

**Meeting Date:** Tuesday 9 April 2019  
**Location:** Council Chambers, Level 1A, 1 Pope Street, Ryde  
**Time:** 6.00pm

**NOTICE OF BUSINESS**

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**1 CONFIRMATION OF MINUTES - Meeting held on 12 March 2019**

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**Report prepared by:** Civic Services Manager

**File No.:** CLM/19/1/2/2 - BP19/265

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**REPORT SUMMARY**

In accordance with Council's Code of Meeting Practice, a motion or discussion with respect to such minutes shall not be in order except with regard to their accuracy as a true record of the proceedings.

**RECOMMENDATION:**

That the Minutes of the Works and Community Committee Meeting 2/19, held on 12 March 2019, be confirmed.

**ATTACHMENTS**

**1 MINUTES - Works and Community Committee Meeting - 12 March 2019**

**ITEM 1 (continued)**

**ATTACHMENT 1**

**Works and Community Committee  
MINUTES OF MEETING NO. 2/19**

**Meeting Date:** Tuesday 12 March 2019  
**Location:** Council Chambers, Level 1A, 1 Pope Street, Ryde  
**Time:** 6.05pm

**Councillors Present:** Councillors Pedersen, (Chairperson), Gordon, Kim, Purcell and Zhou.

**Apologies:** Councillor Clifton.

**Absent:** Councillor Moujalli.

**Staff Present:** General Manager, Director – Customer and Community Services, Director – Corporate Services, Director – City Planning and Environment, Director – City Works, Executive Manager – Strategy and Innovation, Manager – Communications and Engagement, Manager – Environment, Health and Building, Manager – Parks, Civic Services Manager and Civic Support Officer.

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**1 CONFIRMATION OF MINUTES - Meeting held on 12 February 2019**

**RESOLUTION:** (Moved by Councillors Purcell and Kim)

That the Minutes of the Works and Community Committee Meeting 1/19, held on 12 February 2019, be confirmed.

**Record of Voting:**

For the Motion: Unanimous

Note: This is now a resolution of Council in accordance with the Committee's delegated powers.

**ITEM 1 (continued)**

**ATTACHMENT 1**

**2 ITEMS PUT WITHOUT DEBATE**

**RESOLUTION:** (Moved by Councillors Purcell and Kim)

That the Committee adopt Items 3, 5(a), 5(b), 5(c), 5(d), 5(e), 5(f), 5(g), 5(h), 5(m), 5(o), 5(p) and 5(q) on the Agenda as per the recommendations in the reports.

**Record of Voting:**

For the Motion: Unanimous

**3 ADVISORY COMMITTEE RESIGNATIONS - RENEWABLE ENERGY AND BUSHLAND AND ENVIRONMENT COMMITTEES**

**RESOLUTION:** (Moved by Councillors Purcell and Kim)

- (a) That Council note the resignation of Dr Anna Binnie from the Renewable Energy Advisory Committee.
- (b) That Council note the resignation of Mr Peter Brown from the Bushland and Environment Advisory Committee.

**Record of Voting:**

For the Motion: Unanimous

Note: This is now a resolution of Council in accordance with the Committee's delegated powers.

**5 TRAFFIC AND PARKING MATTERS TABLED AT THE RYDE TRAFFIC COMMITTEE MEETING HELD ON 14 FEBRUARY 2019**

**RESOLUTION:** (Moved by Councillors Purcell and Kim)

- (a) The Ryde Traffic Committee recommends the installation of a 20 metre 'NO STOPPING' zone on the western side of Pittwater Road, immediately north of the common driveway serving 200, 200A, 202 and 204 Pittwater Road, Gladesville, as per Figure A1.
- (b) That the Ryde Traffic Committee recommends the following measures be installed as per the attached plans:
  - 1. A 35.5 metre 'NO STOPPING' zone on the western side and a 23 metre 'NO STOPPING' zone on the eastern side of Regent Street, Putney at the intersection of Regent Street and Morrison Road, Putney;

**ITEM 1 (continued)**

**ATTACHMENT 1**

2. Statutory 'NO STOPPING' zones at the intersections of Regent Street, Putney with Simpson Street, Beacon Avenue, Storey Street, Regent Lane, Victoria Lane, Wade Street and Phillip Road;
  3. Give-Way signs and linemarking at the intersections of Regent Street, Putney with Waterview Street, Morrison Road and Phillip Road;
  4. Double dividing lines in Simpson Street, Putney.
- (c) The Ryde Traffic Committee recommends the conversion of 12m of the existing 19m '1P 8:30AM-6.00PM MON-FRI & 8:30AM-12:30PM SAT' parking zone outside 20 Herbert Street, West Ryde to '½ P 8:30AM-6.00PM MON-FRI & 8:30AM-12:30PM SAT', with the remaining one space to become unrestricted, as per the attached plan.
- (d) The Ryde Traffic Committee recommends that a 'NO STOPPING 6AM-10AM & 3PM-7PM MON-FRI' zone be installed between the driveways of 58 Denistone Road, Denistone as per the attached plan.
- (e) The Ryde Traffic Committee recommends that the following changes be made to parking restrictions in West Parade and Gordon Crescent as per Figures E1.1 and E1.2:
1. 'NO PARKING' zone (11m) on the eastern side of bridge section of Gordon Crescent, adjacent to the station.
  2. 'NO STOPPING' zones at the following locations:
    - On both sides of the bridge section of Gordon Crescent, excluding the proposed 'NO PARKING' zone.
    - On the northern side of ramp section of West Parade between Kinson Crescent and Miriam Road.
    - On the southern side of ramp section of West Parade.
    - 10m on the southern side of East Parade, west of Gordon Crescent.
  3. 'Give-Way' delineation be re-marked at all priority controlled intersections along West Parade between Kinson Crescent and Miriam Road, and on East Parade at Gordon Crescent.
- (f) The Ryde Traffic Committee recommends that 'NO STOPPING' restrictions be installed between the driveway at 259 Vimiera Road and the roundabout with Waterloo Road, Marsfield as per Figure F1.
- (g) The Ryde Traffic Committee recommends that the following parking restrictions be installed in Pearson Street, Gladesville as per Figure G1:

**ITEM 1 (continued)**

**ATTACHMENT 1**

1. 5.4 metre 'NO PARKING' zone on the western side of Pearson Street immediately south of the driveway serving 1-3 Pearson Street, Gladesville.
  2. Statutory 'NO STOPPING' signage on Pearson Street at Victoria Road, with the 'NO STOPPING' zone extended on the eastern side of the road to the indented parking area.
- (h) The Ryde Traffic Committee recommends that a 'NO PARKING' restriction be installed between the driveways of 31 and 34 Spencer Street, Gladesville (along the cul-de-sac bulb) as per Figure H1.
- (m) The Ryde Traffic Committee recommends the following as per Figure M1:
- The existing "No Stopping 8am-9.30am & 2.30pm-4.00pm School Days" zone on Dobson Crescent along the Northcross Christian School frontage be changed to "No Parking 8am-9.30am & 2.30pm-4.00pm School Days" to legally allow parents to queue in Dobson Crescent before accessing the school's off street kiss and ride area.
- (o) That Council installs 61.6 metres of 'No Stopping' on the northern side of Edmondson Street commencing 2 metres east of the driveway access of 43 Edmondson Street and extending to 2 metres north of the driveway access of 47 Edmondson Street as shown in Figure O1.
- (p) The Ryde Traffic Committee recommends a No Stopping sign be installed on the eastern side of Providence Road 17.1 metres from the intersection of Buffalo Road as shown in Figure P1.
- (q) The Ryde Traffic Committee recommends a No Stopping sign be installed on the southern side of Brabyn Street 12 metres west of the intersection of Boronia Lane as shown in Figure Q1.

**Record of Voting:**

For the Motion: Unanimous

Note: This is now a resolution of Council in accordance with the Committee's delegated powers.

**3 ADVISORY COMMITTEE RESIGNATIONS - RENEWABLE ENERGY AND BUSHLAND AND ENVIRONMENT COMMITTEES**

Note: This Item was dealt with earlier in the meeting as detailed in these Minutes.

**ITEM 1 (continued)**

**ATTACHMENT 1**

**4 BASEBALL FACILITIES - PIONEER AND MAGDALA PARKS**

Note: Mark King (representing Macquarie Saints Baseball Club) addressed the meeting in relation to this Item.

**RECOMMENDATION:** (Moved by Councillors Kim and Purcell)

- (a) That Council assist and support Macquarie Saints Baseball Club in applying for relevant grants to obtain 40% (\$65,000) of the estimated project cost for the construction of the batting cage infrastructure at Pioneer Park.
- (b) That subject to (a) above being successful, Council allocates the remaining funds (expected to be \$100,000) funded from developer contributions, within the Open Space Sport & Recreation Program in the 2020/21 year of the Four Year Delivery Plan for the addition of baseball batting cages at Pioneer Park.
- (c) That should the club not be successful in obtaining grant monies, full funding for the project be considered for inclusion in future City of Ryde Four Year Delivery Plans.
- (d) That during the development of the Magdala Park Masterplan, the baseball community be further consulted and funding be prioritised for delivery of the baseball infrastructure detailed within the adopted Magdala Park Master Plan.

**Record of Voting:**

For the Motion: Unanimous

Note: This matter will be dealt with at the Council Meeting to be held on **26 MARCH 2019** as it is outside the Committee's delegations.

**5 TRAFFIC AND PARKING MATTERS TABLED AT THE RYDE TRAFFIC COMMITTEE MEETING HELD ON 14 FEBRUARY 2019**

Note: Katie Dumbrell (representing Eastwood Public School P&C) addressed the Committee in relation to this Item.

**RESOLUTION:** (Moved by Councillors Purcell and Kim)

- (n) The Ryde Traffic Committee recommends the following as per Figure N1:
  - 1. A Kiss and Ride "No Parking 8:30am-9:30am & 3:00pm – 3:30pm – School Days Only" zone on the northern side of Rowe Street between the raised pedestrian crossing and the signalised intersection of Shaftesbury Road / Rowe Street. Outside of these times, on-street parking would revert back to the original ½ P parking restriction;

**ITEM 1 (continued)**

**ATTACHMENT 1**

2. The Kiss and Ride zones on Shaftsbury Road immediately preceding the signalised intersection with Rowe Street and Rutledge Street be removed and replaced with No Stopping.

**Record of Voting:**

For the Motion: Unanimous

Note: This is now a resolution of Council in accordance with the Committee's delegated powers.

The meeting closed at 6.15pm.

CONFIRMED THIS 9TH DAY OF APRIL 2019.

Chairperson



## **2 ITEMS PUT WITHOUT DEBATE**

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**Report prepared by:** Civic Services Manager

**File No.:** CLM/19/1/2/2 - BP19/266

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### **REPORT SUMMARY**

In accordance with Council's Code of Meeting Practice, the Committee can determine those matters on the Agenda that can be adopted without the need for any discussion.

### **RECOMMENDATION:**

That the Committee determine the Items on the Agenda that will be adopted without any debate.

OR

That the Committee determine all Items on the Agenda.

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### 3 SINGLE USE PLASTICS REDUCTION FROM COUNCIL OPERATIONS AND SPONSORED EVENTS - PHASE OUT IMPLEMENTATION PLAN

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**Report prepared by:** Senior Coordinator - Resources Recovery  
**File No.:** ENV/08/3/9 - BP18/1096

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#### REPORT SUMMARY

Council at its meeting held on 22 May 2018 resolved:

- (a) *That Council implements a waste education program to assist in the reduction of single-use plastics, particularly plastic straws, balloons and plastic bags within the Ryde LGA with particular focus on local businesses.*
- (b) *That City of Ryde Council demonstrates leadership to improve and protect the health of our waterways by acting to ban the use of single-use plastic drinking straws and phase out balloons, plastic bottles, plastic cups and single-use plastic bags in all council operations and council sponsored events and a report be presented to a future Works and Community Committee Meeting on the planned implementation of the phase out.*
- (c) *That future updates on the program be included in the annual waste education update report.*
- (d) *That Council notes the great work of community groups like '5 for Ryde' in recycling education and Christian Community Aid in the production of boomerang bags.*

This report provides Council with details of the planned implementation program and current and future actions and objectives for the phase out of single use plastics as per the resolution above.

Through cross unit collaboration the Events, Waste, Procurement and Sustainability teams have worked to develop a Single-Use Plastics Reduction Policy, which has been provided as **ATTACHMENT 1**, as well as a register of suppliers for compostable disposable food packaging and updated the Waste Wise Events Guidelines.

The banning of straws and phase out of balloons, plastic bottles, plastic cups and plastic bags in council operations and sponsored events is currently being implemented. The proposed phasing out plan is outlined in the body of this report.

**ITEM 3 (continued)**

**RECOMMENDATION:**

- (a) That Council endorse the “Reduce Single-Use Plastic” Policy.
- (b) That Council note that \$50,000 from the Better Waste and Recycling Fund has been provided to engage a consultant to work with community and local businesses to reduce/eliminate the amount of single use plastics where possible.

**ATTACHMENTS**

- 1 Reduce Single-Use Plastic Policy - Updated 22 March 2019

Report Prepared By:

**Jude Colechin**  
**Senior Coordinator - Resources Recovery**

Report Approved By:

**Ian Garland**  
**Manager - Business Infrastructure**

**Wayne Rylands**  
**Director - City Works**

### **ITEM 3 (continued)**

#### **Discussion**

On 22 May 2018 Council resolved to demonstrate leadership to improve and protect the health of our waterways by acting to ban the use of single-use plastic drinking straws and phase out balloons, plastic bottles, plastic cups and single use plastic bags in all Council operations and council sponsored events and a report be presented to a future Works & Community Committee Meeting on the planned implementation of the phase out.

Council has updated and promoted a new list of 'Not-accepted' and 'Banned Items' for all stallholders as part of the 'Waste Wise Event Guidelines' which has been successfully adopted at our events including World Environment Day, Cork and Fork and Granny Smith Festival. Stall holders at Granny Smith Festival were audited throughout the event with fully compliant stall holders being awarded with a 'Good Apple Accreditation'.

In addition, Departments within Council have commenced taking an active role in eliminating straws, balloons and plastic bottles and cups, with some plastic bags being substituted for compostable bags. The libraries have also removed single use plastics from their crafting activities and events and have been handing out branded reusable cups with the message 'Be Waste Smart: Say No to Single Use Plastics'.

Pursuant to part a) of Council's resolution on 22 May 2018, Council will be engaging a consultant to assist with the implementation of a waste education program for the reduction of Single Use Plastics within the Ryde LGA focusing on local businesses and the community. This will be funded as part of the current Single Use Plastic Reduction project which has an existing budget of \$50,000 provided by the Better Waste and Recycling Fund.

Pursuant to part b) of the resolution, a planned implementation of the phase out of the above single use plastics stated in the resolution will occur over approximately a two year period. This will include the development and implementation of policies aimed at reducing or eliminating the use of these single use plastics across Council business, and at Council sponsored events has been developed.

#### **Implementation**

The planned implementation involves:

- Endorsement of the Reduce Single Use Plastics Reduction Policy to enable staff to develop clear objectives to phase out the single use plastics items mentioned in the resolution within other sections of Council, and educate internal stakeholders of the impacts of single use plastics on our local waterways and catchments as part of an awareness and education program.
- Researching, trialing and identifying viable alternatives that meet the Australian Standards AS4736 and AS5810 for Biodegradable plastics.

### **ITEM 3 (continued)**

- Updating existing Parks and Facility booking forms and applications to include the Waste Wise Guidelines which will provide stakeholders holding Council Sponsored events at Parks and Facilities information to assist in moving towards being compliant with the policy.
- Ensuring that straws, balloons, plastic cups, bottles and bags reduction is captured in all relevant policies, processes and guidelines including a review of the Sustainable Procurement Policy.
- Develop a sustainable preferred supplier list for key alternatives and a register of suppliers of sustainable food packaging for Council staff and event holders to assist with transition away from the single use plastics identified in the resolution.
- Engage with external consultants to work with Council to develop an online toolkit to engage with local businesses and community groups and encourage them to phase out single use plastics.

### **Challenges and Barriers**

Although most of the goals listed in the Implementation Plan can be achieved, there are aspects of Council's operation, where there may be challenges and barriers which represent a significant WHS risk.

Some examples are plastic bags for street bin liners which need to be strong enough to ensure they do not perish or break, as well as the ability for the RALC to sell drinks in plastic bottles as glass is not permitted. Council will continue to research for alternatives to assist in implanting the "Reduce Single Use Plastic Policy".

### **Consultation**

Internal Council sections consulted included:

- Communication and Engagement (including Events) Team
- Procurement Team
- Waste Team
- Environment Team

### **Financial Implications**

There will be minor financial increases in the cost of alternative goods to fully implement the phase out plan over time. An amount of \$50,000 funded from The Better Waste and Recycling fund will be used to fund the engagement through Council's Domestic Waste Management budget for an external consultant.

ITEM 3 (continued)

ATTACHMENT 1

**REDUCE SINGLE-USE  
PLASTICS POLICY**



**Policy Statement**

City of Ryde Council demonstrates leadership to improve and protect the health of our waterways and environment by banning plastic straws and balloons, phasing out single-use plastics and educating the community and businesses to enable change.

**Scope**

This policy applies to all City of Ryde operational activities and Council-sponsored events and impacts on the community and businesses in the Ryde local government area.

**Purpose**

The purpose of this policy is to demonstrate leadership by reducing the usage of single-use plastic in the local government area. This will be achieved by:

1. Prohibiting the use of plastic drinking straws and balloons in all Council Operations and Council-sponsored Events
2. Prohibiting the use of plastic bottles (alternative water sources must be considered), ready-to-eat plastic serving containers and utensils, and single-use plastic bags at Council Events
3. Phasing out the use of plastic bottles, single-use plastic serving containers and utensils, and single-use plastic bags in all Council operations and Council-sponsored events over a two-year period
4. Minimising the environment impact of any products, supplies and promotional materials used in all Council Operations and Council-sponsored Events
5. Providing leadership in the community and local businesses to reduce the use of single-use plastics, particularly plastic straws and single-use plastic bags within the local government area through changes to policy and practice, and developing an education plan and resources to assist

The principles underpinning the policy are that:

- Plastic does not biodegrade, instead it breaks into small micro-plastics;
- Plastic pollution detrimentally impacts on the health of our waterways, oceans, eco-systems and on marine life;
- The pollution and greenhouse gas emissions associated with single-use plastic use place an inequitable burden on future generations and does not align with principles of ecological sustainable development;
- Single-use plastics, which are used abundantly and only for a brief periods of time, add significantly to the waste stream and to the amount of plastic pollution in the environment; and

Title of Policy		
Owner: Service Unit	Accountability:	Policy Number: # Provided by Governance
Trim Reference: D10/	Review date:	Endorsed: Date and Authority

ITEM 3 (continued)

ATTACHMENT 1

**REDUCE SINGLE-USE  
PLASTICS POLICY**



- The waste hierarchy should govern the use and disposal of resources: avoid, reduce, reuse, recycle and then dispose.

**Implementation**

The intent of the policy will be delivered through the following mechanisms:

- The development of an action plan and education program focused on Council, the community and local businesses to influence change in social practices;
- The development of waste-wise event guidelines and a preferred supplier list for events;
- Promoting alternatives to single-use plastics to assist in influencing the business and retail community to provide products and services that do not rely on single use plastics;
- Implementing responsible procurement practise and influencing supply chains;
- Ensuring outcomes align with Council policies, such as the Sustainable Procurement Policy, and that guidelines include requirements leading towards the elimination of single-use plastic in Ryde LGA.

**References - Legislation**

- Local Government Act, 1993
- Protection of the Environment Operations Act, 1997
- Waste Avoidance and Resource Recovery Act, 2007

**Definitions**

**Single-use plastics** include any petroleum-based disposable plastic and polystyrene items such as straws, balloons, bags, sachets, cutlery and food and drink packaging designed to be used once and then discarded.

**Exemptions**

Exemptions in relation to certain items may be required that represent a significant WHS risk until alternative options can be sourced.

**Review Process and Endorsement**

This Policy should be reviewed annually and endorsed by Council.

Title of Policy		
Owner: Service Unit	Accountability:	Policy Number: # Provided by Governance
Trim Reference: D10/	Review date:	Endorsed: Date and Authority

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## **4 COMMUNITY GRANTS PROGRAM - ALLOCATION OF FUNDING ROUND 1, 2019**

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**Report prepared by:** Team Leader - Community Services  
**File No.:** GRP/09/5/10 - BP19/140

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### **REPORT SUMMARY**

Council's Community Grants Program is a strategic tool aimed at building community capacity and supporting innovation to address community need in line with the Community Strategic Plan 2028.

Round 1 of the 2019 Community Grants Program opened on the 19 November 2018 and closed on the 15 February 2019 with a total of 39 applications received.

This round of the Community Grants consists of seven categories, as follows:

- 1. Community Projects**
- 2. Capacity Building (2 sub-categories)**
  - Emerging/ Small Groups
  - General
- 3. Events**
- 4. Sports and Recreation**
- 5. Seniors**
- 6. Social Support**
- 7. Social Inclusion**

The 2019 Community Grants budget for round 1 is \$124,894 with a further \$258,844 in the Community Grants Reserve.



**ITEM 4 (continued)**

**RECOMMENDATION:**

- (a) That Council endorse funding to the following organisations in round 1 of the 2019 Community Grants as follows:

<b>Category 1- Community Projects</b>			
<b>Organisation</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Live Life Get Active	Live Life Get Active- free community fitness classes.	\$5,000	\$5,000
Christian Community Aid	Connecting to Life- creating opportunities for seniors to stay connected, experience the benefits of living longer and enjoy opportunities to participate in their communities.	\$10,000- lesser amount recommended - capital equipment such as computers and wi-fi are ineligible.	\$3,500
North Ryde Community Church	Twilight Community Market- A welcoming and inclusive community event.	\$3,000	\$3,000
Special Children Services Centre Inc.	Fun at School Holidays—Kids yoga and dancing and an excursion to Taronga Zoo for children with special needs.	\$5,000	\$5,000
Australian Association of Cancer Care Inc.	Cancer Care and Nursing Home Entertainment- Assistance and support to patients suffering from cancer and monthly entertainment at nursing homes.	\$5,000	\$5,000
Australian Korean Theatre Company	Musical "Sound of Music"- auditions, weekly rehearsals and final performance in the local theatre.	\$5,000	\$5,000
Relationships Australia (NSW) Ltd	Senior Abuse Drama Project (Cantonese) - addresses family domestic violence in ethnic and seniors' communities through culturally appropriate performing art.	\$5,000	\$5,000
Sub-Total		\$38,000	\$31,500

**ITEM 4 (continued)**

<b>Category 2- Capacity Building</b>			
<b>Organisation</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Riding for the Disabled	Impact Volunteers- implementation of a volunteer management system.	\$5,000	\$5,000
SydneySiders Express Incorporated	SydneySiders Express Harmony Chorus Open Night Membership Drive-outreach event to attract members and a free five week 'learn to sing in harmony' course.	\$4060	\$3760
The Northern Centre	Building Cultural Competency- 6 month online cultural competence program for all staff working at the West Ryde Community Centre. Modules will include Chinese, Korean, Indian, LGBTIQ and Aboriginal and Torres Strait Islanders.	\$4940	\$4940
<b>Sub-Total</b>		<b>\$14,000</b>	<b>\$13,700</b>

<b>Category 3- Events</b>			
<b>Organisation</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
City of Ryde Art Society	City of Ryde Art Society 59 <sup>th</sup> Annual Art Exhibition. Requested \$5,000	\$5,000	\$5000

**ITEM 4 (continued)**

Organisation	Project	Amount Requested	Amount Recommended
The Happy Hens Social Enterprise Inc.	Bedlam at the Bay- A fete which focuses on destigmatizing mental health including mental health providers, Lifeline and Beyond Blue.	\$7500- lesser amount recommended based on attendance at last year's event (under 5000 attendees)	\$5,000
Riverside Business Chamber	Putney Street Fest- street festival showcasing businesses in Putney.	\$7,500	\$7,500
West Ryde Chamber of Commerce	Christmas Carols in West Ryde, ANZAC Park	\$7,500- lesser amount recommended based on previous year's attendance (under 5000 attendees)	\$5,000
Morling College	Saunders Close Spring Fair- family-friendly festival to celebrate diversity and create a safe, accessible and inclusive space.	\$5,000- lesser amount recommended based on attendance of 400 people.	\$2,500
Sub-Total		\$32,500	\$25,000

<b>Category 4- Sports &amp; Recreation</b>			
Organisation	Project	Amount Requested	Amount Recommended
Eastwood Ryde Netball Association Inc.	Net Set Go Program- National Junior Development Program to introduce netball to primary school aged children.	\$3,500	\$3,500

**ITEM 4 (continued)**

<b>Organisation</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Usman Khaeaja Foundation Ltd.	City of Ryde Chance to Shine Cricket Program - alleviate disadvantage youth through the provision of educational and cricketing opportunities. A free introductory 6 week off-season cricket program for boys and girls aged 6-12.	\$3,500	\$3,500
Australian Skateboarding Federation	King of Concrete Ryde Skatepark – state/national level skateboarding competition that will promote City of Ryde’s new state of the art skate park. It will give locals a stage to compete against some of Australia's best skaters.	\$3,500	\$3,500
Homenetmen Antranig Scouts And Sportsclub	Amateur Football Competition – support for Syrian Armenian refugees interested in playing soccer.	\$2,400	\$2,400
Sub-Total		\$12,900	\$12,900

**Category 5- Seniors**

<b>Organisation</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Italian Women’s Group Marsfield	Promotes Health Initiatives – support group that meets weekly providing social connections.	\$1,500	\$1,500
Korean Harmony Culture Group	Seniors Activities for Local Korean Seniors- Activities include line dancing, singing, English language classes and social outings.	\$2,000	\$2,000
Italian Leisure Group	Weekly Social and Recreational Activities for Italian Seniors.	\$2,000	\$2,000

**ITEM 4 (continued)**

Organisation	Project	Amount Requested	Amount Recommended
Eastwood Chinese Senior Citizens Club	Building Friendship Among CALD Seniors - hosting cross cultural performances with games and food aimed at connecting Chinese seniors with other CALD seniors.	\$2,000	\$2,000
Sub-Total		\$7,500	\$7,500

Category 6- Social Support			
Organisation	Project	Amount Requested	Amount Recommended
Mahboba's Promise	Marsfield Mother's Support Network- family centred social and financial support program that assists disadvantaged single mothers from CALD backgrounds.	\$9828.40	\$9828.40
Differently Abled People Association Incorporated	Our Ryde Social Harmony Game- development of "Our Ryde" App by people with disability for people with disability. Improving connections with community facilities, providers of services and those who may require additional assistance.	\$10,000	\$10,000
Kick Start Mentoring Program	Streetwork Australia Limited- KickStart provides one-on-one mentoring to 'at risk' young people aged 11-18.	\$10,000	\$10,000

**ITEM 4 (continued)**

<b>Organisation</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Sydney Korean Women's Welfare Centre	Helping Hands- face to face and telephone services to assist with accessing mainstream services and education seminars and family events.	\$10,000	\$10,000
Learning Links	Reading for Life - supporting disadvantaged children at Truscott Street Public School.	\$7,895	\$7895

<b>Category 6- Social Support - Continued</b>			
<b>Organisation</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Yourside	Friendship Space Project- accessible place making initiative for isolated elderly. Volunteers will create a disability accessible space in shopping centres to support and initiate social connections.	\$10,000	\$10,000
National Centre for Childhood Grief Counselling	Grief Counselling Education BEST Kids Program- free and unlimited specialist bereavement counselling for children and teenagers aged 3-18 to up-skill those who work in direct contact with bereaved children and their families.	\$9,317	\$9317
<b>Sub-Total</b>		<b>\$67,040.40</b>	<b>\$67,040.40</b>

**ITEM 4 (continued)**

<b>Category 7- Social Inclusion</b>			
<b>Organisation</b>	<b>Project</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
The Shepherd Centre	'In the Shoes of a Child with Hearing Loss' - virtual reality training experience for students and teachers in Ryde.	\$795	\$795
Sub-Total		\$795	\$795

- (b) That funding of \$124,894 is available within the Community and Ranger Services budget to partially fund the recommended applications totaling \$158,435.40. The remaining funding of \$33,541.40 be allocated from the Community Grants Reserve.
- (c) That Council does not endorse the following three applications due to ineligibility in line with the Community Grants Policy:

<b>Organisation</b>	<b>Project</b>	
Kevinwood Orchestra	Spread the Bells- extending the range of hand-bells and bell-chimes (\$4,724)	Capital equipment is not eligible and musical instruments have been assessed as capital equipment. Alternate grant opportunities will be discussed with the applicant.
North Ryde Community Aid Inc.	Creation of a New Website (\$5,000)	Day-to-day operational expenses are not eligible and the development of a new website has been assessed as operational. Alternate grant opportunities will be discussed with the applicant.
1 <sup>st</sup> East Ryde Scout Group	Purchase of BBQ and New Shelving (\$3,978)	Capital equipment is not eligible and shelving and a BBQ have been assessed as capital equipment. Alternate grant opportunities will be discussed with the applicant.

- (d) That the successful and unsuccessful grant applicants be informed in writing of the outcome of their applications.

**ITEM 4 (continued)**

**ATTACHMENTS**

- 1 Community Grants Policy - February 2018
- 2 Community Grants Guidelines 2018- 2019

Report Prepared By:

**Tania Gamble**  
**Team Leader - Community Services**

Report Approved By:

**Sue Verhoek**  
**Senior Coordinator - Social Development & Capacity Building**

**Lindsay Godfrey**  
**Manager - Community and Ranger Services**

**Angela Jones-Blayney**  
**Director - Customer and Community Services**



## ITEM 4 (continued)

### Discussion

The City of Ryde Community Grants Program provides funding to local groups and organisations to build their capacity and address community needs, which align to the Community Strategic Plan 2028.

Applications for the Community Grants Program 2019, round 1, opened on the 19 November 2018 and closed on 15 February 2019. A total of 39 applications were received.

The Community Grants were advertised in local newspapers, social media, and Council's website and promoted at local interagency meetings and through local service providers. Two public information sessions were held in November 2018, one evening session at Top Ryde and one day time session at West Ryde.

Furthermore, applicants were able to book individual sessions with Community Services staff to assist with project development and general grant application support. A grant writing workshop was held at Top Ryde Library in February 2019 with approximately 20 individuals attending.

Applications were submitted via SmartyGrants, an online grant management system. Assistance was provided to groups that were unable to access the internet or that had English as a second language.

All applications were assessed in line with Council's Community Grants Policy 2018 and the Community Grants Application Guidelines 2018 (appendices 1 and 2). Each grant was reviewed by a minimum of two Council officers representing Community Services, Parks and Events.

A total of 39 applications were received totaling \$209,937.40 in funding requests. The total number of applications recommended is 31, totaling \$158,435.40.

Three applications have been deemed ineligible and the following applications were withdrawn by the applicant prior to the assessment of the grants:

Organisation/Project	Reason for Withdrawal
Northside Community Forum Inc. – Exercise Led Well-being Program (\$5,000)	Two applications submitted- only one application can be awarded per round as per the Community Grants Policy. Organisation selected to withdraw this application.
Riding for the Disabled- Clean, Green and Safe (\$3,500)	Two applications submitted- only one application can be awarded per round as per the Community Grants Policy. Organisation selected to withdraw this application.

**ITEM 4 (continued)**

Organisation/Project	Reason for Withdrawal
Streetwork- PRIDE Empowerment Program (\$5,000)	Two applications submitted- only one application can be awarded per round as per the Community Grants Policy. Organisation selected to withdraw this application.
Salvation Army- Community Coffee Van (\$5,000)	The organisation chose to withdraw the application and apply in a future round, as it did not meet all requirements of the eligibility criteria. The Grants Officer will provide advice for the development of the future application.
Meadowbank P&C - Carols at Meadowbank Public School (\$5,000)	The applicant is unsure that the school grounds can accommodate the carols event. The applicant will work with Council to investigate alternative venues and apply for a grant in round 2.

The current round of Community Grants incorporated seven categories as identified in the Community Grants Policy 2018, as follows;

**1. Community Projects Grant**

Community Projects is an open category aimed at supporting eligible, one-off funding projects that meet an identified need in the community.

Priority is given to projects that:

- Have the capacity to develop sustainability
- Demonstrate they are meeting an identified need in the local area

The Community Projects Grant provides funding of up to \$5,000 per application. There were a total of seven applications recommended in this category totaling \$31,500.

**2. Capacity Building Grant**

This category intends to support local organisations to achieve community benefit by building an organisation's skills, governance and ability to sustain their activities. There are two sub-categories: emerging/small groups and general.

Priority is given to projects that:

- Address the emerging or current needs in the community
- Boost the potential of organisations/ groups to develop sustainable outcomes

#### **ITEM 4 (continued)**

The Capacity Building Grant provides funding of up to \$5,000 per application. There were a total of three applications recommended in this round totaling \$13,700 in funding.

#### **3. Events Grant**

The Events Grant is open to groups/organisations running community events in the City of Ryde.

Priority is given to events that:

- Connect people
- Promote cultural diversity and vibrancy
- Are mainly run by volunteers

The Events Grant provides funding of up to \$7,500 depending on the number of attendees.

- \$2,500 for up to 1000 attendees
- \$5000 for between 1001 and 5000 attendees
- \$7,500 for over 5000 attendees

There were a total of five applications recommended in this category totaling \$25,000 in funding.

#### **4. Seniors Grant**

The Seniors Grant provides funding to support activities that benefit seniors in the City of Ryde.

Priority is given to projects that:

- Connect seniors and reduce social isolation
- Enhance the wellbeing of seniors
- Are mainly run by volunteers

The Seniors Grant provides funding of up to \$2,000 per application. A total of four applications were recommended for funding totaling \$7,500.

#### **5. Social Inclusion Grant**

The Social Inclusion Grant must demonstrate how they will improve inclusion for the broader community.

#### **ITEM 4 (continued)**

Funding of up to \$5,000 is available for not-for-profit groups or matched funding of up to \$2,500 is available for small businesses with no more than 20 employees. One application was recommended in this round totaling \$795 in funding.

#### **6. Social Support Grant**

This category intends to support projects which address social disadvantage within the community.

Priority is given to projects that:

- Link community members with support services
- Improve the living conditions of people who are vulnerable or isolated

One application from Christian Community Aid was moved to the Community Projects category as the project was best aligned with the criteria from this category ie. The project Connecting to Life aimed to provide opportunities for people to become more engaged in their community rather than specifically targeting disadvantage.

The Social Support Grant provides funding of up to \$10,000 per application. Seven applications were recommended in this round totaling \$67,040.40 in funding.

#### **7. Sport and Recreation Grant**

This category is open to sporting and recreational organisations in the area. It aims to increase participation in sport and recreation in the area.

Priority is given to projects that:

- Increase participation
- Are inclusive of a broad range of people of varying abilities.

The Sports and Recreation Grant provides funding of up to \$3,500 per application. Four applications were recommended in this round totaling \$12,900 in funding.

#### **Financial Implications**

The 2019 Community Grants, round 1, budget totals \$124,894 with a further \$258,844 in the Community Grants Reserve.

The grant applications recommended for round 1 total \$158,435.40 and it is proposed that \$33,541.40 is used from the Community Grants Reserve to fully fund the recommended 2019 applications. There will be \$225,302.60 remaining in the Community Grants Reserve to support community grant applications in coming years.

**ITEM 4 (continued)**

**ATTACHMENT 1**



## Community Grants Application Guidelines - 2018

Seniors Grant  
Social Support Grant  
Community Projects Grant  
Community Capacity Building Grant  
Sports & Recreation Community Grant  
Inclusion Grant  
Small Grants

ITEM 4 (continued)

ATTACHMENT 1



**English**

If you do not understand this letter, please come to the 1 Pope Street, Ryde (within Top Ryde Shopping Centre), Ryde, to discuss it with Council Staff who will arrange an interpreter service. Or you may ring the Translating & Interpreting Service on 131 450 to ask an interpreter to contact you. Council's phone number is 9952 8222. Council office hours are 8:30am to 5:00pm, Monday to Friday.

**Arabic**

إذا لم تفهم محتوى هذه الرسالة، يرجى الحضور إلى 1 Pope Street، Ryde (في Top Ryde Shopping Centre)، Ryde، لمناقشتها مع موظفي المجلس الذين سوف يرتبون للاستعانة بمترجم شفهي. أو قد يمكنك الاتصال بخدمة الترجمة التحريرية والشفوية على الرقم 131 450 لتتطلب من المترجم الاتصال بك. رقم هاتف المجلس هو 9952 8222. ساعات عمل المجلس هي 8:30 صباحاً حتى 5:00 مساءً، من الاثنين إلى الجمعة.

**Armenian**

Եթե դուք չեք հասկանում սույն նամակի բովանդակությունը, խնդրում ենք այցելել 1 Pope Street, Ryde (որը գտնվում է Top Ryde Shopping Centre-ի մեջ), Ryde, քննարկելու այն Քաղաքային Խորհրդի անձնակազմի հետ, ովքեր ձեզ հասար կապահովեն թարգմանական ծառայություն: Կամ կարող եք զանգահարել Թարգմանական ծառայություն 131 450 հեռախոսահամարով և խնդրել, որ թարգմանիչը ձեզ զանգահարի: Խորհրդի հեռախոսահամարն է 9952 8222: Խորհրդի աշխատանքային ժամերն են ստավույան ժամը 8:30-ից մինչև երեկոյան ժամը 5:00, երկուշաբթիից մինչև ուրբաթ:

**Chinese**

如果你不明白这封信的内容，敬请前往1 Pope Street, Ryde (位于Top Ryde Shopping Centre内)，向市政府工作人员咨询，他们会为您安排口译服务。此外，您也可以拨打131 450联络翻译和口译服务，要求口译员与您联系。市政府电话号码为9952 8222。市政府办公时间为周一至周五上午8:30至下午5:00。

**Farsi**

لطفاً اگر نمی توانید مندرجات این نامه را درک کنید، به نشانی 1 Pope Street، Ryde (در Top Ryde Shopping Centre) مراجعه کنید تا با استفاده از یک مترجم ترازین باره با یکی از کارکنان شورای شهر گفتگو کنید. یا آنکه می توانید یا خدمات ترجمه کتبی و شفاهی به شماره 131 450 تماس گرفته و بخواهید که به یک مترجم ارتباط داده شوید. شماره تماس شورای شهر 9952 8222 و ساعات کاری آن از 8:30 صبح تا 5:00 بعد از ظهر روزهای نورثلیه تا جمعه است.

**Italian**

Se avete difficoltà a comprendere questa lettera, venite in 1 Pope Street, Ryde (dentro al Top Ryde Shopping Centre), Ryde, per discutere con il personale del Comune che organizzerà un servizio di interpretariato. Potete anche contattare il Servizio di Traduzione e Interpretariato al 131 450 per chiedere a un interprete di contattarvi. Il numero di telefono del Comune è il 9952 8222. Gli orari di ufficio del Comune sono dalle 8.30 alle 17 dal lunedì al venerdì.

**Korean**

이 서신을 이해할 수 없을 경우, 1 Pope Street, Ryde (Top Ryde Shopping Centre 내)에 오셔서 통역사 서비스를 주선할 시의회 직원과 논의하십시오. 혹은 통역서비스에 131 450으로 전화하셔서 통역사가 여러분에게 연락하도록 요청하십시오. 시의회 직원 전화번호는 9952 8222입니다. 시의회 사무실 업무시간은 월요일에서 금요일, 오전 8시 30분에서 오후 5시까지입니다.

**ITEM 4 (continued)**

**ATTACHMENT 1**

The guidelines have been developed to assist organisations and groups to apply for funding from the City of Ryde under the Community Grants Program.

Before you submit your application, it is recommended that you discuss your proposed project with staff from Community Services. Please contact Tania Gamble on tel: 9952 8048 or email: [tgamble@ryde.nsw.gov.au](mailto:tgamble@ryde.nsw.gov.au) to clarify any component of your application.

**Key Dates**

**July- December 2018**

**Community Grants Round 2**

- Applications open Monday 9 July 2018
- Applications close Friday 10 August 2018

**Small Grants Round 2**

- Applications open 2 September 2018
- Applications close 26 October 2018

**2019**

**Community Grants Round 1**

- Applications open Monday 19 November 2018
- Applications close Friday 15 February 2019

**Small Grants Round 1**

- Applications open 4 March 2019
- Applications close 27 April 2019

To assist community groups and organisations in applying for funding, the City of Ryde Community Services staff will be hosting information sessions. Attendance is highly recommended and bookings are essential.

Dates and registration information for the workshops is via our website:

<http://www.ryde.nsw.gov.au>.

**ITEM 4 (continued)**

**ATTACHMENT 1**



**Application Process**

1. Attendance at one of the information sessions is highly recommended. Determine which suits you and register to secure your space.
2. Determine the eligibility of your organisation and project.
3. Please read [this](#) document – 2018/19 Community Grants Application Guidelines which can be downloaded from the City of Ryde website <http://www.ryde.nsw.gov.au>.
4. Select ONE of the Community Grant Categories that best suits your project.
5. Answer questions relating to the Assessment Criteria in the application form.
6. Prepare and submit your application together with supporting documentation (as required) by the closing date.
7. Application timeframe

**Community Grants Round 1**

Program publicised, call for applications	November
Closing date for all applications	Mid-February
Assessment of applications	Feb/March
Report to Council	April
Community Grants Announcement	April

**Small Grants Round 1**

Small Grants open	March
Closing date for applications	April
Assessment of applications	April/May
Report to Council	June
Small Grants Announcement	June



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**ATTACHMENT 1**



**Community Grants Round 2**

Program publicised, call for applications	July
Closing date for all applications	Mid-August
Assessment of applications	August/September
Report to Council	October
Community Grants Announcement	November

**Small Grants Round 2**

Small Grants open	September
Closing date for applications	October
Assessment of applications	October/November
Report to Council	December
Small Grants Announcement	December

**B. How to apply**

- All applications are completed online.
- To start the application processes go to City of Ryde website:  
<http://www.ryde.nsw.gov.au/Community/Grants/Community+Grants+Program>
- Answer all questions and attach all information as requested;
- Late applications will not be considered, and no extensions will be granted.

**ITEM 4 (continued)**

**ATTACHMENT 1**



**Introduction**

These guidelines have been developed to assist organisations and groups to apply for community grant funding from the City of Ryde under the categories listed on page 8. Applicants will need to choose the grant category which best fits with their project.

Only one grant will be awarded to any one organisation per round in the Grants Program. Organisations will only be funded for the same project once per calendar year. The Social Support Grants and the Community Aid (Social Support) Grants will be available in the Community Grant Round 1 only.

**Eligibility**

To be eligible for funding an organisation must:

- Be Not-for-Profit (*local small businesses with under 20 employees are eligible to apply for the Social Inclusion Grant only*);
- Be Incorporated or have evidence of auspice from an incorporated organisation;
- Be located within City of Ryde or principally service Ryde residents
- Be open to the general public, inclusive and not discriminatory;
- Have acquitted previous City of Ryde funding received and have no outstanding debts to the City of Ryde.
- Be commencing the Project after the Grant Commencement date – money can only be used on future expenditure. Grant money must be expended within a calendar year (as dated on the letter of notification of grant outcome).

**Ineligibility**

The City of Ryde does not provide grants for:

- Projects that duplicate existing services or programs;
- Projects that seek funds for day-to-day operational expenses, such as rent and staff wages (*one-off, Council supported, community events which require hire of open space, waste management etc. may be considered*);
- Projects that seek funds to cover the cost of capital works and equipment (*Social Inclusion Grants applications are exempt*);
- Projects located outside City of Ryde;
- Projects that do not meet the identified priority needs of the City of Ryde;
- Projects that have commenced prior to Grant Announcement date;
- Commercial organisations/sole traders (*except for in the Social Inclusion category*);
- 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;
- Religious activities or activities that are overtly religious in nature (*with the exception of where Council has identified a community benefit*);
- Schools or tertiary institutions;
- State or federal government agencies/departments (*with the exception of where Council has identified a community benefit*)

**ITEM 4 (continued)**

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- Individuals

**Auspicings**

In order to ensure that Council's Community Grants are accessible to the community, Council will accept applications from incorporated organisations acting as an auspice provider for unincorporated groups. In these circumstances, Council's funding relationship is with the body providing the auspice (auspice body).

**Assessment Process**

- Community Grant Round applications will be assessed and prioritised by a panel composed of a multidisciplinary team of Council staff.
- Small Grant round will be assessed by a minimum of two Council staff.
- Applications will be assessed against the grant categories assessment criteria.
- A recommended list of projects will be compiled following the assessment.
- Council will make the final decision on successful projects.
- Council staff or Councillors assessing and determining applications for grants should identify and manage any conflicts of interest in accordance with Council's Code of Conduct.

**Grant Categories**

If you are applying for more than one grant, you must complete a separate application form for every project.

Please note – Council will award only one grant to any one organisation per round (excludes auspice organisations and Community Aid Social Support Grants).

Organisations will be funded for the same project no more than once per calendar year.

**1. Seniors Grant**

This category aims to support programs that enhance social participation activities for seniors. This includes projects that seek to improve the health and wellbeing of seniors and projects that engage volunteers.

*Example of previously funded project:*

Italo-Australian Senior Citizens Group-  
"....a social support group for aged Ryde residents of Italian background. The group has over 60 members.....most have limited contact with other fellow Italians. The group offers two low cost activities per month (luncheon/ social outing)....outcomes of the project- preventing social isolation, increase community participation, increase awareness of relevant social services, increase awareness of health issues in community language"

**2. Capacity Building Grant**

This category aims to support local organisations to build their governance skills and to sustain their activities and programs. There are two sub-categories within this grant category:

**Emerging / Small Groups**

An organisation growth grant will be provided to emerging and small groups. Groups that operate with limited funding (including one-off or short-term grants) and relying largely on volunteers will be considered.

*Example of previously funded project:*

**ITEM 4 (continued)**

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**Together We Can**  
"....supporting Korean single mums to live healthier lives both emotionally and physically....monthly meetings (12 times a year)....single mums feel supported through encouragement, practical help to build life skills and self-esteem."

**General Category**

An organisation growth grant will be provided for initiatives that build the capacity of organisations to provide activities which benefit the community. This category is open to all groups including arts and cultural groups.

*Example of previously funded project:*  
Capacity building, train the team leaders Friends of Lane Cove Notional Park  
"....engage professional Bush Regeneration Trainers to assist and train teams on City of Ryde sites within Lane Cove National Park....a minimum of 10 volunteers will considerably increase their knowledge as a result of this program. At least 2 volunteers will be identified as future site coordinators. At least one site in imminent likelihood of closure will be revived with a new coordinator."

**3. Event Category**

The aim of this category is to enhance the ability of organisations to deliver events that directly benefit the community.  
Grants can cover requirements such as on-off waste removal or ground hire charges in some circumstances for Council supported events.

*Example of previously funded project: -*

Light Up East Ryde  
"....Supporting local cottage business and neighbourhood shops. Making use of open space. Including other local communities eg, local schools, clubs, dance groups and performers, etc. Opportunity for neighbours and friends to socialise in a safe environment close to home"

**4. Sports and Recreation Community Grant**

The aim of this category is to develop initiatives that enhance existing sports and recreational activities. In particular this category aims to facilitate opportunities that increase participation in sports, recreation and physical activity for everyone in the community.

Only sporting and recreational organisations are eligible to apply for this grant category. Grants do not cover the waiving of sports ground hire fees beyond one-off events.

*Example of previously funded project:*  
Harmony Soccer Tournament  
"....aim to expand the competition to include new teams... event brings together a large cross section of the community." The event is organised in partnership with two organisations.

**5. Community Projects**

This category aims to provide funding to local community organisations working towards building a cohesive and connected community, based on the principles of inclusion, community wellbeing and cultural capacity building.

*Example of previously funded project:*  
Fabric Needlecraft and More website creation-

**ITEM 4 (continued)**

**ATTACHMENT 1**

-develop a website for a social enterprise shop to increase sales and donations. "Opportunities for participation by supported workers with a disability and community volunteers." The expected outcomes are: "Increased sales, overall business growth, greater opportunity for community participation."

**6. Social Support Grant**

This category aims to provide assistance to local groups and organisations in the provision of programs such as information and referrals, food subsidies, financial counselling, financial assistance and reducing social isolation to improve the life and living conditions of vulnerable people within the community including families and children, people with disability, the elderly, and the disadvantaged.

The grant program is open to all community groups and organisations including Council's historical grants program recipients to address vulnerability in the community.

This grant category will be available once per calendar year. Where the total grant amount has not been spent in a 12 month period the Grant Applicant may seek written permission from Council in advance to carry the amount over into the next calendar year. The Grant Applicant must complete an acquittal for each 12 month period. The Grant Applicant would not be eligible to apply for another grant until the project is completed and the final acquittal for the project has been submitted.

Christian Community Aid, Sydney Community Services and North Ryde Community Aid are able to apply each year for the Community Aid Social Support Grants under existing historical arrangements as per the Community Grants Policy 2018. Organisations funded under the historical arrangements are unable to carry forward the amount to the next financial year. Organisations are eligible to apply for a Social Support Grant up to \$10,000 in addition to the historical arrangements.

**7. Social Inclusion Grant**

This category aims to provide assistance to local Not-for-Profit organisations and small sized businesses with no more than 20 employees to improve access and inclusion for all people. This may include physical access such as ramps, sensory adaptations such as tactile markers or training such as disability awareness training for staff. It may also include strategies to develop cultural inclusion.

Under this category the grant must contribute to no more than 50% of the total cost of the project.

**8. Small Grant**

This category aims to enable small projects which emerge outside of the standard grant cycle to be funded. Projects must be aligned with community needs.

**ITEM 4 (continued)**

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Please select the categories below which best suits your project.

Grants Categories	Assessment Criteria
Seniors Grant (Up to \$2,000)	<input type="checkbox"/> Connect seniors and reduce social isolation. <input type="checkbox"/> Activities enhance the health and well-being of seniors in Ryde. <input type="checkbox"/> Seniors groups based in Ryde and mainly run by volunteers.
Event Category Funding limits are based on anticipated attendance figures: <ul style="list-style-type: none"> <li>• Under 1,000 attendees up to \$2,500</li> <li>• 1,001- 5,000 attendees up to \$5,000</li> <li>• Over 5,000 attendees up to \$7,500</li> </ul>	<input type="checkbox"/> Connect people to each other, place and neighbourhood. <input type="checkbox"/> Promote cultural diversity and vibrancy of the community. <input type="checkbox"/> Festival/Event based in Ryde and mainly run by volunteers. <input type="checkbox"/> Event budget has accounted for the cost of activities such as waste removal, ground hire, security, traffic management etc.
Capacity Building Grant – Emerging / Small Groups (Up to \$5,000)	<input type="checkbox"/> Growth grant for newly established groups that are small and largely volunteer run. <input type="checkbox"/> Addresses emerging issues or needs in the community. <input type="checkbox"/> Needs support to boost growth potential e.g. finding a meeting place, developing programs & resources and managing volunteers. <input type="checkbox"/> Based in Ryde and services benefit local residents.
Capacity Building Grant – General Category (Up to \$5,000)	<input type="checkbox"/> Project develops an organisation to become self-sustaining e.g. promotional activities, developing business plan, volunteer training, governance training. <input type="checkbox"/> Demonstrate the development of collaboration and partnerships. <input type="checkbox"/> Addresses the current or emerging needs of the community. <input type="checkbox"/> Primarily benefits the residents of Ryde.
Sports and Recreation Community Grant (Up to \$3,500)	<input type="checkbox"/> Project will be of direct benefit to a specific sporting or recreational group within the local community. <input type="checkbox"/> Project will encourage an increased participation in sport or recreational activities. <input type="checkbox"/> Services, programs and initiatives aim to benefit the City of Ryde residents.
Community Projects (Up to \$5,000)	<input type="checkbox"/> Project demonstrates that it is meeting an identified need in the community through a strong evidence base. <input type="checkbox"/> Project must have the capacity to develop self-

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	<p>sustainability.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enliven arts and cultural life that promote health and wellbeing.</li> </ul>
<p>Social Support Grant (Up to \$10,000)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Program addresses emerging needs and social issues such as homelessness, social isolation and poverty in Ryde.</li> <li><input type="checkbox"/> Program promotes collaboration and innovation by encouraging organisations to apply jointly.</li> <li><input type="checkbox"/> Program develops an outcomes and evidence based model to measure short, medium and long term outcomes.</li> </ul>
<p>Social Inclusion Grant (Up to \$2,500 with matched funding from small business and up to \$5,000 for incorporated local community based not-for-profit community service providers)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Project must demonstrate how it will improve inclusion for the broader community.</li> <li><input type="checkbox"/> The total amount of grant funding must not exceed more than 50% of the total cost of the project for small business.</li> <li><input type="checkbox"/> A small business is defined as a business with no more than 20 employees.</li> </ul>
<p>Small Grants (Up to \$2,000)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Project demonstrates that it meets community need.</li> <li><input type="checkbox"/> Projects address unforeseen situations that have occurred outside of the standard grant cycle.</li> </ul>

**Conditions of Funding**

1. City of Ryde reserves the right to require the successful organisation to enter into a partnership or service agreement. A funding agreement must be signed by the successful organisation prior to funding being made available.
2. Where a service or partnership arrangement is entered into it should be jointly developed and ratified by the Council and the organisation prior to the funding being made available.
3. Funds provided by the Council must be deposited in an account in the organisation's name and the Council must be advised of the organisation's GST status.
4. 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 City of Ryde's contribution. **"This project was supported by funding from City of Ryde"**. Where such material is not available groups will be required to verbally acknowledge Councils support.
5. At the end of the funding period, the organisation will be required to complete an acquittal process including the completion of a project evaluation form.

**ITEM 4 (continued)**

**ATTACHMENT 1**



6. Should there be any concerns regarding the completion of the funded project, the organisation is encouraged to discuss the situation with council officers with a view to putting the project back on course.

**Documentation checklist**

Do you have copies of all the relevant documentation required for your application?

- Your organisation's / auspice organisation's ABN (if applicable).
- Letter or statement of support from your auspice organisation (if applicable).
- Have you submitted an Acquittal form for previous City of Ryde Community Grants Funding?
- If requested are you able to provide a copy of your most recent Annual Report?
- Quotes and any supporting material for your budget.
- All applications must be submitted via online application.



**ITEM 4 (continued)**

**ATTACHMENT 2**



## Community Grants Application Guidelines - 2018

Seniors Grant  
Social Support Grant  
Community Projects Grant  
Community Capacity Building Grant  
Sports & Recreation Community Grant  
Inclusion Grant  
Small Grants

ITEM 4 (continued)

ATTACHMENT 2



**English**

If you do not understand this letter, please come to the 1 Pope Street, Ryde (within Top Ryde Shopping Centre), Ryde, to discuss it with Council Staff who will arrange an interpreter service. Or you may ring the Translating & Interpreting Service on 131 450 to ask an interpreter to contact you. Council's phone number is 9952 8222. Council office hours are 8:30am to 5:00pm, Monday to Friday.

**Arabic**

إذا لم تفهم محتوى هذه الرسالة، يرجى الحضور إلى 1 Pope Street، Ryde (في Top Ryde Shopping Centre)، Ryde، لمناقشتها مع موظفي المجلس الذين سوف يرتبون للاستهانة بمرجع شفهي. أو قد يمكنك الاتصال بخدمة الترجمة التحريرية والشفوية على الرقم 131 450 لتتطلب من المترجم الاتصال بك. رقم هاتف المجلس هو 9952 8222. ساعات عمل المجلس هي 8:30 صباحاً حتى 5:00 مساءً، من الاثنين إلى الجمعة.

**Armenian**

Եթե դուք չեք հասկանում սույն նամակի բովանդակությունը, խնդրում ենք այցելել 1 Pope Street, Ryde (որը գտնվում է Top Ryde Shopping Centre-ի մեջ), Ryde, քննարկելու այն Քաղաքային Խորհրդի անձնակազմի հետ, ովքեր ձեզ հասար կապահովեն թարգմանական ծառայություն: Կամ կարող եք զանգահարել Թարգմանական Ստանդարտն 131 450 հեռախոսահամարով և խնդրել, որ թարգմանիչը ձեզ զանգահարի: Խորհրդի հեռախոսահամարն է 9952 8222: Խորհրդի աշխատանքային ժամերն են ստավույան ժամը 8:30-ից մինչև երեկոյան ժամը 5:00, երկուշաբթիից մինչև ուրբաթ:

**Chinese**

如果你不明白这封信的内容，敬请前往1 Pope Street, Ryde (位于Top Ryde Shopping Centre内)，向市政府工作人员咨询，他们会为您安排口译服务。此外，您也可以拨打131 450联络翻译和口译服务，要求口译员与您联系。市政府电话号码为9952 8222。市政府办公时间为周一至周五上午8:30至下午5:00。

**Farsi**

لطفاً اگر نمی توانید مندرجات این نامه را درک کنید، به نشانی 1 Pope Street، Ryde (در Top Ryde Shopping Centre) مراجعه کنید تا با استفاده از یک مترجم ترازین باره با یکی از کارکنان شورای شهر گفتگو کنید. یا آنکه می توانید یا خدمات ترجمه کتبی و شفاهی به شماره 131 450 تماس گرفته و بخواهید که به یک مترجم ارتباط داده شوید. شماره تماس شورای شهر 9952 8222 و ساعات کاری آن از 8:30 صبح تا 5:00 بعد از ظهر روزهای نورثیه تا جمعه است.

**Italian**

Se avete difficoltà a comprendere questa lettera, venite in 1 Pope Street, Ryde (dentro al Top Ryde Shopping Centre), Ryde, per discutere con il personale del Comune che organizzerà un servizio di interpretariato. Potete anche contattare il Servizio di Traduzione e Interpretariato al 131 450 per chiedere a un interprete di contattarvi. Il numero di telefono del Comune è il 9952 8222. Gli orari di ufficio del Comune sono dalle 8.30 alle 17 dal lunedì al venerdì.

**Korean**

이 서신을 이해할 수 없을 경우, 1 Pope Street, Ryde (Top Ryde Shopping Centre 내)에 오셔서 통역사 서비스를 주선할 시의회 직원과 논의하십시오. 혹은 통역서비스에 131 450으로 전화하셔서 통역사가 여러분에게 연락하도록 요청하십시오. 시의회 직원 전화번호는 9952 8222입니다. 시의회 사무실 업무시간은 월요일에서 금요일, 오전 8시 30분에서 오후 5시까지입니다.

**ITEM 4 (continued)**

**ATTACHMENT 2**

The guidelines have been developed to assist organisations and groups to apply for funding from the City of Ryde under the Community Grants Program.

Before you submit your application, it is recommended that you discuss your proposed project with staff from Community Services. Please contact Tania Gamble on tel: 9952 8048 or email: [tgamble@ryde.nsw.gov.au](mailto:tgamble@ryde.nsw.gov.au) to clarify any component of your application.

**Key Dates**

**July- December 2018**

**Community Grants Round 2**

- Applications open Monday 9 July 2018
- Applications close Friday 10 August 2018

**Small Grants Round 2**

- Applications open 2 September 2018
- Applications close 26 October 2018

**2019**

**Community Grants Round 1**

- Applications open Monday 19 November 2018
- Applications close Friday 15 February 2019

**Small Grants Round 1**

- Applications open 4 March 2019
- Applications close 27 April 2019

To assist community groups and organisations in applying for funding, the City of Ryde Community Services staff will be hosting information sessions. Attendance is highly recommended and bookings are essential.

Dates and registration information for the workshops is via our website:

<http://www.ryde.nsw.gov.au>.

**ITEM 4 (continued)**

**ATTACHMENT 2**



**Application Process**

1. Attendance at one of the information sessions is highly recommended. Determine which suits you and register to secure your space.
2. Determine the eligibility of your organisation and project.
3. Please read [this](#) document – 2018/19 Community Grants Application Guidelines which can be downloaded from the City of Ryde website <http://www.ryde.nsw.gov.au>.
4. Select ONE of the Community Grant Categories that best suits your project.
5. Answer questions relating to the Assessment Criteria in the application form.
6. Prepare and submit your application together with supporting documentation (as required) by the closing date.
7. Application timeframe

**Community Grants Round 1**

Program publicised, call for applications	November
Closing date for all applications	Mid-February
Assessment of applications	Feb/March
Report to Council	April
Community Grants Announcement	April

**Small Grants Round 1**

Small Grants open	March
Closing date for applications	April
Assessment of applications	April/May
Report to Council	June
Small Grants Announcement	June

**ITEM 4 (continued)**

**ATTACHMENT 2**



**Community Grants Round 2**

Program publicised, call for applications	July
Closing date for all applications	Mid-August
Assessment of applications	August/September
Report to Council	October
Community Grants Announcement	November

**Small Grants Round 2**

Small Grants open	September
Closing date for applications	October
Assessment of applications	October/November
Report to Council	December
Small Grants Announcement	December

**B. How to apply**

- All applications are completed online.
- To start the application processes go to City of Ryde website:  
<http://www.ryde.nsw.gov.au/Community/Grants/Community+Grants+Program>
- Answer all questions and attach all information as requested;
- Late applications will not be considered, and no extensions will be granted.

**ITEM 4 (continued)**

**ATTACHMENT 2**



**Introduction**

These guidelines have been developed to assist organisations and groups to apply for community grant funding from the City of Ryde under the categories listed on page 8. Applicants will need to choose the grant category which best fits with their project.

Only one grant will be awarded to any one organisation per round in the Grants Program. Organisations will only be funded for the same project once per calendar year. The Social Support Grants and the Community Aid (Social Support) Grants will be available in the Community Grant Round 1 only.

**Eligibility**

To be eligible for funding an organisation must:

- Be Not-for-Profit (*local small businesses with under 20 employees are eligible to apply for the Social Inclusion Grant only*);
- Be Incorporated or have evidence of auspice from an incorporated organisation;
- Be located within City of Ryde or principally service Ryde residents
- Be open to the general public, inclusive and not discriminatory;
- Have acquitted previous City of Ryde funding received and have no outstanding debts to the City of Ryde.
- Be commencing the Project after the Grant Commencement date – money can only be used on future expenditure. Grant money must be expended within a calendar year (as dated on the letter of notification of grant outcome).

**Ineligibility**

The City of Ryde does not provide grants for:

- Projects that duplicate existing services or programs;
- Projects that seek funds for day-to-day operational expenses, such as rent and staff wages (*one-off, Council supported, community events which require hire of open space, waste management etc. may be considered*);
- Projects that seek funds to cover the cost of capital works and equipment (*Social Inclusion Grants applications are exempt*);
- Projects located outside City of Ryde;
- Projects that do not meet the identified priority needs of the City of Ryde;
- Projects that have commenced prior to Grant Announcement date;
- Commercial organisations/sole traders (*except for in the Social Inclusion category*);
- 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;
- Religious activities or activities that are overtly religious in nature (*with the exception of where Council has identified a community benefit*);
- Schools or tertiary institutions;
- State or federal government agencies/departments (*with the exception of where Council has identified a community benefit*)

**ITEM 4 (continued)**

**ATTACHMENT 2**

- Individuals

**Auspicings**

In order to ensure that Council's Community Grants are accessible to the community, Council will accept applications from incorporated organisations acting as an auspice provider for unincorporated groups. In these circumstances, Council's funding relationship is with the body providing the auspice (auspice body).

**Assessment Process**

- Community Grant Round applications will be assessed and prioritised by a panel composed of a multidisciplinary team of Council staff.
- Small Grant round will be assessed by a minimum of two Council staff.
- Applications will be assessed against the grant categories assessment criteria.
- A recommended list of projects will be compiled following the assessment.
- Council will make the final decision on successful projects.
- Council staff or Councillors assessing and determining applications for grants should identify and manage any conflicts of interest in accordance with Council's Code of Conduct.

**Grant Categories**

If you are applying for more than one grant, you must complete a separate application form for every project.

Please note – Council will award only one grant to any one organisation per round (excludes auspice organisations and Community Aid Social Support Grants).

Organisations will be funded for the same project no more than once per calendar year.

**1. Seniors Grant**

This category aims to support programs that enhance social participation activities for seniors. This includes projects that seek to improve the health and wellbeing of seniors and projects that engage volunteers.

*Example of previously funded project:*

Italo-Australian Senior Citizens Group-  
"....a social support group for aged Ryde residents of Italian background. The group has over 60 members.....most have limited contact with other fellow Italians. The group offers two low cost activities per month (luncheon/ social outing)....outcomes of the project- preventing social isolation, increase community participation, increase awareness of relevant social services, increase awareness of health issues in community language"

**2. Capacity Building Grant**

This category aims to support local organisations to build their governance skills and to sustain their activities and programs. There are two sub-categories within this grant category:

**Emerging / Small Groups**

An organisation growth grant will be provided to emerging and small groups. Groups that operate with limited funding (including one-off or short-term grants) and relying largely on volunteers will be considered.

*Example of previously funded project:*

**ITEM 4 (continued)**

**ATTACHMENT 2**



**Together We Can**  
"....supporting Korean single mums to live healthier lives both emotionally and physically....monthly meetings (12 times a year)....single mums feel supported through encouragement, practical help to build life skills and self-esteem."

**General Category**

An organisation growth grant will be provided for initiatives that build the capacity of organisations to provide activities which benefit the community. This category is open to all groups including arts and cultural groups.

*Example of previously funded project:*  
Capacity building, train the team leaders Friends of Lane Cove Notional Park  
"....engage professional Bush Regeneration Trainers to assist and train teams on City of Ryde sites within Lane Cove National Park....a minimum of 10 volunteers will considerably increase their knowledge as a result of this program. At least 2 volunteers will be identified as future site coordinators. At least one site in imminent likelihood of closure will be revived with a new coordinator."

**3. Event Category**

The aim of this category is to enhance the ability of organisations to deliver events that directly benefit the community.  
Grants can cover requirements such as on-off waste removal or ground hire charges in some circumstances for Council supported events.

*Example of previously funded project: -*

**Light Up East Ryde**  
"....Supporting local cottage business and neighbourhood shops. Making use of open space. Including other local communities eg, local schools, clubs, dance groups and performers, etc. Opportunity for neighbours and friends to socialise in a safe environment close to home"

**4. Sports and Recreation Community Grant**

The aim of this category is to develop initiatives that enhance existing sports and recreational activities. In particular this category aims to facilitate opportunities that increase participation in sports, recreation and physical activity for everyone in the community.

Only sporting and recreational organisations are eligible to apply for this grant category. Grants do not cover the waiving of sports ground hire fees beyond one-off events.

*Example of previously funded project:*

**Harmony Soccer Tournament**  
"....aim to expand the competition to include new teams... event brings together a large cross section of the community." The event is organised in partnership with two organisations.

**5. Community Projects**

This category aims to provide funding to local community organisations working towards building a cohesive and connected community, based on the principles of inclusion, community wellbeing and cultural capacity building.

*Example of previously funded project:*

Fabric Needlecraft and More website creation-



**ITEM 4 (continued)**

**ATTACHMENT 2**

-develop a website for a social enterprise shop to increase sales and donations. "Opportunities for participation by supported workers with a disability and community volunteers." The expected outcomes are: "Increased sales, overall business growth, greater opportunity for community participation."

**6. Social Support Grant**

This category aims to provide assistance to local groups and organisations in the provision of programs such as information and referrals, food subsidies, financial counselling, financial assistance and reducing social isolation to improve the life and living conditions of vulnerable people within the community including families and children, people with disability, the elderly, and the disadvantaged.

The grant program is open to all community groups and organisations including Council's historical grants program recipients to address vulnerability in the community.

This grant category will be available once per calendar year. Where the total grant amount has not been spent in a 12 month period the Grant Applicant may seek written permission from Council in advance to carry the amount over into the next calendar year. The Grant Applicant must complete an acquittal for each 12 month period. The Grant Applicant would not be eligible to apply for another grant until the project is completed and the final acquittal for the project has been submitted.

Christian Community Aid, Sydney Community Services and North Ryde Community Aid are able to apply each year for the Community Aid Social Support Grants under existing historical arrangements as per the Community Grants Policy 2018. Organisations funded under the historical arrangements are unable to carry forward the amount to the next financial year. Organisations are eligible to apply for a Social Support Grant up to \$10,000 in addition to the historical arrangements.

**7. Social Inclusion Grant**

This category aims to provide assistance to local Not-for-Profit organisations and small sized businesses with no more than 20 employees to improve access and inclusion for all people. This may include physical access such as ramps, sensory adaptations such as tactile markers or training such as disability awareness training for staff. It may also include strategies to develop cultural inclusion.

Under this category the grant must contribute to no more than 50% of the total cost of the project.

**8. Small Grant**

This category aims to enable small projects which emerge outside of the standard grant cycle to be funded. Projects must be aligned with community needs.

**ITEM 4 (continued)**

**ATTACHMENT 2**

Please select the categories below which best suits your project.

Grants Categories	Assessment Criteria
Seniors Grant (Up to \$2,000)	<input type="checkbox"/> Connect seniors and reduce social isolation. <input type="checkbox"/> Activities enhance the health and well-being of seniors in Ryde. <input type="checkbox"/> Seniors groups based in Ryde and mainly run by volunteers.
Event Category Funding limits are based on anticipated attendance figures: <ul style="list-style-type: none"> <li>• Under 1,000 attendees up to \$2,500</li> <li>• 1,001- 5,000 attendees up to \$5,000</li> <li>• Over 5,000 attendees up to \$7,500</li> </ul>	<input type="checkbox"/> Connect people to each other, place and neighbourhood. <input type="checkbox"/> Promote cultural diversity and vibrancy of the community. <input type="checkbox"/> Festival/Event based in Ryde and mainly run by volunteers. <input type="checkbox"/> Event budget has accounted for the cost of activities such as waste removal, ground hire, security, traffic management etc.
Capacity Building Grant – Emerging / Small Groups (Up to \$5,000)	<input type="checkbox"/> Growth grant for newly established groups that are small and largely volunteer run. <input type="checkbox"/> Addresses emerging issues or needs in the community. <input type="checkbox"/> Needs support to boost growth potential e.g. finding a meeting place, developing programs & resources and managing volunteers. <input type="checkbox"/> Based in Ryde and services benefit local residents.
Capacity Building Grant – General Category (Up to \$5,000)	<input type="checkbox"/> Project develops an organisation to become self-sustaining e.g. promotional activities, developing business plan, volunteer training, governance training. <input type="checkbox"/> Demonstrate the development of collaboration and partnerships. <input type="checkbox"/> Addresses the current or emerging needs of the community. <input type="checkbox"/> Primarily benefits the residents of Ryde.
Sports and Recreation Community Grant (Up to \$3,500)	<input type="checkbox"/> Project will be of direct benefit to a specific sporting or recreational group within the local community. <input type="checkbox"/> Project will encourage an increased participation in sport or recreational activities. <input type="checkbox"/> Services, programs and initiatives aim to benefit the City of Ryde residents.
Community Projects (Up to \$5,000)	<input type="checkbox"/> Project demonstrates that it is meeting an identified need in the community through a strong evidence base. <input type="checkbox"/> Project must have the capacity to develop self-

ITEM 4 (continued)

ATTACHMENT 2



	<p>sustainability.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enliven arts and cultural life that promote health and wellbeing.</li> </ul>
<p>Social Support Grant (Up to \$10,000)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Program addresses emerging needs and social issues such as homelessness, social isolation and poverty in Ryde.</li> <li><input type="checkbox"/> Program promotes collaboration and innovation by encouraging organisations to apply jointly.</li> <li><input type="checkbox"/> Program develops an outcomes and evidence based model to measure short, medium and long term outcomes.</li> </ul>
<p>Social Inclusion Grant (Up to \$2,500 with matched funding from small business and up to \$5,000 for incorporated local community based not-for-profit community service providers)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Project must demonstrate how it will improve inclusion for the broader community.</li> <li><input type="checkbox"/> The total amount of grant funding must not exceed more than 50% of the total cost of the project for small business.</li> <li><input type="checkbox"/> A small business is defined as a business with no more than 20 employees.</li> </ul>
<p>Small Grants (Up to \$2,000)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Project demonstrates that it meets community need.</li> <li><input type="checkbox"/> Projects address unforeseen situations that have occurred outside of the standard grant cycle.</li> </ul>

**Conditions of Funding**

1. City of Ryde reserves the right to require the successful organisation to enter into a partnership or service agreement. A funding agreement must be signed by the successful organisation prior to funding being made available.
2. Where a service or partnership arrangement is entered into it should be jointly developed and ratified by the Council and the organisation prior to the funding being made available.
3. Funds provided by the Council must be deposited in an account in the organisation's name and the Council must be advised of the organisation's GST status.
4. 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 City of Ryde's contribution. **"This project was supported by funding from City of Ryde"**. Where such material is not available groups will be required to verbally acknowledge Councils support.
5. At the end of the funding period, the organisation will be required to complete an acquittal process including the completion of a project evaluation form.

**ITEM 4 (continued)**

**ATTACHMENT 2**



6. Should there be any concerns regarding the completion of the funded project, the organisation is encouraged to discuss the situation with council officers with a view to putting the project back on course.

**Documentation checklist**

Do you have copies of all the relevant documentation required for your application?

- Your organisation's / auspice organisation's ABN (if applicable).
- Letter or statement of support from your auspice organisation (if applicable).
- Have you submitted an Acquittal form for previous City of Ryde Community Grants Funding?
- If requested are you able to provide a copy of your most recent Annual Report?
- Quotes and any supporting material for your budget.
- All applications must be submitted via online application.

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## 5 STREET ART IN CITY OF RYDE

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**Report prepared by:** Centres Coordinator

**File No.:** URB/08/1/39 - BP18/924

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### REPORT SUMMARY

Street art is currently delivered in the City of Ryde in a number of ways through Council upgrades, commercial and private development as well as special projects.

At the Council meeting of 22 May 2018, a resolution was made with respect to street art in the City of Ryde. This resolution sought a report on opportunities where street art could respond to graffiti and beautification of the public domain.

An internal working group discussed graffiti issues within the LGA based on staff experiences, and identified locations where graffiti was prevalent.

Data on graffiti removal incidents during 2017 and 2018 also supported identification of key locations for graffiti removal in the City of Ryde.

Both the Youth Council and Arts Advisory Committee support street art as a way of reducing graffiti and creating a positive culture of street art in the City of Ryde.

Based on the research and consultation conducted, a series of street art projects have been identified for consideration.

### RECOMMENDATION:

- (a) That Council deliver a new mural in the Eastwood pedestrian underpass; funded from the 2018/19 and 2019/20 Art Project budget (total of \$40,000).
- (b) That Council implements additional street art projects funded by the 2019/20 Street Art Project budget in order of priority, as listed in this report.
- (c) That Council officers continue to explore additional funding sources such as sponsorship, grant monies, or project funding to fund the delivery of future street art projects in order of priority, as listed in this report.

### ATTACHMENTS

There are no attachments for this report.

**ITEM 5 (continued)**

Report Prepared By:

**Hannah Goodchild**  
**Centres Coordinator**

Report Approved By:

**John Brown**  
**Senior Coordinator - City Activation**

**Dyala Govender**  
**Manager - Urban Strategy**

**Liz Coad**  
**Director - City Planning and Environment**

## ITEM 5 (continued)

### Background

Council resolved at its meeting on 22 May 2018 the following:

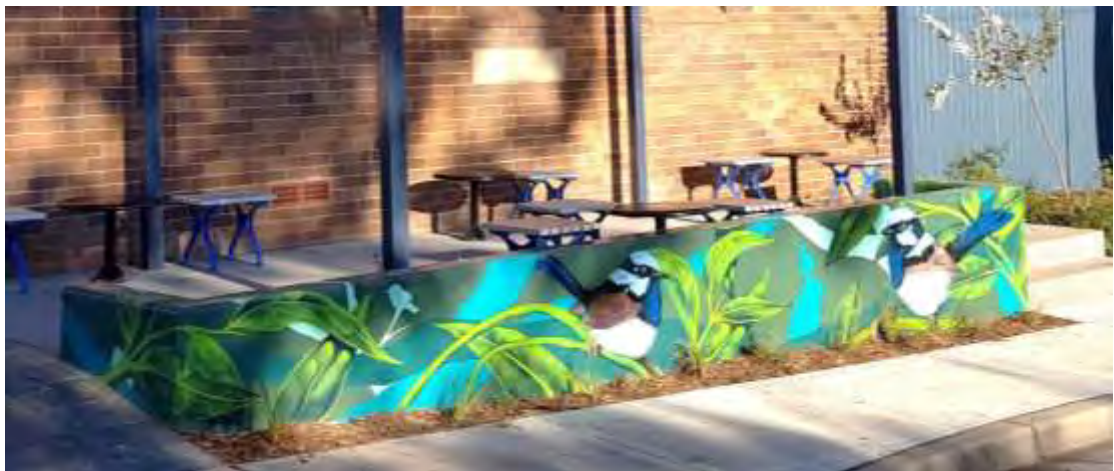
- (a) *The General Manager identify those public and private assets within the Ryde LGA that are the most common sites of graffiti vandalism and identify possible opportunities for beautification through the commission of site specific street art, liaising with local business/community stakeholders where required.*
- (b) *This list be presented to the city of Ryde Arts Advisory Committee and Ryde Youth Council, for suggestions on themes and subjects for street painting commissions or competitions.*
- (c) *The final list, costs and suggestions for funding be reported to the Works and Community Committee with a recommendation on the sites and precincts most likely to benefit from beautification and activation as creative hubs.*

### Discussion

#### Street Art in the City of Ryde

In the City of Ryde, street art is generally delivered in one of four ways:

1. Delivered through a public domain capital works project and funded through the project. For example, Callaghan Street mural;



**ITEM 5 (continued)**

2. Delivered on private property through a new development and funded by the developer. For example, an artwork by Amok Island delivered as part of a new development adjacent to North Ryde Railway Station;



3. Delivered on private property commissioned by the property owner or tenant. For example, a mural painted by *Café on Monash* in Gladesville;





### ITEM 5 (continued)

4. Delivered in the public domain through a special project that may have been funded through grant funding or project funding. For example the Anti-litter mural in Trim Place, Gladesville or the mural recently painted on the drain wall in Hillview Lane, Eastwood.



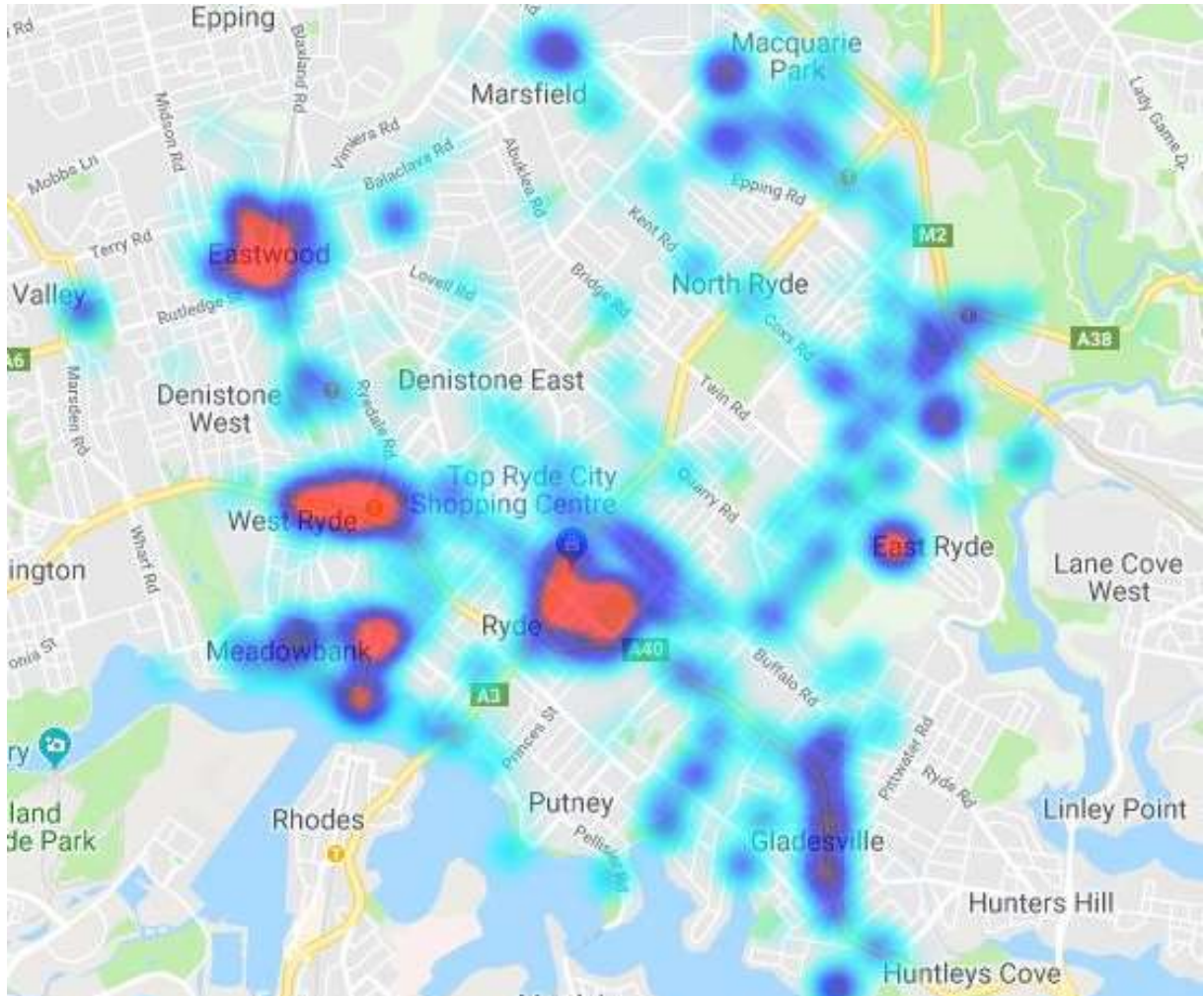
### ***Graffiti in the City of Ryde***

A working group was established to respond to the above resolution. The working group consisted of representatives from the Waste Management Team, Public Domain Team, Cultural and Social Planning Team, and the City Activation Team. This group discussed graffiti issues within the LGA and identified, based on staff experience, that graffiti was particularly prevalent in Eastwood, Ryde Park, Sager Place, and Meadowbank Station.

Council's graffiti removal contractor, *Grafficlean* supplied raw data on graffiti removal incidents during 2017 and 2018. This data identified occurrences of graffiti removal in the City of Ryde's public domain, as well as on private property. The data included graffiti removal from all types of surfaces including, but not limited to: bus shelters, electricity boxes, walls, fences, light poles, garage doors, brickwork, metallic surfaces, street furniture, and glass.

### ITEM 5 (continued)

To follow is a heat map of graffiti incidents identified in the City of Ryde (2017-18).



The map highlights the graffiti 'hot spots' (noted in red) across the LGA. As identified above, the key locations were:

- Top Ryde (Ryde Park)
- Eastwood (Along Rowe St and the underpass)
- West Ryde (near the Station)
- Meadowbank (near the Station)
- East Ryde (Sager Place)
- (and as a lesser priority) Gladesville and Macquarie Park.

## **ITEM 5 (continued)**

### **Consultation**

As per the Council resolution, the list of graffiti hot spots was discussed with the Ryde Youth Council and Ryde Arts Advisory Committee.

Council's Centre Coordinator attended the Youth Council meeting of 25 July 2018 and discussed:

- the Council resolution of 22 May 2018;
- offered details on the locations of recurrent graffiti in the LGA;
- provided examples of existing street art in the LGA and examples of street art in other LGAs.

The Youth Council supported street art in the City of Ryde and agreed additional street art could contribute to reducing graffiti and creating a positive culture of street art in the City of Ryde.

Further to this discussion, the Youth Council nominated some particular sites which, in the observation of the Youth Council, are targeted by graffiti and anti-social behaviour, these included:

- Pedestrian Underpass at Eastwood Station
- Tunnel at Kent Road, Shrimptons Creek
- Walkley Arcade, West Ryde
- West Ryde Station

Council's Centres Coordinator also attended the Arts Advisory Committee meeting on 13 August, 2018. The Arts Advisory Committee also supported street art as a way of reducing graffiti and creating a positive culture of street art in the City of Ryde.

The Manager of Communications and Engagement attended the meeting to discuss potential projects that could be funded from the 'Art Project' budget (\$20,000 per annum, over the next four years). The Arts Advisory Committee indicated its support for budget being allocated to street art projects in the 2018/19 financial year.

### **Opportunities to Implement Street Art**

Based on the research and consultation conducted, a series of street art projects have been identified for consideration.

## ITEM 5 (continued)

The projects identified were prioritised based on the following criteria:

- Staff review of recurring sites of graffiti;
- Data analysis of location and number of graffiti occurrences;
- Sites identified through consultation with Youth Council and the Arts Advisory Committee ;
- Opportunity identified to beautify specific sites – large, highly visible, blank walls in and around centres;
- Estimated cost of the project and available funding;
- Suitability of surface for a painted mural;
- Complexity of project and capacity to deliver the project.

These projects would deliver positive outcomes, including:

- Grow a positive culture of street art in the City of Ryde;
- Reduce graffiti and tagging;
- Support and provide opportunities for artists;
- Build relationships between artists – community – businesses;
- Enable involvement from the community in street art activations; and
- Provide opportunity for street art to highlight and reflect the City of Ryde's unique places, history, stories and character.

### Site Opportunities – in order of priority

#### 1. Eastwood pedestrian underpass



## ITEM 5 (continued)

Eastwood has been repeatedly identified as a location that could be improved through beautification projects. Eastwood Police have expressed a desire to have the pedestrian railway underpass at Eastwood painted which currently features an existing mural that is not contributing to a vibrant sense of place, nor discouraging anti-social behaviour. Preliminary discussions with the asset owner (State Rail) have indicated support for a Council funded mural.

Ownership: NSW Department of Transport  
Approx. cost: \$30,000 - \$50,000  
Funding: \$20,000 - 2018/19 / \$20,000 - 2019/20 Arts Project

## 2. Corner of Moncrieff Drive, and Sager Place, East Ryde



Ownership: Private  
Approx. cost: \$15,000  
Funding: Proposed 2019/20 Street Art Project budget; subject to owner consent.

**ITEM 5 (continued)**

**3. Ryde Park - Various opportunities available throughout park**



Ownership: Council  
Approx. cost: \$25,000  
Funding: Proposed 2019/20 Street Art Project budget

**4. Corner of Harvard Street and Pittwater Road, Gladesville**



Ownership: Private  
Approx. cost: \$25,000  
Funding: Currently not available - for future consideration; subject to owner consent

**ITEM 5 (continued)**

**5. Meadowbank Station East – concrete walls around outdoor dining areas**



Ownership: Council  
Approx. cost: \$15,000  
Funding: Currently not available – for future consideration

**6. Hillview Lane / Coolgun Lane, Eastwood – Various opportunities available**



Ownership: Private  
Approx. cost: \$50,000  
Funding: Currently not available – for future consideration subject to owners consent.

**ITEM 5 (continued)**

**7. Corner of Herbert Street and Ryedale Road, West Ryde – Various opportunities available**



Ownership: Private  
Approx. cost: \$25,000  
Funding: Currently not available – for future consideration subject to owners consent.

**Next Steps**

As a priority, it is proposed that a new mural be delivered in the Eastwood pedestrian underpass, funded by the Art Project budget (a total of \$40,000 over 2018/19 and 2019/20); the artist and concept for the mural be endorsed by the Arts Advisory Committee.

It is noted that \$30,000 has been budgeted in the 2019/20 Delivery Plan (pending Council approval of the Draft Delivery Plan) to fund street art projects. These funds will be used to respond to the list of sites identified within this report.

The proposed process for the delivery of these projects is outlined below:

1. Secure funding;
2. Seek quotes from Artists (preferably local artists);
3. Arts Advisory Committee endorse artist;
4. Artist engage with the community to inform three concepts;
5. Arts Advisory Committee select preferred concept;
6. Artist to complete mural.



**ITEM 5 (continued)**

Given the limited funds (\$30,000 allocated for Street Art Project in 2019-20 budget), additional funds will need to be secured for the long term viability of the project. To this end, staff will begin to explore other funding sources such as sponsorship, grant monies, or project funding.

**Financial Implications**

Funding for future years would be considered in the preparation of future Delivery Plans.

The funding sources available for Street Art Projects are noted in the table below.

<b>Project</b>	<b>Budget</b>
Arts Project (2018/2019)	\$20,000 (approved)
Arts Project (2019/2020)	\$20,000 (approved)
Street Art Project (2019/20)	\$30,000 (pending Council approval of the Delivery Plan)

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## 6 SANITARY BINS AND HAND SOAP DISPENSERS

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**Report prepared by:** Manager - Operations

**File No.:** GRP/09/3/15 - BP19/339

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### REPORT SUMMARY

At the Council meeting of 30 October 2018, Council resolved:

- (a) *That Council staff investigate the most appropriate sanitary bins to be installed in all public female and disabled restrooms operated by the City of Ryde.*
- (b) *That Council staff investigate the most appropriate hand soap dispensers to be installed in all public male, female and disabled restrooms operated by the City of Ryde.*
- (c) *That staff inform Council by 31 December 2018 of a likely implementation schedule for the sanitary bins and hand soap dispensers, and how they will be maintained.*
- (d) *That Council attribute appropriate funds from the Open Space, Sport and Recreation program or other funding sources as determined by the General Manager for the installation of the sanitary bins and hand soap dispensers, and their ongoing maintenance.*

This report provides an assessment of the financial implications and the extent of the current number of sanitary bins and hand soap dispensers located at various Council facilities. The Council facilities that are already equipped with sanitary bins have been on a “request only” basis, and are predominantly installed at sporting facilities with female participants, some family orientated picnic locations and some public toilets with high usage rates.

Should Council support the roll-out of sanitary bins and hand soap dispensers to other locations it is recommended that they be installed on a trial basis. In the first instance it is proposed that an additional 26 units be placed at selected locations. This will provide useful feedback to determine what level of use exists, and whether concerns regarding vandalism are warranted. The cost of the trial would amount to \$10,800 as an ongoing cost for sanitary bins and hand soap dispensers, and \$2,500 as a one-off cost for the procurement of the twenty six hand soap dispensers.

**ITEM 6 (continued)**

**RECOMMENDATION:**

- (a) That Council initiates a trial of installing twenty six (26) hand soap dispensers and sanitary bins at selected amenity facilities for a trial period of twelve (12) months.
- (b) That staff report the results back to Council at the conclusion of the trial.
- (c) That Council approve the funding for the trial consisting of;
  - I. \$2,500 as a one-off cost for the procurement and installation of twenty six (26) hand soap dispensers;
  - II. \$10,800pa for servicing of sanitary bins and hand soap dispensers during the trial;
  - III. That expenditure be funded from savings only for the trial and note that any extension will require additional funding.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Stephen Ellul**  
**Manager - Operations**

Report Approved By:

**Wayne Rylands**  
**Director - City Works**

## ITEM 6 (continued)

### Discussion

In accordance with the identified actions, a review of Council's public restrooms, and the factors requiring consideration, has been completed. The results are included in Table 1.

A total of 33 sanitary bins are currently in use at various locations on a "request-only" basis such as sporting facilities, picnic parks and public toilets with high usage rates.

Council staff have investigated various units available, and selected a configuration that is considered suitable for Council's intended application. An additional 110 sanitary bins will be required to equip all Council facilities. There is no upfront cost to install these bins. The bins are provided on a fee-for-service basis. Council has been provided a price to service these bins on a monthly basis at **\$9,460 pa**.

Hand soap dispensers have not previously been supplied in outdoor public facilities due to the potential for vandalism. The allocation of such features was restricted to public facilities that were incorporated with other Council buildings that were located internally, such as Libraries and Community Halls. The allocation of hand soap dispensers to all Council facilities will require 166 units to be purchased and installed.

An implementation schedule has been discussed with suppliers. Advice provided would indicate four (4) weeks from the date of order will be required to ensure the roll-out of sanitary bins is completed.

Further to the sanitary bins, costings were also sought for the initial purchase and installation of hand soap dispensers. The capital cost, including installation, amounts to **\$15,655**, and there would be an annual servicing cost of **\$36,082 pa**.

Options for funding for the purchase, installation and ongoing servicing of the hand dispensers and sanitary bins have been considered and additional funding would be required. This is due to the current Building Maintenance budget for Parks-based facilities being on track for 100% expenditure in the 2018/19 financial year.

The alternative option of reducing services elsewhere could be considered. However, at present, no services have been identified as being able to accommodate a reduction in service levels.

In relation to the request to conduct an audit of cleanliness of all public restroom facilities, Council provides a regular cleaning service that utilises both Council staff and contract cleaners. Daily worksheets are completed that include staff feedback regarding the state of the facility. In addition, random inspections are conducted of facilities, ensuring that the required standard is delivered. Should the public or Councilors be aware of any facilities that are not being regularly maintained then they should notify Council staff, so that appropriate action can be taken.

### ITEM 6 (continued)

Based on the information above, it is proposed that Council trial the installation of twenty six (26) hand soap dispensers in four (4) other amenity facilities for a twelve (12) month period. Staff will then report back to Council on the success or otherwise of the trial. Subject to the trial being successful, staff will then seek funding in the appropriate financial year for the complete roll-out.

In the event that vandalism is found to be an issue, staff will report this at the end of the trial and at the same time address any requests for additional units.

**Table 1**

Location	Ladies WC	Accessible WC	Existing Units	Frequency		Comment	Required
Anderson Park	2	1					5
Anzac Park	1	1					2
Banjo Patterson Park	2	1	3	4	weekly		Nil
Bill Mitchell Park	2	1					3
Blenheim Park	2	1					3
Bremner Park	2	Nil					2
Brush Farm Dog Club						Leased Building	
Brush Farm Netball	1	Nil					1
Christie Park	2	1	2	4	weekly		1
Darvall Park	1	Nil					1
Dunbar Park	4	1					5
Eastwood Croquet						Leased Building	
Eastwood Park (Lower amenities)	2	1					3
Eastwood Park Grandstand	3	1					4
Eastwood Park Toilets	3	1	4	2	weekly		5
ELS Hall Park (Upper amenities)	2	1	1	4	weekly		2
ELS Hall Park (RCSC)	3	1	3	4	weekly		1
Field of Mars Visitors Centre	2	1					3
Fontenoy Park	2	1					3
Gannan Park	2	1					3
Gladesville Public Toilets	2	1					3
Glen Reserve	2	Nil					5
Jim Walsh Park	Nil	1	1	4	weekly		Nil
Kissing Point Park	2	1					3
Lions Park	2	1					3
Magdala Park	2	1					3
Marsfield Park	1	1	2	4	weekly		Nil
Meadowbank Park (field No 2)	6	Nil	3	4	weekly		3

**ITEM 6 (continued)**

Location	Ladies WC	Accessible WC	Existing Units	Frequency	Comment	Required
Meadowbank Park (netball)	2	Nil	2	4 weekly		Nil
Meadowbank Park (Tory Wicks)	3	1	1	4 weekly		3
Meadowbank Wharf	Nil	1				1
Memorial Park	1	Nil	1	4 weekly		Nil
Monash Park	2	1				3
Morrison Bay Park	8	1	2	4 weekly		7
North Ryde Park	2	1				3
North Ryde Public Toilets	Nil	2	2	4		Nil
Peel Park	2	1				3
Pidding Park (under construction)	3	1				4
Pioneer Park	2	1				3
Putney Park	2	1	3	4 weekly		Nil
Ryde Park (Upper amenities)	2	1				3
Ryde Park (Harry Anderson)	3	Nil				3
Ryde Park Cafe	3	1				7
Santa Rosa Park (Air League)					Leased Building	
Santa Rosa Park Habitat	Nil	1				1
Smalls Rd	Nil	1				1
Tuckwell Park	2	1				3
Tyagarah Park	1	Nil				1
Waterloo Park	3	1				4
Westminster Park	2	1				3
Wharf Rd amenities	2	1				3
Yamble Reserve	2	1	3	2 weekly		4
Total Locations:	<b>52</b>		<b>33</b>			<b>Total Units after roll-out: 143</b>
						<b>Current Units: 33</b>
						<b>Additional Units Required: 110</b>

Note: Shaded locations denotes suggested trial locations

## ITEM 6 (continued)

### Financial Implications

The cost implications of installing sanitary bins and hand soap dispensers to all of Council's amenity facilities would be as follows:

- a. **\$45,542pa** for servicing of sanitary bins and hand soap dispensers
- b. **\$15,655** as a one-off capital expenditure for procurement and installation of the hand soap dispensers.

The cost implications of just installing twenty six (26) sanitary bins and hand soap dispensers to other selected amenity facilities, together with ongoing servicing, would be as follows:

- a. **\$10,800pa** for servicing of sanitary bins and hand soap dispensers during the trial;
- b. **\$2,500** as a one-off cost for procurement of the twenty six hand soap dispensers;
- c. Expenditure to be funded from savings only for the trial any extension will require additional funding

### Options

Council can choose to not proceed with the trial on the basis that any installation of sanitary bins and hand soap dispensers could be ineffective due to vandalism which does occur within Councils park amenities facilities.

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## 7 AMENDMENTS TO DELIVERY PLAN LISTING 2018 - 2019

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**Report prepared by:** Senior Coordinator - Civil Assets; Senior Coordinator - Infrastructure Programs  
**File No.:** GRP/09/3/15 - BP19/293

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### REPORT SUMMARY

This report identifies and recommends proposed adjustments to listed projects within Footpath and Roads programs in the current Delivery Plan.

#### Footpath Expansion Program

The following two footpath sections are proposed to be deferred from the current year's program:

- Donald Street, North Ryde west side from Blenheim Road to Morshead Street.
- Marsden Road, West Ryde east side from Lawson Street to Rutledge Street.

The following footpath sections are to be included to the listing:

- Watt Avenue, Ryde - North side from Smith Street to Pratten Avenue
- 330 Pittwater Road Shared Use Path (SUP), North Ryde west side

#### Road Resurfacing Renewal Program

The following road resurfacing project is proposed to be deferred from the current year's program:

- SRV-College Street, Gladesville from Orient Street to Frank Street

The following road resurfacing project listed in the 2019/20 Delivery Plan be brought forward in lieu of the project listed above:

- Bank Street, Meadowbank from Constitution Road to 14 Bank Street.

### RECOMMENDATION:

- (a) That Council endorse the following projects within the Footpath Construction Expansion Program to be deferred:
- Marsden Road, West Ryde (Lawson Street - Rutledge Street)
  - Donald Street, North Ryde (Blenheim Road - Morshead Street)



**ITEM 7 (continued)**

- (b) That Council endorse the following projects to be included to the Footpath Construction Expansion Program:
- Watt Avenue, Ryde (Smith Street - Pratten Avenue)
  - 330 Pittwater Road Shared Use Path (SUP), North Ryde
- (c) That Council endorse the following project within the Road Resurfacing Renewal Program to be deferred:
- SRV-College Street, Gladesville from Orient Street to Frank Street
- (d) The Council endorse the following project to be included to the Road Resurfacing Renewal Program:
- Bank Street, Meadowbank from Constitution Road to 14 Bank Street

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Peter Cormican**  
**Senior Coordinator - Civil Assets**

**Kumar Satkumaran**  
**Senior Coordinator - Infrastructure Programs**

Report Approved By:

**Charles Mahfoud**  
**Manager - Civil Infrastructure and Integration**

**Wayne Rylands**  
**Director - City Works**

## ITEM 7 (continued)

### Discussion

This is to provide Council the reasons for the proposed adjustments to listed projects within the Footpath Expansion and Road Resurfacing Programs for the 2018-2022 Delivery Plan.

#### Footpath Expansion Program

The following two footpath sections are proposed to be deferred from the current year's program as detailed below:

- Donald Street, North Ryde west side from Blenheim Road to Morshead Street.

Donald Street was originally included in the 2015-19 Four Year Delivery Plan, scheduled to be constructed in the 2018/19 Financial Year. Council received multiple letters at the beginning of January 2017 in response to a footpath being constructed at 42 Donald Street – a condition of their LDA approval. Council replied advising the above, with further notice that a footpath would be constructed along Donald Street in the 2018/19 financial year. Residents of Donald Street then began sending objection letters to Council regarding the proposed new footpath.

Subsequently, detailed community consultation (online survey and door knock) was carried out by Council found that of the 35 households in Donald Street, 17 residents supported the construction of a footpath, 13 were against the construction, 4 residents were unable to be contacted and 1 resident had no preference. Consequently, as support for the project was split and there are numerous other streets that have unanimous resident support for a new footpath, it is recommended to defer the footpath construction of Donald Street from this year's Delivery Plan and to undertake further consultation with residents.

- Marsden Road, West Ryde east side from Lawson Street to Rutledge Street

The design for the current year's program has identified property issues associated with the Marsden Road project, which require Council to defer the project and formally adjust the Delivery Plan. By correspondence dated 5/7/18 the RMS confirms it has not yet pursued the acquisition of land for road widening purposes adjacent to Lot 758 DP 752035. Consequently a public footpath cannot yet be constructed along the frontage of the Brush Farm Bowling Club as the land is not public land. The works will be deferred indefinitely until the RMS acquires the shaded land. The acquisition of the affected land is not within the RMS five year development program.

## ITEM 7 (continued)

The savings in the 2018/19 works program afford Council the opportunity to undertake the following additional projects:

- Watt Avenue, Ryde - North side from Smith Street to Pratten Avenue; and a short missing section on the south side. In this regard, Council recently completed Road Kerb Renewal works in Watt Avenue, Ryde. Residents of Watt Avenue have additionally requested construction of a missing 60m section of footpath on the southern side. A footpath is desirable on the northern side of the street between Smith Street and Pratten Avenue. This street is one which is close to the Town Centre and well used by pedestrians.
- 330 Pittwater Road Shared Use Path (SUP), North Ryde west side. It is proposed to construct a short section of SUP and associated re-construction of the existing poor condition retaining wall.

### Road Resurfacing Renewal Program

The following road resurfacing project is proposed to be deferred from the current year's works program as detailed below:

- SRV-College Street, Gladesville from Orient Street to Frank Street

College Street was originally included in the 2017-21 Four Year Delivery Plan, scheduled to be constructed in the 2017/18 Financial Year. There is a proposed development in this area by Bunnings which will impact the condition of the road pavement. Hence, it was resolved on 10 April 2018 (GRP/09/3/15 – BP18/258) to postpone this project to 2018/19. The development has not yet commenced and the road pavement remains in a serviceable condition. Hence, road resurfacing is proposed to be deferred until the development is complete.

To ensure that the Road Resurfacing Program is efficiently delivered and fully expended, it is recommended the following road resurfacing project listed in 2019/20 Delivery Plan be brought forward in lieu of the project listed above:

- Bank Street, Meadowbank from Constitution Road to 14 Bank Street.

### **Financial Implications**

**Footpath Expansion Program** – Adoption of the recommendation will have a neutral financial impact.

**Road Resurfacing Renewal Program**– Adoption of the recommendation will have a neutral financial impact.

## 8 GRANT FUNDING APPLICATION APPROVALS - ROADS AND MARITIME SERVICES - 2019-20

**Report prepared by:** Traffic Engineer  
**File No.:** GRP/09/3/15 - BP19/241

### REPORT SUMMARY

Roads and Maritime Services (RMS) formally invited Councils within NSW to apply for funding opportunities under Safer Roads Program.

This report advises Council of funding approvals from RMS and recommends that Council accept this funding. These projects will be funded by RMS under the Safer Roads Program.

It is recommended that Council accept the funding as outlined below:

RMS Program	Project Description	Funding Offered
Safer Roads Program 2019- 2020 (Fully funded)	Badajoz Road and Twin Road, North Ryde Traffic Calming and Pedestrian fencing at existing roundabout	\$70,000
	Bay Drive, Meadowbank Proposed Raised Pedestrian crossing	\$75,000

### RECOMMENDATION:

That Council accept the funding received from the RMS Safer Roads Program (2019-2020) - \$145,000 being for the projects:

- i. Badajoz Road and Twin Road, North Ryde – Traffic Calming and Pedestrian fencing at existing roundabout (\$70,000)
- ii. Bay Drive, Meadowbank – Proposed Raised Pedestrian Crossing (\$75,000)

### ATTACHMENTS

- 1 Letter to City of Ryde from RMS dated 27 February 2019 regarding 2019-20 - Approved Projects - Safer Roads Program

**ITEM 8 (continued)**

Report Prepared By:

**Muddasir Ilyas**  
**Traffic Engineer**

Report Approved By:

**Kelly Yoon**  
**Senior Traffic and Development Engineer**

**Wayne Rylands**  
**Director - City Works**

## ITEM 8 (continued)

### Discussion

#### Safer Roads Program

RMS provides project funding under the Safer Roads Program to Councils for the 2019-20 financial year. The Safer Roads Program funds jointly planned and delivered projects addressing road safety issues in our community.

Applications for funding were submitted in September 2018 for works at the intersection of Badajoz Road and Twin Road, North Ryde and raising the existing pedestrian crossing at Bay Drive, Meadowbank.

Council has received funding approvals from RMS (**ATTACHMENT 1**) for these two projects under the Safer Roads Program for the 2019-20 financial year. Details of the two projects are as follows.

Project Description	Project Cost	Funding Offered	Funding ratio
Badajoz Road and Twin Road, North Ryde Traffic Calming and Pedestrian fencing at existing roundabout	\$70,000	\$70,000	Fully funded by RMS
Bay Drive, Meadowbank Proposed Raised Pedestrian crossing	\$75,000	\$75,000	Fully funded by RMS
Total Funding Offered: \$145,000			

### Financial Implications

Adoption of the recommendations will have no financial impact.

**ITEM 8 (continued)**

**ATTACHMENT 1**



**Transport  
Roads & Maritime  
Services**

27 February 2019

General Manager  
City of Ryde Council  
Locked Bag 2069  
NORTH RYDE NSW 1670

Attention: Mr George Dedes

Dear Mr. Dedes

**2019/20 Safer Roads Program**

Roads and Maritime Services values our partnership with Local Government to plan and deliver infrastructure projects in our communities.

We are pleased to advise you that your council has been successful in gaining funding for the following project, through the NSW Safer Roads Program for the 2019-20 financial year. This is great news and we look forward to working with you to deliver these projects and the benefits it will bring to your community.

Program	Project Number	Project Description	2019-2020 Funding Offered (\$)
Safer Local Government Roads	P.0041940	Badajoz Road and Twin Road, North Ryde Traffic Calming and Pedestrian fencing at existing roundabout	\$70,000
Safer Local Government Roads	P.0041942	Bay Drive, Meadowbank Proposed raised pedestrian crossing	\$75,000

Further information about this program and the complete listing of the 2019/20 projects are available on the Towards Zero website: <https://towardszero.nsw.gov.au/safesystem#safe-roads>

Council should note that grant funding does not imply that projects are automatically approved for construction. Councils must obtain all relevant approvals from Roads and Maritime and other approval authorities.

This letter documents the procedures Roads and Maritime and Council must follow if funding to Councils is to be maintained in accordance with RMS *Financial Arrangements with Councils for Road Management* (see internet page Local Government Relations under [www.rms.nsw.gov.au/doingbusinesswithus/igr/index.html](http://www.rms.nsw.gov.au/doingbusinesswithus/igr/index.html)) Roads and Maritime has a considerable amount of funds invested in a range of traffic, safety and active transport projects that are to be delivered by Councils. As a consequence, both Roads and Maritime and Councils need to adhere to this process and the schedule for the effective delivery of these projects under the various programs. The requirements that Council must adhere to, as part of its acceptance of project funding, are provided in Attachments A and B.

**ITEM 8 (continued)**

**ATTACHMENT 1**

Please complete Attachments C and D and return a signed copy of each to Roads and Maritime by **Friday 15 March 2019**.

Via email: [Sydney.Traffic.Safety.Programs@rms.nsw.gov.au](mailto:Sydney.Traffic.Safety.Programs@rms.nsw.gov.au)

For any further enquiries about information in this letter please contact Roads and Maritime Program Manager, Peta Smith

Email: [peta.a.smith@rms.nsw.gov.au](mailto:peta.a.smith@rms.nsw.gov.au)

Telephone: 8843 3072

Yours sincerely



Colin Langford  
Director North West Precinct

28/02/19

**Attachments:**

- A. Key requirements for acceptance of NSW Government funding
- B. Key Dates
- C. Council acceptance of NSW Government funding
- D. Council initial financial forecast and Key Milestone Dates



**ITEM 8 (continued)**

**ATTACHMENT 1**

**Attachment A – Key Requirements for Approval of Funding**

**Key requirements for funding**

There are several compliance phases throughout the life of a project that need to be adhered to if funding is to be offered and maintained. The performance of Council against these compliance phases will be monitored and reported on by Roads and Maritime.

**1. Council acceptance of funds and Council project / program plan**

Council must notify Roads and Maritime that they will accept the funding offered by Roads and Maritime by **15 March 2019**. If Council requires more time to process the funding approval they should advise Roads and Maritime before this date. Council is required to submit "Council acceptance of Roads and Maritime funding" form when accepting the funds offered by Roads and Maritime (Attachment C).

In addition to the acceptance Council should also submit the financial forecast sheet (Attachment D) for the 2019-20 financial year. Council's commitment to the earliest possible delivery of projects within the financial year is appreciated.

In accepting an allocation for projects that are funded under 50/50 arrangements, Council has then confirmed that their share of the costs of the projects is committed to and these projects will be delivered under that basis.

Funding may be re-allocated to other Councils where the signed acceptance letter and a completed financial forecast are not returned by the due date.

**2. Progression of works**

Council is expected to progress design and delivery of grant funded works steadily throughout the financial year.

Council is required to undertake public consultation and meet all WHS requirements for each project. Council must ensure that projects are constructed in accordance with the relevant Australian Standards, Austroads Guidelines and Roads and Maritime Supplements.

If Roads and Maritime is responsible for the ongoing maintenance of any part of the project, including any duties that relate to the construction or commissioning of a structure, Council must ensure that Roads and Maritime reviews and provides formal approval of the plans prior to the commencement of construction by council.

For all other projects, Councils are responsible for reviewing and approving plans as the asset owner. Roads and Maritime does not undertake design or safety reviews of Council projects.

Council is responsible to undertake a Road Safety Audit under *Guidelines for Road Safety Audit Practices* for all funded infrastructure projects and address all corrective actions. Any audits must be undertaken by an accredited and independent audit team.

**ITEM 8 (continued)**

**ATTACHMENT 1**

**3. Council monthly reporting**

Every month through the 2019-20 financial year Council shall submit a report that includes all projects detailed in this letter and its attachments. In the event other projects are funded throughout the year then these must be added to the monthly report.

A reporting template will be provided to Council at the start of the approved financial year, following their acceptance of the funds and return of Attachments C and D.

The monthly report includes:

- A description / scope of each project in accordance with that funded proposal and the relevant program, project number and purchase order for each project along
- Details of the progress of all works including key milestone dates for the submission of design and the start and completion dates of construction.
- Cost estimation, actuals and accruals as follows:
  - Actual costs for each month prior to the current reporting month.
  - An estimate of the value of works to be completed to the end of the reporting month (to be used by RMS for accrual purposes)
  - Forecast for each month after the reporting month to the end of the financial year.
  - Note that the cost estimate represents the value of works completed, not when Council receives invoices. Also, Council should be aware that this forecasting process does not generate payment, and is separate from invoicing.
- Risks, mitigations and comments on each project. Comments should be detailed enough to give an accurate view as to the current status of the project.
- Work Health Safety (WHS) occurrences (any events or conditions that resulted in or had the potential to result in a noteworthy amount of damage or injury including any notifiable incidents).

Monthly reports shall be provided by no later than the dates in the attached schedule (Attachment B). Reports are encouraged to be submitted earlier than this. A report is still required to be submitted even if there has been no change to the previous month – in this case it should be noted that there is no change.

Please email monthly reports to: [Sydney.Traffic.Safety.Programs@rms.nsw.gov.au](mailto:Sydney.Traffic.Safety.Programs@rms.nsw.gov.au)

RMS may require periodic meetings with Councils to discuss the progress of their projects.

**4. Funding Acknowledgement**

**4.1 Funding Acknowledgement NSW Government**

All recipients of NSW Government funding for infrastructure and capital works must acknowledge the NSW Government. Funding made available by the NSW Government is designed to improve the lives of people across the state and grants can provide significant benefits to communities.

The NSW Government has produced a set of Funding Acknowledgement Guidelines, these guidelines are designed to help groups and organisations with acknowledging NSW Government support in a way which is consistent across the state. They aim to simplify government advertising and signage

These guidelines will help you determine what kind of acknowledgement is appropriate for each project. It will outline where signs should be displayed and for how long, and how to obtain NSW Government approval for acknowledgements. See below for a copy of the funding acknowledgment guidelines.

<https://communications.dpc.nsw.gov.au/branding/>

**ITEM 8 (continued)**

**ATTACHMENT 1**

**5. Scope changes / variations**

Any change of scope, time or cost, for projects **MUST** be discussed as soon as possible with Roads and Maritime Services. Council must formally request, and detail in writing, the proposed scope changes to Sydney.Traffic.Safety.Programs@rms.nsw.gov.au.

- Formal approvals for variations in project scope and funding allocations must be sought before construction starts (where possible)
- A change in scope can be defined as additional treatments, omission of approved treatments and changes to the original proposal
- Any request to vary the approved scope must be accompanied by sufficient explanation on the reasons for the requested scope variation
- Variations in funding allocations must be supported by a detailed cost estimate
- Where there is the potential for Council to submit multiple variation requests throughout the life cycle of the project, it is recommended that Council manages the process and submits the variation requests on a limited basis, when final estimates are known
- It is requested Council use the monthly reporting process to flag early risks to funding/scope changes and RMS will work with Council's to address these risks and coordinate formal variation requests on a limited basis

No works are to commence prior to receiving written approval for the change of scope from Roads and Maritime and a revised forecast is agreed to in writing. Note that a change of scope may result in a revised funding allocation and the merits of the project may be re-assessed against other priority projects.

**6. Invoicing**

Council must submit a Tax invoice for all requests for payment of grant funding. The Tax invoice must not include GST, as GST is not applicable for Council grants. Evidence of works completed must be submitted with the invoice. Evidence of works are to include submission of a signed completion report, completion photos or other documentation.

It is preferred that invoices are kept to a minimum, where possible, with a final invoice to be submitted at completion of the works under the funding agreement. Should Councils wish to discuss progress payments please contact the RMS Sydney Region Program Performance Officer.

**7. Before and after photo requirements**

Roads and Maritime requires before and after photographs for all construction projects. Council is requested to take a few before and after high resolution (2MB +) photographs at the same location/angle. Before and after photographs need to highlight the issues the project is addressing or has addressed. Photos are required to be submitted in their original file format (eg. JPEG, PNG or TIF), not embedded in a document.

**8. Project finalisation**

Council's commitment to the earliest possible delivery of projects within the financial year is appreciated. The final tax invoice and completion report are to be submitted as soon as practicable after completion. RMS cannot guarantee the carry-over of any **approved allocated funding not spent prior to 30 June 2020**. Roads and Maritime will only pay for actual and completed works at this date and is unable to pay for any incomplete project works not billed at 30 June 2020. On completion of the works the Roads and Maritime Program Manager will arrange for a site inspection of the works, prior to payment of the final invoice.

**ITEM 8 (continued)**

**ATTACHMENT 1**

**9. Ongoing maintenance**

Council will be responsible for the maintenance of all completed assets except for the following:

- Traffic signals.
- Any asset where Roads and Maritime has formally accepted ownership and maintenance liability in writing.

For Roads and Maritime to accept ownership/maintenance of an asset, the asset must be designed and constructed in accordance with all Roads and Maritime specifications / requirements.

**11. Work Health and Safety**

Council will comply with WHS Laws (Work Health and Safety Act 2011, Work Health and Safety Regulation 2011).

Council acknowledges that under WHS Laws, it has a primary duty of care to ensure, so far as is reasonably practicable:

- the health and safety of workers, and
- the health and safety of others is not put at risk from the works.

Council acknowledges and agrees to consult, cooperate and coordinate with other relevant persons about matters relating to shared risks and the health, safety and welfare of the workers.<sup>1</sup>

Council will have a system in place to manage work health and safety risks that is sufficiently resourced and implemented.

If a notifiable incident occurs, the Council must notify:

- SafeWork NSW (formerly WorkCover) immediately, and
- Roads and Maritime within 24 hours

Council will exercise due diligence in the selection of workers to carry out works and impose the requirements set out above, to the extent possible.

<sup>1</sup> For more information on duties and consultation please refer to the SafeWork NSW website at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)

**ITEM 8 (continued)**

**ATTACHMENT 1**

**Attachment B – Key Milestones / Dates**

Milestone	Submission Date
Council accepts funding and provides initial forecast for 2019/20	15 March 2019
July 2019 monthly report	23 July 2019
August 2019 monthly report	22 August 2019
September 2019 monthly report	23 September 2019
October 2019 monthly report	23 October 2019
November 2019 monthly report	22 November 2019
December 2019 monthly report	13 December 2019
January 2020 monthly report	22 January 2020
February 2020 monthly report	21 February 2020
March 2020 monthly report	23 March 2020
April 2020 monthly report	22 April 2020
May 2020 monthly report – if required	21 May 2020
June 2020 monthly report – if required	15 June 2020
Submission of completion reports and final invoices	30 June 2020

ITEM 8 (continued)

ATTACHMENT 1

**Attachment C – Council acceptance of Roads and Maritime funding**  
**2019-20 Financial Year**

City of Ryde Council hereby accepts RMS funding for the following projects:

Program	WBS	Project Description	2019-20 Funding Offered	2019-20 Total Project Cost
Safer Local Government Roads	P.0041940	Badajoz Road and Twin Road, North Ryde Traffic Calming and Pedestrian fencing at existing roundabout	\$70,000	\$70,000
Safer Local Government Roads	P.0041942	Bay Drive, Meadowbank Proposed raised pedestrian crossing	\$75,000	\$75,000

Council confirms acceptance of Roads and Maritime funding on the terms and conditions outlined in the RMS funding letter and attachments which detail the Roads and Maritime funding program requirements for 2019-20.

- Council has committed its share of the cost of the project for all 50/50 funded projects where applicable.
- Council will complete all necessary planning, design, road safety audit, public consultation, WHS considerations and environmental assessment for each of the projects.
- Council will construct the project in accordance with the submitted project plan and endeavour to meet all specified completion dates noted in the Roads and Maritime letter and attached notes.
- Council will submit a monthly financial and milestone report.
- Roads and Maritime will only pay for actual and completed works and is unable to pay bills for any incomplete project works. No funds will be rolled over to the next financial year.

General Manager Signature:



Print Name:

GEORGE DEBET

Date:

11 - 3 - 19

Please retain a copy of this funding acceptance letter for Council records.

**Attachment D – Initial financial forecast and Key Milestone Dates**

Please provide an initial financial forecast of the expected dollar value and key milestone dates in the tables below.

**Financial Forecast**

Please provide an initial financial forecast of the expected dollar value of works to be completed for the year against each project in the table below.


Program	WBS	Project Description	Funding Offered	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020
Safer Local Government Roads	P.0041940	Badajoz Road and Twin Road, North Ryde Traffic Calming and Pedestrian fencing at existing roundabout	\$70,000	\$1,500				\$57,300							
Safer Local Government Roads	P.0041942	Bay Drive, Meadowbank Proposed raised pedestrian crossing	\$75,000	\$15,250				\$41,750							

**Milestone Dates**

Please provide key milestone dates for each of council projects as outlined below.

Program	WBS	Project Description	Planning/Development	Complete Detail Design	Commence Construction	Complete Construction and Open for Use/Implementation
Safer Local Government Roads	P.0041940	Badajoz Road and Twin Road, North Ryde Traffic Calming and Pedestrian fencing at existing roundabout	30/07/19	30/07/19	01/10/19	31/10/19
Safer Local Government Roads	P.0041942	Bay Drive, Meadowbank Proposed raised pedestrian crossing	30/07/19	30/07/19	14/01/20	14/02/20

"I have the authority to complete the monthly financial report on behalf of Council":

City of Ryde Council  
Name: Kelly Yoon  
Title: Area Manager, Traffic Transport & Development  
Contact Number: 9152 0383  
Signature: 

11/3/19

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## **9 RECONCILIATION ACTION PLAN**

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**Report prepared by:** Community Project Officer - Social Inclusion  
**File No.:** GRP/15/1/8 - BP19/242

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### **REPORT SUMMARY**

The purpose of this report is to provide Council with recommendations for the development of its inaugural Reconciliation Action Plan (RAP) including the methodology and framework, projected timeframes and associated costs.

Furthermore this report also provides recommendations for the establishment of a Reconciliation Action Working Group. This supports the resolution of Council at its meeting of 25 September 2018 which required staff to prepare a report for presentation to Council and the Social Inclusion Committee in early 2019.

### **RECOMMENDATION:**

- (a) That Council endorses the development of a four staged Reconciliation Action Plan (RAP) framework established by Reconciliation Australia for the City of Ryde.
- (b) That Council notes that a Reconciliation Action Working Group will only be established after the endorsement by Reconciliation Australia of the Reflect RAP in accordance with the process outlined by Reconciliation Australia.

### **ATTACHMENTS**

- 1 Reconciliation Action Plan Framework

Report Prepared By:

**Sean Willenberg**  
**Community Project Officer - Social Inclusion**

Report Approved By:

**Sue Verhoek**  
**Senior Coordinator - Social Development & Capacity Building**

**Lindsay Godfrey**  
**Manager - Community and Ranger Services**

**Angela Jones-Blayney**  
**Director - Customer and Community Services**



## ITEM 9 (continued)

### History:

At its meeting on 25 September 2018 Council resolved:

- (a) *That Council in conjunction with Reconciliation Australia (RA) agrees to commence work towards establishing the first City of Ryde 'Reflect' Reconciliation Action Plan.*
- (b) *That Council staff prepare a report exploring the opportunities and methodology for establishing a Reconciliation Action Plan including associated costs and that this report be presented to the Finance and Governance committee and Social Inclusion Committee in early 2019.*
- (c) *That upon approval of costs, City of Ryde staff establishes a Reconciliation Action Working Group (RAWG) comprising of the following membership:*
  - (i) *Two elected members (Mayor or Deputy Mayor and one elected member).*
  - (ii) *General Manager and/or Representative.*
  - (iii) *Up to four community members (no less than half should be aboriginal members) to assist with the development of the City of Ryde's 'Reflect' Reconciliation Action Plan.*
  - (iv) *That the General Manager call for nominations from community members via Council's regular communication channels, to be considered for inclusion in the RAWG and following that, nominations/recommendations of members be presented in a report to the Works and Community Committee.*

### Discussion

What is a Reconciliation Action Plan (RAP)?

A RAP is a strategic document which includes practical actions which drive an organisation's contribution to reconciliation both internally and within the community in which it operates. A RAP contributes to advancing the five dimensions of reconciliation (Race Relations, Equality and Equity, Unity, Institutional Integrity and Historical Acceptance) by supporting organisations to develop respectful relationships and create meaningful opportunities with Aboriginal and Torres Strait Islander peoples.

## **ITEM 9 (continued)**

There are four stages of a RAP including Reflect, Innovate, Stretch and Elevate each containing minimum elements for an organisation to support building strong relationships, respect and opportunities internally and within the community.

### **RAP Framework and Timeframes:**

#### **Reflect RAP- Scoping Reconciliation (Stage 1)**

A Reflect RAP clearly sets out the steps to prepare an organisation for reconciliation initiatives that are meaningful, mutually beneficial and sustainable including:

- Scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders.
- Establishing a vision for reconciliation and exploring the sphere of influence before committing to specific actions or initiatives.
- Compulsory actionable items set out by Reconciliation Australia .
- Further actionable items developed by Council as a result of internal and external consultations.

Development of a Reflect RAP will commence in July 2019 and will take approximately 6-12 months to complete. This timeframe is due to Council staff needing to build relationships and trust with external stakeholders and the Aboriginal and Torres Strait Islander community.

The Reflect RAP, once endorsed, will have a lifespan of one year.

#### **Formation of the Reconciliation Action Working Group**

Reconciliation Australia in their framework for developing a RAP, require the Reflect RAP stage to be completed and endorsed prior to a RAP Working Group being established. Once established, the RAP Working Group will remain active throughout the remaining stages of the RAP and assist with the ongoing development and execution of actionable items.

The working group will consist of members as identified in the Council resolution at its meeting of 25th September 2018 and will be further informed through the development of the Reflect RAP.

## **ITEM 9 (continued)**

### **Innovate RAP- Implementing Reconciliation (Stage 2)**

The Innovate RAP outlines actions that work towards achieving an organisation's unique vision for reconciliation. Commitments within this RAP allow an organisation to be aspirational and innovative to assist in gaining a deeper understanding of its sphere of influence and establish the best approach to advance reconciliation. The Innovate RAP will focus on the following:

- Developing and strengthening relationships with Aboriginal and Torres Strait Islander people.
- Engaging staff and stakeholders in reconciliation.
- Developing and piloting innovative strategies to empower Aboriginal and Torres Strait Islander peoples.

Development of the Innovate RAP will commence in 2020/21 and will take approximately 12 months to develop. This RAP, once endorsed, will have a lifespan of 2 years.

### **Stretch RAP- Embedding Reconciliation (Stage 3)**

A Stretch RAP is best suited to organisations that have developed strategies, and established a strong approach towards advancing reconciliation internally and within the organisation's sphere of influence. This RAP is focused on implementing longer-term strategies and working towards defined measurable targets and goals. This RAP requires organisations to embed reconciliation initiatives into business strategies to become 'business as usual'.

Development of the Stretch RAP will commence in 2022/23 and will take approximately 12 months to develop. This RAP, once endorsed, will have a lifespan of 2-3 years.

### **Elevate RAP- Leadership in Reconciliation (Stage 4)**

An Elevate RAP is for organisations which have a proven track record of embedding effective RAP initiatives in their organisation through a stretch RAP and are ready to take on a leadership position to advance national reconciliation. Elevate RAP organisations have a strong strategic relationship with Reconciliation Australia and actively champion initiatives to empower Aboriginal and Torres Strait Islander peoples and create societal change.

Elevate RAP organisations also require greater transparency and accountability through independent assessment of their activities.

## **ITEM 9 (continued)**

Organisations are not required to achieve the Elevate RAP stage, as it depends on their ability and willingness to adopt a leadership position to advance national reconciliation.

Council will need to decide whether to proceed with an Elevate RAP once the Stretch RAP has been developed and implemented.

### **Methodology**

Two Council officers from Community & Ranger Services attended training on 10th December 2018 conducted by Reconciliation Australia. The training detailed the process and stages of developing a RAP.

The City of Ryde RAP will be developed in consultation with Aboriginal and Torres Strait Islander stakeholders and community groups; it will be measurable, action-oriented, publicly accountable and include initial steps and decisions to enact major change to help promote lasting change.

Council staff will meet with Parramatta and Lane Cove Councils in 2019 to review the processes they utilise when developing their RAPs and seek advice on how they engaged the Aboriginal and Torres Strait Islander community. On completion of the Reflect RAP, City of Ryde will be the 5th Council in NSW to be endorsed by Reconciliation Australia.

### **Social Inclusion Advisory Committee**

At the Social Inclusion Advisory Committee meeting on the 6 March 2019 a presentation was provided on the methodology and framework for the development of a City of Ryde RAP. The Social Inclusion Advisory Committee supported the approach Council staff are recommending for the RAP.

### **Financial Implications**

Should Council resolve to support this project, the initial financial impact will be in the vicinity of \$5,000 in the 2019/20 financial year which can be funded from the Community & Ranger Services operational budget.

Budgets for stages 2 and 3 (Innovate and Stretch RAPs) and costs associated with the Reconciliation Action Working Group will be applied for through Council's annual operational budget process. At this stage no budget has been allocated for the development of an Elevate RAP.

**ITEM 9 (continued)**

The overall cost of the development of the RAP is detailed below:

<b>RAP Stage</b>	<b>Description</b>	<b>Cost</b>
Reflect (1)	The Reflect RAP will require Council to engage with the community. The existing Community & Ranger Services operational budget can fund this amount.	\$5,000
Reconciliation Action Working Group	Financial reimbursement for committee members who identify as Aboriginal or Torres Strait Islander for their time and expertise.  This will require a project bid in future years.	\$20,000 (2020/21-2024/25)
Innovate (2)	The Innovate RAP will require an external consultant to assist with community engagement and the development of actionable items.  This will require a project bid in future years.	\$36,000-2020/21
Stretch RAP (3)	The Stretch RAP will require an external consultant to assist with community engagement and the development of actionable items.  This will require a project bid in future years.	\$36,000-2022/23

ITEM 9 (continued)

ATTACHMENT 1



**Reconciliation Action Plan (RAP) Framework**

Reconciliation Australia’s RAP Framework provides organisations with a structured approach to advance reconciliation. There are four different types of RAP that an organisation can develop: *Reflect, Innovate, Stretch & Elevate*. Each type of RAP is designed to suit an organisation at different stages of their reconciliation journey and organisations can repeat the same type of RAP if appropriate.

**Reflect RAP**

**Scoping capacity for reconciliation**

A Reflect RAP clearly sets out the steps you should take to prepare your organisation for reconciliation initiatives in successive RAPs. Committing to a Reflect RAP allows your organisation to spend time scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on your vision for reconciliation and exploring your sphere of influence, before committing to specific actions or initiatives. This process will help to produce future RAPs that are meaningful, mutually beneficial and sustainable.

Is a Reflect RAP the right fit for your organisation?	
<b>RAP objective</b>	<ul style="list-style-type: none"> <li>Prepare the organisation for future RAPs and reconciliation initiatives</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>12 months</li> </ul>
<b>Suitable for</b>	<p>Organisations that may:</p> <ul style="list-style-type: none"> <li>be new to reconciliation and are unsure of how their organisation could or should engage with reconciliation</li> <li>have limited or poor relationships with Aboriginal and Torres Strait Islander stakeholders</li> <li>need time to engage the whole of organisation in reconciliation, including gaining support from senior leaders</li> <li>don't have an existing working group and structured plan to drive reconciliation</li> <li>Organisations that are unsure who their Aboriginal and Torres Strait Islander staff and external stakeholders are</li> </ul>
<b>Key expectations of the RAP</b>	<ul style="list-style-type: none"> <li>Establish an effective governance structure, including RAP Working Group</li> <li>Determine your organisation’s vision for reconciliation</li> <li>Scope and reflect on how the organisation can contribute to reconciliation</li> <li>Improve relationships with Aboriginal and Torres Strait Islander peoples and relevant stakeholders</li> <li>Build understanding of who, how, why and when to seek guidance and consultation</li> <li>Prepare business cases to senior leaders for future reconciliation initiatives</li> <li>Not necessarily expected to make changes to policies or internal operations</li> </ul>

**ITEM 9 (continued)**

**ATTACHMENT 1**

**Innovate RAP**

**Implementing reconciliation initiatives**

An Innovate RAP outlines actions that work towards achieving your organisation's unique vision for reconciliation. Commitments within this RAP allow your organisation to be aspirational and innovative in order to help your organisation gain a deeper understanding of its sphere of influence, and establish the best approach to advance reconciliation. An Innovate RAP focuses on developing and strengthening relationships with Aboriginal and Torres Strait Islander peoples, engaging staff and stakeholders in reconciliation, developing and piloting innovative strategies to empower Aboriginal and Torres Strait Islander peoples.

Is an Innovate RAP the right fit for your organisation?	
<b>RAP objectives</b>	<ul style="list-style-type: none"> <li>Establishing the best approach for advancing reconciliation within the organisation</li> <li>Implementing reconciliation strategies and initiatives</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>2 years</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>General support and goodwill throughout the organisation</li> <li>Support from senior leaders of the organisation</li> <li>Established governance structure, including RAP Working Group with Aboriginal and/or Torres Strait Islander representation</li> </ul>
<b>Suitable for</b>	<p>Organisations that:</p> <ul style="list-style-type: none"> <li>have strong relationships with their Aboriginal and Torres Strait Islander stakeholders and understand who, how, why, and when to seek guidance and consultation</li> <li>are ready to begin or continue to implement strategies, initiatives and policies that support reconciliation</li> <li>are ready to commit to additional actions tailored to their organisation</li> </ul> <p>Organisations that may have:</p> <ul style="list-style-type: none"> <li>strong engagement with reconciliation and want to consolidate this through a structured governance model and formal public commitment</li> <li>had challenges with previous efforts or are yet to embed reconciliation across the organisation</li> <li>completed a RAP previously, have learnt from this experience and wish to continue or improve their approaches and/or try new approaches</li> </ul>
<b>Key expectations of the RAP</b>	<ul style="list-style-type: none"> <li>Develop mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders</li> <li>Develop and pilot strategies for reconciliation initiatives</li> <li>Engage staff in reconciliation</li> <li>Identify the best approach for the organisation through aspirational deliverable</li> <li>Explore how the organisation can drive reconciliation through its business activities, services, programs, stakeholders and/or sphere of influence</li> <li>Report to Reconciliation Australia by September each year, through the RAP Impact measurement questionnaire</li> <li>Publically report on RAP progress to external stakeholders</li> </ul>



**ITEM 9 (continued)**

**ATTACHMENT 1**

**Stretch RAP**

**Embedding reconciliation**

A Stretch RAP is best suited to organisations that have developed strategies, and established a very strong approach towards advancing reconciliation internally and within the organisation's sphere of influence. This type of RAP is focused on implementing longer-term strategies, and working towards defined measurable targets and goals. The Stretch RAP requires organisations to embed reconciliation initiatives into business strategies to become 'business as usual'.

Is a Stretch RAP the right fit for your organisation?	
<b>RAP objectives</b>	<ul style="list-style-type: none"> <li>Embed reconciliation initiatives into the organisation</li> <li>Utilise sphere of influence to drive reconciliation</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>2-3 years</li> </ul>
<b>Prerequisites</b>	<p>Organisations are expected to have:</p> <ul style="list-style-type: none"> <li>successfully completed a previous RAP</li> <li>strong meaningful engagement with internal and external Aboriginal and Torres Strait Islander stakeholders</li> <li>an effective governance structure, including RAP Working Group with Aboriginal and/or Torres Strait Islander representation, and senior decision makers from across the organisation</li> <li>processes and systems in place to capture information on staff cultural learning, Aboriginal and Torres Strait Islander employees, spend with Aboriginal and Torres Strait Islander businesses, and any other relevant RAP commitments</li> <li>strong support and engagement from senior leaders, including a designated RAP Champion</li> <li>an effective Aboriginal and Torres Strait Islander engagement strategy, cultural learning strategy and employment strategy</li> <li>completed the RAP Impact Measurement Questionnaire Report each year</li> </ul>
<b>Suitable for</b>	<p>Organisations that have met the above requirements and:</p> <ul style="list-style-type: none"> <li>are confident in their tried and tested approach to embedding reconciliation within their organisation</li> <li>have tailored additional commitments to their business activities, services, programs, stakeholders and/or sphere of influence</li> <li>are ready to expand on their efforts through specific and measurable longer-term commitments with an outcomes focus</li> <li>can commit to robust reporting requirements</li> <li>are willing to collaborate with other RAP organisations to advance reconciliation</li> </ul>
<b>Key expectations of the RAP</b>	<ul style="list-style-type: none"> <li>Set measurable targets and firm tangible commitments throughout the RAP</li> <li>Implement strategies to ensure staff throughout the organisation is engaged in reconciliation</li> <li>Continuous improvement of engagement, cultural learning, employment and procurement strategies</li> <li>Engage external stakeholders in reconciliation</li> <li>Consider initiatives to address the five dimensions of reconciliation</li> <li>Report to Reconciliation Australia by September each year, through the RAP Impact Measurement Questionnaire</li> <li>Publicly report on RAP progress to external stakeholders</li> </ul>





**ITEM 9 (continued)**

**ATTACHMENT 1**

**Elevate RAP**

**Leadership in reconciliation**

Please discuss with Reconciliation Australia if you are aspiring for an Elevate RAP as there are unique requirements, expectations and processes in order to qualify.

For more information visit  
[www.reconciliation.org.au](http://www.reconciliation.org.au)



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## 10 REQUEST FOR REMOVAL OF TREES

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**Report prepared by:** Manager - Parks

**File No.:** GRP/09/3/17 - BP19/259

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### REPORT SUMMARY

At its meeting on 26 February 2019 Council resolved that the removal of five trees be referred to the Works and Community Committee for consideration. Three of these trees are on private property, one on Council Land (nature strip verge) and the location of one requires clarification.

Of the three trees located on private property, no Tree Management Application (TMA) had been received for the one at 1 Beach Street, Putney. A TMA has subsequently been received and processed in line with Council's standard tree management procedures. In relation to the other two trees on private property, an application for the removal of a tree at 5 Sandra Street, Putney was in the process of having the original determination reviewed at the time of the Council meeting on 26 February. This review was being undertaken as per the City of Ryde's adopted Tree Application Review Process, provided in **ATTACHMENT 1**. In relation to the other tree located on private property at 9 Bank Street, Meadowbank, no request for review of the original determination had been made by the applicant. A request has subsequently been received and reviewed in line with Council's adopted procedure. The determinations made for these three trees and associated reasons are outlined within the body of this report.

The Council resolution identified a property address of 80 Crescent Ave, Gladesville in its resolution of the 26 of February. Within the City of Ryde, 80 Crescent Avenue, Gladesville does not exist. However, over recent years a number of customer requests have been received relating to a private tree at the residential address 80 Western Crescent, Gladesville. No TMA has been received from the property owner seeking to have a tree removed at that address and therefore Council staff were not able to progress this matter. The customer requests have been lodged by a nearby resident and where there is an issue with a neighbour's tree, the matter can be resolved through the *Trees - Disputes Between Neighbours Act (NSW)*, as Council does not have any powers to order tree works to be undertaken on private land. Further details on this matter are detailed within the body of this report. As a result only one tree, situated on Council land at the front of 32 Osborne Ave, Putney, has been referred to the Committee for its consideration.

It should be noted that in 2018 the City of Ryde received 422 applications for a permit to undertake works on a tree located on private land. On 16 occasions a review of determination was undertaken by an alternate Council arborist and subsequently a permit issued for removal of the tree. Approximately 5% of applications had a supporting arborist report, on three occasions staff sought clarification in regards to the report provided. Where the arborist report was rejected this was due to it not

## ITEM 10 (continued)

meeting Council's requirements as outlined in the *Tree Management Technical Manual*. No application over the 12 month period that had an acceptable supporting arborist report was refused. During the calendar year in 2018 no applicant requested the matter be referred to the City of Ryde's internal review panel and therefore no tree management applications were referred to the Works and Community Committee for a determination. A total of 3047 customer requests were received in 2018 relating to trees located on Council land for a range of management requests ranging from picking up branches to seeking the removal of a tree.

As a result of being able to resolve the tree management issues for four of the five trees identified by Council only one tree is required to be referred to this Committee. This is for a determination of the tree located on the nature strip verge at the front of 32 Osborne Avenue, Putney. Council records indicate from 2006 customer requests have been received in relation to the maintenance of this tree. Following these customer requests, Council's arborist has inspected the tree and any required pruning works have been undertaken in accordance with the relevant Australian Standards. More recently, the resident of 32 Osborne Avenue has reported concerns with the debris and dead branches falling from the tree. Additionally the resident has reported live branches falling from the tree during or soon after inclement weather. Staff have discussed the option of managing the tree with the resident. However, it has become clear that due to the perceived danger created by the limb drop, no outcome will be satisfactory other than the removal of the tree.

City of Ryde Council's Development Control Plan (DCP) 2014 - Part 9.5 "Tree Preservation" has the objective to '*protect and manage individual trees as an important community asset*' throughout the local government area. The removal of a structurally sound tree in an urban environment to reduce the amount of leaf litter and debris around a property is identified within the DCP as not being a valid reason.

Over the years the tree has been assessed giving consideration to the DCP on numerous occasions by suitably qualified Council staff and identified as a healthy and structurally sound tree. Additionally Council has also recently engaged an independent level 5 consultant arborist, Arborsafe, to undertake a Tree Hazard Assessment of the street tree using two separate industry recognised methodologies and their own internally developed methodology. This is provided in **ATTACHMENT 2**. These were the Tree Risk Assessment Qualification (TRAQ) Methodology which identified the tree as a Low Risk and the Quantified Tree Risk Assessment (QTRA) methodology which identified a less than 1 in 1 million chance of the tree causing significant harm. The consultant's internal methodology for identifying risk resulted in a medium risk rating associated with the probability and consequence of limb failure from the tree.

**ITEM 10 (continued)**

The completion of regular pruning works will reduce the risk of limb drop, with staff recommending that an annual assessment of the tree be undertaken and pruning works scheduled as required. It is considered that this is an effective manner to manage the tree, allowing for its retention and preservation and is at no direct cost to the resident. Therefore giving consideration to Council's adopted Development Control Plan 2014 – Part 9.5 'Tree Preservation' and the ability to reduce risks posed by limb drop with regular maintenance, staff are recommending retention of the tree.

Should the risk assessments made by a qualified independent expert, made on an objective basis be ignored and the tree be removed for reasons of perceived danger, it may set a precedent for the removal of other public trees across the LGA based on the same reasoning.

**RECOMMENDATION:**

- (a) That Council support the retention of the Eucalyptus Saligna (Sydney Blue Gum located on the nature strip verge at the front of 32 Osborne Street, Putney.
- (b) That an annual inspection of the tree be undertaken by a Council arborist and pruning works be undertaken as required and in accordance with the relevant Australian Standards.

**ATTACHMENTS**

- 1 Information Sheet - Tree Management Review Process (working progress)
- 2 32 Osborne Street, Putney - Tree Hazard Assessment Report Arborsafe

Report Prepared By:

**Simon James**  
**Manager - Parks**

Report Approved By:

**Wayne Rylands**  
**Director - City Works**

## **ITEM 10 (continued)**

### **Discussion**

At its meeting on the 26 February 2019 Council resolved in part:-

(g) *That the removal of trees located at the below five properties be referred to the April 2019 Works and Community Committee Meeting for consideration with a report(s) to be provided by Staff:-*

- *5 Sandra Street, Putney*
- *1 Beach Street, Tennyson Point*
- *32 Osborne Ave, Putney*
- *80 Crescent Ave, Gladesville*
- *9 Bank Street, Meadowbank Park*

The City of Ryde has an adopted Tree Application Review Process, provided in **ATTACHMENT 1**. Where applicable for the five trees identified by Council this process was applied by staff. As a result of this, and due to the location of one of the trees identified by Council not being clear, one tree has been required to be referred to the Committee for its consideration.

An outline of the current situation for the five trees referred to at the Council meeting on 26 February is outlined below.

### **5 Sandra Street, Putney**

An application to remove a Lemon Scented Gum was received on 20 June 2018 with the reasons given that the tree was damaging pool fencing and paving and that the limb drop occurring from the tree was creating a danger to the property owners. No supporting arborist report was provided. The application for removal was refused and a permit issued for pruning works to occur. Following further contact with the applicant a request to review the determination was received on 28 November 2018 and an alternate arborist undertook an inspection of the site. Further information was requested from the applicant on 11 December 2018 in relation to the construction drawings of the swimming pool in the backyard of the property. This was to determine the exact location of the pool coping, as this could not be clearly identified by a visual inspection. This information was not obtained until 2 March, 2019. The construction drawings confirmed that the tree was just located within 4m of the pool coping and therefore the tree was exempt under the City of Ryde's Development Control Plan – Tree Preservation. Therefore the applicant has been advised they are able to remove the tree.

## **ITEM 10 (continued)**

### **1 Beach Street, Tennyson Point**

No Tree Management Application had been received from the resident prior to the Council meeting on 26 February. Subsequently an application was received on 28 February 2019 for the removal of a Sydney Blue Gum and processed in accordance with Council's normal procedures. The reason for requesting removal was due to safety concerns as a result of fallen branches impacting the property from the tree. Following an inspection by Council's arborist a determination was made that the tree could be removed due to the structural integrity of the tree being compromised through significant pruning predominantly on one side of the tree over a long period of time. Therefore a permit has been issued to the applicant allowing for the removal of the tree with the requirement of a replacement planting to occur.

### **80 Crescent Ave, Gladesville**

Staff could not identify this address within the City of Ryde. There is a Crescent Avenue in Ryde, however no house number 80. A number of customer and Councillor requests have been made in recent years to the City of Ryde in relation to a private tree at 80 Western Crescent, Gladesville. As this tree is located on private property, a Tree Management Application must be submitted by the tree owner seeking removal of the tree and giving staff authority to enter their property to complete an inspection. As a result of the customer requests in relation to the tree, the City of Ryde has undertaken pruning works where the tree was overhanging the public footpath and presenting a risk to the public. Staff have also sent correspondence to the property owner notifying them of the concerns that have been raised with Council. Local Government Authorities however do not have the powers to enforce the owner of a tree on private land to undertake tree works. Should the issue be that neighbouring residents have concerns about the tree, the appropriate method of resolving such matters is via the *Trees (Dispute between Neighbours) Act, 2006*. Resident are able to seek mediation through the local Community Justice Centre, or have the matter resolved in the Land and Environment Court where orders can be made to maintain or remove a tree on private land.

## ITEM 10 (continued)

### 9 Bank Street, Meadowbank

An application to remove a phoenix palm tree was made on 8 June 2018 with the reason given that the tree had become too large and that the funds presented a risk of falling onto the public. No supporting information was provided with the application which was made by the Owners Corporation as the tree was located on common property. A determination was made to retain the tree with a permit issued allowing pruning works to occur. Subsequent to the Council meeting on the 26 February, the adopted Tree Application Review process was instigated. An alternate Council arborist inspected the tree and with the provision of additional information from the resident identified that the tree had become unsuitable for that location. This along with the minimal amenity value that it provided led to a determination to allow the removal of the tree. Accordingly a permit allowing removal of the tree with the condition to replant a suitable replacement tree has been issued.

### 32 Osborne Street, Putney

Located on the Council verge at the front of 32 Osborne Street Putney, the street tree is identified as a Sydney blue gum (*Eucalyptus saligna*). The species is a native tree, endemic to the Ryde local government area. Osborne Street, Putney is a quiet residential street with intermediate/occasional pedestrian traffic. There are no adjacent schools, shopping precincts or thoroughfares that would increase the pedestrian occupancy rate adjacent to the tree. As such, the immediate area has been rated with a low target and low usage.

Council records indicate the tree has been assessed by 4 different Council's Tree Management Officers and an independent AQF level 5 consultant arborist since 2006. All assessments have found the *Eucalyptus saligna* to be a mature tree in good health and vigour with no external indications of pathogens or diseases that would adversely impact the health or stability of the tree or its branches. It is considered that the safety and risks associated with trees should be assessed by suitably qualified professionals with training regarding Tree biomechanics, biology and the reaction of trees at a cellular level. Superficial assessment of trees by non-professionals can lead to premature tree removal or excessive pruning that increases risk in trees as opposed to mitigating the risk.

Following recent storm events over the summer period Mr Lester has contacted Council on several occasions regarding the "Safety" of the tree. In discussions with Mr Lester, it appears that he will not be satisfied with any other reasonable tree management strategy other than its removal due to his valid concerns on the risks the tree poses. Therefore, Council commissioned independent arboriculture professionals, Arborsafe, who undertook an assessment of the risk of the tree using two industry accepted tree risk assessment techniques and their own internal methodology, provided in **ATTACHMENT 2**.

### **ITEM 10 (continued)**

Arborsafe has undertaken three separate tree risk assessments undertaken by different methodologies. Both the Quantified Tree Risk Assessment (QTRA) and Tree Risk Assessment Qualification (TRAQ) that are industry accepted practice. These practises have been recognised in the in the Land & Environment Court when considering matters relating to trees. The Assessments found the tree to be Low risk (QTRA), Risk is considered acceptable - less than 1 in 1 million (TRAQ), further pruning unnecessary and the removal disproportionate compared to the risk.

Council Officers are therefore recommending the retention following assessment of the tree in accordance with City of Ryde's Tree Management Policies and Development Control Plan (DCP) 2014 Part 9.5. Staffs assessment acknowledged the debris and leaf litter from the tree and the risks presented by limb drop. Council's DCP does not allow staff to approve the removal of a tree based on the amount of debris and leaf litter that it creates. The risk of limb drop causing significant harm to human life is considered by Council staff to be low and is supported by a report completed by an external consult, Arborsafe,. The implementation of management strategies for the tree with 12 monthly inspections and regular pruning, allow for the retention of the tree and demonstrates that Council is undertaking all reasonable steps to reduce the identified risks.

### **Financial Implications**

Any costs associated with the management of the tree at 32 Osborne Avenue, Putney can be met through the existing funds available within Council's Operational budget.

### **Conclusion**

Assessments of the tree have found it to be within acceptable risk levels. City of Ryde Council's Tree Management policies and the Development Control Plan (DCP) 2014 Part 9.5. "Tree Preservation" recognise that trees produce debris as part of a biological function, and during storm events the tree may suffer some degree of storm damage. However, in line with the DCP this is not a valid reason for the removal of a tree in an urban environment.

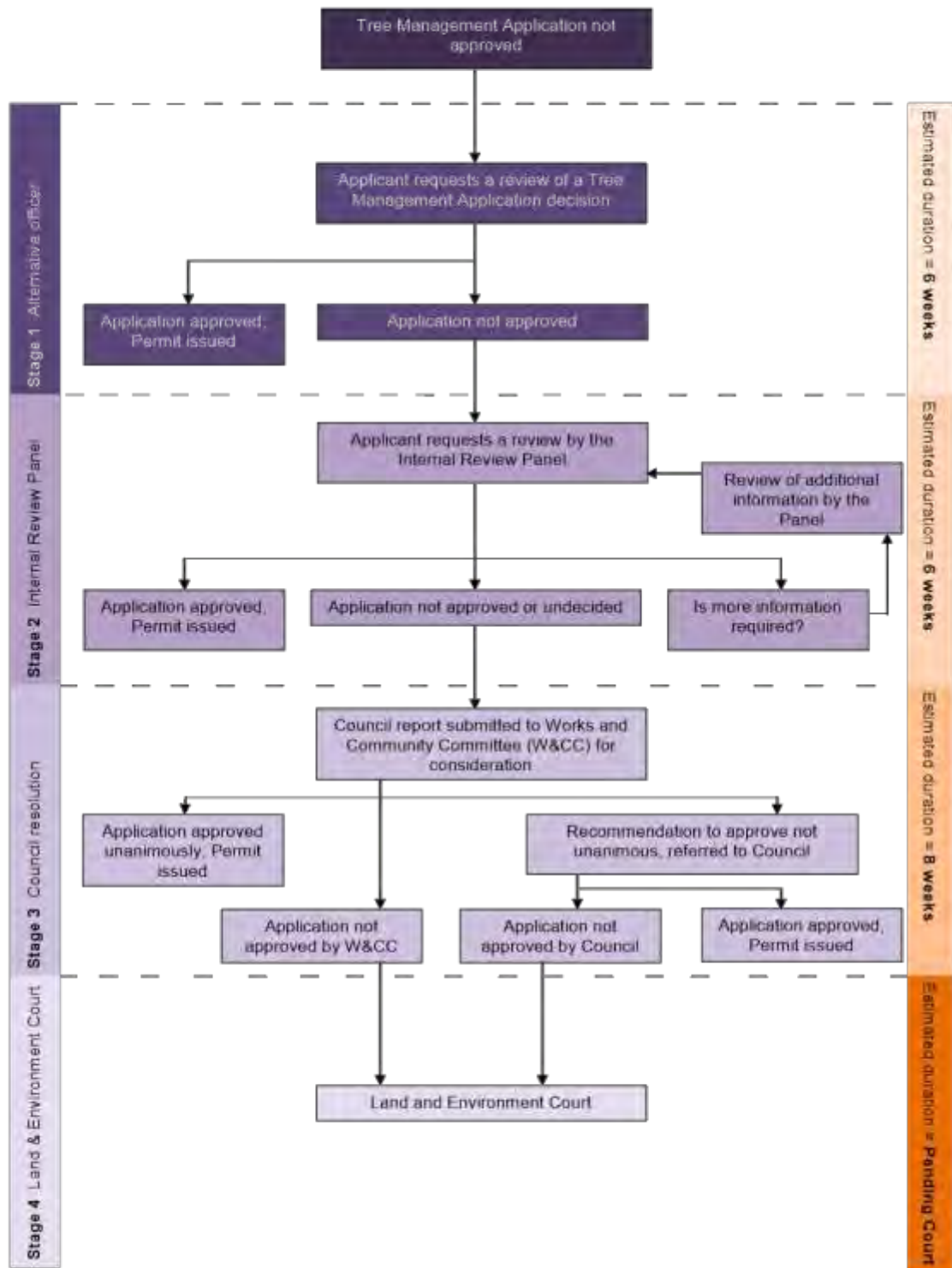
Staff recommend retaining the tree and undertake annual tree inspections and undertaking appropriate pruning works when required. This identifies an effective management that allows the retention of the tree while proactively managing the risks identified. It is also done at no direct cost to the resident.



ITEM 10 (continued)

ATTACHMENT 1

Tree management application review process



ITEM 10 (continued)

ATTACHMENT 1

## Tree management application review process

### STAGE 1 Review Process - Alternative officer

Notes:

- A review is subject to an additional fee. Please refer to list of fees and charges from Council's website at: [www.ryde.nsw.gov.au/Environment/Trees/Tree+Application+Fees](http://www.ryde.nsw.gov.au/Environment/Trees/Tree+Application+Fees)
- A Review Application must include additional information such as specialist reports (Arborist, structural engineers and/or plumbers) and/or information requested by Council included in initial determination letter.
- An alternative qualified Council officer will undertake an assessment and make a determination on the Review Application.
- From lodgement, Council's response time is approximately 6 weeks.

### STAGE 2 Review Process - Internal Review Panel

Notes:

- The Panel consists of the Manager of Open Space and 2 staff members including the Group Manager of Community Life and a senior staff member from Planning Assessment Unit.
- Additional information could be provided by the Applicant.
- From request date, Council's response time is approximately 6 weeks.

### STAGE 3 Review Process - Council resolution

Notes:

- If the application is not approved by the Internal Review Panel, the matter is automatically referred to the Works and Community Committee (W&CC). If the decision made at the W&CC is not unanimous, the matter is referred to Council.
- The Applicant must contact Council if they do not want the matter considered by the Works and Community Committee.
- Councillors may decide to conduct an on-site inspection. The Applicant is not required to attend these but may do so if they wish.
- Council's response time is approximately 8 weeks, depending on meeting's schedules.

### STAGE 4 Review Process - Land and Environment Court




Notes:

- If the Applicant is still dissatisfied with the decision, Section 97 of the *Environmental Planning and Assessment Act 1979* provides the Applicant with a right to appeal the decision in the Land and Environment Court.

The removal or pruning of a tree or the altering of the soil level close to a tree without a Permit or Development Application consent breaches the *Environmental Planning and Assessment Act 1979*. Council has the right to issue a fine or commence legal proceedings for this breach.

ITEM 10 (continued)

ATTACHMENT 2



**Arboricultural Report**

**Street Tree**  
***Eucalyptus saligna* (Sydney Blue Gum)**  
**32 Osborne Avenue**  
**Putney NSW**

**14 March 2019**  
C91393

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<p><b>ASSESSMENT &amp; REPORT COMMISSIONED BY:</b> Derek Arnaiz Senior Coordinator – Tree Management City of Ryde Ph: 9952 8093 Email: DArnaiz@ryde.nsw.gov.au</p>	<p><b>ASSESSMENT &amp; REPORT PREPARED BY:</b> Andrew Clark Consulting Arborist Dip. Hort. (Arb.), AQF Level 5 TRAQ &amp; QTRA Accredited</p>
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**ITEM 10 (continued)**

**ATTACHMENT 2**



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**ATTACHMENT 2**



**1 Executive Summary**

- 1.1.1 Following an inspection by ArborSafe, the current condition and future viability of the street tree, a mature *Eucalyptus saligna* (Sydney Blue Gum) situated adjacent 32 Osborne Avenue, Putney, has been determined and documented within this report.
- 1.1.2 Complete use of this report is authorised under the conditions limiting its use as stated in Appendix A Item 7 of 'Arboricultural Reporting Assumptions and Limiting Conditions'.
- 1.1.3 The tree has had previous deadwood failure and several small to medium branch failures over the previous few years, generally during, or immediately following, an inclement weather event.
- 1.1.4 Three (3) separate methodologies were used to assign Risk to the tree – ArborSafe Risk Matrix, International Society of Arboriculture Tree Risk Assessment Qualification (ISA TRAQ) and Quantified Tree Risk Assessment (QTRA). As a result, the tree was assessed as Medium risk in accordance with the ArborPlan risk matrix, Low Risk in accordance with the ISA TRAQ methodology and under 1/1,000,000 (Broadly acceptable) under the QTRA methodology. All risk methodologies fell within their own various limits of 'reasonable' acceptable risk.
- 1.1.5 Tree retention was recommended with ongoing monitoring and periodic deadwood removal as required.

**2 Introduction**

- 2.1.1 ArborSafe Australia Pty Ltd was engaged by Derek Arnaiz, Senior Coordinator – Tree Management, City of Ryde following ongoing concerns regarding the risk posed by the mature *Eucalyptus saligna* (Sydney Blue Gum) street tree situated adjacent 32 Osborne Avenue, Putney.
- 2.1.2 A review into the background of the subject tree indicated it has had ongoing minor deadwood failures along with intermittent small to medium branch failure, generally during or immediately after inclement weather events. No major branch failure points were evident during the onsite assessment.
- 2.1.3 A thorough ground-based assessment was undertaken in early March in order to obtain accurate data on the current condition of the subject tree.

**3 Scope**

- 3.1.1 Provide an objective appraisal of the subject tree in relation to its current health, structural condition, viability within the landscape and risk posed.
- 3.1.2 Based on the findings of this investigation, provide independent recommendations on the future management of this tree in relation to retention/removal, pruning and any other plant health care requirements

**4 Methodology**

**4.1 Site inspection**

- 4.1.1 An ArborSafe Australia consultant carried out a site inspection of the subject tree Monday 11 March 2019.
- 4.1.2 The subject tree was inspected from the ground using the initial component of Visual Tree Assessment (VTA) (Mattheck & Breloer 1994). No foliage or soil samples were taken. No aerial or internal investigations were undertaken during this inspection.

**ITEM 10 (continued)**

**ATTACHMENT 2**



- 4.1.3 Tree height and canopy spread were estimated while the trunk Diameter at Breast Height (DBH) was measured with a diameter tape.
- 4.1.4 Risk assessment was undertaken using three (3) separate methodologies – ArborSafe Risk Matrix, International Society of Arboriculture Tree Risk Assessment Qualification (ISA QTRA) and Quantified Tree Risk Assessment (QTRA). Further explanation of Methodology's is available in Appendix C, D and E.
- 4.1.5 The Tree Protection Zone (TPZ) method has been derived from the Australian Standard AS 4970–2009: *Protection of Trees on Development Sites*. The TPZ is defined as a specified area above and below ground and at a given distance measured radially away from the centre of the tree's trunk and which is set aside for the protection of its roots and crown. It is the area required to provide for the viability and stability of a tree to be retained where it is potentially subject to damage by development. The radius of the TPZ is calculated by multiplying its DBH by 12. TPZ radius = DBH × 12. (Note "Breast Height" is nominally measured as 1.4m from ground level).
- 4.1.6 Weather data and associated information was obtained from the Bureau of Metrology (BOM) website.
- 4.2 Relevant documentation reviewed within the scope of this report**
- 4.2.1 Documents, emails and sources reviewed as part of this report includes:
- Bureau of Meteorology (BOM) Data from 9 February 2019 – Date of last branch failure
  - Email relating previous Council involvement, including dates of previous pruning events
  - Abstracts of correspondence between Council and the adjacent resident, along with photos supplied by the adjacent resident
  - City of Ryde LEP 2014.

**5 Tree location and environment**

**5.1 Locality map**



Figure 1. The location of street tree adjacent 32 Osborne Avenue, Putney and view of the wider area. Source: SIX Maps 2019

**ITEM 10 (continued)**

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**5.2 Local Government Area**

5.2.1 The subject tree was located within the City of Ryde Local Government Area.

**5.3 Growing environment**

5.3.1 The tree is growing within a managed grass verge, between the Osborne Avenue kerb and the residential boundary. The verge was approximately 7m wide at the location of the tree, with the tree situated halfway between the two sides. A concrete footpath was located on the resident side of the tree and a concrete driveway into the adjacent residence cut across the verge, approximately 9m to the south.

5.3.2 The TPZ calculation for the subject tree was 8.9m and allowing for the compensatory area to either side of the tree would indicate the tree has adequate accessible soil volume and growing space to thrive.

5.3.3 The tree canopy extended over Osborne Avenue to the west, and 2–3m across the front boundary line of the adjacent residential property to the east. The remaining canopy was restricted to the verge area to the north and south of the tree.

5.3.4 A Low Voltage (LV) service line and phone/internet cable crossed under the outer edge of the southern canopy between the power pole, located on the opposite side of the street, and 32 Osborne Avenue.



Figure 2. The location of street tree adjacent 32 Osborne Avenue, Putney. Source: ArborSafe, March 2019

**5.4 Site usage**

5.4.1 The section of Osborne Avenue where the subject tree is located, extends into a residential cul-de-sac with vehicular traffic largely restricted to residents of that area.

5.4.2 Street parking, likewise, would be restricted to residents and visitors and was determined to be of intermittent/occasional use due to the area being built with low rise residential properties which had their own individual driveways and garages.

**ITEM 10 (continued)**

**ATTACHMENT 2**



- 5.4.3 Pedestrian traffic along the verge pathway was also considered to be intermittent/occasional and largely limited to local residents. There were no shopping precincts, schools or walking thoroughfares in close proximity which would be expected to increase pedestrian traffic beyond normal resident use.
- 5.4.4 Stationary or static targets beneath the tree were the Osborne Avenue road surface, the footpath, the LV service line, phone/internet line and part of the grassed front yard of the adjacent property. No significant or high value target was observed within the potential impact zone (whole tree failure was considered improbable therefore discussion in this section and 5.4.5 have been limited to consideration of branch failure).
- 5.4.5 Potential mobile targets were limited to pedestrians, residents of the adjacent property and kerbside parked cars. As discussed in 5.4.1 – 5.4.3 occupancy was considered intermittent/occasional.
- 5.5 Heritage / Significance value**
- 5.5.1 The tree was considered to have minor heritage or significance due to the subject tree being a common species within the area. The tree is not located within a site of recognized heritage significance, is not situated within any avenue or specialised planting area and is not of an age or size to warrant consideration in any register of significance.

**6 Tree observations**

**6.1 Tree Base Data**

<b>Species</b>	<i>Eucalyptus saligna</i> (Sydney Blue Gum)
<b>Height</b>	~19m
<b>Canopy Spread</b>	~23m
<b>Diameter at Breast Height (DBH)</b>	74cm
<b>Age</b>	Mature
<b>Significance</b>	Amenity/Shade, Canopy cover
<b>Structure</b>	Good
<b>Health</b>	Excellent
<b>Defects</b>	Minor bird browsing wounds in several branch unions (good reaction wood development around wounds), pruning wounds, previous branch failure.
<b>Growing Environment</b>	Managed street verge

**6.2 Previous Branch Failure**

- 6.2.1 It appears from photos supplied by the adjacent resident that previous deadwood failure has been limited to branches <35mm diameter. The build-up of branches of this size is considered normal within the canopy of a tree of this species and would not constitute a loss of health or resilience. It is understood a thorough removal of all deadwood was undertaken by Council in December 2018 reducing the probability of significant deadwood failure in the foreseeable future.
- 6.2.2 Live branch failure has also been reported in the past with the most recent occurring in February 2019 following a generalised crown lifting and crown cleaning operation undertaken by Council staff in December 2018 (see Figure 4). The most recent failure occurred during a wind event which had maximum wind gusts of up to 56 km/hr from the direction opposite to the normal prevailing winds.



**ITEM 10 (continued)**

**ATTACHMENT 2**



- 6.2.3 Most tree failures occur during periods of adverse weather, including wind or hail storms, or heavy rain coupled with strong winds. Tree failures in normal wind speeds are usually associated with serious, uncorrected, or unmitigated structural defects or other conditions, alone or in combination.
- 6.2.4 When wind speeds exceed approximately 43 knots (50mph or 80km/h) even defect-free trees can fail. In some locations where strong winds are rare or infrequent, the wind speed at which failures of structurally sound trees occur may be lower. Damaging winds may also arise from directions different from the prevailing wind and may do more damage than winds of the same speed from the prevailing direction.
- 6.2.5 The Australian Government Bureau of Meteorology (BOM) forecasts of wind speed and direction are the average of gusts and lulls over a 10-minute period at a height of 10 metres above ground level. The gusts during any 10-minute period are typically 40% higher than the average wind speed. For example, when the average wind speed is 33 knots, it is normal to experience gusts of 46 knots.
- 6.2.6 Wind has a significant effect on tree failures and the loads placed upon trees are significantly increased from wind gusts and/or heavy precipitation. Wind speed and direction are often highly variable at different heights above ground. For example, the wind speed at the top of a 30m tree can be 30% more than at 10m. Using this example, if the forecast or measured average wind at 10m is 33 knots, the wind speed at 30m can be an average of 43 knots.
- 6.2.7 The Australian Government Bureau of Meteorology (BOM) provides wind warnings that consider the impact of the increasing wind speeds on the community and these warnings are applicable to tree populations. Wind speeds averaging 26 to 33 knots at 10m (Strong Wind Warning) can result in tree failures. During these wind speeds, gusts at 10m and the average wind speed at an elevated height (i.e. top of a 30m tall tree) can exceed the wind speed where defect-free trees can fail (about 43 knots). Changes to wind dynamics within the canopy, wind strengths and directions can result in an increased probability of tree or branch failure. Such changes include the removal of surrounding trees, the removal or addition of buildings or structures and changes to canopy structure following pruning events due to increased exposure to individual branches.
- 6.2.8 If the result of compounding issues (strong winds, storm event from opposite direction to prevailing winds, recent pruning event altering wind dynamics through canopy) resulted in a relatively minor branch failure, the tree structure as a whole should be considered stable. It should also be noted that the structure would be getting progressively stronger as reactive wood is laid down by the tree to optimise the wind loading through the current canopy configuration.

**ITEM 10 (continued)**

**ATTACHMENT 2**



**Sydney Olympic Park, New South Wales  
February 2019 Daily Weather Observations**

Observations from Sydney Olympic Park, about 10 km west of the CBD.

Date	Day	Temps			Rain	Evap	Sun	Max wind gust		9 am				3 pm						
		Min	Max	mm				Dir	Spd	Time	Temp	RH	Cld	Dir	Spd	MSLP	Temp	RH	Cld	Dir
		°C	°C	mm	mm	hours	km/h	local	°C	%	g	km/h	hPa	°C	%	g	km/h	hPa		
1	Fr	17.9	22.0	1.6			S	43	02:05	19.1	87		SSW	11	19.9	78		SSW	13	
2	Sa	18.0	26.7	10.0			E	30	13:00	23.8	100		S	2	25.5	77		ESE	17	
3	Su	20.9	32.9	0.0			NE	39	17:17	26.0	72		N	8	30.2	59		E	17	
4	Mo	20.9	34.0	0.0			E	31	13:18	26.1	67		Cal		30.3	54		ESE	15	
5	Tu	21.6	28.9	0.0			S	35	00:16	24.5	72		SSE	19	26.4	69		SSE	19	
6	We	20.6	31.0	0.0			ESE	35	14:33	25.4	73		NNE	6	28.0	52		E	16	
7	Th	20.2	31.6	0.0			NE	41	17:23	26.2	69		NNE	4	29.2	55		ENE	17	
8	Fr	23.7	35.9	0.0			NE	43	17:58	24.6	78		N	6	31.9	49		SNE	18	
9	Sa	19.4	33.0	83.0			WNW	56	13:47	24.6	69		WNW	4	29.7	62		WNW	20	
10	Su	14.7		0.0						20.2	49		SW	13	24.2	53		E	25	

**Statistics for the first 10 days of February 2019**

Mean	19.7	30.4								23.8	74				27.8	57			16	
Lowest	14.7	22.0	10.0							16.1	49		Cal		19.9	45		N	13	
Highest	23.7	35.9	83.0				WNW	56		26.2	100		SSE	19	31.9	58		WNW	20	
Total			85.4																	

©2019 BOM. 20190209 10:00:00 Wgspeed at 02:00:00 10 km west of Sydney 20 February 2019

Figure 3. BOM weather and wind data at the time of the most recent branch failure on 9 February 2019. Source: BOM February 2019



Figure 4. Live branch failure in February 2019 during storm event following Councils December 2018 pruning. Source: Adjacent Resident, February 2019

**6.3 Root damage**

6.3.1 No significant root damage was observed around the base of the subject tree. No underground services were observed within the adjacent verge, road or footpath.

**ITEM 10 (continued)**

**ATTACHMENT 2**



**7 Risk assessment**

**7.1 Risk assessment**

7.1.1 A Risk assessment was completed by the Author and was based on the condition of the tree at the time of onsite assessment. Based on the visual assessment and historical evidence, branch failure was considered more probable than whole tree failure and the following calculations are based on this scenario.

ArborSafe Current Probability	Possible
ArborSafe Current Consequence	Moderate
ArborSafe Current Risk	Medium
TRAQ Likelihood of failure	Possible
TRAQ Likelihood of impacting	Low
TRAQ Probability & Consequence	Unlikely
TRAQ Consequence	Minor (even with Significant consequence rating, next rating up, TRAQ risk comes out as "Low Risk" )
TRAQ Risk	Low
QTRA Target	3
QTRA Size	3
QTRA Prob.	6
QTRA Colour/Risk	Green
QTRA Numeric Risk	<1 million

**8 Management options**

**8.1 Further pruning**

8.1.1 Further pruning is considered unnecessary at the current time due to the recent pruning event in December 2018.

**8.2 Restrict site use beneath tree**

8.2.1 Restricted access is not considered necessary with the current site use considered acceptable when compared to the current risk posed by the tree.

**8.3 Tree removal**

8.3.1 Tree removal was considered unnecessary, and disproportionate, when compared with the risk posed by the tree.

**9 Recommendations**

**9.1 Monitoring and Maintenance**

9.1.1 Ongoing monitoring and maintenance, in line with regular Ryde Council procedure, should be continued to deal with normal deadwood build up and storm related failure events.

ITEM 10 (continued)

ATTACHMENT 2



- 9.1.2 No further pruning, consistent with the Australian Standard AS 4373–2007: *Pruning of Amenity Trees*, is recommended for at least 12 months to allow the tree canopy to stabilise and develop adequate reaction wood.

10 References

- Mattheck, C. (2007). *Updated field guide for Visual Tree Assessment*. Karlsruhe: Karlsruhe Research Centre
- Standards Australia. (2007). *AS 4373–2007: Pruning of Amenity Trees*. Sydney: Standards Australia
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- International Society of Arborists (ISA) TRAQ
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- Quantified Tree Risk Assessment Registered User Training Part 1 - 2017.

**ITEM 10 (continued)**

**ATTACHMENT 2**



11 Appendices

**11.1 Appendix A – Arboricultural Reporting Assumptions and Limiting Conditions**

1. Any legal description provided to the consultant is assumed to be correct. Any titles and ownership of any property are assumed to be good. No responsibility is assumed for matters legal in character.
2. It is assumed that any property/project is not in violation of any applicable codes, ordinances, statutes or other government regulations.
3. Care has been taken to obtain all information from reliable sources. All data has been verified in so far as possible, however, the consultant can neither guarantee nor be responsible for the accuracy of the information provided by others.
4. The consultant shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services.
5. Loss or alteration of any part of this report invalidates the entire report.
6. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by anyone but the person to whom it is addressed, without the prior written consent of the consultant.
7. Neither all nor any part of the contents of this report, nor any copy thereof, shall be used for any purpose by anyone but the person to whom it is addressed, without the written consent of the consultant. Nor shall it be conveyed by anyone, including the client, to the public through advertising, public relations, news, sales or other media, without the written consent of the consultant.
8. This report and any values expressed herein represent the opinion of the consultant and the consultant's fee is in no way contingent upon the reporting of a specified value, a stipulated result, the occurrence of a subsequent event, nor upon any finding to be reported.
9. Sketches, diagrams, graphs and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys unless expressed otherwise.
10. Information contained in this report covers only those items that were examined and reflect the condition of those items at the time of inspection.
11. Inspection is limited to visual examination of accessible components without dissection, excavation or probing. There is no warranty or guarantee expressed or implied that the problems or deficiencies of the plants or property in question may not arise in the future.

**ITEM 10 (continued)**

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**11.2 Appendix B – Explanation of Tree Assessment Terms**

**Tree name:** Provides the botanic name, (Genus, species, sub-species, variety and cultivar where applicable) in accordance with the International Code of Botanical Nomenclature (ICBN), and an accepted common name.

**Age:** Refers to the life cycle of the tree

Category	Description
Young	Newly planted tree not fully established may be capable of being transplanted or easily replaced.
Juvenile	Tree is small in terms of its potential physical size and has not reached its full reproductive ability.
Semi-mature	Tree in active growth phase of life cycle and has not yet attained an expected maximum physical size for its species and/or its location.
Mature	Tree has reached an expected maximum physical size for the species and/or location and is showing a reduction in the rate of seasonal extension growth.
Senescent	Tree is approaching the end of its life cycle and is exhibiting a reduction in vigour often evidenced by natural deterioration in health and structure.

**Health:** Summarises the health and vigour of the tree

Category	Description
Excellent	Canopy full with dense foliage coverage throughout, leaves are entire and are of an excellent size and colour for the species with no visible pathogen damage. Excellent growth indicators, e.g. seasonal extension growth.
Good	Canopy full with minor variations in foliage density throughout, leaves are entire and are of good size and colour for the species with minimal or no visible pathogen damage. Good growth indicators.
Fair	Canopy with moderate variations in foliage density throughout, leaves not entire with reduced size and/or atypical in colour, moderate pathogen damage. Reduced growth indicators, visible amounts of deadwood/dieback, and epicormic growth.
Poor	Canopy density significantly reduced throughout, leaves are not entire, are significantly reduced in size and/or are discoloured, significant pathogen damage. Significant amounts of deadwood and/or epicormic growth, noticeable dieback of branch tips, possibly extensive.
Dead	No live plant material observed throughout the canopy, bark may be visibly delaminating from the trunk and/or branches.

ITEM 10 (continued)

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Table 1. ArborSafe Structure Descriptors

**Structure:** Summarises the structure of the tree from roots to crown

Category	Description
Good	Good form and branching habit. Minor structural defects that are insignificant and typical or common within the species. e.g. included bark, co-dominant stems. No fungal pathogens present. No visible wounds to the trunk and/or root plate.
Fair	Moderate structural defects present that impact longevity e.g. apical leaders sharing common union(s). Minor damage to structural roots. Small wounds present where decay could begin. No fungal pathogens present. A fair representation of the species.
Poor	Significant structural defects present that have a significant impact on longevity and result in a poor representation of the species e.g. Branch/stems with included bark with failure likely within 0–5 years. Wounding evident with cavities and/or decay present. Damage to structural roots.
Hazardous	Serious structural defects with failure determined to be imminent (<12 months). Defects may include active splits and/or partial branch or root plate failures. Tree requires immediate arboricultural works to alleviate the associated risk.

**Useful Life Expectancy (ULE):** Useful Life Expectancy refers to an expected period of time the tree can be retained within the landscape before its amenity value declines to a point where it may detract from the appearance of the landscape and/or becomes potentially hazardous to people and/or property. ULE values consider tree species, current age, health, structure and location. ULE values are based on the tree at the time of assessment and do not consider future changes to the tree's location and environment which may influence the ULE value.

Category
0–5 Years
5–10 Years
10–20 Years
20–30 Years
30–50 Years
>50 Years

ITEM 10 (continued)

ATTACHMENT 2



11.3 Appendix C – ArborSafe Risk Matrix Descriptors

11.3.1 The ArborSafe Risk Matrix. Tree risk of the subject tree was determined by assessing both the probability of whole tree or significant limb failure and the consequence to human health and/or property damage should a failure occur.

### Tree Risk Assessment Matrix

		PROBABILITY				
		A). No Detectable Threat	B). Failure Unlikely	C). Failure Possible	D). Failure Likely	E). Failure Certain
CONSEQUENCE	1). Minor	<sup>A1</sup> <b>NEGLIGIBLE</b>	<sup>B1</sup> <b>VERY LOW</b>	<sup>C1</sup> <b>LOW</b>	<sup>D1</sup> <b>MEDIUM</b>	<sup>E1</sup> <b>MEDIUM</b>
	2). Moderate	<sup>A2</sup> <b>VERY LOW</b>	<sup>B2</sup> <b>LOW</b>	<sup>C2</sup> <b>MEDIUM</b>	<sup>D2</sup> <b>MEDIUM</b>	<sup>E2</sup> <b>HIGH</b>
	3). Serious	<sup>A3</sup> <b>LOW</b>	<sup>B3</sup> <b>MEDIUM</b>	<sup>C3</sup> <b>MEDIUM</b>	<sup>D3</sup> <b>HIGH</b>	<sup>E3</sup> <b>URGENT</b>
	4). Extreme	<sup>A4</sup> <b>MEDIUM</b>	<sup>B4</sup> <b>MEDIUM</b>	<sup>C4</sup> <b>HIGH</b>	<sup>D4</sup> <b>URGENT</b>	<sup>E4</sup> <b>CRITICAL</b>

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ATTACHMENT 2



The Tree Risk Assessment is based on a ground based Visual Tree Assessment (VTA) as detailed in the Limitations and Explanation of Assessment Terms document.

**WEATHER**

An understanding of the destructive capability of wind and adverse weather is necessary and will assist site owners and managers to comprehend the limitations of arboricultural inspections. The further details refer to Weather section of the Limitations and Explanation of Assessment Terms document. Due to the known destructive capability of strong winds on defect-free trees, the ArborSafe assessment (including the risk assessment) is based on normal weather, wind speeds and direction for the site and the trees, up to a maximum average wind speed of 33 knots and/or a maximum gust of 43 knots, unless otherwise specifically advised in writing.

**PROBABILITY**

For both Current Risk and the Residual Risk After Remedial Works, the inspecting Arborist considers the following points when determining the Probability of a future tree failure:

- The probability of tree failure is considered to be within a 12 month reinspection interval, unless otherwise requested by the site manager.
- The tree risk assessment is based on normal weather, wind speeds and directions for the site and the trees, up to a maximum average wind speed of 33 knots and/or a maximum gust of 43 knots, unless otherwise specifically advised in writing.
- When a tree has multiple defects, the probability of failure for the Current and Residual Risk is based on the part(s) of concern that present the highest risk.
- Where possible, cavities or hollows within 1.5m of ground are recorded and/or probed to investigate their extent and potential effect on structural integrity.
- History of previous failures, types of defects and species traits are considered when assessing the probability of failure.
- Multiple compounding and/or progressive defects may increase the probability of failure.
- If the structural integrity of the tree or part(s) of concern cannot be adequately determined from ground based VTA, if reasonable the inspecting arborist will nominate further detailed inspection or testing of the defects and will nominate the location, type of test or report and detail required to make a future informed decision on the structural integrity of the tree or part(s) of concern.
- The inspecting arborist may consider the potential impact of works within the root zone on the probability of failure, only when information on works within root zones has been accurately provided or is clearly visible at the time of the assessment.
- The inspecting arborist may consider the effects of changes in wind loading on assessed trees when the site manager has informed the inspecting arborist of all activities that have taken place in proximity to assessed trees.

PROBABILITY	DESCRIPTION	EXAMPLE
<b>No Detectable Threat (Failure unforeseeable)</b>	The tree has no significant risk related defects and/or structure where failure of the tree or part is considered not foreseeable during the reinspection period.	The tree may present with good structure which is well suited to the location with no risk related defects aligned.
<b>Failure Unlikely</b>	The tree has a visible defect(s) and/or structure where failure of the tree or part is considered unlikely during the reinspection period.	The tree may present with little good structure, which is well suited to the location. The tree may exhibit good response growth, with defects that are well tolerated by the species and an ability to fill during the reinspection period.
<b>Failure Possible</b>	The tree has a visible defect(s) and/or structure where failure of the tree or part is considered possible during the reinspection period.	Previous branch failures may be evident in the subject tree. Excessive branch weight, included bark not well tolerated by the species, epicormic branch growth, bird browsing damage on branch unions, cavities and/or decay of unknown extent, small quantity of dead wood, increased canopy exposure to wind.
<b>Failure Likely</b>	The tree has a visible defect(s) and/or structure where failure of the tree or part is considered likely during the reinspection period.	The tree may present a trend of branch failures. The tree may present with poor structure and known not to be well tolerated by the species. Advanced decay with poor response growth. Significant cavities likely to impact tree structure. Significant earth works within the Tree's Structural Root Zone (SRZ). Tree displays evidence of included bark and/or with significant swelling, cracks, splits, bleeding sap flow or sealants within a branch union. Tree exhibits large branch growth of previous topping points. Significant quantity of deadwood. The tree has multiple defects each deemed a lower probability but combined present as compounding defects.
<b>Failure Certain</b>	The tree has a visible defect(s) and/or structure and failure of the tree or part is considered certain during the reinspection period.	The tree may have severe defects that have a potential of failure at any time and/or compromised tree or branch structure is evident. Unstable hanging limbs. Active root plate movement is evident via soil lifting/tracking. Active trunk or branch rot and/or splits/cracks.

**CONSEQUENCE**

For both Current Risk and the Residual Risk After Remedial Works, the inspecting Arborist considers the following points when determining the Consequence of a potential future tree failure:

- The size of the tree part(s) of concern.
- Fall distance of the tree part(s) of concern.
- Asset value or importance within the fall zone.
- If multiple targets within fall zone increase the consequence.
- The potential severity of injury or asset damage from the size of part(s) of concern.
- Information provided from the site manager/owners regarding occupancy and usage within the fall zone.
- The potential for impacting a target considering the intensity of use within the fall zone.
- Observation at the time of assessment of human activity, vibration, assets and usage within the fall zone.
- Other trees, branches, hardware or structures that would reduce the severity of impact and provide target protection.
- Where a tree has multiple defects, the consequence of failure for the Current Risk and Residual Risk After Works is based on the part(s) of concern that present the highest risk.

CONSEQUENCE	DESCRIPTION
<b>Minor</b>	A low chance of significant human injury or death due to the size of the tree part(s) of concern and/or occupancy within the fall zone and/or asset damage limited to lower value assets.
<b>Moderate</b>	A medium chance of significant human injury or death due to the size of the tree part(s) of concern and/or intermittent occupancy within the fall zone and/or asset damage limited to moderate value assets.
<b>Serious</b>	A high chance of significant human injury or death due to the size of the tree part(s) of concern and/or frequent occupancy within the fall zone and/or asset damage to significant value assets and/or disruption to important activities.
<b>Extreme</b>	A very high chance of significant human injury or death due to the size of the tree part(s) of concern and/or intense to constant occupancy within the fall zone and/or asset damage to major assets and/or disruption to significant services.

**TIME FRAME FOR REMEDIAL ACTIONS**

All risk based remedial actions should be prioritised by levels of risk, from Critical to Negligible in a descending manner. Critical risk works should be performed as soon as possible and fall zones of the tree or part(s) of concern should have effective exclusion zones established and maintained until remedial actions are performed. Urgent to high risk remedial work actions should be performed as soon as is practicable, with lower level risk based remedial works to be prioritised at the client's discretion based on resources available.

Risk Matrix V4 July 2010

ITEM 10 (continued)

ATTACHMENT 2



11.4 Appendix D – TRAQ Methodology

- 11.4.1 TRAQ is founded on the International Society of Arboriculture's (ISA) 'Best Management Practices - Tree Risk Assessment'<sup>1</sup>.
- 11.4.2 TRAQ uses two matrices. Firstly, a 'Likelihood Matrix' for the likelihood of a failure impacting a specified target, which produces a 'Likelihood' category.
- 11.4.3 The Likelihood categories are then fed into a 'Risk Matrix', where 'Consequences' are also categorised, to produce a qualitative risk rating of Extreme, High, Moderate, or Low, which is the 'risk assessment'.

Likelihood of Failure	Likelihood of Impact				Likelihood of Failure & Impact	Consequences of Failure			
	Very low	Low	Medium	High		Negligible	Minor	Significant	Severe
Imminent	Unlikely	Somewhat likely	Likely	Very likely	Very likely	Low	Moderate	High	Extreme
Probable	Unlikely	Unlikely	Somewhat likely	Likely	Likely	Low	Moderate	High	High
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely	Somewhat likely	Low	Low	Moderate	Moderate
Improbable	Unlikely	Unlikely	Unlikely	Unlikely	Unlikely	Low	Low	Low	Low

Figure 5. The ISA Risk Matrix used to calculate the risk of harm or injury

- 11.4.4 ISA Matrix methodology for assessing Likelihood of failure: When considering the likelihood of failure, the inspecting arborist considers, the severity and significance of an identified defect, site conditions, exposure, response growth, trends of previous failures and any compounding factors. The time frame considered is a 12-month period.
  - **Improbable** – The tree or branch is not likely to fail during normal weather conditions and may not fail in many severe weather conditions within the specified time frame. No obvious defects or issues are observed during the inspection.
  - **Possible** – Failure could occur but is unlikely during normal weather conditions within the specified time frame. Minor defects such as included bark, previous failure wounds, deadwood, minor cavities and co dominant stems.
  - **Probable** – Failure may be expected under normal weather conditions within the specified timeframe. Major defects such split bark inclusions, significant cavities, fungal fruiting bodies, trenching within the structural root zone.
  - **Imminent** – Failure has started or is most likely to occur in the near future, even if there is no significant wind or increased load. This is an infrequent occurrence for a risk assessor to encounter and may require immediate action to prevent people from harm.
- 11.4.5 ISA Matrix methodology for assessing Likelihood of Impacting a Target: Factors such as occupancy rate, the exposure of the target, target protection factors, weather effects and fall distance are considered.
  - **Very Low** – The likelihood of impacting the target is remote.
  - **Low** – It is not likely that the failed tree or part will impact the target.
  - **Medium** – The failed tree or part is as likely or not to impact the target.
  - **High** – The failed tree or part will most likely impact the target.
- 11.4.6 ISA Matrix methodology for assessing Consequence of tree failure. Consequences of failure are categorized based on the value of the target and the harm that may be done to it. Factors such as size of

<sup>1</sup> Dunster, J, Smiley, T, Matheny, N and Lily, S, (2013), *Tree Risk Assessment Manual*, Champaign, Illinois. International Society of Arboriculture.

ITEM 10 (continued)

ATTACHMENT 2



part, fall characteristics, fall distance, the value of property and the number of people that could be impacted.

- **Negligible** – Consequences are those that involve low value property damage or disruption that can be replaced or repaired, they do not involve personal injury.
- **Minor** – Consequences are those that involve low to moderate property damage, small disruptions to traffic or a communication utility or very minor injury.
- **Significant** – Consequences are those that involve property damage of moderate to high value, considerable disruption or personal injury.
- **Severe** – Consequences are those that could involve serious personal injury or death, damage to high value property or disruption of important activities.

11.4.7 ISA Matrix methodology for assessing Levels of Risk

- **Low** – Mitigation or remedial works may be appropriate for some trees, but the priority for action is low. Works still may reduce risk or future risk, but the categorized risk rating is already at the lowest level.
- **Moderate** – The tree risk assessor may recommend mitigation options, however the decision to act and timing depends on the risk tolerance of the tree owner/manager.
- **High** – This combination of likelihood and consequence indicates that the tree risk assessor should recommend mitigation options be taken. The decision to act and timing depends on the risk tolerance of the tree owner/manager.
- **Extreme** – The tree risk assessor should recommend that the mitigation be performed as soon as possible. In some cases, this may mean immediate restriction of access to the target zone to avoid injury to people.

ITEM 10 (continued)

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11.5 Appendix E – QTRA Methodology

11.5.1 Tree safety management is a matter of limiting the risk of harm from tree failure while maintaining the benefits conferred by trees. Although it may seem counterintuitive, the condition of trees should not be the first consideration. Instead, tree managers should consider first the usage of the land on which the trees stand, and in turn this will inform the process of assessing the trees.

11.5.2 The Quantified Tree Risk Assessment (QTRA) system, developed by Mike Ellison at Cheshire Woodlands, applies established and accepted risk management principles to tree safety management. The system moves the management of tree safety away from labelling trees as either 'safe' or 'unsafe' and thereby away from requiring definitive judgements from either tree assessors or tree managers. Instead, QTRA quantifies the risk of significant harm from tree failure in a way that enables tree managers to balance safety with tree values and operate to predetermined limits of tolerable or acceptable risk.

11.5.3 By quantifying the risk from tree failure as a probability, QTRA enables a tree owner or manager to manage the risk in accordance with widely applied and internationally recognised levels of risk tolerance. QTRA further provides a decision-making framework which considers the balance between the benefits provided by trees, levels of risk they pose, and costs of risk management.

**QTRA Advisory Risk Thresholds**

Thresholds	Description	Action
1/1 000	Unacceptable Risks will not ordinarily be tolerated	Control the risk
	Unacceptable (where imposed on others) Risks will not ordinarily be tolerated	Control the risk Review the risk
1/10 000	Tolerable (by agreement) Risks may be tolerated if those exposed to the risk accept it, or the tree has exceptional value	Control the risk unless there is broad stakeholder agreement to tolerate it, or the tree has exceptional value Review the risk
	Tolerable (where imposed on others) Risks are tolerable if ALARP	Assess costs and benefits of risk control Control the risk only where a significant benefit might be achieved at a reasonable cost Review the risk
1/1 000 000	Broadly Acceptable Risk is already ALARP	No action currently required Review the risk

11.5.4 Using QTRA, the land-use (Target) upon which trees could fail is assessed first. By valuing the Target first, the tree owner and the risk assessor are able to determine whether or not, and to what degree of rigour, a survey or inspection of the trees is required. Where necessary, the tree is then evaluated in terms of its size and probability of failure. Ranges of value for Target, Size, and Probability of Failure are entered into a QTRA calculator which generates a traffic light colour-coded risk of harm. The tree owner can then compare the risk to advisory levels for risk tolerance.

**ITEM 10 (continued)**

**ATTACHMENT 2**



- 11.5.5 By taking a QTRA approach, tree owners commonly find they spend substantially less resources on assessing and managing tree risk than they did previously, whilst maximising the many benefits their trees provide. Moreover, in the event of a 'tolerable' or 'acceptable' risk being realised, they are in a position to demonstrate the risk has been managed reasonably and proportionately.

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## **11 NEW NOMINEE FOR FESTIVAL AND EVENTS ADVISORY COMMITTEE**

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**Report prepared by:** Senior Coordinator - Events

**File No.:** GRP/09/7/2/5 - BP19/262

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### **REPORT SUMMARY**

The Festivals and Events Advisory Committee currently consists of twenty one (21) community members. Recently one (1) new nomination for a position on the committee and one (1) new request to resign from the committee has been received.

### **RECOMMENDATION:**

- (a) That council endorses the nomination of Jaewoo Kim for a position on the Festival and Events Advisory Committee.
- (b) That council note the resignation of Maria Zappia representing the Gladesville Chamber of Commerce.

### **ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Michelle Carter**  
**Senior Coordinator - Events**

Report Approved By:

**Liz Berger**  
**Manager - Communications and Engagement**

**Angela Jones-Blayney**  
**Director - Customer and Community Services**

## **ITEM 11 (continued)**

### **Discussion**

The Terms of Reference (TOR) of the Festivals and Events Advisory Committee stipulates that the role of the committee is to consider matters and inform Council and Council officers of community views and likely impact regarding the delivery and development of festivals and events in the City of Ryde.

The TOR of the Festival and Events Advisory Committee outlines the following membership criteria:

- No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008.
- Twelve (12) community representatives and no more than twenty four (24) community representatives.
- Ideally, community members will be drawn from each of the three wards of Council, with a minimum of two representatives from each ward.
- 1 member from each of the following groups:
  - Eastwood Chamber of Commerce
  - West Ryde Chamber of Commerce
  - Gladesville Chamber of Commerce
  - Chair or delegate from each event Sub-Committee (Lunar New Year, Cork & Fork, Lunar New Year and Granny Smith Festival).

Recently, one (1) new nomination for a position on the committee and one (1) new request to resign from the committee has been received.

New nominees are required to submit an expression of interest outlining their interests and skills for aspiring to be part of the Festivals and Events Advisory Committee.

Nominee response is detailed below:

### **Nomination: Jaewoo Kim**

Jaewoo Kim is a local resident of Meadowbank and has been a professional opera singer including a former principal singer for Opera Australia. Jaewoo would like to contribute back to the community and hopes that his knowledge and experience can be a benefit to the committee.

**ITEM 11 (continued)**

A resignation has recently been received by the following member from the committee.

**Resignation: Maria Zappia- Gladesville Chamber of Commerce**

Maria Zappia is a member of the Gladesville Chamber of Commerce and due to time constraints can no longer commit to being a member of the committee.

**Financial Implications**

Adoption of the recommendations will have no financial impact.



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## 12 LIBRARY SERVICES STRATEGIC PLAN

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**Report prepared by:** Manager - Library Services  
**File No.:** GRP/15/1/8 - BP19/281

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### REPORT SUMMARY

In 2014 the Library Services strategic plan *Libraries for Ryde 2014 – 2024* was endorsed by Council. While intended to shape the development of the City of Ryde Libraries for ten years, a rapidly expanding and evolving community and the new 2028 Community Strategic Plan for the City of Ryde necessitated a review.

The review of Libraries for Ryde was conducted by Library Services with a high level of involvement from all staff. Planning sessions were conducted at the Library Services staff development days and at regular team meetings.

A presentation was provided to a Councillor Workshop on 9 October 2018 with an update on key aspects of the review, and particularly on the revised Library Service Delivery Model (LSDM). The LSDM provides a structured but simple guide to the development of City of Ryde Library Services.

The Library Services strategic plan *Great Libraries Great Communities 2019-2024* (**ATTACHMENT 1**) is the outcome of this review process.

### RECOMMENDATION:

- (a) That the Library Services strategic plan *Great Libraries Great Communities 2019-2024* be approved by Council and placed on public exhibition for 28 days.
- (b) That Councillors are informed of the results of the public exhibition.

### ATTACHMENTS

1 Great Libraries Great Communities 2019 - 2024 Library Strategic Plan

Report Prepared By:

**John Neuhaus**  
**Manager - Library Services**

Report Approved By:

**Angela Jones-Blayney**  
**Director - Customer and Community Services**

## ITEM 12 (continued)

### Discussion

The City of Ryde's network of five libraries provides services that meet the needs of the current population with customer satisfaction ratings of between 96% and 98% recorded in quarterly surveys over the past 4 years. Our libraries are increasingly popular, with more than one million visits in each of the last two financial years, due to the diverse array of events and services on offer. However over the next 16 years the City of Ryde's population is projected to grow by more than 30%. The number of people wanting to live in the City has outpaced the population forecasts that informed the *Libraries for Ryde 2014 – 2024* strategic plan.

The revised strategic plan *Great Libraries Great Communities 2019-2024* including a new Library Service Delivery Model (LSDM) offers an expanded vision and scope to ensure that Library Services continue to meet the expectations of Ryde's growing and dynamic population. It also provides the foundation for a rapid response to opportunities for relocation or redevelopment of libraries as they arise.

The LSDM is based on the long-term delivery of library spaces of between 10,000 sqm to 13,000 sqm (up from the current 4,879 sqm). It includes one City Library, supported by Specialist Centre Libraries (such as the planned new library at Macquarie Shopping Centre), Town Centre Libraries and Small Centre Libraries.

These physical facilities will provide the full range of library services and resources, supported by the Home Library Service for housebound residents, and the Online Library, which offers 24/7 access to a broad range of online resources including eBooks and services such as reservations, renewals, and event bookings.

As patterns of library usage change *Great Libraries Great Communities* provides the flexibility to adapt resourcing to reflect the local community's evolving interests and expectations. Library collections will become more diverse – from their content and language of publication to their mode of delivery – while Library Services will also continue to find new ways of using technology creatively and develop new spaces that inspire and build community cohesion.

*Great Libraries, Great Communities 2019 - 2024* does not commit Council to the immediate development of new libraries or expansion of the existing library network. Instead, it provides a strategy for the long term and identifies the catalysts for change. It provides the flexibility to shape the library network according to opportunity and community need; and in the short term it will assist with day-to-day planning and decision-making on matters that impact the way library services are provided to the community.

### Financial Implications

Adoption of the recommendation will have no immediate financial impact.

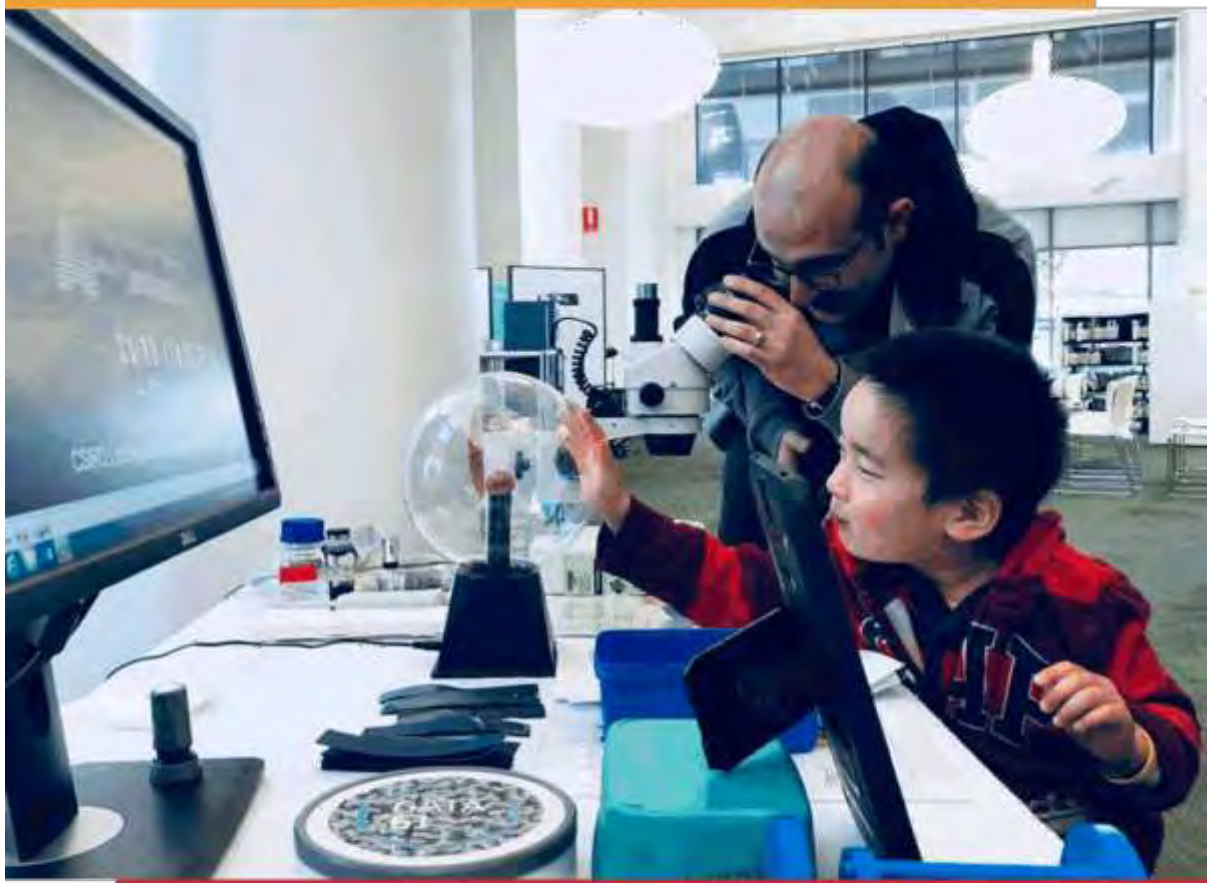
ITEM 12 (continued)

ATTACHMENT 1

# GREAT LIBRARIES

# GREAT COMMUNITIES

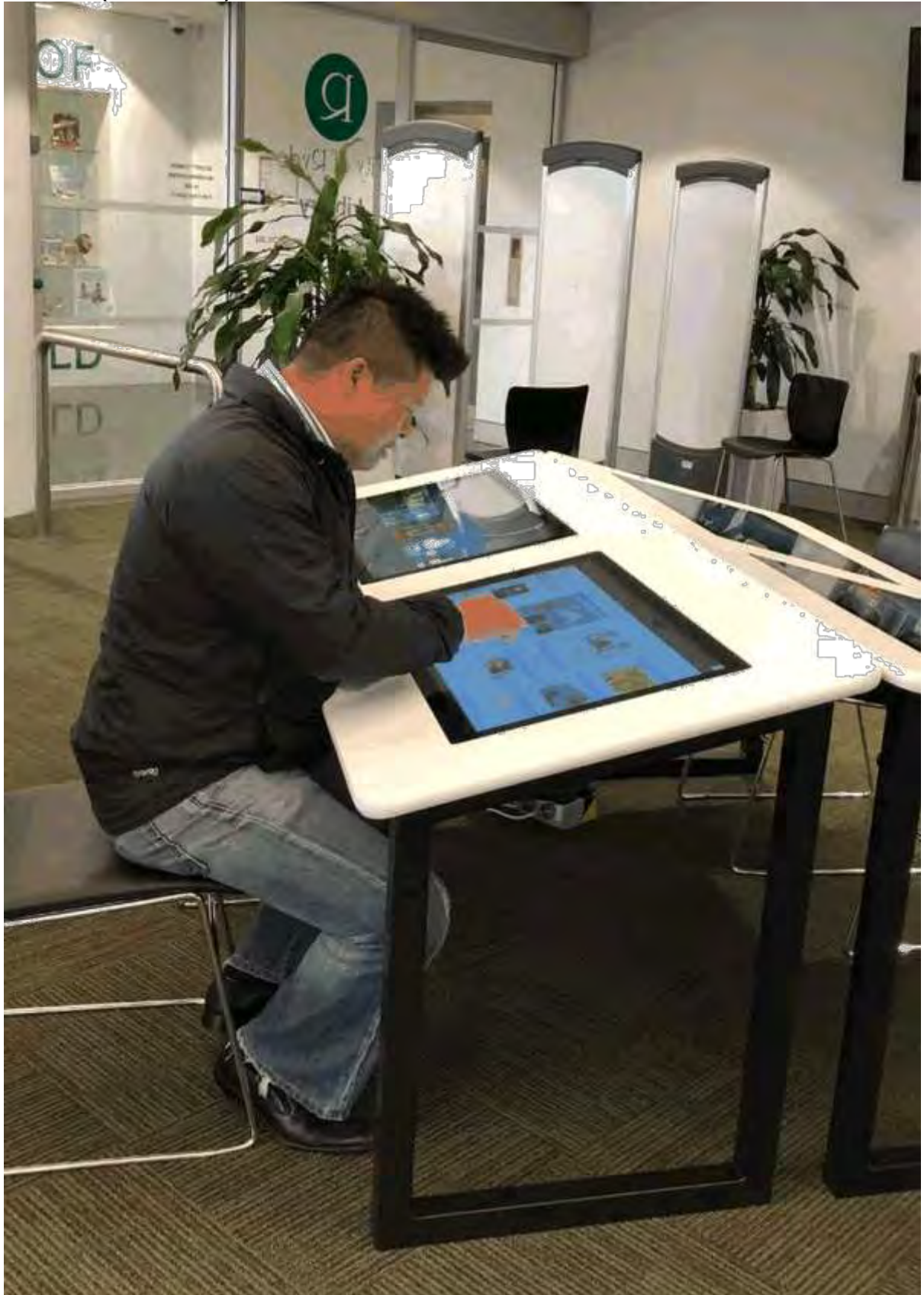
IMAGINE  
CONNECT  
LEARN



RYDE LIBRARY SERVICE  
STRATEGIC PLAN  
2019-2024

**ITEM 12 (continued)**

**ATTACHMENT 1**



**ITEM 12 (continued)**

**ATTACHMENT 1**



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ITEM 12 (continued)

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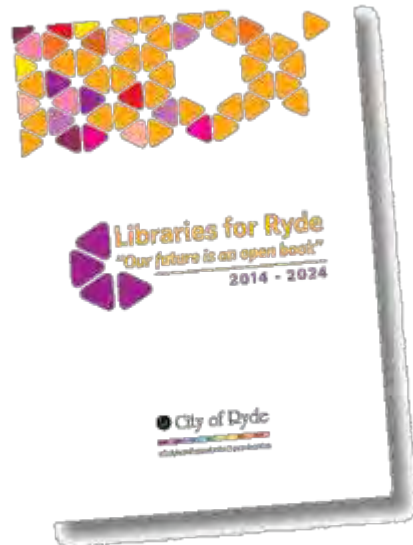
INTRODUCTION

Libraries hold a special place in the hearts of our community. As well as being spaces for people to access information and ideas, the City of Ryde's libraries support social inclusion, help bridge the digital divide, encourage lifelong learning, and act as meeting places for a range of community activities.



**ITEM 12 (continued)**

**ATTACHMENT 1**



In 2014, we released our first strategic plan, *Libraries for Ryde 2014 – 2024*. While intended to shape our future for 10 years, a rapidly expanding and evolving community and the new *2028 Community Strategic Plan* for the City of Ryde necessitates a revision.

While continuing to provide books, magazines and other publications, we anticipate that our libraries will also provide refuges to escape from the pressures of high-density living, places to connect with people who share common interests, spaces to build skills and knowledge and room to let the mind wander free.

We have revisited our Library Service Delivery Model to ensure that it affirms our collective goals and that we have a clear vision of the future. It will guide us in our delivery of the services and facilities our community needs in both the short and longer term, and position us to optimise the opportunities arising through the growth and development of our City.

The City of Ryde won the **NSW Public Libraries Marketing Award** for our **March to a Million** campaign, which achieved its target of receiving more than a million visits to our libraries in a year, along with a significant increase in the use of services, collections and new memberships.



Some of our achievements during the past five years included:

- We now offer improved digital connectivity and our community has responded enthusiastically.
- Library collections continue to adapt to community interest and needs.
- Library staff are a cohesive professional team that delivers outstanding customer service.
- We developed a very popular volunteer program that is building cohesion in our community.
- The development of partnerships has led to a 10 percent growth in programs and 25 percent increase in attendance.
- Our asset management plan has seen refurbishments at all libraries.
- Marketing of the Library Service has become increasingly sophisticated, resulting in sustained growth and use of the libraries.
- We have a solid planning foundation provided by our Library Service Delivery Model.

ITEM 12 (continued)

ATTACHMENT 1

OUR  
LIBRARIES  
TODAY

Library usage in the City of Ryde continues to defy national trends. While our libraries are more popular than ever, our evolving community – and the changing role of libraries in their lives – provides us with exciting opportunities to take the next step on our journey to offering the best possible library service.



The new *Ryde 2028 Community Strategic Plan* has presented us with an opportunity to revisit *Libraries for Ryde*. It has allowed us to reimagine the future of the Library Service in our City, now that we have a clearer understanding of what that future might hold.

Our new *Library Service Strategic Plan: Great Libraries, Great Communities*, identifies and affirms our goals, and provides a blueprint for achieving those goals by outlining our short and long-term strategies and the tasks needed to implement those.



**ITEM 12 (continued)**

**ATTACHMENT 1**



**ITEM 12 (continued)**

**ATTACHMENT 1**



Our five libraries offer diverse programs and activities that appeal to a broad sector of our community.

Key Statistics (2017/18):

- 1,025,597 visits
- 944,889 loans
- 160,000 information requests
- 122,239 eLoans
- 1,832 events with 64,585 attendees
- 274,877 WiFi logins
- 64,346 public PC hours.



**ITEM 12 (continued)**

**ATTACHMENT 1**

Libraries play an increasingly important role in building community cohesion. They provide diverse literature and other materials in a range of languages and formats to allow people from all backgrounds to explore ideas, discover the past, engage with the present and imagine the future.

They recognise, appreciate and celebrate people's different backgrounds and circumstances and how their lives enrich the community. They create opportunities, through employment, volunteering, events and social activities, and build a common vision and sense of belonging.

They provide a focus for community activities, activate public spaces, create social capital and enhance the liveability of a community by increasing opportunities for engagement.

As our City grows and changes, we need to plan to meet increased demand for the facilities and services that support the entire community, including a specific focus on spaces for people to participate and engage with others in lifelong learning.

In return, the rich array of social networks, community groups and partnerships facilitated by these spaces connect neighbourhoods and improve the quality of life for people of all ages, abilities and cultures.



**ITEM 12 (continued)**

**ATTACHMENT 1**

**SNAPSHOT  
OF OUR  
COMMUNITY**

Over the coming decades the overall composition of our community will shift in some important areas. Our changing demographics are adding a new chapter to the City of Ryde's story.



Between 2011 and 2016, total dwellings across the City of Ryde increased by 4,484. Of these, 4,200 were high-density dwellings, reflecting a significant change in the way people live. Denser living means that more people will be living in units, increasing demand on the area's many lifestyle assets, public spaces and local services.

**ITEM 12 (continued)**

**ATTACHMENT 1**

Significantly, there will be 40,000 more people accessing the City of Ryde's services and facilities by 2036. This increasing and changing population will influence planning for schools, organised sports and youth services. It will also require us to reassess the services and facilities we offer, to ensure reasonable access for people at all stages of their lives.

For example, population forecasts predict that the number of people who have reached retirement age will increase by more than 60 percent, requiring the growth of a range of tailored services and safe access to more places.

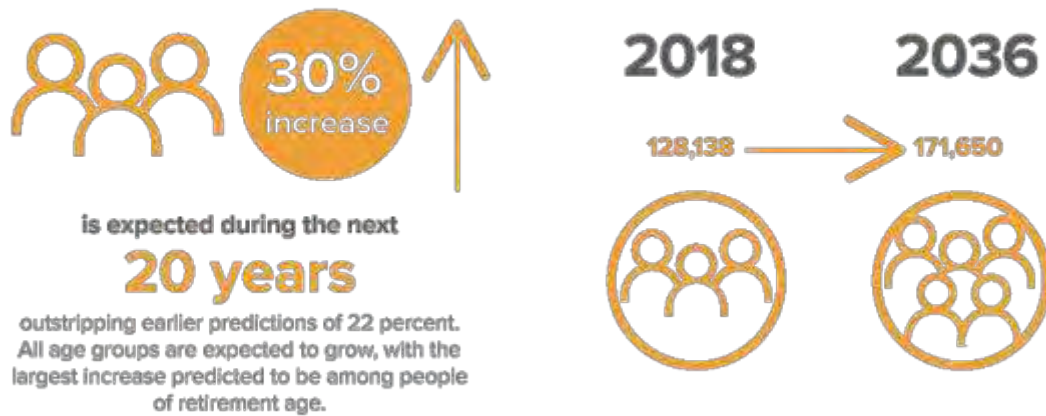
Similarly, many young families are moving to the City of Ryde, with numbers of children and teenagers projected to increase more than 40 percent, requiring a new approach to successfully meeting their needs.



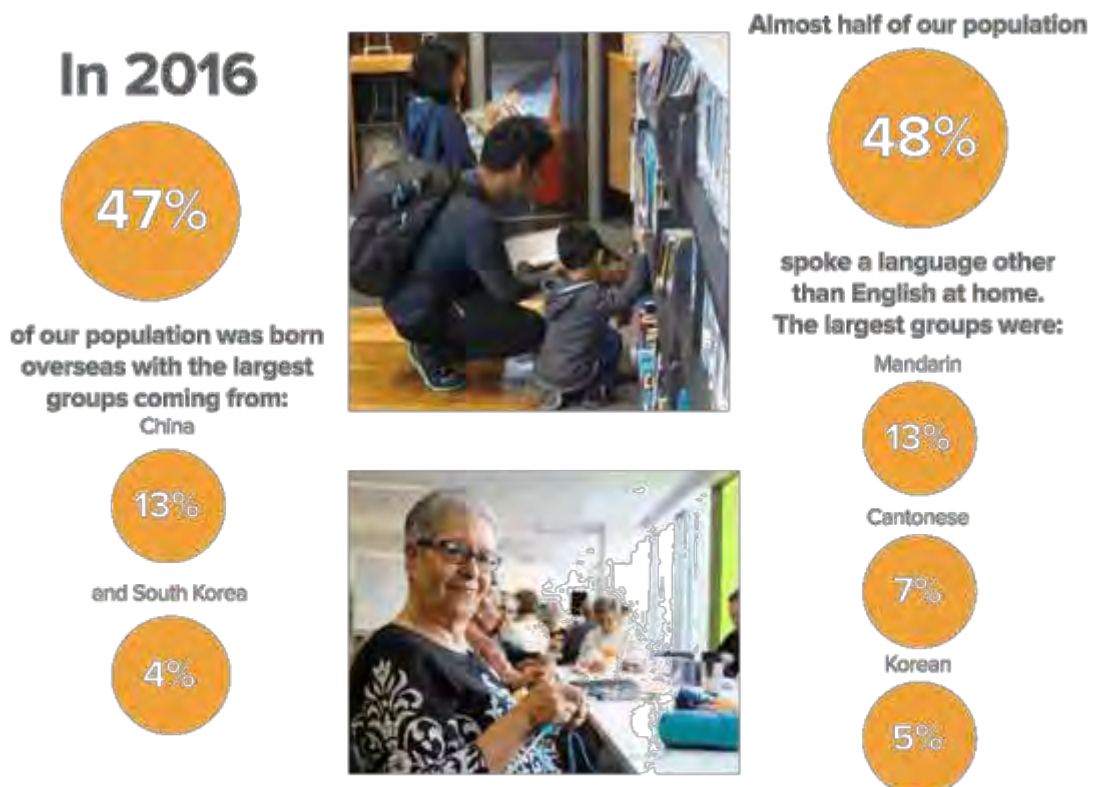
ITEM 12 (continued)

ATTACHMENT 1

OUR COMMUNITY IS EVOLVING



THEY ARE CULTURALLY DIVERSE



**ITEM 12 (continued)**

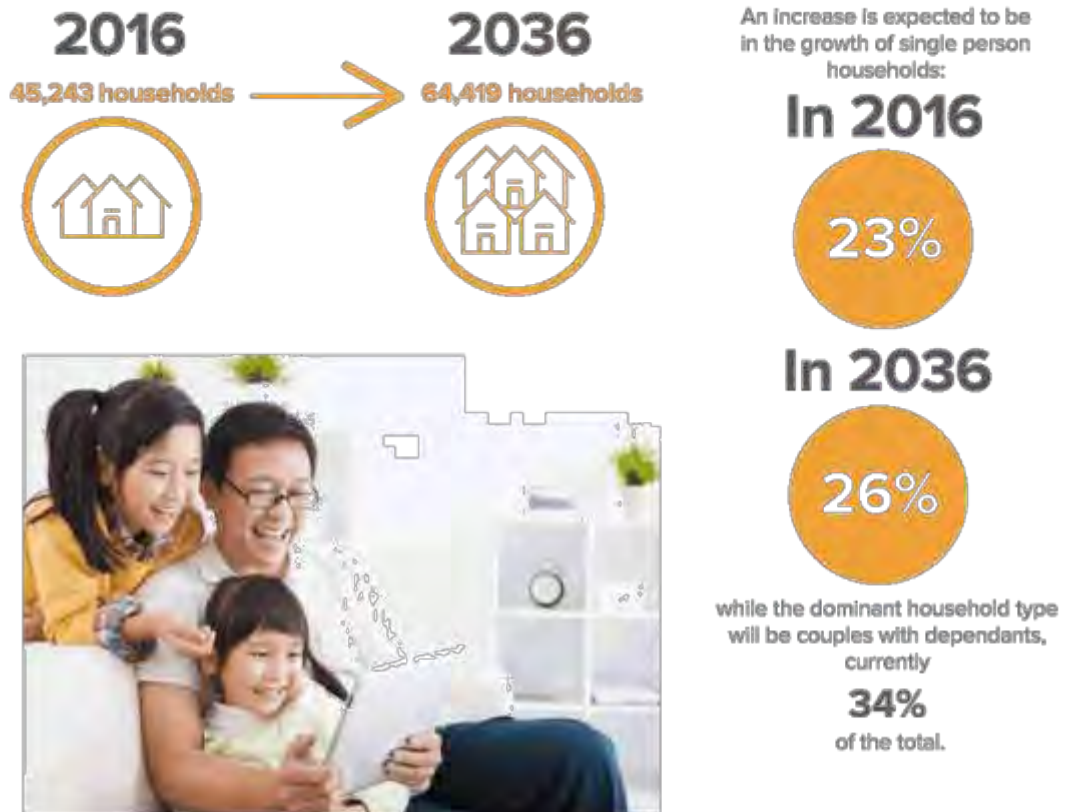
**ATTACHMENT 1**



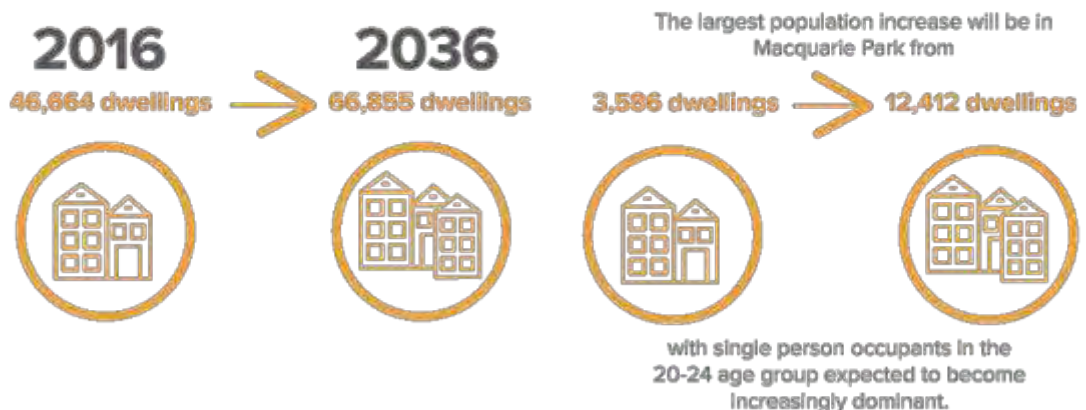
ITEM 12 (continued)

ATTACHMENT 1

THE WAY WE LIVE IS CHANGING



WHERE WE LIVE IS CHANGING TOO





**ITEM 12 (continued)**

**ATTACHMENT 1**

In practical terms the increase in higher density living will mean that people may need to look elsewhere for quiet study spaces and places to gather to engage in creative pursuits. Libraries will play a significant role in ensuring these spaces are available in areas of greatest population concentration. Add to the growing population of home apartment dwellers, students, and the staff, maintaining them to life, will provide a vital space to share with others.



ITEM 12 (continued)

ATTACHMENT 1

**ABOUT OUR  
LIBRARY SERVICE**

**Our libraries deliver spaces, experiences and opportunities that enhance the social, cultural, recreational and lifelong learning needs of our wider community.**



Our libraries are inclusive both in the services we offer and in our broad, progressive and diverse collection of books and other materials, while our principles of equity, acceptance and tolerance promote an ethical framework across our City.

**ITEM 12 (continued)**

**ATTACHMENT 1**

**OUR GUIDING PRINCIPLES**

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**Place:** We provide inclusive and welcoming spaces that inspire social, recreational, creative and learning experiences for our diverse community.

**Access to information:** We provide free and equitable access to quality information in a range of formats for our community.

**Staff:** We are customer-focused, enthusiastic team workers who strive for excellence. We are lifelong learners, meeting the changing needs of our community.

**Responsiveness to change:** We are a constantly evolving service that responds to, and anticipates changing community needs and expectations.

**Empowerment:** We build community capacity and resilience by providing information, services, programs and technology that empower people to participate in society.

**Innovation:** We enthusiastically adopt innovative technologies and practices, adapting them to improve services.

**Engagement:** We engage with the community and other stakeholders to develop the range and depth of our service and programs.



**ITEM 12 (continued)**

**ATTACHMENT 1**

The Library Service is a key contributor to all outcomes of the City of Ryde 2028 Community Strategic Plan, particularly:

**OUR ACTIVE AND HEALTHY CITY**

- We provide comfortable community spaces that offer a range of choices for learning, recreation and living.
- We provide services and activities that strengthen community life, connectedness and wellbeing.

**OUR CONNECTED AND ACCESSIBLE CITY**

- We provide up-to-date technology that enables the community to navigate the technological requirements of life.

**OUR DIVERSE AND INCLUSIVE CITY**

- We provide places that are accessible to all members of the community.
- We welcome people and help them to feel connected within their community.

**OUR SMART AND INNOVATIVE CITY**

- The creative technology focus of our proposed Specialised Centre Library will contribute to the development of Macquarie Park as an innovation district.

Following several years of significant growth in our City, in June 2018 we released our Ryde 2028 Community Strategic Plan. This is the Council's ten-year strategy for ensuring that the City of Ryde lives up to the aspirations of our community, while also meeting the challenges of our future.

Developing the plan involved extensive community consultation, with a number of themes emerging. They include recognition that our City is home to a friendly, supportive community with a rich history and range of backgrounds. There was also recognition that as the city grows, we will need to bring people together and find new ways to strengthen community connections between diverse groups.

*Great Libraries, Great Communities* provides a Library Service response to the challenges and opportunities identified in the new Ryde 2028 Community Strategic Plan.



**ITEM 12 (continued)**

**ATTACHMENT 1**



ITEM 12 (continued)

ATTACHMENT 1



The following factors already influence the way libraries deliver their services and will continue to play an important role in the future.

**COMMUNITY SPACE**

Libraries are increasingly important community focal points. New libraries are dramatic and inspiring destinations with flexible, adaptable and accessible interiors, and are increasingly co-located with cafés, retail outlets or other community services.

**DIVERSITY AND INCLUSIVENESS**

Socially inclusive, cohesive and sustainable, libraries play an important role in bringing people together and strengthening community connections. They provide opportunities for lifelong learning, from early literacy programs to technology classes for seniors, delivered both face-to-face and online. They underpin a rich range of social networks, community groups and partnerships and help residents and businesses to participate in creative, diverse and voluntary activities that connect neighbourhoods and improve the lives of people of all ages, abilities and cultures.

**ITEM 12 (continued)**

**ATTACHMENT 1**

**TECHNOLOGICAL CHANGE**

Libraries have embraced the digital age. They engage with their communities through social media, smart technology and mobile applications. They offer digital maker spaces, as well as spaces for other creative activities, and provide support – both in terms of infrastructure and staff expertise – for online transactions with government and business.

**PARTNERSHIPS**

Partnerships with the community are expanding as mutually beneficial relationships are made with volunteers, the education sector, community organisations, and selected well-aligned commercial enterprises. These partnerships allow libraries to engage with the community and other stakeholders in new ways and to develop the range and depth of our services and programs.



**ITEM 12 (continued)**

**ATTACHMENT 1**

**EVOLVING COLLECTIONS**

There is significant growth in demand for online library services, leading to the challenge of finding the ideal balance and mix of print and online items. Collections are also becoming more targeted and responsive to demand, and are increasingly being presented in attractive face-out displays that facilitate browsing.



**ADAPTABLE RESOURCING**

To maintain and develop their collections and services, innovative libraries are seeking supplementary resourcing for targeted programs and services through sponsorships and partnerships with education, business and community services.





**ITEM 12 (continued)**

**ATTACHMENT 1**



ITEM 12 (continued)

ATTACHMENT 1

WHAT DOES  
OUR FUTURE  
HOLD?

As patterns of library usage have changed, so too have libraries. Modern public libraries are attractive, dynamic and flexible. They respond to diverse needs with comfortable spaces for quiet reading and reflection, as well as providing places for active learning, collaboration and events.



Our physical libraries are strategically located throughout our City so that community members are able to access the resources we offer. They inspire visitors with possibilities – from ideas contained within books, print and online media to the inspiration provided by exhibitions and events – and even the design of the libraries themselves, helping to enrich the cultural life of our city.

**ITEM 12 (continued)**

**ATTACHMENT 1**



Offering a mix of quiet corners for study and reading, with vibrant and welcoming meeting places, libraries have become creative, interactive community hubs. They provide a place of welcome, where people can come together, attend events and interact, helping to develop and maintain social cohesion. They build community capacity by providing accessible and timely resources, services and activities that enhance learning, lifestyle and opportunity.

As the world increasingly adopts digital technology and its possibilities, we provide space and infrastructure for creative technology use and digital inclusion. Our library staff now act as friendly guides to services and information that enable our community to engage and participate.



**ITEM 12 (continued)**

**ATTACHMENT 1**



**ITEM 12 (continued)**

**ATTACHMENT 1**

Many forces will shape our libraries' future:

**A GROWING, SHIFTING POPULATION**

The current configuration of libraries best serves the southern part of the Local Government Area (LGA). Strategically, and as opportunities arise, libraries will need to be relocated or redeveloped in the northern part of the LGA, especially around Macquarie Park, North Ryde and Eastwood, due to increasing development and population growth.

**COMMERCIAL AND RESIDENTIAL DEVELOPMENT**

Co-locating libraries in commercial and residential developments in growth areas will provide value for money opportunities for new library facilities. We also need to be prepared to meet the needs of an increasing number of residents living in high density accommodation.

**OUR DIVERSE AND INCLUSIVE COMMUNITY**

Showcasing and celebrating the unique cultural and social mix of City of Ryde will remain an important focus of the Library Service. We will continue to seek opportunities to highlight events, issues and interests that are significant to different groups within our community.

**MORE OLDER PEOPLE, YOUNG ADULTS AND CHILDREN**

The number of older people, young adults and children is predicted to sharply increase in the City of Ryde over the next 20 years. To meet their growing needs, the library will explore innovative service delivery, marketing and programs to remain relevant and to continue to meaningfully engage with them.

**GREATER COMMUNITY PARTICIPATION**

The library will continue to provide spaces and programs that reflect and embrace our community. We will engage with our community in a variety of ways, including collecting and curating 'Ryde stories' that preserve the stories of the City and its people for the community today and into the future.

**MORE EFFICIENT USE OF RESOURCES**

Our libraries will be located in key areas, and open during hours that are most appropriate for their communities. As patterns of library usage change we will adapt our use of resources to reflect our local community's interest and demands.

**CLEVER USE OF TECHNOLOGY**

To enable our community to access information and services online and improve digital inclusion, both programs and public technology will continue to expand, including service delivery through mobile devices and a strong social media presence.



Casey-Cardina, Bungil Place Library,  
Victoria



Geelong Library and Heritage Centre  
Geelong, Victoria

ITEM 12 (continued)

ATTACHMENT 1

**HOW WILL WE GET THERE?**

The ongoing evolution of our libraries is guided by the goals set in the *Ryde 2028 Community Strategic Plan*. To achieve these goals, we will study trends in libraries worldwide and adapt our service so that is ready to grow and change with our community and their needs.



We will optimise available resources, meaningfully engage with our community and key stakeholders and bring to life a vision of the best possible library service.

**ITEM 12 (continued)**

**ATTACHMENT 1**

We will focus on:

**INFRASTRUCTURE THAT RESPONDS TO  
COMMUNITY NEEDS**

**Our goals**

We aim to provide:

- Community-focused libraries and facilities aligned with the Library Service Delivery Model (LSDM)
- Library infrastructure that is adaptable and flexible and responds to emerging trends; population change and population growth.

Our new Library Service Delivery Model has been developed in response to the growth in our City and to the changing way that our residents are living.

This model offers scope to accommodate the expected future capacity requirements of our libraries, both in terms of the size of the populations they serve, and the needs of those populations – from the design of library spaces to the services they will need in the future.

**Our strategies**

We will:

- Modify and develop the LSDM to meet the changing needs of residents and users
- Proactively assess and manage our facilities to ensure they are kept to standard, are well resourced and are sustainable into the future
- Develop our library spaces to align with the needs of the community, the LSDM and future development in the industry.



**ITEM 12 (continued)**

**ATTACHMENT 1**

**COLLECTIONS THAT MEET COMMUNITY EXPECTATIONS**

**Our goals**

We aim to provide:

- Equal and easy access to all the library's collections, both physical and online
- Collections that respond to community expectations and needs.

The future ratio of hard copy to online loans is not easy to predict. Our challenge will be to maintain the correct balance and to predict developments in this area.

**Our strategies**

We will:

- Ensure our physical and online collections are easily accessible
- Market our collections to maximise usage and awareness of what is available
- Actively seek community input and feedback on collections
- Develop collections that are responsive to community expectations and needs
- Preserve and promote the local history of the area through development of the local studies collection.

**RELEVANT SERVICES, PROGRAMS AND EVENTS**

**Our goal**

We aim to provide:

- Quality and relevant services and programs with clear community outcomes.

The services, programs and events developed and delivered by the Library Service are as important and vital to library users as the collections themselves

The number and range of services and programs is increasing in line with both community expectations and demand and is reflective of what is happening in public libraries throughout Australia.

**Our strategies**

We will:

- Deliver services, programs and events to meet community outcomes
- Develop services, programs and events that respond to new initiatives and opportunities
- Design our services, programs and events to ensure optimum use of resources and utilise external opportunities where possible.





**ITEM 12 (continued)**

**ATTACHMENT 1**



**ITEM 12 (continued)**

**ATTACHMENT 1**

**OFFERING INNOVATIVE INFORMATION AND COMMUNICATION TECHNOLOGY**

**Our goal**  
We aim to:

- Provide information and communication technology that is customer focused, innovative and accessible.

Information and communication technology (ICT) is a leading area of focus and encompasses digital inclusion, planning, integration and renewal.

We will continue to develop our online library, and increase the use and availability of a range of technologies within library facilities to create an innovative and exciting user experience for our diverse community groups.

**Our strategies**

We will:

- Provide an innovative and customer-focused online library
- Provide access to relevant and customer-focused information technology
- Explore and develop mutually beneficial technology partnerships
- Explore innovative and customer-focused self-service options for our users
- Implement appropriate technological applications to improve workflow efficiencies.

**DEVELOPING SKILLED AND FLEXIBLE STAFF**

**Our goals**  
We aim to:

- Have a staffing structure that supports flexible and adaptable service delivery
- Have a workplace culture of learning and growth

The library's organisational structure will optimise the deployment of our staff across our libraries.

**Our strategies**

We will:

- Develop a library structure that supports the delivery of our goals, and the needs of our community
- Develop a library staff culture that facilitates and maintains learning and growth
- Ensure our skills, behaviours and practices reflect and support our goals.



**ITEM 12 (continued)**

**ATTACHMENT 1**

**DEVELOPING PARTNERSHIPS THAT DELIVER**

**Our goal**

We aim to:

- Maintain and establish collaborative partnerships that benefit the Library Service, Council and community.

Ensure partnership options range from large commercial enterprises to small local community organisations, and include sponsors, volunteers, library supporters and advocates.

**Our strategies**

We will:

- Develop clear partnership guidelines and procedures
- Assess and develop partnership and collaboration opportunities.

**SUSTAINABLE RESOURCING**

**Our goal**

We aim to:

- Provide a sustainable library service that is well-resourced to meet a growing population and increasing demand.

Develop a range of income and resourcing streams to support the Library Service into the future, while also exploring efficiencies in our operational delivery.

**Our strategies**

We will:

- Assess the financial effectiveness, efficiency and viability of all projects, programs and services
- Explore internal and external funding and resourcing opportunities
- Ensure efficient budget management.



**ITEM 12 (continued)**

**ATTACHMENT 1**

**COLLABORATIVE STAKEHOLDER ENGAGEMENT**

**Our goal**

We aim to:

- Inform, consult, involve and collaborate with stakeholders in the ongoing design and development of library services and programs.

We aim to involve those people who may be affected by our decisions and ensure that our strategic direction meets the aspirations of the local community. We will continue to develop and regularly evaluate our engagement programs and measure stakeholder satisfaction through surveys and other outreach activities.

The Library Service will also align with the City of Ryde's *Communications and Engagement Strategy* to ensure we are meeting the needs of our diverse community.

**Our strategies**

We will:

- Evaluate the library's processes and approach to customer and community engagement
- Develop and implement a community and customer engagement plan
- Create engagement opportunities for key stakeholders.

**EFFECTIVE MARKETING THAT INCREASES LIBRARY USE**

**Our goal**

We aim to:

- Provide targeted and effective marketing strategies that build community recognition, knowledge, and use of collections, services, programs and facilities.

The Library Service will communicate and market our services, collections, events and activities to our customers and the community more effectively, through a range of marketing channels and media.

We will build community awareness and enhance customer relations through targeted and integrated marketing and communication strategies.

**Our strategies**

We will:

- Monitor our environment to better understand the needs and challenges facing the library, customers and the community
- Actively engage with our key stakeholders and partners in the delivery of library marketing
- Develop and implement a Marketing Plan and ensure it is regularly reviewed.



ITEM 12 (continued)

ATTACHMENT 1



ITEM 12 (continued)

ATTACHMENT 1



Our network of five libraries provides services that meet the needs of our current population. They are increasingly popular with the community, thanks to the diverse array of events and services we offer. However, as outlined on page 12, in the coming decades the City of Ryde's population is expected to grow by more than a third. The number of people wanting to live in our City to take advantage of the lifestyle and opportunities it offers has outpaced the population forecasts that shaped *Libraries for Ryde 2014 – 2024*.

**ITEM 12 (continued)**

**ATTACHMENT 1**

Our revised Library Service Delivery Model offers an expanded vision and scope to ensure that it meets the expectations of Ryde's evolving and dynamic population, and to ensure we are prepared to respond to opportunities for relocation or redevelopment as they arise.

The model is based on the measured, long-term delivery of library spaces of between 10,000 sqm to 13,000 sqm (up from the current 4,879 sqm). It includes one City Library, supported by Specialist Centre Libraries (such as the planned new library at Macquarie Shopping Centre), Town Centre Libraries and Small Centre Libraries.

These will be located in the centres where the population is most concentrated to ensure library facilities remain within reach for all City of Ryde residents. They will be visible and in high-use areas close to public transport and parking, and may be co-located with complementary businesses or services.

They will be designed to be attractive, with contemporary, flexible interior design that includes appropriate security infrastructure and acoustic design to control the noise levels associated with multi-use facilities. Full accessibility will be integral to all libraries to support our ageing and diverse community.

These dynamic, physical facilities will provide the full range of library services and resources, supported by our Home Library Service for housebound residents, and our Online Library, which offers 24/7 access to a broad range of online resources including eBooks and services such as reservations, renewals, and event bookings.



ITEM 12 (continued)

ATTACHMENT 1

As patterns of library usage change we will continue to adapt our resourcing to reflect the local community's evolving interests and expectations. Our collections will become more diverse – from their content and language of publication to their mode of delivery – while we will also continue to find new ways of using technology creatively and develop new spaces that inspire and build community cohesion.

*Great Libraries, Great Communities* is not advocating for the immediate development of new libraries or expansion of our library network. Instead, it provides guidance for the long term and identifies the catalysts for change outlined on page 44. It provides the flexibility to shape our network according to opportunity and community need; and in the short term it will assist us with day-to-day decision-making on matters that impact the way we provide library services to our community.





**ITEM 12 (continued)**

**ATTACHMENT 1**



ITEM 12 (continued)

ATTACHMENT 1

**LIBRARY SERVICE DELIVERY MODEL, 2019**

A guide to the development of approximately 13,000m<sup>2</sup> of library space to meet a projected population of 180,000 by 2036

CATEGORY	SIZE	OPENING HOURS	STAFFING
City Library eg Ryde	3,000 - 6,000m <sup>2</sup> * Ryde 2,031	Up to 80 hours per week <i>For example</i> <ul style="list-style-type: none"> <li>9.00am - 9.00pm weekdays</li> <li>10.00am - 6.00pm weekends</li> <li>Potential for 24/7 access to limited space and services</li> </ul>	Customer Service, Specialist and Administrative Staff Security guard for extended hours
Specialised Centre Library eg Macquarie Park	2,000 - 5,000m <sup>2</sup> * Proposed 3,800	Up to 80 hours per week <i>For example</i> <ul style="list-style-type: none"> <li>9.00am - 9.00pm weekdays</li> <li>10.00am - 6.00pm weekends</li> <li>Potential for 24/7 access to limited space and services</li> </ul>	Customer Service and some Specialist Staff Security guard for extended hours
Town Centre Library eg Eastwood, West Ryde	1,500 - 2,500m <sup>2</sup> * West Ryde 1300 * Eastwood 528	Up to 70 hours per week <i>For example</i> <ul style="list-style-type: none"> <li>9.00am - 9.00pm Mon - Thurs</li> <li>10.00am - 6.00pm Fri - Sun</li> </ul>	Customer Service Staff
Small Centre Library eg Gladesville, North Ryde	1,000 - 1,500m <sup>2</sup> * North Ryde 520 * Gladesville 500	Up to 55 hours per week <i>For example</i> <ul style="list-style-type: none"> <li>10.00am - 6.00pm Mon - Wed</li> <li>10.00am - 9.00pm Thurs</li> <li>10.00am - 6.00pm Fri, Sat</li> </ul>	Customer Service Staff

SPECIALISED LIBRARIES		
Home Library Service	Housebound deliveries, books, audiobooks and eReaders	Configuration
Online Library	24/7 access to a broad range of online resources, including ebooks 24/7 access to online services such as reservations, renewals, bookings for events and computers and the library catalogue	Location Factors
		Design Factors

\*Current floor sizes 2019

ITEM 12 (continued)

ATTACHMENT 1

COLLECTIONS (TOTAL SIZE OF 320,000 ITEMS: 240,000 PHYSICAL AND 80,000 ONLINE)	PROGRAMS	SPECIALISED SPACES	TECHNOLOGY
70,000 items includes Local Studies	Comprehensive range of targeted learning and recreational programs <i>For example</i> • 8–12/week for children • 4–6/week for adults	Core spaces plus: • Local Studies • Youth • Group areas • Event/performance spaces • Display/exhibit areas • Training space	Core technology plus • Digital labs • Wayfinding
60,000 items	Comprehensive range of targeted learning and recreational programs <i>For example</i> • 8–12/week for children • 4–6/week for adults	Core spaces plus: • Local Studies • Youth • Group areas • Event/performance spaces • Display/exhibit areas • Training space	Core technology plus • Digital labs • Wayfinding • Maker spaces
30,000 items (2 libraries, 60,000)	Comprehensive range of targeted learning and recreational programs <i>For example</i> • 6–8/week for children • 2–3/week for adults	Core spaces plus: • Group areas • Event spaces • Display/exhibit areas	Core technology plus • Digital labs • Wayfinding
25,000 items (2 libraries, 50,000)	Focused range of targeted programs <i>For example</i> • Children's programs • Customer-led activities such as bookclubs and knitting groups	Core spaces including: • Children's • Technology • Meeting rooms • Quiet study areas • Display areas	Core technology: • Computers and WiFi self-service • High-speed internet • Access to specialised technology and the online library

SPECIAL FACTORS FOR ALL LIBRARY CATEGORIES
Open, spacious and flexible layout. Seating and mobile shelving dispersed throughout the library.
High visibility and high-use area close to public transport, retail centres and parking. Co-location with complementary businesses or services could be advantageous.
Attractive, contemporary, flexible interior design that includes relevant security infrastructure, and acoustic design to control the noise levels associated with multi-use. Full accessibility is essential to all libraries.

ITEM 12 (continued)

ATTACHMENT 1

IMAGINING  
OUR NEW  
LIBRARIES

IMAGINING A  
SMALL CENTRE LIBRARY

Your local community library, it's a place for our residents and friends to feel welcome.

**What does it feel like?**

With a mix of comfortable spaces that invite visitors to linger, stimulating displays that engage, and flexible vibrant spaces for kids' activities, Small Centre Libraries create a sense that this is your local lounge room.

**Who will use it?**

*Focusing on the local community:*

- Residents looking for books, PCs and other technology and meeting places
- Local school children
- Retirees

**What services will it offer?**

*A diverse mix to cater for the varying needs of our community:*

- Public technology for business or staying connected with the world
- Kids' programs for pre-schoolers and the after-school crowd
- Community-led programs including book clubs and knitting groups.



Rockdale Library



Green Square Library

IMAGINING A  
TOWN CENTRE LIBRARY

An asset for any town centre, this library is vibrant and contemporary with a smart, business feel.

**What does it feel like?**

Offering private spaces and public services, a smart, business-like ambience will characterise this library, with enough space for a range of distinct zones, including a kids' zone, quiet study areas, and vibrant meeting spaces.

**Who'll use it?**

*As well as regular visits from the local community, Town Centre Libraries will attract visitors including:*

- Shoppers
- Local workers
- Secondary and tertiary students

**What services will it offer?**

*A creative program of events will be available throughout the year:*

- With space for 70-80 kids at Storytime, plus room for their carers and prams
- Adult programs such as author talks, cultural events and information sessions will be held several times a month
- A digital media lab with creative technologies will be available.

ITEM 12 (continued)

ATTACHMENT 1



Victoria University of Wellington

**IMAGINING A SPECIALISED CENTRE LIBRARY**

An engaging and sophisticated high-tech destination that inspires creativity through access to information, technology and ideas.

**What does it feel like?**

*A sophisticated, digitally smart library that retains its welcoming and comfortable ambience. It offers distinct spaces for a wide range of cultural interests, including:*

- A large, dedicated kids' zone
- Meeting rooms that are available in a range of sizes
- Dedicated maker spaces that include high tech digital spaces, room for arts and crafts and music spaces
- A performance and rehearsal space
- Dedicated exhibition spaces.

**Who will use it?**

*As well as regular visits from local community members, Specialised Centre Libraries will also attract:*

- Students
- Budding entrepreneurs
- Local groups using the creative maker spaces.

**What services will it offer?**

*This library will offer a dynamic, rich and diverse program of activities including:*

- Kids' programs daily, including a stimulating STEM-focused services that will inspire budding scientists
- Adult programs that will enhance creativity
- Community-led activities in the maker spaces.

**IMAGINING A CITY LIBRARY**

Our flagship library, a modern and elegant space that is the pride of its community.

**What does it feel like?**

*The City Library is a place of learning and culture, and is modern, comfortable and inviting. It offers a range of spaces with standout features including:*

- An exciting kids' area, zoned for different age groups
- Quiet nooks
- Display areas that host meaningful, significant exhibitions.

**Who will use it?**

*As well as visits from across the whole community, the City Library will also appeal to:*

- Students of all ages
- Business people and budding entrepreneurs
- Local groups who meet regularly.

**What services will it offer?**

*The City Library will host a rich and diverse program of activities reflecting library users' interests, including:*

- Vibrant kids' programs
- Adult programs that enhance lives and cater for the intellectually curious
- Community-led learning activities

*A Local Studies Centre of Excellence for collaborative programs, research and genealogy.*



Bunjil Place Library

ITEM 12 (continued)

ATTACHMENT 1

Many factors will influence the future of Ryde's Libraries, including the Joint Library Agreement with Hunter's Hill Council, funding availability, population growth and a changing community. Other issues such as residential and commercial developments, the library's role in lifelong learning and as a social hub and destination, and the accelerating rate of technological change will also play a role.

CATALYSTS FOR CHANGE



To ensure we are ready to take advantage of any future opportunities, we reviewed known factors and developed a number of possible scenarios. From these, six were recognised as providing significant opportunities to develop the library service. These opportunities were further reviewed and aligned with the Library Services Delivery Model (LSDM).

SCENARIO:  
1

Relocation and expansion of Eastwood Library as a Town Centre Library

*Activation point:* An opportunity to partner with a commercial developer in the Eastwood Town Centre.

To better meet the needs of the Ryde community in the north of the LGA, Eastwood Library would be expanded from 500 to between 1,500 and 2,500 square metres, with increased opening hours and a greater number of activities and events. A new location would be preferred due to risk of flooding and car parking issues on the existing site. The new library would create a cultural focus point for Eastwood with expanded study and event spaces and more access to technology. Specialised collections would also be available in a range of community languages.

ITEM 12 (continued)

ATTACHMENT 1



**The timeframe for the Macquarie Park Library and Creative Hub is finalised**

*Activation point:* The development timeframe is agreed.

The new facility would accommodate the rapidly growing population in the northern part of the LGA. According to current plans, the Macquarie Park Library and Creative Hub would be a Specialised Centre Library of 5,000 square metres, with extended opening hours, large collections, and a diverse range of events and activities on offer. It would include creative spaces, performance places, exhibition areas and an engaging children's area. It would have a strong focus on creative learning with ample study space, meeting rooms and programs. Part of the facility would also have 24/7 access available.



**Expansion of Ryde Library into a City Library**

*Activation point:* The availability of space on level 1A at Pope Street.

While Ryde Library is the largest library in the LGA (2,000 square metres) it is too small to meet either current or future community needs. The opportunity to expand to level 1A (above the existing library) would provide the growing community with more space for study, and for additional meeting and event areas. It would also allow the introduction of new services, including a digital media lab and an expanded children's area. Staff offices and the Local Studies Centre of Excellence would also move to level 1A, providing additional public space on level 1.



**A new library in the Gladesville area**

*Activation point:* The opportunity for a partnership between a commercial developer in the Gladesville area and either Ryde or Hunter's Hill Councils.

Gladesville Library would be relocated to a high-visibility location (in Gladesville) and developed into a larger 1,000 to 1,500 square metre Small Centre Library. The Ryde Hunter's Hill Joint Library Service agreement would be renegotiated to include the new facility. The new library would focus on core services and collections and offer a range of children's and adult programs and provide expanded meeting and event spaces.

ITEM 12 (continued)

ATTACHMENT 1



**Relocation and/  
or expansion of a  
library at North Ryde**

*Activation point:* An opportunity to partner with a commercial developer in the North Ryde area and/or the redevelopment of the North Ryde School of Arts Community Centre.

The North Ryde Library would either be relocated to a new location in the rapidly growing northern area of the LGA or be part of a new development at Cox's Road, and would retain our very popular toy library service. A move to a large new development in the northern area of the LGA would require a Specialised Centre Library of more than 2,000 square metres, while a development at Cox's Road would require a Small Centre library of 1,000 to 1,500 square metres. The Small Centre Library at Cox's Road could be part of a redeveloped North Ryde School of Arts Community Centre.



**A new library outside  
a designated centre**

*Activation point:* A developer proposes a new library outside a designated centre.

The opportunity would need to be assessed for geographic and demographic suitability and alignment with the LSDM. It should be in a highly accessible location with good transport and parking and should not duplicate an existing service. If the development is not suitable for a LSDM service, alternative options may be investigated, including a shared community space with a book vending machine, WIFI and study area with scheduled visits for activities such as children's storytime.





**ITEM 12 (continued)**

**ATTACHMENT 1**



**ITEM 12 (continued)**

**ATTACHMENT 1**



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**ITEM 12 (continued)**

**ATTACHMENT 1**

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