

**Meeting Date:** Tuesday, 23 July 2024  
**Location:** Council Chambers, Level 1A, 1 Pope Street, Ryde and Online  
**Time:** 6.00pm

*Council Meetings will be recorded on audio tape for minute-taking purposes  
as authorised by the Local Government Act 1993. Council Meetings will also be webcast.*

**Statement of Ethical Obligations**

*Councillors are reminded of their Oath or Affirmation of Office made under Section 233A of the  
Local Government Act 1993 and their obligation under Council's Code of Conduct to disclose  
and appropriately manage Conflicts of Interest.*

**NOTICE OF BUSINESS**

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**Time:** 6.00pm

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## **COUNCIL REPORTS**

### **1 ITEMS PUT WITHOUT DEBATE**

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**Report prepared by:** Civic Services Manager  
**File No.:** CLM/24/1/1/2 - BP24/477

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#### **REPORT SUMMARY**

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

#### **RECOMMENDATION:**

That Council determine the Items on Council's Agenda that will be adopted without debate.

OR

That Council determine all Items on the Agenda.

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## **2 CONFIRMATION OF MINUTES - Council Meeting held on 25 June 2024**

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**Report prepared by:** Civic Services Manager

**File No.:** CLM/24/1/1/2 - BP24/478

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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 Council Meeting 9/24, held on 25 June 2024 be confirmed.

### **ATTACHMENTS**

- 1 MINUTES - Council Meeting - 25 June 2024**



ITEM 2 (continued)

ATTACHMENT 1



Council Meeting  
**MINUTES OF MEETING NO. 9/24**

**Meeting Date:** Tuesday 25 June 2024  
**Location:** Council Chambers, Level 1A, 1 Pope Street, Ryde and Online  
**Time:** 6.05pm

**Councillors Present in Chambers:** The Mayor, Councillor Brown and Councillors Han, Lane, Lara-Watson, Li, Maggio, Pedersen, Purcell and Yedelian OAM.

**Councillors Present via online Audio Visual:** Councillors Deshpande, O'Reilly and Song.

**Apologies:** Nil.

Note: Councillor Maggio left the meeting at 10:33pm and did not return. Councillor Maggio was not present for consideration or voting on Item 18.

Note: Councillor O'Reilly left the meeting at 10:33pm and did not return. Councillor O'Reilly was not present for consideration or voting on Item 18.

Note: Councillor Pedersen left the meeting at 10:33pm and did not return. Councillor Pedersen was not present for consideration or voting on Item 18.

Note: Councillor Purcell left the meeting at 10:33pm and did not return. Councillor Purcell was not present for consideration or voting on Item 18.

Note: Councillor Song left the meeting at 10:33pm and did not return. Councillor Song was not present for consideration or voting on Item 18.

**Staff Present:** Chief Executive Officer, General Manager – Business and Operations, General Manager – City Shaping, General Counsel, Acting Chief Financial Officer, Executive Manager – City Infrastructure, Executive Manager – City Development, Acting Executive Manager – City Life, Executive Manager – People and Business, Manager – Business Assurance and Governance, Manager – Traffic Services, Manager – Engineering and Project Delivery, Manager – Parks and Open Spaces, Manager – Circular Economy, Manager – Health, Building and Regulatory Services, Executive Officer – City Fabric, Executive Officer – City Economy, Executive Officer – City Spaces, Executive Officer – City Resilience, Acting Executive Officer – City Places, Senior Coordinator – Community Services, Senior Coordinator – Resources Recovery, Senior Coordinator – Program Delivery, Team Leader – Project Management, Community Development Officer – Seniors and Disability Inclusion, Project Director, Systems Support Officer, Civic Services Manager and Civic Support Officer.

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Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

**PRAYER**

Pastor Corin Schut of the Ryde Wesley International Congregation was present and offered prayer prior to the commencement of the meeting.

**NATIONAL ANTHEM**

The National Anthem was sung prior to the commencement of the meeting.

**DISCLOSURES OF INTEREST**

There were no Disclosures of Interest.

**TABLING OF PETITIONS**

No Petitions were tabled.

**PUBLIC PARTICIPATION ON ITEMS LISTED ON THE AGENDA**

The following persons provided a written submission to Council:-

Name	Topic
Tobias Lord	Mayoral Minute 22/24 – Regional Sports Capacity – Westleigh Park, Hornsby and TG Millner Fields, Marsfield
Peter Collins	Mayoral Minute 22/24 – Regional Sports Capacity – Westleigh Park, Hornsby and TG Millner Fields, Marsfield
Jeanette Friend	Mayoral Minute 22/24 – Regional Sports Capacity – Westleigh Park, Hornsby and TG Millner Fields, Marsfield
Murray and Ronda Ironfield	Mayoral Minute 22/24 – Regional Sports Capacity – Westleigh Park, Hornsby and TG Millner Fields, Marsfield
Thomas Melrin	Mayoral Minute 22/24 – Regional Sports Capacity – Westleigh Park, Hornsby and TG Millner Fields, Marsfield
Ken Pritchard	Mayoral Minute 22/24 – Regional Sports Capacity – Westleigh Park, Hornsby and TG Millner Fields, Marsfield
Elizabeth Pritchard	Mayoral Minute 22/24 – Regional Sports Capacity – Westleigh Park, Hornsby and TG Millner Fields, Marsfield
Melissa Sedgwick	Mayoral Minute 22/24 – Regional Sports Capacity – Westleigh Park, Hornsby and TG Millner Fields, Marsfield
Rod Noel	Item 9 – Ryde Youth Performing Arts Program 2024-25 Item 12 – Ryde Central – Proposed open space estimated costs Item 14 – Report for the information of Council – deferral of Notice of Motion from the Council Meeting held on 25 June 2024

Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

**PUBLIC PARTICIPATION ON ITEMS NOT LISTED ON THE AGENDA**

No written submissions were received.

**COUNCIL REPORTS**

**1 ITEMS PUT WITHOUT DEBATE**

**RESOLUTION:** (Moved by Councillors Yedelian OAM and Lara-Watson)

That Council adopt Item 2, Item 3, Item 5, Item 6, Item 8, Item 10, Item 11, Precis of Correspondence 1, Notice of Motion 1 and Notice of Motion 4 listed on the Council Agenda as per the Recommendations in the Reports.

**Record of Voting:**

For the Motion: Unanimous

**2 CONFIRMATION OF MINUTES – Council Meeting held on 28 May 2024**

**RESOLUTION:**

That the Minutes of the Council Meeting 8/24, held on 28 May 2024 be confirmed.

**3 FOUR YEAR DELIVERY PROGRAM 2022-2026 INCLUDING ONE YEAR OPERATIONAL PLAN 2024/25**

**RESOLUTION:**

That Council:

- (a) Notes that zero (0) submissions were received in response to the Draft Four Year Delivery Program 2022-2026, including One Year Operational Plan FY24/25, during the public exhibition period from 26 April 2024 to 26 May 2024.
- (b) Adopts the proposed Four-Year Delivery Program 2022-2026 including the One Year Operational Plan for FY24/25, and FY24/25 Fees and Charges Schedule.
- (c) Levy of Rates for the FY24/25 Financial Year in accordance Section 535 of the *Local Government Act* 1993, such rates to be made as follows:

Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

Type	Name	Base Amount Yield %	Min/Base Amount \$	Ad Valorem (Amount in \$)
Ordinary	Residential		\$651.69	0.00041487
Ordinary	Business		\$651.69	0.00414210
Ordinary	Business- Major Retail Centre - Macquarie Park			0.00593612
Ordinary	Business- Major Retail Centre - Top Ryde			0.00760892
Special	Macquarie Park Corridor			0.00077263
Special	Special Infrastructure Renewal	49.97%	\$135.50	0.00012610
Special	Environmental Management	40.76%	\$65.10	0.00008795

- (d) Fixes its interest charge on overdue rates and charges in accordance with the Section 566 (3) of the *Local Government Act* 1993 at the rate of ten and a half percent (10.5%) per annum from 1 July 2024 to 30 June 2025, as determined by the Minister for Local Government.

**5 DRAFT CITY OF RYDE SPONSORSHIP POLICY – OUTCOME OF PUBLIC EXHIBITION**

**RESOLUTION:**

That Council adopt the revised draft Sponsorship Policy.

**6 APPOINTMENT OF INDEPENDENT MEMBER – AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**RESOLUTION:**

That Council endorse the appointment of Mathew Broom to the position of Audit, Risk and Improvement Committee Independent Member.

**ITEM 2 (continued)**

**ATTACHMENT 1**

**8 UPDATE ON INTERNATIONAL RELATIONS – MOU WITH THE  
HSINCHU SCIENCE PARK BUREAU**

**RESOLUTION:**

It is recommended that Council:

- 1) Approve the Mayor signing the Memorandum of Understanding between the City of Ryde and the Hsinchu Science Park Bureau, which was endorsed by the Council at its meeting in October 2023, at a digital signing ceremony (intended to occur in the first week of July 2024).
- 2) Notes that, based on the Mayor's direction as Council's official representative and spokesperson, invitations for the local ceremony will be extended to all Councillors as well as:
  - a. The NSW Premier, The Hon. Chris Minns MP
  - b. The following Federal Members of Parliament:
    - i. The Hon. Ed Husic MP
    - ii. The Hon. Sussan Ley MP
    - iii. The Hon. Paul Fletcher
    - iv. Senator Dave Sharma, and
    - v. Jerome Laxale MP
  - c. The following State Members of Parliament:
    - i. The Hon. Anoulack Chanthivong MP
    - ii. The Hon. Anthony Roberts MP
    - iii. The Hon. Chris Rath MLC
    - iv. The Hon. Jacqui Munro MLC
    - v. Hugh McDermott MP
    - vi. Mark Coure MP, and
    - vii. Jordan Lane MP
  - d. Government officials from the City of Ryde, NSW Government, and the Taipei Economic and Cultural Office (as appropriate)
  - e. Officials from Macquarie University, Business Western Sydney, and Business Sydney.
  - f. Local stakeholders, including representatives from the Taiwanese community.
- 3) Approves staff working with key stakeholders to support future business activities and fostering new relationships between local businesses in the City of Ryde and businesses from Hsinchu Science Park.

Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

**10 TOP RYDE LIVE SITES FOR OLYMPIC AND PARALYMPIC GAMES IN 2024**

**RESOLUTION:**

- (a) That Council notes that live screenings of the 2024 Games will be held at Top Ryde City in the Piazza on 3 and 10 August for the Olympic Games and the 31 August and 7 September 2024 for the Paralympics Games.
- (b) That Council notes that screenings for the Olympics and Paralympics Games 2024 that are live broadcasted by local venues will be promoted on Council's website for the information of the community.
- (c) That Council notes that future live screenings for major sporting events will be considered when undertaking Council's annual events planning and scheduling including, but not limited to, Men's Rugby Union World Cup, Netball World Cup and Women's Rugby Union World Cup.

**11 LOCAL HERITAGE ASSISTANCE FUND – PROPOSED ALLOCATION OF FUNDS FOR ROUND 6**

**RESOLUTION:**

- (a) That the two (2) eligible applications to the Local Heritage Assistance Fund for the December 2023 period (Round 6) be supported and receive funding assistance pursuant to Section 356 of the Local Government Act, 1993, being:
  - 22 Simla Road, Denistone, \$15,000.00, and
  - 17 Maxim Street, West Ryde, \$15,000.00.
- (b) That Council allocate the amount of \$30,000.00 from Heritage Reserve for the purpose of part (a) above and that the allocation be addressed in the next Quarterly Budget Review.
- (c) That the successful and unsuccessful applicants be advised in writing of the outcomes of their applications to the Local Heritage Assistance Fund.

**PRECIS OF CORRESPONDENCE**

**1 ROADS TO RECOVERY PROGRAM**

**RESOLUTION:**

That the correspondence be received and noted.

Minutes of the Council Meeting No. 9/24, dated 25 June 2024.



**ITEM 2 (continued)**

**ATTACHMENT 1**

**NOTICES OF MOTION**

**1 PEDESTRIAN CROSSING AT POTTS STREET – Councillor Roy Maggio**

**RESOLUTION:**

- (a) That Council revisit options for a pedestrian crossing on Potts Street, between Victoria Road and Frederick Street, Ryde, in consultation with TfNSW, St Charles School and other affected stakeholders.
- (b) That Council request St Charles School to develop and implement an Operational Traffic Management Plan to assist with the safety and efficiency of student pick-up/drop-off activity.
- (c) That the back gate of St Charles School on Potts Street be considered in the process.
- (d) That a report come back to Council at the November 2024 Ordinary Council meeting on the findings and discussions taken place with regards to the pedestrian crossing options and the Operational Traffic Management Plan.

**4 ALLEGED WASTE AND VERMIN ISSUES AT 144-148 COXS ROAD, NORTH RYDE – Councillor Penny Pedersen**

**RESOLUTION:**

- (a) That City of Ryde investigate alleged waste and vermin issues in the vicinity of 144-148 Coxs Road, North Ryde and the adjoining Coxs Road public car park.
- (b) That a report be provided back to Council outlining the findings of the investigation after its completion.

**MATTER OF URGENCY**

Councillor Maggio advised the meeting that he wished to raise a Matter of Urgency regarding Rockend Cottage, the time being 6.32pm.

The Mayor, Councillor Brown accepted this matter as an Urgent Item to be dealt with later in the meeting in Closed Confidential Session.

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Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

**MAYORAL MINUTES**

**MM21/24 COUNCILS AWARD WINNING WORK RECOGNISED - Mayor, Councillor Trenton Brown**

Note: Councillor Lara-Watson left the meeting at 6.32pm and was not present for consideration or voting on this Item.

**RESOLUTION:** (Moved by the Mayor, Councillor Brown)

That on behalf of the community,

- (a) All staff and departments who assisted with the development and production of the 'Shaping the future: 2022-23 Annual Report' be congratulated.
- (b) All staff that contributed to the Supporting Inclusive Volunteering Project be congratulated.
- (c) All staff that contributed to the development of the Urban Forest Strategy be congratulated.

**Record of Voting:**

For the Motion: Unanimous

**MM22/24 REGIONAL SPORTS CAPACITY - WESTLEIGH PARK, HORNSBY AND TG MILLNER FIELDS, MARSFIELD - Mayor, Councillor Trenton Brown**

Note: Tobias Lord, Peter Collins, Jeanette Friend, Murray and Ronda Ironfield, Thomas Melrin, Ken Pritchard, Elizabeth Pritchard and Melissa Sedgwick made a written submission on this Item and copies are ON FILE.

Note: Councillor Lara-Watson returned to the meeting at 6.37pm.

**RESOLUTION:** (Moved by the Mayor, Councillor Brown)

- 1. That Council write to Hornsby Shire Council to express support for the Westleigh Park project given its regional significance in supporting the increased population in Northern Sydney.
- 2. That Council write to the Premier for New South Wales, the Minister for Sport, the Minister for Local Government and the Minister for Planning and Public Spaces to encourage them to:
  - (a) Maintain/extend their grant to Hornsby Shire Council to ensure the completion of the Westleigh Park project.

Minutes of the Council Meeting No. 9/24, dated 25 June 2024.



**ITEM 2 (continued)**

**ATTACHMENT 1**

- (b) Provide the funding as promised by the Department of Planning, Housing and Infrastructure as part of the Macquarie Park Innovation District Rezoning Strategies and Transport Oriented Development (TOD) to the City of Ryde to ensure the purchase and future management of TG Millner; given their regional significance in supporting the increased population in Northern Sydney as a result of the recently imposed State Government housing targets.
3. Note that the undersupply of sports fields in the NSROC region reinforces the case for strategic merit as assessed by the Sydney North Planning Panel when they rejected the rezoning proposal of TG Millner fields in December 2022. The reduction by six sports fields at Westleigh Park makes the case for the compulsory acquisition of TG Millner even more compelling using the criteria of Strategic Merit.
4. The joint three tiers of government funding model, used to upgrade Leichhardt Oval, has direct application to the compulsory acquisition of TG Millner. It is noted that Ryde Council has set aside \$15M for the purchase of this site. A three-way funding model with our council working collaboratively with the NSW and Commonwealth Governments will resolve the issue of site ownership of TG Millner Fields.
5. That the Mayor write to the Prime Minister of Australia and the NSW Premier to seek financial assistance from the Commonwealth and NSW Governments to support the compulsory acquisition of the TG Millner Fields.

On being put to the meeting, Councillors Maggio, O'Reilly, Pedersen, Purcell and Song abstained from voting and accordingly their votes were recorded Against the Motion.

**Record of Voting:**

For the Motion: The Mayor, Councillor Brown and Councillors Deshpande, Han, Lane, Lara-Watson, Li and Yedelian OAM

Against the Motion: Councillors Maggio, O'Reilly, Pedersen, Purcell and Song

**ITEM 2 (continued)**

**ATTACHMENT 1**

**MM23/24 MAYOR FOR A DAY – CONNECTING CIVIC LEADERSHIP WITH STUDENT LEADERSHIP - Mayor, Councillor Trenton Brown**

**RESOLUTION:** (Moved by the Mayor, Councillor Brown)

- (a) That a "Mayor for a Day" event, followed by a morning tea be held in the Council Chambers on Monday, 5 August 2024 at 10.30am (during Public Education Week).
- (b) That Principals and School Captains of all Primary Schools (Public and Catholic) located in the City of Ryde be invited to attend and participate in the event.
- (c) That all City of Ryde Councillors be invited to attend and participate in the event.
- (d) That the Executive Assistant to the Mayor and other relevant staff attend the event to provide administrative support.
- (e) That the costs associated with the event be funded from the Mayor's budget.

**Record of Voting:**

For the Motion: Unanimous

**MM24/24 KINGS'S BIRTHDAY HONOURS LIST AWARD RECIPIENTS – Mayor, Councillor Trenton Brown**

**RESOLUTION:** (Moved by the Mayor, Councillor Brown)

- (a) That through a media release, Council congratulates the above award recipients for their 2024 King's Birthday Honours Awards.
- (b) That all recipients be invited to attend a morning tea in the Mayoral Suite to be funded from the Mayor's budget.

**Record of Voting:**

For the Motion Unanimous

**COUNCIL REPORTS**

**2 CONFIRMATION OF MINUTES - Council Meeting held on 28 May 2024**

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

Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

**3 FOUR YEAR DELIVERY PROGRAM 2022-2026 INCLUDING ONE YEAR OPERATIONAL PLAN 2024/25**

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

**4 COUNCILLOR DISCRETIONARY FUNDS POLICY - OUTCOME OF PUBLIC EXHIBITION**

**MOTION:** (Moved by Councillors Lara-Watson and Li)

- (a) That Council notes the public submission received.
- (b) That Council adopt the Draft Councillor Discretionary Funds Policy, as considered by Council in April 2024 without amendment.

**AMENDMENT:** (Moved by Councillors Maggio and Purcell)

- (a) That Council notes the public submission received.
- (b) That Council not adopt the Draft Councillor Discretionary Funds Policy, as considered by Council in April 2024 without amendment.

On being put to the meeting, the voting on the Amendment was one (1) For and eleven (11) Against. The Amendment was LOST. The Motion was then put and **CARRIED**.

**Record of Voting:**

For the Amendment: Councillor Maggio

Against the Amendment: The Mayor, Councillor Brown and Councillors Deshpande, Han, Lane, Lara-Watson, Li, O'Reilly, Pedersen, Purcell, Song and Yedelian OAM

**RESOLUTION:** (Moved by Councillors Lara-Watson and Li)

- (a) That Council notes the public submission received.
- (b) That Council adopt the Draft Councillor Discretionary Funds Policy, as considered by Council in April 2024 without amendment.

**Record of Voting:**

For the Motion: Unanimous

**ITEM 2 (continued)**

**ATTACHMENT 1**

**5 DRAFT CITY OF RYDE SPONSORSHIP POLICY - OUTCOME OF PUBLIC EXHIBITION**

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

**6 APPOINTMENT OF INDEPENDENT MEMBER - AUDIT, RISK AND IMPROVEMENT COMMITTEE**

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

**7 AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER**

**RESOLUTION:** (Moved by Councillors Yedelian OAM and Lara-Watson)

That the revised Charter which was endorsed by the Audit Risk and Improvement Committee at the 15 April 2024 ARIC meeting be approved by Council.

**Record of Voting:**

For the Motion: Unanimous

**8 UPDATE ON INTERNATIONAL RELATIONS - MOU WITH THE HSINCHU SCIENCE PARK BUREAU**

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

**9 RYDE YOUTH PERFORMING ARTS PROGRAM 2024-25**

Note: Rod Noel made a written submission on this Item and a copy is ON FILE.

**RESOLUTION:** (Moved by Councillors Lara-Watson and Yedelian OAM)

That Council endorse the proposed 12-month Ryde Youth Performing Arts Program to be held during the FY 2024/25 providing a range of performing arts disciplines for young people aged 12 to 18 years of age that live, work or study in the City of Ryde including the following:

- (a) Establish a criteria for how the 16 places are decided in the case of over subscription.
- (b) Provide analysis on a number of places if there was a co-contribution through direct payment or the State Government Creative Kids voucher with the goal of maximising available spots.

**Record of Voting:**

For the Motion: Unanimous

Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

**10 TOP RYDE LIVE SITES FOR OLYMPIC AND PARALYMPIC GAMES IN 2024**

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

**11 LOCAL HERITAGE ASSISTANCE FUND - PROPOSED ALLOCATION OF FUNDS FOR ROUND 6**

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

**12 RYDE CENTRAL - PROPOSED OPEN SPACE ESTIMATED COSTS**

Note: Rod Noel made a written submission on this Item and a copy is ON FILE.

**MOTION:** (Moved by Councillors Han and Li)

That Council:

- (a) Receives and notes this report and the estimated costs to provide public open space at the Ryde Central Site.
- (b) Notes that Council is unable to progress building of a new Ryde Civic Centre nor the public open space until the Office of Local Government is satisfied that the City of Ryde has a lawful and financially sustainable funding mechanism.
- (c) Notes that Ryde Labor has promised to build a new civic centre but has provided no details on how construction would be funded. Council notes that unless the construction is funded by way of residential development, Ryde Labor's plan to proceed with the construction would result in an average increase of \$2,838 per rateable property for each household in the City of Ryde during a cost of living crisis. Council rejects Ryde Labor's plan to increase rates to pay for the new Ryde Civic Centre.
- (d) Prepare a submission to the Office of Local Government and ICAC for Council's approval to seek further advice and approval for other options to pay for a new Ryde Civic Centre that is lawful and financially sustainable.

**AMENDMENT:** (Moved by Councillor Maggio)

- (a) That Council engage a suitably qualified company to seek Expressions of Interest from the market for a shortened period of 10 business days to obtain the best value for money options available for the Ryde Central site at 1 Devlin Street, Ryde that could potentially include the provision of the community facility.

Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

- (b) That Council receives and notes this report and the estimated costs to provide open space at Ryde Central and take no further action.

Note: The Amendment lapsed due to the lack of a Seconder.

**RESOLUTION:** (Moved by Councillors Han and Li)

That Council:

- (a) Receives and notes this report and the estimated costs to provide public open space at the Ryde Central Site.
- (b) Notes that Council is unable to progress building of a new Ryde Civic Centre nor the public open space until the Office of Local Government is satisfied that the City of Ryde has a lawful and financially sustainable funding mechanism.
- (c) Notes that Ryde Labor has promised to build a new civic centre but has provided no details on how construction would be funded. Council notes that unless the construction is funded by way of residential development, Ryde Labor's plan to proceed with the construction would result in an average increase of \$2,838 per rateable property for each household in the City of Ryde during a cost of living crisis. Council rejects Ryde Labor's plan to increase rates to pay for the new Ryde Civic Centre.
- (d) Prepare a submission to the Office of Local Government and ICAC for Council's approval to seek further advice and approval for other options to pay for a new Ryde Civic Centre that is lawful and financially sustainable.

**Record of Voting:**

For the Motion: The Mayor, Councillor Brown and Councillors Deshpande, Han, Lane, Lara-Watson, Li and Yedelian OAM

Against the Motion: Councillors Maggio, O'Reilly, Pedersen, Purcell and Song

**INFORMATION REPORTS**

**13 REPORT FOR THE INFORMATION OF COUNCIL - INVESTMENT REPORT AS AT 31 MAY 2024**

Note: An Information Report was presented to Council.



**ITEM 2 (continued)**

**ATTACHMENT 1**

**14 REPORT FOR THE INFORMATION OF COUNCIL - DEFERRAL OF NOTICE OF MOTION FROM THE COUNCIL MEETING HELD ON 25 JUNE 2024**

Note: Rod Noel made a written submission on this Item and a copy is ON FILE.

Note: An Information Report was presented to Council.

**PRECIS OF CORRESPONDENCE FOR CONSIDERATION**

**1 ROADS TO RECOVERY PROGRAM**

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

**NOTICES OF MOTION**

**1 PEDESTRIAN CROSSING AT POTTS STREET - Councillor Roy Maggio**

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

**2 FEASIBILITY OF EXTENDING THE WINTER SOCCER SEASON - Councillor Roy Maggio**

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

- (a) That Council discuss with the relevant summer users, the local football Clubs, Association and Football NSW within 10 business days if it is feasible to extend the Winter soccer season until after the long weekend in October 2024 due to inclement weather.
- (b) That a report be provided to Council as soon as practicable with the outcome of the request to extend the football season.

**Record of Voting:**

For the Motion: Unanimous

**3 HELPING PREVENT VANDALISM AND RISK OF BUSHFIRE AT SUGARLOAF POINT, EAST RYDE - Councillor Penny Pedersen**

**BACKGROUND**

The City of Ryde notes:-

- i. Vandals, groups of people and people who fish, regularly visit Sugarloaf Point on the banks of Lane Cove River at East Ryde, at night-time.
- ii. There is evidence that some of these people light fires and vandalise property at the site.

Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

- iii. The Friends of Lane Cove National Park Bush Care Group have had equipment, first aid materials and plantings vandalised.
- iv. The park is closed at night.
- v. Lighting fires in the Lane Cove National Park is illegal and puts private property; Ausgrid, NPWS and Council assets at risk of fire.
- vi. Police have been to visit the site and agree that if Council were to impose No Parking outside the gate on Pittwater Road between 8.00pm and 7.00am, it would help discourage many of these people visiting the Park at night.

**RESOLUTION:** (Moved by Councillors Pedersen and Maggio)

That the proposal to install a "NO STOPPING" zone on the eastern side of Pittwater Road, between Rene Street and Buffalo Creek Reserve intersections, between sunset and dawn, be referred to the September 2024 Ryde Local Traffic Committee meeting for consideration, following community consultation.

**Record of Voting:**

For the Motion: Unanimous

**4 ALLEGED WASTE AND VERMIN ISSUES AT 144-148 COXS ROAD, NORTH RYDE - Councillor Penny Pedersen**

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

**5 WORKSHOP ON THE CITY OF RYDE COUNCIL'S USE OF PRINT AND SOCIAL MEDIA - Councillor Bernard Purcell**

**MOTION:** (Moved by Councillors Purcell and Pedersen)

- (a) That City of Ryde staff hold a workshop for all Councillors regarding the use of print and social media delivered by the City of Ryde.
- (b) That the workshop take place before the July Ordinary Council Meeting.

**AMENDMENT:** (Moved by Councillors Li and Han)

- (a) That City of Ryde staff hold a workshop for all Councillors regarding the use of print and social media delivered by the City of Ryde.



**ITEM 2 (continued)**

**ATTACHMENT 1**

- (b) That the workshop take place after the September 2024 Council elections when newly elected Councillors are inducted and also include training on accounting and financial management and the difference between internal and external reserves and Code of Conduct.

**Record of Voting:**

For the Amendment: The Mayor, Councillor Brown and Councillors Deshpande, Han, Lane, Lara-Watson, Li and Yedelian OAM

Against the Amendment: Councillors Maggio, O'Reilly, Pedersen, Purcell and Song

**RESOLUTION:**

- (a) That City of Ryde staff hold a workshop for all Councillors regarding the use of print and social media delivered by the City of Ryde.
- (b) That the workshop take place after the September 2024 Council elections when newly elected Councillors are inducted and also include training on accounting and financial management and the difference between internal and external reserves and Code of Conduct.

**Record of Voting:**

For the Motion: Unanimous

**MATTER OF URGENCY**

Councillor Purcell advised the meeting that he wished to raise the following Matter of Urgency regarding See Street, Meadowbank, the time being 8.40pm.

**MOTION:** (Moved by Councillor Purcell)

- (a) That Council notes the importance of traffic controllers during morning and afternoon school zone times at the See Street at grade pedestrian crossing.
- (b) That funding of a traffic controller is available until the raised pedestrian crossing is built with State Government funding announced today.
- (c) That the funding for this traffic controller be sought from unrestricted cash reserves or another appropriate funding source, that does not come at the expense of other planned projects.

Note: The Mayor, Councillor Brown ruled the Motion Out of Order as it is unlawful.

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Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

**CLOSED SESSION**

**ITEM 15 - LAND CLASSIFICATION AT DENISTONE**

**Confidential**

This item is classified CONFIDENTIAL under Section 10A(2) of the Local Government Act, 1993, which permits the meeting to be closed to the public for business relating to the following: (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**ITEM 16 - CATHERINE HAMLIN PARK DESIGN OPTIONS**

**Confidential**

This item is classified CONFIDENTIAL under Section 10A(2) of the Local Government Act, 1993, which permits the meeting to be closed to the public for business relating to the following: (d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**ITEM 17 – REQUEST FOR TENDER – COR-RFT-06-23 WASTE RECYCLABLES, ORGANICS AND BULKY WASTE COLLECTION SERVICE**

**Confidential**

This item is classified CONFIDENTIAL under Section 10A(2) of the Local Government Act, 1993, which permits the meeting to be closed to the public for business relating to the following: (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND (d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**ITEM 18 – CEO PERFORMANCE REVIEW**

**Confidential**

This item is classified CONFIDENTIAL under Section 10A(2) of the Local Government Act, 1993, which permits the meeting to be closed to the public for business relating to the following: (a) personnel matters concerning particular individuals (other than councillors).

**RESOLUTION:** (Moved by Councillors Lara-Watson and Li)

That the Council resolve into Closed Session to consider the above matters.

**Record of Voting:**

For the Motion: Unanimous

Note: The Council closed the meeting at 8.57pm. The public and media left the Chamber and the Webcast.

Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

**COUNCIL REPORT**

**15 LAND CLASSIFICATION AT DENISTONE**

Note: This Item was WITHDRAWN.

**ADJOURNMENT**

The Mayor, Councillor Brown adjourned the Council Meeting for five (5) minutes, the time being 9:00pm. The Council Meeting was adjourned to:-

Tuesday, 25 June 2024 to reconvene at 9:05pm.

**Councillors Present in Chambers:** The Mayor, Councillor Brown and Councillors Han, Lane, Lara-Watson, Li, Maggio, Pedersen, Purcell and Yedelian OAM.

**Councillors Present via online Audio Visual:** Councillors Deshpande, O'Reilly and Song.

**Staff Present:** Chief Executive Officer, General Manager – Business and Operations, General Manager – City Shaping, General Counsel, Acting Chief Financial Officer, Executive Manager – City Infrastructure, Executive Manager – City Development, Acting Executive Manager – City Life, Executive Manager – People and Business, Manager – Business Assurance and Governance, Manager – Traffic Services, Manager – Engineering and Project Delivery, Manager – Circular Economy, Manager – Health, Building and Regulatory Services, Executive Officer – City Fabric, Executive Officer – City Economy, Executive Officer – City Spaces, Executive Officer – City Resilience, Acting Executive Officer – City Places, Senior Coordinator – Resources Recovery, Senior Coordinator – Program Delivery, Team Leader – Project Management, Project Director, Systems Support Officer, Civic Services Manager and Civic Support Officer.

**MEETING RECONVENED**

The Mayor, Councillor Brown reconvened the Council Meeting at 9:06pm on Tuesday, 25 June 2024.

**Councillors Present in Chambers:** The Mayor, Councillor Brown and Councillors Han, Lane, Lara-Watson, Li, Maggio, Pedersen, Purcell and Yedelian OAM.

**Councillors Present via online Audio Visual:** Councillors Deshpande, O'Reilly and Song.

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Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

**Staff Present:** Chief Executive Officer, General Manager – Business and Operations, General Manager – City Shaping, General Counsel, Acting Chief Financial Officer, Executive Manager – City Infrastructure, Executive Manager – City Development, Acting Executive Manager – City Life, Executive Manager – People and Business, Manager – Business Assurance and Governance, Manager – Traffic Services, Manager – Engineering and Project Delivery, Manager – Circular Economy, Manager – Health, Building and Regulatory Services, Executive Officer – City Fabric, Executive Officer – City Economy, Executive Officer – City Spaces, Executive Officer – City Resilience, Acting Executive Officer – City Places, Senior Coordinator – Resources Recovery, Senior Coordinator – Program Delivery, Team Leader – Project Management, Project Director, Systems Support Officer, Civic Services Manager and Civic Support Officer.

**COUNCIL REPORTS**

**16 CATHERINE HAMLIN PARK DESIGN OPTIONS**

**MOTION:** (Moved by Councillors Lara-Watson and Han)

That Council resolve to:

- (a) Allocate a sum of **\$450,000** from the s7.11 Open Space Embellishment to the project, replacing the current allocation of **\$450,000** from the Macquarie Park Levy to match the MGP [ATTACHMENT 5] grant contribution.
- (b) Allocate an additional amount of **\$3,500,000** from the s7.11 Open Space Embellishment to the project, allowing for the full Masterplan scope of works to be completed as part of the contract.
- (c) Delegate to the Chief Executive Officer the authority to vary the contract and negotiate with Property NSW on behalf of Council, for the final scope of works as per **Option B**.

**AMENDMENT:** (Moved by Councillors Pedersen and Purcell)

That given the complexity and importance of the report that consideration of this Item be deferred pending a workshop with Councillors.

On being put to the meeting, the voting on the Amendment was five (5) For and seven (7) Against. The Amendment was LOST. The Motion was then put and **CARRIED**.

**Record of Voting:**

For the Amendment: Councillors Maggio, O'Reilly, Pedersen, Purcell and Song

Against the Amendment: The Mayor, Councillor Brown and Councillors Deshpande, Han, Lane, Lara-Watson, Li and Yedelian OAM

Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

**RECOMMENDATION:** (Moved by Councillors Lara-Watson and Han)

That Council resolve to:

- (a) Allocate a sum of **\$450,000** from the s7.11 Open Space Embellishment to the project, replacing the current allocation of **\$450,000** from the Macquarie Park Levy to match the MGP [ATTACHMENT 5] grant contribution.
- (b) Allocate an additional amount of **\$3,500,000** from the s7.11 Open Space Embellishment to the project, allowing for the full Masterplan scope of works to be completed as part of the contract.
- (c) Delegate to the Chief Executive Officer the authority to vary the contract and negotiate with Property NSW on behalf of Council, for the final scope of works as per **Option B**.

On being put to the meeting, Councillor Pedersen abstained from voting and accordingly her vote was recorded Against the Motion.

**Record of Voting:**

For the Motion: The Mayor, Councillor Brown and Councillors Deshpande, Han, Lane, Lara-Watson, Li and Yedelian OAM

Against the Motion: Councillors Maggio, O'Reilly, Pedersen, Purcell and Song

**17 REQUEST FOR TENDER – COR-RFT-06-23 WASTE RECYCLABLES, ORGANICS AND BULKY WASTE COLLECTION SERVICE**

**RECOMMENDATION:** (Moved by Councillors Lara-Watson and Li)

- (a) That Council declines to accept all tenders, and pursuant to Clause 178(3)(e) of the Local Government (General) Regulation 2021, enters into negotiations with JJ Richards & Sons Pty Ltd and Veolia Environmental Services (Australia) Pty Ltd due to the departures from the Principals' Project Requirements, RFT and Contract.
- (b) That Council delegate the Chief Executive Officer (CEO) the authority to negotiate and enter into a contract for the provision of Waste, Recyclables, Organics and Bulky Waste Collection Services.
- (c) That Council advise all the respondents of Council's decision.
- (d) That Council is committed to delivering weekly waste bin services and this level shall be retained.



**ITEM 2 (continued)**

**ATTACHMENT 1**

**Record of Voting:**

For the Motion: The Mayor, Councillor Brown and Councillors Deshpande, Han, Lane, Lara-Watson, Li, O'Reilly, Pedersen, Purcell, Song and Yedelian OAM

Against the Motion: Councillor Maggio

**MATTER OF URGENCY**

Councillor Maggio advised the meeting that he wished to raise a Matter of Urgency regarding Rockend Cottage, the time being 9.45pm.

The Mayor, Councillor Brown accepted this matter as an Urgent Item.

**RESOLUTION:** (Moved by Councillors Maggio and Pedersen)

That Council consider a Matter of Urgency, raised by Councillor Maggio, regarding Rockend Cottage.

**Record of Voting:**

For the Motion: Unanimous

**MATTER OF URGENCY – ROCKEND COTTAGE**

**RESOLUTION:** (Moved by Councillors Maggio and Pedersen)

- (a) That Council attempt to resolve any matters of concern with the tenant with an urgent meeting with all Council officers in the property, heritage and development sections of Council with a moving forward approach to support the reopening of Rockend Cottage as soon possible.
- (b) That a report be made available at the July Ordinary Meeting of Council with the results of the meeting.
- (c) That Council provide a media release following the meeting outlined in part (a) above, that provides a factual representation of the matters that affect Rockend Cottage.

**Record of Voting:**

For the Motion: Unanimous

---

Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

**ITEM 2 (continued)**

**ATTACHMENT 1**

**COUNCIL REPORT**

**18 CEO PERFORMANCE REVIEW**

Note: Councillors Maggio, O'Reilly, Pedersen, Purcell and Song left the meeting at 10.33pm and were not present for consideration or voting on this Item.

**RECOMMENDATION:** (Moved by Councillors Yedelian OAM and Lara-Watson)

- (a) That Council notes the Chief Executive Officer's Performance Review Panel Report 2022-2023 and an overall performance rating of Very Satisfactory, being the second highest rating on the performance scale.
- (b) That Council endorses the Performance Panel's recommendation of no increase to the Chief Executive Officer's Annual Total Remuneration Package.
- (c) That the Mayor notify the Chief Executive Officer of the outcome of this performance review and the feedback provided and confirm any changes for the CEO's Performance Agreement for the next review period.

**Record of Voting:**

For the Motion: Unanimous

**OPEN SESSION**

**RESOLUTION:** (Moved by Councillors Yedelian OAM and Li)

- (a) That the Council resolve itself into open Council.
- (b) That the recommendations of Items considered in Closed Session be received and adopted as resolution of Council without any alteration or amendment thereto.
- (c) That the Minutes of the Closed Session be adopted.

**Record of Voting:**

For the Motion: Unanimous

Note: Open Council resumed at 10.50pm.

The meeting closed at 10.55pm.

CONFIRMED THIS 23RD DAY OF JULY 2024

Chairperson

Minutes of the Council Meeting No. 9/24, dated 25 June 2024.

### **3 LOCAL GOVERNMENT ELECTION 2024 - USE OF COUNCIL RESOURCES, REGULATED PERIOD, CARETAKER PROVISIONS AND MEETING SCHEDULE**

---

**Report prepared by:** Civic Services Manager  
**File No.:** CLR/22/109/3 - BP24/325

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#### **REPORT SUMMARY**

This report addresses a number of matters related to the upcoming 14 September 2024 Local Government Election including advice from the Office of Local Government regarding Council publications being “Electoral Matter” and the use of Council resources and facilities during the regulated period being 5 August 2024 to 14 September 2024.

The report also identifies that the caretaker period commences on 16 August 2024, and the areas where Council decision making is limited during the four weeks prior to the Election and recommends that the final Council meeting of this Council is to be Tuesday, 27 August 2024.

#### **RECOMMENDATION:**

- (a) That Council note and endorse the actions detailed in this report relating to the use of Council resources and the publishing of “Electoral Matter” during the regulated period commencing on 5 August 2024.
- (b) That Council note the caretaker provisions as prescribed in the *Local Government (General) Regulation 2021*.
- (c) That Council endorse 27 August 2024 as the last Council meeting prior to the 2024 Local Government Elections, noting that the caretaker provisions commence on 16 August 2024.

#### **ATTACHMENTS**

- 1 Office of Local Government Pre-Election Guide for Councils - April 2024

Report Prepared By:

**Amanda Janvrin**  
**Civic Services Manager**

Report Approved By:

**Graham Humphreys**  
**Manager - Business Assurance and Governance**

**Wayne Rylands**  
**Chief Executive Officer**



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

#### **Discussion**

The Office of Local Government (OLG) has issued a Pre-election Guide for Councils which outlines information concerning the use of Council resources, Council publications and other activities prior to the elections. The Guide is dated April 2024 and is provided for in **ATTACHMENT 1**.

Council and all Council officials should be mindful of the need to maintain community confidence in the integrity of the performance of the Council's functions and activities in the lead-up to elections. Council also needs to be mindful of how the community may perceive any of their activities or actions during this time.

#### **Use of Council Resources for Election Purposes**

Council resources (including Council information) are public resources and must be used ethically, effectively, efficiently and carefully.

The rules governing the use of Council resources for election purposes are prescribed under Council's adopted Code of Conduct. There are two key obligations:-

- Clause 8.17: This provides that Council resources (including Council staff), property or facilities must not be used for the purpose of assisting anyone's election campaign unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- Clause 8.18: This provides that Council letterhead, Council crests, Council email or social media or other information that could give the appearance it is official Council material must not be used for the purpose of assisting anyone's election campaign.

Council and all Council officials should consider the following matters to ensure compliance with Clauses 8.17 and 8.18 of the Code of Conduct:-

- Council "resources" include Council ICT (including phones, social media sites, email addresses), intellectual property, staff and Council facilities.
- Council resources including intellectual property should not be used by candidates in such a way to suggest they are supported or endorsed by the Council.
- The prohibition on the use of Council resources does not only apply to each Councillor's election campaign – it also applies to the election campaigns of other candidates.

### ITEM 3 (continued)

- The prohibition on the use of Council resources also applies to Council staff who are campaigning for election to another Council or supporting the election campaign of candidates.
- It is permissible to use Council facilities but on the same terms as all other candidates including the payment of any advertised fee for use.
- Breaches by Councillors and staff are grounds for disciplinary action.

### Council publications during the “regulated period”

There are strict rules about the information that candidates and their supporters can publish or distribute during the regulated period for an election. These rules are prescribed under the *Local Government (General) Regulation 2021* (the Regulation) and are enforced by the relevant election manager.

Clause 356A – Interpretation, of the *Local Government (General) Regulation 2021* states that:-

***regulated period*** for an election means:-

- (a) *the period starting with the closing date and ending at 6 pm on election day, and*
- (b) *all days to which polling for the election is adjourned.*

For the 14 September 2024 election, the regulated period commences on Monday, 5 August 2024, which is 40 days preceding the election day and ends on election day.

The key requirement is that all “electoral material” published or distributed during the regulated period must contain the name and address of the person who authorised the material and the name and address of the printer.

“Electoral material” is defined very broadly under Clause 356A of the *Local Government (General) Regulation 2021* and means anything, including without limitation a ‘how-to-vote’ card, poster or advertisement, containing “electoral matter” (whether in a tangible or an electronic form).

“Electoral matter” is in turn defined to include:

- Any matter that is intended or calculated or likely to affect or is capable of affecting the result of any election held or to be held or that is intended or calculated or likely to influence or is capable of influencing an elector in relation to the casting of his or her vote at any election, or

### ITEM 3 (continued)

- The name of a candidate at any election, the name of the party of any such candidate, the name or address of the committee rooms of any such candidate or party, the photograph of any such candidate and any drawing or printed matter that purports to depict any such candidate or to be a likeness or representation of any such candidate.

During this regulated period, Councils are to consider whether their publications may contain “electoral matter” and may therefore be inadvertently captured within the definition of “electoral material”. Whether a Council publication constitutes “electoral material” is an assessment that needs to be made by each Council on a case-by-case basis.

A Council publication that makes no reference to the Mayor or Councillors who are candidates and does not carry their images or statements will not constitute “electoral material” if it is not intended or likely to affect voting at the election.

However, Council publications that promote the achievements of the Council may potentially fall within the definition of “electoral material” even if they do not carry the images or statements of the Mayor or Councillors. Affected publications may include:

- The Mayoral column where the Mayor is a candidate.
- Any publication or material carrying the name and/or images of the Mayor or Councillors who are candidates.

The requirements that apply to Council publications published or distributed during the “regulated period” containing “electoral matter” can be easily satisfied by including the name and address of the Chief Executive Officer/General Manager and the printer of the publication. However, the perceptions that this may give rise to, including that the Council is a participant in the election and that Council resources may be seen to have been utilised to support the campaigns of the incumbent Mayor and Councillors are not as easily addressed.

Mitigation strategies to address this risk may include:-

- Publishing the Mayoral column in the 40 days preceding the election as a generic Council column.
- Deferring issuing potentially affected publications until after the election.

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

Other particular points to note are as follows:-

#### Attendance at Council arranged or community events

Mayors or Councillors who are candidates may continue to attend or preside over Council arranged or community events in the lead up to the election in an official capacity. However, Mayors or Councillors who are candidates must not use Council arranged events that they attend in an official capacity to actively campaign for re-election.

#### Media comment

There is nothing to prevent the Mayor or Councillors who are candidates from offering media comment, provided that comment is not made in an advertisement, newspaper column or a radio or television broadcast paid for by the Council or produced by the Council or with Council resources. When making media and any other public comment, Mayors and Councillors should continue to comply with the Council's adopted Media Policy.

### **Council decision-making**

#### Caretaker Restrictions

Council is reminded that the exercise of some of their functions is limited during the four weeks preceding the date of a Local Government election, in accordance with Clause 393B of the *Local Government (General) Regulation 2021*. This period is known as the caretaker period which for the 2024 Local Government elections commences on Friday, 16 August 2024 and ends on Saturday, 14 September 2024.

The caretaker restrictions are designed to prevent outgoing Councils from making major decisions that will bind the new Council or limit its actions.

During the caretaker period, Council, the Chief Executive Officer/General Manager and any other delegate of the Council (other than a joint regional planning panel, a local planning panel or the Central Sydney Planning Committee) must not exercise the following functions:-

- Entering into any contract or undertaking involving an expenditure or receipt by the Council of an amount equal to or greater than \$150,000 or 1% of the Council's revenue from rates in the preceding financial year (whichever is the larger). This figure is \$793,590 based on the 2022/2023 financial statements.

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

- Determining a “controversial development application”, except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period.

“Controversial development application” means a development application for designated development under Section 4.10 of the *Environmental Planning and Assessment Act 1979* for which at least 25 persons have made submissions during community consultation.

- The appointment or reappointment of the Council's Chief Executive Officer/General Manager (except for temporary appointments).

In certain circumstances, these functions may be exercised with the consent of the Minister.

### **Meeting Schedule**

Council is required to review its meeting schedule and determine the date for the last Council Meeting prior to the 2024 Local Government Elections. Although caretaker provisions commence on 16 August 2024, Council is still able to hold meetings after the commencement of the caretaker period in order to conduct Council business.

Council's current meeting schedule, as adopted on 25 July 2023, includes a Council meeting on 27 August 2024. This report recommends that Council endorse 27 August 2024 as the last Council meeting prior to the 2024 Local Government Elections, noting that the caretaker provisions commence from 16 August 2024.

### **Financial Implications**

Adoption of the recommendations will have no financial impact.

**ITEM 3 (continued)**

**ATTACHMENT 1**

Department of Planning, Housing and Infrastructure



# Pre-election guide for councils

April 2024

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



**ITEM 3 (continued)**

**ATTACHMENT 1**



# Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past and present through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

Published by NSW Department of Planning, Housing and Infrastructure

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**Pre-election guide for councils**

First published: April 2024

Office of Local Government, Department of Planning, Housing and Infrastructure

5 O'Keefe Avenue  
Locked Bag 3015  
NOWRA NSW 2541  
Phone 02 4428 4100  
[olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

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**ITEM 3 (continued)**

**ATTACHMENT 1**

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## Introduction

This Guide provides comprehensive guidance to councils on key tasks that need to be completed prior to the 2024 Local Government elections. The Guide also provides guidance on the rules, restrictions and other considerations that apply to the decisions councils make and the way they exercise their functions in the lead up to the election. The Local Government elections are due to be held on Saturday, 14 September 2024.



ITEM 3 (continued)

ATTACHMENT 1

# Preparation and confirmation of non-residential electoral rolls

Under the *Local Government Act 1993* (the Act), all non-resident owners, occupiers and ratepaying lessees of rateable land in each local government area are eligible to vote at Local Government elections. These electors are referred to as 'non-residential electors'.

There are two non-residential rolls:

- the roll of non-resident owners of rateable land, and
- the roll of occupiers and rate-paying lessees.

These are referred to as the non-residential rolls.

After each election, the non-residential rolls lapse and the general manager must prepare new rolls for the next election and keep them updated.

Councils need to ensure that everyone eligible to vote at their elections, including non-residential electors, can do so.

Councils should provide information, including eligibility criteria and the process for making a claim for inclusion on the non-residential rolls on their websites.

Councils should also make their customer service staff aware of this so that they can assist any person wishing to make a claim for inclusion on the rolls.

The non-residential rolls must include the names of the persons who:

- have applied, at any time, for the inclusion of their name in the relevant roll, and

- on the closing date (40 days prior to election day) are, in the opinion of the general manager, qualified for inclusion in that roll.

This means that when preparing the non-residential rolls, the general manager must:

- include the names of all persons who have previously applied for enrolment, and
- check that those persons continue to be eligible to be enrolled.

Forty days before election day, general managers must finalise the non-residential rolls.

In the case of Local Government elections administered by the NSW Electoral Commissioner (NSWEC), the general manager must certify each roll as being, in the general manager's opinion, a roll of the persons who on the closing date are qualified for inclusion in the roll. The NSWEC must confirm the non-residential rolls after they are certified by the general manager.

In the case of Local Government elections administered by a provider other than the NSWEC, the general manager must confirm each roll if, in the general manager's opinion, the roll contains the names of the persons who on the closing date are qualified for inclusion in the roll.

Further information about the preparation of non-residential rolls is available on the NSWEC's website at [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au).

ITEM 3 (continued)

ATTACHMENT 1

# Information for candidates

Nominations open at 8am on 5 August 2024 and close 12pm on 14 August 2024.

Further information about how to nominate and register as a candidate is available on the NSWEC's website at [www.elections.nsw.gov.au](http://www.elections.nsw.gov.au).

The NSWEC provides support and assistance to candidates to help them understand their legal obligations regarding political donations and electoral expenditure.

## Pre-election candidate information sessions

Councils are encouraged to conduct at least one pre-election candidate information session prior to nominations closing on 14 August 2024.

## Candidate training tool

The Office of Local Government (OLG) will launch an online candidate information tool.

The interactive resource provides candidates with an introduction to the roles and responsibilities of councils and councillors.

It is designed to equip candidates with an understanding of what their role and responsibilities will be as a councillor if they are elected.

The tool will be available on OLG's website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).



ITEM 3 (continued)

ATTACHMENT 1

# Use of council resources, council publications and other activities prior to the elections

Councils and all council officials should be mindful of the need to maintain community confidence in the integrity of the performance of the council's functions and activities in the lead-up to elections.

Councils also need to be mindful of how the community may perceive any of their activities or actions during this time.

## Use of council resources for election purposes

Council resources (including council information) are public resources and must be used ethically, effectively, efficiently, and carefully.

The rules governing the use of council resources for election purposes are prescribed under the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct) and councils' adopted codes of conduct. There are two key obligations:

- Clause 8.17: This provides that council resources (including council staff), property or facilities must not be used for the purpose of assisting anyone's election campaign unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property, or facility.
- Clause 8.18: This provides that council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material must not be used for the purpose of assisting anyone's election campaign.

Councils and all council officials should consider the following matters to ensure compliance with clauses 8.17 and 8.18:

- council "resources" include council ICT (including phones, social media sites, email addresses), intellectual property, staff and council facilities
- council resources including intellectual property should not be used by candidates in such a way to suggest they are supported or endorsed by the council
- the prohibition on the use of council resources does not only apply to each councillor's election campaign – it also applies to the election campaigns of other candidates
- the prohibition on the use of council resources also applies to council staff who are campaigning for election to another council or supporting the election campaign of candidates
- it is permissible to use council facilities but on the same terms as all other candidates including the payment of any advertised fee for use
- breaches by councillors and staff are grounds for disciplinary action.

## Staff political activities

There is no outright ban on staff participation in candidates' campaigns under the Model Code of Conduct.

This is in recognition of the implied freedom of political communication under the Australian Constitution. This provides that legislation cannot impermissibly burden political communication

## ITEM 3 (continued)

## ATTACHMENT 1

(including participation in political activities) other than for a legitimate public purpose and only in a way that is proportionate to that purpose.

However, clause 7.5(b) of the Model Code of Conduct places an obligation on staff to ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

Risks to manage in relation to staff participation in political activities include the following:

- staff do not participate in campaigning activities during work time
- staff do not use council resources for campaigning purposes (see clauses 8.17 and 8.18)
- managing interactions between staff and councillors whose campaigns they are supporting
- managing community perceptions arising from council staff participation in councillors' campaigns.

### Council publications during the “regulated period”

To keep elections fair, and ensure voters are not misled, there are strict rules about the information that candidates and their supporters can publish or distribute.

These rules are prescribed under the *Local Government (General) Regulation 2021* (the Regulation) and are enforced by the relevant election manager.

These rules apply during what is known as the “regulated period”. The “regulated period” starts when the electoral rolls close 40 days before election day and ends on election day.

The key requirement is that all “electoral material” published or distributed during the “regulated period” must contain the name and address of the person who authorised the material and the name and address of the printer.

This is an important electoral integrity measure which is designed to ensure electors can verify the bona fides of electoral material that is printed, published, distributed, or publicly

displayed for campaigning purposes during the “regulated period”.

The key definitions are contained in clause 356A of the Regulation.

“Electoral material” is defined very broadly under the Regulation. It means anything, including without limitation a ‘how-to-vote’ card, poster, or advertisement, containing “electoral matter” (whether in a tangible or an electronic form).

“Electoral matter” is in turn defined to include:

- any matter that is intended or calculated or likely to affect or is capable of affecting the result of any election held or to be held or that is intended or calculated or likely to influence or is capable of influencing an elector in relation to the casting of his or her vote at any election, or
- the name of a candidate at any election, the name of the party of any such candidate, the name or address of the committee rooms of any such candidate or party, the photograph of any such candidate, and any drawing or printed matter that purports to depict any such candidate or to be a likeness or representation of any such candidate.

Councils need to be aware that their publications may contain “electoral matter” and may therefore be inadvertently captured within the definition of “electoral material”.

Whether a council publication constitutes “electoral material” is an assessment that needs to be made by each council on a case-by-case basis.

A council publication that makes no reference to the mayor or councillors who are candidates and does not carry their images or statements will not constitute “electoral material” if it is not intended or likely to affect voting at the election.

However, council publications that promote the achievements of the council may potentially have this effect and therefore may constitute “electoral material” even if they do not carry the images or statements of the mayor or councillors.



## ITEM 3 (continued)

## ATTACHMENT 1

Affected publications may include:

- the mayoral column where the mayor is a candidate
- any publication or material carrying the name and/or images of the mayor or councillors who are candidates.

The requirements that apply to council publications published or distributed during the “regulated period” containing “electoral matter” can be easily satisfied by including the name and address of the general manager and the printer of the publication.

However, the perceptions that this may give rise to, including that the council is a participant in the election and that council resources may be seen to have been utilised to support the campaigns of the incumbent mayor and councillors, are not as easily addressed.

Mitigation strategies to address this risk may include:

- publishing the mayoral column in the 40 days preceding the election as a generic council column
- deferring issuing potentially affected publications until after the election.

### Attendance at community events

Mayors and councillors will continue to need to exercise their official functions in the lead up to the election. This is both permissible and appropriate.

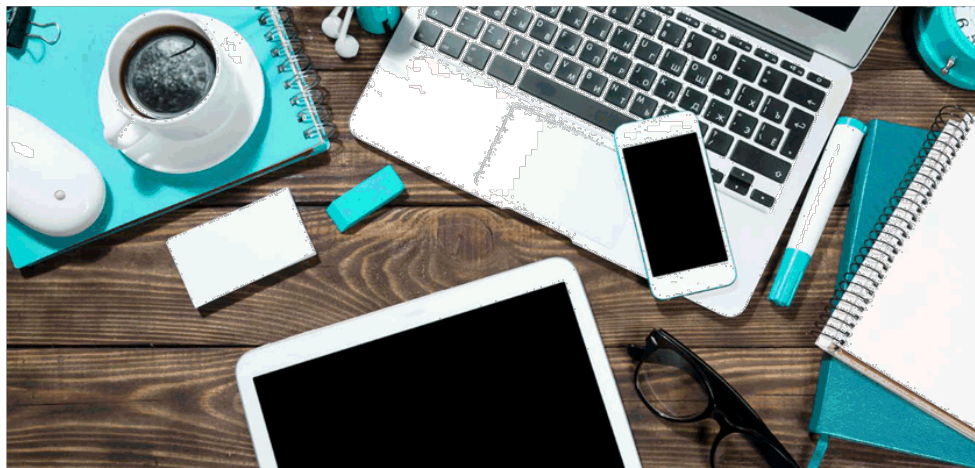
Mayors or councillors who are candidates may continue to attend or preside over council-arranged or community events in the lead up to the election in an official capacity.

However, mayors or councillors who are candidates must not use council arranged events that they attend in an official capacity to actively campaign for re-election.

### Media comment

There is nothing to prevent the mayor or councillors who are candidates from offering media comment, provided that comment is not made in an advertisement, newspaper column, or a radio or television broadcast paid for by the council or produced by the council or with council resources.

When making media and any other public comment, mayors and councillors should continue to comply with the council's adopted media policy.



ITEM 3 (continued)

ATTACHMENT 1

# Council decision-making

## Caretaker restrictions

Under the Regulation, councils are required to assume a “caretaker” role in the four weeks preceding the election day (see section 393B).

The caretaker restrictions are designed to prevent outgoing councils from making major decisions that will bind the new council or limit its actions.

The caretaker period for the 2024 Local Government elections commences on Friday 16 August 2024 and ends on Saturday 14 September 2024.

During the caretaker period, councils, general managers, and other delegates of councils (other than a joint regional planning panel, a local planning panel or the Central Sydney Planning Committee) must not exercise the following functions:

- enter into any contract or undertaking involving an expenditure or receipt by the council of an amount equal to or greater than \$150,000 or 1% of the council's revenue from rates in the preceding financial year (whichever is the larger)
- determine a “controversial development application”, except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period, or
- appoint or reappoint the council's general manager (except for temporary appointments).

“Controversial development application” means a development application for designated development under section 4.10 of the *Environmental Planning and Assessment Act 1979* for which at least 25 persons have made submissions during community consultation.

Councils should plan ahead to avoid the need to make these types of decisions during the caretaker period.

In certain circumstances, these functions may be exercised with the approval of the Minister

## Timing of the first meeting of the new council following the election

Postal votes may be received for up to 13 days after election day.

This means that councils' elections are not likely to be declared before 30 September 2024.

Councils should schedule the timing of their first meetings following the election on this basis.

Councils that elect their mayor must hold a mayoral election within 3 weeks of the declaration of the ordinary election and are required to schedule a meeting for this purpose within 3 weeks of the declaration of the election. However, councils coming out of administration who elect their mayors must hold a mayoral election within 14 days of the declaration of the ordinary election.

## ITEM 3 (continued)

## ATTACHMENT 1

### Delegations during the election period

Under the Act, all current councillors and mayors elected by the councillors cease to hold their civic offices on election day 14 September 2024.

This means that councils will be without a governing body from 14 September 2024 until the declaration of the election on 30 September 2024 at the earliest.

As noted above, councils that elect their mayor will be required to meet within 14 days or 3 weeks of the declaration of the ordinary election to hold a mayoral election.

Prior to the election, councils should ensure that appropriate delegations are in place for their general managers so that they can continue to exercise the functions of the council as required in the period between election day and the first meeting of the council following the election.

Councils may wish to consider delegating all delegable functions to the general manager at the last meeting before the election for the period between election day and the first meeting of the council following the election.

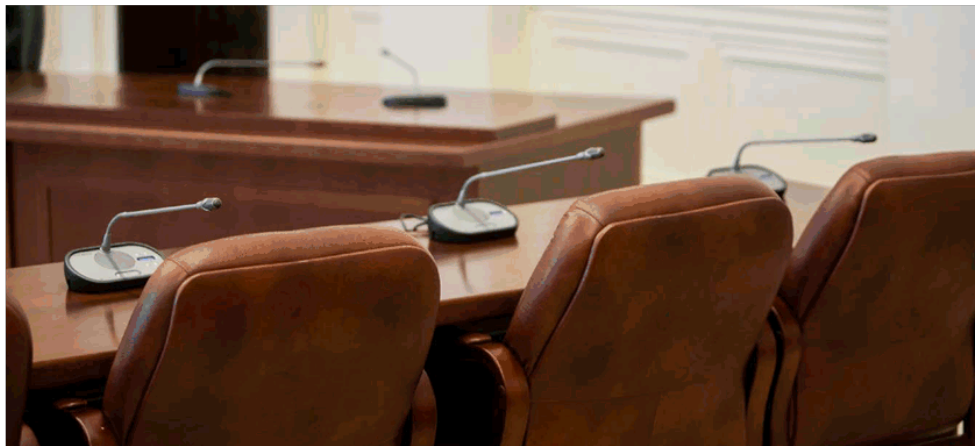
Councils that elect their mayors will not have a mayor in the period between election day and the first meeting after the election when the mayoral election is held.

There is nothing to prevent councils from authorising the general manager to exercise the civic and ceremonial functions normally exercised by the mayor during this period in the absence of a mayor.

OLG is aware that some councils that elect their mayors have expressed a preference that the outgoing mayor should continue to exercise the functions of mayor in the period between election day and the holding of the mayoral election after the election.

There is nothing to prevent councils from authorising the outgoing mayor to continue to exercise the civic and ceremonial functions normally exercised by the mayor during this period in the absence of a mayor should they wish to do so (even though the outgoing mayor will have ceased to hold any civic office in the council as of the day of the election).

Given the possibility that the outgoing mayor may not be re-elected at the election and may therefore cease to be accountable to the council and the community, councils should refrain from making any delegations to the outgoing mayor.





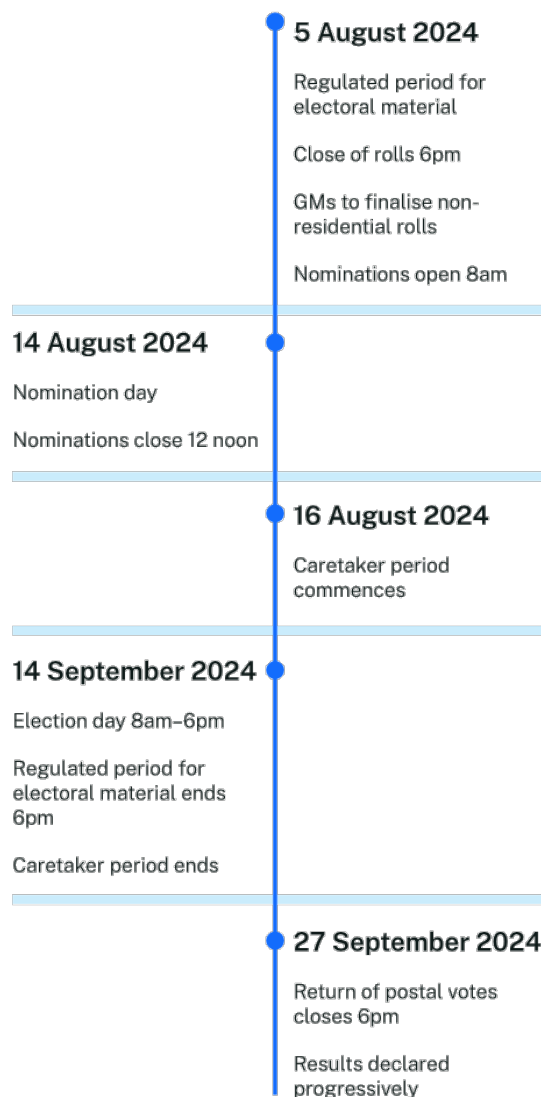
**ITEM 3 (continued)**

**ATTACHMENT 1**



# Key dates

## 2024 Local Government Elections



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**4      2024 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE - TAMWORTH  
- 17 TO 19 NOVEMBER 2024**

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**Report prepared by:** Civic Support Officer  
**File No.:** CLR/24/16/3 - BP24/468

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**REPORT SUMMARY**

This report is presented to Council for its consideration of Councillor attendance at the 2024 Local Government NSW Annual Conference, to be held at Tamworth Regional Entertainment and Conference Centre from Sunday, 17 November 2024 to Tuesday, 19 November 2024.

This report will also consider any recommended Motions received from Councillors, to be submitted to Local Government NSW for inclusion in the Business Papers for the Conference. It is noted that no proposed Motions were received from Councillors.

**RECOMMENDATION:**

- (a) That Council nominate seven (7) Councillors as voting delegates to attend the 2024 Local Government NSW Annual Conference from Sunday, 17 November 2024 to Tuesday, 19 November 2024.
- (b) That Council note that the Chief Executive Officer will determine which staff will attend the Local Government NSW Annual Conference.

**ATTACHMENTS**

- 1 Draft 2024 Annual Conference Program - Tamworth
- 2 2024 Voting Delegates
- 3 2024 Conference Motions Submission Guide
- 4 Rule 4 – Objects of the Local Government Association
- 5 Councillor Expenses and Facilities Policy

Report Prepared By:

**Kathryn Fleming**  
**Civic Support Officer**

Report Approved By:

**Graham Humphreys**  
**Manager - Business Assurance and Governance**

**Wayne Rylands**  
**Chief Executive Officer**

## ITEM 4 (continued)

### Discussion

#### Conference

The 2024 Local Government NSW Annual Conference will be held from Sunday, 17 November 2024 to Tuesday, 19 November 2024 at Tamworth Regional Entertainment and Conference Centre. A copy of the Program with workshops and options for the Conference is provided for in **ATTACHMENT 1**.

The Conference is the annual policy making event for all Councils of New South Wales. At the Conference, delegates vote on motions which help determine the policies and priorities for Local Government NSW and the sector. It is a key event for local government where Councillors come together to share ideas and debate issues that shape the way the sector functions and is governed.

#### Delegates Representing the City of Ryde

Council has been advised by Local Government NSW (LGNSW) that it is entitled to send seven (7) Councillors to the Conference voting delegates as provided for in **ATTACHMENT 2**.

In this regard, this report recommends that Council nominate seven (7) Councillors to attend the Conference as voting delegates.

#### Voting

To vote on motions at the Conference, delegates must be an elected member of a Council, County Council, the Norfolk Island Regional Council (NIRC) a Related Local Government Body (RLGB) or an Administrator appointed in accordance with the *Local Government Act 1993*.

Ordinary members and Associate members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting on motions.

Members are required to advise LGNSW of the names of their nominated voting delegates by Wednesday, 6 November 2024. Nominations received after this date cannot be accepted.

#### Motions

Local Government NSW has requested input from Councils, to guide the content of business sessions at the conference and is requesting Councils to ensure that the motions debate centres on advancing the sector wide policy agenda (see LGNSW 2024 Annual Conference Motion Submission Guide) as provided for in **ATTACHMENT 3**.

#### ITEM 4 (continued)

Councils were asked to identify motions relating to the following overall categories:-

1. Economic
2. Infrastructure
3. Planning
4. Environment
5. Social & Community
6. Governance
7. Accountability

Further, the LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they meet the following criteria:-

1. Are consistent with the objects of the Association (see Rule 4 of the Association's rules) as provided for in **ATTACHMENT 4**;
2. Relate to Local Government in NSW and/or across Australia;
3. Concern or are likely to concern Local Government as a sector;
4. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
5. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. Are clearly worded and unambiguous in nature; and
7. Do not express preference for one or several members over one or several other members.

The Board has advised that it will not include motions in the Business Paper which do not advance the local government policy agenda. Therefore, a motion will not be included if it is operational, rather than strategic; not local government business; focused on a local issue only or if the motion is consistent with past policies and actions of LGNSW or the Local Government and Shire's Association.

Local Government NSW have advised all Councils to submit proposed motions by Thursday, 15 August 2024, however, in accordance with the Local Government NSW rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is Sunday, 20 October 2024. All Motions must be adopted by Council before submission to the Association.

Councillors were invited through the Councillor Information Bulletin dated 2 July 2024 to submit proposed motions for Council to consider endorsing for submission to Local Government NSW for inclusion in the Business Papers for the conference. It is noted that no motions were received from Councillors. The Executive Leadership Team have also not proposed any motions for Council's consideration.

## ITEM 4 (continued)

### Critical Dates

The following deadlines are required to be met:-

- Early bird registrations due by Wednesday, 25 September 2024.
- Councillor delegates and motions are to be determined and confirmed at the Council Meeting on Tuesday, 23 July 2024.
- Motions are to be submitted by Thursday, 15 August 2024 and no later than 12 midnight on Sunday, 20 October 2024.

### Financial Impact

Early-bird registration cost for the Conference is \$1,115 per person

Standard registration cost for the Conference is \$1,485 per person

Three (3) Optional Events:

President's Opening Reception:	(included in registration)
The ALGWA breakfast:	\$ 88.00
Conference Dinner:	\$230.00

*It should be noted that as per Council's Councillor Expenses and Facilities Policy, Council will not meet any costs incurred in relation to attending the Local Government NSW Conference, therefore there will be no financial impact to Council.*

### Policy Implications

The Councillor Expenses and Facilities Policy sets out the entitlements for Councillors attending Conferences and is provided for in **ATTACHMENT 5**.

The Policy states that with the **exception** of the Local Government NSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council will meet reasonable cost of transportation, accommodation, conference fees and any costs incurred in undertaking activities relating to attendance at the event.

### Options

1. That Council does not attend the 2024 Local Government NSW Annual Conference.
2. That Council attend the 2024 Local Government NSW Annual Conference, noting that Council will not meet any costs incurred in relation to attending the Conference (in accordance with the Councillor Expenses and Facilities Policy).

**ITEM 4 (continued)**

**ATTACHMENT 1**



**Draft Program**

\* Correct as at 6 May 2024

Sunday 17 November 2024 - TRECC	
12.30pm-5.30pm	<b>12.30pm Registration operational in TRECC foyer</b> 1.00pm Trade Exhibition open <b>12.30pm-2.00pm STAR Room off TRECC foyer</b> Professional Development Session for mayors and councillors TBC <b>2.30pm-3.00pm Afternoon Refreshments</b> in Exhibition area <b>3.00pm-5.00pm</b> Plenary sessions   AR Bluett Memorial Awards   President's Welcome Reception address Coach transfers to Tamworth Town Hall (CBD - Tamworth)
5.30pm-7.30pm	President's Welcome Reception - Tamworth Town Hall. Bus transfers to selected hotels.
Monday 18 November 2024 - Business Session Day 1 - TRECC	
7.30am-8.40am	<b>ALGWA NSW Breakfast</b> - Star Room (TRECC)
7.30am	Registration opens. Light refreshments in exhibition area.   Registration desk open from 7.30am to 6pm.
9.10am	<b>Conference Welcome   Opening address</b>

**ITEM 4 (continued)**

**ATTACHMENT 1**



9.25am–5.30pm	<p><b>Opening of the Federal and State Conferences</b> adoption of standing orders, business sessions and consideration of motions and conference business.</p> <p><b>Presentation of financial reports</b></p> <p>Start of consideration of motions and conference business</p> <p><b>Morning Refreshments</b></p> <p>Consideration of Conference Business continued</p> <p><b>Delegate lunch in Exhibition area</b></p> <p>Consideration of Conference Business continued</p> <p><b>Afternoon Refreshments</b> in trade exhibition</p> <p>Consideration of Conference Business</p> <p><b>Networking in trade exhibition</b></p>
6.30pm–10.30pm	<b>LGNSW Conference Dinner</b> and entertainment. Presentation LG Service Awards.
<b>Tuesday 19 November 2024 – Business Session Day 2 – TRECC</b>	
7.30am	<b>LGNSW Information Desk and Exhibition and light refreshments</b> – operational
9.00am–1.00pm	<p>Plenary and panel sessions</p> <p><b>Morning Refreshments</b></p> <p>Announcement of location for Annual Conference 2025</p>
1.00pm	Grab and Go Lunch in trade exhibition   <b>Conference concludes at 1.45pm</b>



**ITEM 4 (continued)**

**ATTACHMENT 1**

## Conference Program

Click the tabs below to view program

17 NOVEMBER

18 NOVEMBER

19 NOVEMBER

SOCIAL EVENTS

OPTIONAL

Conference Dinner

18 November, 6.30pm to 10.30pm.  
Dinner and entertainment.  
Presentation of Local Government Service Awards will be made during the Conference Dinner.

StateCover General Managers' Lunch

18 November: Exclusive to GMs and CEOs.

ALGWA Breakfast

18 November 7.30am to 8.40am  
Australian Local Government Women's Association (ALGWA NSW) Breakfast (Star Room (TRECC))  
Sponsored by ALGWA Breakfast Partner

**ITEM 4 (continued)**

**ATTACHMENT 1**

# Conference Program

Click the tabs below to view program

17 NOVEMBER

18 NOVEMBER

19 NOVEMBER

SOCIAL EVENTS

OPTIONAL

## President's Welcome Reception

17 November, 5.30pm to 7.30pm.

Tamworth Town Hall.

The President's Welcome Reception is included in your registration. Tickets for partners and extra guests of members can be purchased at time of registration.

Coach transfers to selected hotels.

## Conference Dinner

18 November, 6.30pm to 10.30pm.

Dinner and entertainment.

Presentation of Local Government Service Awards will be made during the Conference Dinner.

**ITEM 4 (continued)**

**ATTACHMENT 2**



**Annexure A**

Members' voting entitlement at the 2024 Local Government NSW Annual Conference

Member	Number of voters for voting on motions
Albury (R/R)	4
Armidale Regional (R/R)	3
Ballina (R/R)	3
Balranald (R/R)*	1
Bathurst Regional (R/R)	3
Bayside (M/U)	9
Bega Valley (R/R)	3
Bellingen (R/R)	2
Berrigan (R/R)	1
Blacktown (M/U)	12
Bland (R/R)	1
Blayney (R/R)	1
Blue Mountains (R/R)	4
Bogan (R/R)	1
Bourke (R/R)	1
Brewarrina (R/R)	1
Broken Hill (R/R)	2
Burwood (M/U)	4
Byron (R/R)	3
Cabonne (R/R)	2
Camden (M/U)	7
Campbelltown (M/U)	9
Canada Bay (M/U)	5
Canterbury-Bankstown (M/U)	12
Carrathool (R/R)	1
Castlereagh-Macquarie County Council (R/R)	1
Central Coast (R/R)*	7
Central Darling (R/R)*	1
Central Tablelands Water County Council (R/R)	1
Cessnock (R/R)	4
Clarence Valley (R/R)	4
Cobar (R/R)	1
Coffs Harbour (R/R)	4
Coolamon (R/R)	1
Coonamble (R/R)	1
Cootamundra-Gundagai Regional (R/R)	2

**ITEM 4 (continued)**

**ATTACHMENT 2**

<b>Member</b>	<b>Number of voters for voting on motions</b>
Cowra (R/R)	2
Cumberland (M/U)	10
Dubbo Regional (R/R)	4
Dungog (R/R)	1
Edward River (R/R)	1
Eurobodalla (R/R)	3
Fairfield (M/U)	10
Far West Joint Organisation (R/R)	1
Federation (R/R)	2
Forbes (R/R)	1
Georges River (M/U)	9
Gilgandra (R/R)	1
Glen Innes Severn (R/R)	1
Goldenfields Water County Council (R/R)	1
Goulburn Mulwaree (R/R)	3
Greater Hume (R/R)	2
Griffith (R/R)	3
Gunnedah (R/R)	2
Gwydir (R/R)	1
Hawkesbury City (M/U)	5
Hawkesbury River County Council (M/U)	2
Hay (R/R)	1
Hilltops (R/R)	2
Hornsby (M/U)	9
Hunters Hill (M/U)	2
Inner West (M/U)	9
Inverell (R/R)	2
Junee (R/R)	1
Kempsey (R/R)	3
Kiama (R/R)	3
Kimbriki Environmental Enterprises P/L (M/U)	1
Ku-ring-gai (M/U)	7
Kyogle (R/R)	1
Lachlan (R/R)	1
Lake Macquarie (R/R)	7
Lane Cove (M/U)	4
Leeton (R/R)	2
Lismore (R/R)	3
Lithgow (R/R)	3

**ITEM 4 (continued)**

**ATTACHMENT 2**

<b>Member</b>	<b>Number of voters for voting on motions</b>
Liverpool (M/U)	10
Liverpool Plains (R/R)	1
Lockhart (R/R)	1
Maitland (R/R)	4
Mid-Coast (R/R)	4
Mid-Western Regional (R/R)	3
Moree Plains (R/R)	2
Mosman (M/U)	3
Murray River (R/R)	2
Murrumbidgee (R/R)	1
Muswellbrook (R/R)	2
Nambucca (R/R)	3
Narrabri (R/R)	2
Narrandera (R/R)	1
Narromine (R/R)	1
New England County Council (R/R)	1
Newcastle (R/R)	7
North Sydney (M/U)	5
Northern Beaches (M/U)	11
Northern Sydney Regional Organisation of Councils (M/U)	1
Oberon (R/R)	1
Orange (R/R)	3
Parkes (R/R)	2
Parramatta (M/U)	10
Penrith (M/U)	10
Port Macquarie-Hastings (R/R)	4
Port Stephens (R/R)	4
Queanbeyan-Palerang Regional (R/R)	4
Randwick (M/U)	7
Richmond Valley (R/R)	3
Riverina Water County Council (R/R)	1
Rous County Council (R/R)	1
Ryde (M/U)	7
Shellharbour (R/R)	4
Shoalhaven (R/R)	5
Singleton (R/R)	3
Snowy Monaro Regional (R/R)	3
Snowy Valleys (R/R)	2

**ITEM 4 (continued)**

**ATTACHMENT 2**

<b>Member</b>	<b>Number of voters for voting on motions</b>
Southern Sydney Regional Organisation of Councils (M/U)	1
Strathfield (M/U)	4
Sutherland Shire (M/U)	10
Sydney, City of (M/U)	10
Tamworth Regional (R/R)	4
Temora (R/R)	1
Tenterfield (R/R)	1
The Hills Shire (M/U)	10
Tweed (R/R)	4
Upper Hunter (R/R)	2
Upper Lachlan (R/R)	1
Upper Macquarie County Council (R/R)	1
Uralla (R/R)	1
Wagga Wagga (R/R)	4
Walcha (R/R)	1
Walgett (R/R)	1
Warren (R/R)	1
Warrumbungle (R/R)	1
Waverley (M/U)	5
Weddin (R/R)	1
Wentworth (R/R)	1
Western Sydney Regional Organisation of Councils (M/U)	1
Willoughby (M/U)	5
Wingecarribee (R/R)*	4
Wollondilly (R/R)	4
Wollongong (R/R)	7
Woollahra (M/U)	5
Yass Valley (R/R)	2
Board (M/U)	8
Board (R/R)	10
<b>TOTAL:</b>	<b>498</b>

\* Note: Members in Administration get one (1) vote on motions

ITEM 4 (continued)

ATTACHMENT 3



# **LGNSW 2024 Annual Conference Motion Submission Guide**



[LGNSW.ORG.AU](https://lgnsw.org.au)



**ITEM 4 (continued)**

**ATTACHMENT 3**

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## MOTION SUBMISSION GUIDE

### 1. Introduction

Each year, LGNSW members submit a range of motions to the Annual Conference conducted by Local Government NSW (LGNSW). These motions relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues. They are debated and resolved by Conference delegates, with successful resolutions guiding LGNSW's advocacy priorities for the year ahead.

All LGNSW member councils are invited to submit motions to the Annual Conference, with the following guide outlining the motion development and submission process.

### 2. Deadlines

- Motion submission will open on **Wednesday 17 July 2024**
- Members are encouraged to submit motions [online](#) as early as possible before **Thursday 15 August 2024**, to allow assessment of the motions and distribution of the Business Paper before the Conference.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 20 October 2024** (28 days prior to Conference).

### 3. Criteria for motion submission 2024

Members are encouraged to be mindful that each Annual Conference can only reasonably consider and debate around 100 motions in the available time. With 128 member councils in NSW, and more than a dozen associate members, LGNSW requests that members only submit motions that relate to their highest priorities.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they fit in with the following criteria.

#### Criteria for motions

To be included in the Business Paper, motions must:

1. **Be consistent with the objects of the LGNSW Rules (Rule 4)**
2. **Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW**
3. **Seek to establish or change a policy position of LGNSW and/or improve governance of the association** (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. **Be strategic**
5. **Be concise, clearly worded and unambiguous**
6. **Not be focussed on just a small specific part of NSW**
7. **Not encourage violation of prevailing laws**
8. **Not seek to advantage one or several members at the expense of other members.**

## ITEM 4 (continued)

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### Motions of a similar objective:

9. May be consolidated by LGNSW as a single item.

### Motions reflecting existing LGNSW policy:

10. Remain part of LGNSW's Policy Platform but will not be included for debate as they have already been considered by Conference.

Before submitting motions for this year's Annual Conference, members are encouraged to review [Action Reports](#) (on the member only pages of the LGNSW website) from previous Conferences and the [LGNSW Policy Platform](#) to ensure the proposed motion wording reflects any recent developments and does not duplicate existing policy positions.

### 4. How to write a motion

Motions adopted at Conferences inform LGNSW's advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference, so it is important that the wording of motions clearly outlines your council's policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

#### *Examples of clearly-worded Annual Conference motions:*

##### **Local government representation on National Cabinet**

That Local Government NSW lobbies the Australian Government for permanent local government representation on the National Cabinet.

##### **Natural Disaster Funding, Day Labour**

That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

##### **Risks and costs of local government FOGO mandate**

That Local Government NSW calls on the NSW Government to ensure the food organics garden organics (FOGO) mandate is achievable, and doesn't expose local councils to unnecessary risk and cost by:

1. Extending the roll-out of mandated FOGO services to multi-unit households until 2035
2. Ensuring minimum and maximum collection frequencies are not mandated for domestic waste collection
3. Ceasing to promote that current FOGO services are achieving a 2.6% contamination rate

## ITEM 4 (continued)

## ATTACHMENT 3

4. Offsetting the full costs of implementation of the mandated FOGO services using additional funds from the section 88 Waste Levy revenue.

For more examples see Business Papers from past Conferences on the [LGNSW website](#).

### 5. Demonstrating evidence of council support for motion

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence takes the form of an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

### 6. How to submit a motion

LGNSW members are invited to submit motions through an [online portal](#) from **Wednesday 17 July 2024**.

Attachment A provides detailed instructions on how to submit motions via the online portal.

### 7. How LGNSW manages incoming motions

The LGNSW Board typically delegates the function of managing incoming motions for the Conference to a motions committee. The Chief Executive will refer motions to the committee and the committee will assess whether each motion meets or does not meet the Board-endorsed criteria. This assessment forms the final decision on which motions are included in the Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held [Fundamental Principles](#) (Part A of the Policy Platform), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with existing LGNSW positions or current LGNSW actions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Conference.

### 8. Late motions

Late items are only to be included in the Business paper addendum if, in addition to the above criteria, the late items relate to highly urgent matters that have arisen after the deadline for the motion submission has passed.

## ITEM 4 (continued)

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In considering whether a late item relates to a highly urgent matter, the Board Motions Committee is to have regard to:

- (a) whether the late item has arisen after the deadline for motions has passed, and
- (b) whether the urgency of the matter justifies it being presented to voting delegates with short notice and limited opportunity to review and consider before they are required to vote on the motion.

### 9. What happens to motions at the LGNSW Annual Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at past conferences can be found on the LGNSW [website](#).

During debate on motions at Conference, the standing orders generally permit voting delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and becomes a resolution of the Conference, or it is defeated.

### 10. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's [Policy Platform](#) consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- **Fundamental Principles** are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at Annual Conferences.
- **Position Statements** contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

#### *Changing Fundamental Principles*

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

## ITEM 4 (continued)

## ATTACHMENT 3

### ***Changing Position Statements***

Following each Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement for inclusion in the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

### **11. Post-conference: Determining LGNSW Advocacy Priorities**

Following the LGNSW Annual Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy. These areas of focus are also informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

LGNSW's Advocacy Priorities for the following year are then submitted for endorsement by the LGNSW Board.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be published in LGNSW's Action Report. ([Past Action reports](#) are available on the member only pages of the LGNSW website).

### **12. Further information**

For further information on the motion submission process, please contact LGNSW at [policy@lgnsw.org.au](mailto:policy@lgnsw.org.au).

### **13. Frequently Asked Questions**

#### **How do I know if my proposed motion is consistent with existing LGNSW policy positions?**

The subject matter expert within your council may be best placed to identify this (for example, if the motion relates to a planning matter, this question should be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's [Policy Platform](#) to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

#### **What is the deadline for submitting motions?**

Members are encouraged to submit motions [online](#) as soon as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight AEST on Sunday 20 October 2024** (28 days prior to Conference).

LGNSW can receive more than 300 motions for an Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions



## ITEM 4 (continued)

## ATTACHMENT 3

received within a short period of time and allows LGNSW to seek clarification on any motions if required.

However, the LGNSW Rules allow councils to submit motions with less than 28 days' notice and the LGNSW Board may, in some circumstances, allow these to be considered at Conference as a **late item** (but not included in the Business Paper).

### **I'm unsure which motion category or sub-category I should select in the online portal**

If you are unsure, just select the category you think best fits. LGNSW can re-categorise the motion if necessary.

### **Who should be the council contact for motions?**

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between your council and LGNSW. Some councils have identified the General Manager and others have identified a Governance Manager – it is a decision for each council.

### **How can I amend my council's motion that I've already submitted?**

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact LGNSW at [policy@lgnsw.org.au](mailto:policy@lgnsw.org.au). You may need to provide evidence of support for the change (see section 5).



ITEM 4 (continued)

ATTACHMENT 3

## ATTACHMENT A - STEP BY STEP GUIDE TO LODGING MOTIONS IN THE ONLINE PORTAL

This section provides step-by-step instructions to assist council staff in lodging a motion via our online portal Survey Monkey Apply.

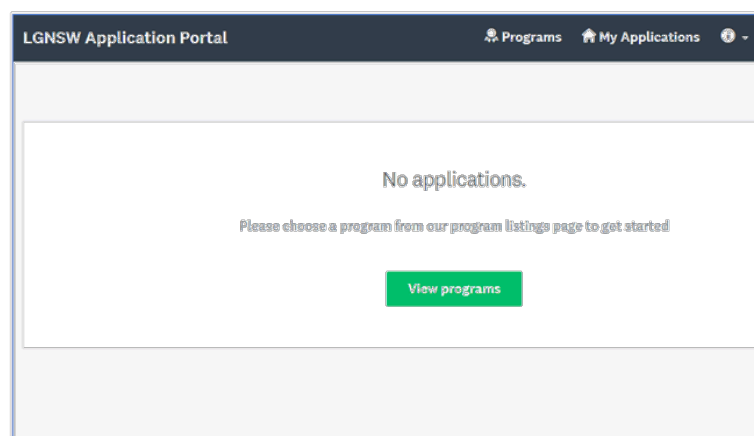
- Member councils are invited to submit motions for the LGNSW Annual Conference via [Survey Monkey Apply](#) from 17 July 2024.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 20 October 2024** (28 days prior to Conference).
- Once a motion has been submitted it cannot be edited without contacting LGNSW, so please review the content carefully before submission.

For further assistance contact LGNSW at [policy@lgnsw.org.au](mailto:policy@lgnsw.org.au)

**Step 1:** Log into [LGNSW's online portal](#) using the same password you use to access the LGNSW member website. If you don't know your password, click "forgot password" to reset your password.

*Note: you will need to register if you are logging in for the first time.*

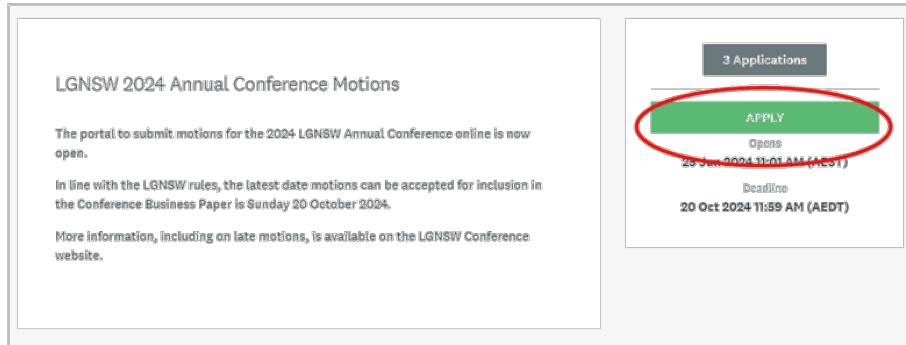
**Step 2:** Click *View Programs* and then select *LGNSW 2024 Annual Conference Motions*.



## ITEM 4 (continued)

## ATTACHMENT 3

**Step 3:** Click **APPLY**.



**LGNSW 2024 Annual Conference Motions**

The portal to submit motions for the 2024 LGNSW Annual Conference online is now open.

In line with the LGNSW rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is Sunday 20 October 2024.

More information, including on late motions, is available on the LGNSW Conference website.

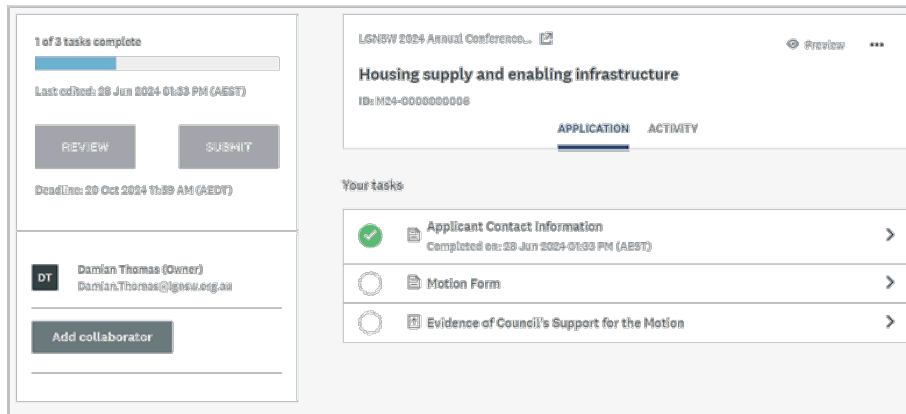
3 Applications

**APPLY**

Opens  
29 Jun 2024 11:01 AM (AEST)

Deadline  
20 Oct 2024 11:59 AM (AEDT)

**Step 4:** Add your motion title (a few words). You will then be taken to the landing page which will show three tasks to complete:



1 of 3 tasks complete



Last edited: 28 Jun 2024 01:33 PM (AEST)

REVIEW SUBMIT

Deadline: 20 Oct 2024 11:59 AM (AEDT)

DT Damian Thomas (Owner)  
Damian.Thomas@lgnsw.org.au

Add collaborator




LGNSW 2024 Annual Conference..   Preview ...

**Housing supply and enabling infrastructure**

ID: M24-0000000000

APPLICATION ACTIVITY

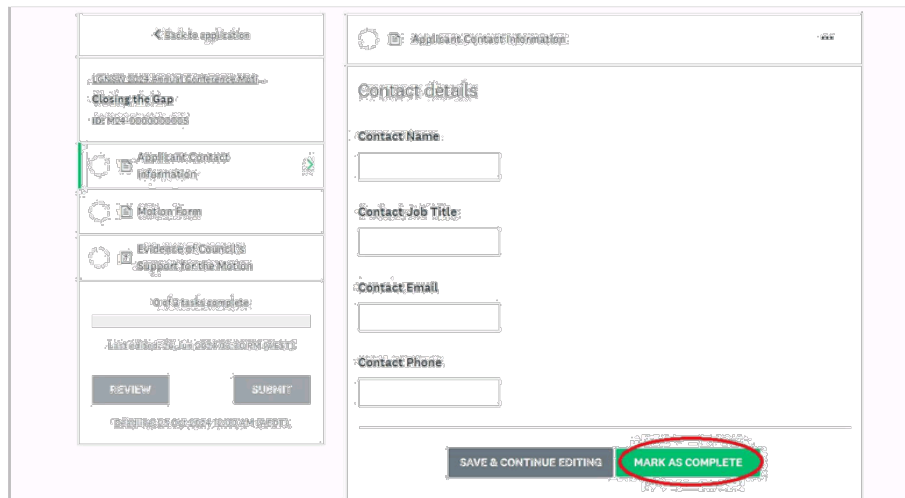
Your tasks

-  Applicant Contact Information  
Completed on: 28 Jun 2024 01:33 PM (AEST) >
-  Motion Form >
-  Evidence of Council's Support for the Motion >

**ITEM 4 (continued)**

**ATTACHMENT 3**

**Step 5:** Click on 'Applicant Contact Information' to add the contact information. This should be the relevant officer within your council who can respond to any questions from LGNSW about the motion promptly. Click **MARK AS COMPLETE** once finished.



The screenshot shows a web interface for adding contact information. On the left is a sidebar with navigation links: 'Back to application', 'Closing the Gap', 'Applicant Contact Information' (highlighted with a green bar), 'Motion Form', and 'Evidence of Council Support for the Motion'. Below these is a progress indicator and 'REVIEW' and 'SUBMIT' buttons. The main content area is titled 'Applicant Contact Information' and contains the following fields:

- Contact Name:** [Text input field]
- Contact Job Title:** [Text input field]
- Contact Email:** [Text input field]
- Contact Phone:** [Text input field]

At the bottom right of the form are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'. The 'MARK AS COMPLETE' button is circled in red.

## ITEM 4 (continued)

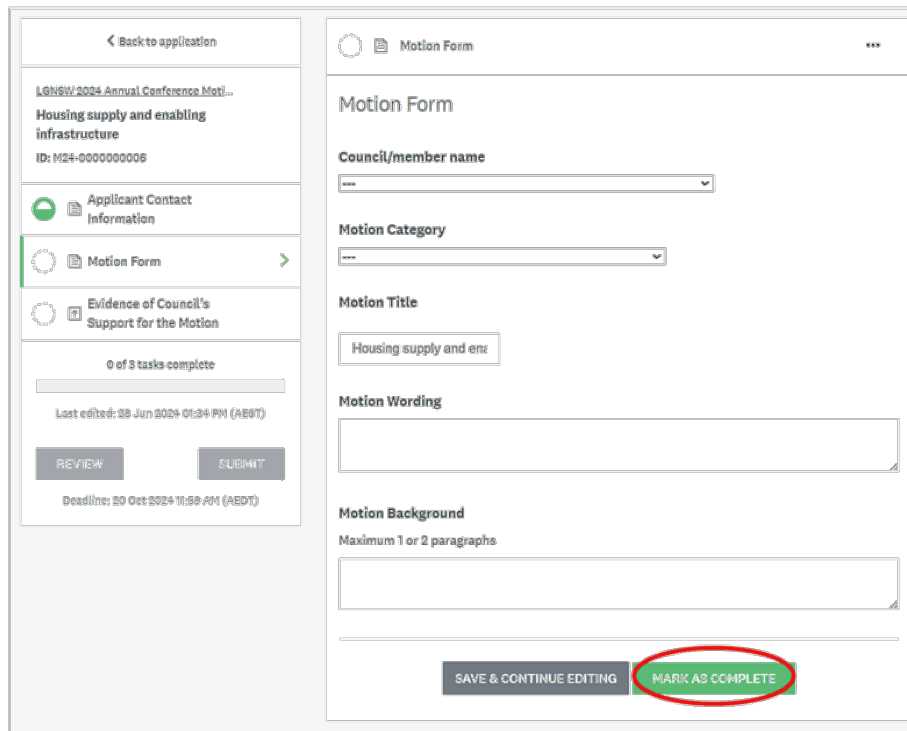
## ATTACHMENT 3

**Step 6:** Click 'Motion Form' to add the motion details.

**Motion category and sub-category** assists with categorising motions and grouping related motions in the Conference Business Paper.

**Motion wording** should include a sentence or two which includes the call to action.

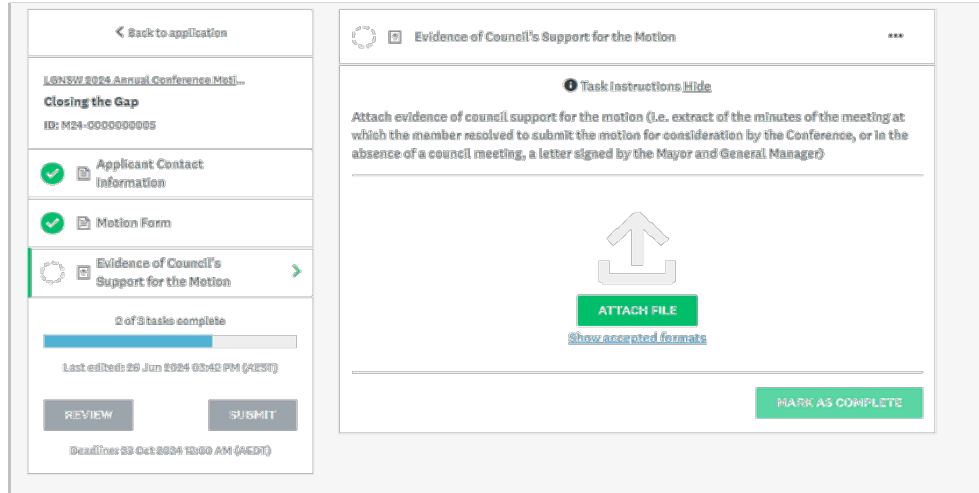
**Background note** should provide a paragraph or two to explain the context and importance of the issue to the local government sector.  
Click **MARK AS COMPLETE** once finished.



## ITEM 4 (continued)

## ATTACHMENT 3

**Step 7:** Click 'Evidence of Council's Support for the Motion' and attach the relevant file. This could be an extract of council meeting minutes. Click **MARK AS COMPLETE** once finished.



Back to application

LGNWSW 2024 Annual Conference Meeting  
**Closing the Gap**  
ID: M24-0000000005

Applicant Contact Information

Motion Form

Evidence of Council's Support for the Motion

2 of 3 tasks complete

Last edited: 26 Jun 2024 03:42 PM (AEST)

REVIEW SUBMIT

Deadline: 28 Oct 2024 12:00 AM (AEST)

Evidence of Council's Support for the Motion

Task Instructions [Hide](#)

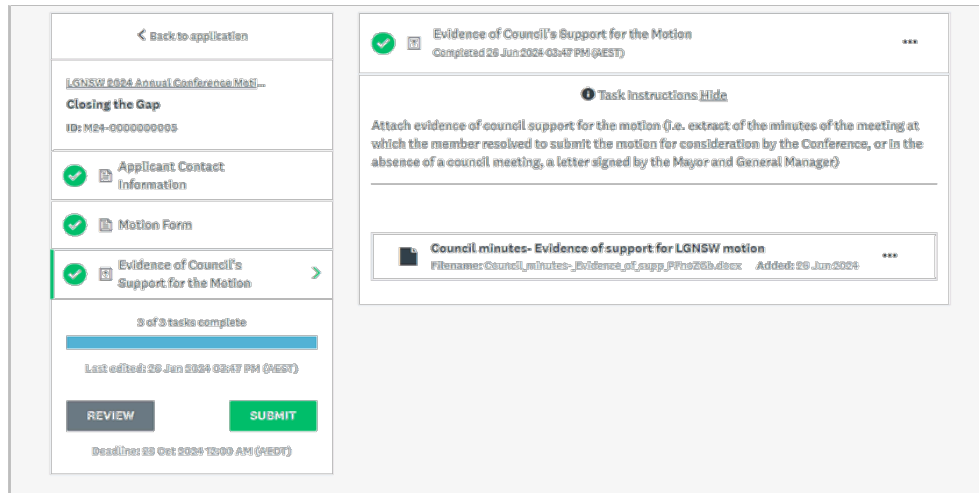
Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)

ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

**Step 8:** Once you have completed all tasks (a green tick is displayed next to each task), click **SUBMIT**.



Back to application

LGNWSW 2024 Annual Conference Meeting  
**Closing the Gap**  
ID: M24-0000000005

Applicant Contact Information

Motion Form

Evidence of Council's Support for the Motion

3 of 3 tasks complete

Last edited: 26 Jun 2024 03:47 PM (AEST)

REVIEW SUBMIT

Deadline: 28 Oct 2024 12:00 AM (AEST)

Evidence of Council's Support for the Motion  
Completed 26 Jun 2024 03:47 PM (AEST)

Task Instructions [Hide](#)

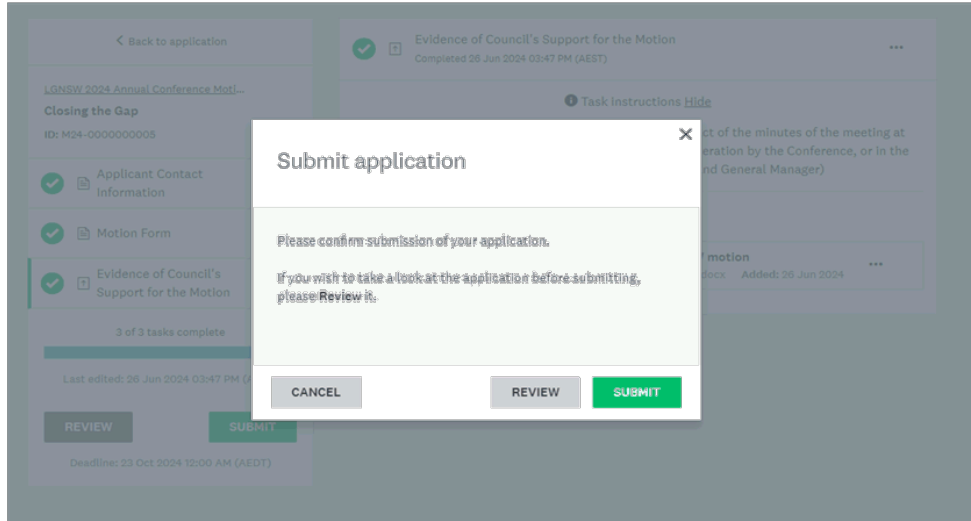
Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)

Council minutes- Evidence of support for LGNSW motion  
Filename: Council\_minutes\_Evidence\_of\_support\_PPN2024.docx Added: 26 Jun 2024

**ITEM 4 (continued)**

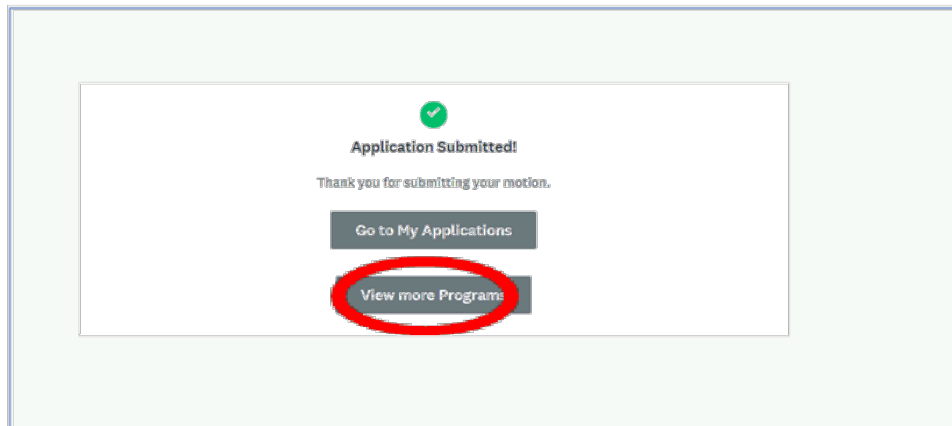
**ATTACHMENT 3**

**Step 9:** You will be asked to confirm submission of the motion. There is an option to review the motion before submitting. When you are ready, click **SUBMIT**.



The screenshot shows a web application interface for submitting a motion. A modal dialog box titled "Submit application" is centered on the screen. The dialog contains the text: "Please confirm submission of your application. If you wish to take a look at the application before submitting, please **Review** it." Below the text are three buttons: "CANCEL", "REVIEW", and "SUBMIT". The "SUBMIT" button is highlighted in green. In the background, a sidebar lists the steps of the application process: "Applicant Contact Information", "Motion Form", and "Evidence of Council's Support for the Motion". The third step is currently active and marked with a green checkmark. The main content area shows a progress bar indicating "3 of 3 tasks complete" and a "Last edited" timestamp of "26 Jun 2024 03:47 PM (AEST)".

**Step 10:** If you are submitting multiple motions, click 'View more Programs'. This will take you back to the landing page to submit more motions.

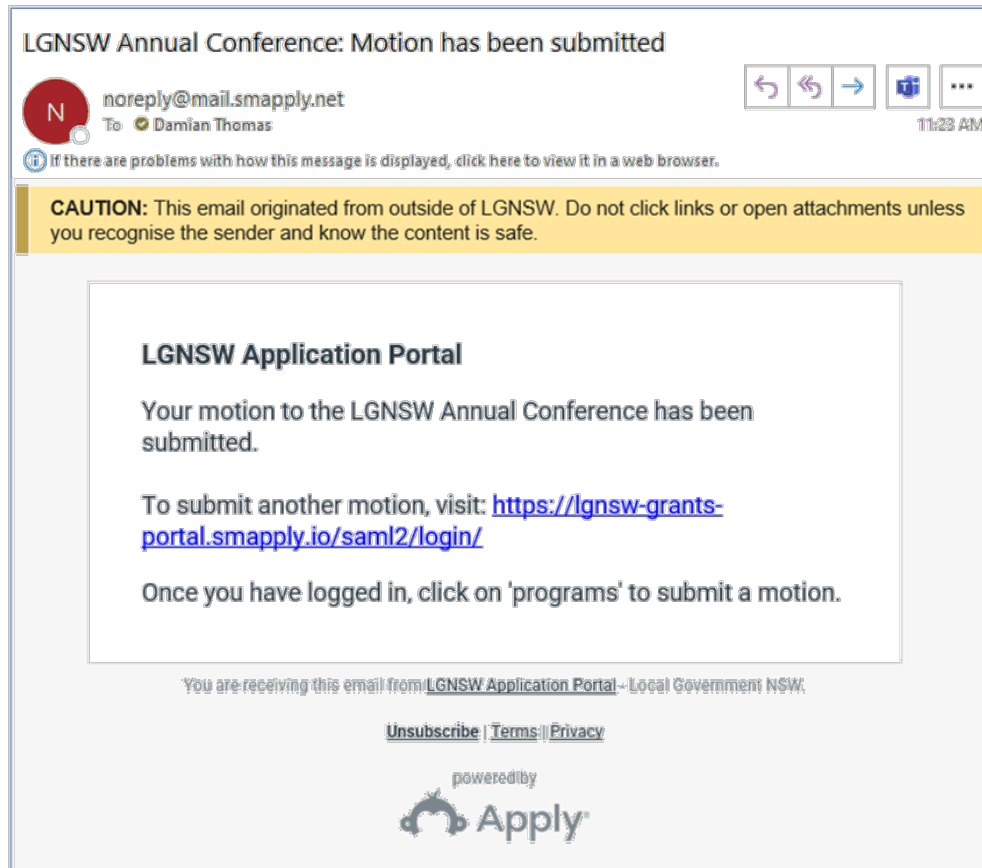


The screenshot shows a confirmation screen with a green checkmark icon at the top. The text reads: "Application Submitted! Thank you for submitting your motion." Below the text are two buttons: "Go to My Applications" and "View more Programs". The "View more Programs" button is circled in red, indicating it is the next step to click.

ITEM 4 (continued)

ATTACHMENT 3

**Step 11:** An automated confirmation email will be sent to the email address listed in the 'Applicant Contact Information' section.





**ITEM 4 (continued)**

**ATTACHMENT 4**

**RULE 4 – OBJECTS OF THE LOCAL GOVERNMENT ASSOCIATION**

4. The objects of the Association shall be in New South Wales and elsewhere:
- (a) to encourage, promote, protect and foster an efficient and effective autonomous, democratic system of Local Government elected by and responsible to local communities with its position constitutionally guaranteed and with adequate resources including revenue from State and Commonwealth Governments;
  - (b) to promote, maintain and protect the interests, rights and privileges of Local Government in New South Wales and of the constituent members of the Association;
  - (c) to encourage and assist Local Government to seek out, determine, assess and respond to the needs and aspirations of its constituents;
  - (d) to encourage, assist, promote and foster the achievement and maintenance of the highest level of integrity, justice, competence, effectiveness and efficiency of Local Government;
  - (e) to develop, encourage, promote, foster and maintain consultation and co-operation between councils and Local, State and Commonwealth Governments and their instrumentalities;
  - (f) to develop, encourage, promote, foster and maintain the financial and economic well-being and advancement of Local Government and for such purposes to undertake, establish, acquire, conduct or dispose of any business, enterprise, undertaking or venture which in the opinion of the Association is necessary, desirable or convenient;
  - (g) to represent the members of the Association and Local Government generally in their dealings with State and Commonwealth Governments, with statutory and other corporations, with the media and with the public;
  - (h) to promote, support and encourage Local Government at a State and national level;
  - (i) to provide an industrial relations service to members including:
    - (i) representing the interests of members in industrial matters before courts and tribunals;
    - (ii) assisting in negotiations relating to the settlement of disputes between members and their employees;
    - (iii) representing the interests of members in negotiating the establishment of and/or variation of industrial awards and agreements;
    - (iv) promoting training programs aimed at enhancing the performance of Local Government.
  - (j) to undertake or promote any activity which the Board determines to be for the benefit and/or interest of members and local government in New South Wales.

**ITEM 4 (continued)**

**ATTACHMENT 5**



Lifestyle and opportunity @ your doorstep



# **Councillor Expenses and Facilities Policy**

**April 2023**

**ITEM 4 (continued)**

**ATTACHMENT 5**

**Councillor Expenses  
and Facilities Policy**

*Document Version Control*

<b>Document Name:</b>	<b>Councillor Expenses and Facilities Policy</b>
<b>CM Reference WORD:</b>	D23/107446
<b>CM Reference PDF:</b>	D23/107455
<b>Document Status:</b>	Approved by Council
<b>Version Number:</b>	Version 1.4
<b>Review Date:</b>	April 2023
<b>Owner:</b>	City of Ryde
<b>Endorsed By:</b>	Council on 25 July 2023
<b>Distribution:</b>	Internal and External

*Change History*

Version	Review Date	Author	Reason for Change
1.0	August 2018	Corporate Governance	Council adopted Policy on 24 August 2018
1.1	12 April 2021	Corporate Governance	Review of the Policy and minor amendments
1.2	September 2022	Corporate Governance	Review and amendments to Policy – endorsed by Council on 27 September 2022 for public exhibition  Policy adopted by Council on 22 November 2022 following public exhibition
1.3	February 2023	Corporate Governance	Amendments to Policy following Mayoral Minute 39/22 (13 December 2022) – endorsed by Council on 28 February 2023 for public exhibition  Policy adopted by Council on 26 April 2023 following public exhibition
1.4	April 2023	Corporate Governance	Amendments made to Policy at Council meeting of 26 April 2023 and endorsed for public exhibition  Policy adopted by Council on 25 July 2023 following public exhibition

<b>Councillor Expenses and Facilities Policy</b>		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

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**Councillor Expenses  
and Facilities Policy**

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Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

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**Councillor Expenses  
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**Councillor Expenses  
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***Policy Summary***

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expenses or facility provided under this Policy.

The Policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation) and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The Policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this Policy will not be paid or reimbursed.

The main expenses and facilities dealt with in the Policy are in the table below. All monetary amounts are exclusive of GST.

Expense or Facility	Maximum Amount	Frequency
Accommodation	As outlined in Section 9.5 of the policy	
Professional Development	\$4,000 per Councillor	Per year
Conferences and Seminars (Clause 9.2)	\$30,400 total for all Councillors Additional \$2,380 for the Mayor	Per year
Attendance at dinners and functions (Clause 9.10)	\$300	Per year
Communications expenses	\$300 per month per Councillor, \$3,600 per year per Councillor, Additional \$250 per month for the Mayor	Per month/year
Carer expenses (Clause 9.11)	\$4,000 per Councillor	Per year
Special needs (Councillors refer 9.11 (4), (5) and (6))	\$4,000	Per year
Expenses for spouses, partners and accompanying persons (directly related to the role of the Councillor in performance of the duties in the Ryde local government area) Clause 9.12)	\$300	Per year
Business cards (Clause 12.1)	500 business cards per Councillor, 1000 business cards for the Mayor	Per year

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Expense or Facility	Maximum Amount	Frequency
Stationery and other items (Clause 12.1)	letterhead, to be used only for correspondence associated with civic duties  a reasonable supply of plain white A4 paper  500 plain white DLE envelopes per Councillor  50 Christmas or festive cards per Councillor	Per year
Information Technology (IT) Equipment (Clause 12.2)	A set allowance up to a maximum of \$5,000 per Councillor to purchase their own IT equipment for the primary purpose of conducting Council related business.  Alternatively, Councillors can elect to receive IT equipment provided by Council's Information Technology department	Per term
Christmas or festive cards (Clause 13.5)	200 for the Mayor	Per year
The maximum value of cash in advance (Clause 8.5)	\$500 (reconcile within 1 week)	Not relevant
Incidental expenses (Clause 9.6)	\$20	Per day
Access to facilities in a Councillor common room	Provided to all Councillors	Not relevant
Council vehicle and fuel card	Provided to the Mayor	Not relevant
Reserved parking space at Council offices	Provided to the Mayor	Not relevant
Furnished office	Provided to the Mayor	Not relevant
Number of exclusive staff supporting Mayor and Councillors	One staff member provided to the Mayor and Councillors	Not relevant

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Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled to a Council meeting every six months and published in full on Council's website. These reports will include expenditure summaries by individual Councillor and as a total for all Councillors.

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**Councillor Expenses  
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**Part A – Introduction**

**1. INTRODUCTION**

- 1.1 The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of City of Ryde Council.
- 1.2 The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3 The purpose of this Policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4 Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this Policy.
- 1.5 Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

**2. SCOPE**

- 2.1 This Policy, and associated procedures and guidelines, may be cited as the Councillor Expenses and Facilities Policy, and is effective from 25 July 2023.
- 2.2 In this Policy, and associated procedures and guidelines, unless otherwise stated, the expression "Councillor" refers to all Councillors of the City of Ryde, including the Mayor and Deputy Mayor.

**3. PURPOSE**

- 3.1 This Policy ensures that Councillors have adequate access to the facilities and support required to fulfil their civic duties as elected representatives. It also aims to ensure that the facilities provided to Councillors to carry out their civic functions are equitable and in keeping with legislative requirements.
- 3.2 In addition, the purpose of this Policy, and associated procedures and guidelines, is to ensure that there is accountability and transparency in the payment and reimbursement of expenses incurred or to be incurred by the Councillors while undertaking their civic duties.
- 3.3 Council may disburse money only if the disbursement is authorised by the Local Government Act, either expressly or because it is supplemental, incidental to or consequential upon the exercise of its functions.

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#### 4. POLICY OBJECTIVES

4.1 The objectives of this Policy are to:-

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties.
- enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties.
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors.
- ensure facilities and expenses provided to Councillors meet community expectations.
- support a diversity of representation.
- fulfil the Council's statutory responsibilities.

#### 5. PRINCIPLES

5.1 Council commits to the following principles:-

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
- **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
- **Equity:** there must be equitable access to expenses and facilities for all Councillors.
- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

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#### 6. PRIVATE OR POLITICAL BENEFIT

- 6.1 Councillors must not obtain private or political benefit from any expense or facility provided under the Policy.
- 6.2 Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 6.3 Such incidental private use does not require a compensatory payment back to Council.
- 6.4 Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 6.5 Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:-
  - production of election material.
  - use of Council resources and equipment for campaigning.
  - use of official Council letterhead, publications, websites or services for political benefit.
  - fundraising activities of political parties or individuals, including political fundraising events.

#### 7. REVIEW PROCESS AND ENDORSEMENT

- 7.1 Council is required, under Section 252 of the Local Government Act (the Act), to adopt a policy on the payment of expenses and the provision of facilities to the Mayor and other Councillors within the first 12 months of each term of a Council.
- 7.2 Section 253 of the Act requires that Council give public notice of at least 28 days of its intention to adopt or amend this policy, even if there is no proposed change to the policy.
- 7.3 Council may amend and adopt the policy at other times of the year without public notice, if Council is of the opinion that the amendments are "not substantial" (Section 253 of the Act and Office of Local Government Guidelines).

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**Part B – Expenses and Use of Resources**

**8. GENERAL EXPENSES**

- (1) All expenses provided under this Policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- (2) Expenses not explicitly addressed in this Policy will not be paid or reimbursed.

**8.1 MONETARY LIMITS**

- (1) Monetary limits are stated in this Policy against each expense category as required. These monetary limits set out the maximum amount payable in respect of any facility or expense. Any additional cost incurred by a Councillor in excess of any limit set shall be considered a personal expense that is the responsibility of the Councillor. All monetary amounts stated are exclusive of GST.
- (2) Where expense limits are specified in this Policy, these given limits and requirements apply whether the item is purchased via direct payment by Council or reimbursement to the Councillor.
- (3) For the purposes of transparency and accountability, monetary limits are highlighted throughout this document where appropriate and also summarised in the table in the 'Policy Summary' section of this Policy.

**8.2 TIME LIMITS**

- (1) Reimbursement of costs and expenses to Councillors must be made within three (3) months of the cost or expense being incurred.

**8.3 PAYMENT OF COUNCILLOR FEES**

- (1) An annual fee is paid to each Councillor by the Council. The fee is the amount fixed by the Council under Division 5 of Part 2 of Chapter 9 of the Act in accordance with the appropriate determination of the Local Government Remuneration Tribunal.
- (2) Unless otherwise provided for in this Policy, the annual fee paid to each Councillor is intended to offset the costs involved in discharging the functions of civic office including, but not limited to, all incidental and out-of-pocket expenses relating to transport, clothing, home office, home telephone and postage costs.
- (3) All fees payable under this policy shall be paid monthly in arrears for each month (or part of a month) for which the Councillor holds office.
- (4) Unless otherwise stated, no entitlement under this Policy shall be treated as being a private benefit that requires a reduction in a Councillor's Fee.

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#### 8.4 PAYMENTS IN ADVANCE

- (1) Councillors may request an advance payment for the cost of any service or facility covered by the Policy.
- (2) Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home.
- (3) Councillors must fully reconcile all expenses against the cost of the advance within one (1) week of their return, with receipts, and submit these details to the Chief Executive Officer or his/her delegated employee for verification. Any unspent money is required to be returned at this time.
- (4) The maximum value of a cash advance is \$500.

Timeframe	Maximum amount
Reconcile within 1 week	\$500.00

#### 9. SPECIFIC EXPENSES

##### 9.1 TRAINING AND EDUCATION EXPENSES

- (1) An induction program shall be conducted by the Chief Executive Officer for Councillors upon election to Council and every subsequent re-election. This program may include the provision of resources and the attendance at training courses.
- (2) Provision for other training and education for Councillors will be made separately in Council's budget via the adopted Delivery Plan. All Councillors will be offered the same access to the same training in accordance with the budget allocated.

##### 9.2 ATTENDANCE AT SEMINARS AND CONFERENCES

- (1) Prior Council approval is required for Councillors to attend seminars or conferences on behalf of the Council. A report must be included in the Council business papers and should give the purpose of the seminar, conference and training course, expected total costs, expected benefits for Councillors to attend and the names of Councillors who have indicated an interest to attend. For other professional development opportunities, refer to Section 9.3 of this Policy.
- (2) When determining attendance at conferences and seminars, consideration will be given to the Councillor Attendance at Conference Guidelines.
- (3) Where a Councillor is no longer able to attend a conference or seminar for which endorsement has been given, they must advise the Chief Executive Officer as soon as practicable, to facilitate the attendance of an alternate Councillor.
- (4) Where a Councillor provides less than 24 hours notice with regard to clause (3) above, and where no sufficiently substantial reason is provided, the Councillor may be liable, by way of Council resolution, for any related costs Council is unable to recover.

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- (5) After returning from the seminar, conference or training course, the Councillor/s, or accompanying member of Council staff, shall provide a written report to Council on the aspects of the event relevant to Council business and/or the local community within two (2) months of the event. This report will be included in the Councillors' Information Bulletin.

No written report is required for the annual Local Government NSW Conference, the Australian Local Government Association Conference or for compulsory training courses or seminars required by any Government agency.

- (6) With the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council will pay the seminar, conference or training course registration fees charged by the organisers including the costs of related official meals and associated tours where they are relevant to the business and interests of Council. Any time and costs incurred in undertaking activities not related to attendance at the event shall not be included in the expenses paid by Council.
- (7) With the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council will also meet the cost of meals (and reasonable cost of drinks) when they are not otherwise included in the training, conference or seminar fees. Each Councillor is entitled to seek reimbursement for up to three (3) meals per day to a maximum of \$100 a day. Official receipts will be required for reimbursement under this clause.

Quantity	Maximum amount
Up to 3 meals per day	\$100 per day

- (8) No payment shall be reimbursed for any component of a ticket that is additional to the cost of the function, such as a donation to a political party, candidate's electoral fund or some other private benefit.
- (9) With the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council will meet the reasonable cost of transportation associated with attendance at the seminar, conference or training course.
- (10) Councillors cannot incur accommodation-related expenses. There is no scope for Council to pay or reimburse any costs related to accommodation.
- (11) With the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council shall provide Councillors with taxi vouchers for travel to a seminar, conference or training course. Councillors must ensure that any unused vouchers and the receipts of used vouchers are returned to Council within seven (7) days of the event.
- (12) Alternatively, with the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council will meet the actual costs for public transport, taxis or hire-cars for travel on Council related business.

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- (13) With the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council shall reimburse transport expenses incurred by a Councillor while using their own private vehicle for Council related business.

This will be by way of a reimbursement for each kilometre travelled for the specific journey, plus any road tolls and parking fees necessarily incurred. The rate of reimbursement for kilometres travelled shall be equivalent to the rates prescribed in the relevant legislation or policies applicable to employees of the Council.

- (14) Council is not liable and will not pay for any traffic, parking or transport fines, administrative charges for road toll accounts, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while using their private vehicles on Council related business.

**9.2.1 ATTENDANCE AT CONFERENCES – SUPPLEMENTARY CITY OF RYDE PROVISION**

- (15) Council acknowledges the value of Councillor attendance at conferences to enable them to be both knowledgeable and current on issues affecting the City of Ryde. In order to ensure that attendance at conferences is equitable, transparent and consistent, attendance will be limited as follows:-
- (a) Local Government NSW Annual Conference – the number of voting delegates plus one (to a maximum of eight Councillors). Details of the delegates and attendee are to be determined by resolution of Council.
  - (b) Australian Local Government Association Conference.
  - (c) In addition, to (a) and (b) above, every Councillor is entitled to attend one conference in either NSW, Canberra, metropolitan Brisbane or metropolitan Melbourne. The conference must directly relate to the business of Council. More than one Councillor may attend the same conference if Council resolves that this will be beneficial for both Council and the Councillors concerned.
  - (d) Within two (2) months following the conference the attending Councillor must report to Council on the proceedings of the conference. That report will be included in the Councillors' Information Bulletin. This action is not required for the Local Government NSW Annual Conference or the Australian Local Government Association Conference.
  - (e) No Councillor can attend a conference at Council's expense without the prior approval of Council, subject to the provisions of Part B Section 9.2. Reports to Council are to include details of the conference and an estimate of the associated costs including registration and transport.
  - (f) Council may resolve that a Councillor can attend more than one (1) conference per year but this determination will be dependent on budgetary constraints and with an emphasis on ensuring that all Councillors have equal access to conferences.

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**9.3 PROFESSIONAL DEVELOPMENT**

- (1) Council will set aside \$4,000.00 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies. Staff will consult with Councillors, through an Information Report, prior to incurring costs associated with professional development, except for Councillors' attendance at seminars and conferences on behalf of Council as these events are subject to the requirements in Section 9.2(1).
- (2) Where a Councillor does not expend the entirety of the funds allocated to them, these funds may be utilised by other Councillors for professional development requirements.
- (3) In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any Guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- (4) Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and cost of membership is likely to be fully offset by savings from attending events as a member.
- (5) Approval for professional development activities is subject to a prior written request to the Chief Executive Officer outlining the:-
  - Details of the proposed professional development.
  - Relevance to Council priorities and business.
  - Relevance to the exercise of the Councillor's civic duties.
- (6) In assessing a Councillor request for a professional development activity, the Chief Executive Officer or delegated employee must consider the factors set out in Clause (4) above, as well as the cost of the professional development in relation to the Councillor's remaining budget.

**9.4 TRAVEL**

**9.4.1 LOCAL TRAVEL ARRANGEMENTS AND EXPENSES**

- (1) Council shall reimburse travel expenses incurred by Councillors for travel on Council related business (noting the restrictions of Part B Section 9.2).
- (2) Under normal circumstances, Councillors are expected to provide their own transport to and from the Council Offices and the Councillor's home and/or place of work for the purpose of undertaking Council business.
- (3) Transport to and from the Council Offices and a Councillor's home and/or place of work may be provided by Council at the discretion of the Chief Executive Officer having regard to the circumstances, if it is not practicable for a Councillor to use his or her normal method of transport.

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- (4) Travel expenses include use of private vehicle, use of public transport, taxis, ride share, hire cars, travel using a Council vehicle and associated costs such as parking and road tolls. Private vehicle expenses will be reimbursed using the kilometre rate prescribed in the relevant legislation or policies applicable to employees of the Council. Actual costs will be reimbursed for other travel expenses.
- (5) Council is not liable and will not pay for any traffic, parking or transport fines, administrative charges for road toll accounts, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while travelling on Council related business.
- (6) A Council vehicle (with or without a driver), a hire car, ride share or a taxi voucher may be provided to a Councillor for the purpose of attending any Council related event at the discretion of the Chief Executive Officer having regard to the circumstances.
- (7) Nothing in this Policy prevents a Councillor from travelling in a Council vehicle with a staff member who is also attending any Council related event.

**9.4.2 INTRASTATE TRAVEL**

- (1) Council shall reimburse Council business related travel expenses by a Councillor while using their own private vehicle, by way of a reimbursement for each kilometre travelled for the specific journey, plus any road tolls and parking fees necessarily incurred (noting the restrictions of Part B Section 9.2). The rate of reimbursement for kilometres travelled shall be equivalent to the rates prescribed in the relevant legislation or policies applicable to employees of the Council.
- (2) Council is not liable and will not pay for any traffic, parking or transport fines, administrative charges for road toll accounts, or costs of petrol, oil, depreciation, repair, maintenance, insurance or registration incurred by Councillors while using their private vehicles on Council related business.
- (3) Councillors travelling into country NSW may choose the mode of transport that is most suitable, considering economy and convenience. Air travel will require prior approval.

**9.4.3 INTERSTATE TRAVEL (INCLUDING ACT)**

- (1) Prior Council approval is required for interstate travel for which reimbursement or payment is sought by Councillors (noting the restrictions of Part B Section 9.2). Any proposal for Councillors to travel interstate is to be included in the non-confidential business papers of Council, for which due public notice has been given. Such a proposal cannot be considered in a late report or Mayoral Minute.
- (2) Applications for interstate travel must be made in writing, giving full details of the travel including: itinerary, expected total costs, reasons for the travel and expected benefits. Council does not allow the retrospective approval of reimbursement of such travel expenses, therefore all expenses must be approved in advance.
- (3) Upon return from interstate travel, the Councillor, or an accompanying member of Council staff, shall provide a written report to Council on the aspects of the trip relevant to Council business and/or the local community, within two (2) months of the trip. This report will be included in the Councillors' Information Bulletin.

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- (4) Economy class air travel will be provided as standard for travel within Australia. The cost of any upgrade shall be the responsibility of the Councillor. Councillors are not entitled to receive private benefits relating to travel bonuses such as frequent flyer schemes and other loyalty programs.
- (5) Where trains are used, first class train travel will be provided, with the exception of sleeping berths.
- (6) Council shall meet the cost of any transfers between a Councillor's residence and a transport interchange (i.e.: airport) and between the transport interchange and hotel or venue. These costs are not to exceed the cost of taxi fares.

#### 9.4.4 OVERSEAS TRAVEL

- (1) Council approval is required for overseas travel for which reimbursement is sought by Councillors. Any travel proposals for Councillors to travel overseas are to be included in the non-confidential business papers of Council for which due public notice has been given. Such proposals cannot be considered in a late report or Mayoral Minute.
- (2) Applications for overseas travel must be made in writing, giving full details of the travel including itinerary, expected total costs, reasons for the travel and expected benefits. Council does not allow the retrospective reimbursement of such travel expenses therefore expenses must be approved in advance.
- (3) Upon return from overseas travel, the Councillor, or an accompanying member of Council staff, shall provide a written report to Council on the aspects of the trip relevant to Council business and/or the local community, within two (2) months of the trip. This report will be included in the Councillors' Information Bulletin.
- (4) Economy air class will be provided for approved overseas travel. Councillors are not entitled to receive private benefits relating to travel bonuses such as frequent flyer schemes and other loyalty programs.
- (5) Council shall meet the cost of any transfers between a Councillor's residence and the airport and between the airport and hotel or venue. These costs are not to exceed the cost of taxi fares.
- (6) Independently funded travel - Council officials who travel to cities that have a Friendship or Partnership relationship with the City of Ryde, are only able to present themselves as representing Council, if this representation has been endorsed by Council prior to the visit.

#### 9.5 ACCOMMODATION COSTS

- (1) Councillors cannot incur accommodation-related expenses. There is no scope for Council to pay or reimburse any costs related to accommodation.

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#### 9.6 INCIDENTAL EXPENSES

- (1) With the exception of the LGNSW Conference, the National General Assembly of Local Government Conference and the Australian Council of Local Government, Council shall reimburse reasonable out of pocket or incidental expenses associated with attending conferences, seminars or training courses, and other prior approved travel, incurred by Councillors.
- (2) Each Councillor is entitled to seek reimbursement up to \$20 per day for the purposes of Clause 9.6.

Timeframe	Maximum amount
Per day	\$20

#### 9.7 LEGAL ASSISTANCE PROVISIONS AND EXPENSES

- (1) Council may, if requested, indemnify or reimburse the reasonable legal expenses of:-
  - (a) a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act; or
  - (b) a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act;
  - (c) a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the investigative or review body makes a finding substantially favourable to the Councillor.

Clause (c) applies only when the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review.
- (2) In the case of a conduct complaint made against a Councillor, legal costs will only be made available where:-
  - (a) the matter has been referred by the Chief Executive Officer to a conduct reviewer or conduct review panel to make formal enquiries into that matter in accordance with Council's Code of Conduct; and
  - (b) the conduct reviewer or the conduct review panel makes a finding that is not substantially unfavourable to the Councillor.
- (3) In the case of a pecuniary interest or misbehaviour matter, legal costs will only be made available where a formal investigation has been commenced by the Office of Local Government.

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- (4) Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- (5) Council will not meet the costs of an action in defamation taken by a Councillor as plaintiff in any circumstances and will not meet the costs of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.
- (6) Council will not meet the legal costs of legal proceedings initiated by a Councillor under any circumstance.
- (7) Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution of Council at a Council meeting prior to costs being incurred.

#### 9.8 INSURANCE

- (1) In accordance with Section 382 of the *Local Government Act*, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- (2) Councillors are provided additional liability protection by way of the Councillors and Officers Liability Policy, and personal injury protection by way of the Personal Accident Policy.
- (3) Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- (4) Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

#### 9.9 COMMUNICATION EXPENSES

- (1) Councillors are entitled to seek reimbursement for communications costs and expenses covering the areas of email, internet, telephone (both fixed and mobile), website and postage.
- (2) Each Councillor is entitled to seek reimbursement up to \$300 per month (\$3,600 per annum) for the purposes of this clause.
- (3) Where the communication costs include the provision of a communication device through a communication plan, Council shall reimburse the costs associated with the plan, including email, internet and telephone access and usage. Communication costs also include expenses incurred by a Councillor for the proportion of leasing, renting or repayment costs associated with any communication device used by a Councillor in undertaking their role as a Councillor.

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- (4) Council may provide Councillors with a mobile phone and call plan in lieu of the individual Councillor seeking reimbursement for mobile telephone costs. It is noted that there may be a small proportion of incidental private/personal use.
- (5) Reimbursement of costs and expenses to Councillors under 'Communication costs' will only be made upon the production of appropriate receipts, tax invoices, credit card statements or receipt numbers in the name of the Councillor, and the completion of the "Request for Councillor Reimbursement" form.
- (6) Councillors are not entitled to claim any communication costs associated with the production or dissemination of personalised pamphlets, newsletters and the like.

Timeframe	Maximum amount
Per annum	\$3,600
example average (per month)	\$300

#### 9.10 ATTENDANCE AT DINNERS AND OTHER NON-COUNCIL FUNCTIONS

- (1) Councillors are entitled to seek reimbursement for attendance at dinners and other non-Council functions that provide briefings to Councillors from key members of the community, politicians and business.
- (2) Approval for reimbursement in accordance with the above should be sought prior to the event and be done in writing to the Chief Executive Officer.
- (3) Each Councillor is entitled to seek reimbursement up to \$300 per annum for the purpose of this section. Official receipts are required to claim reimbursement under this clause.
- (4) No payment shall be reimbursed for any component of a ticket that is additional to the cost of the function, such as a donation to a political party, candidate's electoral fund or some other private benefit.

Timeframe	Maximum amount
Per annum	\$300

- (5) Councillors who are Executive Members of an organisation of interest to Council as indicated in a Council resolution, shall be entitled to seek reimbursement and support for their attendance at the Executive Meetings held by the organisation.

Council will meet the cost of the Councillor's transportation expenses, including the cost of meals. The support provided to Councillors in their capacity as an Executive Member of an organisation shall only be valid for the period they hold such a position.

#### 9.11 CARE AND OTHER RELATED EXPENSES

- (1) Where a Councillor has responsibilities for the care and support of any relative, the Council may reimburse the actual cost incurred by the Councillor to engage professional care for the relative whenever considered necessary by the Councillor in order for the Councillor to discharge the functions of civic office.

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- (2) In this clause, *relative* shall have the same meaning as set out in the Dictionary in the Local Government Act.

*Relative, in relation to a person, means any of the following:*

- (a) *the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse;*
- (b) *the spouse or de facto partner of the person or of a person referred to in paragraph (a)*

- (3) The total amount paid to a Councillor under sub-clause (1) shall not exceed \$4,000.00 in the 12 month period from October to September. Official receipts are required to claim reimbursement under this clause.

Timeframe	Maximum amount
Per annum	\$4,000.00

- (4) Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- (5) Where a Councillor has a special requirement, such as disability and access needs, Council shall meet reasonable costs and expenses required in order for that Councillor to discharge the functions of civic office.
- (6) The total amount paid to a Councillor under sub-clause (5) shall not exceed \$4,000.00 in the 12 month period from October to September. Official receipts are required to claim reimbursement under this clause. It should be noted however, that Council can approve additional expenditure in extenuating circumstances.

Timeframe	Maximum amount
Per annum	\$4,000.00

- (7) Each application for care and support of a relative or for meeting the special requirements of a Councillor is to be made in writing to the Chief Executive Officer or his/her delegated officer and will be assessed on its merits. The Chief Executive Officer may use his/her discretion to refer the matter to Council for determination.

### 9.12 EXPENSES FOR SPOUSES, PARTNERS AND ACCOMPANYING PERSONS

- (1) In limited circumstances, Council shall meet certain costs incurred by a Councillor on behalf of their spouse, partner or accompanying person that are properly and directly related to the role of the Councillor in the performance of his or her duties, in the Ryde local government area. For example, attendance at official Council functions that are of a formal and ceremonial nature when accompanying Councillors.
- (2) Costs and expenses incurred by the Councillor on behalf of their spouse, partner or accompanying person will be met if the cost or expense relates specifically to the ticket, meal and/or direct cost of attending the function referred to in clause (1) above, including carer costs. Peripheral expenses such as grooming, special clothing and transport are not considered reimbursable expenses.

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- (3) In recognition of the importance of a good work and family balance, spouses, partners or accompanying persons are welcome to join Councillors while attending events away from home. In such circumstances, Council will not require reimbursement of costs if no additional travel expenses are incurred over and above what would have been expended by the individual Councillor. For example, if the person travels as a passenger in the Councillor's vehicle, it will be considered that no additional cost has been incurred by Council.
- (4) Each Councillor is entitled to seek reimbursement of up to \$300 per annum total under this clause. Official receipts are required to claim reimbursement under this clause.

Timeframe	Maximum amount
Per annum	\$300

## 10. ADDITIONAL EXPENSES FOR THE MAYOR

### 10.1 MAYORAL FEE

- (1) An annual fee is paid to the Mayor by the Council. The fee is the amount fixed by the Council under Division 5 of the Local Government Act in accordance with the appropriate determination of the Local Government Remuneration Tribunal.
- (2) Unless otherwise provided for in this Policy, the annual fee paid to the Mayor is intended to offset the additional costs involved in discharging the functions of the Mayoral Office over and above the costs incurred by other Councillors.
- (3) In the event that the Council resolves to pay a fee to the Deputy Mayor to undertake the roles and responsibilities of the office of the Mayor, the amount of such fee shall be deducted from the amount determined to be paid to the Mayor on a pro rata basis for the relevant period.
- (4) All fees payable under this Policy shall be paid monthly in arrears for each month (or part of a month) for which the Mayor holds office.
- (5) Unless otherwise stated, no entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral Fee.

### 10.2 CIVIC EXPENSES

- (1) Council shall meet the cost of providing refreshments and associated expenses for civic functions, civic receptions and any other formal event hosted by the Mayor, subject to adequate funds being allocated and available in the Council's adopted Delivery Plan.

### 10.3 COMMUNICATION COSTS AND EXPENSES

- (1) Council shall reimburse up to an additional \$250 per month (\$3,000 per annum) for communication costs and expenses for the Mayor, over and above the monthly expenditure limit prescribed in clause 9.9 – Communication Expenses.

Timeframe	Maximum amount
Per annum	\$3,000
(Per month)	(\$250)

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**Part C – Facilities**

**11. GENERAL FACILITIES, EQUIPMENT AND SERVICES FOR ALL COUNCILLORS**

- (1) Facilities, equipment and services shall be provided to Councillors to support them in undertaking their role as elected members of the Council.
- (2) The equipment supplied under sub-clause (1) shall be of adequate capacity and functionality to generally undertake the role of Councillor.
- (3) Unless otherwise resolved by the Council, or subject to the discretion of the Chief Executive Officer, the equipment shall be provided to a Councillor only once during the term of each Council. Council remains in ownership of the equipment and all equipment is required to be returned at the end of the term of each Councillor. At the conclusion of their term, Councillors shall be offered the option to purchase the equipment that they have been in possession of, at current market value. Unless stated otherwise, the Councillor shall be responsible for all other costs of operating this equipment.
- (4) Part 7 of the Code of Conduct describes the responsibilities and obligations of Council officials when using Council resources, particularly in terms of misuse and private use.
- (5) Councillors, where their allocated equipment is damaged, lost or destroyed, are required to report this to Council urgently. If there are repeated instances requiring the equipment to be repaired or replaced, this may be at the Councillors cost.

**11.1 PRIVATE USE OF FACILITIES, EQUIPMENT AND SERVICES**

- (1) Council facilities, equipment and services are not to be used for private purposes unless the use is incidental, unavoidable and of a minor nature.
- (2) Should a Councillor obtain substantial private benefit, the Councillor is required to advise the Chief Executive Officer in writing detailing the extent of the private benefit. Council will determine the value of the benefit that is to be invoiced to the Councillor in a non-confidential session of a Council Meeting. The Councillor shall then repay Council the value within four (4) weeks of the determination.
- (3) Council facilities, equipment and services are not to be used to produce election material or for any other political purposes.
- (4) Unless otherwise stated, no entitlement under this Policy shall be treated as being a private benefit that requires a reduction in the Mayoral or Councillor fees.

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**12. SPECIFIC PROVISION OF FACILITIES, EQUIPMENT AND SERVICES FOR ALL COUNCILLORS**

**12.1 STATIONERY AND OTHER ITEMS**

(1) Each Councillor may receive:-

- (a) letterhead, to be used only for correspondence associated with civic duties;
- (b) a reasonable supply of plain white A4 paper per year;
- (c) 500 plain white DLE envelopes per year;
- (d) 500 business cards per year in a format agreed by each Councillor;
- (e) 50 Christmas or festive cards per year;

the year commencing from the date of election to Council and each subsequent anniversary.

Additional supplies of the above stationery items may be provided by the Chief Executive Officer if considered warranted having regard to the particular needs of any Councillor.

- (2) Each Councillor may be issued from time to time with name badges, security access cards, ties/scarves and other corporate apparel or accessories for personal use. Security access cards are required to be returned when the Councillor ceases to hold office.
- (3) Stationery is not to be used to produce election material or for any other political purpose.

Timeframe	Maximum amount
Per annum	a reasonable supply of plain white A4 paper
Per annum	500 plain white DLE envelopes
Per annum	500 business cards
Per annum	50 Christmas or festive cards

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**12.2 INFORMATION TECHNOLOGY (IT) EQUIPMENT**

- (1) Each Councillor will receive a set allowance per term (currently set at a maximum of \$5,000.00) to purchase their own IT equipment for the primary purpose of conducting Council related business.
- (2) This equipment may consist of:-
  - Computer (either desktop or laptop).
  - An iPad or similar tablet device.
  - A smart phone.
  - A printer (multi-function device) allowing printing/scanning etc.
  - Accessories for the above such as keyboard, mouse, protective case, screen protector and headset etc.

Other devices such as smart watches will be assessed for reimbursement within this allowance on an individual basis.
- (3) Alternatively, Councillors can elect to receive IT equipment provided by Council's Information Technology department. Such equipment will be in line with Council's current standard IT equipment.
- (4) Councillors can purchase the equipment and receive reimbursement upon production of appropriate tax invoices and receipts. Alternatively, Council may purchase the nominated equipment on behalf of a Councillor if requested.
- (5) It is important that all IT equipment is purchased with adequate warranty and support agreement from the retailer. Council's Information Technology department will not provide any hardware or support, therefore Councillors must contact the nominated service provider for assistance. In the event of any damage to the equipment or other out of warranty events, Councillors will be responsible to cover additional repair expenses.
- (6) Maintenance, troubleshooting problems and upgrades to IT equipment will be the responsibility of individual Councillors and Council's Information Technology department will not be carrying these support activities. Council's Information Technology department will provide limited technical support for Council emails, BoardVantage and Zoom.
- (7) Any equipment purchased under this allowance must be in accordance with the minimum specification as advised from time to time by Council's Information Technology Department.
- (8) Councillors using a device to access Council systems must abide by the relevant Council Policies.

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**12.3 PARKING**

- (1) Councillors shall be provided with allocated parking at the Council offices for attendance at meetings and functions in the performance of their role as a Councillor and be provided with a parking permit sticker for use when parking in the North Ryde Office Car Park. Council will not indemnify Councillors for any damage to their vehicles while utilising this facility.
- (2) No other parking concessions within the City of Ryde will be granted.

**12.4 SECRETARIAL SUPPORT**

- (1) Secretarial support may be provided at the discretion of the Chief Executive Officer for each Councillor at the Pope Street, Ryde and/or North Ryde Offices. This may include typing, photocopying or use of a telephone. All expenses incurred, including the cost of staff, shall be met by the Council.

**12.5 DELIVERY OF MATERIAL**

- (1) At least once each week, each Councillor may receive a delivery of material from Council including business papers, correspondence, newspapers etc. delivered to one property address nominated by the Councillor.

**12.6 COUNCIL MEETING CHAMBER AND LIBRARY MEETING ROOMS**

- (1) Councillors may use the Council Meeting Chamber or access the meeting rooms at the library as available and in accordance with the relevant booking process, for the purposes of meeting with the public during operating hours and free of charge. The nature of the meeting must relate to Council business.
- (2) Council facilities are not to be used for any political purpose.

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**13. ADDITIONAL PROVISIONS FOR THE MAYOR**

**13.1 MAYORAL OFFICE**

- (1) A furnished Mayoral Office shall be provided by the Council at the Pope Street, Ryde and North Ryde Offices, including a computer with office and related software (including access to email and internet).

**13.2 SECRETARIAL SUPPORT**

- (1) Secretarial support shall be provided by the Council. All necessary staff, office equipment, furnishings, printing, stationery, postage and other general office expenses shall be met by the Council, subject to adequate funds being available in the Council's adopted Delivery Plan.

**13.3 MOTOR VEHICLE AND OTHER TRAVEL FACILITIES**

- (1) An appropriate vehicle shall be provided in accordance with Council's available list and shall be fully maintained for use by the Mayor for Council related business. The vehicle may be used for incidental private purposes by the Mayor.
- (2) Should substantial private use occur, the Mayor is to reimburse to Council the cost of this private use, which will be calculated using the mileage rates prescribed in the relevant legislation, policies or calculations applicable to employees of Council.
- (3) A car parking space shall be allocated at the Pope Street Top Ryde and North Ryde office for the Mayoral vehicle.
- (4) Should the Mayor elect not to make use of the vehicle for the length of their term, it will be disposed of appropriately. The Mayor will be entitled to reimbursement for all Council related travel expenses in accordance with the mileage rates prescribed in the relevant legislation or policies applicable to employees of Council.
- (5) Reimbursements will be made upon the production of an appropriate vehicle mileage log and the completion of a "Request for Councillor Reimbursement" form.
- (6) Additionally, the Mayor is entitled to a Cabcharge card for travel on Council related business. The card is not to be used for private travel and the card is not to be used to provide gratuities to drivers.

The Cabcharge card is to be used in accordance with the City of Ryde Credit Card policy. Cabcharge receipts are to be collected and submitted to Council for reconciliation against monthly statements, and the cardholder is required to immediately inform Council should the card be lost or stolen.

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**13.4 CEREMONIAL CLOTHING**

- (1) The Mayor shall be supplied with a suitable robe and chains of office.

**13.5 OTHER EQUIPMENT AND FACILITIES**

- (1) In addition to equipment and facilities already provided to the Mayor as a Councillor, the Mayor shall be entitled to the following equipment and facilities:-
- (a) an additional 500 business cards per year of term in a format agreed by the Mayor,
  - (b) 200 Christmas Cards per year of term,
  - (c) corporate attire and presentation gifts for use in connection with civic and ceremonial functions for example: tie, scarfs, mementos
- (2) The Chief Executive Officer shall have discretion to provide the Mayor with further equipment and facilities, not otherwise specified in this Policy, subject to funding being made available in the adopted Delivery Plan, and that the provision of such equipment or facilities is reasonable for the efficient and effective performance of the Office of the Mayor. Should the Chief Executive Officer exercise his/her discretion to provide the Mayor with further equipment and facilities, not otherwise specified in this Policy, a report detailing the provision shall be presented to Council.

Timeframe	Maximum amount
Per annum	200 Christmas cards
Per annum	Additional 500 business cards

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**Part D – Processes**

**14. APPROVAL, PAYMENT AND REIMBURSEMENT ARRANGEMENTS**

- (1) All expenses and costs incurred must be in accordance with the requirements of this Policy.
- (2) Reimbursement of costs and expenses to Councillors will only be made upon the production of appropriate receipts and tax invoices, and the completion of the "Request for Councillor Reimbursement" form *[Appendix III]*.
- (3) If receipts and tax invoices are not able to be submitted, a Councillor shall be required to sign a Statutory Declaration to confirm that the expense was incurred. If a Statutory Declaration is provided in lieu of receipts and tax invoices, Councillors are required to personally retain any supporting documentation for audit purposes and shall be required to produce this documentation to Council upon request. Councillors are advised that Council is unable to claim the GST on the purchase if a tax invoice is not submitted, thus increasing the real cost of the item.
- (4) Claims for reimbursement of "Communication costs" and "Information Technology" will only be made upon the production of appropriate receipts, tax invoices, credit card statements or receipt numbers, in the name of the Councillor – a Statutory Declaration is not appropriate.
- (5) Payments made to Councillors by way of reimbursement in accordance with this Policy will only be made to personal accounts on which the Councillor is a named account holder and not to third parties.
- (6) The Chief Executive Officer or a delegated employee shall assess all such claims and if considered to be reasonable and to be legitimately payable under this Policy, shall approve the claim for payment and payment shall be made within seven (7) days.
- (7) Should the Chief Executive Officer or delegated employee decide that the claim should not be paid, the Chief Executive Officer shall explain such decision to the Councillor and should the Councillor still consider that the claim should be paid, it shall be considered that a dispute exists and the provisions of clause 15 shall apply.
- (8) Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development. The maximum value of cash advance is \$500 which should be reconciled within one (1) week of incurring the cost and/or returning home. This includes providing to Council:-
  - A full reconciliation of all expenses including appropriate receipts and/or tax invoices.
  - Reimbursement of any amount of the advance payment not spent in attending to official business or professional development.
- (9) If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

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**15. DISPUTES**

- (1) Should any Councillor consider that a dispute exists at any time regarding this Policy, the parties to the dispute shall provide a written report on the nature of the dispute and the Chief Executive Officer shall submit such reports to the next meeting of the Council to have the dispute determined by a resolution of the Council having regard to this Policy, the Act and any other relevant law. The decision of the Council shall be binding on all of the parties.
- (2) If the Councillor and the Chief Executive Officer cannot resolve the dispute, the Councillor may submit a Notice of Motion to a Council meeting seeking to have the dispute resolved.

**16. ACQUISITION AND RETURN OF EQUIPMENT AND FACILITIES BY  
COUNCILLORS**

- (1) Prior to the conclusion of a Council term, or if a Councillor leaves civic office prior to the expiration of the term of Council, Councillors will be invited to indicate if they wish to purchase any IT equipment utilised during the term.
- (2) Councillors will be advised of the written down value of each item prior to seeking the above indication.
- (3) Where possible, payment for any items a Councillor wishes to purchase will be deducted from the Councillor's fee. Where this is not possible, an invoice will be prepared for the Councillor to make the appropriate payment.
- (4) Councillors no longer holding a position as Councillor will be required to return all equipment not purchased within one (1) week of the declaration of the polls to the Chief Executive Officer or delegated employee at Council's North Ryde Office.

**17. PUBLICATION**

- (1) This policy will be published on Council's website.

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**18. REPORTING**

- (1) Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- (2) Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

**19. AUDITING**

- (1) The operation of this Policy, including claims made under the Policy, will be included in Council's audit program and an internal audit will be undertaken once every two years.
- (2) The outcomes of the internal audit reviews are reported to the Council's Audit, Risk and Improvement Committee.

**20. BREACHES**

- (1) Suspected breaches of this Policy are to be reported to the Chief Executive Officer.
- (2) Alleged breaches of this Policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

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**PART E – Appendices**

**APPENDIX I: RELATED LEGISLATION, GUIDANCE AND POLICIES**

**Relevant legislation and guidance:**

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 17-17 Councillor Expenses and Facilities Policy – Better Practice Template
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

**Related Council policies:**

- City of Ryde *Code of Conduct – Policy, Standards of Conduct, and Complaints Procedure*;
- City of Ryde *'Thank you is Enough' - Gifts and Benefits Policy*;
- City of Ryde *Code of Meeting Practice*;
- City of Ryde *Corporate Credit Card Policy*.

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**APPENDIX II: DEFINITIONS**

The following definitions apply throughout this policy:-

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by council to support Councillors undertaking official business
Act	Means the Local Government Act 1993 (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the Mayor
Chief Executive Officer	Means the Chief Executive Officer of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes:- <ul style="list-style-type: none"> <li>meetings of council and committees of the whole</li> <li>meetings of committees facilitated by council</li> <li>civic receptions hosted or sponsored by council</li> <li>meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by council</li> </ul>
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the Local Government (General) Regulation 2021 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025



**ITEM 4 (continued)**

**ATTACHMENT 5**

**Councillor Expenses  
and Facilities Policy**

**APPENDIX III: COUNCILLOR REIMBURSEMENT FORM**

**COUNCILLOR REIMBURSEMENT**

**About this form**

This form is used to make a claim for reimbursement for expenses as a Councillor of the City of Ryde.

**Policy Requirements**

Section 252 of the *Local Government Act 1993* authorises payment or reimbursement of actual expenses incurred by Councillors in carrying out their civic duties.

Claims must be made in accordance with Council's **Councillors Expenses and Facilities Policy** and must be made within 3 months of the date of the expenditure. All receipts/tax invoices must be attached.

**Councillor Helpdesk**

Riverview Business Park, Building 0, Level 1,  
3 Richardson Place, North Ryde  
Locked Bag 2069, North Ryde NSW 1670  
Email [helpdesk@ryde.nsw.gov.au](mailto:helpdesk@ryde.nsw.gov.au)  
Phone 9952 8200 Fax 9952 8070

**PART 1: COUNCILLOR DETAILS**

Councillor Name\*

Claim Period\*     to

Address\*

**PART 2: SUMMARY OF CLAIMS**

Date	Claim Description	Amount	OFFICE USE ONLY
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Total claim amount*		\$ <input type="text"/>	

**PART 3: DECLARATION**

I certify that the details provided in relation to the above claims are correct and the expenses were reasonably incurred.

Signature\*  Date\*

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025



**ITEM 4 (continued)**

**ATTACHMENT 5**

**Councillor Expenses  
and Facilities Policy**

**PART 4: SUMMARY OF CLAUSES AND CLAIM LIMITS**

Clause 8.2	Time limit to claim reimbursement - 3 months
Clause 8.5	Payment advance - maximum \$500 - Time limit to reconcile 1 week
Clause 9.2 (7)	Meals not otherwise provided at training/seminars - \$100 per day maximum
Clause 9.2 (13)	Private Vehicle – rate per kilometre
Clause 9.4	Travel
Clause 9.4.3 (4)	Travel – Economy class provided as standard
Clause 9.4.3 (6)	Transfers – costs not to exceed cost of taxi fares
Clause 9.6	Incidental Expenses - \$20 per day
Clause 9.9 (2)	Communication costs and expenses - maximum \$3,600 per annum - \$300 per month
Clause 9.10	Attendance at dinners and other non-Council functions - \$300 per annum
Clause 9.11 (1-3)	Care and other related expenses - \$4,000 per annum
Clause 9.11 (4-7)	Special needs - \$4,000 per annum
Clause 9.12	Expenses for spouses, partners and accompanying persons - \$300 per annum
Clause 10.3	Communication costs and expenses for the Mayor - additional \$3,000 per annum - \$250 per month

**PART 5: DETAILS OF TRAVEL (CAR)**

Date	Meeting / Conference	Location	Kms
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Travelling Expenses		<input type="text"/> kms x \$0.68 (< 2.5 ltr) or \$0.78 (=> 2.5 ltr)*	<input type="text"/>

**PART 6: OTHER EXPENSES**

Date	Description	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Other Expenses		\$ <input type="text"/>

\*Note: Please copy total to Summary of claims table.

Councillor Expenses and Facilities Policy		
Owner: Corporate Governance	Accountability: Corporate Services	Adopted: 25 July 2023
CM Reference: D23/107455	Last review date: April 2023	Next review date: June 2025

## 5 DOG OFF-LEASH FEASIBILITY - CHARITY CREEK CASCADES

---

**Report prepared by:** Manager - Parks and Open Spaces  
**File No.:** GRP/24/36 - BP24/253

---

### REPORT SUMMARY

This report has been prepared in response to the resolution endorsed at the Council meeting on 26 July 2022:

- (a) *That Council permit on a 12-month trial basis, dog off leash use of the area at 55 Linton Avenue, Charity Creek Cascades.*
- (b) *That suitable facilities for this use be installed to support the activity funded from the open space operational maintenance budget.*
- (c) *That a further report be presented to Council following this trial.*

Council resolved to conduct a 12-month trial for dog off-leash use at Charity Creek Cascades playground at 55 Linton Avenue, West Ryde. The dog off-leash trial commenced on Wednesday, 7 September 2022 and concluded on Wednesday, 6 September 2023. As part of the trial Council installed a dog bowl, dog waste bin and bag dispenser at the park.

Council conducted community consultation for the duration of the trial and a total of 53 submissions were received from the community. The majority of respondents (72 percent) were supportive of dog off leash use within Charity Creek Cascades playground. The remaining 28 percent did not support the trial on the basis of safety.

Charity Cascades is a high-risk flood prone area, and any development or use of the land must avoid adverse or cumulative impacts on flood behaviour to minimise flood risk to life and neighbouring property. Based on this flood risk only an unfenced off-leash area can be considered for this location.

### RECOMMENDATION:

That Council declares the public area (by issue of an order) that it is to be an off-leash area (unfenced) pursuant to Section 13(6) of the Companion Animals Act 1988 at 55 Linton Avenue, West Ryde.

### ATTACHMENTS

- 1 Consultation Report - September 2023 - Charity Creek Cascades - Dog Off-Leash Trial

**ITEM 5 (continued)**

Report Prepared By:

**Scott Wilkie**  
**Manager - Parks and Open Spaces**

Report Approved By:

**Charles Mahfoud**  
**Executive Manager - City Infrastructure**

**Luke Homann**  
**General Manager - Business and Operations**

## ITEM 5 (continued)

### Discussion

### Background

In February 2022 Council resolved to investigate and report on establishing a dog off-leash area at 55 Linton Avenue within Charity Creek Cascades. As a result of this process, Council further resolved at the 26 July 2022 Council Meeting to permit a 12-month trial for a dog off-leash area at 55 Linton Avenue. The dog off-leash trial commenced from Wednesday, 7 September 2022 and concluded on Wednesday, 6 September 2023. This trial included the installation of a dog bowl, waste bin and bag dispenser.

If the results of the trial supports the creation of an off-leash park at 55 Linton Avenue, West Ryde. Council will be required to declare the public area (by issue of an order) that it is to be an off-leash area (unfenced) pursuant to Section 13(6) of the Companion Animals Act 1988.

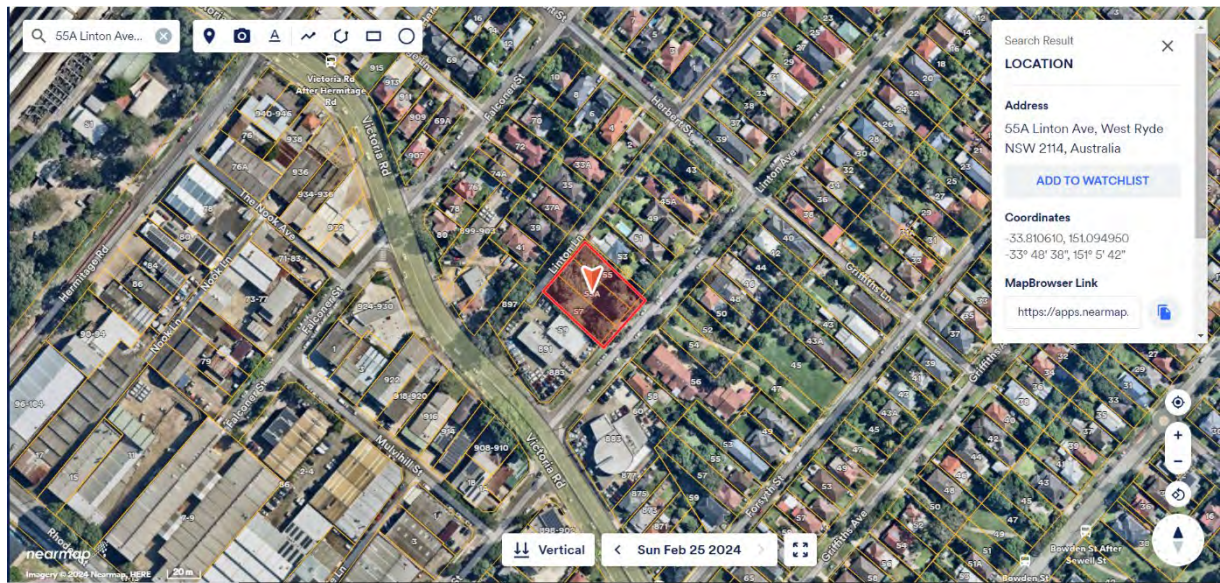


Image1. Displays the location of the trial at 55 Linton Avenue West Ryde.

### Community Consultation

Council undertook an online and written submission consultation period from Wednesday 7 September 2022 to Wednesday 6 September 2023. This was promoted through the City of Ryde's Have Your Say website, flyers to surrounding residents, signage in the park, Facebook ads, listings in the local newspaper and the Your City News eNewsletter.

At the conclusion of the survey period a total of 53 submissions were received from the community, with 51 from the online survey and 2 email submissions. Most community respondents were dog owners, many of whom visited the dog park at least once a fortnight during the trial period. A summary of the consultation outcomes is provided below.

### ITEM 5 (continued)



Approximately fifty percent (50%) of respondent's support making the Charity Creek Cascades playground a permanent dog off-leash area, citing the convenient location, the desire for a space dedicated for dogs to be off-leash, and the provision of support facilities such as bins, poo-bags and water facilities as the key reasons contributing to this view.

24 percent of respondents who supported the dog off-leash also suggested changes such as installing a fence (for road safety), additional support facilities (more poo bags, water facilities); maintaining the lawn; provide additional seating; and provide more dog off-leash areas.

The 26 percent respondents not supporting an off-leash area becoming permanent, expressed safety concerns for other park users, children and the potential of dogs running onto Linton Avenue.

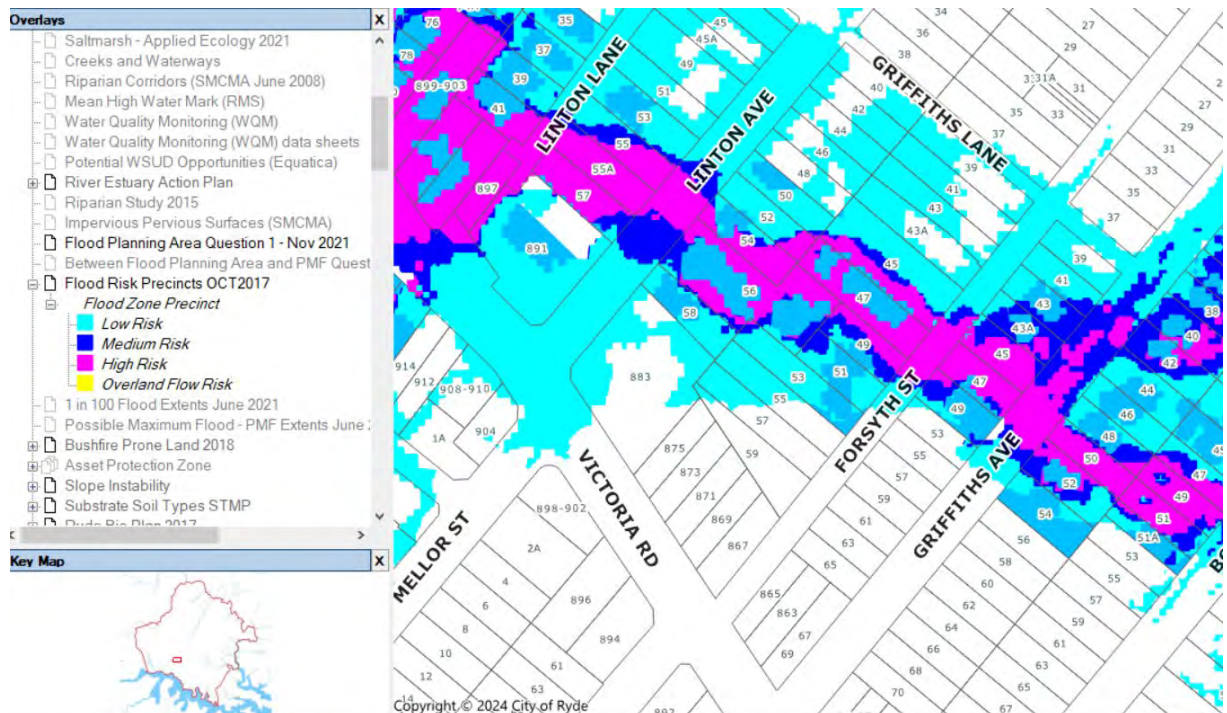
### Constraints

Under the City of Ryde 2017 flood risk precinct mapping Charity Creek Cascades is identified as being a high flood risk area. As a high flood risk area, it is imperative that any development or use of the land avoids adverse or cumulative impacts on flood behaviour and the environment to minimise flood risk to life and neighbouring property.

Based on the flood risk, any use of fencing or other park infrastructure which would have the potential to impede flow of water in a flood event should be avoided to minimise the risk of negative impacts on surrounding properties. As a result, only an unfenced dog off-leash area should be considered for this location.



## ITEM 5 (continued)



*Image 2: The 2017 Flood Risk Map for Charity Creek Cascades displays the proposed off-leash site identified as numbers 55, 55A and 57 Linton Avenue, West Ryde located in the purple high-risk area.*

## Financial Implications

Adoption of the recommendation will have no financial impact.

**ITEM 5 (continued)**

**ATTACHMENT 1**

**CHARITY CREEK  
CASCADES**

**DOG OFF-LEASH TRIAL**



COMMUNITY CONSULTATION REPORT  
SEPTEMBER 2023



**ITEM 5 (continued)**

**ATTACHMENT 1**



CITY OF RYDE | Charity Creek Cascades - Dog Off-Leash Trial  
Community Consultation Report  
September 2023 © City of Ryde

**DISCLAIMER**

While every reasonable effort has been made to ensure that this document is correct at the time of printing, the City of Ryde, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance or upon the whole or any part of this document.

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**ITEM 5 (continued)**

**ATTACHMENT 1**

## CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL

### Contents

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**ITEM 5 (continued)**

**ATTACHMENT 1**

## **CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL**

### Executive Summary



At the Council Meeting on 26 July 2022, Council resolved to conduct a 12-month trial for dog off-leash use at Charity Creek Cascades at 55 Linton Avenue, West Ryde.

The dog off-leash trial ran from Wednesday 7 September 2022 to Wednesday 6 September 2023. As part of this trial, Council installed a dog bowl, dog waste bin and bag dispenser.

The Have Your Say period occurred from Wednesday 7 September 2022 to Wednesday 6 September 2023 during which the community could provide feedback on the dog off-leash trial via an online survey or by written submission. This was promoted through the City of Ryde's Have Your Say website, flyers to surrounding residents, signage in the park, Facebook ads, listings in the local newspaper and the Your City News eNewsletter.

A total of 53 submissions were received from the community, with 51 from the online survey and 2 email submissions.

**ITEM 5 (continued)**

**ATTACHMENT 1**

## CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL

### Community Consultation Methodology



Date	Tool	Stakeholders	Overview	Engagement
Wed 7 Sep 2022 to Wed 6 Sep 2023	Have your Say Website	Website users	A project webpage with background information, online submission form and project updates.	413 pageviews 378 unique pageviews
Wed 7 Sep 2022 to Wed 6 Sep 2023	Online Survey	Website users	An online survey where stakeholders could provide feedback on the trial. This was accessed through Council's Have Your Say webpage.	51 survey responses received
Wed 7 Sep 2022 to Wed 6 Sep 2023	Information phone line and email	All stakeholders	The City of Ryde main phone line and email address was provided for the trial and was open for feedback from the community.	2 written submissions received
Wed 7 Sep 2022	A4 Flyer	Surrounding residents adjacent to park - 200m radius	A double sided A4 flyer was letterbox dropped to promote the trial and feedback opportunities.	200 flyers approx.
Wed 7 Sep 2022 to Wed 6 Sep 2023	Park Signage	Park users	Park signage was placed to promote the trial and feedback opportunities for park users and interested stakeholders.	2 x A2 signs

**ITEM 5 (continued)**

**ATTACHMENT 1**

**CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL**  
Community Consultation Methodology



Date	Tool	Stakeholders	Overview	Engagement
Weds 7 Sep 2022	Have Your Say eNewsletter	Past Dog Off-Leash Trial HYS Submitters	eNewsletter emailed to promote the trial and provide information on feedback opportunities	839 eNewsletters delivered 513 eNewsletters opened
Sep 2022 – Aug 2023	Open community consultations listing in Your City News eNewsletter	Your City News subscribers	Listed in City News open community consultations section to promote the trial and consultation opportunities for all stakeholders.	N/a
Each Wed from 7 Sep 2022 to 30 Aug 2023	Open community consultations advertisement in The Weekly Times	Newspaper readership	Listed in open community consultation newspaper advertisement to promote the trial and consultation opportunities for all stakeholders.	38,000 total print readership
Wed 19 Oct 2022 to Fri 28 Oct 2022	Facebook Ad	Facebook users	Social media advertisement to promote the trial and feedback opportunities for all stakeholders	4915 users reached 310 users engaged

ITEM 5 (continued)

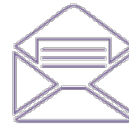
ATTACHMENT 1

## CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL

### Community Consultation Results



**51**  
**SURVEY  
RESPONSES**



**2**  
**EMAIL  
SUBMISSIONS**

Please indicate whether you support or do not support the trial dog off-leash area at Charity Creek Cascades to become permanent? (n=50)

**48%**

I support

**24%**

I support, with  
changes

**26%**

I do not support

**2%**

No preference /  
unsure

The majority of community consultation respondents were dog owners, many of whom visited the dog park at least once a fortnight during the trial off-leash period.

#### FAVOURABLE ELEMENTS



**Approximately three-quarters (72%) of respondents supports making the Charity Creek Cascades dog off-leash permanent** (including those who want changes).

Favourable elements included the **convenient location**, much **needed space for dogs** to be off-leash, and the **provision of support facilities**, such as bins, poo bags and water facilities.

#### KEY SUGGESTIONS



The **most common suggestion for improvement** was to **fence the dog off-leash area**, due to road safety.

Other suggestions included to **consider alternative locations** for the dog off-leash area; provide **additional support facilities** (more poo bags, water facilities); **maintain the lawn**; provide **additional seating**; and provide more dog off-leash areas.

#### CONCERNS



**Safety was the most common concern** and reason for not supporting the dog off-leash area to become permanent. Respondents expressed that the dog off-leash area was unsafe as it was **unfenced** and **located next to a busy road**. Some respondents also noted the **safety of other park users and children**.



**ITEM 5 (continued)**

**ATTACHMENT 1**

**CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL**

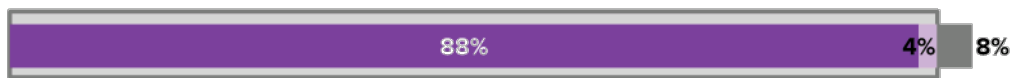
Community Consultation Results

Sample Background

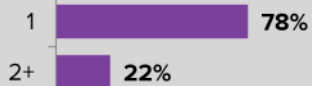


**Are you a dog owner? (n=51)**

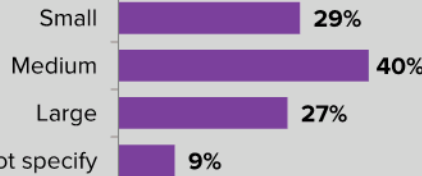
■ Yes ■ No, but I walk dog(s) ■ No



**Number of dog(s): (n=45)**



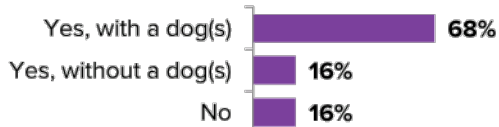
**Size of dog(s): (n=45)**



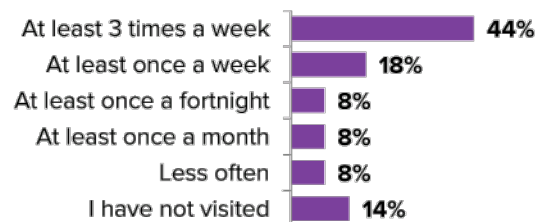
*Note: Respondents could select multiple options, hence total does not add to 100%*

*Questions above were only asked of respondents who answered 'Yes' or 'No, but I walk dog(s)' to 'Are you a dog owner?'.*

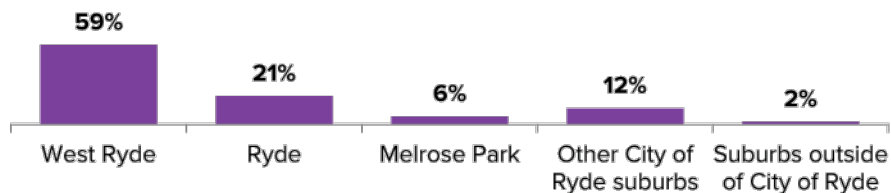
**Have you visited Charity Creek Cascades during the trial period? (n=51)**



**How often have you typically visited Charity Creek Cascades during the trial? (n=51)**



**Respondents suburb: (n=49)**





**ITEM 5 (continued)**

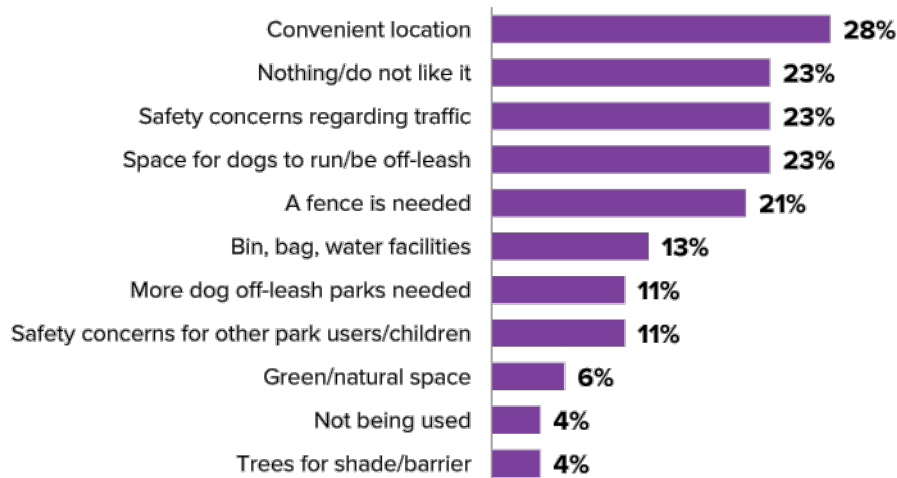
**ATTACHMENT 1**

## CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL

### Community Consultation Results



**Most liked about the trial dog off-leash area: (open-ended) (n=47)**



*Note: only themes with >1 mentions are charted and percentages do not total 100% because each respondent can provide multiple themes in their verbatim*

**Ideas/suggestions to improve the trial dog off-leash area: (open-ended) (n=37)**



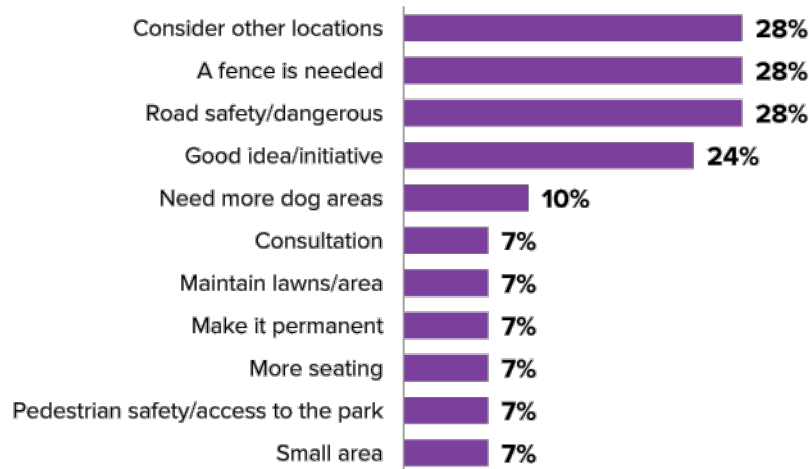
*Note: only themes with >1 mentions are charted and percentages do not total 100% because each respondent can provide multiple themes in their verbatim*

**ITEM 5 (continued)**

**ATTACHMENT 1**



**Further comments/suggestions, including written submissions: (open-ended) (n=31)**



*Note: only themes with >1 mentions are charted and percentages do not total 100% because each respondent can provide multiple themes in their verbatim*

**ITEM 5 (continued)**

**ATTACHMENT 1**

## CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL

### Appendices

#### HAVE YOUR SAY WEBSITE

##### Charity Creek Cascades - Dog Off-Leash Trial

Closing on 06 September 2023, 11:59 PM



At its meeting on 26 July 2022, Council resolved to conduct a 12-month trial for dog off-leash use at Charity Creek Cascades at 55 Linton Avenue, West Ryde.

##### When will the trial take place?

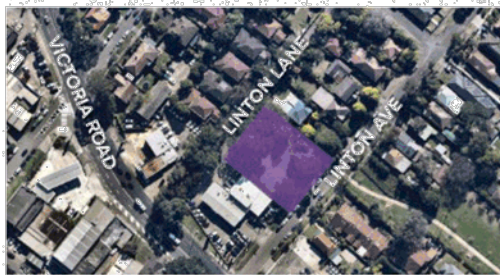
The dog off-leash trial will run from Wednesday 7 September 2022 until Wednesday 6 September 2023. As part of this trial, Council has installed a dog bowl, dog waste bin and bag dispenser.

##### Can Council consider fencing for this dog off-leash area?

Unfortunately, fencing of the off-leash area will not be possible at this site.

This is due to the park being identified as a flood risk zone and the potential impact it could have on water flow in the park and to surrounding properties.

During the trial, Council would like to hear your thoughts on the dog off-leash facilities, what you like and any ideas or suggestions for improvement. See below on how you can Have Your Say.



##### Related Information

- [Council Resolution: 26 July 2022](#)
- [Dog Off-Leash Area Rules](#)

#### HAVE YOUR SAY

You can Have Your Say on the Charity Creek Cascades - Dog Off-Leash Trial in a number of ways including via email, post or by completing the online survey.

##### Online Survey

To Have Your Say, complete the online survey. If you are unable to fill in this survey online or don't have access, please contact Customer Service on 9952 8222. Survey responses will be received up until Wednesday 6 September 2023.

[Complete the Online Survey](#)

##### Written Submissions

Written submissions must be clearly marked as 'Charity Creek Cascades - Dog Off-Leash Trial'. All submissions must be received by Wednesday 6 September 2023.

Email [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)

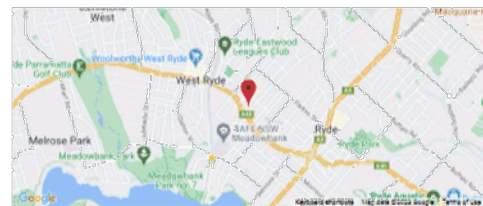
Post City of Ryde, Locked Bag 2069, North Ryde NSW 1670

##### Privacy Notification

Personal information collected from you is held and used by Council under the provisions of the Privacy and Personal Information Protection Act 1998. The supply of information is voluntary, however if you cannot provide it, it could affect the way Council provides services to you. Council may be subject to requests for access to, or correction of, your information. Please note that the exchange of information between the public and Council may be accessed by others and could be made publicly available under the Government Information (Access) Act 2009 (GIPA Act). If you require further information please contact Council's Customer Service Centre on 9952 8222.

#### Location

Charity Creek Cascades, 55 Linton Avenue, West Ryde 2114 [View Map](#)



#### Contact Us

If you require more information about the Charity Creek Cascades - Dog Off-Leash Trial please email [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au), or if you are unable to make an online/written submission, please call our Customer Service Centre on 9952 8222.

If you require translating assistance, you may call the Translating and Interpreting Service on 131 450 and ask for an interpreter to contact Council for you.

**ITEM 5 (continued)**

**ATTACHMENT 1**


## CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL

Appendices (continued)

### HAVE YOUR SAY NEWSLETTER

**City of Ryde**

**Charity Creek Cascades Dog Off-Leash Trial**




At its meeting on 26 July 2022, Council resolved to conduct a 12-month trial for dog off-leash use at Charity Creek Cascades at 55 Linton Avenue, West Ryde.

**When will the trial take place?**

The dog off-leash trial will run from Wednesday 7 September 2022 until Wednesday 6 September 2023. As part of this trial, Council has installed a dog bowl, dog waste bin and bag dispenser.

**Can Council consider fencing for this dog off-leash area?**

Unfortunately, fencing of the off-leash area will not be possible at this site. This is due to the park being identified as a flood risk zone and the potential impact it could have on water flow in the park and to surrounding properties.



**Have Your Say**

During the trial, Council would like to hear your thoughts on the dog off-leash facilities, what you like and any ideas or suggestions for improvement. You can Have Your Say on the Charity Creek Cascades Dog Off-Leash Trial in a number of ways including completing the online survey, email or post.

**Online Survey**

Complete the online survey to provide your feedback on the trial.

Submissions will be received up to Wednesday 6 September 2023.

**Provide feedback via the Online Survey**

**Written Submissions**

Written submissions must be clearly marked as 'Charity Creek Cascades Dog Off-Leash Trial' and can be sent to:

**Email** [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)  
**Post** General Manager, City of Ryde, Locked Bag 2069, North Ryde NSW 1670

All submissions must be received by Wednesday 6 September 2023.

**For more information**

To learn more about the Charity Creek Cascades Dog Off-Leash Trial, please visit the Have Your Say page at [www.ryde.nsw.gov.au/haveyoursay/CharityCreek](http://www.ryde.nsw.gov.au/haveyoursay/CharityCreek), call Customer Service on 9952 8222 or email [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au).

**City of Ryde**

**Forward** City of Ryde | 1 Pope Street | Ryde NSW 2112 | 9952 8222

You're receiving this because you've previously agreed to receive information from the City of Ryde. Your privacy is important to us. If you no longer wish to receive emails from the City of Ryde please click on the unsubscribe link below.



**ITEM 5 (continued)**

**ATTACHMENT 1**

## CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL

Appendices (continued)

### A4 FLYERS

**How do I give my feedback?**  
You can Have Your Say on the Charity Creek Cascades Dog Off-Leash Trial in a number of ways including:

**Online** Complete the online survey at [www.ryde.nsw.gov.au/haveyoursay/CharityCreek](http://www.ryde.nsw.gov.au/haveyoursay/CharityCreek) or scan the QR code below

**Email** [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)

**Post** City of Ryde, Locked Bag 2060, North Ryde, NSW 1670

Submissions must be received by **Wednesday 6 September 2023**.

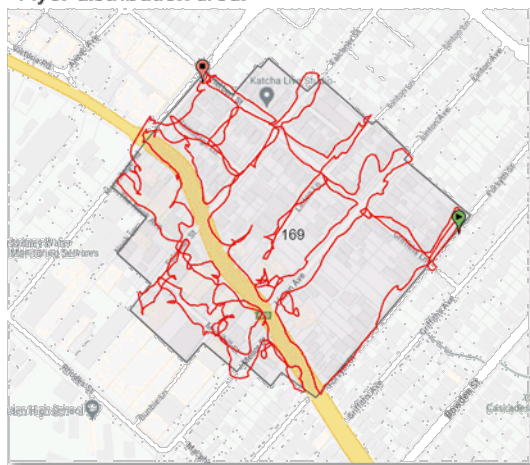
QR codes for 'Scan to Have Your Say' and 'Translation Assistance' (한국어, 한국어).

**Map of dog off-leash trial area**

**City of Ryde**

**For further information**  
Visit [www.ryde.nsw.gov.au/haveyoursay/CharityCreek](http://www.ryde.nsw.gov.au/haveyoursay/CharityCreek)  
Phone Customer Service on 9952 8222  
Email [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)

Flyer distribution area:



ITEM 5 (continued)

ATTACHMENT 1

## CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL

Appendices (continued)

### PARK SIGNAGE

### CHARITY CREEK CASCADES

DOG OFF-LEASH TRIAL



**A 12-MONTH DOG OFF-LEASH TRIAL HAS COMMENCED AT CHARITY CREEK CASCADES**

Council is conducting a 12-month dog off-leash trial at Charity Creek Cascades (55 Linton Avenue, West Ryde) from Wednesday 7 September 2022 until Wednesday 6 September 2023.

During the trial, Council would like to hear your thoughts on the dog off-leash facilities, what you like and any ideas or suggestions for improvement.

**Can Council consider fencing for this dog off-leash area?**

Unfortunately, fencing of the off-leash area will not be possible at this site. This is due to the park being identified as a flood risk zone and the potential impact it could have on water flow in the park and to surrounding properties.





**How do I give my feedback?**

You can Have Your Say on the Charity Creek Cascades Dog Off-Leash Trial in a number of ways including:

**Online** Complete the online survey at [www.ryde.nsw.gov.au/haveyoursay/CharityCreek](http://www.ryde.nsw.gov.au/haveyoursay/CharityCreek) or scan the QR code

**Email** [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)

**Post** City of Ryde, Locked Bag 2069, North Ryde, NSW 1670

Submissions must be received by **Wednesday 6 September 2023**.



Scan to Have Your Say



Translation Assistance  
한국어  
中文

 City of Ryde

**FOR MORE INFORMATION**

Visit [www.ryde.nsw.gov.au/haveyoursay/CharityCreek](http://www.ryde.nsw.gov.au/haveyoursay/CharityCreek)

Call Customer Service on 9952 8222

Email [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)



**ITEM 5 (continued)**

**ATTACHMENT 1**

**CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL**

Appendices (continued)



**NEWSPAPER AD - OPEN COMMUNITY CONSULTATIONS  
THE WEEKLY TIMES**

**HAVE YOUR SAY**

**OPEN COMMUNITY CONSULTATIONS**

You are invited to have your say about documents, projects and proposals that are currently on public exhibition, or provide feedback on services and concerns that affect the community.

- Charity Creek Cascades - Dog Off-Leash Trial (Closing 6 September 2023)

**Want to find out more?**

To find out more about one of the above projects or for information on how to provide feedback, please visit [www.ryde.nsw.gov.au/haveyoursay](http://www.ryde.nsw.gov.au/haveyoursay) or call Customer Service on 9952 8222.

ITEM 5 (continued)

ATTACHMENT 1

## CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL

Appendices (continued)



### FACEBOOK AD



**ITEM 5 (continued)**

**ATTACHMENT 1**

## CHARITY CREEK CASCADES - DOG OFF-LEASH TRIAL

Appendices (continued)



### YOUR CITY NEWS

## Have Your Say

### On Exhibition

You are invited to have your say about documents, projects and proposals that are currently on public exhibition, or provide feedback on services and concerns that affect the community.

PROPOSED CLOSURE OF PART OF BLenheim ROAD, NORTH RYDE (CLOSES 9 OCT 2022)

DRAFT PROPERTY POLICY (CLOSES 13 OCT 2022)

DRAFT SPORTS FIELDS ACTION PLAN - TOWARDS 2036 (CLOSES 13 OCT 2022)

FIXED CAR SHARE SPACES 2022 (CLOSES 17 OCT 2022)

DRAFT COUNCILLOR EXPENSES & FACILITIES POLICY (CLOSES 31 OCT 2022)

DRAFT PETITIONS POLICY (CLOSES 31 OCT 2022)

DRAGON BOAT CLUB BOAT STORAGE TRIAL (CLOSES 11 DEC 2022)

CHARITY CREEK CASCADES DOG OFF-LEASH TRIAL (CLOSES 6 SEP 2023)

DEVELOPMENT APPLICATIONS ON EXHIBITION

## **6 INVESTIGATING THE FEASIBILITY OF UPGRADES OF NETBALL COURTS WITHIN MEADOWBANK**

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**Report prepared by:** Manager - Parks and Open Spaces  
**File No.:** GRP/24/36 - BP24/254

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### **REPORT SUMMARY**

This report has been prepared in response to the Council resolution from 24 October 2023:

- (a) *That Council undertakes a condition audit of the current state of netball courts in Meadowbank, noting the potential for injuries to be sustained by players.*
- (b) *That Council, based on the outcomes of the audit, investigate options for repairing the existing courts to ensure the facility is fit for purpose.*
- (c) *That Council provide an update on the status of the new netball courts at the old Marsden High School site.*
- (d) *That a report be provided back to Council as soon as practicable.*

Council annually conducts an audit of the netball courts at Meadowbank Park alongside the Eastwood Ryde Netball Association (ERNA) prior to the commencement of the Winter netball season. ERNA as the primary hirer, through Council's Sportsground Allocation Policy, determines the suitability of the courts and if deemed unsuitable, will not schedule any matches on those courts.

On 23 November 2023, Council commissioned a condition audit of the 28 netball courts at Meadowbank Park. The audit identified 23 courts that have a range of defects such as cleaning, repainting, minor cracking, sinkholes, hydrostatic mounds, water ponding, trip hazards. The estimated cost to repair these defects is \$263,000. To undertake all these repairs, it will require additional funding to the adopted sportsground maintenance base budget.

Alternatively, the estimated cost to repair defects identified in audits undertaken with ERNA is \$50,000 per annum. This covers expenses for cleaning, laying asphalt, patching minor cracks, repainting, and reinstatement of the line marking. These works can be accommodated within the annual sportsground maintenance base budget. This will ensure that ERNA continue the use of these courts.

Information on the progress of the West Ryde Multi-Sports Facility (formerly the Marsden High School site) is limited. Council contacted the NSW Department of Education - School Infrastructure on multiple occasions on 12 February 2024, 14 February 2024, and 9 May 2024 seeking updates and no responses have been received to date. The NSW Department of Education – School Infrastructure website states, “we expect work to begin in early 2024” and that the project is on schedule.

**ITEM 6 (continued)**

**RECOMMENDATION:**

That Council continues to conduct an annual audit and repairs of the netball courts at a cost of up to \$50,000 per annum, which will be funded from the Sportsground Maintenance Base Budget, until ERNA transitions to the West Ryde Multi-Sports Facility.

**ATTACHMENTS**

- 1 Solid Ground Landscaping (SGL) Report - Meadowbank Netball Court Audit - CIRCULATED UNDER SEPARATE COVER

Report Prepared By:

**Scott Wilkie**  
**Manager - Parks and Open Spaces**

Report Approved By:

**Charles Mahfoud**  
**Executive Manager - City Infrastructure**

**Luke Homann**  
**General Manager - Business and Operations**

## **ITEM 6 (continued)**

### **Background**

The Meadowbank netball hardcourts were constructed in 1990 on reclaimed land and a former land fill site. The netball courts are seasonally hired in accordance with Council's adopted Fees and Charges and Sportsground Allocation Policies.

Over the past three decades, the courts have required ongoing maintenance to address cracks, uneven playing surfaces and sink holes associated with subsidence in accordance with the plan of management. To address this prior to the start of the winter netball season, Council annually conducts an audit of the netball courts at Meadowbank Park alongside the Eastwood Ryde Netball Association (ERNA). ERNA as the primary hirer, is responsible for determining if courts are fit for the purpose of playing Community Netball Competition games.

This process identifies what works are necessary such as cleaning and/or minor repairs to facilitate the season, and where a court is deemed unfit for play, ERNA will not schedule matches on that court.

### **The Future of Netball at Meadowbank Park**

The Meadowbank Park and Memorial Park Masterplan, adopted in November 2019, was prepared giving consideration to the Department of Education's commitment to build the West Ryde Multi-Sports Facility at the original Marsden High School site (22 Winbourne Street, West Ryde). As a part of that commitment the ERNA will be relocating from the Meadowbank Park facilities to the West Ryde Multi-sports facility.

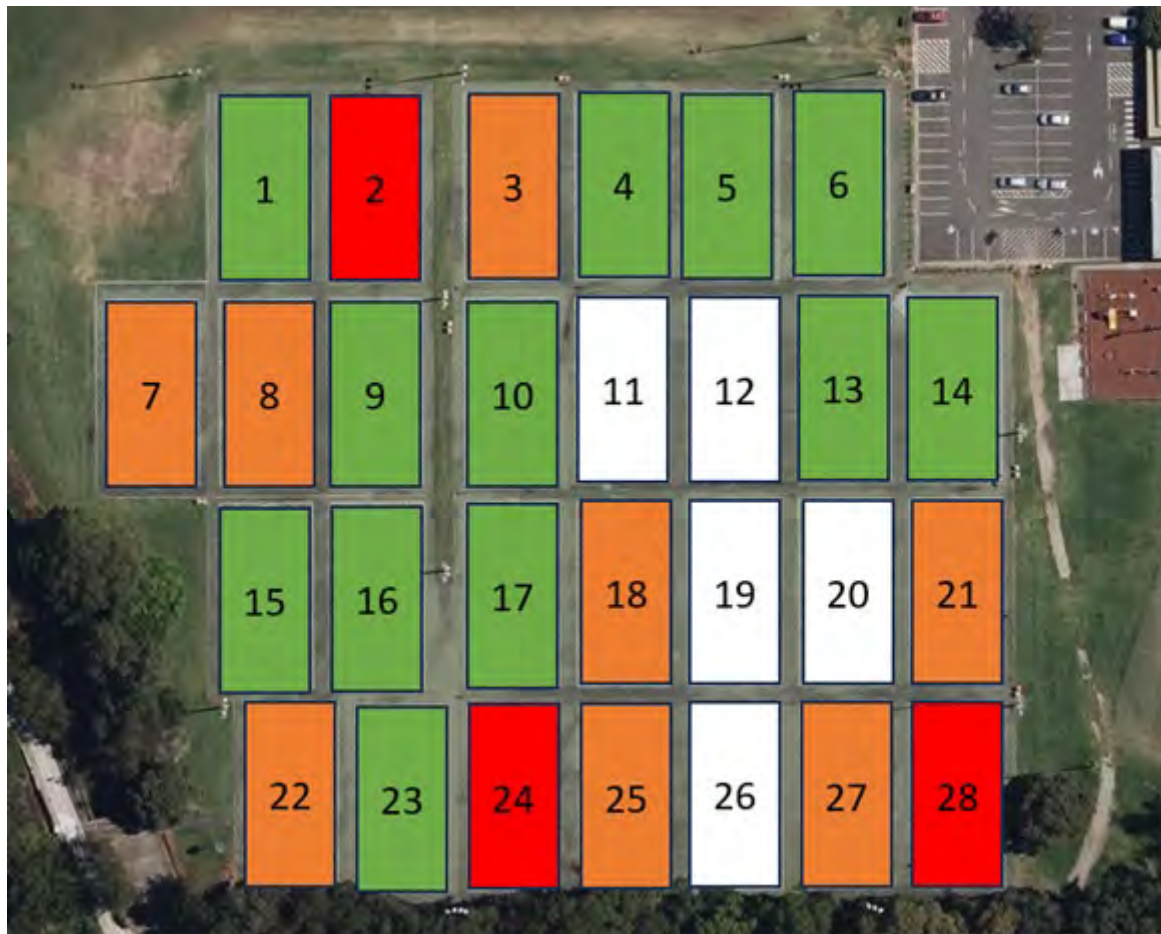
Based on the delivery of this commitment, ERNA understands there is no return on investment or financial benefit in Council undertaking extensive and costly repairs to the Meadowbank netball courts and it is the most economical option for Council to continue undertaking maintenance such as cleaning and repairing minor cracks.

### **Netball Court Condition Audit**

On 23 November 2023, Council commissioned a condition audit of the 28 netball courts at Meadowbank Park (Figure 1). The audit identified some courts that do not require any remediation, and 23 courts that had a range of defects which require minor -significant repairs (Table 1.) such as cleaning, repainting, minor cracking, sinkholes, hydrostatic mounds, water ponding, and trip hazards.



**ITEM 6 (continued)**



*Figure 1. Aerial image of the netball courts at Meadowbank Park*

**Table 1. Audit breakdown that indicates degree of defect, number of courts affected and cost to repair.**

Action (repairs required)	Number courts	Courts fit for netball	Remedial Cost
No action	5 courts	Yes	\$ -
Minor	12 courts	Yes	\$ 43,600.00
Medium-significant	8 courts	No	\$ 93,700.00
Significant renewal	3 courts	No	\$ 126,000.00
<b>Total</b>	<b>28 courts</b>	<b>17 courts can be used</b>	<b>\$ 263,300.00</b>

## **ITEM 6 (continued)**

### **Options to Make the Netball Courts Fit for Purpose**

For the last 10 years, Council has annually inspected the netball courts prior to the commencement of the Winter netball season in conjunction with ERNA, to determine if the courts are fit for the purpose of playing netball. As a result, ERNA identifies any necessary cleaning and minor repairs required to facilitate the netball season and where a court is deemed unfit for play, ERNA as the hirer will not schedule matches on that court.

There are two (2) options to address the maintenance issues at the netball courts:

- To undertake all repairs as identified in the condition report dated 23 November 2023

Or

- To continue to undertake annual inspections prior to the commencement of the winter netball season to identify necessary maintenance works.

### **West Ryde Multi-Sports Facility**

Details on the development of the West Ryde Multi-Sports Facility (formerly the Marsden High School site) are limited. Council reached out to the NSW Department of Education - School Infrastructure several times on 12 February 2024, 14 February 2024, and 9 May 2024 for updates but have not received any responses. According to the NSW Department of Education – School Infrastructure website, "we expect work to begin in early 2024," and the project is reportedly on schedule.

### **Financial Implications**

With ERNA moving from Meadowbank Park to the West Ryde Mutli-Sport Facilities, the undertaking of works on the netball courts requires two financial considerations on what is the best return on investment.

The first is the undertaking of all the restoration works on the 23 courts it is estimated to cost \$263,000. This covers expenditure for extensive repair work in the form of grinding, levelling, filling of sunken areas, laying asphalt, patching minor cracks, repainting, and reinstatement of the line marking and cleaning.

To deliver these works additional funding will be required and cannot be accommodated int the adopted Sportsground Maintenance Budget for 2023/2024.

Alternatively, the estimated cost to repair defects identified in audits undertaken with ERNA is \$50,000 per annum. This covers expenses for cleaning, laying asphalt, patching minor cracks, repainting, and reinstatement of the line marking. These works can be accommodated within the future Sportsground Maintenance Base Budget.

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## **7 KAYAKS, DINGHIES AND WATERCRAFT IN CITY OF RYDE**

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**Report prepared by:** Executive Officer - City Spaces  
**File No.:** GRP/24/37 - BP24/467

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### **REPORT SUMMARY**

This report responds to the Council resolution from the meeting on 26 March 2024, requesting staff prepare a report to Council based on the outcome of investigations into the Burns Bay Reserve share kayak scheme and potential provision of a similar service in the City of Ryde.

Council currently provides the community with a range of existing watercraft infrastructure in the City of Ryde. This includes vessel launching facilities (ramps, pontoons, and beach) and storage facilities (dinghy/kayak racks) in selected parks. Council managed existing kayak/dinghy storage racks are currently at or near capacity.

Council also has also identified future opportunities for paddle craft launching and storage facilities in Magdala Park and Putney Park. The implementation of these is subject to detailed design, technical reports, funding availability and necessary consultative and approval processes.

In Ryde, most water access points are via parks on the Parramatta River, as there is limited direct water access to Lane Cove River. The exception is Magdala Park which has topographical challenges. Much of the Lane Cove River frontage falls within NSW National Parks and Wildlife Service lands.

The Parramatta River foreshore would be the preferred location for any future kayak share facility operation. However, development of such a facility at the majority of suitable locations, would not be able to proceed until the Plans of Management for the parks along the river are finalised and adopted. The council has not been able to adopt the draft Parramatta River Parklands and Meadowbank Park Plans of Management due to outstanding issues with NSW Crown Lands regarding the Ryde Riverside Reserve Trust. This restricts Council's ability to undertake substantial upgrades and/or issue leases/licenses on the collective grouping of parks along the Parramatta River where opportunity for water access is proposed. A Federal Court application was lodged in April 2024 to seek legal resolution of the matter.

Staff have investigated the site at Burns Bay and undertaken preliminary investigations and benchmarking of watercraft management practices and schemes in operation by other similar Councils with river or water access which is outlined below. The shared kayak scheme being offered in Burns Bay Reserve in the Lane Cove Council area is facilitated through a commercial operator called Shared Kayak Pty Ltd. This is an international business that provides a commercial web platform for outdoor equipment hire, such as sporting and picnic equipment. It has a very minor presence in Australia (currently in Lane Cove), Sweden and US. It provides franchise opportunities for businesses wanting to hire out equipment.

### ITEM 7 (continued)

Share Kayak Pty Ltd entered an agreement with Lane Cove City Council in January 2024 on a trial basis on commercial terms. Currently 4 x kayaks (2 singles and 2 double) are available for hire, with the view of expanding to 8 x kayaks in the future. These are housed in a timber rack with privately operated CCTV cameras and equipment storage locker for personal flotation devices (life jackets) and paddles. The racks were built by the operator and are in a public park.

Community can hire the kayaks using the ShareKayak phone App and QR code displayed on the storage rack. Costs for hire are:

- Single kayak: \$20 - first hour and pay by the minute for additional hour.
- Double kayak: \$25 - first hour and pay by the minute for additional hour.

This is a self-service and self-regulated facility. No instruction, safety direction of supervision is provided to users. Some general terms and conditions are displayed on the side of the racks. Staff inspection of the site found that the timber rack construction housing the kayaks is not robust given some damage was already evident within the first 2 months of operation.



Other shared kayak options have also been considered, details of which are outlined in the body of this report.

This report's recommendations propose a considered approach to establishing water access opportunities for the community, in line with the state and local government plans, through preparing a City of Ryde Watercraft Policy. Further internal consultation would also be required on establishing any procurement requirements Council would need to meet to allow such a service to operate on Council owned land that is classified as Community Land.

### **ITEM 7 (continued)**

This policy will identify current and future opportunities with consideration of local, environmental, historic, and financial requirements and act as a blueprint for implementing watercraft infrastructure in the City of Ryde. It is anticipated a watercraft policy will be prepared during the current financial year. Its implementation will occur following resolution of the legal matters associated with the Ryde Riverside Reserve Trust and meeting the Crown Lands Management Act (2016) requirements and the Plans of Management for these parklands have been adopted.

Undertaking a trial for a kayak storage scheme without a policy framework or prior to the matters referred to earlier in the report being resolved is not recommended. It does not allow for strategic consideration, poses the risk of raising community expectation where there is no guarantee the service can be provided on an ongoing basis. Additionally, it may not generate the best long-term outcome for Council and the community.

### **RECOMMENDATION:**

- (a) That Council receives and notes this report.
- (b) That Council staff to prepare a City of Ryde Watercraft Policy during the 2024/2025 financial year.

### **ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Simon James**  
**Executive Officer - City Spaces**

Report Approved By:

**Michael Galderisi**  
**General Manager - City Shaping**

## **ITEM 7 (continued)**

### **Discussion**

This report responds to the below Council resolution from its meeting in March 2024 as below:

(a) *Council notes that:*

- i. *Many City of Ryde residents live near waterways and many have a desire to use the water for exercise and recreation. There are limited places to store Kayaks in high density residential, at public racks and some kayaks are stored at City of Ryde racks, go unused for many months.*
- ii. *There is a share Kayak platform/rack that operates at Burns Bay Reserve in Lane Cove, where kayak owners can rent their kayaks to the public through a share app.*

(b) *That Council staff prepare a report, based on the service at Burns Bay Reserve, that explores how Council can facilitate the provision of the share kayak service, including costs to Council, required infrastructure, compliance and identification of most suited sites across the LGA - not excluding Meadowbank, Melrose Park, Putney on Parramatta River and Magdala Park North Ryde on Lane Cove River.*

### **Strategic Context**

The significant role of City of Ryde's River foreshores and water access for recreational purposes is acknowledged in NSW government, regional and City of Ryde strategic and operational documents. These documents recognise the increased demand for access points to water activities, the competing uses for foreshore space, the increasing environmental impact overuse and poor management will have on the foreshores and waterways and provide recommend that improved planning and management be considered.

A Watercraft Policy will provide an evidence-based and clear framework for identifying, developing, and managing access sites for water activities across the City of Ryde. The strategy will align with government policy and improve potential grant funding opportunities and commercial opportunities.

#### Ryde Riverside Reserve and draft Plans of Management

The *Crown Land Management Act 2016* came into effect in 2018. This required Council, as Crown Land Managers, to prepare new plans of management for parklands containing Crown Lands to comply with current legislation. Council prepared the draft Parramatta River Parklands Plan of Management and Meadowbank Park Plan of Management. However, these legislative changes and anomalies in land records has to date prevented Council from obtaining native title certificate for lands contained in the Ryde Riverside Reserve. This has prevented Council from progressing these Plans of Management through the legislative processes for adoption.



## ITEM 7 (continued)

In the absence of any updated and compliant Plan of Management, Council's ability to undertake substantial upgrades and/or issue leases/licenses is restricted on the collective grouping of parks\* (see image 1) along the Parramatta River.



Image 1: Parks included in the draft Parramatta River Parklands Plan of Management

**\*Note:**

- Meadowbank Park is in the Ryde Riverside Reserve Trust and relates to the Federal Council proceedings. It will be covered by a separate site-specific Plan of Management (draft in progress pending legal resolve).
- Putney Park is not in the Ryde Riverside Reserve Trust. It is covered by a separate site-specific Plan of Management (draft update currently in progress).

## Existing Watercraft Facilities

The table below outlines the existing watercraft facilities within the Ryde LGA.

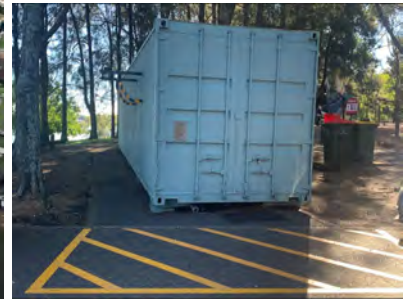
Facility Type	Facility Location	LGA
Storage racks for dinghies, kayaks and paddle craft	Mediation Park, Glades Bay Reserve, Kissing Point Park & Tennyson Point Park	City of Ryde
Storage container for dragon boats	Kissing Point Park	City of Ryde
Ramp – Boat and trailer	Kissing Point Park & Melrose Park	City of Ryde
Floating pontoons	Kissing Point Park, Melrose Park & Andersen Park	City of Ryde
Beach launching	Kissing Point Park & Putney Park**	City of Ryde
Ramp – fibremesh	Glades Bay Reserve	City of Ryde
Community association or school operated facilities	Paramatta River eg. Sailing clubs, rowing clubs, Epping Sea Scouts.	City of Ryde

**ITEM 7 (continued)**

Facility Type	Facility Location	LGA
Commercially operated facilities	Lane Cove National Park	City of Ryde
Lane Cove River Kayak Club	Club and launching jetty nearby on northern side of the Lane Cove River (Rotary Field).	Willoughby City Council

**\*\*Note:** Putney Park - Beach launching of paddle craft via the stairs will cease when the netted swim site is constructed.

The Ryde Dragon Boat Club were previously storing and launching their boats from Putney Park on a trial basis. Their operations have recently been relocated to Kissing Point Park with boat storage via onsite container and beach launching.



*Image 2: Paddle craft ramp at Glades Bay Reserve.*

*Image 3 & 4: Beach launching and dragon boat storage at Kissing Point Park.*

**New Kayak Facility near Melrose Park/Ermington Boat Ramp**

On 8 March 2024 Council completed a \$90K upgrade to the pontoon ramp and pontoon in Melrose Park (end of Wharf Road). This involved retrofitting a platform with a low freeboard to the existing pontoon to accommodate use by kayaks and other paddle craft.



*Images 5 & 6: Ramp and floating pontoon recently upgraded for paddle craft at Wharf Rd, Melrose Park*

## ITEM 7 (continued)

### Dinghy/Paddle craft Storage Racks

The City of Ryde provides storage racks for community use in 4 specified City of Ryde parks. Historically these were provided primarily for dinghy storage, however, in recent years there has been increasing use for kayak storage. Allocation and use are via annual application and permit. Hire fees include resident and pension card discount and are prescribed in City of Ryde's schedule of fees and charges. Fees are for a single allocated storage rack and some users store multiple kayaks within their storage rack.

COR Storage Racks Location	Storage Capacity		Status
Mediation Park	16 spaces	7 dinghies 15 kayaks	Operating at full capacity.
Glades Bay Reserve	20 spaces	7 dinghies 21 kayaks	Operating at full capacity.
Kissing Point Park	29 spaces	8 dinghies 29 kayaks	Operating at full capacity.
Tennyson Point Park	23 spaces	17 dinghies 8 kayaks	Operating at full capacity.
<i>Total</i>	89 spaces	39 dinghies 73 kayaks	

\*\*\*Note: Multiple kayaks can be stored within a dinghy storage rack.



*Images 7 & 8: Paddle craft storage racks at Glades Bay Reserve and Tennyson Park*



## ITEM 7 (continued)



Images 9 & 10: Paddle craft storage racks at Meditation Park and Kissing Point Park

## Potential Future Facilities

### Magdala Park

The Magdala Park Masterplan was adopted by Council on 24 August 2021, including a future “kayak rack and a basic ramp without impacting biodiversity.”



Image 11: Magdala Park Masterplan (in part) with future kayak infrastructure

(26) Access path, kayak ramp and basic kayak storage rack subject to environmental impact assessment. Levels and path layout subject to detailed design development.

(27) 5mins parking bay for kayak loading/unloading subject to traffic assessment.

### Putney Park

Initial investigations into a concept design for a park upgrade considers accessibility to the playground, future amenities building, and access to the water. The purpose of the concept design was to ensure that all future construction projects such as swim site (current project), sea wall renewal (current 2023/24 project) and park upgrade (2026/27) including regional playground upgrade, new amenities building, and other passive park improvements occur in a coordinated manner.

## ITEM 7 (continued)

The concept design does include plans for accessible paddle craft launching and storage facilities, pending completion of swim site and subject to detailed design, technical reports, budget availability, consultative and approval processes.



*Image 12: Putney Park – preliminary draft concept of future potential launching ramps (pending swim site construction, future investigations, necessary approvals, consultation and funding availability).*

## Benchmarking of Other Councils

Council staff have undertaken preliminary investigations and benchmarking of watercraft management practices and schemes in operation by other similar Councils with river or harbour water access. Results are shown in the following table.

Council	Storage	Registration	Fee	Shared Kayak	Strategy or Policy
City of Ryde	Y – Racks in 4 specified parks.	Yes - annual	Yes	No	Proposed
Lane Cove Council	Y – Foreshore areas.	Yes	No	Yes - Authorised shared kayak (commercial operator at Burns Bay Reserve)	Future project
	Y – lockers	Yes – annual	Yes		
Hunters Hill Council	Yes – rack and foreshore areas.	Yes – annual	Yes	No	Policy for dinghy storage
North Sydney Council	Yes – rack and foreshore areas (formal) and informal)	Yes – annual (for formal)	Yes	Yes – Authorised Shared Kayak Club (not-for-profit community club) at: Kirribilli – public park	Strategy for watercraft storage
	Yes – foreshore areas (informal)	No (for informal)	No	Neutral Bay - private land	
				Unauthorised commercial operator	

### ITEM 7 (continued)

Council	Storage	Registration	Fee	Shared Kayak	Strategy or Policy
Inner West Council	Yes – racks in 6 specified parks	Yes – annual	Yes	Unauthorised commercial operator (various parks and streets)	Draft Policy in progress
Mosman Council	Yes – racks in 8 specified areas.	Yes – annual	Yes	Yes – Authorised Shared Kayak Club (not-for-profit community club at Pearl Bay) Authorised kayak hire business (commercial operator via lease at Balmoral Beach)	Draft in progress.
City of Canada Bay	Informal and ad hoc in foreshore areas	No	No	No	No
City of Sydney	Unauthorised in foreshore parks	No	No	TBC – under consideration either commercial hire or share kayak scheme.	TBC – under consideration

### Shared Kayak Schemes/Models

- Kayak Shared Club (not-for-profit incorporated club)

This community run club operates under the auspices of PaddleNSW (the state sporting organisation for paddle sports). The Kayak Shared Club (KSC) provide kayaks for shared use by their members. KSC is solely recreational and does not conduct competitions or events. They have existing facilities at the following locations:

Location	Fleet	Storage
Hayes Street Beach, Neutral Bay	12 x paddle craft (6 x sea kayaks, 3 x surf skis and 3 x sit-on-top)	Timber racks which were constructed by North Sydney Council on private land.
Milson Park, Kirribilli	10 x paddle craft (4 x sea kayaks, 4 x enduro skis and 2 x long skis)	Metal racks built by North Sydney Council in a public park.
Pearl Bay, Mosman	8 x kayaks (6 x sea kayaks and 2 x sit-on-top)	Timber rack operated by Mosman Council in a public park.

Some other harbourside Councils are investigating KSC for their LGA.



## ITEM 7 (continued)

To join the KSC, new members must complete a paddle safety training session conducted by a certified instructor and become members of KSC via Paddle Australia, the peak body for paddle sports. Membership fees (from 1/1/2024):

- **New members are \$50 joining fee plus annual fee**
- **Annual membership fee \$185 for adults and \$102.50 for youth.** (inclusive of KSC fee, Paddle Australia fee, personal accident and public liability insurance coverage when paddling).
- Note: As of March 2024, the KSC membership has reached capacity with no new member intakes in the immediate future.



*Images 15 & 16: Shared kayak (club) in Milson Point, Kirribilli and Hayes Street Beach, Neutral Bay.*

## Proposed Way Forward

Parramatta river would be the preferred location for any future kayak share facility operation. However, development of such a facility would not be able to proceed until the draft Parramatta River Parklands Plan of Management is finalised and adopted. The preparation of a City of Ryde Watercraft Policy is the preferred measure to implement and manage kayak and other watercraft access including leases and licenses for private/public hire schemes.

A Watercraft Policy will provide a framework for determining feasibility, site suitability, type/s of watercraft facilities/services to be provided and operational considerations.

Within the Policy, feasibility and site suitability may include factors such as:

- Legislative and regulatory requirements.
- Site ownership/management.
- Spatial availability
- Site and water accessibility
- Environmental impacts (flora and fauna)
- Heritage impacts (indigenous and European)
- Local impacts (e.g. traffic and visual impacts, impacts on community and other park users).
- WH&S and risk factors and mitigation measures.
- Site constraints (e.g. topography, tidal surge, erosion, climate change, crime prevention and passive surveillance).
- Strategic consideration of current and future demands.
- Strategic consideration of future opportunities and future park upgrades.

## **ITEM 7 (continued)**

Within the Strategy, types of watercraft facilities could potentially include a combination of commercial and/or non-commercial opportunities, for example:

- Review of current of dinghy storage hire scheme to diversify, improve functionality and optimise use to meet growing community.
- Review of infrastructure type (e.g., ramps, pontoons, and storage) and construction methodology to ensure it is 'fit for purpose', serviceable and where possible multi-purpose.
- Self-service kiosk or share kayak scheme (like those detailed above).
- Advocacy and/or partnership with other third-party organisations to facilitate paddle craft opportunities (e.g., Transport for NSW, National Parks and Wildlife Service and non-for-profit clubs/associations).
- Opportunities to leverage off existing infrastructure.
- Commercial opportunity for café, bike, and kayak hire style of business in a semi-permanent or permanent structure.

Within the Strategy, operational considerations may include processes and procedures, such as storage hire, impounding of unauthorised vessels and ongoing repairs and maintenance.

Note: all the above suggestions would be subject to legislative compliance, site assessment, risk assessment, necessary reporting, approvals, consultative and procurement processes.

## **Financial Implications**

There are no financial impacts from the adoption of the recommendations of this report. Funding has been identified in the 2024/25 Operational Plan for a project to identify additional dinghy storage facilities.

## **Conclusion**

For the reasons outlined in this report, it is recommended that Council prepare a draft Watercraft Policy during the 2024/25 budget year. This will provide a considered framework for Council to facilitate greater and more inclusive water access opportunities for the community, improve environmental sustainability and management, and provide a well-considered and thorough plan for City of Ryde water recreation.

The option of undertaking a trial for provision of a shared kayak scheme was considered however is not recommended as there are risks that would be posed with such a trial. Undertaking a trial for a kayak storage scheme without a policy framework or prior to the matters referred to earlier in the report being resolved is not recommended. It does not allow for strategic consideration, poses the risk of raising community expectation where there is no guarantee the service can be provided on an ongoing basis. Additionally, it may not generate the best long-term outcome for Council and the community.

## 8 EASTWOOD MASTERPLAN – EARLY ENGAGEMENT METHODOLOGY, OUTCOMES AND VISION

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**Report prepared by:** Strategic Planner

**File No.:** URB/24/60/3 - BP24/500

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### REPORT SUMMARY

Council undertook early engagement activities as part of the Phase 1 process for the development of the Eastwood Masterplan between 3 April 2024 and 5 May 2024. The purpose of the early engagement period was to collaboratively shape the future of Eastwood with its residents, workers, visitors, business owners, and other stakeholders. This Council Report discusses the findings of the Early Engagement period and present a Vision Statement for the Eastwood Masterplan as informed by early engagement feedback.

The formal Early Engagement activities included an online survey, social pinpoint map (an interactive map), vision submissions, six drop-in information sessions, two focus groups, and a workshop at Macquarie University. The activities focused on three themes:

- What do you love about Eastwood?
- What needs improvement?
- What are your ideas for growth and change in the future?

These activities were promoted through a variety of channels, including a *Have Your Say* webpage, eNewsletters to subscribers and stakeholders, flyers, and signage around Eastwood, social media advertisements and posts, and newspaper ads.

The consultation saw a high level of engagement, with 968 comments from 379 online survey responses, 286 pins on the interactive map, 15 written submissions), 286 drop-in session comments, two (2) landowner vision submissions, one (1) State Agency submission, 20 focus group participants, and 28 workshop participants.

The top three most important considerations that respondents said should be addressed in the Eastwood Masterplan from the online survey are:

- Resolve traffic and parking issues: 64% of respondents.
- Improve the quality or amount of public open spaces (including passive recreation spaces): 36% of respondents.
- Improve the public domain (e.g. footpaths, trees, lighting and paving): 33% of respondents

The Vision Statement for the Eastwood Masterplan has been formed from the engagement findings and internal consultation.

**ITEM 8 (continued)**

The next stages of the Eastwood Masterplan are:

- Phase 2 – Technical Studies; and
- Phase 3 – Masterplan Drafting.

**RECOMMENDATION:**

- (a) That Council note the methodology and findings of the Eastwood Masterplan's Early Engagement activities.
- (b) That Council endorse the proposed Vision of the Eastwood Masterplan.
- (c) That Council endorse the next phases of the Eastwood Masterplan, being the Technical Studies and Masterplan Drafting.

**ATTACHMENTS – CIRCULATED UNDER SEPARATE COVER**

- 1 Eastwood Masterplan Community Consultation Report - Final Report
- 2 Eastwood Masterplan Focus Group Outcomes Report
- 3 Eastwood Masterplan Macquarie University Feedback

Report Prepared By:

**Helen Lee**  
**Strategic Planner**

Report Approved By:

**Albert Madrigal**  
**Acting Executive Officer - City Places**

**Michael Galderisi**  
**General Manager - City Shaping**

## **ITEM 8 (continued)**

### **HISTORY**

At the 25 July 2023 Council Meeting, the then-Mayor, Councillor Yedelian OAM resolved a motion that requested a report on the matters pertaining to Eastwood Town Centre for the August 2023 Council Meeting.

This report was provided at the 22 August 2023 Council Meeting, which noted the Eastwood Town Centre Renewal Strategy was in development and a series of workshops with the Councillors was to be held over the next 6-12 months to consider the progress of this Renewal Strategy. As the project has progressed, it has become known as the Eastwood Masterplan to reflect the nature of the final deliverable. The Eastwood Masterplan was presented at the following Councillor Workshops:

- 8 August 2023: Councillor Workshop
  - Then called the 'Eastwood Urban Renewal Strategy'.
  - An exercise was run which collected the Councillors' feedback on their current perception of Eastwood and their desired future for Eastwood.
- 9 April 2024: Councillor Workshop
  - A presentation of the project plan was given, which included plans for the Early Engagement period and Technical Studies.
- 11 June 2024: Councillor Workshop

A presentation of an overview of the Early Engagement findings and the resultant Vision Statement for the Eastwood Masterplan was given.

### **BACKGROUND**

#### **Overview of the Eastwood Master Plan**

The purpose of the Eastwood Masterplan is to collaboratively shape the future of Eastwood through a community-centred approach, ensuring that development and change are both sustainable and reflective of local needs and values. It is designed to tackle critical urban issues such as parking, traffic congestion, and flooding, while simultaneously laying down strategic frameworks for traffic and transport, housing, economic development, and local strategic planning.

Central to the plan is the commitment to architectural and urban design excellence, guiding both the evolution of public spaces and private developments. It will seek to protect Eastwood's fine-grain character, open spaces, and cultural identity, ensuring that growth is both appropriate and underpinned by adequate infrastructure. Additionally, the plan seeks to capitalise on the economic and access opportunities presented by the Ryde Hospital redevelopment.

## ITEM 8 (continued)

The Local Strategic Planning Statement sets a directive for Council to develop a Masterplan for Eastwood in 2025. The project plan seeks to have the Masterplan adopted by Council by August 2025.

### Phase 1 – Early Engagement

#### Methodology: Activities and Promotions

Phase 1 of the Eastwood Masterplan being Early Engagement occurred from 3 April 2024 to 5 May 2024. Information on the Eastwood Masterplan and the consultation activities were promoted through a variety of digital and physical channels as detailed below.

- Digital promotions:
  - **City of Ryde's *Have Your Say* webpage:** available in English, Mandarin, Cantonese and Korean
  - ***Have Your Say* eNewsletter:** sent to 64 subscribers and additional identified stakeholders (including State Authorities and Agencies, Chambers of Commerce, businesses in Eastwood, etc.)
  - **Business eNews eNewsletter:** distributed to 32,418 subscribers
  - **Social media:** targeted Facebook ad, social media posts on City of Ryde's official Facebook and Instagram accounts
  - **Listing in *Open Community Consultations***
- Physical promotions:
  - **Flyer letterbox drop:** distributed to properties within the Eastwood Masterplan area and peripheries.
  - **Posted flyers:** mailed to property owners within the Eastwood Masterplan boundary and peripheries who did not live in the property.
  - **Banners and signs** installed within the Eastwood Masterplan area.
  - **Newspaper advertisement** in *The Weekly Times*
  - **CALD Newspaper advertising:** *Weekly Koreatown* and *Vision China Times* in Korean and Chinese, respectively
  - **Additional flyer drops to businesses** in Eastwood Town Centre
  - **Flyers and Storyboards displayed at Eastwood Library**
- Other promotions
  - Presentation at the Eastwood Chamber of Commerce



## ITEM 8 (continued)

The formal engagement activities undertaken during this 4.5-week period are detailed below.

- Independent activities:
  - **Online survey**
  - **Social pinpoint** (interactive map)
  - Eastwood landowner **vision submissions**
  - **Written submissions**
- Face-to-face activities:
  - **4x Drop-in information sessions:** attended by City Places and Community and Engagement staff, and at least 3 translators (Mandarin and Korean) to provide an opportunity for the community to ask questions and provide comment to the Masterplan;
  - **2x All-day drop-in information sessions at Eastwood Library:** attended by City Places to provide the community to ask questions and provide comment to the Masterplan;
  - **2x Focus Groups:** hosted by City of Ryde to facilitate in-depth discussions on existing challenges and future aspirations for Eastwood with residents, workers and business owners in Eastwood; and
  - **1x Workshop with Macquarie University planning students:** facilitated by City Places.
- Informal engagement activities:
  - **'Doorknocking' businesses** on Rowe Street (both east and west of the rail corridor) to obtain feedback.

Most activities sought to understand the following:

- What the community **love/like** about Eastwood
- What the community wanted to **improve** in Eastwood
- What **ideas and suggestions** the community have for Eastwood

It is noted the term 'love' and 'liked' were both used for the first question throughout our engagement activities. The term 'love' is used in this report as this was more commonly used than 'like'.

## ITEM 8 (continued)

### DISCUSSION

#### Early Engagement Sources

Council's Communications and Engagement Team have analysed the findings and summarised the results into a Community Consultation Report – **ATTACHMENT 1 – CIRCULATED UNDER SEPARATE COVER**. Some highlights from the reports are as follows:

Community feedback was obtained from the following sources:

- 379 Online Survey respondents;
- 286 Drop-in Information session comments;
- 76 Interactive Map (social pinpoint) respondents (286 pins);
- 15 Email submissions;
- 28 Macquarie Workshop participants;
- 20 Focus Group participants;
- 2 Landowner Vision submission; and
- 1 submission from State Agency (Transport for New South Wales).

#### Early Engagement Findings

The following section of the report will discuss the responses provided by the community. As the questioning throughout this community engagement process was very open-ended, there are some unique responses. All the received comments from the sources listed below and have been sorted into themes.

- 379 Online Survey respondents;
- 286 Drop-in Information session comments;
- 76 Interactive Map respondents (286 pins); and
- 15 Email submissions.

The first question we asked the participants was about what they currently **love** about Eastwood, with the responses outlined in Figure 1.

Clear favourite attributes of Eastwood are the **retail** (40%) and **dining** (34%) experience. Eastwood has a high concentration of Asian grocery stores, butchers, fishmongers, bakeries, and food stalls. Many respondents commented on the variety and low prices that these stores offer. Several respondents noted they knew of someone who travel long distances to Eastwood regularly to shop for groceries. The local shops and restaurants are an attraction for visitors to come to Eastwood.

This is only possible with the **multiculturalism** (22%) in Eastwood. The strong Chinese and Korean presence are, again, an attraction for the town centre.

## ITEM 8 (continued)

It is noted that **public transport** (17%) provides convenience and travel options in Eastwood, the parking and traffic remain highly criticised.

Finally, 17% of respondents said they love the **greenery** in Eastwood, and 12% identified the Eastwood Arbour and **pedestrian mall** as something they love.

### Attributes to protect and enhance

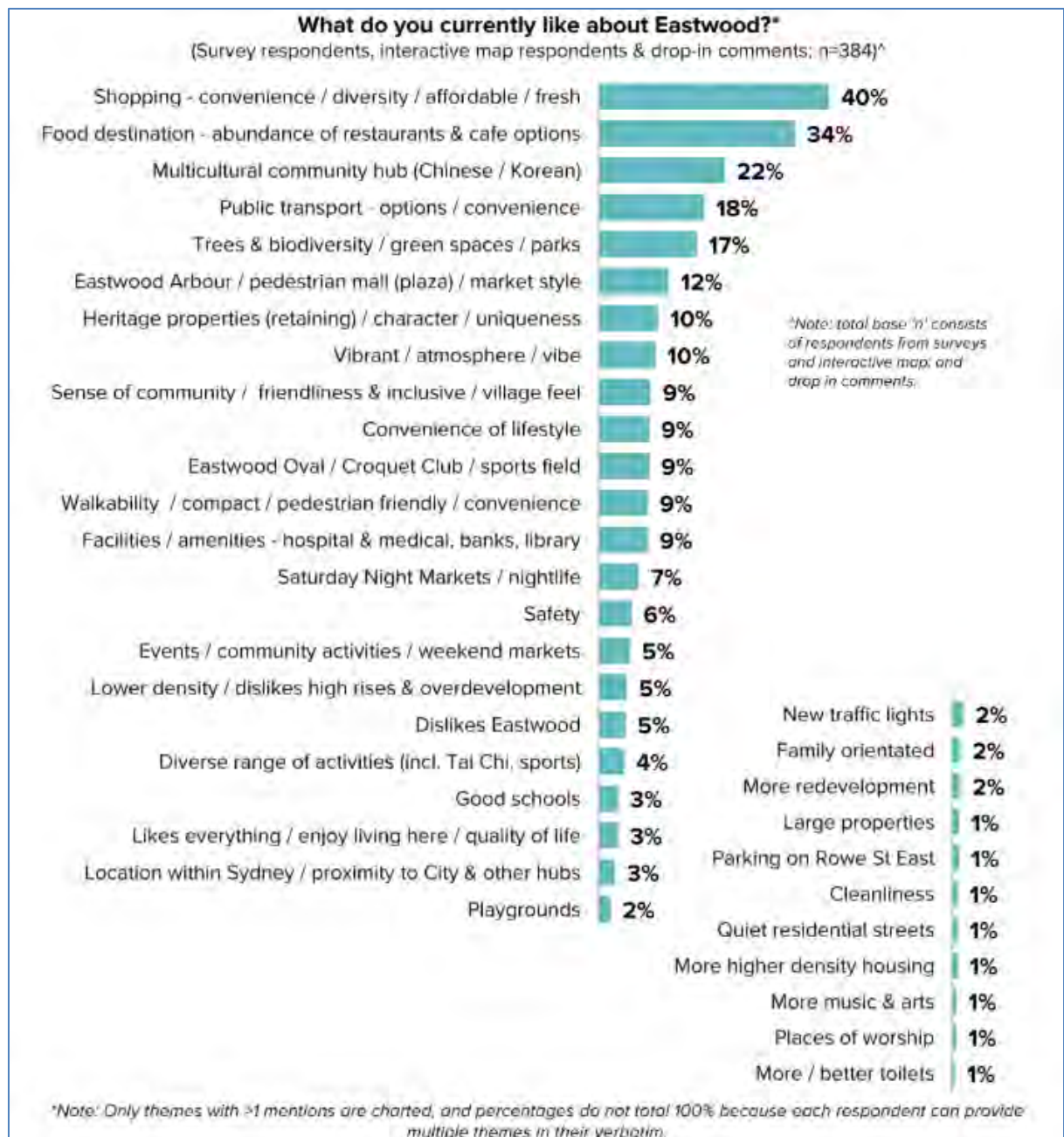


Figure 1. Chart of responses to 'what do you currently like about Eastwood?'

## ITEM 8 (continued)

### Attributes to improve

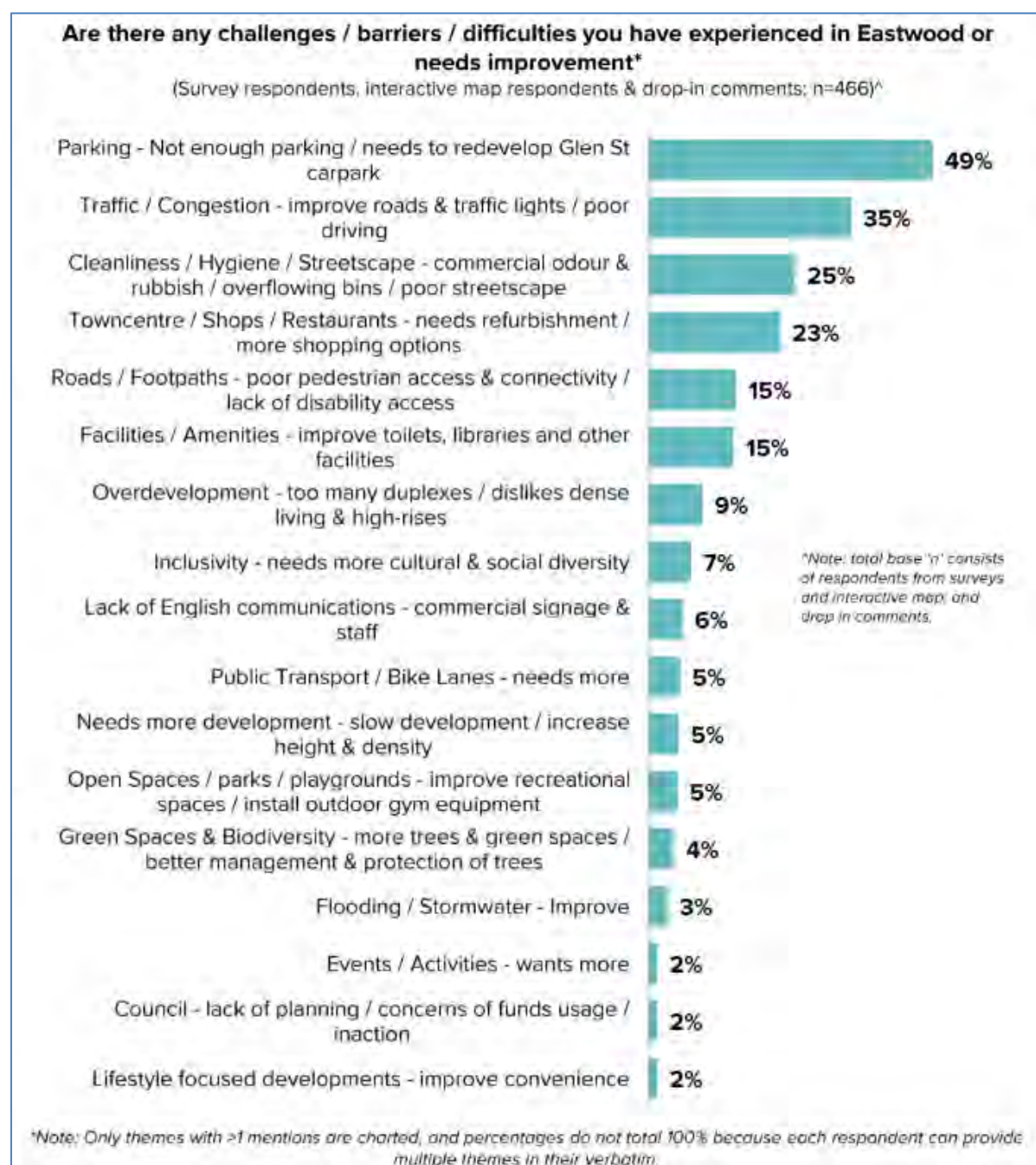


Figure 2. Chart of responses to 'are there any challenges/barriers/difficulties you have experienced in Eastwood or needs improvement?'

The aspects of Eastwood that need improvement are detailed in Table 1 below, sorted into clear categories. They have been compared to related responses from the other two questions as these issues are interrelated and have several factors for consideration. The table is generally sorted from most mentioned to least mentioned.

## ITEM 8 (continued)

Table 1. Interrelated considerations.

Response theme	Improvement	Recommendations	Love
Parking	<b>49%</b> identified parking as an issue in Eastwood (highest order issue raised).  It was emphasised that Glen St carpark needed an upgrade.	<b>33%</b> of respondents want parking improvements in the Eastwood (highest recommendation). Some provided their potential solutions to the issue, such as improving entries and exits to the carparks, or providing their support to the proposal to relocate Glen St carpark to Shaftesbury Road.	<b>1%</b> of respondents 'loved' parking on Rowe Street East. This is likely attributed to the new Rowe St East carpark.
Traffic	<b>35%</b> identified traffic as an issue in Eastwood (2 <sup>nd</sup> highest issue).  Identified reasons for traffic included circling for parking, poor light phasing, pedestrian crossings, bad pedestrian/bike behaviour.	<b>21%</b> of respondents recommended improvements should be made to create better flow and management, as well as improve pedestrian safety.	-
Street hygiene	<b>25%</b> identified street cleanliness, hygiene, odour and/or waste was an issue in Eastwood, or just wanted a more pleasant streetscape.  This is often linked to seafood stores, butchers, or restaurants.	<b>17%</b> of respondents recommended to enforce better street and retail cleanliness in Eastwood as well.	<b>1%</b> of respondents said Eastwood was clean.
Building condition/ quality in town centre	<b>23%</b> of respondents stated the poor condition of the town centre and the surrounding buildings, and that they needed upgrading.  This includes the old fine grain shops in the town centre and the Eastwood Shopping Centre.	<b>28%</b> of respondents (the 2 <sup>nd</sup> highest recommendation) wanted to improve the Eastwood Shopping Centre.  Many residents have become dissatisfied with the quality and condition of the Eastwood Shopping Centre and were curious or impatient regarding the progress of the approved development application. These respondents want to see improvements to this site, with some suggesting introducing big chain stores to Eastwood Shopping Centre, such as Kmart or Target.	<b>10%</b> of respondents love the 'vibe' or atmosphere of Eastwood. The charm of the older buildings in the town centre may link to this.
Community facilities	<b>15%</b> want improvements to public facilities such as public toilets, public library, etc.	<b>23%</b> of community members also recommended improving the quality of community services and spaces such as libraries, and public open spaces. This included requests to reinstate the	<b>9%</b> of respondents love the facilities in Eastwood, including the library and hospital.



**ITEM 8 (continued)**

Response theme	Improvement	Recommendations	Love
		Eastwood Post Office that was closed in 2023, citing concerns for business operations and creating limitations for elderly residents.	
Roads/footpath quality	<b>15%</b> of respondents complained of the quality and/or accessibility of the roads and footpaths around Eastwood.	<b>19%</b> of respondents also commented on pedestrian priority in the town centre – wanting more pedestrian access, walkability and connectivity around Eastwood.	<b>9%</b> of respondents enjoyed the walkability of Eastwood and the compact and convenient centre.
Open space/parks	<b>5%</b> of respondents complained of facilities in these open spaces and parks around Eastwood.  <b>4%</b> say there is insufficient green space in Eastwood and a lack of biodiversity.	<b>17%</b> of respondents want more or better playground equipment and/or exercise equipment in public open spaces.	<b>17%</b> loved the trees, greenery, and green spaces around Eastwood.  <b>9%</b> identified the Eastwood Oval, sports field as something they love as well.
Housing/Density	<b>9%</b> stated they dislike the new apartments in the town centre and/or the duplexes in the suburban areas.  However, <b>5%</b> stated Eastwood needs more development, and the existing controls are too restrictive.	<b>13%</b> of respondents recommended increased height of buildings and commercial spaces. This is to increase housing choice and help renew streetscapes.  However, <b>11%</b> of respondents want to control overdevelopment and want to limit building heights. They are concerned about increased density and its effects on the infrastructure in Eastwood.  <b>3%</b> of respondents want more affordable housing options for young families, seniors, public servants, or vulnerable people.	<b>5%</b> of respondents love the lower density of Eastwood, as well as the large properties ( <b>1%</b> ) and quiet residential streets ( <b>1%</b> ). <b>10%</b> love the heritage and character of the older houses.  <b>2%</b> of respondents love redevelopment and <b>1%</b> of respondents love more housing.
Multi-culturalism	<b>7%</b> of respondents wanted more diversity, claiming Eastwood is too dichotomous. It is Chinese and Korean – no room for much else.  <b>6%</b> wanted clearer signage – some businesses only advertise in their language and do not have an English name. This can be inaccessible to other cultures.	<b>3%</b> of respondents suggested a requirement for English signage enforced for all businesses to improve accessibility.	<b>22%</b> loved the multicultural aspect of Eastwood and the strong Chinese and Korean presence.



**ITEM 8 (continued)**

<b>Response theme</b>	<b>Improvement</b>	<b>Recommendations</b>	<b>Love</b>
Public transport/ bike lanes	<b>5%</b> of respondents want more public transport and bike lanes in Eastwood.	<b>8%</b> of recommended suggested more public transport and bike lanes in Eastwood.	<b>18%</b> love the existing public transport in Eastwood.
Flooding/ stormwater	<b>3%</b> of respondents mentioned the flooding in Eastwood as an issue to be resolved.	<b>2%</b> recommended flooding needed to be resolved or the stormwater discharge should be redesigned.	-
Events/ activities	<b>2%</b> of respondents want more events and activities in Eastwood	<b>2%</b> of respondents recommended more events and activities in Eastwood.	<b>7%</b> stated they love the Night Markets and night life, and <b>5%</b> love the events, markets, and festivals.
Council planning	<b>2%</b> of respondents were concerned with Council's planning, use of funding, and/or inaction in Eastwood.	<b>2%</b> of respondents were concerned with Council's planning, use of funding, and/or inaction in Eastwood.  <b>2%</b> suggested to change the masterplan boundaries.	-
Lifestyle/ vibrancy	<b>2%</b> of respondents wanted Eastwood to provide a greater lifestyle and convenience for its residents.	<b>19%</b> of respondents recommended improvements to Eastwood which would increase the quality of life and convenience in Eastwood. Some used the Lane Cove Canopy project as an example of a revitalised lifestyle centre.	<b>10%</b> love the vibrancy of Eastwood, <b>9%</b> love the village-like feeling and community, with another <b>9%</b> liking the convenience of lifestyle. Quality of life ( <b>3%</b> ), and family oriented ( <b>2%</b> ) are also loved.  However, <b>5%</b> responded they don't love anything about Eastwood.

## ITEM 8 (continued)

### Community recommendations

Figure 3 shows the ideas and recommendations the Eastwood community provided for the Eastwood Masterplan. Most of these recommendations are related to an issue and has been detailed in Table 1.

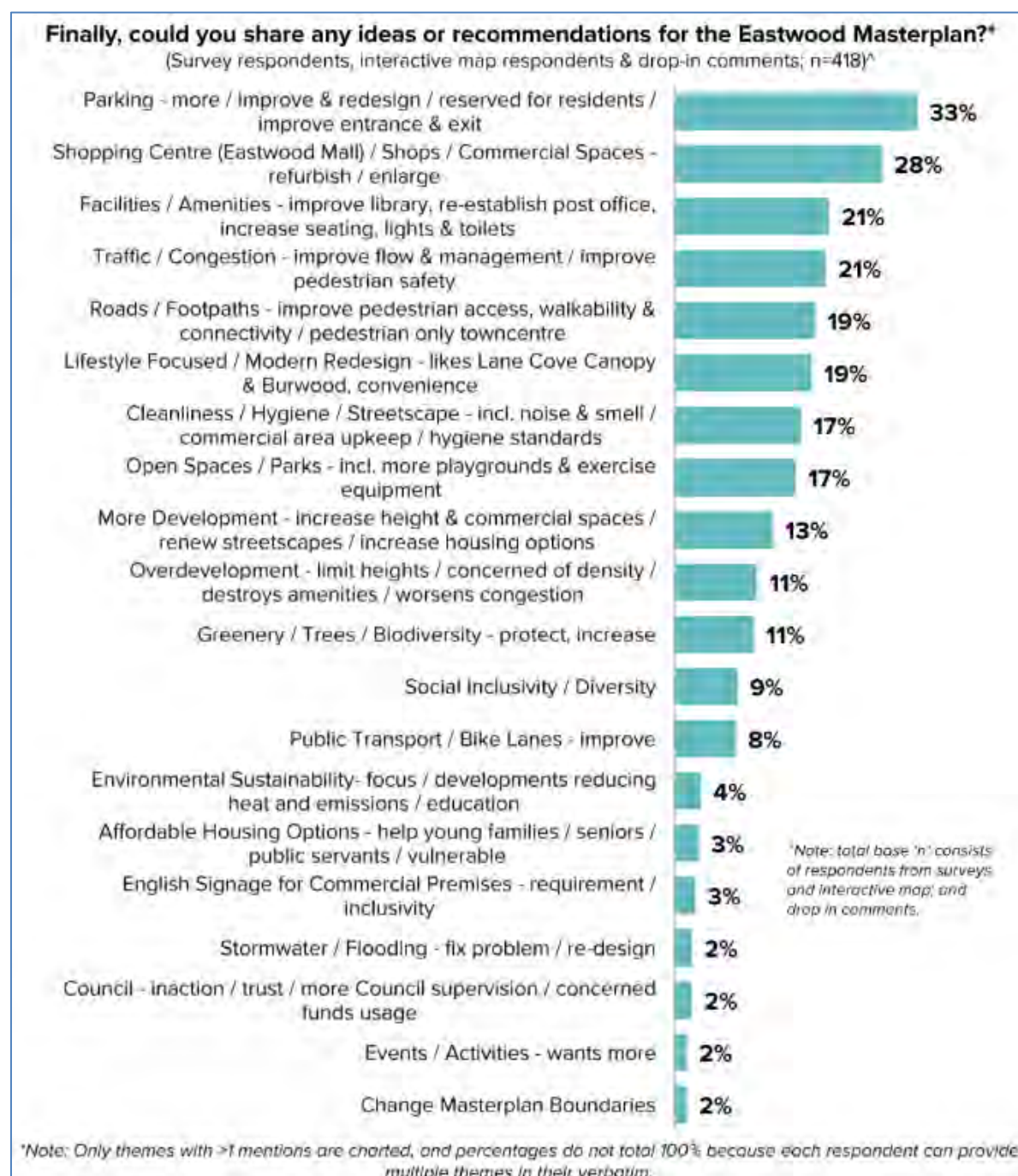


Figure 3. Responses to 'could you please share any ideas or recommendations for the Eastwood Masterplan?'

## **ITEM 8 (continued)**

### Most contentious considerations

The themes found in the community's feedback are mostly consistent. However, there are two themes that are contentious, being the solution to parking and traffic in Eastwood, and housing.

#### *Parking and traffic*

Parking and traffic were consistently the most discussed item throughout the community consultation, and it is clear these issues need to be urgently resolved. However, the solution may be quite contentious. While many respondents want upgrades to the Glen St carpark, some are not in favour of the carpark's relocation to Shaftesbury Road, preferring it to stay at the existing site. The engagement demonstrated that many in the community understand that vehicles circulating to find a parking spot are a cause of traffic. The logical response to this concern is to limit the amount of parking both on-street and in car parking facilities and to prioritise active and public transport. However, these responses, whilst effective, can often be met with resistance from the very communities that are also frustrated by the traffic, due to preference of private vehicle use.

Public transport in Eastwood has been praised by 18% of respondents, and 8% of respondents want it to improve further. Some respondents acknowledge public transport as a solution to the parking and traffic issue – but emphasised it needs to be made more 'convenient' to encourage the usage of alternative modes. Methods to increase convenience for the users may include more frequent services, more diverse routes, and/or prioritisation of public transport. Solutions or recommendations for this issue will be further investigated in the upcoming Transport study.

#### *Housing*

Housing is clearly the most contentious theme throughout this community consultation period. 9% of respondents dislike the new apartments/ duplexes/ increased density overall, 11% suggested strict controls to prevent overdevelopment, and a combined 7% love the lower density, large lot sizes, and the quiet residential streets that Eastwood offers. Contrary to this feedback, 5% state that the development controls in Eastwood are too restrictive, 13% recommended to relax these controls, and a combined 3% want more redevelopment and housing. This results in a combined 27% of respondents that speak negatively of more housing and higher density, compared to 21% of respondents that directly state they would love more housing and density.

A purpose of the Masterplan is to identify opportunities for renewal in Eastwood that are well-designed and sensitive to place. This will inevitably result in some increased building heights and density, and an aim of the Masterplan is to ensure this is suitably supported by infrastructure. A Structure Plan will be developed which will outline where increased development is proposed to occur. The draft structure plan will be publicly exhibited in late 2024, which will provide community members opportunity for further comment on proposed changes relating to building height and density in Eastwood.

## ITEM 8 (continued)

### Risks

There are several concerns regarding the engagement outcomes. While we did receive a high level of interaction with the public with feedback from over 700 people, there are several groups that were under-represented. This is discussed in Table 2 below.

*Table 2. Risks regarding underrepresented groups in Early Engagement.*

Group	Reasoning & Solution	Risk
Youth	<p>We noted most of the drop-in information session participants were middle-aged or elderly. This was reflected in the online survey, as only 11% of survey respondents were in the 0-29 age group, even though 18.9% of Eastwood residents are in the 15-29 age group.</p> <p>Therefore, a workshop with second-year Bachelor of Planning students at Macquarie University was initiated for the last week of Early Engagement. There were some members in this class that were Eastwood locals, while others had never visited. Both groups were able to provide insights.</p>	<p>Masterplans are long-term plans that design for the future. The youth are Eastwood's future, and this masterplan should be designed for them.</p> <p>The masterplan may skew away from the generations that will bear the effects of the Masterplan.</p>
Business owners	<p>It was noted during the Focus Groups that Business Owners were difficult to engage with, even though we had carried out flyer drops to promote the Focus Groups to businesses on both sides of the train station.</p> <p>We conducted 'doorknocks' to businesses around Eastwood Town Centre on a Saturday 9-11am to get feedback. Limited feedback was received as many businesses were focused on setting up for the day, and/or were not yet open. Other efforts to engage business owners include Business eNews article and attending Eastwood Chamber of Commerce meeting.</p> <p>Further direct attempts to make obtain feedback from Business Owners is needed. This will be ongoing throughout the master-planning process.</p>	<p>Business owners – especially those of small, local businesses – are essential to Eastwood and are a part of what many people love about it.</p> <p>Businesses may choose to close or relocate elsewhere due to undesirable masterplan outcomes. This will be a significant loss to the top draw for Eastwood.</p>
Korean	<p>3% of survey respondents spoke Korean, while 2021 census data indicates 8.3% of Eastwood residents could speak Korean. During all our drop-in sessions, participation from Korean community members were observed to be very low and our Korean interpreters barely interacted with community members in Korean.</p> <p>Korean language materials (such as flyers, <i>Have Your Say</i> page, newspaper ads) were just as available as Chinese language materials.</p> <p>The low turn-out to the drop-in information sessions may be attributed to the location of the drop-in sessions – in front of the eastern side of the train station. This was the only area on the eastern side of Rowe St suitable for our set-up without impeding pedestrian mobility. This area has high foot traffic, but people were less inclined to stop.</p>	<p>Eastwood has a strong and notable Korean community, so this underrepresentation is a concern.</p> <p>Outcomes could be perceived as biased towards the 'Chinese side' of Eastwood and create further community division.</p>

## ITEM 8 (continued)

### Implementing the Early Engagement Findings

The goal for the Early Engagement findings was to hear the wants and needs of the community and eventually co-design Eastwood Masterplan with the community. These findings will be put towards the formation of the Vision of the Eastwood Masterplan. More detailed submissions will be directly considered in the Masterplan Drafting phase.

### Vision of the Eastwood Masterplan

The goal of the Vision is to be a concise statement which encapsulates what the community has indicated they want Eastwood to look and feel like. The Vision will be an overarching guiding objective, with underlying 'Principles' that will further guide the Masterplan. These 'Principles' are to be developed during Phase 3 – Masterplan Drafting.

The Vision for the Eastwood Masterplan is as follows:

*Cultivate a vibrant and diverse Eastwood which fosters a connected, resilient, and healthy community.*

Key words of the Vision and the reasoning is outlined in the Table 3 below.

*Table 3. Key words of the Vision Statement and definitions.*

Key word	Rationale
Vibrant	<p>Eastwood's town centre is already bustling with activity during the day, not to mention during events such as the Night Market or the Granny Smith Apple Festival. The Masterplan aspires that Eastwood is lively at nighttime as well.</p> <p>The two responses to what people loved about Eastwood were to do with its vibrancy. 40% of respondents love coming to Eastwood to shop during the day, and 34% love Eastwood as a food destination. 28% of respondents said they wanted more retail and the refurbishment of the Eastwood Shopping Centre, which would further diversify the attractions to Eastwood.</p>
Diverse	<p>Many respondents appreciated the concentration of Chinese and Korean communities in Eastwood, which is reflected in the businesses based in the area. Other respondents want to see Eastwood become more diverse and welcoming to other backgrounds as well.</p> <p>22% of respondents identified Eastwood's multicultural community as something they loved – the third top response. 7% of respondents criticised Eastwood should be more inclusive.</p>
Connected	<p>In the context of Eastwood, being 'connected' embodies a dual significance – it signifies not only the smooth integration of transport networks and movement through the town centre, but also the cohesion of a divided community.</p> <p>With the train station and potential mass transit to Macquarie Centre along Rutledge St/First Ave, Eastwood is well-connected to the rest of Sydney, but is internally disconnected.</p>

**ITEM 8 (continued)**

Key word	Rationale
	Parking and traffic are a huge issue in Eastwood and is well reflected in our engagement outcomes – the top 2 responses to challenges in Eastwood were parking (49%) and traffic (35%). 19% of respondents suggested improving walkability and pedestrian access.
Resilient	Flooding is a major issue in Eastwood that must be addressed to enable future growth. The installation of mitigation methods, and other infrastructure to support the future will lead to a more resilient town centre.
Healthy	<p>The Ryde Hospital redevelopment presents an opportunity to develop a lifestyle and health precinct in Eastwood.</p> <p>Respondents also saw cleanliness and hygiene in Eastwood as an issue – 25% mentioned commercial odour and rubbish. Remedying this issue is pertinent to increasing the pedestrian amenity of the town centre.</p> <p>This also refers to greenery and green spaces around Eastwood – the Eastwood Arbour (wisteria arbour on Rowe St mall) and the Eastwood Oval are landmarks of the town centre. 17% of respondents loved this aspect of Eastwood and 17% suggested open spaces and parks should be improved with more amenities offered.</p>

**Next Phases**

The next phases of the Eastwood Masterplan's are Phase 2 – Technical Studies and Phase 3 – Drafting the Masterplan. The timeline below (figure 4) indicates our estimated timeframes for each planned stage.



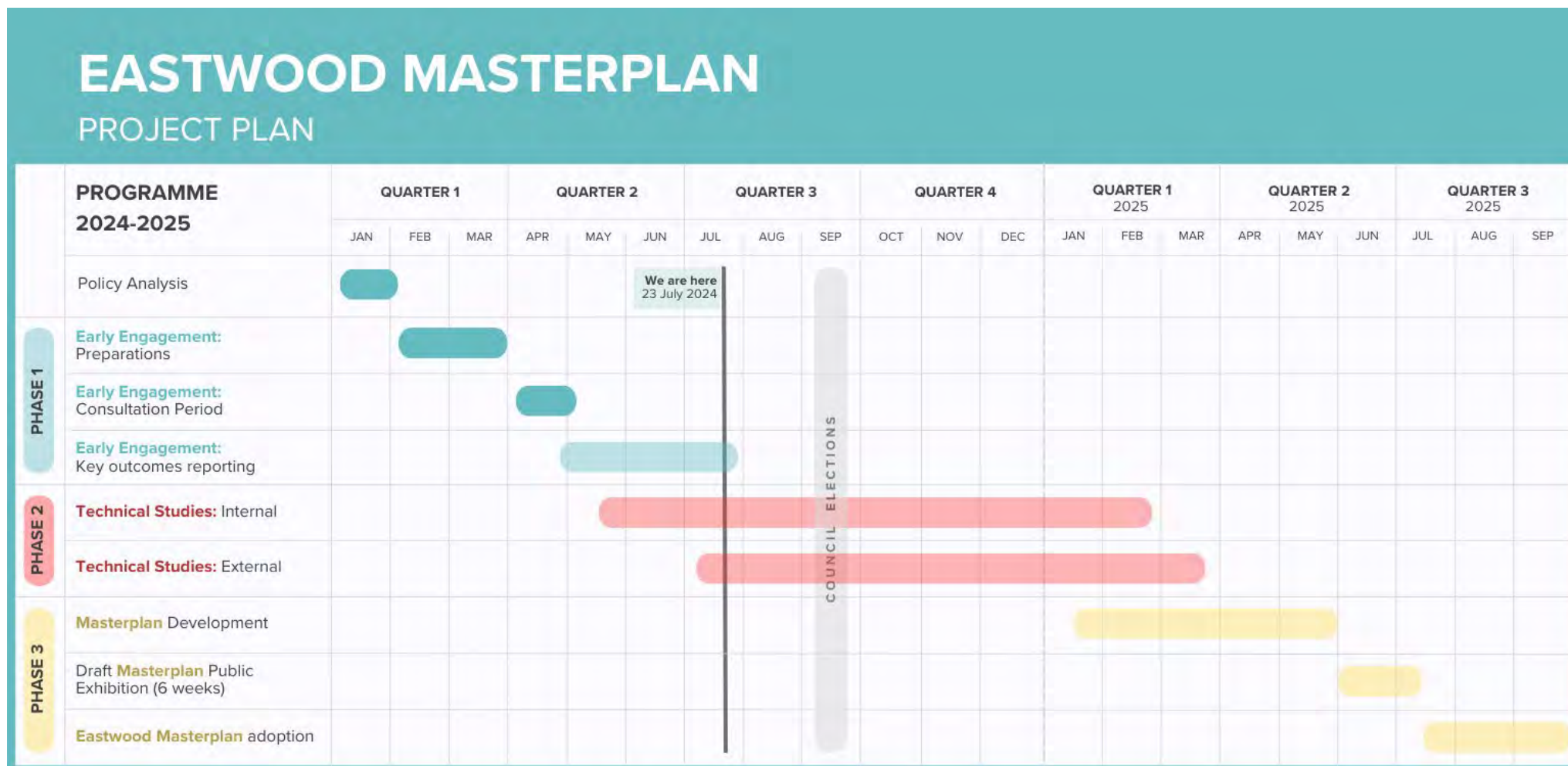


Figure 4. Project plan timeline of the Eastwood Masterplan indicating estimated timeframes for each stage.

## Phase 2 – Technical Studies

Technical Studies are a key aspect of master planning and serve several purposes, including data gathering and analysing, problem identification, provision of recommendations, and support decision making in relation to urban planning, design, and infrastructure implementation. Stakeholder engagement will continue throughout this process. Table 4 identifies the technical studies to be conducted internally and externally. It is noted that there will be high involvement and collaboration with internal Council staff for the technical studies. This will contribute to reducing the final cost.

Planning for the Technical Studies phase is already underway, with the relevant internal teams already engaged and timeframes established for the internal studies. A separate Business Case has been complete for the external studies. The business case is going through an internal approval process.

*Table 4. Internal and External Technical Studies.*

Internal technical studies and projects	External technical studies
<ul style="list-style-type: none"> <li>• Heritage review</li> <li>• Open Space Study</li> <li>• Urban Design Study</li> <li>• Infrastructure Costings</li> <li>• Built form modelling and public domain plan</li> <li>• Graphic Design (ongoing)</li> <li>• Feasibility Study</li> </ul>	<ul style="list-style-type: none"> <li>• Transport Study</li> <li>• Economic study</li> <li>• Fine Grain Flood Study</li> <li>• Land Contamination Study</li> <li>• 3D Visualisation – photomontages</li> <li>• Connecting with Country advice</li> <li>• Language translations</li> </ul>

## Phase 3 – Masterplan Development

This phase will compile the findings of Phase 1 – Early Engagement, and Phase 2 – Technical Studies to create a draft Eastwood Masterplan. Once a draft is complete, it will go on public exhibition for six (6) weeks.

## **Conclusion**

This report outlines the feedback received from the community and stakeholders during the public consultation undertaken between 5 April 2024 to 5 May 2024 of the Eastwood Masterplan. The community consultation received a high level of engagement, with approximately 440 respondents (collated from the online survey, social pinpoint map, and the written submissions), 368 drop-in session comments received, two (2) landowner vision submissions, one (1) State Agency submission, 20 focus group participants, and 28 workshop participants.

The most frequent responses were to do with parking, traffic, public cleanliness and the quality and condition of public facilities and spaces. Respondents also had a lot to love about Eastwood, including the retail, restaurants, multiculturalism, public transport, and greenery.

**ITEM 8 (continued)**

The Eastwood community are evidently passionate about their place and want to see it change and grow towards the better. The proposed Vision endeavours to encapsulate the sentiments of the community: *‘Cultivate a vibrant and diverse Eastwood which fosters a connected, resilient, and healthy community.’*

Upon the endorsement of the findings of the Early Engagement and the Vision of the Eastwood Masterplan, the next phase is due to begin. The Technical Studies are a crucial part of master-planning – it will inform our approach to Eastwood based on data, analysis, and expert recommendations. After the Technical Studies are completed, we will proceed to draft the Eastwood Masterplan.

## 9 ADOPTION OF THE RYDE ECONOMIC DEVELOPMENT STRATEGY AND NIGHT-TIME ECONOMY STRATEGY

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**Report prepared by:** Senior Coordinator - City Economy  
**File No.:** COR2023/94 - BP24/512

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### REPORT SUMMARY

This report seeks Council's consideration and adoption of the *Economic Development Strategy* (**ATTACHMENT 1 – CIRCULATED UNDER SEPARATE COVER**) and the *Night-Time Economy Strategy* (**ATTACHMENT 2 – CIRCULATED UNDER SEPARATE COVER**).

Both Strategies were placed on public exhibition between Thursday, 30 May 2024 and midnight Sunday, 30 June 2024. Stakeholder engagement insights have been captured in a *Stakeholder Engagement Insights Report* (**ATTACHMENT 3 – CIRCULATED UNDER SEPARATE COVER**).

Like the development of the Strategies, stakeholder engagement activities and the development of the Insights Report were completed in-house by Council's City Economy team (saving the Council a further estimated \$5,000-10,000 on top of the already \$150,000 saved in the development of the Strategies).

Stakeholder feedback was focused on the implementation of the *Economic Development Strategy* and the *Night-Time Economy Strategy*. The City Economy's team have developed their *2024-25 Economic Action Plan* with stakeholder feedback in mind. Furthermore, as part of our commitment to transparency, the City Economy team will publish the Action Plan on Council's website.

### RECOMMENDATION:

- (a) That Council adopts the *Economic Development Strategy* (**ATTACHMENT 1**) and the *Night-Time Economy Strategy* (**ATTACHMENT 2**).
- (b) That Council notes the *Stakeholder Engagement Insights Report* (**ATTACHMENT 3**).
- (c) That Council notes the *2024-25 Economic Action Plan* will be published on Council's website in the first week of August 2024.

### ATTACHMENTS – CIRCULATED UNDER SEPARATE COVER

- 1 Economic Development Strategy
- 2 Night Time Economy Strategy
- 3 Stakeholder Engagement Insights Report - Draft Economic Development Strategy and Night Time Economy Strategy - 11 July 2024 (Final)

**ITEM 9 (continued)**

Report Prepared By:

**Samantha Hardie**  
**Senior Coordinator - City Economy**

Report Approved By:

**Daniel Hughes**  
**Executive Officer - City Economy**

**Michael Galderisi**  
**General Manager - City Shaping**

## ITEM 9 (continued)

### History

- Council's City Economy team have led the development of a new *Economic Development Strategy* and the City's first *Night-Time Economy Strategy*.
- On Tuesday, 28 May 2024, Council resolved to publicly exhibit the draft *Economic Development Strategy* and the draft *Night-Time Economy Strategy* for a minimum 28 days, commencing Thursday, 30 May 2024.
- Developed in-house (saving Council approximately \$150,000), the Strategies seek to use an outcomes-based approach to strategic planning – whereby long-term economic outcomes are paired with four-year economic objectives (matching the term of Council).
  - To operationalise the Strategies, the City Economy team develops an annual *Economic Action Plans* in consultation with Councillors and teams across Council.

### Discussion – Stakeholder Engagement

#### Methodology

City Economy utilised the *Double Diamond* design process as its method for producing these Strategies. This design process encourages active consultation in the development of the Strategies. In short, this method encourages:

- early consultation with key stakeholders to discover and encourage divergent thinking and the testing of problem statements,
- synthesis of researched materials alongside stakeholder insights to shape a draft Strategy, and
- engagement on a draft Strategy to test and validate its direction before it is finalised.

#### *Discovery Phase Engagement*

Communications and stakeholder engagement during the Discovery Phase (November 2023-April 2024) included:

- Ten targeted interviews with local businesses (including start-ups, scale-ups, and community service providers)
- Thirteen targeted interviews with multinational businesses as a part of Council's response to the *Stage 1 Rezoning Proposal* for the Macquarie Park Innovation District
- Engagement with educational institutions, including the Institute of Applied Technology – Digital and the various incubator programs being operated by Macquarie University and the University of Technology, Sydney



## ITEM 9 (continued)

- Broader networking and engagement with Sydney's business ecosystem through Business Western Sydney and Business Sydney (covering topics such as skilled migration, state of the economy, advanced manufacturing, regional economic development, and integrated transport planning)
- Close to 60 direct interactions with businesses across the City of Ryde's small and neighbourhood centres, and
- A Walking on Country session in the Macquarie Park Innovation District with local Aboriginal Elders of the Darug Nation.

In addition to these engagements, Council's City Economy team actively engaged with State Government agencies, such as the Office of the NSW 24-Hour Commissioner, Investment NSW, and Service NSW.

The *Stakeholder Engagement Insights Report* at **ATTACHMENT 3** includes stakeholder insights captured during the Discovery Phase.

### *Public Exhibition*

Drafts of the *Economic Development Strategy* and *Night-Time Economy Strategy* were placed on public exhibition between Thursday, 30 May 2024 and midnight Sunday, 30 June 2024. Engagement activities during the public exhibition period included:

- A half-day drop-in session with Macquarie University staff and students
- Stalls at Eastwood Night Market, Ryde Wharf Market, and the Ryde Community Expo
- A presentation at the 2024 Ryde Business Forum
- A unique Have Your Say page on Council's website,
- A unique Social Pinpoint Map on Council's website, and
- Online surveys.

During these activities staff engaged with over 1,100 stakeholders and received over 500 pieces of written feedback.

Most of the feedback received during the public exhibition period focused on the draft *Night-Time Economy Strategy*. The project team anticipated this, given it is the City's first *Night-Time Economy Strategy* and is a key priority for the NSW Government's *Vibrancy Reforms*.

The *Stakeholder Engagement Insights Report* at **ATTACHMENT 3** includes stakeholder insights captured during the public exhibition period.

## ITEM 9 (continued)

### *Impact of Stakeholder Engagement on final Strategies*

Stakeholder sentiment, particularly towards the *Night-Time Economy Strategy*, was positive. The feedback staff received is largely focused on implementation of the Strategies, with feedback either:

- Targeting key issues that need to be addressed in other Council strategies (e.g., town planning issues in the *Eastwood Master Plan* and public transport challenges in the refresh of Council's *Integrated Transport Strategy*); or
- Targeting ambiguity associated with an outcomes-based approach to strategic planning (i.e., not seeing a list of actions in a Strategy).

The City Economy team have taken this feedback on board in the design of its 2024-25 *Economic Action Plan*. An operational document, the Action Plan has been endorsed by Council's Executive Leadership Team and subject to consultation with Councillors via a Councillor workshop on Tuesday, 2 July 2024. The 2024-25 *Economic Action Plan* will be published on Council's website in the first week of August 2024.

### **Financial Implications**

There are no financial implications associated with the recommendations of this report. Completion of these Strategies, alongside stakeholder engagement and the preparation of an insights report, has delivered Council savings of approximately \$160,000.

The 2024-25 *Economic Action Plan* has also been developed within the existing budget allocation to the City Economy team for FY2024/25.

## 10 CITY OF RYDE LOCAL INFRASTRUCTURE STRATEGY – ADOPTION

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**Report prepared by:** Senior Coordinator - Asset Integration  
**File No.:** GRP/24/37 - BP24/518

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### REPORT SUMMARY

At the May 2024 Ordinary Meeting, Council considered a revised draft Local Infrastructure Strategy to serve as a comprehensive framework for addressing infrastructure gaps, enhancing service delivery, and promoting resilience in the face of future challenges. The strategy outlines the challenges to be addressed to ensure appropriate management future population growth and demand for infrastructure. The draft strategy incorporates the different needs of the City of Ryde community in both the present as well as the needs of the future. This strategy is intended to be flexible, to be applicable to the unknowns of the future.

Following its consideration, Council resolved that:

- (a) That Council approves the draft Local Infrastructure Strategy being placed on public exhibition for a period of 28 days, commencing 30 May 2024.*

Following endorsement from Council at its May 2024 meeting, the Draft Local Infrastructure Strategy was placed on exhibition on Council's Have You Say Public website since Thursday 30 May 2024, and was available for review and comment until Sunday 30 June 2024.

In addition to the strategy being exhibited on Council's website, City Fabric actively engaged with the community to receive as much feedback as possible from the community and other government and non-government organisations. This includes:

- Promoting the draft Local Infrastructure Strategy to state bodies via email correspondence and follow up correspondence through the contact points provided.
- Presentation at the combined Ryde Business Chambers event held on Thursday 13 June 2024.
- Seeking feedback from Council's partnerships with tertiary education providers such as Macquarie University and the University of Technology Sydney.

Following consultation, feedback from all stakeholders has been considered, and minor amendments to the previously exhibited draft documents have been incorporated into the final document for adoption (**ATTACHMENT 1 – CIRCULATED UNDER SEPARATE COVER**).

**ITEM 10 (continued)**

**RECOMMENDATION:**

- (a) That Council notes the public submissions received as per the Stakeholder Engagement Insights Report (**ATTACHMENT 2**).
- (b) That Council adopt the Local Infrastructure Strategy, as considered by Council in May 2024 with minor amendments (**ATTACHMENT 1**).

**ATTACHMENTS – CIRCULATED UNDER SEPARATE COVER**

- 1** Local Infrastructure Strategy
- 2** Local Infrastructure Strategy - Stakeholder Engagement Insights Report

Report Prepared By:

**Marcus Apicella**  
**Senior Coordinator - Asset Integration**

Report Approved By:

**Daniel Carneiro**  
**Acting General Manager - City Shaping**

## ITEM 10 (continued)

### Discussion

Following endorsement from Council at its May 2024 meeting, the draft Local Infrastructure Strategy was placed on exhibition on Council's Have You Say Public website since Thursday 30 May 2024, and was available for review and comment until Sunday 30 June 2024.

In addition to the strategy being exhibited on Council's website, City Fabric actively engaged with the community to receive as much feedback as possible from the community and other government and non-government organisations. This includes:

- Promoting the draft Local Infrastructure Strategy to state bodies via email correspondence and follow up correspondence through the contact points provided.
- Presentation at the combined Ryde Business Chambers event held on Thursday 13 June 2024.
- Seeking feedback from Council's partnerships with tertiary education providers such as Macquarie University and the University of Technology Sydney.

There has currently been limited feedback to the strategy, with only three (3) written submissions received from Council's Have Your Say Page and two (2) submissions received from Council's university partnerships (one of which was recorded within the Have Your Say page) despite Council's attempts to generate greater interest and buy-in from the community and businesses.

Feedback given by the community includes the following:

- Inclusion in the document of Eastwood as a major town centre, as this was not mentioned in the highlight section of the document. This will need to be rectified and changes in the final version of the document.
- Modification to some infographics

The Strategy document has been reviewed and updated with the limited feedback, and the graphic design has been completed in house by Council's Communications and Engagement Department. There have been some minor amendments to the document since being on draft, including:

- Updated infographics on page 32 and 33 in place of a table that presented the requirement for Open Space within the LGA.
- Spelling and grammar amendments

The Stakeholder Engagement Insights Report (**ATTACHMENT 2 – CIRCULATED UNDER SEPARATE COVER**) is provided as reference for the submissions received as part of the exhibition of the strategy.

## **ITEM 10 (continued)**

### **Financial Implications**

All stakeholder engagement activities were undertaken using existing resources, with no additional cost of engagement through third parties.

The future provision of infrastructure determined by this strategy will be allowed for as part of Council's asset management planning framework and will be reflected in Council's Strategic Asset Management Plan and related Long Term Financial Planning for Assets.



## **11 LAND CLASSIFICATION AT DENISTONE**

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**Report prepared by:** Manager - Property Management  
**File No.:** GRP/24/36 - BP24/492

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### **REPORT SUMMARY**

At the Extraordinary Council Meeting held on 23 May 2023, Council resolved to purchase Lot 580 in Deposited Plan 340013, Lot 1 in Deposited Plan 435180 and Lot 12 in Deposited Plan 867700 known as Part 59 Chatham Road, Denistone.

Acquisition of the subject property settled on the 14 June 2024.

In pursuit of a previous Council resolution to classify this land upon its acquisition as Operational Land under the Local Government Act, public notification was given of this intention to classify this land.

This public notification period has now closed and based on the substance of this report, Council may now act on its previous resolution to classify this land as Operational Land under the Local Government Act.

### **RECOMMENDATION:**

That, pursuant to Section 31(2) of the Local Government Act, the land described as Lot 580 in Deposited Plan 340013, Lot 1 in Deposited Plan 435180 and Lot 12 in Deposited Plan 867700 be classified as Operational Land.

### **ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Glenn Davis**  
**Manager - Property Management**

Report Approved By:

**Charles Mahfoud**  
**Executive Manager - City Infrastructure**

**Luke Homann**  
**General Manager - Business and Operations**

## ITEM 11 (continued)

### Discussion

At the Extraordinary Council Meeting held on 23 May 2023, Council resolved to purchase Lot 580 in Deposited Plan 340013, Lot 1 in Deposited Plan 435180 and Lot 12 in Deposited Plan 867700 known as Part 59 Chatham Road, Denistone ("the Subject Property").

Acquisition of the subject property settled on the 14 June 2024.

As part of the resolution to acquire the Subject Property, it was also resolved to classify it as Operational Land under the relevant provisions of the Local Government Act.

In order to facilitate this, a Public Notice under Section 34 of the *Local Government Act 1993* was placed on public exhibition in order to satisfy Council's statutory obligations.

The 28-day exhibition period commenced on Friday, 03 May 2024 and concluded on Thursday, 30 May 2024. One submission was received and is addressed in the following section of this report.

It was determined that this submission from the community member did not hold any merit and therefore, should be given no weight in consideration in this decision to classify this land.

### Community Feedback Received

During the exhibition period, feedback was received from one member of the community which was sent to Council's *Have your Say* page. This feedback is as follows:

*[In all documents related to this matter, please keep my name and email address private and confidential.]*

*I object to the proposed reclassification of part of 59 Chatham Road, Denistone, on the following grounds:*

- 1. The council has made inadequate efforts to publicise this proposal. (I became aware of this proposal, randomly, whilst seeking unrelated information on the council's website.)*
- 2. There is inadequate supporting information with the public notice about the proposed acquisition of the land. (The information in the public notice implies that the land is not currently owned by council - and that council is intending to engage in "acquisition" of the land - but there is no information about how or why the council is intending to acquire this land.)*

**ITEM 11 (continued)**

3. *There is inadequate supporting information with the public notice about the land reclassification process and its implications for this site. (There is no attempt, in the public notice, to explain how or why land is classified in a certain way - and why it is that council is intending to reclassify this land. There is no information with the public notice about what it actually means, in practical terms, for land to be classified as "operational." The public notice makes no reference to whether or not the land is currently classified as "community" land.)*
4. *There is no information with the public notice about potential implications for the current bowling club operating on the site.*

*I request to be kept informed about the progress of this matter.*

*[End of submission.]*

It is Council policy that all submissions received will be publicly accessible on request and not be made private and confidential. Given that the single submission received requested that their information be kept private and confidential, Council therefore need not give their submission any weight (or less weight) in the overall consideration of the proposal.

Nonetheless, this feedback has been considered and it is noted that:

1. Council has satisfactorily met its statutory obligations under Section 34 of the Act to notify the public of the proposed classification and followed all requirements.
2. The notice was also published on Council's "Have Your Say" page, which included the following notation on its potential future use:

*Please Note: This notice is regarding the proposed classification of land only; separate community feedback will be sought on the future use of the site following completion of the acquisition process.*

3. The previous Council resolution regarding the proposed acquisition and the reasons as to why Council intended to acquire the land was resolved as a confidential matter.
4. The reasons as to the intended purpose of the acquisition and its future use are not relevant to the proposed resolution to classify this land.

Council therefore considers that the submission does not hold any merit and that no weight should be awarded to it in terms of deciding to complete Council's previous resolution to classify this land as Operational Land.

It should be noted that, under the Act, the receipt of any submissions received regarding the Section 31 notice regarding classification of land does not trigger the need for any Ministerial consent.

**ITEM 11 (continued)**

Notwithstanding, Council has responded to the community member with information pertaining to the matters raised to provide background and clarification of the matters raised in his submission.

**Financial Implications**

Adoption of the recommendation will have no financial impact.

## 12 OLIVE STREET FOOTPATH

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**Report prepared by:** Senior Coordinator - Infrastructure Services  
**File No.:** GRP/24/36 - BP24/554

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### REPORT SUMMARY

This report has been prepared in response to the Council resolution passed on 28 May 2024, which stipulated the following:

That the City of Ryde notes:

- (a) *A petition submitted at the March 2024 Council Meeting by Councillor Deshpande with 52 signatures on behalf of the residents of Olive Street led by Mr David Bennett. Council Meeting Page 28 Minutes of the Council Meeting No. 8/24, dated 28 May 2024.*
- (b) *Council staff have reviewed the one (1) year Operational Plan to understand the delay in providing a footpath to the residents of Olive Street.*
- (c) *The delay from the previous four (4) year term by the then Council has adversely impacted residents of Olive Street.*
- (d) *The Mayor, Councillor Trenton Brown has visited the site and the residents to review the impact and has provided feedback to Council staff.*
- (e) *That the City of Ryde review the current Operational Plan and revisit planned activities for the construction of footpaths to bring forward the construction of the Olive Street footpath within the 2024/2025 financial year by reallocating funding within the Paths and Cycleways budget for the year 2024/2025.*

A high-level cost estimate, including an adequate contingency, has been undertaken for constructing a concrete footpath on Olive Street, between Ronald Avenue and Bridge Road. The total required budget for the scope of works inclusive of investigations, design, construction is approximately \$320,000.

As per part e) of the council resolution, a review of the current Operational Plan has been undertaken to bring forward the construction of Olive Street footpath to the 2024/25 financial year. This review necessitated the need for reprioritisation of three footpath expansion projects to ensure adequate budget is available for the construction of Olive Street footpath. The proposed changes that are to be in the adopted 2024/25 operational plan are shown in the below table.

**ITEM 12 (continued)**

<b>Footpath Construction Expansion Cluster 2024/25</b>	<b>Current 2024/25 Approved Budget</b>	<b>Proposed Budget 2024/25</b>
Cosimo Street (Quarry Road - Cul-de-sac)	\$100,000.00	Deferred to 2026/27 FY
Napier Crescent (David Avenue - 350 Lane Cove Road)	\$40,000.00	Deferred to 2025/26 FY
Suttor Avenue (Belmore Street - Church Street)	\$180,000.00	Deferred to 2025/26 FY
Olive Street (Ronald Avenue to Bridge Road)	\$0.00	\$320,000.00

The construction of the Olive Street footpath from Ronald Avenue to Bridge Road is anticipated to be completed in the 2024/25 financial year.

**RECOMMENDATION:**

- (a) That Council defer funds from the following three identified footpath expansion projects in the current 2024/25 Operational Plan totalling an amount of \$320,000:-
  - Cosimo Street (Quarry Road – Cul-de-sac)
  - Napier Crescent (David Avenue – 350 Lane Cove Road)
  - Suttor Avenue (Belmore Street – Church Street)
- (b) That Council allocate these deferred funds for the investigation, design, and construction of a footpath on Olive Street.
- (c) That Council undertakes the construction of a footpath on Olive Street from Ronald Avenue to Bridge Road within the 2024/25 financial year.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Chaitanya Tadikonda**  
**Senior Coordinator - Infrastructure Services**

Report Approved By:

**Meroeh Suesser**  
**Manager - Engineering and Project Delivery**

**Charles Mahfoud**  
**Executive Manager - City Infrastructure**

**Luke Homann**  
**General Manager - Business and Operations**



## **ITEM 12 (continued)**

### **Discussion**

#### **Background**

Requests for new footpaths are assessed based on pedestrian usage and connectivity, streets with no footpath on either side, and special request. Priority is given to areas with high pedestrian movement, connections to major streets, and locations that address significant safety risks or serve special needs groups.

Following these criteria, the Olive Street footpath project was initially scheduled for construction in the 2024/25 financial year, as per Council's previous four-year delivery plan 2021-2025. However, due to budget constraints, exacerbated by the challenges posed by the COVID-19 pandemic, several projects, including the Olive Street footpath, had to be deferred to future years.

Notwithstanding this, Council applied for a Transport for New South Wales (TfNSW) grant funding to undertake works within Olive Street. However, Council has not been successful in obtaining this grant amount.

Council acknowledges the concerns raised by the residents of Olive Street and note that Olive Street between Ronald Avenue and Bridge Road does not have footpath on either side of the street. The proposed footpath will complete the missing link from Ronald Avenue to Bridge Road and provide safe access for pedestrians to access multiple facilities such as local businesses and bus stops.

#### **Operational Plan review and response as per the resolution**

In response to these concerns, a Council resolution was passed on the 28 May 2024 meeting to review the current Operational Plan and reallocate funding within the Paths and Cycleways budget for 2024/25 to bring forward the construction of the Olive Street footpath. This review identified the need to reprioritise three footpath expansion projects to ensure adequate budget availability.

A high-level cost estimate, including contingency, for constructing a concrete footpath on Olive Street between Ronald Avenue and Bridge Road totals approximately \$320,000. This amount includes investigations, design, construction and contingency.

## ITEM 12 (continued)

The proposed changes to the adopted 2024/25 operational plan are as follows:

<b>Footpath Construction Expansion Cluster 2024/25</b>	<b>Current 2024/25 Approved Budget</b>	<b>Proposed Budget 2024/25</b>
Cosimo Street (Quarry Road - Cul-de-sac)	\$100,000.00	Deferred to 2026/27 FY
Napier Crescent (David Ave - 350 Lane Cove Road)	\$40,000.00	Deferred to 2025/26 FY
Suttor Avenue (Belmore Street - Church Street)	\$180,000.00	Deferred to 2025/26 FY
Olive Street (Ronald Avenue to Bridge Road)	\$0.00	\$320,000.00

The construction of the Olive Street footpath from Ronald Avenue to Bridge Road is anticipated to be completed in the 2024/25 financial year.

### Financial Implications

Undertaking this project will not exceed the resolved 2024/25 budget allocation for the Footpath Construction Expansion Cluster. However, it requires reallocating funds from the currently listed projects on Cosimo Street, Napier Crescent, and Suttor Avenue to future years in the Footpath Construction Expansion Program.

## 13 SOCIAL PLAN 2025-2030 - ENGAGEMENT OUTCOMES REPORT AND NEXT STEPS

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**Report prepared by:** Senior Coordinator Social & Cultural Planning  
**File No.:** PM23/30800 - BP24/571

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### REPORT SUMMARY

The Social Plan 2019-2024 has been reviewed to ensure that this strategic document plans for meaningful outcomes for the community over the next five years. As part of the review and methodology for developing the new Social Plan, a strategic approach was adopted by Council in early 2024 to:

- engage with stakeholders and understand the current and future needs of our community
- apply the stakeholders' engagement outcomes and lessons learned from previous practices to develop an outcomes-based approach
- update the vision and strategic directions in line with the updated/new strategic planning documents
- outline measurable objectives and intended outcomes, and
- define a roadmap for implementing the updated objectives.

Accordingly, comprehensive stakeholder engagement was undertaken seeking stakeholders' feedback and input into the update for the Social Plan 2025-2030 concurrently alongside the engagement process for the Creativity Strategy 2025-2030 due to:

- necessity of early engagement with stakeholders through a transparent, inclusive, and fit for purpose process
- similar timeframe for reviewing and updating both documents
- connected nature of the social cohesion, wellbeing and inclusion, and the cultural and creativity development across community and businesses
- considerations for managing and mitigating risks such as consultation fatigue and overlaps
- shared infrastructure for social, cultural, and creative activities
- shared contribution of both documents to the City of Ryde identity, and
- providing better connection and alignment between the two documents.

Following the conclusion of engagement and consultation activities, the **Social Plan 2025-2030: Engagement Outcomes Report** (provided in **ATTACHMENT 1 – CIRCULATED UNDER SEPARATE COVER**) was developed to present the details of applied engagement methodology, processes, and the feedback received from stakeholders through a series of engagements and consultations.

### ITEM 13 (continued)

The outcomes of engagement presented in the Report, will inform future vision and priorities that help guide Council's work for improving social inclusion and wellbeing, and delivering best outcomes for community through to the year 2030. The stakeholders' feedback will inform objectives of the Social Plan 2025-2030 and targeted outcomes for community.

The Social Plan 2025-2030 will be developed based on the proposed plan outlined in the table below.

Table 1. Proposed delivery plan for Social Plan 2025-2030

Date	Phase/Activity
September-November 2024	Drafting the Social Plan 2025-2030
Early December 2024	Draft Plan to be endorsed by Executive Leadership Team
Mid-December 2024	Councillor workshop (2 <sup>nd</sup> workshop)
January 2025	Presenting the draft Plan at Council meeting (2 <sup>nd</sup> endorsement)
January-February 2025	Public Exhibition of the draft Plan (6 weeks)
End of February 2025	Revision and finalisation of draft Plan
Early March 2025	Endorsement of final Social Plan 2025-2030

### RECOMMENDATION:

- (a) That Council notes the Social Plan 2025-2030: Engagement Outcomes Report.
- (b) That Council endorses staff progressing the development of the Social Plan 2025-2030 as outlined in this Report.

### ATTACHMENTS – CIRCULATED UNDER SEPARATE COVER

- 1 Social Plan 2025-2030 - Engagement Outcomes Report
- 2 Social Plan 2025-2030 Engagement Outcomes Report Attachments

Report Prepared By:

**Parisa Kalali**  
**Senior Coordinator Social & Cultural Planning**

Report Approved By:

**Daniel Carneiro**  
**Acting General Manager - City Shaping**

## ITEM 13 (continued)

### Discussion

#### Current Social Plan (2019-2024)

The City of Ryde's current Social Plan (2019-2024) has a vision for improving social wellbeing as follows:

*"The City of Ryde is a community where we are connected to one another, proud of our diversity and willing to help each other out so everyone has the opportunity to reach their potential."*

Based on this vision, the Plan sets out five strategic directions to provide a framework to guide activities, services and programs delivered by community and Council between 2019-2024. The strategic directions include:

- A connected community
- An inclusive and diverse community
- A liveable place
- A welcoming and safe place, and
- An active and healthy community.

The current Social Plan is due for revision and update in 2024. The review of current Social Plan demonstrates the necessity of engaging with stakeholders to consider current challenges and opportunities and updating the vision, priorities, and objectives of the Social Plan for greater strategic alignment and more effective outcomes delivery.

The primary evaluation of social and cultural achievements by Council in the past five years demonstrates an ongoing work and progress towards achieving objectives of the Social Plan 2019-2024. However, the review also reveals some gaps in achievement of the Plan's objectives. It indicates a lack of instruction and framework for ongoing monitoring and evaluation of:

- the **process** for implementing the objectives
- the **outcomes** of implementing the Plan, and
- the **progress** in achieving the objectives and intended outcomes.

#### New Social Plan (2025-2030)

The new Social Plan (2025-2030) will guide the strategic development of social and cultural landscape of the LGA. It will consider existing and future challenges and opportunities and outline a shared vision for communities' social wellbeing (e.g., liveability, connectivity, accessibility to services, community resilience, social and cultural diversity, and inclusion).

### **ITEM 13 (continued)**

The new Social Plan will adopt an outcomes-based approach and develop robust and measurable objectives. It will set out clear pathways to implement the updated objectives, and deliver and monitor the outcomes.

The Social Plan 2025-2030 will support delivery of the Community Strategic Plan 2018-2028 and will be aligned with its key directions for future development. The Plan will also be in line with Council's other relevant strategies, plans and policies as well as relevant state, national, and international level strategic documents to ensure contributing to higher-level targets and outcomes.

#### **Stakeholders' engagement process for updating the Social Plan**

The review and update of the current Social Plan provided an opportunity to engage with stakeholders at early stages of developing the new Plan as stakeholders will contribute to implementing the Plan. An engagement methodology was developed to ensure a transparent, inclusive, and fit for purpose engagement.

The engagement phase included stakeholders' consultation for both the Social Plan and the Creativity Strategy concurrently due to the same timeframe for reviewing and updating both documents, and to avoid consultation overlaps and fatigue for stakeholders. Focusing on both documents during the consultation was also due to the connected nature of the social cohesion, wellbeing and inclusion, and the cultural and creativity development across community and businesses. In addition, a shared infrastructure is required for social, cultural, and creative activities for which a concurrent consultation could be more effective in capturing diverse viewpoints regarding the required infrastructure.

The engagement and consultation were broken into three phases utilising different engagement methods to maximise the amount and depth of stakeholders' input and feedback. The engagement and consultation was open to the City of Ryde's community – residents, workers, visitors, students, property owners and businesses as well as the social and cultural service providers - through a wide range of communications pathways and activities.

The engagement phases included:

**Phase 1** (between 16 January and 17 March 2024): Online community and service providers surveys, Social Pinpoint (interactive map)

**Phase 2** (between 26 January and 27 March 2024): In-person community and stakeholder engagement (e.g., workshops, consultation boards)

**Phase 3** (18 and 19 April 2024): Online focus groups with government agencies responsible for delivering social outcomes and essential required infrastructure. Overall, engagement was undertaken over four months between January and April 2024.



## ITEM 13 (continued)

### Key engagement Outcomes

The outcomes of stakeholders' engagement and consultation are presented in the *Social Plan 2025-2030: Engagement Outcome Report* (provided in **ATTACHMENT 1 – CIRCULATED UNDER SEPARATE COVER**). The details of engagement methodology and utilised materials are presented in the *Social Plan 2025-2030: Engagement Outcome Report Attachments* (provided in **ATTACHMENT 2 – CIRCULATED UNDER SEPARATE COVER**).

The stakeholders' insights will inform objectives of the Social Plan 2025-2030 and targeted outcomes for community. Accordingly, the Social Plan 2025-2030 aims to advocate for community benefits, including:

- community connections
- diversity and inclusion
- community safety
- community resilience
- a unifying identity
- better accessibility to services, facilities, and open spaces
- greater service provisions
- frequent and quality social and cultural activities
- diverse and affordable housing
- enhanced liveability
- place activation and unlocking potential (facilities, spaces and infrastructure)
- greater collaboration and partnership for service provisions, and
- greater communication among government, service providers and community.

### Proposed delivery plan

The Social Plan 2025-2030 will be developed based on the proposed plan outlined in the table below.

Table 2. Proposed delivery plan for Social Plan 2025-2030

Date	Phase/Activity
September-November 2024	Drafting the Social Plan 2025-2030
Early December 2024	Draft Plan to be endorsed by Executive Leadership Team
Mid-December 2024	Councillor workshop (2 <sup>nd</sup> workshop)
January 2025	Presenting the draft Plan at Council meeting (2 <sup>nd</sup> endorsement)
January-February 2025	Public Exhibition of the draft Plan (6 weeks)
End of February 2025	Revision and finalisation of draft Plan
Early March 2025	Endorsement of final Social Plan 2025-2030

## 14 CREATIVITY STRATEGY 2025-2030 - ENGAGEMENT OUTCOMES REPORT AND NEXT STEPS

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**Report prepared by:** Senior Coordinator Social & Cultural Planning  
**File No.:** PM23/30800 - BP24/572

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### REPORT SUMMARY

The Creativity Strategy 2019-2024 has been reviewed to ensure that this strategic document plans for meaningful outcomes for the community over the next five years. As part of the review and methodology for developing the new Creativity Strategy, a strategic approach was adopted by Council in early 2024 to:

- engage with stakeholders and understand the current and future needs of our community
- apply the stakeholders' engagement outcomes and lessons learned from previous practices to develop an outcomes-based approach
- update the vision and strategic directions in line with the updated/new strategic planning documents
- outline measurable objectives and intended outcomes, and
- define a roadmap for implementing the updated objectives.

Accordingly, comprehensive stakeholder engagement was undertaken seeking stakeholders' feedback and input into the update for the Creativity Strategy 2025-2030 concurrently alongside the engagement process for the Social Plan 2025-2030 due to:

- necessity of early engagement with stakeholders through a transparent, inclusive, and fit for purpose process
- similar timeframe for reviewing and updating both documents
- connected nature of the cultural and creativity development across community and businesses and the social cohesion, wellbeing and inclusion
- considerations for managing and mitigating risks such as consultation fatigue and overlaps
- shared infrastructure for social, cultural, and creative activities
- shared contribution of both documents to the City of Ryde identity, and
- providing better connection and alignment between the two documents.

Following the conclusion of engagement and consultation activities, the **Creativity Strategy 2025-2030: Engagement Outcomes Report** (provided in **ATTACHMENT 1 – CIRCULATED UNDER SEPARATE COVER**) was developed to present the details of applied engagement methodology, processes, and the feedback received from stakeholders through a series of engagements and consultations.

## ITEM 14 (continued)

The outcomes of engagement presented in the Report, will inform future vision and priorities that help guide Council's work for developing creativity and delivering best outcomes for community through to the year 2030. The stakeholders' feedback will inform objectives of the Creativity Strategy 2025-2030 and targeted outcomes for community.

The Creativity Strategy 2025-2030 will be developed based on the proposed plan outlined in the table below.

Table 1. Proposed delivery plan for Creativity Strategy 2025-2030

Date	Phase/Activity
September-November 2024	Drafting the Creativity Strategy 2025-2030
Early December 2024	Draft Strategy to be endorsed by Executive Leadership Team
Mid-December 2024	Councillor workshop (2 <sup>nd</sup> workshop)
January 2025	Presenting the draft Strategy at Council meeting (2 <sup>nd</sup> endorsement)
January-February 2025	Public Exhibition of draft Strategy (6 weeks)
End of February 2025	Revision and finalisation of draft Strategy
Early March 2025	Endorsement of final Creativity Strategy 2025-2030

## RECOMMENDATION:

- (a) That Council notes the Creativity Strategy 2025-2030: Engagement Outcomes Report.
- (b) That Council endorses staff progressing the development of the Creativity Strategy 2025-2030 as outlined in this Report.

## ATTACHMENTS – CIRCULATED UNDER SEPARATE COVER

- 1 Creativity Strategy 2025-2030 - Engagement Outcomes Report
- 2 Creativity Strategy 2025-2030 Engagement Outcomes Report Attachment

Report Prepared By:

**Parisa Kalali**  
**Senior Coordinator Social & Cultural Planning**

Report Approved By:

**Daniel Carneiro**  
**Acting General Manager - City Shaping**

## ITEM 14 (continued)

### Discussion

#### Current Creativity Strategy (2019-2024)

The City of Ryde's current Creativity Strategy (2019-2024) has a vision for creativity development as follows:

*"Creativity is part of everyday life in the City of Ryde. It is central to how we share our stories, connect with each other and celebrate our City. We express creativity through music, dance, theatre, visual arts and crafts, writing, media arts, film, food and more. Our creative sector is supported, connected, and empowered."*

Based on this vision, the Strategy sets out five strategic directions to provide a framework to guide activities, services and programs delivered by community and Council between 2019 and 2024. The strategic directions include:

- Distinctive and diverse identities
- Participation and opportunities
- Connection and communication
- Developing our creative sector, and
- Spaces and places.

The current Creativity Strategy is due for revision and update in 2024. The review of current Creativity Strategy indicates that necessity of engaging with stakeholders to consider current challenges and opportunities and updating the vision, priorities, and objectives of the Creativity Strategy for greater strategic alignment and effective outcomes delivery.

The primary evaluation of cultural and creative achievements by Council in the past five years shows an ongoing work and progress towards achieving objectives of the Creativity Strategy 2019-2024. This evaluation also indicates some gaps in achievements of the Strategy's objectives. It shows a lack of instruction and framework for ongoing monitoring and evaluation of:

- the **process** for implementing the objectives
- the **outcomes** of implementing the Strategy, and
- the **progress** in achieving the objectives and intended outcomes.

## **ITEM 14 (continued)**

### **New Creativity Strategy (2025-2030)**

The new Creativity Strategy (2025-2030) will guide the strategic development of creativity through arts, culture, businesses, and built environment. It will provide a roadmap for embedding creativity into our communities' everyday life.

The new Strategy will consider existing and future challenges and opportunities in cultural and creative landscape of the City of Ryde and across creative sector and services. It will outline a shared vision for communities and places and pathways to deliver that vision.

The new Strategy will adopt an outcomes-based approach and develop robust and measurable objectives. It will set out clear pathways to implement the updated objectives and deliver and monitor the outcomes.

The Creativity Strategy 2025-2030 will support delivery of the Community Strategic Plan 2018-2028 and will be aligned with its key directions for future development. The Strategy will also be in line with Council's other relevant strategies, plans and policies as well as relevant state and national level strategic documents to ensure contributing to higher-level targets and outcomes.

### **Stakeholders' engagement process for updating the Creativity Strategy**

The review and update of the current Creativity Strategy provided an opportunity to engage with stakeholders at early stages of developing the new Strategy as stakeholders will contribute to implementing the Strategy. An engagement methodology was developed to ensure a transparent, inclusive, and fit for purpose engagement.

The engagement phase included stakeholders' consultation for both the Creativity Strategy and the Social Plan concurrently due to the same timeframe for reviewing and updating both documents, and to avoid consultation overlaps and fatigue for stakeholders. Focusing on both documents during the consultation was also due to the connected nature of the cultural and creativity development across community and businesses and the social cohesion, wellbeing, and inclusion. In addition, a shared infrastructure is required for cultural, creative, and social activities for which a concurrent consultation could be more effective in capturing diverse viewpoints regarding the required infrastructure.

The engagement and consultation were broken into three phases utilising different engagement methods to maximise the amount and depth of stakeholders' input and feedback. The engagement and consultation was open to the City of Ryde's community – residents, workers, visitors, students, property owners and businesses as well as the creative sector and service providers - through a wide range of communications pathways and activities.

## ITEM 14 (continued)

The engagement phases included:

**Phase 1** (between 16 January and 17 March 2024): Online community and service providers surveys, Social Pinpoint (interactive map)

**Phase 2** (between 26 January and 27 March 2024): In-person community and stakeholder engagement (e.g., workshops, consultation boards)

**Phase 3** (18 and 19 April 2024): Online focus groups with government agencies responsible for delivering cultural and creative outcomes and essential required infrastructure.

Overall, engagement was undertaken over four months between January and April 2024.

## Key engagement Outcomes

The outcomes of stakeholders' engagement and consultation are presented on the Creativity Strategy 2025-2030: Engagement Outcome Report (provided in **ATTACHMENT 1 – CIRCULATED UNDER SEPARATE COVER**). The details of engagement methodology and utilised materials are presented in the Creativity Strategy 2025-2030: Engagement Outcome Report Attachments (provided in **ATTACHMENT 2 – CIRCULATED UNDER SEPARATE COVER**).

The stakeholders' viewpoints and feedback will inform objectives of the Creativity Strategy 2025-2030 and targeted outcomes for community. Based on what we heard from stakeholders, the Creativity Strategy 2025-2030 aims to advocate for community benefits, including:

- better accessibility to cultural and creative activities
- cultural diversity and inclusion in creative activities
- community-led creativity
- community connections and communication through creativity
- connecting with country through creativity
- strong local identity and heritage-based creativity
- greater local creative sector's contribution to creativity development
- better outcomes of art and creative activities for local artists, creative groups, and industries
- creative sector's development and capacity building
- place activation and unlocking potential (facilities, spaces and infrastructure)
- greater supporting economy, and
- greater communication and collaboration among government, creative sector, and community.



## ITEM 14 (continued)

### Proposed delivery plan

The Creativity Strategy 2025-2030 will be developed based on the proposed plan outlined in the table below.

Table 2. Proposed delivery plan for Creativity Strategy 2025-2030

Date	Phase/Activity
September-November 2024	Drafting the Creativity Strategy 2025-2030
Early December 2024	Draft Strategy to be endorsed by Executive Leadership Team
Mid-December 2024	Councillor workshop (2 <sup>nd</sup> workshop)
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## 15 RESPONSE TO MATTER OF URGENCY - ROCKEND COTTAGE

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**Report prepared by:** Manager - Property Management  
**File No.:** GRP/24/36 - BP24/602

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### REPORT SUMMARY

At the Council meeting of 25 June 2024, a Matter of Urgency was raised by Councillor Maggio regarding Rockend Cottage.

Subsequently, Council resolved as followed:

- (a) *That Council attempt to resolve any matters of concern with the tenant with an urgent meeting with all Council officers in the property, heritage and development sections of Council with a moving forward approach to support the reopening of Rockend Cottage as soon possible.*
- (b) *That a report be made available at the July Ordinary Meeting of Council with the results of the meeting.*
- (c) *That Council provide a media release following the meeting outlined in part (a) above, that provides a factual representation of the matters that affect Rockend Cottage.*

This report is in response to that Matter of Urgency.

### RECOMMENDATION:

- (a) That Council receives and notes this report.
- (b) That Council resolves to comply with Section 356 of the Local Government Act which requires Council to provide prior public notice, for a period of 28 days, of a proposal to grant financial assistance (noting that a significant Rent-Free period has already been provided and works were undertaken to the premises prior to the Tenant taking occupation).

(Note: Financial Assistance must be for the purpose of exercising Council's functions (such as maintaining and protecting our property).

- (c) That Council grants the Chief Executive Officer delegated authority to negotiate any such additional financial assistance and to take all necessary actions to comply with the statutory requirements of the Local Government Act.

### ATTACHMENTS

There are no attachments for this report.

**ITEM 15 (continued)**

Report Prepared By:

**Glenn Davis**  
**Manager - Property Management**

Report Approved By:

**Charles Mahfoud**  
**Executive Manager - City Infrastructure**

**Luke Homann**  
**General Manager - Business and Operations**

## **ITEM 15 (continued)**

### **Discussion**

At the Council meeting of 25 June 2024, a Matter of Urgency was raised by Councillor Maggio regarding Rockend Cottage.

Subsequently, Council resolved as followed:

- (a) *That Council attempt to resolve any matters of concern with the tenant with an urgent meeting with all Council officers in the property, heritage and development sections of Council with a moving forward approach to support the reopening of Rockend Cottage as soon possible.*
- (b) *That a report be made available at the July Ordinary Meeting of Council with the results of the meeting.*
- (c) *That Council provide a media release following the meeting outlined in part (a) above, that provides a factual representation of the matters that affect Rockend Cottage.*

### **The Property**

The property at 40 Punt Rd is a Council-owned property, which is a Local Heritage Item in the Ryde Local Environmental Plan (LEP), Item No. 99 – Rockend Cottage.

### **Actions Following the Council Resolution**

Under Resolution Part (a), staff from Business & Operations Portfolio and the Chief Executive Officer's Office including, the General Manager, Property Management, Development, and the Heritage Officer met with the Tenant on 27 June 2024 to attempt to resolve matters of concern, with an aim to supporting the reopening of Rockend Cottage.

Under Resolution Part (c), a media release following the Meeting with the Tenant was published on the 3 July 2024, which outlined the matters affecting Rockend Cottage in accordance with this part of the resolution.

This report outlines the results of that Meeting held in accordance with Resolution Part (b).

### **Meeting with the Tenant on 27 June 2024**

The Meeting with the Tenant on 27 June ("the Meeting") was focused, at Council's and the Tenants request, on looking forward and at what could be done to enable him to operate as soon as possible. The first half of the Meeting was dedicated to listening to the Tenants' concerns. These were highlighted pre-meeting in his email of 26 June 2024 to Council and was attached to the Meeting the agenda.

### ITEM 15 (continued)

The second half of the Meeting was dedicated to explaining Council's concerns and jointly identifying potential options for achieving the Tenant's objective. The discussion was without prejudice, and it was clearly stated that the potential options identified would need to be investigated by Council staff for viability in consideration of all applicable laws, including heritage laws, the requirements of the Rockend Cottage Conservation Management Plan and the Planning System.

As agreed with Councillors at the Council meeting on 25 June 24, this Meeting was scheduled to occur immediately following a Pre-Lodgment Meeting ("PAM") with the Tenant in respect to an intended future DA that had already been scheduled for 27 June 2024. The PAM was requested by the Tenant in respect to an intended future DA and addressed the local development pathways. Items from the PAM were also discussed or referred to in the Meeting.

Planning and regulatory matters were discussed throughout both meetings on 27 June 2024. At the opening of the Meeting, the Tenant requested to understand how long a Development Application (DA) would take as he was aware that he must do what is required.

The proposal referred to by the Tenant was reviewed previously at the PAM and was for:

*Proposed alterations additions and intensification of use of existing restaurant 'Rockend Cottage' (Heritage Item 99) including new kitchen fit out, introduction of two new internal service bars, remodeling of toilet facilities, introduction of an outdoor bar (currently used as 'South' storage); and additional outdoor seating area including proposed paving.*

In response to the proposal tabled at the PAM, advice was reiterated to the Tenant that regarding permissibility, the proposed alterations and additions to the heritage building and intensification of use is **permitted, subject to obtaining a Development Consent under Part 4 of the Environmental Planning & Assessment Act via the usual DA process.**

At the PAM, Council staff identified additional elements in the Tenant's proposal that require addressing in the DA. These included the requirements for earthworks to the level grassed area, removal of fabric, re-purposed well for a palm tree feature, a concrete slab, and internal fit out in 'a style'.

### ***Heritage impacts discussed at the Meeting and the PAM***

Heritage impacts of the proposal had not been adequately addressed in the PAM documents and would need to be addressed in any intended future DA in accordance with Clause 5.10 (Heritage Conservation) of Ryde LEP.

### **ITEM 15 (continued)**

The submitted PAM documents did not include a Heritage Impact Statement (HIS). A HIS would need to be part of an intended future DA and be a heritage best-practice assessment of the works and impacts of the development on the heritage significance of Rockend Cottage Heritage Item. To comply with the legislative requirements of Clause 5.10 (Heritage Conservation) of Ryde LEP 2014 and for heritage impacts to be properly considered, an experienced and skilled heritage practitioner would need to undertake the relevant heritage documentation. This is to provide an independent assessment of a proposal and to identify and address any adverse heritage impacts of a proposal. The independent HIS, would be addressed in the DA assessment. Council, as the landowner of a community asset also needs to be assured that any tenant of the Rockend Cottage Heritage Item is being conserved in line with the Rockend Cottage CMP and Handbook.

Alongside a development consent, Clause 5.10 of Ryde LEP 2014, allows for maintenance and minor works to a heritage item or property in a heritage conservation area provided it is maintenance and minor works. The rule of thumb is maintenance and minor works is 'like-for-like works. This is possible through the heritage minor works exemption (MWE), which is an exemption from obtain development consent via DA. A MWE must be requested from Council by the Tenant and in this case with landowners' consent to enable Council as the local approvals authority to check and confirm the proposed maintenance and minor works. If a MWE request is not for maintenance and minor works, then development consent needs to be obtained.

#### ***Unauthorised works discussed at the Meeting and the PAM***

The existing Development Consent for Rockend Cottage does not reflect the current status of the premises. It is highly unlikely that a MWE could be progressed given that the Tenant has proceeded well beyond the scope of what maintenance and minor works entails in the unauthorised works. Council staff have determined that the best, and only way forward, would be the preparation and submission of a formal DA to formalise all proposed works and development (including any changes to the use) and the current status of the Rockend Heritage Item.

An example of the type and nature of unapproved works undertaken by the Tenant includes the pouring of a concrete slab in the former "South Storage Area" for a proposed future bar (which would be subject to a change of use approval). This concrete slab has covered metal stirrups supporting posts to the verandah above leading to a heightened risk of rotting and failure of the supporting posts to the upper storey of the building.

The Meeting also identified the need for the Tenant to provide all engineering certification for structural and electrical works that had been carried out to date by the Tenant. This information, to be provided by the Tenant, is required to be formally lodged with a Building Information Certificate (BIC) in conjunction with a DA. This information remains outstanding from the Tenant.

### **ITEM 15 (continued)**

Once the DA and BIC Applications are lodged and a preliminary assessment of those Applications satisfies Council that the information will address its concerns, then discussions relating to matters connected with the lease can be progressed. At that time, Council may, in good faith, consider how it could assist the Tenant meet certain obligations under the lease.

Following the two meetings on 27 June 2024, correspondence was provided to the Tenant which clearly addressed the outcomes jointly agreed at the Meeting and that the PAM Report articulates is the most appropriate way to do so. Additionally, Council agreed to expedite its Development Team processes, wherever possible, having regard to its statutory obligations.

To provide the Tenant with further assistance, Council has acted in accordance with the Meeting outcomes and has expedited these responses significantly (within five days as opposed to the standard 21 days) to assist the Tenant in his planning for his proposal (intended future DA).

### **Stop Work Order and Compliance**

The Tenant requested the Building Compliance Team lift a "Stop Work" Order that has been issued upon the subject premises.

It is likely that Council will be in a position to immediately remove the "Stop Work" Order once the Tenant has successfully obtained a new Development Consent for his proposal.

This new Development Consent will require, under planning legislation, the following prior approvals:

- Development Application (DA);
- Building Information Certificate (BIC); and
- Construction Certificate (CC).

### **Unauthorised works undertaken by Tenant**

The Rockend Cottage site was formerly owned by the NSW Government and was transferred to Council ownership in late August 2022.

Council, as the new owner, undertook a range of maintenance work on the property, including a termite inspection in September 2023, prior to the Tenant entering into the lease and taking occupation in November 2023. At the time of this inspection, an area of active termite infestation was found in garden retaining timbers in the grounds of the property, external to the building. No other evidence of termite activity was found. Historical termite damage was also found in roof voids and the sub-floor area which was to be attended to by Council under MWE. However, the Tenant undertook major works beyond the scope of a MWE before this was able to be addressed.



### ITEM 15 (continued)

A preventative termite baiting and monitoring program had been commenced prior to the Tenant taking occupation of the premises. However, during activities undertaken by the Tenant, many of the termite baiting stations were either covered with soil or physically removed, rendering the preventative baiting program ineffective. The baiting stations have now been replaced at Council cost. Any further work by the Tenant to alter ground levels may again lead to the removal or damaging of the baiting stations, which would again compromise the effectiveness of a preventative termite baiting program.

The historic termite damage within the premises was only found when the Tenant, undertook unapproved and unauthorised major work without the contractual consent of landlord and the necessary planning, heritage, and statutory approvals. Under the lease, the finding of any latent damage, such as termite damage, should have been reported to the landlord immediately before the Tenant undertakes work.

Under the lease, all works undertaken by the Tenant require compliance, at its sole cost and risk, with all provisions of the Rockend Cottage Conservation Management Plan and Heritage Handbook and must not do anything inconsistent with the conservation policies in the Conservation Management Plan.

The unauthorised work also caused the building to be declared unsafe by an independent engineer due to the removal of structural walls. Accordingly, the Tenant was instructed to cease work on 13 December 2023. This cease work notification remained in place until the Tenant had satisfied Council that he met the requirements of the Make Safe Plan.

Council's independent engineer also inspected the site in both late January and early February 2024, confirming that all the walls removed by the Tenant were structural in nature.

### Lease Proposal Provisions

In preparation for the formal leasing of the property, a Lease Proposal was signed by the Tenant on 9 August 2023. This contained the key commercial and operational aspects which carried over into the lease that was later executed by the Tenant. Amongst these provisions, the Tenant accepted that the *"premises will be offered in its current condition"* and that *"no claim can be made against Council in this regard"*.

Under the terms of the lease, the Tenant took *occupation of the premises on an as-is basis*. The lease recommended that *"the Tenant should undertake further due diligence by conducting his own independent investigations so that he can be fully satisfied as to the state and condition of the premises"*.

## ITEM 15 (continued)

Further, the Tenant, in accepting the premises on an as-is basis, does so “*without claim or offset against Council*”. This means that the Tenant is “*not able to claim against Council for any condition of the Premises which existed at the commencement of his lease*”.

### Communications and Engagement with the Tenant

Council staff have met and engagement with the Tenant regularly on numerous occasions. In addition to emails and telephone calls, several meetings have been held with the Tenant in person, including:

Date	Council staff involved	Activity
21 September 2023	<ul style="list-style-type: none"> <li>Senior Property Officer</li> <li>Heritage Officer</li> </ul>	Met on site to discuss DA and Minor Works Exemption pathway options and requirements
2 November 2023	<ul style="list-style-type: none"> <li>Senior Property Officer</li> <li>Heritage Officer</li> </ul>	Met on site to discuss DA and Minor Works Exemption requirements regarding revised and expanded Scope of Works
16 November 2023	<ul style="list-style-type: none"> <li>Senior Property Officer</li> <li>Heritage Officer</li> </ul>	Met on site to discuss his Scope of Works and explain planning process requirements
30 November 2023	Senior Property Officer	Met on site
13 December 2023	Senior Property Officer	Met on site
14 December 2023	<ul style="list-style-type: none"> <li>Senior Property Officer</li> <li>Heritage Officer</li> </ul>	Met on site
18 January 2024	<ul style="list-style-type: none"> <li>Senior Coordinator Property</li> <li>Senior Property Officer</li> </ul>	Met Tenant at North Ryde Offices with clear agenda and following email to Tenant with debrief and clear plan discussed
30 January 2024	<ul style="list-style-type: none"> <li>Senior Property Officer</li> <li>Senior Coordinator Buildings</li> <li>Council-engaged engineer</li> </ul>	Met on site, engineer assessed structural issues following Tenant works
6 February 2024	<ul style="list-style-type: none"> <li>Senior Property Officer</li> <li>Senior Coordinator Buildings</li> <li>Council-engaged engineer</li> </ul>	Met on site, engineer assessed structural issues following Tenant works
28 February 2024	<ul style="list-style-type: none"> <li>GM (B&amp;O)</li> <li>Property Manager</li> </ul>	Met on site
28 March 2024	<ul style="list-style-type: none"> <li>Property Management</li> <li>Buildings Compliance &amp; Heritage officers</li> </ul>	Met on site
03 April 2024	<ul style="list-style-type: none"> <li>Senior Property Officer</li> <li>Senior Coordinator Buildings</li> <li>Council-engaged engineer</li> </ul>	Met on site, engineer assessed props put in by Tenant re Make Safe Plan

**ITEM 15 (continued)**

Date	Council staff involved	Activity
10 April 2024	Health, Building & Compliance	Compliance inspection on site
1 July 2024	Health, Building & Compliance	Compliance inspection on site

Additionally, Council's appointed Commercial Agent (which managed the Expressions of Interest process) has confirmed that, as part of its inspection program for prospective Tenants during the Expression of Interest process, an initial inspection with the Tenant took place in early March 2023. During the period March to August 2023 the agent also hosted the Tenant, together with his business partner, architect, and other professional advisors at a further six (6) inspections prior to the Tenant signing the lease and taking possession of the premises.

**Structure of Lease, Financial Support and Rent-free Period and Improvements**

The intent of the Lease Proposal and the Lease were both structured around allowing the Tenant to complete his fit out of the premises and "*commence trading for the Permitted Use (ie a restaurant/cafe) within the first three months of his lease term*" assuming that he completed his fit out within that time.

The Permitted Use (as defined under the Lease) is always subject to the approval of Council and all applicable laws, heritage laws and requirements of the Conservation Management Plan. Any change to the Permitted Use is subject to Council's approval at its absolute discretion.

Any changes to the Permitted Use/existing Development Consent are subject to the requirements of the Planning System, including the preparation and lodgement of a Development Application as required.

The need for a DA in respect of any works and development to a heritage item was acknowledged by the Tenant's solicitor on 4 October 2023. This followed an onsite meeting which discussed the heritage planning pathway for minor works and the need for a DA for proposed fit out works. The Tenant was required to outline the extent of the scope of works for the proposed fit out works for Rockend Cottage and will need to comply with the Conservation Management Plan requirements and Heritage planning legislation. This acknowledgement was received prior to the Tenant commencing his lease on 1 November 2023.

In 2023, initial discussions with the Tenant centred upon the potential for utilising the existing Development Consent on the site for the purposes of a restaurant and to undertake his internal minor works fit out in the initial Rent-Free period of three months (from lease commencement on 1 November 2023). This three-month period was designed to allow the Tenant to specifically undertake his fit out of the premises.

**ITEM 15 (continued)**

An additional eleven (11) months of Rent-Free period was agreed with the Tenant as an incentive to allow initial trade commencement of his new venture. This represents a lease incentive of fourteen (14) months equating to a contribution of \$105,416 (GST inclusive). The original offer for an eight-month Rent-Free period was adjusted upwards during negotiations with the Tenant. This level of incentive is towards the top end of commercial incentives currently being offered in the commercial property market.

The Tenant has not followed the pathway originally intended under the structure of the lease to which he agreed and signed.

Council has also undertaken various Capital and Maintenance works to the premises after the previous Tenant vacating for the benefit of an incoming Tenant. These include:

- \$80,000 in operations and maintenance costs in 2023/2024 to maintain the property including upgrading the main electricity distribution board to reduce fire and safety risk.
- \$115,000 in capital expenditure projects including:
  - Asphaltting the driveway to the premises,
  - Installation of new fencing,
  - Landscaping, and
  - Exterior timber work to rectify unsafe and non-compliant stairs.

## **16 TRAFFIC AND PARKING MATTERS APPROVED BY THE RYDE TRAFFIC COMMITTEE MEETING - JUNE 2024**

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**Report prepared by:** Senior Coordinator - Traffic Operations  
**File No.:** GRP/09/3 - BP24/551

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### **REPORT SUMMARY**

This report provides recommendations on traffic, transport and/or parking improvements deliberated by the Ryde Local Traffic Committee at its meeting on 27 June 2024. The meeting took place at Council's office in North Ryde. Attendees also had the option to join the meeting via MS Teams. The voting members of the Ryde Local Traffic Committee are listed below:

City of Ryde ..... Senior Coordinator Traffic Operations (for Mgr. Traffic Services)  
Transport for New South Wales..... Network & Safety Officer, Central River City  
NSW Police Force .....Ryde Local Area Command  
Member for Ryde .....The Hon. Jordan Lane MP  
Member for Lane Cove .....The Hon. A Roberts MP

The agenda for the June 2024 Ryde Local Traffic Committee (RTC) meeting consisted of nine (9) traffic and parking proposals (referred to as Items A – I). Each proposal has been comprehensively assessed, with the findings (e.g. rationale, consultation/ notification, etc.) documented in a report, which forms the meeting agenda. Please refer to **ATTACHMENT 1** for the meeting agenda. There was unanimous support for all items by the voting members of the Committee.

The draft minutes for the June 2024 RTC meeting can be found in **ATTACHMENT 2**.

No pecuniary or non-pecuniary interests were declared.

### **RECOMMENDATION:**

#### **(A) JARVIS CIRCUIT, MACQUARIE PARK - PARKING RESTRICTIONS**

The following measures be considered on Jarvis Circuit, Macquarie Park:

- a) A single "2P 8AM-6PM MON-WED FRI-SUN 8AM-9PM THU" parking be converted to "NO PARKING – COUNCIL AUTHORISED VEHICLES EXCEPTED" on the southern side of Jarvis Circuit outside public toilets located on Lachlan's Line Park.
- b) Nine (9) "2P 8AM-6PM MON-WED FRI-SUN 8AM-9PM THU" spaces be converted to "4P 8AM - 6PM" on the southern side of Jarvis Circuit outside play area on Lachlan's Line Park, Macquarie Park.

**ITEM 16 (continued)**

**(B) SALTER CRESCENT, DENISTONE EAST - NO PARKING RESTRICTION**

The following changes be considered on Salter Crescent, Denistone East:

- a) A 10m long “NO PARKING” zone be installed on both sides of Salter Crescent across the driveways of property nos. 13 and 20 Salter Crescent, Denistone East.

**(C) HYUNDAI DRIVE, MACQUARIE PARK - AT- GRADE PEDESTRIAN CROSSING**

The following changes be considered on Hyundai Drive, Macquarie Park:

- a) An at-grade pedestrian crossing and supplementary signage be installed on Hyundai Drive and Lane Cove Road in accordance with Transport for NSW’s Technical Directions and other relevant standards (e.g. AS1742.10).
- b) Signage on Lane Cove Road is to be installed by Transport for NSW only.
- c) An “ALL TRAFFIC (LEFT ONLY)” sign (R2-14L) be installed on the northern side of Hyundai Drive, opposite the development’s driveway.
- d) The existing “TRUCK PROHIBITED – 7.0M AND OVER” sign (R6-10-2) on Hyundai Drive at its intersection with Lane Cove Road be replaced with a “TRUCKS PROHIBITED - 9.9M AND OVER” sign.

**(D) MELLOR STREET, WEST RYDE - PARKING RESTRICTIONS**

The following changes be considered on Mellor Street, West Ryde:

- a) A “2P 8AM-6PM MON-FRI AUTHORISED PERMIT HOLDERS EXCEPTED - ZONE 8” resident parking scheme be installed on the eastern side of Mellor Street, West Ryde.
- b) Residents be advised of the number of permits that they will be eligible for and invited to apply for permits.

**(E) 6-8 WESTERN CRESCENT, GLADESVILLE - NO STOPPING SIGNS ON COULTER STREET AND ROSS STREET**

The following changes be considered on Coulter Street and Ross Street, Gladesville:

- a) A 12.5m long “NO STOPPING - WASTE VEHICLES EXCEPTED” zone be installed on the northern side of Coulter Street at the property frontage of 6-8 Western Crescent, Gladesville.

**ITEM 16 (continued)**

- b) A statutory “NO STOPPING” sign be installed on the eastern side of Ross Street, 10m north of Coulter Street.

**(F) COXS ROAD, NORTH RYDE/EAST RYDE - PARKING RESTRICTIONS**

The following parking changes be considered on Coxs Road, North Ryde/ East Ryde:

- a) “NO STOPPING” restrictions be installed on both sides of Coxs Road, North Ryde / East Ryde (outside property numbers 46 to 57) along the existing double centreline.
- b) Statutory 10m "NO STOPPING" restrictions be installed at the intersections of Shaw Street and Wolfe Road with Coxs Road, North Ryde/ East Ryde.

**(G) MORRISON ROAD, PUTNEY- PARKING RESTRICTIONS**

The following changes be considered on Morrison Road, Putney:

- a) A 6m long “NO STOPPING” zone be converted to unrestricted parking on the southern side of Morrison Road outside property no. 210 Morrison Road, Putney.

**(H) BUENA VISTA AVENUE, DENISTONE - PARKING RESTRICTIONS**

The following parking changes be considered on Buna Vista Avenue, Denistone:

- a) A “NO STOPPING” zone be installed on both sides of Buena Vista Avenue at the property frontages of 14,19-23, and 47-51 Buena Vista Avenue, Denistone.
- b) A “NO PARKING 5AM-11AM WEDNESDAY, WASTE VEHICLES EXCEPTED” zone be installed on both sides of Buena Vista Avenue except along the frontages of property nos. 14, 18, 26 – 28, 29, 39 and 43 Buena Vista Avenue, Denistone.

**(I) ROAD SAFETY UPDATE - ROAD SAFETY PROGRAMS**

- a) The Road Safety report be received and noted.

**ATTACHMENTS**

- 1 Ryde Traffic Committee Agenda - June 2024
- 2 Draft - Ryde Traffic Committee Meeting Minutes - June 2024



**ITEM 16 (continued)**

Report Prepared By:

**Muddasir Ilyas**  
**Senior Coordinator - Traffic Operations**

Report Approved By:

**Yafeng Zhu**  
**Manager - Traffic Services**

**Charles Mahfoud**  
**Executive Manager - City Infrastructure**

**Luke Homann**  
**General Manager - Business and Operations**

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

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**NOTICE OF MEETING**

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**You are advised of the following meeting:**

**Ryde Traffic Committee Meeting**

**Thursday, 27 June 2024**

**Meeting Room Royal, Level 1, North Ryde Office  
&  
MS Teams**

**MEMBERS**

City of Ryde (Chair) ..... Senior Coordinator Traffic Operations (for Mgr. Traffic Services)  
Transport for New South Wales..... Network & Safety Officer, Central River City  
NSW Police Force .....Ryde Local Area Command  
Member for Ryde .....The Hon. Jordan Lane MP  
Member for Lane Cove .....The Hon. A Roberts MP

**ADVISORS**

Busways .....Western Region

**MEETING CONVENOR**

Muddasir Ilyas – Senior Coordinator - Traffic Operations  
[MuddasirI@Ryde.nsw.gov.au](mailto:MuddasirI@Ryde.nsw.gov.au)

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Agenda of the Ryde Traffic Committee, dated 27 June 2024

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**NOTICE OF BUSINESS**

**LEONIE'S FAREWELL**

**APOLOGIES**

**GENERAL BUSINESS**

**CONFIRMATION OF PREVIOUS MINUTES**

**AGENDA ITEMS**

**ITEM (A) - JARVIS CIRCUIT, MACQUARIE PARK - PARKING RESTRICTIONS**

**ITEM (B) - SALTER CRESCENT, DENISTONE EAST - NO PARKING RESTRICTION**

**ITEM (C) - HYUNDAI DRIVE, MACQUARIE PARK - AT- GRADE PEDESTRIAN  
CROSSING**

**ITEM (D) - MELLOR STREET, WEST RYDE - PARKING RESTRICTIONS**

**ITEM (E) - 6-8 WESTERN CRESCENT, GLADESVILLE - NO STOPPING SIGNS ON  
COULTER STREET AND ROSS STREET**

**ITEM (F) - COXS ROAD, NORTH RYDE/EAST RYDE - PARKING RESTRICTIONS**

**ITEM (G) - MORRISON ROAD, PUTNEY- PARKING RESTRICTIONS**

**ITEM (H) - BUENA VISTA AVENUE, DENISTONE - PARKING RESTRICTIONS**

**ITEM (I) - ROAD SAFETY UPDATE - ROAD SAFETY PROGRAMS**

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Agenda of the Ryde Traffic Committee, dated 27 June 2024

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**ITEM (A) JARVIS CIRCUIT, MACQUARIE PARK**

**SUBJECT: PARKING RESTRICTIONS**

ELECTORATE: LANE COVE  
WARD: EAST  
ROAD CLASS: NON-CLASSIFIED  
OFFICER: S ALI

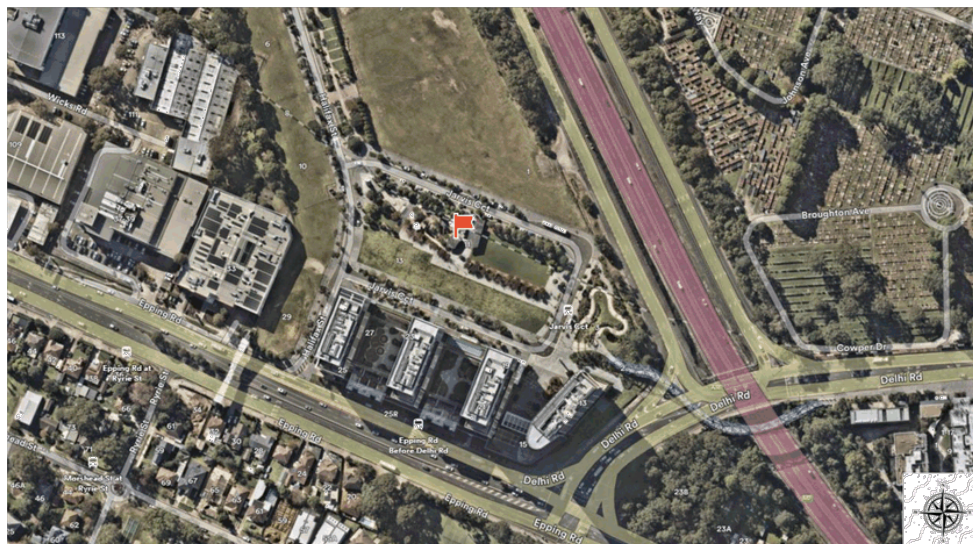
Traffic Committee Members are required to advise whether they have any pecuniary or non-pecuniary interest about the item discussed below.

**PROPOSAL**

Council is proposing the following parking changes on Jarvis Circuit, Macquarie Park:

- a) Converting a single "2P 8AM-6PM MON-WED FRI-SUN 8AM-9PM THU" space to "NO PARKING – COUNCIL AUTHORISED VEHICLES EXCEPTED" on the southern side of Jarvis Circuit outside public toilets on Lachlan's Line Park.
- b) Converting nine (9) "2P 8AM-6PM MON-WED FRI-SUN 8AM-9PM THU" spaces to "4P 8AM-6PM" on the southern side of Jarvis Circuit outside play area on Lachlan's Line Park, Macquarie Park.

**Figure 1** shows the location of the proposed works.



**Figure 1: Location Plan**

Agenda of the Ryde Traffic Committee, dated 27 June 2024

**ITEM 16 (continued)**

**ATTACHMENT 1**



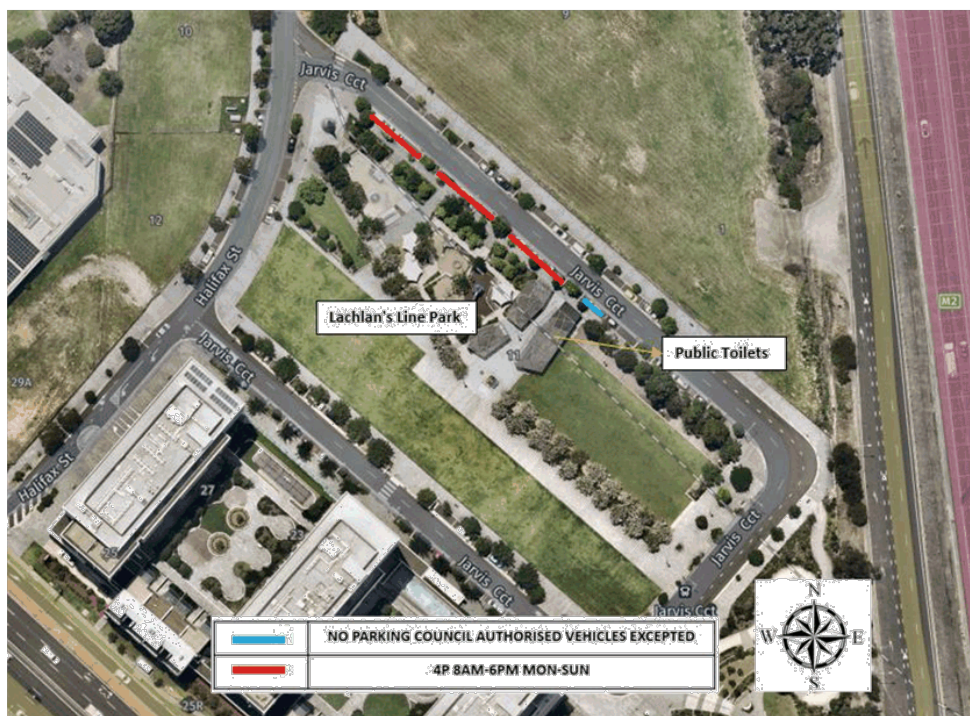
Ryde Traffic Committee

**DISCUSSION**

Council has received representations from the community to extend the parking times on Jarvis Circuit in the immediate vicinity of Lachlan's Line Park to facilitate longer stays for events (e.g. parties, picnics, etc.) at the park. Further, there are difficulties with accessing the amenities (e.g. toilets) within the park for cleaning and maintenance works.

In order to address the abovementioned parking issues, it is proposed that changes be made to the existing parking restrictions on Jarvis Circuit following a site assessment by Council's Traffic Engineers. This investigation identified an opportunity to convert existing 2 hour parking into 4 hour parking along the southern side of Jarvis Circuit between Halifax Street and the midpoint along Jarvis Circuit. Further, one (1) of the 2P parking spaces on the southern side of Jarvis Circuit closest to the park's amenities will be converted to a "NO PARKING, COUNCIL AUTHORISED VEHICLES EXCEPTED" space. These initiatives are expected to better address the parking needs of the community as well as improving convenience for maintenance staff.

**Figure 2** Illustrates the extent of the proposed parking changes.



**Figure 2: Proposed parking changes on Jarvis Circuit**

Agenda of the Ryde Traffic Committee, dated 27 June 2024



**ITEM 16 (continued)**

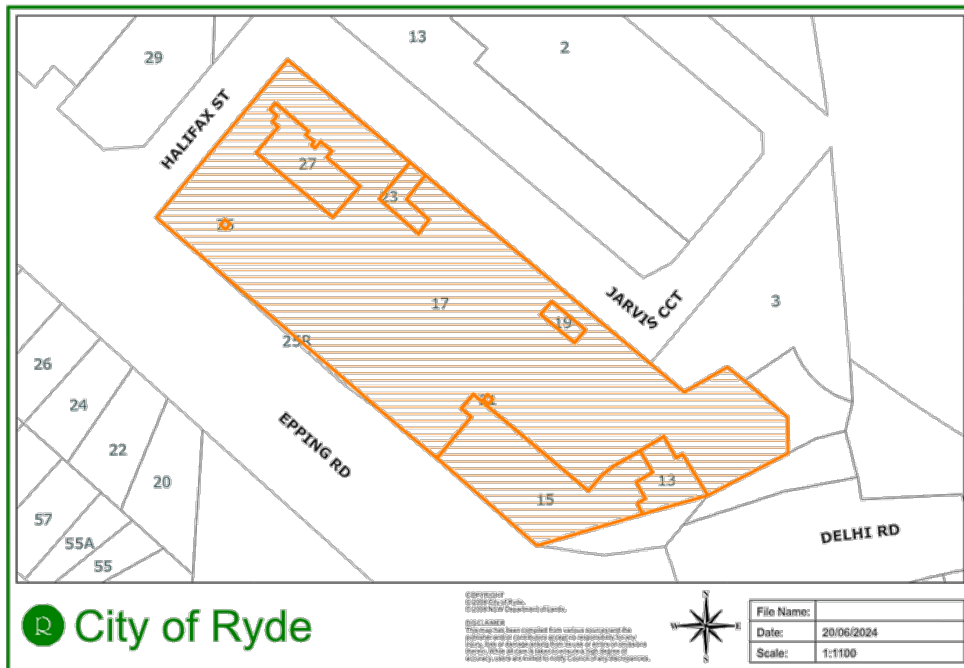
**ATTACHMENT 1**



Ryde Traffic Committee

**CONSULTATION**

Consultation letters were distributed to all affected neighbouring properties as shown in **Figure 3** below, allowing two (2) weeks for feedback. All submissions received were in support of the proposed parking changes.



**Figure 3: Distribution map for community consultation**

**RECOMMENDATION:**

The Ryde Traffic Committee recommends that: -

- a) A single "2P 8AM-6PM MON-WED FRI-SUN 8AM-9PM THU" parking be converted to "NO PARKING – COUNCIL AUTHORISED VEHICLES EXCEPTED" on the southern side of Jarvis Circuit outside public toilets located on Lachlan's Line Park.
- b) Nine (9) "2P 8AM-6PM MON-WED FRI-SUN 8AM-9PM THU" spaces be converted to "4P 8AM - 6PM" on the southern side of Jarvis Circuit outside play area on Lachlan's Line Park, Macquarie Park.

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**ITEM (B)                   SALTER CRESCENT, DENISTONE EAST**

**SUBJECT:                   NO PARKING RESTRICTION**

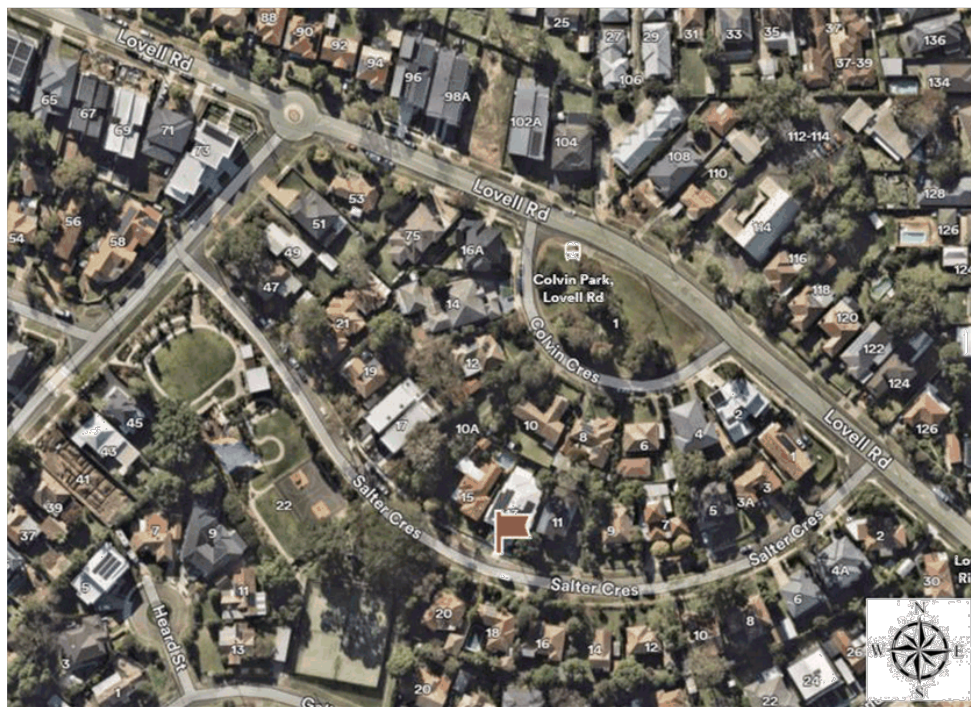
ELECTORATE:     RYDE  
WARD:             WEST  
ROAD CLASS:     NON-CLASSIFIED  
OFFICER:          I SHAIK

Traffic Committee Members are required to advise whether they have any pecuniary or non-pecuniary interest about the item discussed below.

**PROPOSAL**

Council is proposing to install a 10m long "NO PARKING" zone across the driveways of property nos. 13 and 20 Salter Crescent, Denistone East.

**Figure 1** shows the location of the proposed works.



**Figure 1: Location Plan**

Agenda of the Ryde Traffic Committee, dated 27 June 2024



**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**DISCUSSION**

Council has received representation from residents expressing difficulties accessing their properties when vehicles are parked on both sides of Salter Crescent near property nos. 13 and 20. Investigations have identified the width of Salter Crescent is approximately 7m and that there is a bend within that section of the road.

The existing parking environment and road geometry creates challenges for vehicles accessing and vacating property nos. 13 and 20. Council is therefore proposing to install a 10m long "NO PARKING" zone on both sides of Salter Crescent across these residential driveways, to improve property access by deterring overstay by parked vehicles.

**Figure 2** illustrates the extent of the works.



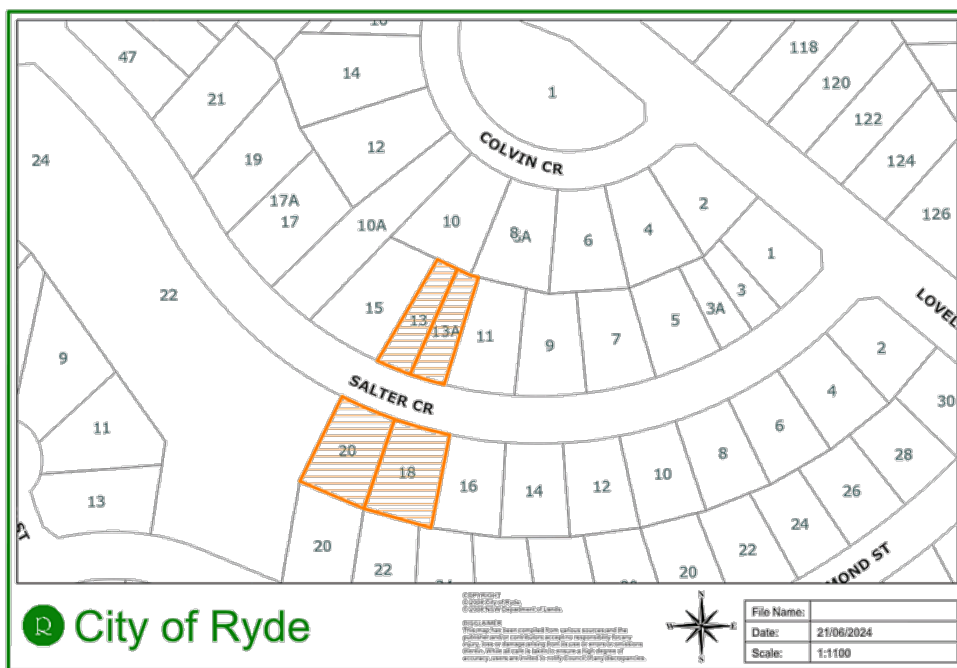
**Figure 2:** Proposed 'NO PARKING' zones on Salter Crescent

**CONSULTATION**

Consultation letters were distributed to the affected properties shown in **Figure 3** on the following page, allowing two (2) weeks for feedback. All submissions received were in favour of the proposal.

**ITEM 16 (continued)**

**ATTACHMENT 1**



*Figure 3: Distribution map for community consultation.*

**RECOMMENDATION:**

The Ryde Traffic Committee recommends that: -

- a) A 10m long "NO PARKING" zone be installed on both sides of Salter Crescent across the driveways of property nos. 13 and 20 Salter Crescent, Denistone East.

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**ITEM (C) HYUNDAI DRIVE, MACQUARIE PARK**

**SUBJECT: AT- GRADE PEDESTRIAN CROSSING**

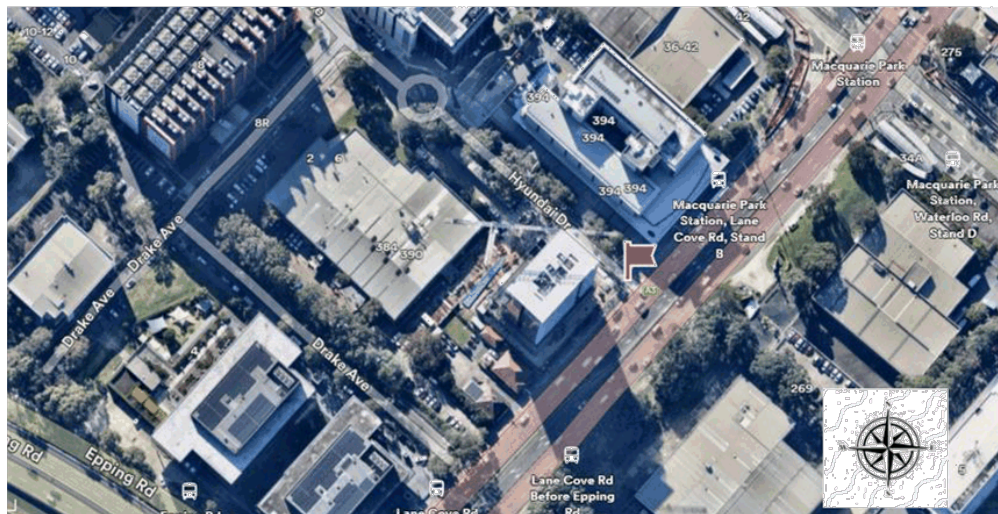
ELECTORATE: RYDE  
WARD: CENTRAL  
ROAD CLASS: NON-CLASSIFIED  
OFFICER: A MOUSAVI

Traffic Committee Members are required to advise whether they have any pecuniary or non-pecuniary interest about the item discussed below.

**PROPOSAL**

Council is proposing to install an at-grade pedestrian crossing on Hyundai Drive, Macquarie Park, and supplementary signage in the immediate vicinity of this future crossing.

**Figure 1** shows the location of the proposed works.



**Figure 1: Location Plan**

**DISCUSSION**

The new development at 384-392 Lane Cove Road, Macquarie Park is a 19-storey mixed use building comprises 154 serviced apartments, café, rooftop restaurant and communal facilities (including function centre, 2 conference rooms, a pool and gym). The developer is required to install a pedestrian crossing on Hyundai Drive to facilitate pedestrian connectivity between the footpath on the western side of Lane Cove Road. This active transport

Agenda of the Ryde Traffic Committee, dated 27 June 2024

**ITEM 16 (continued)**

**ATTACHMENT 1**

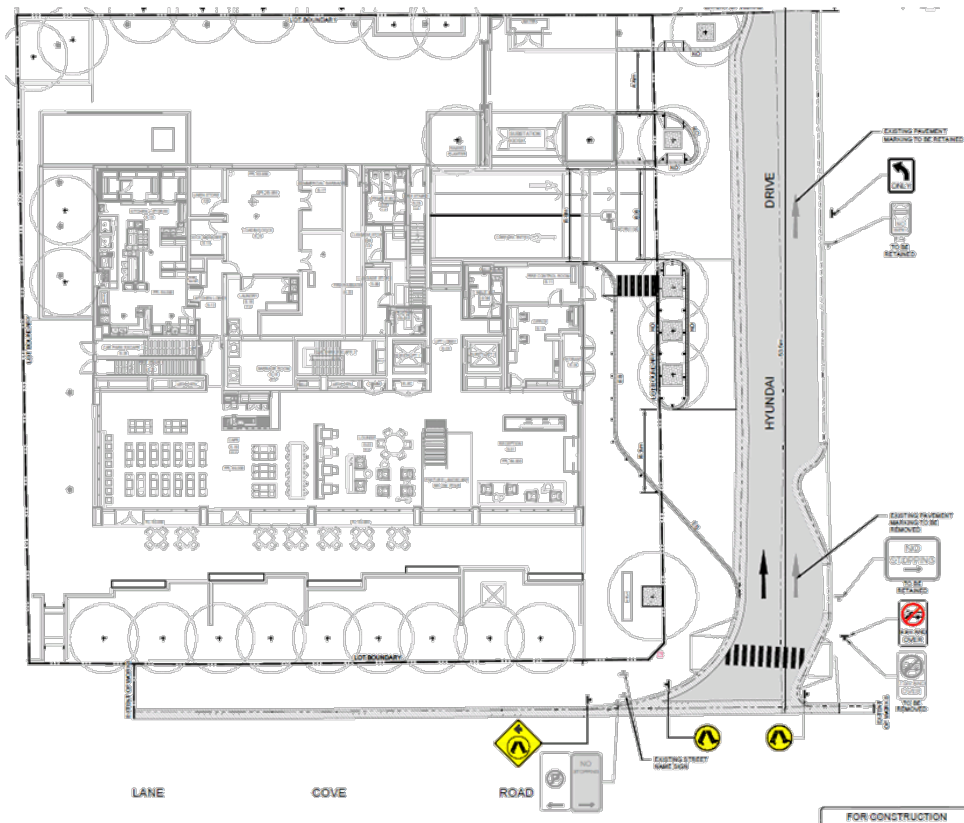


Ryde Traffic Committee

infrastructure is an outcome of a pedestrian safety management strategy prepared in accordance with the development consent.

Based on recent surveys undertaken in 2023, there is high pedestrian traffic across Hyundai Drive during weekday peak commuter periods. This and other developments in the area are expected to further increase pedestrian activity across Hyundai Drive in the future. The provision of a pedestrian crossing on Hyundai Drive is therefore envisaged to support this additional demand, ensure pedestrian movements are prioritised and improve pedestrian connectivity to Macquarie Park Metro Station.

**Figure 2** shows the proposed pedestrian crossing, signs and linemarking on Hyundai Drive, Macquarie Park.



**Figure 2: Proposed pedestrian crossing, signs and linemarking on Hyundai Drive, Macquarie Park.**

The at-grade pedestrian crossing and supplementary signage will be installed in accordance with the Transport for NSW Technical Directions and other relevant standards (e.g. The Australian Standard for *Manual of uniform traffic control devices, Part 10: Pedestrian control*

Agenda of the Ryde Traffic Committee, dated 27 June 2024



**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

*and protection* (AS1742.10)). In an email dated 28 August 2023, TfNSW indicated they have no objections in principle to the proposal for a pedestrian crossing on Hyundai Drive. Currently, Hyundai Drive is a one-lane, one-way road allowing only left turns from Lane Cove Road onto Hyundai Drive. As part of the development at 384-392 Lane Cove Road, Macquarie Park, Hyundai Drive will be widened along the site's frontage to accommodate two traffic lanes facilitating traffic flow in both directions. However, Hyundai Drive cannot operate as a two-way road until the neighbouring property to the west is redeveloped and the rest of Hyundai Drive is widened. Therefore, an "ALL TRAFFIC (LEFT ONLY)" sign (R2-14L) is proposed to be installed on the northern side of Hyundai Drive, opposite the development's driveway, to direct drivers onto the laneway in the correct direction.

The existing "TRUCK PROHIBITED – 7.0M AND OVER" sign on Hyundai Drive at its intersection with Lane Cove Road is also proposed to be replaced with a "TRUCK PROHIBITED – 9.9M AND OVER" sign to allow for trucks up to 9.9m long to access the subject development.

**CONSULTATION**

The proposed works form part of the approved development, whereby community consultation was undertaken at the development application stage.

**RECOMMENDATION:**

The Ryde Traffic Committee recommends that:

- a) An at-grade pedestrian crossing and supplementary signage be installed on Hyundai Drive and Lane Cove Road in accordance with Transport for NSW's Technical Directions and other relevant standards (e.g. AS1742.10).
- b) Signage on Lane Cove Road is to be installed by Transport for NSW only.
- c) An "ALL TRAFFIC (LEFT ONLY)" sign (R2-14L) be installed on the northern side of Hyundai Drive, opposite the development's driveway.
- d) The existing "TRUCK PROHIBITED – 7.0M AND OVER" sign (R6-10-2) on Hyundai Drive at its intersection with Lane Cove Road be replaced with a "TRUCKS PROHIBITED – 9.9m AND OVER" sign.

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**ITEM (D):** MELLOR STREET, WEST RYDE  
**SUBJECT:** PARKING RESTRICTIONS

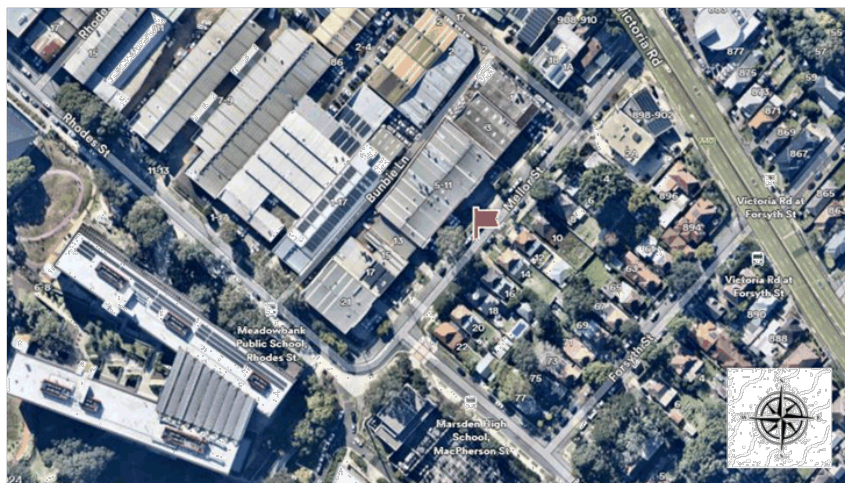
**ELECTORATE:** RYDE  
**WARD:** CENTRAL  
**ROAD CLASS:** NON-CLASSIFIED  
**OFFICER:** M LISTER

Traffic Committee Members are required to advise whether they have any pecuniary or non-pecuniary interest about the item discussed below.

**PROPOSAL**

Council is proposing to install Resident Parking Scheme (RPS) restrictions, being "2P 8AM-6PM MON-FRI AUTHORISED PERMIT HOLDERS EXCEPTED - ZONE 8" on the eastern side of Mellor Street, West Ryde.

**Figure 1** shows the location of the proposed parking changes.



**Figure 1: Location Plan**

**DISCUSSION**

Council received a petition from residents of Mellor Street, West Ryde in January 2024 requesting an extension of Zone 8 - RPS into Mellor Street.

Mellor Street is zoned residential on the eastern side and light industrial / commercial on the western side. Residents advised that there is little opportunity to park on the eastern side due to vehicles from the commercial properties parking for extended periods.

Agenda of the Ryde Traffic Committee, dated 27 June 2024

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

As part of the review process an independent parking utilisation study was undertaken in March 2024, to determine the eligibility of Mellor Street for inclusion into the RPS. Council's policy requires that an on-street parking utilisation survey be undertaken which demonstrates that 85% of the available on-street parking spaces are being utilised.

Independent parking occupancy surveys confirmed by site investigations have found that on-street parking demand on the eastern side of Mellor Street, adjacent to the residential properties to exceed 85%.

**Figure 2** shows details of the proposed parking changes.



**Figure 2: Proposed Restrictions – Mellor Street, West Ryde**

**CONSULTATION**

All residents and property owners in Mellor Street were consulted on 15 May 2024 as to whether they wished their street to be included into a resident parking scheme.

Council received eight (8) responses supporting the proposal, and no objections. A response rate of 80% was achieved, representing a clear majority.

Agenda of the Ryde Traffic Committee, dated 27 June 2024



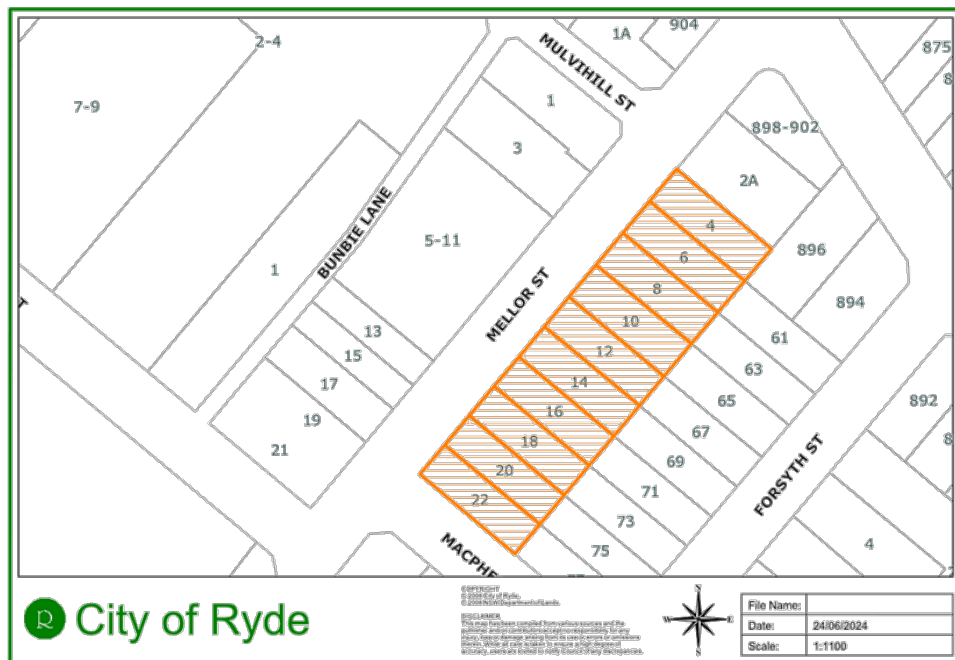
**ITEM 16 (continued)**

## ATTACHMENT 1



## Ryde Traffic Committee

Information sent to residents clearly stated that as most properties had access to off street parking, not all resident vehicles would qualify for resident parking permits, but each property would be eligible for a visitor's permit. If approved, Council will conduct further site inspections to quantify the off-street parking availability associated with each property and advise residents of the results of the assessment. Only the eastern side of the street will become part of the resident parking scheme as there are no residential properties on the western side of Mellor Street. **Figure 3** shows location of the properties consulted.



**Figure 3: Distribution map for community consultation.**

## RECOMMENDATION

The Ryde Traffic Committee recommends that:

- a) A "2P 8AM-6PM MON-FRI AUTHORISED PERMIT HOLDERS EXCEPTED - ZONE 8" resident parking scheme be installed on the eastern side of Mellor Street, West Ryde.
- b) Residents be advised of the number of permits that they will be eligible for and invited to apply for permits.

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**ITEM (E): 6-8 WESTERN CRESCENT, GLADESVILLE**  
**SUBJECT: NO STOPPING SIGNS ON COULTER STREET AND ROSS STREET**

ELECTORATE: LANE COVE  
WARD: EAST  
ROAD CLASS: NON-CLASSIFIED  
OFFICER: J HUANG

Traffic Committee Members are required to advise whether they have any pecuniary or non-pecuniary interest with regards the item discussed below.

**PROPOSAL**

Council is proposing to install the following parking restrictions adjacent to property nos. 6 – 8 Western Crescent, Gladesville:

- a) A 12.5m long “NO STOPPING - WASTE VEHICLES EXCEPTED” zone on the northern side of Coulter Street; and
- b) A 10m “NO STOPPING” zone on the eastern side of Ross St.

**Figure 1** shows the location of the proposed parking changes.



**Figure 1: Location Map**

Agenda of the Ryde Traffic Committee, dated 27 June 2024

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**DISCUSSION**

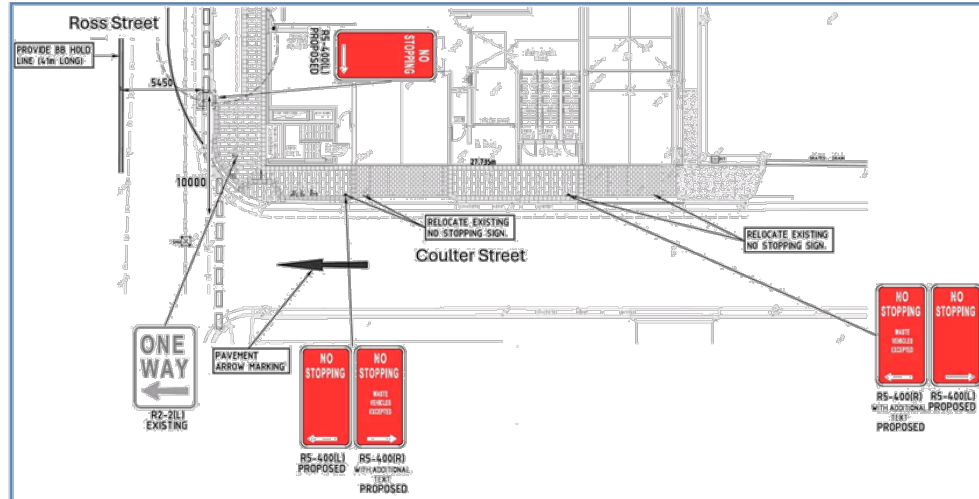
The new development at 6-8 West Crescent, Gladesville comprises a ten-storey mixed use building, including community use on lower levels with residential units above. Access to the site is provided by two driveways on the northern side of Coulter Street.

The proposed waste collection area is located between the two driveways at the property frontage on Coulter Street. The provision of a "NO STOPPING - WASTE VEHICLES EXCEPTED" zone within this section of Coulter Street is to support waste collection associated with the development.

It is noted that Coulter Street provides a width between kerbs of approximately 7m and accommodates one-way westbound movements. There is an existing "NO STOPPING" zone on the southern side of Coulter Street directly opposite the development, which allows vehicles to overtake a garbage truck temporarily stopped to collect garbage. The provision of a dedicated waste vehicle parking space is therefore expected to have minimal impedance to the through traffic flow.

In addition to the above, a "NO STOPPING" sign is proposed to be installed on the eastern side of Ross Street, 10m north of Coulter Street to ensure compliance with Clause 170 of the Road Rules.

**Figure 2** shows the details of the proposed "NO STOPPING" signs on Coulter Street and "Ross Street, Gladesville.



**Figure 2 – Proposed signage changes**

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**CONSULTATION**

The proposed works form part of the approved development, whereby community consultation was undertaken at the development application stage.

**RECOMMENDATION:**

The Ryde Traffic Committee recommends that:

- a) A 12.5m long "NO STOPPING - WASTE VEHICLES EXCEPTED" zone be installed on the northern side of Coulter Street at the property frontage of 6-8 Western Crescent, Gladesville.
- b) A statutory "NO STOPPING" sign be installed on the eastern side of Ross Street, 10m north of Coulter Street.



**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**ITEM (F) COXS ROAD, NORTH RYDE/EAST RYDE**

**SUBJECT: PARKING RESTRICTIONS**

ELECTORATE: LANE COVE  
WARD: EAST  
ROAD CLASS: NON-CLASSIFIED  
OFFICER: I SHAIK

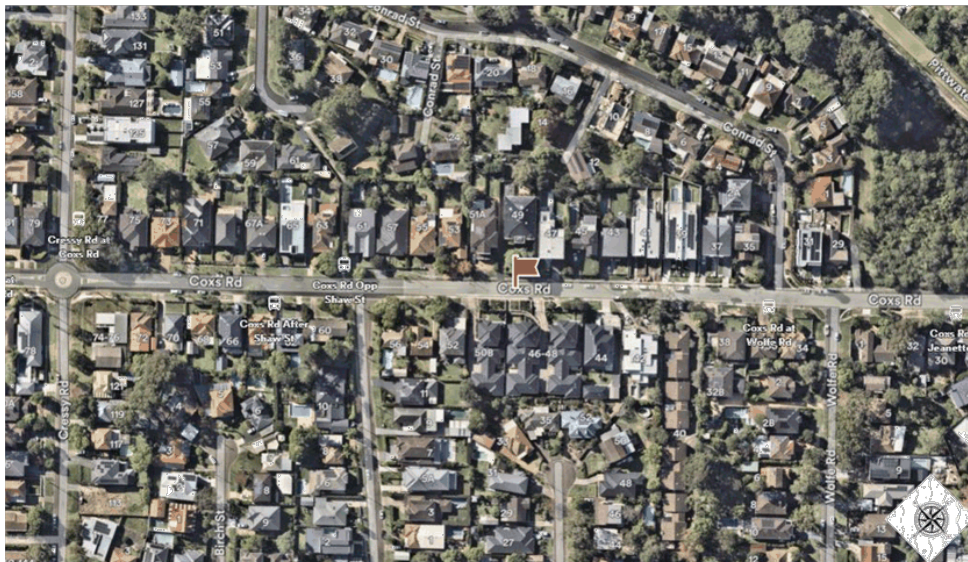
Traffic Committee Members are required to advise whether they have any pecuniary or non-pecuniary interest about the item discussed below.

**PROPOSAL**

Council is proposing the following parking changes on Coxs Road between Cressy Road and Conrad Street, North Ryde, to reinforce the existing Road Rules.

- a) "NO STOPPING" restrictions on both sides of Coxs Road (outside property numbers 46 to 57) along the existing double centreline.
- b) Statutory 10m "NO STOPPING" restriction at the intersections of Shaw Street and Wolfe Road with Coxs Road.

**Figure 1** shows the location of the proposed parking changes.



**Figure 1: Location Plan**

Agenda of the Ryde Traffic Committee, dated 27 June 2024

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**DISCUSSION**

*At the Council meeting held on 28 May 2024, it was resolved:*

*That Council refer the following traffic and parking changes to the June 2024 Ryde Local Traffic Committee meeting for consideration, following community consultation:*

- I. Install "NO STOPPING" signs and linemarking along both sides of Coxs Road between Cressy Road and Conrad Street, North Ryde to deter illegal parking within this section of Coxs Road.*
- II. Install a painted central median on Coxs Road between Cressy Road and Conrad Street, North Ryde to provide separation between opposing traffic flow and to deter speeding within this section of Coxs Road.*

This report has been prepared to address the adopted Council resolution stated above. The current parking conditions on Coxs Road between Cressy Road and Conrad Street leave limited manoeuvring space, particularly when vehicles are parked on both sides, reducing the road to a single travel lane. Following investigations undertaken by Council's traffic engineers, the following measures were originally proposed to improve the safety of two-way traffic flow on Coxs Road between Conrad Street and Cressy Road:

1. Install "NO STOPPING" signs and linemarking along both sides of Coxs Road between Cressy Road and Conrad Street, North Ryde to deter illegal parking within this section of Coxs Road.
- 2- Install a painted central median on Coxs Road between Cressy Road and Conrad Street, North Ryde to provide separation between opposing traffic flow and to deter speeding within this section of Coxs Road.

The abovementioned measures were also expected to assist with vehicles accessing and vacating abutting developments within this section of Coxs Road by improving visibility to approaching traffic. Please refer to **Figure 2** below illustrating the extent of the measures originally proposed.



*Figure 2: Original parking changes proposed.*

**ITEM 16 (continued)**

**ATTACHMENT 1**

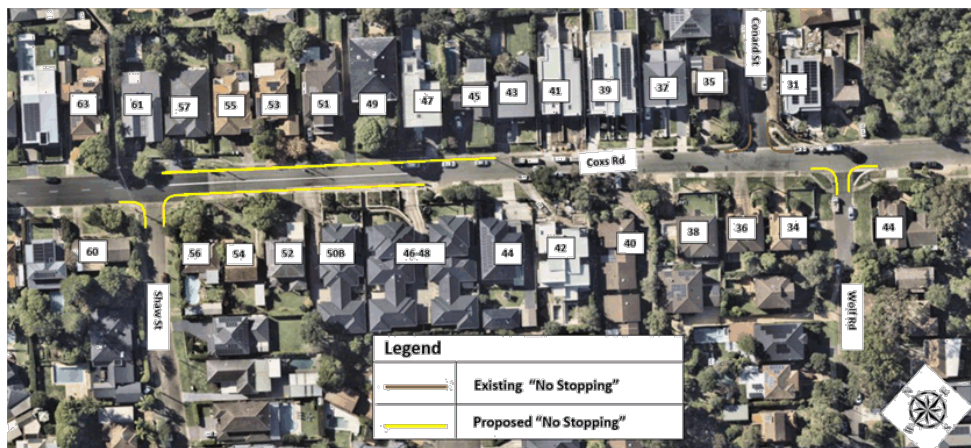


Ryde Traffic Committee

From the community consultation, Council received strong opposition to the proposal shown in **Figure 2** due to concerns over the loss of on-street parking and speeding. Council's traffic engineers took on board the resident's concerns and proposed a modified version of the original proposal described below:

- a) Install "NO STOPPING" restriction on both sides of Coxs Road (outside property numbers 46 to 57) along the existing double centreline to reinforce existing Road Rule, which states that it is illegal to park within three (3) metres of a double centreline.
- b) Install statutory 10m "NO STOPPING" restriction at Coxs Road intersections at Shaw Street and Wolfe Road.

Please refer to **Figure 3** for the details of the proposed modified parking scheme on Coxs Road.



**Figure 3: Proposed modified parking scheme on Coxs Road incorporating community feedback.**

Maintaining the parking within the section of Coxs Road between property nos. 31 – 47 would assist with deterring speeding along this street, and at the same time can maintain the surrounding residential amenity.

**CONSULTATION**

Consultation letters were distributed to the properties shown in **Figure 4** below affected by proposal, allowing two (2) weeks for feedback.

The majority of submissions indicated opposition to the "NO STOPPING" arrangements in the original proposal shown in **Figure 2**, with residents believing that:



**ITEM 16 (continued)**

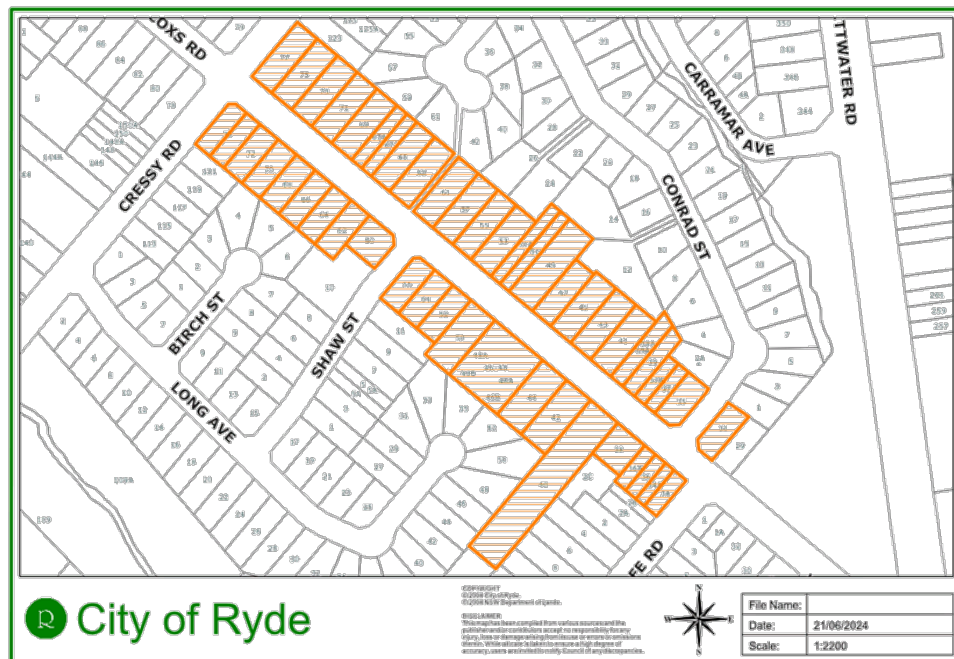
**ATTACHMENT 1**



Ryde Traffic Committee

- The current illegal parking issues on Coxs Road are due to the under-construction developments and are temporary in nature.
- There is high demand for on-street parking on Coxs Road and removal of parking will make it more difficult for residents and visitors to find parking.
- There were also concerns with speeding along Coxs Road through excessive removal of parking.

Based on the community feedback, Council will proceed with the modified parking arrangement shown in **Figure 3**.



**Figure 4: Distribution map for community notification on "NO STOPPING" zone**

**RECOMMENDATION:**

The Ryde Traffic Committee recommends that: -

- "NO STOPPING" restrictions be installed on both sides of Coxs Road, North Ryde / East Ryde (outside property numbers 46 to 57) along the existing double centreline.
- Statutory 10m "NO STOPPING" restrictions be installed at the intersections of Shaw Street and Wolfe Road with Coxs Road, North Ryde/ East Ryde.

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**ITEM (G) MORRISON ROAD, PUTNEY**

**SUBJECT: PARKING RESTRICTIONS**

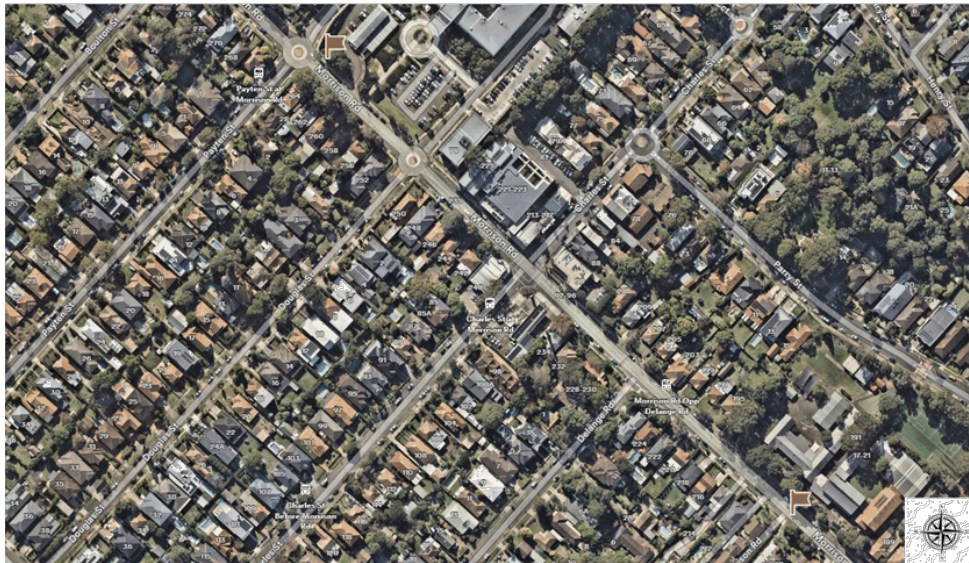
ELECTORATE: LANE COVE  
WARD: EAST  
ROAD CLASS: NON-CLASSIFIED  
OFFICER: I SHAIK

Traffic Committee Members are required to advise whether they have any pecuniary or non-pecuniary interest about the item discussed below.

**PROPOSAL**

Council is proposing to convert one "NO STOPPING" parking space into unrestricted parking on the southern side of Morrison Road, outside property number 210 Morrison Road, Putney.

**Figure 1** shows the location of the proposed parking.



**Figure 1: Location Plan**

Agenda of the Ryde Traffic Committee, dated 27 June 2024

ITEM 16 (continued)

ATTACHMENT 1



Ryde Traffic Committee

**DISCUSSION**

*At the Council meeting held on 24 October 2023, Council resolved:*

- (a) *That Council investigate opportunities to increase parking through changes to existing parking restrictions (e.g. converting existing “NO STOPPING” zones into time restricted parking) within the following local roads in the immediate vicinity of Putney shops:*
  - i. *Charles Street between Susan Schardt Way and Phillip Road;*
  - ii. *Morrison Road between Payten Street and Putney Public School;*
  - iii. *Delange Road between Morrison Road and Frances Road; and*
  - iv. *Douglas Street between Morrison Road and Phillip Road.*
- (b) *That community consultation be undertaken on any proposed parking changes recommended from the parking assessment/investigation within the local roads listed in part (a).*
- (c) *That the preferred parking option(s) from the community consultation be raised at the Ryde Local Traffic Committee and Council meeting for formal approval, prior to any works being undertaken.*

This report has been prepared to address the adopted Council resolution stated above. Council’s traffic engineers investigated the existing “NO STOPPING” restrictions on Charles Street, Morrison Road, Delange Road and Douglas Street for opportunities to increase on-street parking. This investigation identified three (3) parking spaces that could potentially be converted from “NO STOPPING” to unrestricted parking. These locations are stated below and illustrated in **Figures 2 and 3** below:

- Location 1 - Two (2) spaces at the property frontage of 235 Morrison Road, Putney; and
- Location 2 - One (1) space at the property frontage of 210 Morrison Road, Putney.



**Figure 2 – Location 1 on 235 Morrison Road**

Agenda of the Ryde Traffic Committee, dated 27 June 2024



**ITEM 16 (continued)**

**ATTACHMENT 1**

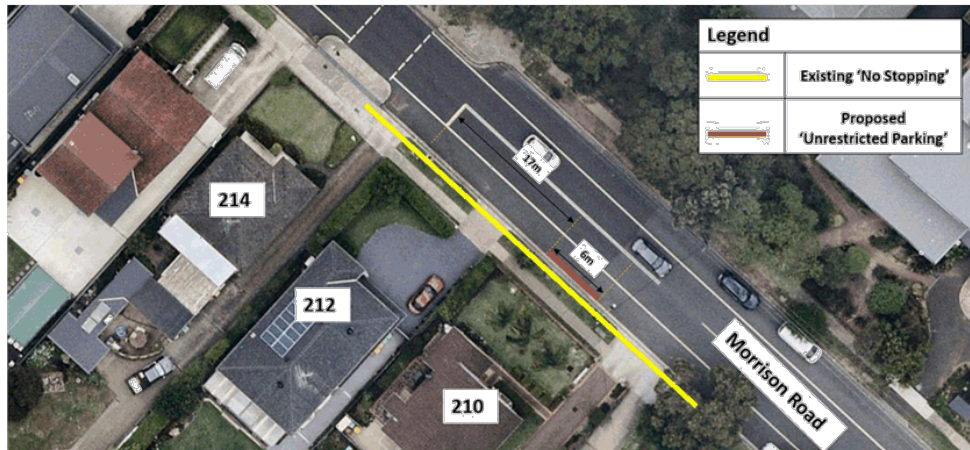


Figure 3: Location 2 on 210 Morrison Road

The remaining "NO STOPPING" zones within the locations specified in part (a) of the October 2023 Council resolution cannot be altered due to driveway access, statutory and safety requirements.

There were strong opposition to the proposal to reinstate parking near 235 Morrison Road due to concerns over safety of vehicular access. There was general support for the reinstatement of a parking space outside of 210 Morrison Road. Based on the community feedback, Council is now proposing to only proceed with converting one "NO STOPPING" space into unrestricted parking outside property no. 210 Morrison Road, Putney.

**CONSULTATION**

Consultation letters were distributed to the affected properties shown in **Figures 4 and 5** below, allowing two weeks for feedback.

Residents strongly opposed unrestricted parking at location 1 due to concerns over sightline at the driveway. There was general support for the reinstatement of parking at location 2. Therefore, Council is proposing to only proceed with converting one "NO STOPPING" space into unrestricted parking outside property no. 210 Morrison Road, Putney, as shown in **Figure 3** above.

**ITEM 16 (continued)**

**ATTACHMENT 1**

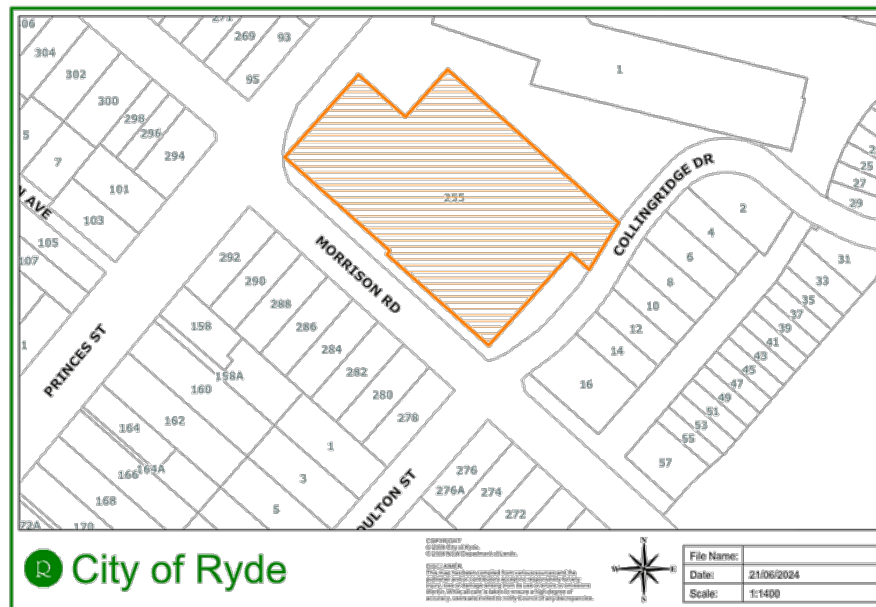


Figure 4: Distribution map for community consultation.

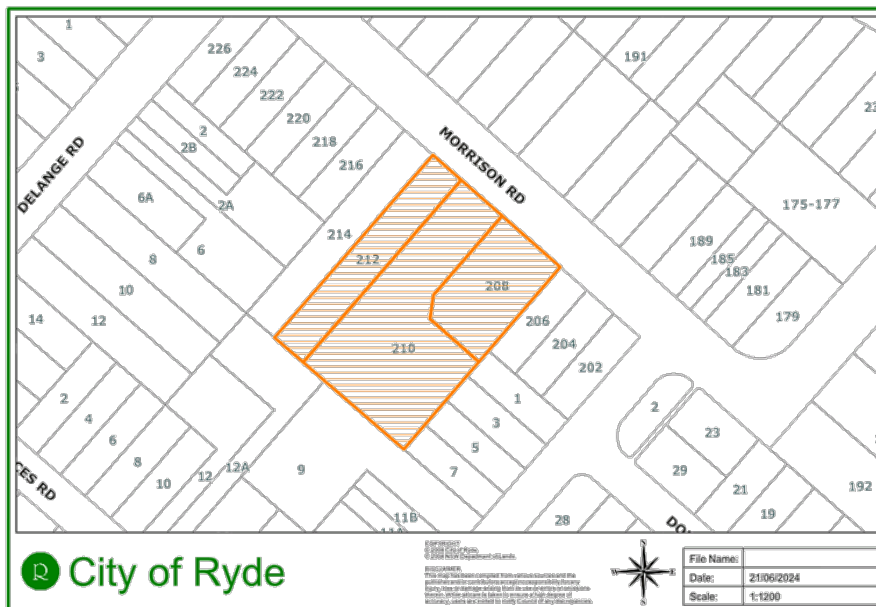


Figure 5: Distribution map for community consultation.

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**RECOMMENDATION:**

The Ryde Traffic Committee recommends that:

- a) A 6m long "NO STOPPING" zone be converted to unrestricted parking on the southern side of Morrison Road outside property no. 210 Morrison Road, Putney.



**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**ITEM (H) BUENA VISTA AVENUE, DENISTONE**

**SUBJECT: PARKING CHANGES**

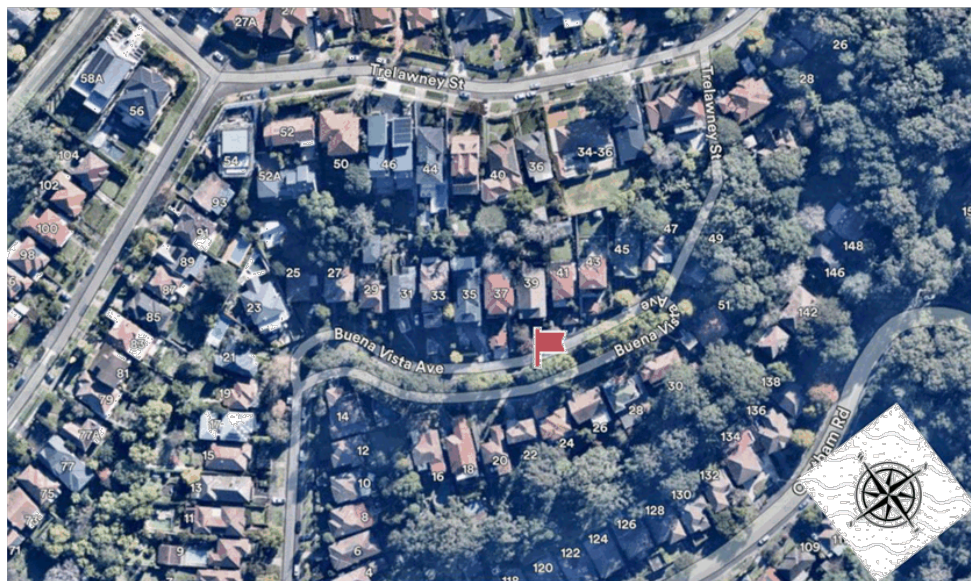
ELECTORATE: RYDE  
WARD: WEST  
ROAD CLASS: NON-CLASSIFIED  
OFFICER: S ALI

Traffic Committee Members are required to advise whether they have any pecuniary or non-pecuniary interest about the item discussed below.

**PROPOSAL**

Council is proposing to install "NO PARKING: 5AM-11AM WEDNESDAY, WASTE VEHICLES EXCEPTED" and "NO STOPPING" zones within the looping section of Buena Vista Avenue, Denistone. These parking measures are required to assist with the safety of garbage collection vehicles as well as other heavy vehicles associated with emergency service, deliveries, and maintenance works, manoeuvring within this section of Buena Vista Avenue.

**Figure 1** shows the location of the proposed parking changes.



**Figure 1: Location Plan**

Agenda of the Ryde Traffic Committee, dated 27 June 2024

ITEM 16 (continued)

ATTACHMENT 1



Ryde Traffic Committee

**DISCUSSION**

The looping section of Buena Vista Avenue (hereafter referred to as 'loop road') is a one-way road, with a width of approximately 4.5m. Parking within this section of Buena Vista Avenue creates significant manoeuvring challenges for service vehicles and results in truck drivers having to resort to unsafe driving practices such as reversing for an extended length of the road.

Following investigations by Council's traffic engineers, the following parking measures are proposed to improve safety of circulation for garbage vehicles and other trucks within the loop road:

- a) Install "NO PARKING: 5AM-11AM WEDNESDAY" parking restrictions within the straight section of loop road; and
- b) Install "NO STOPPING" parking restrictions at the bends of loop road.

Please refer to **Figure 2** below for the details of proposed parking changes.



**Figure 2:** Proposed parking changes on Buena Vista Avenue, Denistone.

**CONSULTATION**

A "Have Your Say" community consultation was conducted for two weeks in June 2024. **Figure 3** shows the location of the properties consulted. Letters were distributed to residents impacted by the proposed parking restrictions. Additionally, a dedicated webpage was created on Council's website, providing another medium for residents to provide their feedback.

Agenda of the Ryde Traffic Committee, dated 27 June 2024

**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

The majority of the submissions centred on the loss of parking on Buena Vista Avenue, which has been acknowledged by staff and addressed in the proposal shown in **Figure 2**, where unrestricted parking was retained in some parts of the loop road (denoted in green).

Council has reached out to the residents providing them with the abovementioned update.

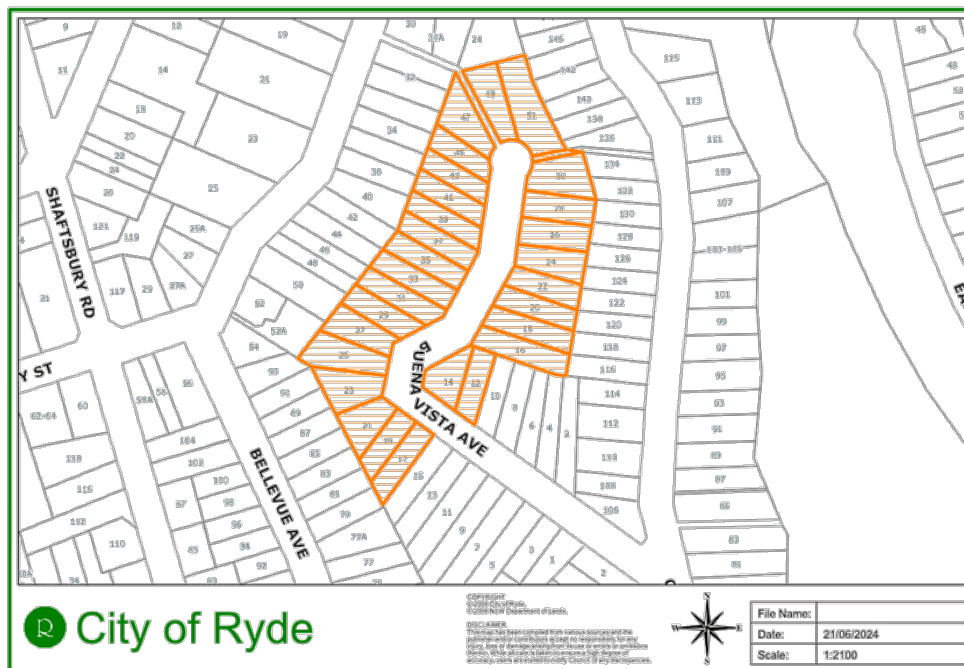


Figure 3: Distribution map for community consultation.

**RECOMMENDATION:**

The Ryde Traffic Committee recommends that: -

- A "NO STOPPING" zone be installed on both sides of Buena Vista Avenue at the property frontages of 14,19-23, and 47-51 Buena Vista Avenue, Denistone.
- A "NO PARKING 5AM-11AM WEDNESDAY, WASTE VEHICLES EXCEPTED" zone be installed on both sides of Buena Vista Avenue except along the frontages of property nos. 14, 18, 26 – 28, 29, 39 and 43 Buena Vista Avenue, Denistone.



**ITEM 16 (continued)**

**ATTACHMENT 1**



Ryde Traffic Committee

**ITEM (I) ROAD SAFETY UPDATE**  
**SUBJECT: ROAD SAFETY PROGRAMS**

ELECTORATE: RYDE / LANE COVE  
WARD: ALL  
OFFICER: L PEARS

Traffic Committee Members are required to advise whether they have any pecuniary or non-pecuniary interest with regards to the items discussed below.

**TRANSPORT FOR NEW SOUTH WALES (TfNSW) FUNDED PROGRAMS**

Council presented to four seniors and fall prevention groups in May to raise awareness of pedestrian safety and the safety on shared paths.

A Child Car Seat Checking Day was held at Blenheim Park on 6 May during National Road Safety Week. Council partnered with Kidsafe and Transurban to present the free checking day, with around 40 car seats checked and correctly fitted on the day.

Council is still waiting on approval of the 2024-2025 Local Government Road Safety Program Action Plan for the City of Ryde and related funding requests.

**COUNCIL FUNDED PROGRAMS**

**Safe Cycling Programs**

Council has partnered with Bike North to deliver a series of cycle skills workshops including:

- Learn to Ride and Skills Improvement sessions for kids during the April school holidays. Both sessions were fully booked with a total of 35 students.
- Adult Skills and Bike Maintenance workshop for adults in April with 10 participants.
- An additional Learn to Ride session for children looking to get off training wheels on 16 June.

**Shared Path Safety Program**

Additional pavement signage is currently being planned for Pittwater Road and Waterview Street, Putney in the City of Ryde. The pavement signage aims to alert cyclists to slow down and give way to pedestrians.

**School Safety Program**

Information on traffic and parking rules and penalties, safe use of Kiss & Ride zones, and general safety around school zones were provided to all schools at the start of Term 2. The information was provided in various languages for distribution to parents.

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Agenda of the Ryde Traffic Committee, dated 27 June 2024

**ITEM 16 (continued)**

**ATTACHMENT 1**



**Ryde Traffic Committee**

New fence banners and corflute signage, school zone safety brochures and pavement decals have been developed in partnership with North Sydney, Ku-ring-gai and Hornsby Councils. These resources are currently in production and will be ready to roll out to schools in July.

**Sustainability Festival**

Council's Traffic Services team held a stall at the recent Sustainability Festival to promote active transport, cycle safety and safe use of shared user paths. Due to the change in venue for weather, the free bike checks were unavailable, however around 20 cyclists made use of the bike parking area. Free bike bells, cycle maps and other resources were distributed.



**RECOMMENDATION**

The Ryde Traffic Committee recommends that:

- a) The Road Safety report be received and noted.

**ITEM 16 (continued)**

**ATTACHMENT 2**

**MINUTES**

<b>Subject:</b>	<b>RYDE TRAFFIC COMMITTEE MEETING – 27 JUNE 2024</b>
<b>Venue:</b>	MS Teams and North Ryde Office, Level 1, Building 0, Riverview Business Park, 3 Richardson Place, North Ryde, 2113 – Meeting Room Royal
<b>Date:</b>	27 June 2024
<b>Time:</b>	11:00am to 12:18pm
<b>Chair:</b>	Mr Muddasir Ilyas
<b>Staff Convenor:</b>	Mr Muddasir Ilyas

**Attendees**

Present	Apology	Name	Position Title	Organisation
x		Ms Tanmila Islam(voting member)	Network & Safety Officer	TfNSW
x		Ms Kathy Tracy – representing The Hon. Jordan Lane, MP (voting member)	Member for Ryde	Member of Parliament
x		Mr Robert Gallagher (voting member)	Sergeant	NSW Police Force
x		Mr Yafeng Zhu	Manager Traffic Services - Traffic Services	City of Ryde
x		Mr Muddasir Ilyas	Senior Coordinator – Traffic Operations	City of Ryde
x		Ms Leonie Abberfield	Former sergeant	NSW Police Force
x		Mr Amir Musavi	Senior Coordinator - Transport Development	City of Ryde
x		Mr Adam Hawami	Team Leader Waste - Circular Economy	City of Ryde
x		Mr Kyle Wells	Traffic Engineer - Traffic Services	City of Ryde
x		Ms Lisa Pears	Road Safety Officer - Traffic Services	City of Ryde
x		Mr Shahzor Ali	Junior Traffic Engineer - Traffic Services	City of Ryde
x		Mr Ilyas Shaik	Junior Traffic Engineer - Traffic Services	City of Ryde



**ITEM 16 (continued)**

**ATTACHMENT 2**

**MINUTES**

**NO OBJECTIONS WERE RAISED BY THE FOLLOWING RTC MEMBERS WHO DID NOT ATTEND THE MEETING**

Apology	Name	Position Title	Organisation
x	Ms Zorica Cai – representing The Hon. A Roberts, MP (voting member)	Member for Lane Cove	Member of Parliament

**CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the April 2024 traffic committee meeting were confirmed at the meeting.

**GENERAL BUSINESS**

**ITEM (A) - JARVIS CIRCUIT, MACQUARIE PARK - PARKING RESTRICTIONS**

**RTC COMMENTS:** No Comments

**RTC RESOLUTION**

That the Ryde Traffic Committee agrees to the proposal.

Voting: **Unanimous**

**ITEM (B) - SALTER CRESCENT, DENISTONE EAST - NO PARKING RESTRICTION**

**RTC COMMENTS:** No Comments

**RTC RESOLUTION**

That the Ryde Traffic Committee agrees to the proposal.

Voting: **Unanimous**

**ITEM (C) - HYUNDAI DRIVE, MACQUARIE PARK - AT- GRADE PEDESTRIAN CROSSING**

**RTC COMMENTS:**

TfNSW advised that any new signs on Lane Cove Road be installed by them. TfNSW also informed that a TMP is required to install a "NO TRUCKS OR VEHICLES 9.9M AND OVER" sign on Hyundai Drive. However, TfNSW will formally confirm this requirement at a later stage.

After the meeting TfNSW confirmed that the proposed "TRUCKS PROHIBITED - 9.9m AND OVER" sign can be installed without the need for a TMP". Therefore, Council can proceed with this proposal without any further amendments.

**ITEM 16 (continued)**

**ATTACHMENT 2**

**MINUTES**

**RTC RESOLUTION**

That the Ryde Traffic Committee agrees to the proposal.

Voting: **Unanimous**

**ITEM (D) - MELLOR STREET, WEST RYDE - PARKING RESTRICTIONS**

**RTC COMMENTS:** No Comments

**RTC RESOLUTION**

That the Ryde Traffic Committee agrees to the proposal.

Voting: **Unanimous**

**ITEM (E) - 6-8 WESTERN CRESCENT, GLADESVILLE - NO STOPPING SIGNS  
ON COULTER STREET AND ROSS STREET**

**RTC COMMENTS:** No Comments

**RTC RESOLUTION**

That the Ryde Traffic Committee agrees to the proposal.

Voting: **Unanimous**

**ITEM (F) - COXS ROAD, NORTH RYDE/EAST RYDE - PARKING RESTRICTIONS**

**RTC COMMENTS:** No Comments

**RTC RESOLUTION**

That the Ryde Traffic Committee agrees to the proposal.

Voting: **Unanimous**

**ITEM (G) - MORRISON ROAD, PUTNEY- PARKING RESTRICTIONS**

**RTC COMMENTS:** No Comment

**RTC RESOLUTION**

That the Ryde Traffic Committee agrees to the proposal.

Voting: **Unanimous**

**ITEM (H) - BUENA VISTA AVENUE, DENISTONE - PARKING RESTRICTIONS**

**RTC COMMENTS:** No Comments

**RTC RESOLUTION**

3 | Page

The Ryde Traffic Committee is a Technical Committee and, as such, does not have any formal power to make decisions on behalf of Council. Therefore, the Recommendations of the Ryde Traffic Committee contained herein will be referred to Council.

**ITEM 16 (continued)**

**ATTACHMENT 2**



**MINUTES**

That the Ryde Traffic Committee agrees to the proposal.

Voting: **Unanimous**

**ITEM (I) - ROAD SAFETY UPDATE - ROAD SAFETY PROGRAMS**

**RTC COMMENTS:** No Comments

**RTC RESOLUTION**

That the Ryde Traffic Committee agrees to the proposal.

**The next ordinary meeting of the Ryde Traffic Committee will be held on Thursday, 25 July 2024 at 11am.**

## 17 ARGYLE CENTRE - PROPOSED NOTICE OF MOTION - USE AS YOUTH ARTS RECREATIONAL CENTRE

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**Report prepared by:** Chief Property Officer  
**File No.:** GRP/24/36 - BP24/588

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### REPORT SUMMARY

At the Council Meeting of the 25 June 2024, a Notice of Motion (Refer **ATTACHMENT 1**) was submitted for inclusion proposing:

#### *Notice of Motion*

- (a) *That Council consult with the community if a suitable Youth Arts Recreational Centre can be located at the Argyle Theatre in a way complimenting the character of the area.*
- (b) *That the consultation process commences in August with a report presented to Council in December 2024.*

The CEO advised that the matter was deferred for Council's consideration, in accordance with Section 3.13 (b) of the Council's Code of Meeting Practice, to the Council meeting to be held on 23 July 2024 pending the preparation of a report on the availability of funds for implementing the Motion.

Council's adopted Halls & Facilities Strategy 2020-2041 (H&FS) identified a number of Guiding Principles for the future provision of community facilities across the City of Ryde.

A recent site inspection of the Argyle Centre identified that due to the condition of the building and limitations of the current layout it could not be refurbished to meet these principles.

The H&FS also identifies a number of future opportunities for multi-purpose community facilities across the LGA that would meet a wide range of community needs including many of those provided in a Youth Arts Recreation centre.

In addition, Council's Halls and Facilities Strategy is due for review in 2024/25 and this will allow an opportunity to review the need for community facility space across the LGA for a wide range of community uses including young people and the arts.

In November 2013 Council resolved to include the site in Council's Property Investment Portfolio and in May 2015, Council resolved to redevelop the site for a mix of retail / commercial and residential uses including affordable housing for key workers.

**ITEM 17 (continued)**

The Argyle Centre currently has considerable value as a commercial property with a significant further uplift in value anticipated once it is strategically redeveloped for a mix of retail / commercial residential and affordable key worker housing.

It has been part of Council's long held position to retain the redeveloped Argyle Centre as an investment which provides a revenue stream back into the Investment Property Reserve once loans are repaid.

No funding has been allocated in the recently adopted Financial Year 2024/2025 One Year Operational Plan for any community consultation or major refurbishment to facilitate the future use of the Argyle Centre as a Youth Art and Recreation Centre.

The estimated cost of remediation works to allow the Argyle Centre to be utilised for any community purpose of is more than \$5 million and advice from Council Project Development and Engineering Team suggest that it would be uneconomic to refurbish the Centre based on its current state of dilapidation.

**RECOMMENDATION:**

That Council notes:

- (a) There are a number of future community facilities projects that will further enhance spaces for youth arts and recreation once Council's financial position allows these projects to be funded in a sustainable manner.
- (b) The recent investment in youth performing arts programs including the new facility at Lachlan's Line Auditorium and upgraded facilities at North Ryde School of the Arts that enhance opportunities for a range of activities for young people.
- (c) The Argyle Centre currently sits within Council's Property Investment Portfolio as a future income generating asset to be redeveloped for a mix of retail, commercial, residential, and affordable housing for key workers.
- (d) That no budget was provided for the following in the recently adopted Operational and Delivery Plans:
  - i) The cost of any community engagement for a possible future use of the Argyle Centre as a Youth Arts and Recreation Centre.
  - ii) The cost of major refurbishments to the existing Argyle Centre, estimated to be in excess of \$5 million or the demolition and replacement of this facility with a new community facility.

**ITEM 17 (continued)**

**ATTACHMENTS**

- 1 Report for the Information of Council - Deferral of Notice of Motion from the Council Meeting held on 25 June 2024

Report Prepared By:

**Kylie Mhanna**  
**Chief Property Officer**

Report Approved By:

**Wayne Rylands**  
**Chief Executive Officer**



## **ITEM 17 (continued)**

### **Discussion**

#### **Need for a Youth Arts Recreation Centre**

Council's adopted Halls & Facilities Strategy 2020-2041 (H&FS) identified a number of Guiding Principles for the future provision of community facilities across the City of Ryde. These included:

- ☐ Universal design
- ☐ Designed to be used flexibly.

A recent site inspection of the Argyle Centre identified that due to the condition of the building and limitations of the current layout that it could not be refurbished to meet these principles.

Furthermore, the H&FS does not identify the Argyle Centre as part of the future provision of community facilities in the City of Ryde. The H&FS identifies the following future opportunities for multi-purpose community facilities across the LGA that would meet a wide range of community needs including many of those provided in a Youth Arts Recreation centre:

- ☐ A future Ryde Central facility including arts and cultural spaces and general-purpose community facility space
- ☐ A future Macquarie Centre Library and Creative Hub
- ☐ A future Community Hub in the northern catchment of the LGA
- ☐ A future Eastwood Community Hub.

These identified opportunities provide a range of strategic options to meet a broader range of community needs including youth arts and recreation space. Council will seek to fund these identified projects when sufficient funding is available. In addition, Council's Halls and Facilities Strategy is due for review in 2024/25 and this will allow an opportunity to review the service need for community facilities and space across the LGA, including space for young people and the arts.

Recently Council adopted a new approach to supporting performing arts opportunities in the City of Ryde for young people. This includes a twelve-month Youth Performing Arts Program designed for young people aged 12 to 18 years of age that live, work or study in the City of Ryde. The workshops will be held in Council's community facilities during school holiday periods in 2024/25. This Program includes workshops on drama, public speaking, musical theatre, comedy and improvisation, drama, screen acting and a Shakespeare residency.

### ITEM 17 (continued)

Council has also recently acquired the new Lachlan's Line Auditorium which provides a facility that can support a wide range of community and arts activities. Recently the Auditorium has played host to Battle of the Bands Ryde, a competition for young people aged 12-24 years. In addition to the Lachlan's Auditorium, Council has also recently made improvements to the North Ryde School of Arts including reconfiguration of the stage to increase its size, new lighting, and a new audio system. Both facilities are suitable to host a range of recreation, education, leadership, and cultural activities for young people.

### Background and current status of the Argyle Centre



**Photograph 1 – Argyle Centre 33-35 Blaxland Road Ryde**

The Argyle Centre is located at 33-35 Blaxland Road, Ryde (Lots 1-2 in Deposited Plan 8675). The Centre was the original Palace/Ritz Picture Theatre site built in 1926. The use has changed over time with the Centre being used as a retail outlet, community centre and hall – refer **Photograph 1**. The building is currently vacant.

Ryde City Council purchased the premises in 1972 for use as a community centre. The Argyle Theatre is located on the first floor of the premises and was made available for hire from 1st February 1977. The theatre was closed in the late 1980s because it did not conform to the safety requirements to operate as a theatre. Extensive renovations commenced in 1992 and it re-opened in 1995 as a performing arts venue for local community groups.

Until 2012 the building continued to be used as offices for Council staff, when a detailed building condition and Work Health and Safety report and others identified serious safety issues affecting the work environment. The building was deemed non-habitable and in April 2012, Council passed a resolution to close the Argyle Centre.

## **ITEM 17 (continued)**

### **Heritage**

The property is not a heritage Item under Ryde LEP 2014 however, it is adjoining Ryde Park. The Gazebo in Ryde Park is listed as a Local heritage Item 13. The property is also in the vicinity of Ebenezer Church (Item 14).

The AHIMS database held by Council was checked and no Aboriginal Places and Sites are indicated for the Property.

### **Aboriginal Land Claim**

Pursuant to the Aboriginal Land Rights Act 1983, an Aboriginal Land Claim (ALC) was lodged by the NSW Aboriginal Land Council on behalf of the Metropolitan Aboriginal Land Council on 26 October 2011 over the adjoining Ryde Park which also incorporates the Ryde Bowling Club, which comprises buildings on the site, a significant proportion of the existing bowling greens and what appears to be the at grade car parking area between the Premises and the Argyle Centre.

While the Argyle Centre is not subject to the ALC, the difficulty in determining the extent of the ALC is that the shape of the claimed area does not specifically correlate with any legal land parcel boundaries in the vicinity. Accordingly, it is difficult to identify the exact location of the ALC.

Council has lodged an objection to the ALC including grounds that that the application does not adequately identify the exact location of the relevant area of the land that is subject to the ALC. Whilst this objection remains outstanding, the ALC may have an impact on any proposed future development of the Argyle Centre.


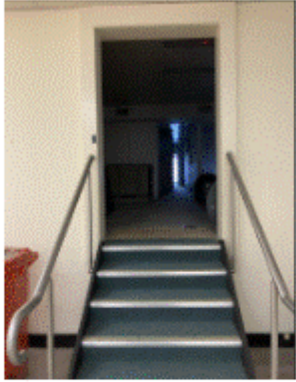


The ALC has yet to be determined by the relevant Minister at the date of writing this report.

### **Current Status of the Argyle Centre**

The Argyle Centre was permanently closed in 2012 and would require a significant capital investment to make it suitable for temporary short term community use.

A recent inspection of the building by Council on Tuesday 2 July 2024, staff confirmed that the condition of the building was unfit for human habitation. **Table 1** provides a visual survey of some aspects of the building that were identified during the inspection.

**ITEM 17 (continued)**

<b>Argyle Centre 33-35 Blaxland Road Ryde – Photos showing the current condition of the interior of the building</b>	
	
Ground floor area. Significant leaks in roof membrane causing water to pond on ground floor – leading to mould and poor internal air quality throughout the building.	Internal stairs on ground floor inhibit disabled access
	
The first-floor auditorium is in a state of disrepair, the air quality is poor and requires significant expenditure to make it fit for human habitation and upgrade it to current building standards.	Internal stairs to upper floor inhibit disabled access and require upgrading

**Table 1 – Argyle Centre 33-35 Blaxland Road Ryde - Photographs taken during property inspection on Wednesday 2 July 2024**

Whilst the Argyle Centre is reflective of the building standards likely to have been applicable at the original time of construction, and has been the subject of some partial upgrading works in the past, it falls well short of current building codes and standards. Significant extra measures would be needed to partially upgrade the building toward meeting compliance with current standards including (but not limited to):

- Repair of Building fabric roof, fascia, and walls.
- Compliance under fire/essential services and relevant building codes
- Hazardous Materials (asbestos removal) and hygiene concerns (including the extent excessive mould build up)
- Accessibility including disability access.



**ITEM 17 (continued)**

- Ventilation and restoration of indoor air quality
- Water ingress (including inability to identify to source of entry)
- Structural adequacy
- Upgrading of internal Fit-out including walls, flooring, bathrooms, and kitchen
- Upgrading security systems, signage, lighting, and services.
- Review of specialist audio/visual requirements for arts / theatre purposes
- Functionality of existing layout
- Limitations to extend footprint to meet legislative and planning requirements.

This list is not exhaustive, however, it sets out some areas for review, survey and future expenditure required before the property could be made fit for purpose as a Youth Arts Recreation Centre.

Council's Engineering and Project Delivery section consider that while it would be possible to prepare an accurate and comprehensive costing, thorough investigations and a quantity survey (QS) would be required to identify the full extent of work required. However, from their initial observations they are of the opinion that the building is not fit for purpose and that refurbishment of the current building would not be deemed value for money for the community due to the significant spend and low return on investment with the type of uses proposed.

Engineering and Project Delivery's recommendation is to demolish the existing building and adhere to Council's November 2013 resolution to place the asset in the Property Investment Portfolio for future redevelopment.



**Figure 2 – Current aerial view of the Argyle Centre Ref** <https://maps.six.nsw.gov.au>

### **ITEM 17 (continued)**

Further to that resolution, in May 2015, Council resolved to redevelop the site for a mix of retail and residential uses including affordable key worker housing.

The site has an area of approximately 1,214 sqm and consists entirely of the building footprint. Refer to **Figure 2**. The site is classified as Operational land and is currently zoned MU1 - Mixed Use with a height limit of 15.5 metres, that may enable some form of redevelopment, subject to a positive financial business case.

The Property Investment Portfolio (PIP) suggests it was Council's intention to retain the redeveloped property as an investment which provides a revenue stream back into the Investment Property Reserve once loans are repaid. This needs to be reviewed to ensure the best community and financial outcomes are obtained.

### **Community Consultation**

On 11 November 2014, the Council resolved to consult with the community regarding their preferences for the future uses of the Argyle Centre and the Ryde Bowling Club. The results of this community consultation process supported Council proceeding to an EOI process for the Ryde Bowling Club site and to the next stage of the project for the Argyle Centre site which includes a mix of residential, commercial, and affordable key worker housing.

Additional funding will need to be identified to undertake the community consultation. Any engagement for such a proposal would require facilitation with youth networks to reach the proposed target audience as well as input and engagement support from a wide range of subject matter experts from across Council.

The estimated costs for community engagement associated with this proposal to facilitate resourcing and engagement activities is approximately \$20,000. There is no allocated budget for these costs.

### **Financial Implications**

Due to the current state of the Argyle Centre at 33-35 Blaxland Road, rectification works required to ensure it is fit for purpose for community use will be in excess of \$5 million based on Council's internal site inspection on 2 July 2024.

There is insufficient funding available to complete these works, and these works are not budgeted within Council's Adopted Budget and Forward Estimates.



**ITEM 17 (continued)**

**ATTACHMENT 1**

**14 REPORT FOR THE INFORMATION OF COUNCIL - DEFERRAL  
OF NOTICE OF MOTION FROM THE COUNCIL MEETING HELD  
ON 25 JUNE 2024**

**Report prepared by:** Chief Executive Officer  
**File No.:** CLM/24/1/1/2 - BP24/496

**REPORT**

The purpose of this report is to advise Council that the below Notice of Motion was submitted for inclusion on the Agenda for the Council Meeting of 25 June 2024:-

- (a) That Council consult with the community if a suitable Youth Arts Recreational Centre can be located at the Argyle Theatre in a way complimenting the character of the area.
- (b) That the consultation process commence in August with a report presented to Council in December 2024.

Council is advised that the Notice of Motion has been deferred from the Agenda for the Council Meeting of 25 June 2024 in accordance with Section 3.13(b) of Council's Code of Meeting Practice which reads as follows:-

- 3.13 *A Notice of Motion for the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the Notice of Motion. If the Notice of Motion does not identify a funding source, the Chief Executive Officer must either:-*
- (a) prepare a report on the availability of funds for implementing the Motion if adopted for inclusion in the business papers for the meeting at which the Notice of Motion is to be considered by Council, or*
  - (b) by written notice sent to all Councillors with the business papers for the meeting for which the Notice of Motion has been submitted, defer consideration of the matter by the Council to such a date specified by the notice, pending the preparation of such a report.*

The Notice of Motion has been deferred for Council's consideration to the Council meeting to be held on 23 July 2024, pending the preparation of a report on the availability of funds for implementing the Motion.

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Council, dated 16 July 2024, submitted on 25 June 2024.

**ITEM 17 (continued)**

**ATTACHMENT 1**

**ITEM 14 (continued)**

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared and Approved By:

**Wayne Rylands**  
**Chief Executive Officer**

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Council, dated 16 July 2024, submitted on 25 June 2024.

## **INFORMATION REPORT**

### **18 REPORT FOR THE INFORMATION OF COUNCIL - INVESTMENT REPORT AS AT 30 JUNE 2024**

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**Report prepared by:** Acting Chief Financial Officer  
**File No.:** GRP/24/36 - BP24/552

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#### **REPORT SUMMARY**

This report details Council's performance of its investment portfolio as at 30 June 2024, and compares it against key benchmarks. The report includes Council's loan liabilities.

Council's rate of return on investments for the reporting period is 4.89%, which is 0.55% above the benchmark figure of 4.34%.

Income from interest on investments is budgeted at \$11.0m and as at 30 June 2024 funds of \$12.7m have been earned. The majority of this income is interest earned on Externally Restricted Reserves and must be held in such Reserves.

#### **ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Sacha Thirimanne**  
**Acting Chief Financial Officer**

Report Approved By:

**Luke Homann**  
**General Manager - Business and Operations**

## ITEM 18 (continued)

### Background

Council's Responsible Accounting Officer is required to report monthly on Council's Investment Portfolio as per the Local Government (General) Regulation 2021 Section 212 and certify that the Investments are held in accordance with Council's Investment Policy and Section 625 of the *Local Government Act* 1993.

The **preservation of capital is the principal objective** of Council's Cash Investment Policy. Investments are to be placed in a manner that safeguards the investment portfolio and risk tolerances are prescribed to ensure the best financial outcome for residents.

Funds are to be invested at the most favorable interest rate available at the time, whilst having due consideration of the following parameters to mitigate risk:

- **Liquidity:** Investment terms should be sufficient to meet cash flow requirements of Council operations.
- **Legislative Compliance:** Council is guided by both the Local Government Act 1993, Local Government Regulations 2021 and to the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.
- **Institutional Limitations:** Council is not permitted to invest in Authorised Deposit taking Institutions (ADI) that is an Australian subsidiary of a foreign bank, all ADI's Council invests with must comply to ratios monitored by Australian Prudential Regulation Authority (APRA).
- **Overall Portfolio Limits:** In order to diversify risk of Council's Investment Portfolio, maximum limits apply based on Standard & Poor (S&P) credit rating. Council is not permitted to invest in any ADI which is BBB- or less.
- **Term to Maturity:** maximum limits apply to term deposit terms that are between 1 - 3 years and greater than 3 years.

### Standard & Poor (S&P) Rating Scale:

<b>AAA</b>	An obligor has <b>extremely strong</b> capacity to meet its financial commitments
<b>AA+</b>	An obligor has <b>very strong</b> capacity to meet its financial commitments. It differs from the highest rated obligors only to a small degree
<b>AA</b>	
<b>AA-</b>	
<b>A+</b>	An obligor has <b>strong</b> capacity to meet its financial commitments but is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligors in higher rated categories
<b>A</b>	
<b>A-</b>	
<b>BBB+</b>	An obligor has <b>adequate</b> capacity to meet its financial commitments. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity for the obligor to meet its financial commitments
<b>BBB</b>	
<b>BBB-</b>	

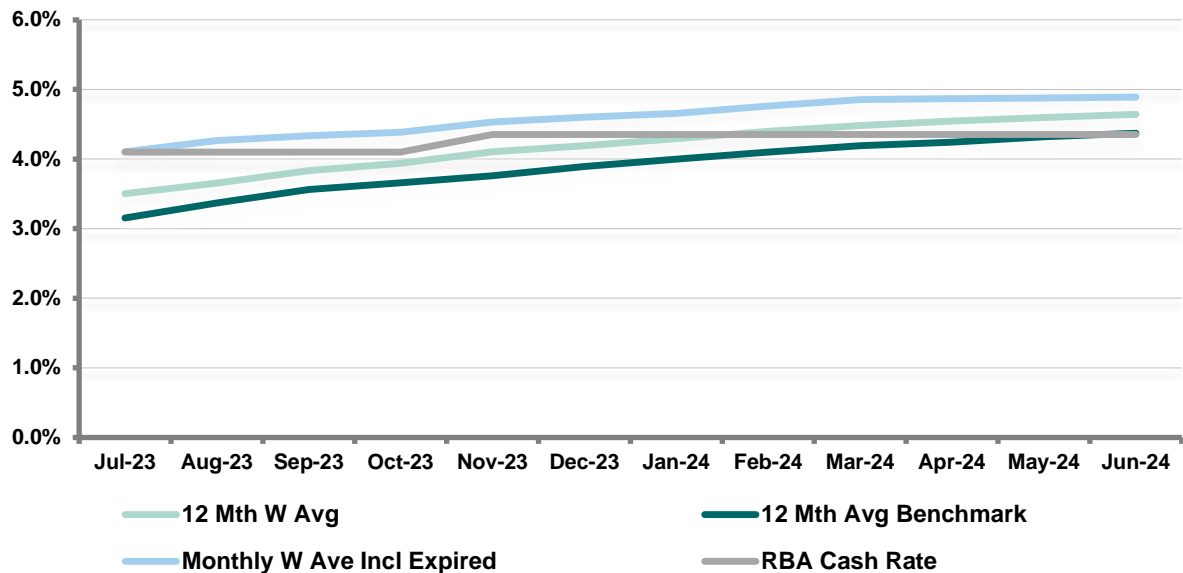
## ITEM 18 (continued)

### Investment Performance Commentary

Council's performance against the benchmark for returns of its investment portfolio for June 2024 and the past 12 months are as follows:

	June	12 Month	FYTD
<b>Council Return</b>	4.89	4.64	4.64
<b>Benchmark</b>	4.34	4.37	4.37
<b>Variance</b>	<b>0.55</b>	<b>0.27</b>	<b>0.27</b>

#### Performance - All Investments



Council's investment portfolio as at 30 June 2024 was as follows:

Cash/Term Deposits	\$154.90m	50.29%
Floating Rate Notes	\$88.92m	28.87%
Fixed Bonds	\$64.18m	20.84%
<b>Total Investments</b>	<b>\$308.01m</b>	

### **ITEM 18 (continued)**

Council continues to utilise the Federal Government's current guarantee (\$250k) investing in Term Deposits with a range of Authorised Deposit Taking Institutions (ADI's) on short to medium term investments (Generally 30 days to 180 days maturity) where more competitive rates are available.

Council's income from investments continues to exceed original budgeted expectations, primarily due to Council's cash reserves balances being higher than anticipated and higher interest rates being offered reflective of recent economic conditions.

### **Loan Liability**

Council's loan liability as at 30 June 2024 is \$47k, which represents the balance of a \$1.5m loan drawn down on 1 September 2014 at 4.95% for Phase 2 of the Children's Play Implementation Plan, which was established under the Local Infrastructure Renewal Scheme (LIRS). Council receives a 3% interest subsidy payment from the OLG twice a year.



## ITEM 18 (continued)

### INVESTMENT SUMMARY AS AT 30 JUNE 2024

Issuer	Investment Name	Investment Rating	Fossil Fuel Free	Invested at 30-Jun-24 \$'000's	Annualised Period Return (%)	12 Month Average Return	Return since 01 July 2023	% of Total Invested	Maturity	Tenor
Bank of Queensland	1. Bank of Queensland Floating Rate Note	AAA	Y	1,200	5.55	5.45	5.45	0.39	14/05/2025	1826
Bank of Queensland	2. BoQ FRN	AAA	Y	2,000	5.55	5.44	5.44	0.65	14/05/2025	1051
Bendigo and Adelaide Bank	3. Bendigo FRN (Covered)	AAA	Y	4,000	5.42	5.32	5.32	1.30	11/11/2025	1096
Suncorp-Metway	4. Suncorp Covered Bond	AAA	Y	3,979	3.57	3.55	3.55	1.29	24/08/2026	1593
Westpac Banking Corporation	5. WBC Covered Bond	AAA	N	3,198	3.93	3.95	3.95	1.04	20/05/2025	1096
Australia and New Zealand Banking Group	6. ANZ Fixed Bond	AA-	N	2,000	1.56	1.56	1.56	0.65	29/08/2024	1827
Australia and New Zealand Banking Group	7. ANZ Fixed Bond	AA-	N	2,000	1.67	1.67	1.67	0.65	29/08/2024	1805
Australia and New Zealand Banking Group	8. ANZ Fixed Bond	AA-	N	2,000	1.70	1.69	1.69	0.65	16/01/2025	1827
Australia and New Zealand Banking Group	9. ANZ Fixed Bond	AA-	N	2,999	1.80	1.80	1.80	0.97	29/08/2024	1612
Australia and New Zealand Banking Group	10. ANZ Fixed Bond	AA-	N	2,000	4.09	4.07	4.07	0.65	12/05/2025	1096
Australia and New Zealand Banking Group	11. ANZ FRN	AA-	N	1,200	5.53	5.47	5.47	0.39	31/03/2028	1827
Australia and New Zealand Banking Group	12. ANZ FRN	AA-	N	2,800	5.39	5.32	5.32	0.91	11/09/2028	1827
Commonwealth Bank of Australia	13. CBA Business Online Saver	AA-	N	20,903	4.44	4.33	4.33	6.79		
Commonwealth Bank of Australia	14. CBA Fixed Bond	AA-	N	2,999	4.29	4.31	4.31	0.97	18/08/2025	1096
Commonwealth Bank of Australia	15. CBA Fixed Bond	AA-	N	3,909	5.39	5.39	5.39	1.27	18/08/2027	1756
Commonwealth Bank of Australia	16. CBA FRN	AA-	N	2,400	5.61	5.52	5.52	0.78	13/01/2028	1826
Commonwealth Bank of Australia	17. CBA	AA-	N	2,500	5.40	5.35	5.35	0.81	17/08/2028	1827
Commonwealth Bank of Australia	18. CBA Term Deposit	AA-	N	2,000	5.16	4.83	4.83	0.65	13/08/2024	256
National Australia Bank	19. NAB Fixed Bond	AA-	N	3,495	2.98	2.99	2.99	1.13	25/02/2027	1826
National Australia Bank	20. NAB FRN	AA-	N	3,000	5.47	5.37	5.37	0.97	12/05/2028	1827
National Australia Bank	21. NAB FRN	AA-	N	3,200	5.50	5.50	5.50	1.04	16/11/2028	1827
National Australia Bank	22. NAB FRN	AA-	N	2,800	5.37	5.36	5.36	0.91	22/03/2029	1826
National Australia Bank	23. NAB Term Deposit	AA-	N	4,000	5.27	5.08	5.08	1.30	22/10/2024	362
National Australia Bank	24. NAB Term Deposit	AA-	N	4,000	5.06	5.03	5.03	1.30	21/01/2025	330
National Australia Bank	25. NAB Term Deposit	AA-	N	4,000	5.09	5.09	5.09	1.30	10/12/2024	294
National Australia Bank	26. NAB Term Deposit	AA-	N	2,000	5.27	5.22	5.22	0.65	26/09/2024	365
National Australia Bank	27. NAB Term Deposit	AA-	N	3,000	5.25	5.20	5.20	0.97	3/10/2024	365
National Australia Bank	28. NAB Term Deposit	AA-	N	4,000	5.15	5.18	5.18	1.30	19/06/2025	365
National Australia Bank	29. NAB Term Deposit	AA-	N	4,000	5.32	5.32	5.32	1.30	9/10/2024	345
National Australia Bank	30. NAB Term Deposit	AA-	N	4,000	5.17	4.85	4.85	1.30	11/07/2024	182
National Australia Bank	31. NAB Term Deposit	AA-	N	4,000	5.18	4.88	4.88	1.30	17/09/2024	365
National Australia Bank	32. NAB Term Deposit	AA-	N	4,000	5.45	5.45	5.45	1.30	22/04/2025	299
National Australia Bank	33. NAB Term Deposit	AA-	N	4,000	5.02	5.18	5.18	1.30	4/02/2025	301
Westpac Banking Corporation	34. Westpac Fixed Bond	AA-	N	2,599	2.76	2.75	2.75	0.84	17/03/2025	1096
Westpac Banking Corporation	35. Westpac FRN	AA-	N	2,600	5.23	5.17	5.17	0.84	10/08/2026	1096
Westpac Banking Corporation	36. WBC FRN	AA-	N	3,500	5.40	5.32	5.32	1.14	19/09/2028	1827
Westpac Banking Corporation	37. Westpac Term Deposit	AA-	N	4,000	5.43	5.43	5.43	1.30	5/11/2024	371
Westpac Banking Corporation	38. Westpac Term Deposit	AA-	N	4,000	5.41	5.41	5.41	1.30	29/10/2024	365
Westpac Banking Corporation	39. Westpac Term Deposit	AA-	N	4,000	5.14	5.04	5.04	1.30	9/08/2024	366
Westpac Banking Corporation	40. Westpac Term Deposit	AA-	N	2,000	5.18	5.08	5.08	0.65	19/08/2024	367
Westpac Banking Corporation	41. Westpac Term Deposit	AA-	N	4,000	5.10	3.07	3.07	1.30	11/03/2025	386
Westpac Banking Corporation	42. Westpac Term Deposit	AA-	N	4,000	5.43	5.43	5.43	1.30	10/12/2024	406
Westpac Banking Corporation	43. Westpac TD	AA-	N	4,000	5.28	5.28	5.28	1.30	17/12/2024	379
Macquarie Bank	44. Macquarie Bank Fixed Bond	A+	N	4,000	1.71	1.72	1.72	1.30	12/02/2025	1827
Macquarie Bank	45. Macquarie Bank FRN	A+	N	3,200	5.31	5.23	5.23	1.04	14/09/2026	1096
Suncorp-Metway	46. Suncorp-Metway Fixed Bond	A+	Y	3,595	2.58	2.58	2.58	1.17	25/01/2027	1826
Suncorp-Metway	47. Suncorp Fixed Bond	A+	Y	3,906	3.60	3.60	3.60	1.27	25/01/2027	1763
Suncorp-Metway	48. Suncorp Fixed Bond	A+	Y	1,410	5.49	5.49	5.49	0.46	25/01/2027	1683
Suncorp-Metway	49. Suncorp-Metway Floating Rate Note	A+	Y	1,200	5.60	5.51	5.51	0.39	24/04/2025	1823
Suncorp-Metway	50. Suncorp FRN	A+	Y	2,577	5.77	5.62	5.62	0.84	25/02/2027	1711
Suncorp-Metway	51. Suncorp FRN	A+	Y	2,200	5.73	5.64	5.64	0.71	14/12/2027	1826

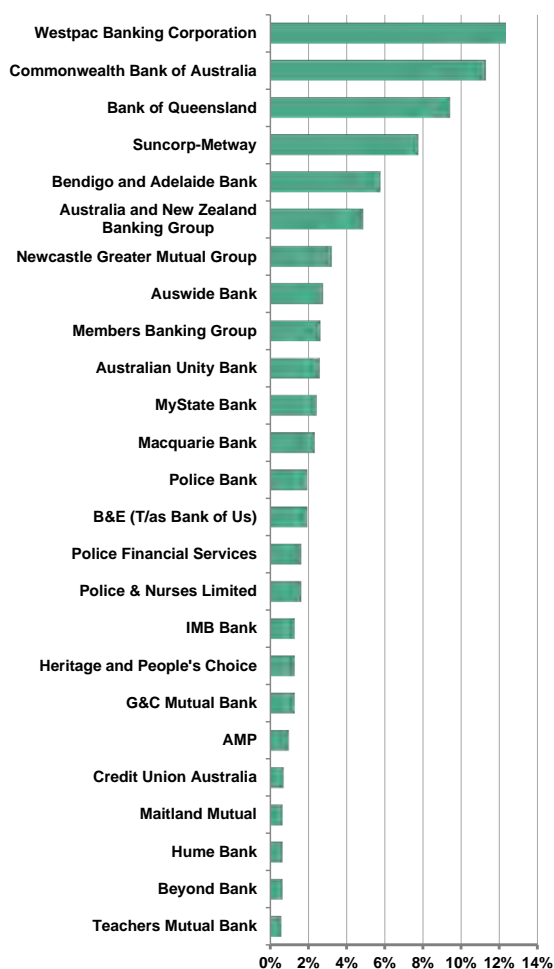
## ITEM 18 (continued)

Issuer	Investment Name	Investment Rating	Fossil Fuel Free	Invested at 30-Jun-24 \$'000's	Annualised Period Return (%)	12 Month Average Return	Return since 01 July 2023	% of Total Invested	Maturity	Tenor
Suncorp-Metway	52. Suncorp FRN	A+	Y	3,000	5.50	5.40	5.40	0.97	18/05/2026	1096
Suncorp-Metway	53. Suncorp FRN	A+	Y	2,000	5.45	5.44	5.44	0.65	19/03/2029	1826
Bank of Queensland	54. BoQ Fixed Bond	A-	Y	3,797	2.15	2.13	2.13	1.23	27/10/2026	1826
Bank of Queensland	55. BoQ Fixed Bond	A-	Y	1,917	4.06	4.06	4.06	0.62	6/05/2026	1496
Bank of Queensland	56. BoQ Fixed Bond	A-	Y	753	5.26	5.24	5.24	0.24	27/10/2026	1498
Bank of Queensland	57. BoQ Fixed Bond	A-	Y	480	5.23	5.20	5.20	0.16	27/10/2026	1495
Bank of Queensland	58. BoQ Fixed Bond	A-	Y	2,545	5.14	5.14	5.14	0.83	6/05/2026	1321
Bank of Queensland	59. BoQ Fixed Bond	A-	Y	3,292	5.44	5.44	5.44	1.07	30/04/2029	1826
Bank of Queensland	60. Bank of Queensland Term Deposit	A-	Y	3,000	5.04	5.39	5.39	0.97	15/04/2025	364
Bank of Queensland	61. Bank of Queensland Term Deposit	A-	Y	2,000	5.10	2.76	2.76	0.65	13/06/2025	365
Bank of Queensland	62. Bank of Queensland Term Deposit	A-	Y	4,000	5.13	5.31	5.31	1.30	25/03/2025	273
Bank of Queensland	63. Bank of Queensland Term Deposit	A-	Y	4,000	5.15	5.15	5.15	1.30	16/10/2024	218
Bendigo and Adelaide Bank	64. Bendigo Fixed Bond	A-	Y	3,748	3.10	3.08	3.08	1.22	17/03/2025	1096
Bendigo and Adelaide Bank	65. Bendigo Bank Fixed Bond	A-	Y	997	3.45	3.43	3.43	0.32	17/03/2025	1088
Bendigo and Adelaide Bank	66. Bendigo Fixed Bond	A-	Y	2,563	3.26	3.26	3.26	0.83	6/09/2024	882
Bendigo and Adelaide Bank	67. Bendigo Bank FRN	A-	Y	3,500	5.74	5.63	5.63	1.14	15/05/2026	1096
Bendigo and Adelaide Bank	68. Bendigo and Adelaide Bank Term Deposit	A-	Y	3,000	5.06	4.76	4.76	0.97	29/10/2024	273
AMP	69. AMP FRN	BBB+	N	2,000	6.15	6.07	6.07	0.65	29/06/2026	1096
AMP	70. AMP Term Deposit	BBB+	N	1,000	5.25	5.10	5.10	0.32	2/08/2024	366
Australian Unity Bank	71. Australian Unity Bank Term Deposit	BBB+	Y	2,000	5.75	5.75	5.75	0.65	17/07/2024	364
Australian Unity Bank	72. Australian Unity Bank Term Deposit	BBB+	Y	2,000	4.98	4.70	4.70	0.65	28/10/2024	270
Australian Unity Bank	73. Australian Unity Term Deposit	BBB+	Y	4,000	5.10	5.33	5.33	1.30	14/01/2025	364
B&E (T/as Bank of Us)	74. Bank of us Term Deposit	BBB+	Y	2,000	5.12	5.12	5.12	0.65	17/10/2024	365
B&E (T/as Bank of Us)	75. Bank of us Term Deposit	BBB+	Y	2,000	5.03	5.10	5.10	0.65	30/07/2024	176
B&E (T/as Bank of Us)	76. Bank of us TD	BBB+	Y	2,000	5.05	5.05	5.05	0.65	13/11/2024	282
Beyond Bank	77. Beyond Bank Term Deposit	BBB+	Y	2,000	5.40	5.30	5.30	0.65	17/12/2024	371
Credit Union Australia	78. Great Southern Bank Floating Rate Note	BBB+	Y	1,000	5.60	5.51	5.51	0.32	24/10/2024	1827
Credit Union Australia	79. Great Southern Bank FRN	BBB+	Y	1,200	6.16	6.06	6.06	0.39	9/02/2027	1461
G&C Mutual Bank	80. G&C Mutual Bank Term Deposit	BBB+	Y	4,000	5.35	5.35	5.35	1.30	24/06/2025	364
Heritage and People's Choice	81. Heritage Bank Term Deposit	BBB+	Y	4,000	5.75	5.75	5.75	1.30	12/07/2024	365
Hume Bank	82. Hume Bank TD	BBB+	Y	2,000	4.98	4.76	4.76	0.65	27/10/2024	269
IMB Bank	83. IMB Term Deposit	BBB+	Y	4,000	5.21	5.17	5.17	1.30	17/07/2024	211
Members Banking Group	84. RACQ FRN	BBB+	Y	2,000	5.70	5.61	5.61	0.65	23/05/2025	1096
Members Banking Group	85. RACQ FRN	BBB+	Y	3,100	5.97	5.86	5.86	1.01	24/02/2026	1096
Members Banking Group	86. RACQ FRN	BBB+	Y	3,000	6.08	6.08	6.08	0.97	5/03/2027	1095
MyState Bank	87. MyState FRN	BBB+	Y	1,500	5.11	5.03	5.03	0.49	16/06/2025	1461
MyState Bank	88. MyState Bank Term Deposit	BBB+	Y	4,000	5.28	1.15	1.15	1.30	10/04/2025	289
MyState Bank	89. MyState Bank Term Deposit	BBB+	Y	2,000	5.15	2.84	2.84	0.65	4/03/2025	365
Newcastle Greater Mutual Group	90. NPBS FRN	BBB+	Y	2,000	5.08	4.96	4.96	0.65	4/03/2026	1826
Newcastle Greater Mutual Group	91. NPBS FRN	BBB+	Y	3,243	5.23	5.12	5.12	1.05	4/03/2026	1458
Newcastle Greater Mutual Group	92. NPBS FRN	BBB+	Y	3,716	5.96	5.84	5.84	1.21	10/02/2027	1720
Newcastle Greater Mutual Group	93. NPBS FRN	BBB+	Y	988	6.07	5.96	5.96	0.32	10/02/2027	1482
Police & Nurses Limited	94. P&N Bank Term Deposit	BBB+	Y	1,000	5.13	4.62	4.62	0.32	7/01/2025	280
Police & Nurses Limited	95. P&N Bank Term Deposit	BBB+	Y	2,000	5.15	3.34	3.34	0.65	30/01/2025	365
Police & Nurses Limited	96. P&N Bank Term Deposit	BBB+	Y	2,000	5.36	5.36	5.36	0.65	2/07/2024	237
Police Bank	97. Police Bank FRN	BBB+	Y	2,000	5.97	5.87	5.87	0.65	21/11/2025	1096
Police Bank	98. Police Bank FRN	BBB+	Y	4,000	6.03	6.04	6.04	1.30	17/11/2026	1096
Police Financial Services	99. BankVic Term Deposit	BBB+	Y	2,000	5.27	4.89	4.89	0.65	29/04/2025	363
Teachers Mutual Bank	100. Teachers Mutual Bank FRN	BBB+	Y	1,100	5.13	5.06	5.06	0.36	16/06/2026	1826
Teachers Mutual Bank	101. Teachers Mutual Bank FRN	BBB+	Y	700	5.83	5.83	5.83	0.23	21/06/2027	1095
Auswide Bank	102. Auswide FRN	BBB	Y	3,000	5.98	5.92	5.92	0.97	17/03/2026	1096
Auswide Bank	103. Auswide FRN	BBB	Y	3,500	6.10	6.09	6.09	1.14	22/03/2027	1095
Auswide Bank	104. Auswide Bank Term Deposit	BBB	Y	2,000	5.22	2.90	2.90	0.65	28/01/2025	358
Maitland Mutual	105. The Mutual FRN	BBB	Y	2,000	6.12	6.12	6.12	0.65	10/05/2027	1095
Police Financial Services	106. BankVic TD	BBB	Y	3,000	5.21	5.21	5.21	0.97	10/09/2024	371
				<b>308,008</b>	<b>4.89</b>	<b>4.71</b>	<b>4.71</b>	<b>100</b>		

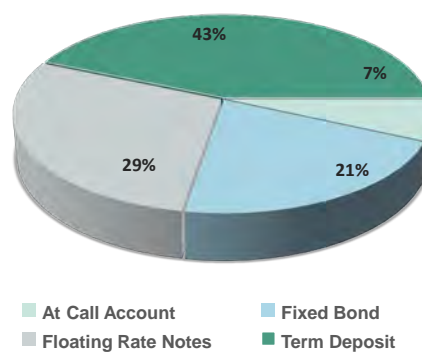
## ITEM 18 (continued)

	<365 days	>365 days
Cash/TDs	\$154.9M	\$0.0M
FRNs	\$8.9M	\$80.0M
Fixed Bonds	\$28.1M	\$36.1M
	<b>\$191.9M</b>	<b>\$116.1M</b>

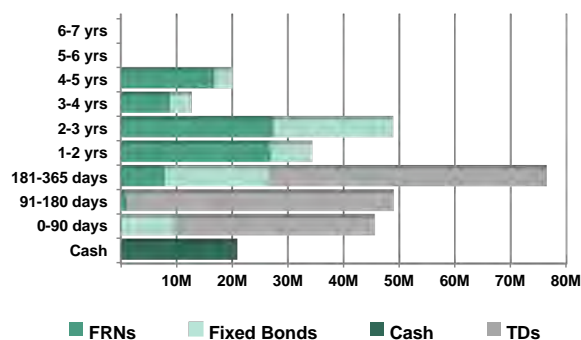
**Active Investment by Institution**



**Summary by Investment Type**

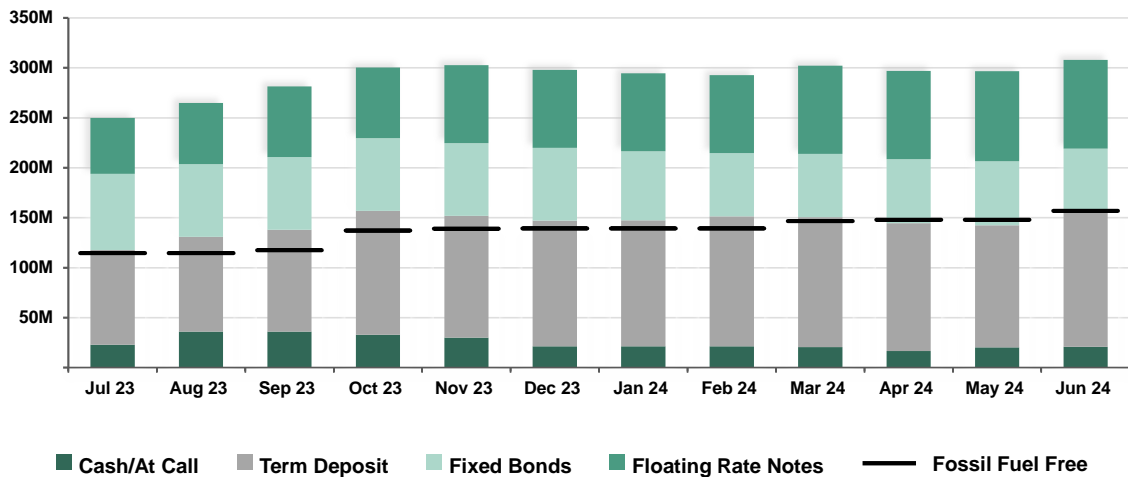


**Summary by Duration**

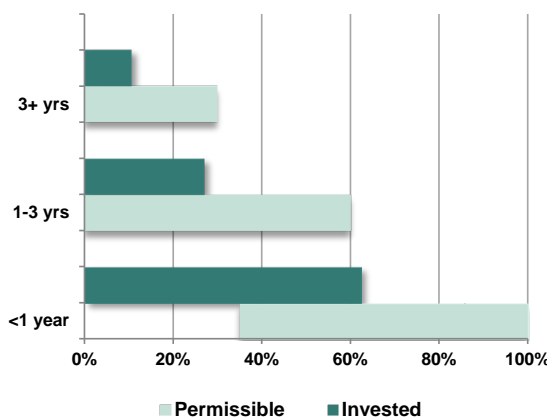


## ITEM 18 (continued)

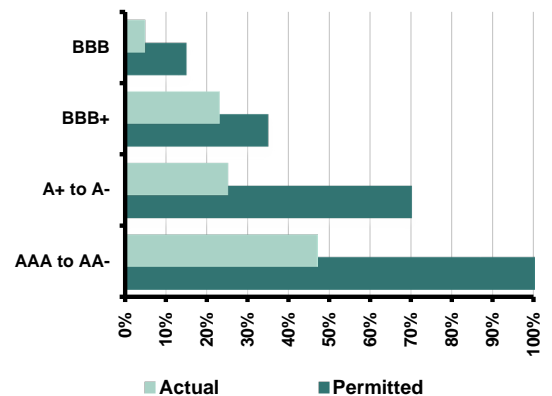
**Total Funds Invested**



**Policy Limits on Maturities**



**Investment Summary by Rating**



Note: Portion of deposits covered by Federal Guarantee are rated 'AAA'

## Divestment of Fossil Fuel Aligned Financial Institutions

Council uses the entity Market Forces to validate its classes of investments into either fossil fuel or non-fossil fuel aligned institutions. Market Forces is a publicly available website and is not a contractor that Council has engaged for this information.

As at 30 June 2024, Council has a total amount of \$156.7m invested in non-fossil fuel aligned financial institutions, which is 50.88% of its total investment portfolio. This is compared to last Financial Year of 43.60% and is mainly due to re-investing funds in available non fossil fuel institutions whilst continuing to abide by Council's adopted Investment Policy.

### **ITEM 18 (continued)**

Whilst Council has a preference for non-fossil fuel aligned institutions, these institutions are often rated at the lower end of the (S&P) rating scale and in order to manage risk, Council's Investment Policy places limits on BBB+ (35%) BBB (15%) and Council cannot risk divesting 100% in these institutions as adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity for the obligor to meet its financial commitments. The Investment Policy ensures that the divestment in these categories are restricted to minimise risk and ensure preservation of capital. Council cannot breach its Policy, and any losses of income experienced as a result of poor investment decisions is ultimately Council's responsibility.

### **Financial Implications**

Council's return for the reporting period is 4.89%, which is 0.55% above the benchmark figure of 4.34%.

The budget for interest income from investments is \$11.0m and as at 30 June 2024 funds of \$12.7m have been earned. The majority of this income is interest earned on Externally Restricted Reserves held and must be held in such Reserves.

### **Summary**

Council's investment portfolio continues to perform well and is consistent with Section 625 of the *Local Government Act* 1993, which deals with the investment of surplus funds by Councils.

### **Certificate of the Chief Financial Officer (Responsible Accounting Officer)**

I certify that as at the date of this report, the investments listed have been made and are held in compliance with Council's Investment Policy and applicable legislation.

Sacha Thirimanne  
Acting Chief Financial Officer

## **PRECIS OF CORRESPONDENCE**

### **1 RESPONSE FROM THE OFFICE OF LOCAL GOVERNMENT REGARDING COUNCIL'S FINANCIAL SUSTAINABILITY**

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**Report prepared by:** Manager - Business Assurance and Governance  
**File No.:** CLM/24/1/1/2 - BP24/560

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#### **CORRESPONDENCE:**

Submitting correspondence from the Deputy Secretary, Office of Local Government, dated 10 June 2024, regarding Council's financial sustainability.

#### **RECOMMENDATION:**

That the correspondence be received and noted.

#### **ATTACHMENTS**

- 1 Letter from Office of Local Government dated 10 June 2024 regarding Council's financial sustainability

Report Prepared By:

**Graham Humphreys**  
**Manager - Business Assurance and Governance**

Report Approved By:

**Wayne Rylands**  
**Chief Executive Officer**



**PRECIS OF CORRESPONDENCE 1 (continued)**

**ATTACHMENT 1**

Department of Planning, Housing and Infrastructure  
Office of Local Government



Ref: A901409  
Your ref: AUD2022/13/2  
Contact: Chris Bowyer  
Phone: 02 4428 4171

Mr Wayne Rylands  
Chief Executive Officer  
City of Ryde  
Locked Bag 2069  
NORTH RYDE NSW 1670

Via email: [WayneRy@ryde.nsw.gov.au](mailto:WayneRy@ryde.nsw.gov.au)

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**Re Financial Sustainability**

Dear Mr Rylands

Thank you for your letter dated 29 April 2024 where you provided an update on the various issues that have been discussed with the Office of Local Government (OLG) in respect of Council's financial sustainability. This follows previous correspondence on the subject of Council's financial sustainability and a meeting at OLG's offices in Sydney on 15 March 2024.

Included with your letter were a number of attachments providing further information on Council's financial position. The information contained in the attachments indicate that Council will need to remain mindful of its obligation under legislation to practice sound financial management.

Given the financial challenges facing Council I would like to take the opportunity to make the following points:

Capital Expenditure

All proposed capital expenditure should follow the evaluation process outlined in the *Capital Expenditure Guidelines 2010* issued under section 23A of the *Local Government Act 1993*. The guidelines were created to ensure that a council's evaluation of its proposed expenditure is consistent and rigorous, allow the merits of projects to be compared and a decision on whether to proceed is made on an informed basis. Council is reminded that its capital proposals should be submitted to OLG for review at the start of the project, and prior to long term commitments being entered into.

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T 02 4428 4100 TTY 02 4428 4209, E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)  
Locked Bag 3015 NOWRA NSW 2541  
[www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

**PRECIS OF CORRESPONDENCE 1 (continued)**

**ATTACHMENT 1**

Managing Revenues and Costs

The additional costs that Council has committed to through its voluntary planning agreements require that particular attention is given to the management of revenues and expenditures. Historically, Council appears to have successfully matched its revenue and expenditure allowing it to maintain adequate cash balances while meeting its operational costs and capital expenditure requirements. In the current financial environment adjustments will be needed but I believe Council has the resources and capability to manage the challenge and remain financially sustainable.

Monitoring

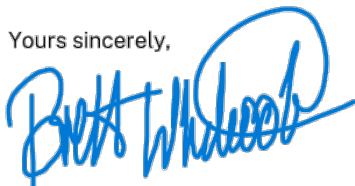
OLG will continue to monitor Council's performance and progress in negotiating the various financial issues it faces. If OLG has any concerns it will take appropriate action. The OLG staff and I are also available if further advice or assistance is required.

In the interests of transparency, I ask that you also provide a copy of this letter to Council at its next meeting.

I appreciate you reaching out and bringing these concerns to my attention. If you have any questions regarding the above please contact me by phone on (02) 9274 6532 or email at

[Brett.Whitworth@olg.nsw.gov.au](mailto:Brett.Whitworth@olg.nsw.gov.au).

Yours sincerely,



10 June 2024

**Brett Whitworth**  
Deputy Secretary, Local Government  
Office of Local Government

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**2      RESPONSE LETTER FROM THE HON RON HOENIG MP - TG MILLNER  
         FIELDS**

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**Report prepared by:** Executive Officer to the Chief Executive Officer  
**File No.:** LEP2022/2/3 - BP24/583

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**CORRESPONDENCE:**

Submitting correspondence from The Hon. Ron Hoenig MP dated 1 July 2024,  
regarding TG Millner Field.

**RECOMMENDATION:**

That the correspondence be received and noted.

**ATTACHMENTS**

- 1 Letter of response from The Hon. Ron Hoenig MP dated 1 July 2024

Report Prepared By:

**Carmelina Loughland**  
**Executive Officer to the Chief Executive Officer**

Report Approved By:

**Wayne Rylands**  
**Chief Executive Officer**

**PRECIS OF CORRESPONDENCE 2 (continued)**

**ATTACHMENT 1**

**The Hon. Ron Hoenig MP**

Leader of the House in the Legislative Assembly  
Vice-President of the Executive Council  
Minister for Local Government

OFFICIAL



Your Ref: D24/72772  
Our Ref: A9034317 / M024-0372

Mr Wayne Rylands  
General Manager  
Council of the City of Ryde  
Locked Bag 2069  
NORTH RYDE NSW 1670

Via email: [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)

Dear Mr Rylands,

Thank you for your letter regarding my decision to decline approval to the Council of the City of Ryde (Council) to commence pre-acquisition procedures for the compulsory acquisition of land known as TG Millner Field, Lot 7 DP 1046532 and located at Vimiera Road, Eastwood.

I note your advice that in November 2023 Council resolved to allocate \$15 million for the purchase of TG Millner Field and note the numerous State Significant Development Application (SSDA) proposals for the Macquarie Park Innovation Precinct affect TG Millner Field which may have associated contributions made.

The Council Report of 1 June 2023 provided as part of Council's application which was considered by me at the time of declining the Council's application, detailed a market valuation of TG Millner Field at the current RE2- Private Recreation zoning at \$27,850,000. The report noted that the figure of \$27,850,000 could not be assumed as a successful outcome of a SSDA at TG Millner Field would see expectations of land valuation at \$35 million to \$45 million.

Most significantly, the report states, 'There are currently no funds set aside in Council's Reserves for acquisition'. The allocation of some additional funds does not resolve my concerns held at the time I declined Council's application.

While Council may have been in discussions with the Department regarding additional funding towards acquiring the land, at the time of my decision Council was unable to provide clarity about the matter. Prior to my decision I endeavoured to elicit from Council a clear funding pathway to acquire the land. To this end a letter was issued by the Acting Secretary, Department Planning, Housing and Infrastructure to Council's legal representative, HWL Ebsworth Lawyers on 28 September 2023 requesting further information on Council's sources of funding for the acquisition and the financial sustainability of the proposed acquisition in context of Council's current financial obligations. As a response was not received, on 11 February 2024 a request for the same key information was issued directly to Council by the Office of Local Government.

52 Martin Place Sydney NSW 2000  
GPO Box 5341 Sydney NSW 2001

02 7225 6150  
[nsw.gov.au/ministerhoenig](https://nsw.gov.au/ministerhoenig)

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**PRECIS OF CORRESPONDENCE 2 (continued)**

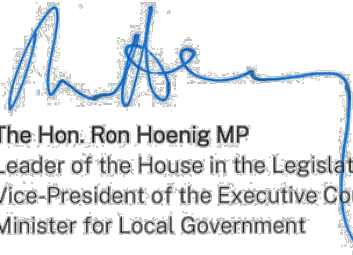
**ATTACHMENT 1**

My decision to decline Council's application was therefore based on the individual merit of the Council's application and the information Council supplied at the time. I also had regard to the concerns of the affected landowner.

The financial capacity of Council to acquire TG Millner Field remains a matter for Council to deal with at a local level. As indicated in my earlier letter, Council may make a fresh application for approval to commence pre-acquisition procedures once substantive financial information is provided which satisfies me that Council has the capacity to fund the acquisition.

If you have any questions, you are welcome to contact Francis D'Lima, Manager Council Performance at the Office of Local Government on 02 4428 4100 or by email at [francisdlima@olg.nsw.gov.au](mailto:francisdlima@olg.nsw.gov.au).

Yours sincerely,



**The Hon. Ron Hoenig MP**  
Leader of the House in the Legislative Assembly  
Vice-President of the Executive Council  
Minister for Local Government

1 JUL 2024

**3 RESPONSE FROM THE DEPARTMENT OF INFRASTRUCTURE,  
TRANSPORT, REGIONAL DEVELOPMENT, COMMUNICATIONS AND THE  
ARTS - OUTCOME OF APPLICATIONS FOR THE HOUSING SUPPORT  
PROGRAM STREAM 1**

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**Report prepared by:** Senior Coordinator Urban Designer  
**File No.:** COR2024/119 - BP24/606

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**CORRESPONDENCE:**

Submitting correspondence from the Partnerships and Programs Division of the Housing Support Branch (Department of Infrastructure, Transport, Regional Development, Communications and the Arts), dated 11 July 2024, regarding the Outcome of Applications – Housing Support Program Stream 1.

**RECOMMENDATION:**

That the correspondence be received and noted.

**ATTACHMENTS**

- 1 Letter from the Partnerships and Programs Division of the Housing Support Branch dated 11 July 2024 regarding the Outcome of Applications for the Housing Support Program Stream 1

Report Prepared By:

**Justin Cawley**  
**Senior Coordinator Urban Designer**

Report Approved By:

**Wayne Rylands**  
**Chief Executive Officer**



**PRECIS OF CORRESPONDENCE 3 (continued)**

**ATTACHMENT 1**

**OFFICIAL**



Australian Government  
Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts

Cr Trenton Brown  
City of Ryde  
Locked Bag 2069  
NORTH RYDE NSW 1670

Cc. justinc@ryde.nsw.gov.au

11/07/2024

Dear Mayor

**Outcome of applications – Housing Support Program Stream 1**

Thank you for the following Local Council applications for funding under Stream 1 of the Housing Support Program for projects that address planning capability.

Project ID	Project Name
HSP1-0138	State Environmental Planning Policy (Innovation precincts) and Innovation Design Guide for NSW: studies to inform a planning instrument to support co-location of residential & innovation industrial uses.
HSP1-0260	Eastwood Masterplan.
HSP1-0261	Delivering new housing, faster in the Ryde LGA by using advanced technology to make assessments more efficient and effective.

Stream 1 was heavily subscribed with a high number of competitive applications. Unfortunately, in this instance the above applications were not successful.

As this is a merit-based grant opportunity, applications selected for funding rated highly against each assessment criterion which identified how meritorious proposals meet policy and program objectives.

This decision is final and will not be reviewed. However, if you have any questions or would like to seek feedback on your applications please email us at [PPDHousingSupportBranch@infrastructure.gov.au](mailto:PPDHousingSupportBranch@infrastructure.gov.au) and a member of the team will be in contact with you.

Although these applications were unsuccessful, I would encourage you to visit the Housing Support Program website at [Housing Support Program | Department of Infrastructure, Transport, Regional Development, Communications and the Arts](#) for information on Stream 2, which is now open and will close at 5pm AEST on 16 August 2024. Stream 2 will provide funding for the construction of enabling infrastructure and amenities to support new housing.

Thank you for your interest in the Housing Support Program and for taking the time to apply.

**Erin Cassie**  
Assistant Secretary  
Housing Support Program Branch  
Partnerships and Programs Division

GPO Box 594, Canberra ACT 2601, Australia  
• (02) 6274 7111 • [infrastructure.gov.au](http://infrastructure.gov.au)

**OFFICIAL**

## **NOTICES OF MOTION**

### **1 COMMUNITY CONSULTATION ON A SUITABLE YOUTH ARTS RECREATIONAL CENTRE - Councillor Roy Maggio**

**File Number:** CLM/24/1/1/6 - BP24/480

#### **MOTION:**

- (a) That Council consult with the community if a suitable Youth Arts Recreational Centre can be located at the Argyle Theatre in a way complimenting the character of the area.
- (b) That the consultation process commence in August with a report presented to Council in December 2024.

### **2 FACILITATION OF ONLINE MEETING WITH REPRESENTATIVES FROM LOCAL CLUBS AND ASSOCIATIONS - Councillor Roy Maggio**

**File Number:** CLM/24/1/1/6 - BP24/591

#### **MOTION:**

- (a) That Council facilitate an online meeting within 14 days with representatives from all local clubs and associations affected by the inclement weather this winter season. (The purpose of the meeting is to gather feedback on how to improve the experiences and outcomes for local clubs during adverse weather conditions in future winter seasons).
- (b) That staff compile a report based on the feedback and present this with recommendations to a Council meeting as soon as possible.

### **3 REVIEW OF COUNCIL'S CODE OF MEETING PRACTICE REGARDING PUBLIC PARTICIPATION AT COUNCIL MEETINGS - Councillor Roy Maggio**

**File Number:** CLM/24/1/1/6 - BP24/592

#### **MOTION:**

- (a) That Council review its Code of Meeting Practice in relation to allowing members of the public to speak on items being considered at Council meetings.
- (b) That a workshop be convened with Councillors in October to discuss a streamlined approach to public participation.
- (c) That as part of the process to formulate guidelines, Council review the practices of other Councils.

**4 LIGHTING FOR PEDESTRIANS AND PARK USERS ACROSS THE CITY OF RYDE - Councillor Bernard Purcell**

**File Number:** CLM/24/1/1/6 - BP24/593

**MOTION:**

- (a) That Council conduct an audit of the lighting levels on pathways within the following parks, emphasising pedestrian and passive park user safety:-
- Santa Rosa Park path
  - Crimea Road access to Epping Road
  - The Cascades from Top Ryde to West Ryde
  - Anderson Park play area
  - Temporary lighting for Blenheim Park until its masterplan is delivered
- (b) That Council explores funding sources for the necessary improvements in lighting levels on pathways with the aforementioned parks. This investigation should include both internal funding and potential external funding sources.
- (c) That a report be presented to Council detailing the findings of the audit and funding investigations as soon as practicable.

**5 PROVIDING ACCESS TO ELECTRICITY FOR FOOD TRUCKS IN COUNCIL CARPARKS TO PREVENT POLLUTION FROM COMBUSTION GENERATORS - Councillor Penny Pedersen**

**File Number:** CLM/24/1/1/6 - BP24/594

**MOTION:**

That City of Ryde bring back a report that explores how Council or an energy provider could provide electric power to food trucks in Council carparks that outlines:-

- i. Cost for development and grants that might be available for emissions reduction projects like this.
- ii. How meters might be installed to allow the provider/or Council to charge the business for usage.
- iii. Emissions reduction benefits.
- iv. Examples of other LGA's who provide a power source to food trucks.
- v. Other energy solutions to avoid pollution from generators.

**6 INFORMATION EVENT ON MEDICARE URGENT CARE CLINICS AND  
CENTRELINK SERVICES IN THE RYDE LGA - Councillor Penny Pedersen**

**File Number:** CLM/24/1/1/6 - BP24/595

**MOTION:**

That City of Ryde explore a collaboration with Centrelink and Medicare to deliver an information event on Centrelink services and the new Medicare urgent care clinic they have provided in Ryde.

**7 COLLABORATING WITH POLICE AND SERVICE PROVIDERS ON A  
COURT TOUR THAT PROVIDES INFORMATION ON SERVICES  
AVAILABLE FROM VARIOUS GOVERNMENT AGENCIES - Councillor  
Penny Pedersen**

**File Number:** CLM/24/1/1/6 - BP24/596

**MOTION:**

- (a) That City of Ryde extend an invitation to NSW Police, the Ryde Hunters Hill Domestic and Family Violence (RHHDFV) Committee to partner in the provision of a 'police station to court' tour for domestic and family violence service providers and the community.
- (b) That the RHHDFV Committee be encouraged to apply for a City of Ryde community grant to cover the costs of the bus and morning tea.

## **CONFIDENTIAL ITEMS**

### **19 REQUEST FOR TENDER - REQUEST FOR TENDER - COR-RFT 13/22 - AFSS CERTIFICATION SERVICES**

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**Report prepared by:** Mechanical and Essential Services Coordinator

**Report approved by:** Manager - Property Management; Executive Manager - City  
Infrastructure; General Manager - Business and Operations

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#### **Confidential**

This item is classified CONFIDENTIAL under Section 10A(2) of the Local Government Act, 1993, which permits the meeting to be closed to the public for business relating to the following: (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND (d) (ii) information that would, if disclosed, confer a commercial advantage on a competitor of the council.

**File Number:** PCM2022/1 - BP24/335

**Page Number:** 273

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