjustments to our previously reported annual program of events.

It is noted that: event details may change in response to factors such as weather, resourcing or unforeseen circumstances; and additional events may be added as opportunities arise. Further updates on activities for 2024 will be provided in future quarterly reports.

Quarterly update

July

- Rainbow Craft, Wednesday 10 July, The Yarn
- Walk on Country with Susan Moylan-Coombs, Wednesday 10 July, Henley Community Centre Car Park
- Foam Craft, Friday 12 July, The Yarn
- Ozobot Mazes, Friday 19 July, The Yarn

- National Tree Day (community planting), Sunday 28 July, Boronia Park
- Hunters Hill Day: Wednesday 31 July, online/various locations

August

- Moocooboola Festival, 6 August, Boronia Park Ovals (postponed to 13 October)
- Teach a learner driver workshop, Wednesday 21 August, online
- iNaturalist training, Sunday 25 August, Boronia Park

September

- Rotary Spring Garden Competition, entries close Saturday 14 September, online.
- Citizenship Ceremony (Citizenship Day), Tuesday 17 September, Town Hall.
- Rotary Spring Garden Competition, Awards evening, Friday 20 September, Boronia Park Sports and Community Facility
- Rotary Spring Garden Competition, Open Garden Day, Sunday 22 September, various locations

Changes to events calendar

Due to prolonged and frequent rainfall impacting the surface of Boronia Park Ovals, a decision has been made to postpone Moocooboola Festival 2024 until later in the Spring.

Moocooboola Festival will now be held on Sunday 13 October 2024.

The dates for the Hunters Hill Art Exhibition, Young in Art and Carols in the Park will also shift by a couple of weeks to avoid clashes in the event calendar.

- Moocooboola Festival, Sunday 13 October (previously Sunday 4 August)
- Hunters Hill Art Exhibition, Friday 25 October to Sunday 3 November (previously Friday 11 October to Sunday 20 October)
- Young in Art, Thursday 21 November to Sunday 24 November (previously Thursday 31 October to Sunday 3 November)
- Carols in the Park, Sunday 8 December (previously Sunday 1 December)

CONCLUSION

This program aligns with the Community Plan theme of 'Community and Belonging' and helps achieve the Community Plan goal of connecting people to information and accessible experiences to help them feel included and safe in the community.

FINANCIAL IMPACT ASSESSMENT

Events will be staged utilising funding allocated in the 2024-25 Budget and via grants, partnerships and sponsorships where appropriate and in line with the policies and procedures of Council and relevant stakeholders and funding authorities.

ENVIRONMENTAL IMPACT ASSESSMENT

Council events are planned and delivered with consideration of sustainability in the areas of energy, water, waste and biodiversity.

SOCIAL IMPACT ASSESSMENT

There is a positive social impact on Council and the Hunters Hill community arising from Council consideration of this matter. Coordination and delivery of community and cultural events and activities provides opportunities for our residents to enjoy social connection.

RISK ASSESSMENT

Risk assessments are undertaken for Council events using an established framework.

ATTACHMENTS

There were no attachments to this report.

ITEM NO : 5.1

SUBJECT : CORRESPONDENCE FROM VALUER GENERAL RE:

REDISTRIBUTION OF THE VALUER GENERAL'S GENERAL

VALUATION DELIVERY SCHEDULE

STRATEGIC OUTCOME : THE COMMUNITY IS AWARE OF COUNCIL DECISIONS

THROUGH A TRANSPARENT AND DEMOCRATIC

ENGAGEMENT PROCESS

ACTION : DELIVER A DIVERSE ENGAGEMENT PROGRAM TO ENHANCE

COMMUNITY AWARENESS AND PARTICIPATION

REPORTING OFFICER : MITCHELL MURPHY

Ref:710604

PURPOSE

To provide Council of the correspondence from Sally Dale (Valuer General) and Stewart McLachlan (Chief Executive Officer, Valuation NSW) regarding redistribution of the General Valuation Delivery Schedule.

RECOMMENDATION

1. That the report be received and noted.

REPORT

Council has received correspondence from Valuation NSW to advise of the redistribution of the Valuer General's general valuation delivery schedule, aimed at improving customer response times and reducing costs for councils and the NSW government.

FINANCIAL IMPACT ASSESSMENT

There is no direct financial impact on Council's adopted budget as a result of this report.

ENVIRONMENTAL IMPACT ASSESSMENT

There is no direct environmental impact on Council arising from Council consideration of this matter.

SOCIAL IMPACT ASSESSMENT

There is no direct social impact on Council arising from Council consideration of this matter.

RISK ASSESSMENT

There are no direct or indirect risks impacting on Council arising from consideration of this matter.

ATTACHMENTS

- 1. Letter to General Manager Hunter's Hill Council 🕹
- 2. New delivery schedule <u>↓</u>

Item 5.1 Page 673

Item 5.1 Page 674



Valuer General

Ref: 24/00026

Mr Mitchell Murphy

General Manager

The Council of the Municipality of Hunters Hill

gm@huntershill.nsw.gov.au

9 July 2024

Dear Mr Murphy

We are writing to advise you of the redistribution of the Valuer General's general valuation delivery schedule, aimed at improving customer response times and reducing costs for councils and the NSW Government. A copy of the new delivery schedule has been attached for your reference.

The Council of the Municipality of Hunters Hill will receive a 1 July 2025 valuation list in November 2025 for rating purposes. Landholders will receive a notice of valuation showing their new land value from January 2026.

Under the new schedule, approximately one-third of councils will receive a new valuation list each year. This will reduce the number of valuations issued in any one year to approximately 900,000, allowing for improved management of the resulting customer enquiries and objections.

Transition to the new schedule will begin at the end of 2024

The transition to the new schedule will begin at the end of 2024 and be completed by 2027. During the transition period, some councils will receive new valuation lists more frequently until the new schedule is in place. The transition period is required to allow valuations to be issued once at least every 3 years, in line with the *Valuation of Land Act 1916*.

Landholders will receive a notice of valuation when their council receives new land values for rating

Landholders will receive a notice of valuation showing their land value when their council receives a new valuation list. They can also access their land value online at any time. Landholders can lodge

Department of Planning, Housing and Infrastructure – Valuation NSW PO Box 745, Bathurst NSW 2795 Tel: 1800 110 038

www.dphi.nsw.gov.au www.valuergeneral.nsw.gov.au 1

an objection with the Valuer General to have their land value reviewed if they disagree with the land value or property information on their notice of valuation.

Valuation NSW will hold an information session about the new delivery schedule

Valuation NSW will hold information sessions for councils on the redistribution of the delivery schedule on 12 August 2024. To register for the session, please email vnswcoordination@dpie.nsw.gov.au.

If you have any questions about the redistribution, please contact Ms Tegan Styles, Director Strategy and Advice, Valuation NSW on 0401 525 109.

Yours sincerely

Sally Dale

Valuer General Chief Executive Officer, Valuation NSW

s Mclachlan

Stewart McLachlan

Valuer General



valuergeneral.nsw.gov.au Last updated July 2024

Council area	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Balranald	•		•			•			•		
Balranald	•		•			•			•		
Bathurst Regional	•		•			•			•		
Bega Valley	•		•			•			•		
Bellingen	•		•			•			•		
Broken Hill	•		•			•			•		
Canterbury-Bankstown	•		•			•			•		
City Of Parramatta	•		•			•			•		
Coolamon	•		•			•			•		
Cootamundra-Gundagai Regional	•		•			•			•		
Edward River	•		•			•			•		
Fairfield	•		•			•			•		
Gilgandra	•		•			•			•		
Glen Innes Severn	•		•			•			•		
Goulburn Mulwaree	•		•			•			•		
Griffith	•		•			•			•		
Gunnedah	•		•			•			•		
Gwydir	•		•			•			•		

Valuer General



Council area	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Hawkesbury	•		•			•			•		
Hilltops	•		•			•			•		
Hornsby	•		•			•			•		
Inner West	•		•			•			•		
Inverell	•		•			•			•		
Moree Plains	•		•			•			•		
Mosman	•		•			•			•		
Murray River	•		•			•			•		
Murrumbidgee	•		•			•			•		
Muswellbrook	•		•			•			•		
Newcastle	•		•			•			•		
Orange	•		•			•			•		
Penrith	•		•			•			•		
Port Macquarie-Hastings	•		•			•			•		
Randwick	•		•			•			•		
Richmond Valley	•		•			•			•		
Sutherland	•		•			•			•		
Tweed	•		•			•			•		
Upper Hunter	•		•			•			•		

Valuer General



Council area	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Upper Lachlan	•		•			•			•		
Warren	•		•			•			•		
Weddin	•		•			•			•		
Wentworth	•		•			•			•		
Willoughby	•		•			•			•		
Wollongong	•		•			•			•		
Albury		•		•			•			•	
Bayside		•		•			•			•	
Blacktown		•		•			•			•	
Bland		•		•			•			•	
Blue Mountains		•		•			•			•	
Bogan		•		•			•			•	
Byron		•		•			•			•	
Cabonne		•		•			•			•	
Camden		•		•			•			•	
Canada Bay		•		•			•			•	
Central Darling		•		•			•			•	
Cessnock		•		•			•			•	
Clarence Valley		•		•			•			•	

Valuer General



Council area	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Cobar		•		•			•			•	
Coonamble		•		•			•			•	
Dubbo Regional		•		•			•			•	
Eurobodalla		•		•			•			•	
Greater Hume		•		•			•			•	
Hay		•		•			•			•	
Hunters Hill		•		•			•			•	
Junee		•		•			•			•	
Lachlan		•		•			•			•	
Lake Macquarie		•		•			•			•	
Leeton		•		•			•			•	
Liverpool		•		•			•			•	
Liverpool Plains		•		•			•			•	
Lockhart		•		•			•			•	
Mid Western Regional		•		•			•			•	
Mid-Coast		•		•			•			•	
Nambucca		•		•			•			•	
Northern Beaches		•		•			•			•	
Oberon		•		•			•			•	

Valuer General



Council Area	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Shoalhaven		•		•			•			•	
Singleton		•		•			•			•	
Snowy Monaro Regional		•		•			•			•	
Strathfield		•		•			•			•	
Tamworth Regional		•		•			•			•	
Uralla		•		•			•			•	
Walcha		•		•			•			•	
Waverley		•		•			•			•	
Yass Valley		•		•			•			•	
Armidale Regional		•			•			•			•
Ballina		•			•			•			•
Berrigan		•			•			•			•
Blayney		•			•			•			•
Bourke		•			•			•			•
Brewarrina		•			•			•			•
Burwood		•			•			•			•
Campbelltown		•			•			•			•
Carrathool		•			•			•			•
Central Coast		•			•			•			•

Valuer General



Council area	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
City Of Sydney		•			•			•			•
Coffs Harbour		•			•			•			•
Cowra		•			•			•			•
Cumberland		•			•			•			•
Dungog		•			•			•			•
Federation		•			•			•			•
Forbes		•			•			•			•
Georges River		•			•			•			•
Kempsey		•			•			•			•
Kiama		•			•			•			•
Ku-Ring-Gai		•			•			•			•
Kyogle		•			•			•			•
Lane Cove		•			•			•			•
Lismore		•			•			•			•
Lithgow		•			•			•			•
Maitland		•			•			•			•
Narrabri		•			•			•			•
Narrandera		•			•			•			•
Narromine		•			•			•			•

Valuer General



Council area	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
North Sydney		•			•			•			•
Parkes		•			•			•			•
Port Stephens		•			•			•			•
Queanbeyan-Palerang Regional		•			•			•			•
Ryde		•			•			•			•
Shellharbour		•			•			•			•
Snowy Valleys		•			•			•			•
Temora		•			•			•			•
Tenterfield		•			•			•			•
The Hills Shire		•			•			•			•
Wagga Wagga		•			•			•			•
Walgett		•			•			•			•
Warrumbungle		•			•			•			•
Wingecarribee		•			•			•			•
Wollondilly		•			•			•			•
Woollahra		•			•			•			•

7.1 : CR JIM SANDERSON (SUBJECT: LPP APPOINTMENTS)

COUNCILLOR : CR JIM SANDERSON

Questions With Notice was submitted by Cr Jim Sanderson (via email) to the General Manager on 18 July.

Council's Code of Meeting Practice (Clause 3.16) states: The General Manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

The General Manager has nominated Director of Town Planning (Steve Kourepis) to respond to the question in writing.

QUESTIONS FROM CR SANDERSON:

1. SUBJECT: HUNTER'S HILL LOCAL PLANNING PANEL MEMBERS FROM 1 JULY 2024

Question or Service Requested:

At its Ordinary Meeting held on 27 May 2024, Council by a 5 to 2 majority delegated authority to the General Manager to appoint members to the Hunter's Hill Local Planning Panel (LPP). At the time of preparing this question, the Chair and Alternate Chair appointments are known but, as far as I am aware, the Expert Members and Community Representatives appointments have not been announced.

Please advised if Expert Members and Community Representatives have been appointed and if so, who has been appointed to these positions?

RESPONSE:

The General Manger and Director of Town Planning have formulated and commenced the process of selecting and formalising the Hunters Hill LPP, in accordance with Council's resolution of 27 May 2024. As you would be aware, the new term for LPP membership will be from 1 July 2024 to 30 June 2027, as per the Minister's correspondence.

The General Manager and the Director of Town Planning have created a shortlist of expert members based on relevant expertise with particular emphasis on heritage and town planning.

An Expression of Interest process for the community representatives has also commenced, where 5 persons have expressed an interest.

An interview program for both expert members and community representatives is well underway. On completion of interviews, appropriate appointments will be made and Council will be informed of the new LPP membership and the expectation is that this process will be complete by 2 August 2024.

The first meeting of the new Hunter's Hill Council LPP is anticipated to be held on Thursday, 22 August 2024.

Item 7.1 Page 684

ATTACHMENTS

There were no attachments to this report.

Item 7.1 Page 685

7.2 : CR JIM SANDERSON (SUBJECT: RYDE ROAD TREE)

COUNCILLOR : CR JIM SANDERSON

Questions With Notice was submitted by Cr Jim Sanderson (via email) to the General Manager on 18 July.

Council's Code of Meeting Practice (Clause 3.16) states: The General Manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

The General Manager has nominated Director of Infrastructure and Environmental Sustainability (Sam Urquhart) to respond to the question in writing.

QUESTIONS FROM CR SANDERSON:

1. SUBJECT: RYDE ROAD TREE

Question or Service Requested:

Just before the 'grand reopening' of Figtree Park, a tree of significant height was cut down in the road reserve bounded by Ryde Road, Matthew Street and Short Street.

Was this Council development referred to our Local Planning Panel?

What were the reasons to cut down this tree?

How does the removal of this tree stack up against the tree policies under development by this Council?

RESPONSE:

No, this was not referred to the LPP. In accordance with Section 2.3.5 (d) of the Hunters Hill DCP, dead trees are permitted to be removed without development consent.

The health of this tree formed part of Council's recent tree audit, and was classified as very poor, and at end of life, given the tree species (cypress). An assessment of the tree confirmed that it was dying, 80% of its branches were dead.

A small tree species will be planted in its place, due to the significant trees adjacent. The remaining space has been planted with low growing shrubs. Given the adjoining trees being in good health, it is expected that they will benefit from the additional space, and the canopy cover loss, created by the removed tree will be absorbed by these remaining trees over a few years.

This rationale aligns with our planned strategies, i.e. 'Right tree, Right place', and within the next couple of years there is expected to be no nett tree canopy loss.

ATTACHMENTS

There were no attachments to this report.

Item 7.2 Page 686

Item 7.2 Page 687

7.3 : CR JIM SANDERSON (SUBJECT: MEETING AGENDAS MISSING FROM COUNCIL WEBSITE)

COUNCILLOR : CR JIM SANDERSON

Questions With Notice was submitted by Cr Jim Sanderson (via email) to the General Manager on 18 July.

Council's Code of Meeting Practice (Clause 3.16) states: The General Manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

The General Manager has nominated Director of Community and Customer Service (Annie Goodman) to respond to the question in writing.

QUESTIONS FROM CR SANDERSON:

1. SUBJECT: MEETING AGENDAS MISSING FROM COUNCIL WEBSITE

Question or Service Requested:

When looking for past agendas on Council's Website, a number of agendas appear to be missing. For example:

Agendas for the Local Planning Panel only go back to their meeting held on 23 November 2023; and

Agendas for the Development Control Unit only go back to their meeting held on 19 December 2023.

Additionally, with respect to Council meeting Agendas for some meetings including those held on 27 February and 27 March 2023, only a late item Agenda is accessible, the main Agenda cannot be found.

Can we check the new website to assess where access to formerly available information has been lost?

In particular, can we restore access to all meeting agendas that have been lost?

RESPONSE:

Minutes and Agendas for all Local Planning Panel and Development Control Unit meetings have now been published to Council's website.

The missing Agendas for Council meetings held on 27 February and 27 March 2023 were not published due to a technical glitch in the migration process. This is being rectified by the software vendor.

ATTACHMENTS

There were no attachments to this report.

Item 7.3 Page 688

Item 7.3 Page 689

COUNCIL IN COMMITTEE OF THE WHOLE

In accordance with Section 10A(2) of the *Local Government Act 1993*, Council can exclude members of the public from the meeting and go into Committee of the Whole to consider confidential matters, if those matters involve:

- a) personnel matters concerning particular individuals; or
- b) the personal hardship of any resident or ratepayer; or
- c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business; or
- d) 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, or
- e) information that would, if disclosed, prejudice the maintenance of law; or
- f) matters affecting the security of the council, councillors, council staff or council property; or
- g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege or information concerning the nature and location of a place; or
- h) an item of Aboriginal significance on community land,

and Council considers that the closure of that part of the meeting for the receipt or discussion of the nominated items or information relating thereto is necessary to preserve the relevant confidentiality, privilege or security of such information, and discussion of the material in open session would be contrary to the public interest.

In accordance with Section 10A(4) of the *Local Government Act 1993* the Chairperson will invite members of the public to make verbal representations to the Council on whether the meeting should be closed to consider the following confidential matters.

RECOMMENDATION

- 1. THAT pursuant to Section 10A subsections 2 & 3 and Section 10B of the Local Government Act, 1993 (as amended) the following items on the agenda for the Ordinary Council meeting be dealt with in Committee of the Whole for the reasons specified below:
 - 8.1 Boronia Park Sports and Community Facility Variation to make good scope

Item 8.1 is confidential in accordance with s10A(2)(d)i of the *Local Government Act* because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

8.2 Construction of Works Depot Tender Report

Item 8.2 is confidential in accordance with s10A(2)(d)i of the *Local Government Act* because it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

8.3 General Manager Performance Review 2023-2024

Item 8.3 is confidential in accordance with s10A(2)(a) of the *Local Government Act* because it contains personnel matters concerning particular individuals (other than councillors).

- 2. The press and public be excluded from the proceedings of the Council in Closed Session on the basis that these items are considered to be of a confidential nature.
- 3. That the Minutes and Business Papers including any reports, correspondence, documentation or information relating to such matter be treated as confidential and be withheld from access by the press and public, until such time as the Council resolves that the reason for confidentiality has passed or become irrelevant.