

**Council Meeting****AGENDA NO. 4/10**

**Meeting Date:** Tuesday 23 March 2010  
**Location:** Council Chambers, Level 6  
**Time:** 7.30pm

**NOTICE OF BUSINESS**

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**PRECIS OF CORRESPONDENCE FOR CONSIDERATION**

There are no Precises of Correspondence for Consideration

**NOTICES OF MOTION**

There are no Notices of Motion

**NOTICES OF RESCISSION**

There are no Notices of Rescission

**QUESTIONS BY COUNCILLORS AS PER POLICY**

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**1 MOTIONS PUT WITHOUT DEBATE****File Number:** GRP/10/3/001/6 - BP10/117

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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 the recommendations in respect of items 2 to 12 inclusive, as submitted to Council Meeting 04/10, be adopted with the exception of items as determined by the Council.

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**2 REGISTERS - State Environmental Planning Policy No. 1**

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**Report prepared by:** Manager Assessment**Report dated:** 5 March 2010**File No.:** GRP/10/4/001/6 - BP10/100

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**Report Summary**

Please find below DAs approved in the period 23 January 2010 to 1 March 2010 with a variation using State Environmental Planning Policy No. 1 (SEPP 1).

Five applications were determined in this timeframe; all under delegation.

**RECOMMENDATION:**

That the report of the Manager Assessment dated 4 March 2010 on REGISTERS - State Environmental Planning Policy No. 1 be endorsed by Council.

**ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Liz Coad**  
**Manager Assessment**

Report Approved By:

**Dominic Johnson**  
**Group Manager Environment & Planning**

**ITEM 2 (continued)**

Date and method of Determination	Property Address	DA No.	Description	Description of variation	Amount of variation & what was the variation for
19/1/10 (Delegated Authority)	23 Daffodil Street, Eastwood	LDA 2009 /389	New two storey dwelling.	Variation to the Ryde Planning Scheme Ordinance in relation to in relation to allotment width. The subject site has a width of 14.5m at 7.5m from the alignment of public road.	Variation of 3.33% to allotment width.
27/1/10 (Delegated Authority)	38 Lorna Avenue, North Ryde	LDA 2009 /674	New two storey dwelling and 1.2m high front & return fence.	Variation to the Ryde Planning Scheme Ordinance in relation to allotment size. The subject lot has a size of 556.4m <sup>2</sup> .	Variation of 4.07% to allotment size.
27/1/10 (Delegated Authority)	16 Amelia Street, North Ryde	LDA 2009 /508	Demolition, construct new two storey dwelling.	Variation to the Ryde Planning Scheme Ordinance in relation to in relation to allotment width. The subject site has a width of 13.4m at 7.5m from the alignment of public road.	Variation of 10.66% to allotment width.
4/2/10 (Delegated Authority)	12 Pile Street, Gladesville	LDA 2009 /418	Alterations to existing boatshed and pool, landscaping and sea wall repairs.	Variation to the Ryde Planning Scheme Ordinance in relation to development forward of the foreshore building line, in this case a swimming pool and a boatshed, which exist but were being refurbished.	No percentage applicable. Under Clause 40 Council can allow on merits.
18/2/10 (Delegated Authority)	54 Champion Road, Tennyson Point	LDA 2009 /452	New two storey dwelling, inground pool & 1.8m high front fence.	Variation to the Ryde Planning Scheme Ordinance in relation to development forward of the foreshore building line, in this case a swimming pool, where only a portion of the pool was within the foreshore building line and protruded 500mm above natural ground due to slope.	No percentage applicable. Under Clause 40 Council can allow on merits.

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### 3 INVESTMENT REPORT - February 2010

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**Report prepared by:** Chief Financial Officer

**Report dated:** 8/03/2010

**File No.:** GRP/10/3/001/6 - BP10/103

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#### **Report Summary**

This report provides details of Council's performance against the benchmark for returns of its investment portfolio for the month of February 2010, the financial year to date and the rolling 12 month period.

Council's year to date return to February is 4.58%, which is 0.95% above the benchmark.

There have been no ratings downgrades or credit events in Council's investment portfolio since the last Investment Report. The impacts and continuing volatility in global financial markets continues to place at risk the principal on some of Council's investments. These are covered by Council's Financial Security Reserve.

The report includes the estimated market valuation of Council's investment portfolio with a commentary on significant events in the global financial markets.

The report also details Council's current loan liability. The average return on Council's term deposits is greater than the current interest rate applying to Council's loans.

#### **RECOMMENDATION:**

That the report of the Chief Financial Officer, dated 8/03/2010 on INVESTMENT REPORT - FEBRUARY 2010 , be endorsed

#### **ATTACHMENTS**

There are no attachments for this report.

Report Prepared By:

**Richard Nankivell**  
**Chief Financial Officer**

Report Approved By:

**Roy Newsome**  
**Group Manager - Corporate Services**

**ITEM 3 (continued)****Background**

Council's performance against the benchmark for returns of its investment portfolio for the month of February 2010, the financial year to date and the rolling 12 month period are as follows:

	<b>February 2010</b>	<b>12 Months</b>	<b>Fin YTD</b>
<b>Council Return</b>	5.00	4.22	4.58
<b>Benchmark</b>	4.60	3.48	3.63
<b>Variance</b>	0.40	0.74	0.95

Council's year to date return of 4.58% is 0.95% above benchmark, with income from interest on investments projected at \$2.4 million - an increase of \$365,000 above the original budget as reported in the December 2009 Quarterly Review.

All Council's investments complied with the Minister for Local Government's Investment Order dated 15 August 2008 and Council's Investment Policy when acquired, however the following investment's credit ratings are now below the Minister's Order:

<b>Investment</b>	<b>Rating</b>	<b>Maturity</b>
• Grange IMP - Quartz CDO	CCC-	20/12/2010
- Flinders CDO	N/R	20/03/2012
- Merimbula CDO	N/R	20/06/2013
- Torquay CDO	CCC-	20/06/2013
- Scarborough CDO	CCC-	23/06/2014
- Global Bank Note CDO	N/R	20/09/2014
- Glenelg CDO	CCC	22/12/2014
• Alpha CDO	CCC	20/03/2012
• Covent Garden CDO	C	20/09/2012
• Oasis CDO	CCC-	04/09/2014

Under the Minister's Order, Council is required to divest itself of these investments as soon as practicable. With the exception of the investments in the Grange IMP, these investments were purchased with the intention of holding them to maturity.

Whilst Council officers continue to work closely with Oakvale Capital Limited to manage Council's Investment Portfolio and to seek viable options to exit the above investments, options remain severely limited.

**Report**

The Chief Financial Officer as Council's Responsible Accounting Officer is required to report to Council on a monthly basis on Council's Investment Portfolio and to certify that the Investments are held in accordance with Council's Investment Policy and Section 625 of the Local Government Act.

**ITEM 3 (continued)****Investment Performance Commentary**

Council's investment portfolio as at 28 February 2010 was as follows:

	<b>February 2010</b>	
Cash/Term Deposits	\$50.5M	62.0%
Floating Rate Notes	\$ 3.0M	3.7%
CDOs	\$ 6.0M	7.4%
Managed Funds	\$ 0.8M	1.0%
Other Financial Products	\$ 6.0M	7.4%
Total Cash Investments	<u>\$66.3M</u>	
Property	<u>\$15.1M</u>	18.5%
Total Investment Portfolio	<u>\$81.4M</u>	

There have been no movements in ratings within Council's investment portfolio since the last Investment Report which was submitted to Council on 23 February 2010.

Council's Financial Security Reserve (FSR) which was created to protect Council from the impact of the Global Financial Crisis has a balance of \$4.1 million and is still regarded as adequate in meeting any potential loss for its at risk investments.

Council has a number of Capital Protected investments such as Investment 6, Westpac Focus Note, and Investment 7, Athena Camelot Note that as part of the protection mechanism have converted into zero coupon bonds that pay no further interest but will pay the full principle on maturity.

Council Officers in conjunction with Council's Investment Advisor, Oakvale Capital Limited are reviewing the feasibility of selling a number of these capital protected notes and re-investing the proceeds in Australian ADIs (Approved Deposit-taking Institutions) with the aim to achieving a higher yield to maturity than the existing security.

Where this is achievable, Council will initially incur a capital loss on sale, however the interest earned over the term to maturity of the original investment will more than offset this capital loss.

In the current rising interest rate environment, Council has generally been investing in Term Deposits on a short term 30-90 day basis however consideration is also being given to investing in ADIs with longer dated investments (generally 1 year maturity at this stage ) where attractive rates, are available.

**Economic Commentary**

The RBA confirmed its tightening bias by raising the official cash rate by 25 bps to 4.00% in its March meeting. At this stage, it is expected that the RBA will raise the official cash rate by the end of the year to a more neutral setting (4.75%-5%) as the impetus behind GDP growth shifts from government stimulus to private growth.

**ITEM 3 (continued)**

China's influence on the growth of the economy is apparent in the rebound in business investment, though the durability of Australia's growth will be, to a large degree, determined by whether China maintains its growth.

Internationally, data from the US showed that the private sector shed 80,000 jobs since December, but this rate appears to be slowing, possibly indicating that the recovery in the US is slowly gaining traction. There is hope that unemployment has peaked, though demand for loans and commercial real estate remains weak. It's worth noting that the FDIC has shut down 22 banks this year, to add to the 165 over the previous 2 years.

In a bid to slash its budget deficit and to secure aid from its European neighbours, the Greek government announced pay cuts, pension freeze and tax increases, totalling 4.8 billion euros (US\$6.5 billion). It is as yet unknown whether the ECB will step in to prevent a sovereign debt crisis that could have long reaching and catastrophic effects across the Eurozone. In further sovereign debt concerns in the region, credit ratings agency Fitch Ratings said Portugal may be downgraded if its debt consolidation is insufficient.

**Legal Issues**

As previously reported to Council, Piper Alderman have been engaged to provide advice on legal options available to Council in relation to its investments. Council's General Counsel will provide further information as developments occur.

**Council's Property Investment Portfolio**

The following properties were held as part of Council's Property Investment portfolio:

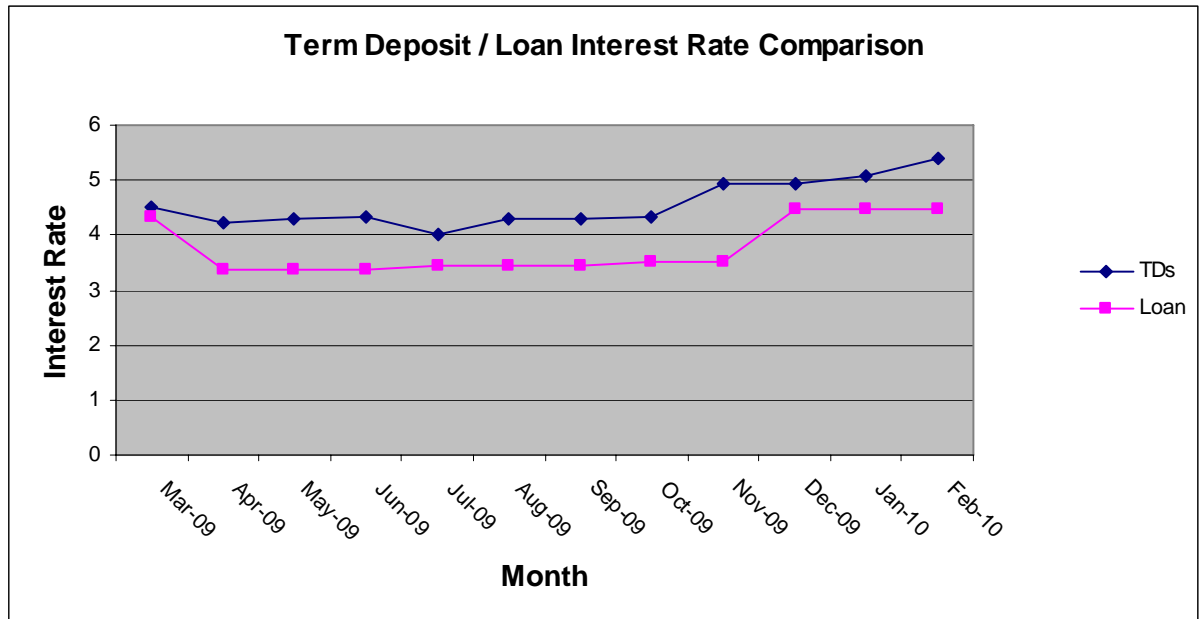
2 Dickson Avenue, West Ryde  
1a Station St, West Ryde  
8 Chatham Road, West Ryde  
202 Rowe St, Eastwood (commercial)  
226 Victoria Rd, Gladesville (commercial)  
West Ryde Car Park Site  
Herring Road Air Space Rights

**Loan Liability**

Council's loan liability as at 28 February 2010 was \$5 million which represents the balance of one (1) loan taken out in 2004 for the Civic Centre Redevelopment and refinancing the West Ryde Tunnel. This loan was for 15 years and was negotiated at a very attractive rate for Council at BBSW + 20 basis points and is reset every 90 days.

The following graph shows the average interest rate earned on Council term deposits compared to the interest rate applying to this loan.



**ITEM 3 (continued)****Comparative Financial Data****Council Loan Current interest rate**

Current interest rate	4.48%
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**Term Deposit**

Current average interest rate	5.40%
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**Debt Service Ratio**

Category 3 Councils	2007/08	3.13%
City of Ryde	2009/10	0.90%

Due to the favourable terms negotiated with this loan, and the current economic climate, Council is earning a higher rate of return in investing these funds than it is paying as loan interest – i.e. it produces a positive cash inflow to Council.

On this basis, there is no advantage to Council in changing these arrangements or repaying this loan earlier than planned.

**Types of Investments:**

**At Call** refers to funds held at a financial institution, and can be recalled by Council either same day or on an overnight basis.

A **Floating Rate Note (FRN)** is a longer term investment issued by a financial institution with a variable interest rate. The adjustments to the interest rate are usually made quarterly, and are tied to a certain money market index such as the Bank Bill Swap Rate.

**ITEM 3 (continued)**

A **Floating Rate CDO** or **Collateralised Debt Obligation (CDO)** is an investment backed by a diversified pool of one or more classes of debt. These investments are for longer terms and offer a higher rate of interest. Credit ratings are assigned to these investments as detailed in the portfolio.

A **Constant Proportion Debt Obligation** or **CPDO** is an investment in an index of debt securities, similar in theory to a CDO. The investment index is periodically rolled, whereby the Special Purpose Vehicle buys protection on the old index, and sells protection on the new index.

**Credit Rating Information**

Credit ratings are generally a statement as to an institution's credit quality. Ratings ranging from AAA to BBB- (long term) are considered investment grade.

A general guide as to the meaning of each credit rating is as follows:

AAA:	the best quality companies, reliable and stable
AA:	quality companies, a bit higher risk than AAA
A:	economic situation can affect finance
BBB:	medium class companies, which are satisfactory at the moment
BB:	more prone to changes in the economy
B:	financial situation varies noticeably
CCC:	currently vulnerable and dependent on favourable economic conditions to meet its commitments
CC:	highly vulnerable, very speculative bonds
C:	highly vulnerable, perhaps in bankruptcy or in arrears but still continuing to pay out on obligations
D:	has defaulted on obligations and it is believed that it will generally default on most or all obligations

**ITEM 3 (continued)**

INVESTMENT SUMMARY AS AT 28 FEBRUARY 2010

Issuer	Investment Name	Investment Rating	Invested at 28-Feb-10 \$000's	Annualised Period Return (%)	12 Month Average Return on Current Investments (%)	Return since 01 July 2009	% of Total Invested	Indicative Market Value ** \$000's	% Market Value
CBA	1. Shield Series 21	AA	500	3.81	3.15	2.76	0.75	586	117.10%
Merrill Lynch	2. Merrill Lynch & Co	A	1,000	4.60	3.96	4.09	1.51	1,000	100.00%
Select Access Investments (no 2) Ltd	3. Titanium AAA	A+	2,000	5.17	4.40	4.54	3.01	1,941	97.06%
Alpha Financial Products	4. Alpha	CCC	1,000	2.95	3.29	2.95	1.51	197	19.70%
Helix Capital	5. OASIS	CCC-	1,000	5.57	5.02	5.10	1.51	18	1.80%
Westpac	6. FOCUS Note	AA	500	0.00	0.00	0.00	0.75	455	90.93%
Westpac	7. Camelotfund	AA	500	0.00	0.00	0.00	0.75	460	91.96%
Grange	8. Grange IMP	Unrated	835	0.00	-37.33	0.54	1.26	835	100.00%
AB Svensk Exportkredit	9. Global Protected Property Note VII	AA+	1,000	0.00	0.00	0.00	1.51	900	90.04%
Longreach	10. Longreach CPWF	AAA	2,000	2.00	2.01	2.01	3.01	1,903	95.16%
CBA	11. ELD Series 4	AA	500	3.00	3.00	3.00	0.75	495	99.04%
Obelisk Trust 2007-3	12. Covent Garden	C	2,000	5.14	4.80	4.80	3.01	20	1.00%
ANZ	13. ANZ 3 YEAR SENIOR	AA	1,000	4.53	3.95	3.95	1.51	1,000	100.00%
Credit Suisse First	14. Trident	A+	1,000	15.83	16.71	16.71	1.51	1,039	103.90%
Westpac	15. Westpac At Call	AA	6,532	4.55	3.59	3.18	9.84	6,532	100.00%
CBA	16. CBA TCD 5 Yr (Floating)	AAA	1,000	5.38	4.83	4.83	1.51	1,034	103.44%
CBA	17. CBA TCD 5 Yr (Fixed)	AAA	994	6.03	6.01	6.01	1.50	1,002	100.85%
BoQ	18. Bank of Queensland TD	AAA	1,000	4.55	4.55	4.55	1.51	1,000	100.00%
ANZ	19. ANZ (Esanda) 365 Day TD	AA	1,000	4.45	4.45	4.45	1.51	1,000	100.00%
NAB	20. NAB Term Deposit	AA	3,000	4.76	4.76	4.76	4.52	3,000	100.00%
MyState CU	21. MyState CU TD	AAA	1,000	6.12	6.10	6.12	1.51	1,000	100.00%
NAB	22. NAB Term Deposit	AA	3,000	5.35	5.35	5.35	4.52	3,000	100.00%
Police & Nurses Credit Union	23. Police & Nurses Credit Union	AAA	1,000	6.03	6.03	6.03	1.51	1,000	100.00%
NSW Teachers CU	24. NSW Teachers CU TD	AAA	1,000	5.93	5.93	5.93	1.51	1,000	100.00%
Bankwest	25. Bankwest TD	AA	8,000	5.37	5.37	5.37	12.06	8,000	100.00%
DefCredit	26. Defence Credit Union TD	AAA	1,000	6.34	6.34	6.34	1.51	1,000	100.00%
Railways CU	27. Railways CU	AAA	1,000	6.00	6.00	6.00	1.51	1,000	100.00%
New England Credit Union	28. New England CU TD	AAA	1,000	5.98	5.98	5.98	1.51	1,000	100.00%
Qld Police CU	29. Qld Police CU TD	AAA	1,000	5.93	5.93	5.93	1.51	1,000	100.00%
NAB	30. NAB Term Deposit	AA	4,000	5.17	5.17	5.17	6.03	4,000	100.00%
Westpac	31. Westpac Term Deposit	AA	3,000	5.51	5.51	5.51	4.52	3,000	100.00%
Capricornia CU	32. Capricornia CU TD	AAA	1,000	6.19	6.19	6.19	1.51	1,000	100.00%
B&E Ltd	33. B&E Ltd	AAA	1,000	5.80	5.80	5.80	1.51	1,000	100.00%
Qld Country CU	34. Qld Country Credit Union	AAA	1,000	5.88	5.88	5.88	1.51	1,000	100.00%
Westpac	35. Westpac Term Deposit	AA	3,000	5.37	5.37	5.37	4.52	3,000	100.00%
Community CPS	36. Community CPS TD	AAA	1,000	5.89	5.89	5.89	1.51	1,000	100.00%
Adelaide Bank	37. Adelaide Bank TD	AAA	1,000	6.31	6.31	6.31	1.51	1,000	100.00%
Hunter United Credit Union	38. Hunter United Credit Union TD	AAA	1,000	5.99	5.99	5.99	1.51	1,000	100.00%
CUA	39. Credit Union Australia TD	AAA	1,000	5.88	5.88	5.88	1.51	1,000	100.00%
NAB	40. NAB TD	AA	2,000	5.34	5.34	5.34	3.01	2,000	100.00%
Coastline CU	41. Coastline Credit Union TD	AAA	1,000	6.28	6.28	6.28	1.51	1,000	100.00%
<b>TOTALS/WEIGHTED AVERAGES</b>			<b>66,361</b>	<b>5.00</b>	<b>3.97</b>	<b>4.67</b>	<b>100</b>	<b>62,418</b>	

\*Monthly returns when annualised can appear to exaggerate performance

\*\*Market valuations are indicative prices only, and do not necessarily reflect the price at which a transaction could be entered into.

**Return including Matured/Traded Investments****Weighted Average Return**

5.00      4.22      4.58

**Benchmark Return: UBSA 1 Year Bank Bill Index (%)****4.60      3.48      3.63****Variance From Benchmark (%)****0.40      0.74      0.95****Investment Income****\$000's**

This Period

334

Financial Year To Date

2,016

Budget Profile

2,000

Variance from Budget - \$

**16**

**ITEM 3 (continued)****Certificate of the Chief Finance 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, with the exception of the following investments:

Grange IMP - Quartz CDO	CCC-
- Merimbula CDO	NR
- Flinders CDO	NR
- Glenelg CDO	CCC
- Scarborough CDO	CCC-
- Torquay CDO	CCC-
- Global Bank Note CDO	NR
Oasis CDO	CCC-
ALPHA CDO	CCC
Covent Garden	C



Richard Nankivell

8/3/2010

Date

**Council's Investment Powers**

Council's investment powers are regulated by Section 625 of the Local Government Act, which states:

- (1) A council may invest money that is not, for the time being, required by the council for any other purpose.
- (2) Money may be invested only in a form of investment notified by order of the Minister published in the Gazette.
- (3) An order of the Minister notifying a form of investment for the purposes of this section must not be made without the approval of the Treasurer.
- (4) The acquisition, in accordance with section 358, of a controlling interest in a corporation or an entity within the meaning of that section is not an investment for the purposes of this section.

Council's investment policy requires that all investments are to be made in accordance with:

- Local Government Act 1993 - Section 625
- Local Government Act 1993 - Order (of the Minister) dated 31 July 2008
- The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) & (2)
- Local Government (Financial Management) Regulation 1993
- The Code of Accounting Practice and Financial Reporting
- Investment Guidelines issued by the Department of Local Government

**ITEM 3 (continued)**

The Department of Local Government is currently preparing guidelines aimed at assisting Councils in developing a comprehensive investment policy.

Council Officers will work with its investment advisor, Oakvale Capital Limited to develop a revised draft Investment Policy which will be submitted to the Finance & Audit Committee for consideration following release of the DLG guidelines.

**Overview of Investments**

A brief overview of all investments held by the City of Ryde is provided;

1. **CBA - Shield Capital Protected Series 21 (AAp):** Council invested in the Shield Capital Protected Hedge Fund Note on 24 March 2004. This is a medium to long term investment (3-7 years) and matures on 28 March 2011. The investment is capital guaranteed by CBA on maturity. The note is linked to the performance of a diversified fund of hedge funds, being Colonial First State Wholesale Global Diversified Strategies Fund. The target return at maturity is anticipated to be over 10% pa annualised. This is a volatile investment that has active market exposure. No fees are payable by Council on this investment.
2. **Merrill Lynch (A+):** Floating Rate Note issued by Merrill Lynch, paying 40bps over 90 day BBSW. This investment was purchased on 9 November 2004. This FRN matures 9 March 2010. No fees are payable by Council on this investment.
3. **Titanium (Originally AAA now A):** CDO with a portfolio of a minimum of 100 investment grade names, paying 80 bps over 90 days BBSW. This investment was purchased on 14 June 2005. The investment is for 5.5 years and matures on 14 December 2010. This CDO was downgraded to A with advice being received in late December 2009. No fees are payable by Council on this investment.
4. **FRN Alpha (Originally AA now CCC):** This is a CDO that pays 250 bps above 180 day BBSW. This investment was purchased on 11 April 2006. The investment is for 6 years and matures on 20 March 2012. The CDO containing 2 separate portfolios, a capital portfolio and an income portfolio. The 2 portfolios are managed to maintain ratings stability. The CDO was previously downgraded to A- on 25 September 2008 and has now been downgraded to BBB watch negative on 31 October 2008, and further downgraded to B+ on 5 February 2009, and subsequently downgraded to CCC in August 2009. No fees are payable by Council on this investment.
5. **OASIS (Originally AA now CCC-):** This is a CDO that pays 140 bps above 90 day BBSW. This investment was purchased on 4 September 2006. The investment is for 8 years and matures on 4 September 2014. This is a CDO that is actively managed by Société Générale. The CDO was downgraded to BBB- on 29 September 2008 with advice being received in early April 2009 that this investment has been further downgraded to CCC-. No fees are payable by Council on this investment.

**ITEM 3 (continued)**

- 6. FOCUS Note (AAp):** This investment was purchased on 20 December 2006. This is a medium to long term investment (3-7 years) and matures on 20 December 2012. The capital of the investment is guaranteed by Westpac on maturity. This investment consists of a dynamically managed portfolio comprising investments in the BT Focus Australian Share Fund, and aims to outperform the S&P/ASX 300 Accumulation Index by 5% over a 3 to 5 year horizon. This note has had an annualised return of 3.62% since inception, with short term returns anticipated to be volatile. This note also pays a biannual contingent coupon of 180 day Bank Bill swap rate (currently approximately 8.00%). Westpac receive a principal protection fee of 0.90 p.a., an upfront structuring and distribution fee of 2.50%. BT Financial Group receives a management fee of 0.60% p.a., and a performance fee of 15%. The performance fee is only paid if the performance of the fund before fees exceeds the S&P/ASX Accumulation index plus the management fee. Monthly returns, when annualised can appear to exaggerate performance. On 28 October 2008 advice was received that the recent volatility in the global financial markets had triggered the capital protection mechanism in this investment with 100% of the portfolio now invested in a zero coupon bond. Council will not receive any further coupon payments between now and the December 2012 maturity date but will receive the full face value of the investment at maturity.
- 7. Camelotfund (AAp):** This investment was purchased on 1 March 2007. The investment is for 5 years and matures 25 January 2012. This investment is in a fund that provides opportunity to diversify into a foreign exchange strategy with low correlation to other products and asset classes. Short term (i.e. monthly) returns on this note will be volatile. The SPV set up by Westpac receives a distribution fee of 2% of the note value, and the manager receives a management fee of 1% p.a., and a performance fee of 15% above 6M BBSW. Westpac receives a capital protection fee of 1% p.a. times NAV. This investment is capital protected by Westpac.
- 8. Grange (Lehman Brothers) IMP:** This is a portfolio of FRNs, CDOs and Bank issued securities managed by Grange Securities on Council's behalf. Lehman Brothers have cancelled the management agreement, and this portfolio is currently static. The IMP comprises the following investments:

<i>Investment</i>	<i>Maturing</i>	<i>Call Date</i>
Quartz CDO	20/10/2010	20/12/2008
Flinders CDO	20/03/2012	20/03/2009
Torquay CDO *	20/06/2013	20/06/2009
Merimbula CDO	20/06/2013	
Scarborough CDO *	23/06/2014	23/06/2009
Glenelg CDO *	22/12/2014	22/06/2009
AAA (Berryll) Global Bank Note CDO	20/09/2014	
HSBC FRN *	22/09/2016	22/09/2011

\* If not called an additional margin paid

**ITEM 3 (continued)**

- 9. Global Protected Property Note VII (AAp+):** This investment was purchased on 13 March 2007. The investment is for 4.5 years and matures on 20 September 2011. It is a capital guaranteed investment which provides Council with a return on maturity based on the performance of three international property funds. It is anticipated that performance at the commencement of this investment will be low, with returns geared heavily towards the end life of the investment. This note was invested in as a result of a swap out of the earlier series VI note, in which Council realised a profit of \$237K capital profit after 9 months. Capital protection fee of 1.1% to Svensk Export Kredit.
- 10. Longreach Capital Protected Wholesale Fund (AAAp):** This investment is in property, infrastructure and utilities. This investment was purchased on 16 May 2007. The investment is for 5 years and matures on 16 May 2012. The Fund Manager's expectation is a target range of 8% to 10% pa over the life of the investment. Council receives a minimum coupon of 2% pa. There is a fee of 0.95% pa payable of the capital protection amount, plus a performance fee of 25% if the fund performs at or above UBS Bank Bill Index + 4%.
- 11. Equity Linked Deposit Series 4 (AAp):** This note is almost identical to the structure of the ELD 2 (No 12) above, except that returns are based on the performance of a reference basket of resource stocks. This investment was purchased on 5 June 2007.
- The investment is for 3 years and matures on 5 June 2010. Minimum return is 3.00% pa, and returns are capped at 11.50% with the actual return for each year to be calculated in June. No fees are payable by Council on this investment.
- 12. Covent Garden (Originally AA now C):** This is a managed CDO paying 120 bps over 90 day BBSW. This investment was purchased on 6 July 2007. The investment is for 5 years and matures on 20 September 2012. Advice was received on 11 November 2008 that this investment has been downgraded to CCC and then to C. No fees are payable by Council on this investment.
- 13. ANZ 3 Year Senior Debt (AA):** Floating Rate Note issued by the ANZ bank, paying 32 bps over 90 day BBSW. This investment was purchased on 18 September 2007. The investment is for 3 years and matures on 18 September 2010. No fees are payable by Council on this investment.
- 14. Trident (Originally AA now Ap+):** This investment was purchased on 30 May 2007. The investment is for 4 years and matures on 30 May 2011. The investment which is capital protected has exposure to a basket of bond funds, with a coupon paid 6 monthly of 50% of the positive performance of the funds, with the other 50% being reinvested. There is a distribution fee charged upfront of 2%, plus a principal protection fee of 0.95% p.a. of the portfolio value, plus a leverage charge of USD 30 day LIBOR +0.50% p.a. on any leverage amount.



**ITEM 3 (continued)**

- 15. Westpac At Call Account (AA):** This investment is an at call account, paying the short term money market rate. These funds are used for operational purposes.
- 16. CBA TCD 5 Yr (Floating) (AAA):** This is a floating rate note issued at a margin of 120 points above 90 day BBSW, maturing 17 December 2013. Council took up the optional government guarantee on this investment at a fee of 70 basis points.
- 17. CBA TCD 5 Yr (Fixed) (AAA):** This is a fixed rate note issued at 5.75% above 90 day BBSW, maturing 17 December 2013. Council took up the optional government guarantee on this investment at a fee of 70 basis points.
- 18. Bank of Queensland Term Deposit (AAA):** This investment is an 18 month term deposit, paying 4.50% (4.55% annualised) and matures on 29 July 2010, with interest payable semi-annually. No fees are payable by Council on this investment.
- 19. ANZ Term Deposit (AA):** This investment is a 365 day term deposit, paying 4.45% and matures on 26 July 2010. No fees are payable by Council on this investment.
- 20. NAB Term Deposit (AA):** This investment is a 181 day term deposit, paying 4.70% (4.76% annualised) and matures on 16 March 2009. No fees are payable by Council on this investment.
- 21. MyState CU Term Deposit (AAA):** This investment is a 91 day term deposit, paying 5.98% (6.12% annualised) and matures on 20 May 2010. No fees are payable by Council on this investment.
- 22. NAB Term Deposit (AA):** This investment is a 60 day term deposit, paying 5.23% (5.35% annualised) and matures on 26 March 2009. No fees are payable by Council on this investment.
- 23. Police & Nurses Credit Union Term Deposit (AAA):** This investment is a 60 day term deposit paying 5.88% (6.03% annualised) and matures on 26 March 2010. No fees are payable by Council on this investment.
- 24. NSW Teachers Credit Union Term Deposit (AAA):** This investment is a 60 day term deposit paying 5.79% (5.93% annualised) and matures on 26 March 2010. No fees are payable by Council on this investment.
- 25. Bankwest Term Deposit (AA):** This investment is a 63 day term deposit paying 5.25% (5.37% annualised) and matures on 6 April 2010. No fees are payable by Council on this investment.
- 26. Defcredit Credit Union Term Deposit (AAA):** This investment is a 90 day term deposit paying 6.19% (6.34% annualised) and matures on 5 May 2010. No fees are payable by Council on this investment.



**ITEM 3 (continued)**

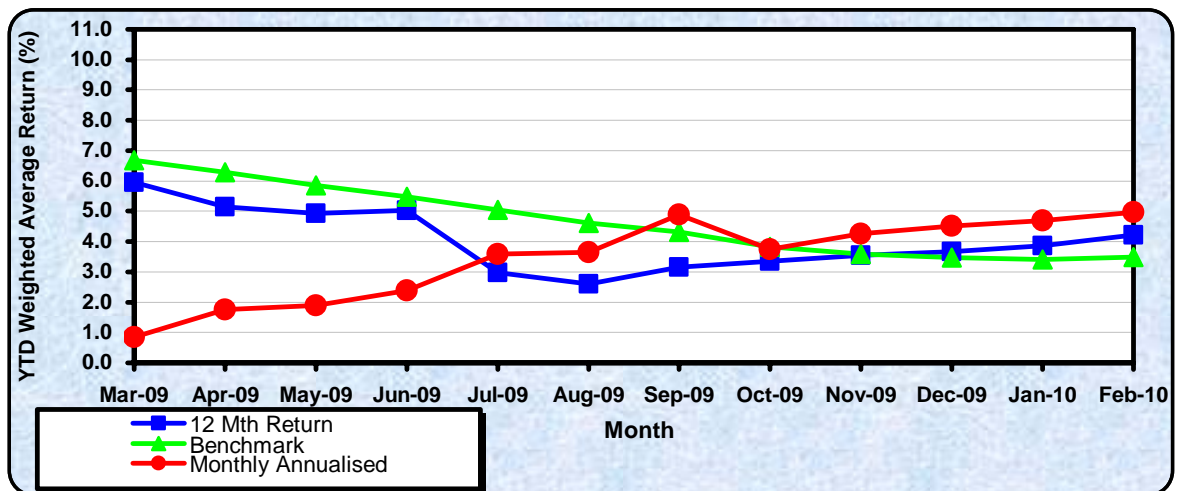
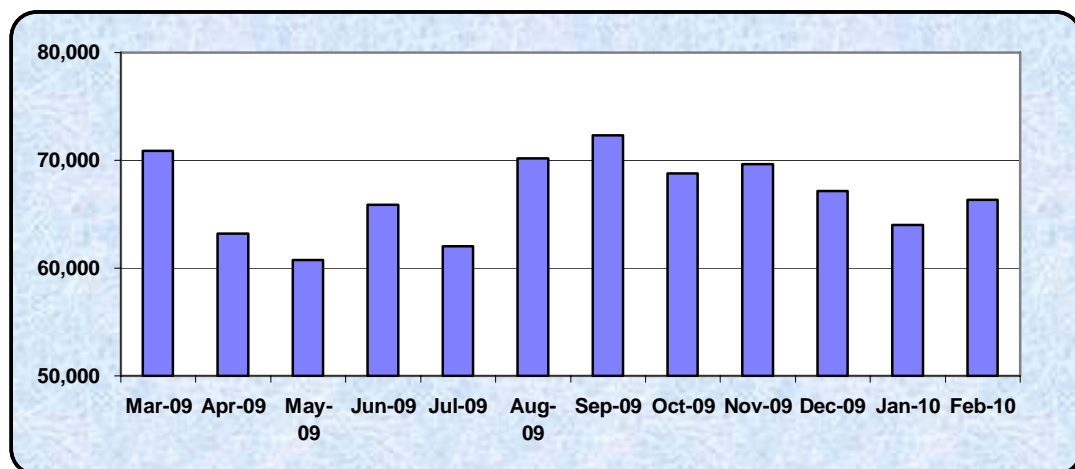
- 27. Railways CU Term Deposit (AAA):** This investment is a 61 day term deposit paying 5.86% (6.00% annualised) and matures on 6 April 2010. No fees are payable by Council on this investment.
- 28. New England CU Term Deposit (AAA):** This investment is a 62 day term deposit paying 5.84% (5.98% annualised) and matures on 12 April 2010. No fees are payable by Council on this investment.
- 29. Queensland Police CU Term Deposit (AAA):** This investment is a 90 day term deposit paying 5.80% (5.93% annualised) and matures on 10 May 2010. No fees are payable by Council on this investment.
- 30. NAB Term Deposit (AAA):** This investment is a 59 day term deposit paying 5.06% (5.17% annualised) and matures on 9 April 2010. No fees are payable by Council on this investment.
- 31. Westpac Term Deposit (AAA):** This investment is a 60 day term deposit paying 5.79% (5.93% annualised) and matures on 26 March 2010. No fees are payable by Council on this investment.
- 32. Capricornia CU Term Deposit (AAA):** This investment is a 90 day term deposit paying 6.05% (6.19% annualised) and matures on 11 May 2010. No fees are payable by Council on this investment.
- 33. B & E Ltd Building Society Term Deposit (AAA):** This investment is a 32 day term deposit paying 5.65% (5.80% annualised) and matures on 15 March 2010. No fees are payable by Council on this investment.
- 34. Queensland Country CU Term Deposit (AAA):** This investment is a 60 day term deposit paying 5.74% (5.88% annualised) and matures on 12 April 2010. No fees are payable by Council on this investment.
- 35. Westpac Term Deposit (AAA):** This investment is a 60 day term deposit paying 5.25% (5.37% annualised) and matures on 12 April 2010. No fees are payable by Council on this investment.
- 36. Community CPS CU Term Deposit (AAA):** This investment is a 60 day term deposit paying 5.75% (5.89% annualised) and matures on 19 April 2010. No fees are payable by Council on this investment.
- 37. Adelaide Bank Term Deposit (AAA):** This investment is a 151 day term deposit paying 6.20% (6.31% annualised) and matures on 19 July 2010. No fees are payable by Council on this investment.
- 38. Hunter United Employees CU Term Deposit (AAA):** This investment is a 90 day term deposit paying 5.86% (5.99% annualised) and matures on 24 May 2010. No fees are payable by Council on this investment.

**ITEM 3 (continued)**

**39. Credit Union Australia Term Deposit (AAA):** This investment is a 62 day term deposit paying 5.74% (5.88% annualised) and matures on 26 April 2010. No fees are payable by Council on this investment.

**40. NAB Term Deposit (AAA):** This investment is a 62 day term deposit paying 5.23% (5.34% annualised) and matures on 26 April 2010. No fees are payable by Council on this investment.

**41. Coastline CU Term Deposit (AAA):** This investment is a 120 day term deposit paying 6.15% (6.28% annualised) and matures on 24 June 2010. No fees are payable by Council on this investment.

**Investment Performance - All Investments****Total Funds Invested**

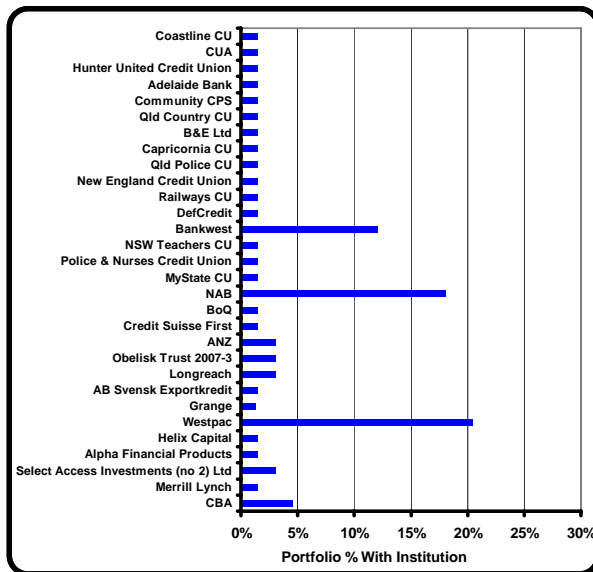
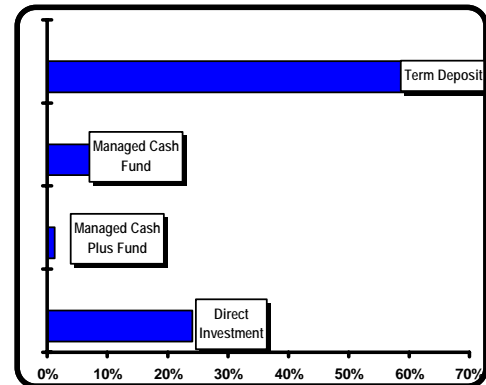
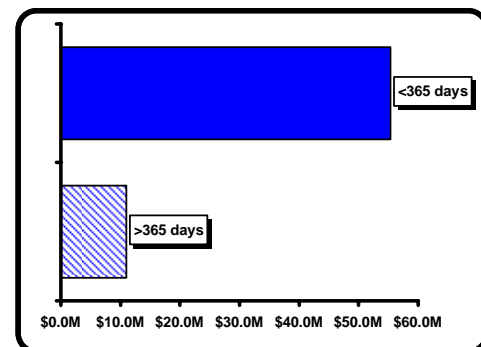
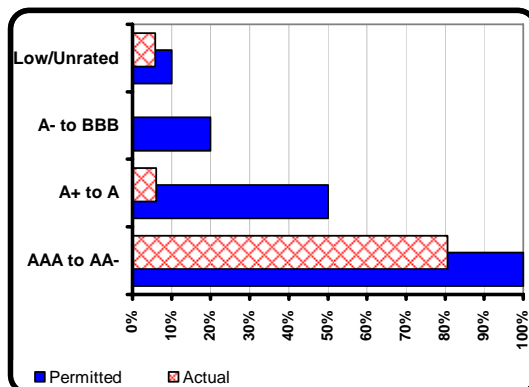
**ITEM 3 (continued)****Consultation**

Council business units consulted included:-

- Finance Unit

Internal Workshops held:-

- Nil

**Active Investment Summary By Institution****Summary By Investment Type****Summary By Duration****Active Investment Summary By Credit Rating**

	>365 days	<365 days
FRN's	\$1.0M	\$2.0M
CDO's	\$4.0M	\$2.0M
Other	\$5.0M	\$1.0M
Mgd Funds	\$0.0M	\$0.8M
Cash/TDs	\$1.0M	\$49.5M
	<b>\$11.0M</b>	<b>\$55.4M</b>

**ITEM 3 (continued)**

External public consultation included:-

- Nil

Council officers have regular discussions & meetings with Investment Issuers and Council's Investment Advisor Oakvale Capital Limited to monitor the impact of market conditions on the performance of Council's investments and the economic outlook going forward.

**Critical Dates**

The Chief Financial Officer as Council's Responsible Accounting Officer is required to report to Council on a monthly basis on Council's Investment Portfolio and to certify that the Investments are held in accordance with Council's Investment Policy and Section 625 of the Local Government Act.

**Financial Impact**

Council's income from interest on investments is in excess of budget projections and is expected to generate in excess of \$2.4 million for the 2009/2010 year.

The ongoing volatility and turmoil in financial markets is continuing to place at risk the principal of some of Council's investments.

**Policy Implications**

There are no policy implications through the adoption of the recommendation.

The recommendation is consistent with Section 625 of the Local Government Act, which deals with the investment of surplus funds by Council's.

**Other Options**

Not Applicable

**Conclusion**

Council's year to date return to February is 4.58%, which is 0.95% above the benchmark.

Council's income from interest on investments is now projected to be approximately \$2.4 million, an increase of \$365,000 above the original budget.

Whilst the impacts and continuing volatility in global financial markets continues to place at risk the principal on some of Council's "at risk" investments, Council's Financial Security Reserve of \$4.1 million is considered adequate to meet any future investment losses arising from the Global Financial Crisis.

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## 4 SCHOOL FLASHING LIGHTS - CURRENT SITUATION

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**Report prepared by:** Road and Community Safety Projects Officer

**Report dated:** 5/03/2010

**File No.:** GRP/10/2/001/6 - BP10/102

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### Report Summary

Council considered funding school flashing lights at the Committee of the Whole meeting on 2 March 2010. Council resolved:

*That this matter be deferred and that a report be provided with more exact figures and detailing the outstanding schools, and the estimated costs.*

This report outlines the number of schools remaining and the costs associated with the project. It also addresses the associated legal and risk management considerations.

### RECOMMENDATION:

- (a) That Council provide a donation of \$4500 to Rotary for the purpose of programs enhancing community safety.
- (b) Funding for the donation in paragraph (a) be provided from an adjustment in the next quarterly review.
- (c) That Rotary be advised that any signage installed by Rotary with funds donated by Council are to be installed at Rotary's own risk and not on Council's behalf.
- (d) That Rotary be advised that any future requests for donation and financial support should be directed through Council's annual Community Grants program.
- (e) That Council advocate for the RTA to invest more RTA-approved flashing light signage in the City of Ryde.

### ATTACHMENTS

- 1 Rotary update on flashing lights project

Report Prepared By:

**Chris Hellmundt**

**Road and Community Safety Projects Officer**

Report Approved By:

**Beth Gilfillan**

**Social Policy and Planning Co-ordinator**

**Baharak Sahebekhtiari**

**Manager - Community and Culture**

**Simone Schwarz**

**Group Manager - Community Life**

**ITEM 4 (continued)****Background**

Council has received a request from City of Ryde Rotary Clubs to fund non-Roads and Traffic Authority (RTA) approved flashing lights in school zones around the City of Ryde.

In late July 2009 this request was subject of a meeting attended by the Mayor, Councillor Pickering, Victor Dominello MP, Rotary representatives, the General Manager and senior Council staff.

A letter was then received by the Mayor's Office on 21 August 2009 requesting a contribution to the estimated \$60,000 cost of installing non-RTA-approved flashing lights throughout the City.

The Mayor sent the request to all Councillors for comment at the end of August 2009. This letter was then forwarded to the General Manager. At the end of September, the Group Manager Community Life requested a report on this issue from the Road and Community Safety Project Officer. This report was finalised at the end of October to go to the Committee of the Whole meeting on 17 November. Before the meeting, it was decided that the report be delayed until the new General Manager was able to review the report.

Rotary was contacted at this point by the Road and Community Safety Project Officer to inform them that the report would go to a meeting in February/March 2010.

A report was presented to the Committee of the Whole on 2 March 2010 detailing a range of considerations for Council when considering Rotary's request including:

- how non-RTA-approved flashing lights affect the current initiatives in developing and maintaining a successful road safety program
- placement of signage
- risk management and liability
- maintenance and
- consistency of signage.

Legal advice was also provided.

Council resolved that a further report be prepared to provide up-to-date information from Rotary. In early March, the Road and Community Safety Project Officer contacted Rotary to ask for the information and written advice was provided which is **ATTACHED**.

Rotary has advised it has spent \$26,100 on this project to date.

**ITEM 4 (continued)****Report****Schools involved and schools remaining**

There are 32 schools in the City of Ryde. Six schools have received RTA-approved flashing lights. Since the Rotary's request in August 2009, Rotary has funded 19 sets of lights in 16 schools within the City of Ryde. One school has both RTA-approved and non-RTA-approved signage installed.

Rotary intends to install lights in three more schools in the near future, including East Ryde Public, Melrose Park Public, and North Cross Christian School. North Cross Christian School requested the lights be installed after the letter was sent by Rotary providing up-to-date advice.

**Associated Costs**

The cost of a non-RTA-approved flashing light is between \$1000 and \$1650 depending on size and installation costs.

Rotary is in the final stages of its flashing light program. Rotary has requested Council fund \$4,500 for flashing lights for the three additional schools. If Council chooses to provide additional funds, they would be used in high pedestrian activity areas, such as Cox's Road shopping precinct.

Rotary has also recently received \$7000 in funding from the NSW Government's Community Building Partnership Grant program to fund "the installation of flashing lights at all school crossings in Ryde City". Rotary has a \$7000 shortfall in its funding currently, which this grant will make up.

**Maintenance costs**

All flashing lights installed by Rotary have the telephone number of the installer on the back of them for service if necessary. There has been one call out so far, the minor problem was rectified the same day. There is no ongoing service contract for the lights, which are being supported by the supplier at no charge to anyone.

Council would only be liable for maintenance if the signage is placed on behalf of Council. Council's Maintenance team has advised it can not determine the maintenance costs for the following reasons:

- Unknown reliability – quality of units vs ongoing repair costs
- Unknown parts details and replacement value
- Depreciation value
- Unknown electricity usage.

**Legal Issues**

At the last meeting, there was some confusion as to the legal issues given that both the RTA's position and the General Counsel's advice were provided.

For the sake of clarity, the General Counsel has prepared a further advice which is **CIRCULATED UNDER SEPARATE COVER - CONFIDENTIAL**. The advice addresses the confusion and provides recommendations regarding management of risk and liability.



**ITEM 4 (continued)****Risk Management and Liability**

There are risks associated with erection of the signs on private property. Such risk only arises where the relevant sign is erected on Council's behalf in accordance with the resolution of Council dated 12 May 2009. If the signs are not installed on Council's behalf, no such risks arise. Therefore, it is recommended that Council provide a donation to Rotary for the purpose of enhancing community safety and that any signage installed pursuant to that donation be installed at Rotary's risk and not on Council's behalf.

In the recent conversation with Rotary, Rotary noted that signage would not be placed on Council land. Therefore the considerations regarding placement on Council land in the previous report discussed at the Committee of the Whole on 2 March 2010 are not required.

**Consultation**

Internal Council business units consulted included:-

- General Counsel
- Risk & Audit
- Operations Unit – Maintenance

Internal Workshops held:-

- Not Applicable

City of Ryde Advisory Committees consulted included:-

- Not Applicable

External public consultation included:-

- Rotary Club of North Ryde

**Comments**

Comments received through the consultation process were added to the report under the various subheadings.

**Critical Dates**

There are no critical dates or deadlines to be met.

**Financial Impact**

The upfront cost of the proposal is \$4500 for the signage for three additional schools, as requested by Rotary.

This proposal is not provided for in the current budget 2009/10 so it would need to be funded by an adjustment in the next quarterly review. Alternatively, it could be funded from next year's budget.



**ITEM 4 (continued)**

If Rotary install lights at these three schools, it would leave eight schools in the City that do not have RTA approved or non-RTA-approved flashing lights installed in their school. If these schools request funding from Rotary for non-RTA-approved flashing lights Council could potentially receive another request for funding totalling \$12,000. This would bring the total potential funding for this project to \$16,500.

**Policy Implications**

There are no policy implications through adoption of the recommendations.

**Conclusion**

Rotary has already raised the majority of the funds associated with their project.

When reviewing the legal and risk management considerations, the major risk for Council arises if these signs are installed on behalf of Council. If Council chooses to fund the signage, it is advised that Council provide a donation to Rotary for the purpose of enhancing community safety and to not have the signage installed on Council's behalf. This will mitigate risk to Council and minimise liability.

It is recommended that the City of Ryde continues to work with the RTA, NSW Police and other relevant bodies to attract RTA-approved flashing lights to our City and to educate the public about the benefits of following the rules around school zones and the consequences if they choose not to.

**ITEM 4 (continued)****ATTACHMENT 1**

Thursday, 11 March 2010

Mr Chris Hellmundt,  
Ryde City Council,  
Locked Bag 2069,  
North Ryde NSW 2113

Dear Chris,

You have asked that I give you an update on the Flashing Lights Project which I wrote to Council on August 19 2009 but to which I did not receive a reply.

We have been working with all Rotary Clubs in the area and have been attempting to get funding for the total project. The schools, some businesses and some individuals have all been of great support so that we now have installed lights at the following sites:-

North Ryde Primary  
Holy Spirit North Ryde  
Kent Road Primary  
St Anthony's Primary  
Denistone East Primary  
Marist College Eastwood  
Marsden High  
Eastwood Heights  
Eastwood Public  
Ermington Public  
Meadowbank Public  
St Kevin's Primary  
St Michaels Primary  
St Therese Primary  
Truscott Street  
West Ryde Public

We have supplied 19 sets of lights at a total cost of \$26,100.00. We have raised almost all these funds with \$7,000.00 still outstanding but we hopefully will raise these funds soon. All the sites were completed by the start of term one 2010.

All have been installed on private property and we have not had to get councils involvement. We have had great support from the Weekly Times who have publicised all installations for us.

All lights have the telephone number of the installer on the back of them for service if necessary. There has been one call out so far, the minor problem was rectified the same day. We do not have an ongoing service contract for the lights which are being supported by the supplier at no charge to us.

**ITEM 4 (continued)****ATTACHMENT 1**

There are two additional lights still to be installed – East Ryde Primary and Melrose Park Public. It would be good if Council could support these to a cost of \$3,000.00. If we had additional funds, we would also put some additional lights in some other areas as the feedback has been exceptionally gratifying. Other areas of Sydney have been most interested in the lights and it looks as though other Rotary Clubs will become involved.

We thanks Council for their support and would be grateful if you could help in some way financially.

Please ask if you need more information

Yours Sincerely,

Phill Isaacs  
President  
0408 966 173

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## 5 RYDE YOUTH COUNCIL TERMS OF REFERENCE

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**Report prepared by:** Community Projects Officer - Young People and Leisure

**Report dated:** 11/01/2010

**File No.:** GRP/10/2/001/6 - BP10/4

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### Report Summary

The report proposes a new direction for Ryde Youth Council (RYC) that provides greater opportunities for advocacy and engagement with Council. With a view to assisting it to have a greater role in advocacy and engagement, it is proposed that RYC becomes a formal Advisory Committee of Council, and that a new Terms of Reference be adopted to assist its operations. The new Terms of Reference aim to achieve:

- a more formal meeting structure
- Councillor participation on the RYC
- clarified roles and responsibilities for all members
- a clearer process of reporting to Council

### RECOMMENDATIONS:

- a) That Ryde Youth Council becomes a formal Advisory Committee of Council.
- b) That the Ryde Youth Council draft Terms of Reference be adopted.
- (c) That expressions of interest for Ryde Youth Council 2010 be advertised.

### ATTACHMENTS

- 1 Draft Ryde Youth Council - Terms of Reference 2010

Report Prepared By:

**Janice Nicholson**

**Community Projects Officer - Young People and Leisure**

Report Approved By:

**Baharak Sahebekhtiari**

**Manager - Community and Culture**

**Simone Schwarz**

**Group Manager - Community Life**

**ITEM 5 (continued)****Background**

The first meeting of RYC was held in November 2000. It is an active group who manage events and represent young people and Ryde. The RYC has operated under a Terms of Reference, however it has not been a formal Committee of Council and has not used Council's standard 'Terms of Reference' template.

The RYC has over a number of years been successfully working in the local community to produce a number of events and activities for young people. Battle of the Bands and The Core, two annual music events held in the City of Ryde, have been successful largely due to a group of young volunteers interested in the well being of local young people.

In 2009 dwindling numbers and member feedback resulted in a broader conversation with the Youth Council about its role.

In short, the enthusiasm members showed for issues like advocacy and engagement was not being fully realised through existing Youth Council operations. Specifically, members identified:

- The need for more opportunities to provide Council with comment on particular issues impacting on young people (advocacy)
- The need for greater opportunities for representation by young people in local decision making (engagement)

To assist in the development of a model for the Youth Council that facilitated greater opportunities for advocacy and engagement, in 2009 further consultation was carried out with members and visits were conducted to other local governments with successful youth committees.

After the consultations and consideration of other successful youth committees, a review of the existing Terms of Reference was undertaken. On review, it was determined that the existing Terms of Reference did not provide the structure to enable the Youth Council to have a greater role in advocacy and engagement, or meet Council's requirements for a standard Terms of Reference.

**Report**

It is proposed that RYC becomes a formal Advisory Committee of Council, and that a new Terms of Reference be adopted to assist its operations, to clarify the expectations of Council and the responsibility of Youth Councillors in representing the community. The new Terms of Reference aim to achieve:

- a more formal meeting structure
- Councillor participation on the RYC
- clarified roles and responsibilities for all members
- a clearer process of reporting to Council

**ITEM 5 (continued)**

The new draft Terms of Reference have been developed from Council's standard template for Advisory Committees. However, these have been adapted slightly given the nature of the participating group and recommendations made by young people during the review process.

The changes proposed for the RYC draft Terms of Reference from the standard template for Advisory Committees include:

<b>Standard Terms of Reference Template</b>	<b>Proposed RYC Terms of Reference</b>
Length of term – 4 years	Length of term – 2 years (Greater term than this will cause young people hesitancy in commitment)
Quorum - none	Quorum – 50% +1 per meeting (Ensuring commitment and demonstrating responsibility)
Meeting quarterly (majority)	Meetings held bi-monthly (Continuity of young people involvement)
No reference	Working parties will be created for the RYC to work on events or projects such as Youth Week and the Granny Smith Festival  (Allow RYC to focus on youth issues, not event planning)
Only roles and responsibilities of Chairperson and supporting officer.	Clearly defined roles i.e. a Chairperson, Public Relations Officer and the roles of Youth Councillors and Councillors  (Assisting with engagement by outlining expectations of members)

Following Council endorsement of the new draft Terms of Reference, expressions of interest for RYC will be advertised. Expressions of interest will be circulated through educational institutions, church groups and youth services.

The draft list of nominees will be reported to Council following the expression of interest process. Included in the report will be a recommendation that Council nominate a Councillor to the RYC.

**Consultation**

Internal Council business units consulted included:-

- Not Applicable

Internal Workshops held:-

- Not Applicable

**ITEM 5 (continued)**

City of Ryde Advisory Committees consulted included:-

- Not Applicable

External public consultation included:-

- RYC 2007/2009

**Comments**

Members of the RYC from 2007/2009 were consulted at the end of their term on the effectiveness of the Youth Council. At this review of the RYC, members recommended changes for better youth participation:

- To increase active membership
- To be proactive and tougher on non-attendees
- Involve all members, right from the start
- Develop a formal structure – using positions such as Chairperson
- Initiate more projects and be involved in the administrative side of projects and events development
- Have more responsibility in planning and running events
- Engage more with Ryde Councillors
- Create a mission statement and update Terms of Reference

Information collected from the RYC review and research into youth participation and youth committee models, used by other Councils were combined to create the updated Terms of Reference for the RYC.

**Critical Dates**

There are no critical dates or deadlines to be met.

**Financial Impact**

Adoption of this recommendation has no financial impacts. The RYC is provided for in the current budget 2009/2010.

**Policy Implications**

There are no policy implications through adoption of the recommendation.

**Other Options**

The review of the RYC by members showed significant changes were needed for Youth Councillors to have better opportunities for advocacy and engagement.

Alternate models of youth participation and Youth Councils were researched as a part of formulating a new direction for the Youth Council and its draft Terms of Reference.

In other councils youth participation ran along a spectrum of frequent, structured meetings where young people were given a high level of responsibility to infrequent, unstructured participation with young people attending and participating in meetings as required.

Should Council wish, other options along this spectrum could be explored as alternatives to the current model.

**ITEM 5 (continued)****Conclusion**

The new direction for the Youth Council has the opportunity to increase the role of young people in advocacy and engagement with the community and Council, which continues the City of Ryde's positive approach to youth participation.

The updated draft Terms of Reference supports the new structure by clarifying the expectations of Council and the responsibility of Youth Councillors in representing the community.

Once the draft Terms of Reference have been endorsed by Council, expressions of interest for the Youth Council will be advertised. The draft list of Youth Councillor nominees will be reported to Council. A recommendation that Council nominate a Councillor to the RYC will be included in the report.



ITEM 5 (continued)

ATTACHMENT 1

# **RYDE YOUTH COUNCIL TERMS OF REFERENCE**

## **2010**



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ITEM 5 (continued)

ATTACHMENT 1

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**ITEM 5 (continued)****ATTACHMENT 1****1. ROLE**

**The primary roles of the Ryde Youth Council Advisory Committee are:**

- To advocate for the needs of young people and provide a mechanism for their participation and involvement in decision making on community issues.
- To act in an advisory and consultative capacity to Council and staff on matters affecting young people in the community.
- To assist young people in developing skills in various areas including, leadership, communication, advocacy, governance and administration.

**2. RESPONSIBILITIES**

**The Ryde Youth Council Advisory Committee is responsible for:**

- Advocating, providing advice, and making recommendations to Council on matters affecting young people and the community;
- Co-ordinating, planning and implementing community activities and events, including National Youth Week;
- Identifying and initiating opportunities for participation and involvement of young people in community activity;
- Promoting community awareness of issues impacting on young people;
- Promoting positive images of young people and their achievements in the community.

**3. MEMBERSHIP, ROLES AND VOTING**

**Membership of the Ryde Youth Council Advisory Committee comprises:**

- No less than one (1) Councillor appointed annually, non voting member;
- One (1) alternate Councillor delegate, non voting member;
- Committee Facilitator;
- Minimum of fourteen (14) Community Representatives aged 12 - 24. Members must live, work, study or recreate in the City of Ryde.;
- Young people who represent organisations that service young people;

**ITEM 5 (continued)****ATTACHMENT 1**

- Young people from diverse socio-economic, cultural and ethnic backgrounds;
- Individuals with specialist skills and professional interest in issues affecting young people will be contracted/ invited as required.

Council officers will provide professional advice and administrative support. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any members thereof.

**Term of Membership to Committee**

Members appointed to the Committee shall be appointed for a two year (or remainder thereof) term.

A member of the Ryde Youth Council may resign from membership by giving notice of not less than two (2) weeks in writing to the relevant Council representative.

Membership may be cancelled by failure to attend three (3) consecutive meetings without sufficient notification to the Council.

Council staff will be appointed and removed by the General Manager.

**Roles**

All members of the Ryde Youth Council will agree to act within the guidelines of the Ryde Youth Council as outlined in this Terms of Reference at all times. This is to be confirmed by signing an agreement form following a briefing session on this Terms of Reference and received Code of Conduct Training.

**Youth Councillor**

The role of a Youth Councillor will be to:

- Attend meetings

**ITEM 5 (continued)****ATTACHMENT 1**

- Actively seek views and opinions of young people and relevant issues to be brought to the notice of the Ryde Youth Council
- Contribute items of interest to the meeting agendas, by contacting the Chairperson between meetings
- Actively participate in discussions and decisions that take place at meetings
- Actively participate in various working parties and events involving the Ryde Youth Council
- Represent the views and act in the interest of all young people across the Ryde LGA
- Communicate any issues regarding Ryde Youth Council, including absences from meetings or activities with the Community Project Officer – Young people.

***Councillor***

The role of a Councillor will be to:

- Attend meetings
- Actively participate in discussions and decisions that take place at meetings
- Mentor, liaise and support the Ryde Youth Council and Ryde Youth Council members
- Assist in the communication of ideas of Ryde Youth Council Youth Councillors to other City of Ryde Councillors.
- Communicate any issues regarding Ryde Youth Council, including absences from meetings or activities with the Community Project Officer – Young People.

***Chairperson***

The role of the Chairperson will be to:

- chair all meetings of the Ryde Youth Council,
- establish a purpose and agenda for each meeting,
- ensure discussion remains on point and manages time,
- encourage discussion and constructive input,
- Request agenda items for the next scheduled meeting.

**ITEM 5 (continued)****ATTACHMENT 1**

The role of Chairperson shall be elected at the first meeting of the Ryde Youth Council at the beginning of a new two year term. The role of Chairperson can only be filled by a Youth Councillor.

In the event that the elected Chairperson is absent, the Ryde Youth Council shall nominate another member to chair the meeting or the Committee Facilitator will fill the role.

The Committee Facilitator in the role of Chairperson does not become a formal member of the Committee by virtue of this position. All staff are representatives of Council only and not members of the Committee.

Council's Code of Meeting Practice shall be used as the reference guide for any matters pertaining to the Committee meetings which are not otherwise outlined in this Terms of Reference.

***Public Relations Officer***

The role of the Public Relations Officer will be to:

- draft media releases,
- develop strategies to promote the Ryde Youth Council,
- promote events and activities conducted by the Ryde Youth Council,
- Assist in the development of material to be placed on the Ryde Youth Council webpage.

All media and public relations conducted for the Ryde Youth Council must have prior approval granted by the Manager, Community Relations and Events and Community Project Officer – Young People.

***Committee Facilitator***

A Committee Facilitator shall be appointed by the General Manager.

**ITEM 5 (continued)****ATTACHMENT 1**

The Facilitator shall be a staff member of Council and is responsible for co-ordinating the preparation of agendas, invitations and minutes of the Ryde Youth Council.

The Facilitator shall also be responsible for co-ordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee.

The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

**Voting**

No formal voting rules apply. As the Committee has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

**Proxy**

No voting by proxy is permitted. Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Committee. If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

**Quorum**

For a valid meeting to occur, a quorum of '50% plus one' must be in attendance. No decisions can be made at a meeting with less than this number of members present.

**ITEM 5 (continued)****ATTACHMENT 1****4. MEETINGS****Meeting Schedule and Procedures**

Meetings are to be held bi-monthly from 5:30pm to 7:00pm or as agreed by members.

The Agenda & meeting papers shall be circulated to members at least 3 days prior to meeting.

Each meeting shall be properly recorded by the taking of minutes.

**Public Participation**

All meetings of the Committee are public meetings. Members of the public and media can attend meetings as observers, however, they cannot speak at a meeting unless prior arrangements are made through the Committee Facilitator.

Presentations shall be limited to a maximum of 5 minutes.

**5. COMMUNICATIONS & REPORTING**

The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.

The minutes of each meeting shall be circulated to all members as soon as practicable. Any questions by members regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed, the Committee Facilitator shall arrange to make the appropriate changes.

Minutes will be completed within 2 weeks of the Committee meeting and then reported in the Councillor's Information Bulletin.

All agendas shall be published on Council's website within 5 days of completion.  
All minutes shall be published on Council's website within 5 days of adoption by Council.



**ITEM 5 (continued)****ATTACHMENT 1**

Minutes may be referred or a report may be prepared for Council's consideration where the Committee suggests an action (or actions) which staff cannot carry out within existing delegations.

The minutes will be reported directly to the following City of Ryde staff:

- Manager – Community + Culture
- Senior Community Planner

Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

**6. CODE OF CONDUCT AND OTHER COUNCIL POLICIES**

Each Committee member who is not otherwise a Councillor or staff member shall be provided with a copy of Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.

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**6 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT**

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**Report prepared by:** Business Services Co-Ordinator**Report dated:** 8/03/2010**File No.:** GRP/10/3/001/6 - BP10/112

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**Report Summary**

This report is presented to Council for its consideration in having the Mayor and/or General Manager (or their nominees) attend the National General Assembly of Local Government to be held in Canberra from Monday, 14 to Thursday, 17 June 2010.

**RECOMMENDATION:**

- (a) That the Mayor (or his nominee) and the General Manager (or his nominee) be authorised to attend the National General Assembly of Local Government to be held in Canberra from Monday, 14 to Thursday, 17 June 2010.
- (b) That the Mayor attend the Australian Council of Local Government meeting on Friday 18 June 2010.
- (c) That Council allow Councillors to submit suggested motions to the General Manager as detailed in the report, to enable any motions to be submitted by Friday 09 April 2010.

**ATTACHMENTS**

There are no attachments to this report.

Report Prepared By:

**Shane Sullivan**  
**Business Services Co-Ordinator**

Report Approved By:

**Roy Newsome**  
**Group Manager - Corporate Services**

**ITEM 6 (continued)****Background**

The National General Assembly of Local Government (NGA) is convened by the Australian Local Government Association (ALGA) for local councils across Australia.

The aim of the NGA is to develop and express a united voice on the core issues affecting local government and their communities. The NGA also aims to provide a platform to showcase local government to decision-makers of the federal government, at both the political and departmental levels. The NGA is followed by the Australian Council of Local Government meeting for Mayors only, that will be held on Friday 18 June 2010.

Previously, the Mayor and General Manager, or his nominee, have attended the National General Assembly. In 2009 the Mayor, Councillor Tagg, attended the National General Assembly, and in December 2008 the Mayor, Councillor Tagg, and General Counsel, attended the Local Government Constitution Summit.

**Report****(a) Conference**

The program for the National General Assembly of Local Government to be held in Canberra from Monday, 14 to Thursday, 17 June 2010 is below.

Confirmed speakers include the Hon Anthony Albanese MP, the Hon Tony Abbott MP and the Hon Warren Truss MP.

**Monday 14 June**

**5.00 – 7.00pm** Welcome Reception

**Tuesday 15 June**

<b>9.00 - 9.30am</b>	Opening Ceremony
<b>9.30 – 10.00am</b>	Prime Minister, the Hon Kevin Rudd MP (invited)
<b>10.00 – 10.30am</b>	Keynote Address
<b>10.30 – 11.00am</b>	Morning tea
<b>11.00-12.30pm</b>	Election Campaign Commentary
<b>12.30-1.30pm</b>	Lunch
<b>1.30 – 1.45pm</b>	Population Introductory Address
<b>1.45 – 3.00pm</b>	Population Debate
<b>3.00 – 3.30pm</b>	Afternoon Tea
<b>3.30 – 4.30pm</b>	Population Debate (continued)
<b>4.30 – 5.00pm</b>	Local Government Minister, the Hon Anthony Albanese MP (invited)
<b>7.00 – 11.00pm</b>	Dinner – The Great Hall, Parliament House

**ITEM 6 (continued)****Wednesday 16 June**

<b>9.00 – 10.30am</b>	Constitutional Reform Update
<b>10.30 – 11.00am</b>	Morning Tea
<b>11.00 – 12.00noon</b>	Women in Politics
<b>12.00 – 12.30pm</b>	Participation Introductory Address
<b>12.30 – 1.30pm</b>	Lunch
	Concurrent Sessions
<b>1.30 – 3.00pm</b>	<ul style="list-style-type: none"><li>• Fit for the Future</li><li>• Abandon or Adapt</li><li>• Not in my backyard</li></ul>
<b>3.00 – 3.30pm</b>	Afternoon Tea
<b>3.30 – 4.30pm</b>	Participation Debate
<b>4.30 – 5.00pm</b>	Leader of the Greens, Senator Bob Brown (invited)
<b>7.00 – 11.00pm</b>	Dinner

**Thursday 17 June**

<b>9.00 – 9.30am</b>	Productivity Intro
<b>9.30 – 10.00am</b>	Leader of the Nationals, the Hon Warren Truss MP (invited)
<b>10.00 - 10.30am</b>	Productivity Debate
<b>10.30 – 11.00am</b>	Morning Tea
<b>11.00 – 11.30pm</b>	Leader of the Opposition, the Hon Tony Abbott MP (invited)
<b>11.30 – 12.15pm</b>	Productivity Debate
<b>12.15 – 12.30pm</b>	Closing Address

**(b) Motions**

The Australian Local Government Association (ALGA) encourages Councils to submit motions for the 2010 National General Assembly.

The ALGA has identified three themes under which motions should be submitted. The themes for motions in 2010 are:

- Population;
- Productivity; and
- Participation.

To assist Councils in preparing motions, a discussion paper has been prepared and is **CIRCULATED UNDER SEPARATE COVER**. This paper provides background information on the theme.

To be eligible for inclusion in the National General Assembly Business Papers motions must:

1. fall under one of the themes – population, productivity, participation;
2. be relevant to the work of local government nationally; and

**ITEM 6 (continued)**

3. complement or build on the policy objectives of state or territory association.

Motions must be received by 5pm Friday 9 April 2010. Motions that are carried by the National General Assembly become Resolutions. These resolutions are then considered by the ALGA Board when setting national local government policy and will also feed into the Australian Council of Local Government processes. A meeting of the Council is due to be held on Friday 18 June 2010.

It is suggested, due to the timeframe, that Council endorse Councillors submitting suggested motions to the General Manager by Monday 29 March 2010. The suggested motions will then be circulated to Councillors via the Councillor HelpDesk and Councillors' Information Bulletin, by Wednesday 31 March 2010, for feedback/comment from Councillors back to the General Manager by Wednesday 07 April 2010. Any motions submitted will be confirmed in the Councillors' Information Bulletin on Friday 09 April 2010.

**Consultation**

Internal Council business units consulted included:-

- Nil

Internal Workshops held:-

- Nil

City of Ryde Advisory Committees consulted included:-

- Not Applicable

External public consultation included:-

- Nil

**Critical Dates**

In order to receive the Early Bird Registration discount payment must be received by 30 April 2010.

Motions must be received by 5pm Friday 9 April 2010.

**Financial Impact**

Early bird delegate registration for the National General Assembly of Local Government to be held in Canberra from Monday, 14 to Thursday, 17 June 2010 is \$840. Travel, accommodation and meal expenses are estimated at \$1,200 per person.

Costs in respect of Councillor/s attendance will be met from the Councillor Expenses budget.

**ITEM 6 (continued)****Other Options**

Council could resolve not to attend this Conference.

**Conclusion**

It is recommended that the Mayor (or his nominee) and the General Manager (or his nominee) be authorised to attend the National General Assembly of Local Government to be held in Canberra from Monday, 14 to Thursday, 17 June 2010, with the Mayor attending the Australian Council of Local Government meeting on Friday 18 June 2010.

If Council attends this Conference, Council's representative/s will be required to provide a report to Council on the findings and recommendations from the Conference.

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## 7 HERITAGE ADVISORY COMMITTEE

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**Report prepared by:** Team Leader - Strategic Planning

**Report dated:** 3/03/2010

**File No.:** GRP/10/4/001/6 - BP10/115

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### Report Summary

This report advises Council of the outcomes of the Heritage Advisory Committee (HAC) meeting 01/2010 held on 17 February 2010 and also tabulates the actions endorsed by HAC and provides a commentary.

The report recommends the minutes and the actions and the commentary be endorsed.

### RECOMMENDATION:

- a) That the minutes of the Heritage Advisory Committee 01/2010 be noted.
- b) That \$20,000 be included in the draft 2010/11 budget for the purposes of a Ryde Heritage Grants Scheme.
- c) That \$3,000 be allocated to the 2009/10 Public Works Maintenance Budget for replacing signs in Brush Farm Park as outlined in the report of the Team Leader Strategic Planning dated 3 march 2010.
- d) That State Heritage Listing of Brush Farm Park is not pursued as protection is afforded the site under existing local and state planning controls including ***State Environmental Planning Policy (SEPP) 19 Bushland in Urban Areas***.
- e) That a further report is presented to Council that considers the submission of the Heritage Advisory Committee to the Draft Heritage Study 2009.

### ATTACHMENTS

- 1 Heritage Advisory Committee Minutes 01/10 dated Wednesday 17 February 2010.

Report Prepared By:

**Lexie Macdonald**  
**Team Leader - Strategic Planning**

Report Approved By:

**Meryl Bishop**  
**Manager - Urban Planning**

**Dominic Johnson**  
**Group Manager Environment & Planning**

**ITEM 7 (continued)****Background**

The Heritage Advisory Committee meets bimonthly to discuss issues relating to the conservation and enhancement of items and places within the city of Ryde that are natural, indigenous, cultural, social, aesthetic and historic significance.

**Report**

The Minutes of the Heritage Advisory Committee meeting 01/2010 are **ATTACHED**.

At this meeting a number of actions were endorsed by HAC. These in addition to previous outstanding actions are tabulated below and comments provided.

<b>Actions Endorsed by the Heritage Advisory Committee meeting 01/2010 and previous meetings.</b>	<b>Comment / Actions</b>
<b>Heritage Grants</b> City of Ryde explore providing Grants to assist owners of Heritage Items.	COMMENT:- Council has previously provided heritage grants, however, there is no allocation in the current 2009/2010 budget for this purpose. It is proposed to include funds in Urban Planning budget for 2010/11 for the purpose of Heritage Grants at an amount in keeping with previous schemes.  <b>ACTION:- THIS REPORT WILL RECOMMEND, FOR COUNCIL'S CONSIDERATION, THAT A BUDGET ALLOCATION OF \$20,000 IS CONSIDERED IN THE DRAFT 2010/11 BUDGET FOR THE PURPOSES OF A LOCAL HERITAGE GRANTS SCHEME.</b>
<b>2. Brush Farm Park &amp; Willandra signs</b> Replace the Brush Farm Park signage with new signage that more accurately describes the park flora and reinstate the Willandra identification signage.	COMMENT:- Public Works has advised that a signage works program was suspended in 2008 due to the need to curtail expenditure and at this stage there is no budget or funding for this activity. It is estimated that these works could be undertaken for \$6,000  <b>ACTION: - THIS REPORT WILL RECOMMEND FOR COUNCIL'S CONSIDERATION THAT \$3000 BE INCLUDED IN THE PUBLIC WORKS MAINTENANCE BUDGET FOR 2009/2010 FOR REPLACING SIGNS AT BRUSH FARM PARK, AND THAT THE OLD SIGNS AT WILLANDRA BE RE-ERECTED.</b>



**ITEM 7 (continued)**

<b>Actions Endorsed by the Heritage Advisory Committee meeting 01/2010 and previous meetings.</b>	<b>Comment / Actions</b>
<b>Brush Farm Park Listing</b>	
<p>Undertake research regarding expanding the area of the State listing of the Brush Farm Estate.</p> <p>Explore funding to research the terraces at Brush Farm Park with the Heritage Office</p>	<p>COMMENT:- While it is acknowledged that the Brush Farm Estate (which includes Brush Farm Park), is significant, it is considered that there is currently adequate heritage protection afforded the site and Brush Farm House because:</p> <ul style="list-style-type: none"> <li>- Brush Farm House and its curtilage (bounded by Lawson Street) is State Heritage listed,</li> <li>- Brush Farm Park is a heritage item in its own right.</li> <li>- Brush Farm Park is "in the vicinity" of two state listed heritage items, and three local heritage listed items,</li> <li>- The Park is a contributory item within a Heritage Conservation Area,</li> <li>- A Plan of Management is also in place for the Park, and</li> <li>- Additional protection for bushland under the provisions of <i>State Environmental Planning Policy (SEPP) 19 Bushland in Urban Areas</i>.</li> </ul> <p>The preparation of a submission to expand the Brush Farm State Heritage Listing to include Brush Farm Park would need to be undertaken by an experienced heritage consultant. It is estimated that this would cost approximately \$20,000.</p> <p>Given that Brush Farm Park is sufficiently protected by existing multi-layered local and state legislation - including heritage listings and SEPP 19 - it is recommended that priority is allocated to a heritage grants scheme as a practical means of funding local conservation works and promoting the community benefits of heritage.</p> <p><b>ACTION:- NO FURTHER ACTION</b></p>
<b>Heritage Study Review 2008 Update.</b>	
<p>The Heritage Advisory Committee provides a submission to the Draft Ryde Heritage Study 2009 by Wednesday 23 February 2010 for inclusion in a report to Council.</p>	<p>COMMENT:- The committee made submissions. A meeting has been scheduled early April 2010 to discuss the submission, council's response and next steps. The submission and Draft Heritage Study 2009 will be the subject of a separate council report after the meeting.</p> <p><b>ACTION:- COMPLETED.</b></p>

**ITEM 7 (continued)**

<b>Actions Endorsed by the Heritage Advisory Committee meeting 01/2010 and previous meetings.</b>	<b>Comment / Actions</b>
<b>Aboriginal Heritage Study and Bennelong's Grave Site</b>	
A member of the committee contact Keith Smith, author, regarding his research on the exact location of Bennelong's Grave	<p>COMMENT:- A member of the committee contacted Keith Smith who is unable to identify the exact location of the gravesite. The action endorsed by the committee is therefore complete. This matter will be referred to the Aboriginal Heritage Office for advice. The partnership with the Aboriginal Heritage Office is the subject of a separate report to Council at its meeting of 16 March 2010.</p> <p>When relevant information is available the matter will be scheduled to be considered by the Heritage Advisory Committee.</p> <p><b>ACTION:- COMPLETED.</b></p>
<b>National Trust Heritage Festival 2010</b>	
City of Ryde to arrange advertising for Ryde Village Walks, Parramatta River Ferry Tour and Brush Farm House Tours in City View and on Council's website. City of Ryde will assist with event coordination, including taking bookings and managing customer enquires.	<p>COMMENT:- Heritage Festival is advertised City View 17 March 2010 edition and on Council's website. Council is managing bookings and enquiries.</p> <p><b>ACTION:- COMPLETED</b></p>
<b>Report from Community Representatives</b>	
Advise Buildings and Property Unit of landscape maintenance issues for their information and action	<p>COMMENT:- HAC 01/2010 minutes were circulated to Public Works and Community Life and their attention drawn to relevant matters.</p> <p><b>ACTION:- COMPLETED</b></p>
City of Ryde Public Works provides information regarding the Anne Thorn Catchment and lowering of Constitution Road.	<p>COMMENT:- This matter was reported to the Committee of the Whole on 7 August 2007. At the meeting Council resolved as follows: -</p> <p>(a) That the Flood Management Strategy for the Anne Thorn Park catchment as outlined in the report of the Manager – Catchments &amp; Assets dated 31 July 2007 be endorsed and incorporated into the Master Plan currently being prepared for the Meadowbank area, and any future planning documents.</p> <p>(b) That this report be referred to the Heritage Advisory Committee for advice on measures to document and display the heritage values of the existing building at No.33-37 Nancarrow Avenue, should redevelopment take place in the future.</p> <p>(c) That affected property owners and occupiers be notified as soon as possible (including a copy of the report) in regards to the flooding risks identified in the report of the Manager Catchments &amp; Assets dated, 31 July 2007.</p>

**ITEM 7 (continued)**

	<p>In summary, the decision was based on the results of an embankment breach assessment undertaken by Golder Associates, which indicated high risks and major consequences associated with flooding along the old watercourse which is now dammed by the road embankment.</p> <p>Future capital works are to be funded by redevelopment, with part funding already secured through a voluntary planning agreement with No.146 Bowden Street. Planning and design activities associated with the reconstruction of Constitution Road are well advanced.</p> <p>The report of the Manager Catchments &amp; Assets dated 31 July 2007 regarding the Anne Thorn Park Catchment Flood Management Strategy was provided to the HAC members. A representative of Council's Public Works group will be invited to provide a briefing regarding the Anne Thorn catchment and the lowering of Constitution Road.</p> <p><b>ACTION:- COMPLETED.</b></p>
<b>Putney Park Plan of Management</b>	
Putney Park Plan of Management should provide for Heritage Interpretation	<p>COMMENT:- Putney Park Plan of Management is due to be completed in 2011. The Manager Open Space has been apprised of the HAC advice and undertaken to address Heritage Interpretation in the Plan of Management.</p> <p><b>ACTION - COMPLETED</b></p>

**Consultation**

Internal Council business units consulted regarding the preparation of this report included:-

- Community Services
- Buildings and Property
- Catchment and Assets
- Parks

Internal Workshops held:-

- Not applicable

City of Ryde Advisory Committees consulted included:-

- Not applicable

External public consultation included:-

- Not applicable

**ITEM 7 (continued)**Comments

The Committee draws representation from a range of organisations – including historical societies, progress and community associations and specific interest groups. The issues addressed by the committee relate to a number of units of Council – in particular Community Services, Buildings and Property and Parks

**Critical Dates**

There are no critical dates or deadlines to be met.

**Management Plan Budget / Linkages**

The functions and role of the committee also address a number of key outcomes listed in the Plan. It is estimated that the total cost of the project proposed is \$46,000. There are insufficient funds in the 2009/2010 Operational Budget for the Urban Planning Unit. This report recommends that funds are allocated as detailed above.

**Conclusion**

The Heritage Advisory Committee 01/2010 endorsed a number of actions associated with the awareness, conservation and protection of heritage within the City. The report makes a number of recommendations for Councils consideration in order to progress actions

## ITEM 7 (continued)

## ATTACHMENT 1

## MINUTES OF THE



## City of Ryde

## HERITAGE ADVISORY COMMITTEE 01/10

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**DATE:** Wednesday 17 February 2010

**TIME:** Commenced 6.00 pm  
Finished 8.20 pm

**LOCATION:** Level 5 Civic Centre Ryde

**PRESENT:**

Cr I Petch (IP)	<b>Chair</b>
Cr T Perram (TP)	Delegate
Cr G O'Donnell (GO)	Delegate (part of meeting)

Mr P Bardos (PB)	Meadowbank West Ryde Progress Association
Ms E Chaine (EC)	Putney & District Progress Association
Mr J Hull (JH)	Friends of the Hermitage
Ms J Minifie (JM)	National Trust of Australia (NSW) and Ryde Hunters Hill Flora and Fauna Preservation Society
Dr P Mitchell (PM)	Community Representative.
Ms J Noble (JN)	Brush Farm Historical Society.
Mr P Sullivan (PS)	Community Representative
Mr R Wright (RW)	Ryde District Historical Society.

Mr J Neish (JNe)	General Manager (part of meeting)
Ms M Bishop (MB)	Manager Urban Planning
Ms L Macdonald (LM)	Team Leader Strategic Planning
Mr G Stanley (GS)	Heritage Officer

**1. Welcome and Apologies**

Cr Petch declared the meeting open and called for apologies.

Cr J Salvestro-Martin	Delegate
Cr B Pickering	Delegate
Mr G Blaxell (GB)	Community representative.
Mr D Johnson (DJ)	Group Manager Environment and Planning
Ms A Phippen (AP)	Ryde Local Studies Librarian

**ITEM 7 (continued)****ATTACHMENT 1****2. Consideration and adoption of minutes**

The minutes of the meeting of 06/09 (2 December 2009) were adopted.

**3. Heritage Study Review 2008 Update.**

The Heritage Advisory Committee (HAC) was advised on 2 December 2009 that the draft 2009 Ryde Heritage Study would be presented to Council in early 2010.

The draft heritage study recommends new listings nominated by HAC dating back to 2003. Administrative changes to current heritage listings have also been made including deletion of demolished items and updated descriptions of items.

The Heritage Study was reported to Ryde Committee of the Whole (COW) 16 February 2010. The matter was deferred by COW pending the matter being considered by HAC.

MB presented the Draft Heritage Study -- 65 items are proposed to be listed including stone markers, Victorian, Federation and post war buildings including several churches. Members of HAC assisted with the preparation of the inventory sheets. Next steps proposed include consultation with affected landowners and stakeholders.

TP argued that timeframes for HAC comments should be kept short and the matter dealt with quickly by Council as landowners may be concerned about potential listings.

JN requested that information material regarding the benefits of heritage listings be provided to affected landowners. Material is available from the National Trust and NSW Heritage Office.

HAC requested that funding assistance for owners of heritage items be explored and if supported by Council, landowners of potentially listed heritage items be advised.

**ACTION**

The Heritage Advisory Committee will provide a submission to the Draft Ryde Heritage Study 2009 by Wednesday 23 February 2010 for inclusion in a report to Council.

City of Ryde to provide funding to assist owners of Heritage Items.

Letters advising landowners of potential heritage listings should be accompanied by material that outlines the benefits of heritage listing. If funds are available, this information should also be included.

**4. Aboriginal Heritage Study and Bennelong's Grave Site**

HAC supports and commends Council's partnership with Aboriginal Heritage Office.

The partnership may include assistance to locate Bennelong's Grave site. Ryde Historical Society holds material on this matter and PM mentioned that research on Aboriginal Heritage undertaken by Keith Smith may assist this potential project.

**ACTION**

PM to contact Keith Smith regarding his research on the location of Bennelong's Grave.

**ITEM 7 (continued)****ATTACHMENT 1****5. Heritage Festival April 2010**

GS reported that the National Trust Heritage Festival will be held between 9 and 24 April. The committee was asked to confirm the following activities for the purposes of advertising:

- 1) Ryde Village Walks, 10AM and 1PM Saturday 14 April 2010
- 2) Parramatta River Ferry Trip, 9.30AM and 12.30PM Wednesday 14 April 2010
- 3) Brush Farm House Tour, 10AM, and 1PM Saturday 11 April 2010

Outlines of these events have appeared in the National Trust magazine and will be advertised in City View closer to the date.

JN advised that the Australian Garden History Society will be conducting a tour of Brush Farm gardens on 18 April. AP will also give a talk during the Festival titled "*From Kissing Point to Ryde: birth of the Village of Ryde*".

JN raised this issue regarding the lack of volunteers to run the tours. Some discussion occurred on avenues to source volunteers.

**ACTION**

City of Ryde to arrange advertising for Ryde Village Walks, Parramatta River Ferry Tour and Brush Farm House Tours in City View and on Council's website.

City of Ryde will assist with event coordination, including taking bookings and managing customer enquires.

**6. Report from Community Representatives**Upcoming Events

Ryde Historical Society stated that the fiftieth anniversary of the Dress Circle Estate is coming up and an event is being organised.

Putney Progress Association is one hundred years old in 2012. It may be the oldest continuous progress association in NSW. The Association is planning a celebration.

Brush Farm

JN raised Brush Farm Terraces and requested advice regarding the item's removal from the agenda. MB advised that investigation of listing remains an item for action arising from previous minutes and may be discussed in more detail at a future HAC meeting.

JN raised the existing signage at Brush Farm Park. The signage does not mention that it forms part of Gregory Blaxland's Brush Farm Estate (a recommendation of the Britton Report and also referenced in the Brush Farm Park Plan of Management Action Plan). There was also some discussion that the existing description of the type of bush land in the current signage is incorrect.

Willandra

Conservation works to Willandra are very good. Some plants have died. Signage should be erected. Ryde Historical Society should discuss these items with Council's Building and Property Unit.



**ITEM 7 (continued)****ATTACHMENT 1****ACTION**

Advise Building and Property Unit of landscape maintenance issues at Willandra for their information and action

Request Building and Property Unit and Parks Units provide advice regarding signage works for Brush Farm Park and Willandra.

Hermitage.

John Hull advised that conservation works to the Hermitage were progressing in accordance with the development consent which required conservation be undertaken prior to new works. Unbuilt units are being sold off the plan, which may be different from the consent.

Council staff advised they were not aware of the amended plans.

Denistone Character Area

56 Trelawney Street, 154 Chatham Road and 158 Chatham Road were discussed. 154 and 158 Chatham Road have been referred to Council's Heritage Officer for comment.

Demolition of 56 Trelawney Street was approved by a private certifier under the provisions of the Exempt and Complying SEPP. A DA has been received for a new house.

Council has made a submission to the Department of Planning regarding exclusions from the Housing Code / SEPP for Character Areas. Council has been informally advised that the submission for exclusion was not supported.

Meadowbank

PB expressed concerns regarding the lowering of Constitution Road Meadowbank as this will have an impact on Ryde Housing Scheme buildings. There are concerns regarding the Heritage Item at 37 Nancarrow Road.

MB advised that the proposed lowering of Constitution Road is to resolve engineering issues with the Anne Thorn Drainage Catchment.

It was suggested that the Group Manager Public Works be contacted by PB on this matter. It was also requested that the Group Manager or representative be invited to a HAC meeting to discuss this issue.

**ACTION**

City of Ryde Public Works be invited to a HAC meeting to provide information regarding the Anne Thorn Catchment and lowering of Constitution Road.

JM raised concerns regarding recent works to the Field of Mars, including a replacement boardwalk. JM questioned the Council process for heritage oversight.

**ACTION**

An internal Council group be re-activated to advise on works projects relating to heritage places undertaken by City of Ryde.



**ITEM 7 (continued)****ATTACHMENT 1****7. General Business**LEP 2008

MB reported that Draft LEP is still with the Department of Planning awaiting gazettal.

NSW Housing Code – Exclusion Areas.

Council on the 2 July 09 resolved to apply to the Department of Planning to exclude the three character areas, Tyrell St, Coronation/Trelawney St and Denistone Character Area, from the Housing Code. The documentation was lodged with the Department of Planning in July 2009. Council has been informally advised that the application for exclusion from the SEPP for these areas was unsuccessful.

**Next Meeting:**

28 April 2010

Meeting Closed: 8.20 PM

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## 8 REQUESTS FOR WAIVER OF FEES FOR EVENTS IN PARKS

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**Report prepared by:** Recreation Co-ordinator

**Report dated:** 11/03/2010

**File No.:** GRP/10/2/001/6 - BP10/128

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### Report Summary

To seek Council's determination on requests for the waiver of fees for the following events:

- Anglican Easter Service at Kissing Point Park on Sunday 4 April 2010 (Easter Sunday) – Putney Anglican Church
- Tzu Chi Day event at Glen Reserve on 9 May 2010 – Buddhist Compassion Relief Tzu Chi Foundation Australia

### RECOMMENDATION:

- (a) That the request by Putney Anglican Church for an Anglican Easter Service at Kissing Point Park on Sunday 4 April 2010 be approved and that all applicable hire fees are waived on this occasion.
- (b) That the request by Buddhist Compassion Relief Tzu Chi Foundation Australia for a Tzu Chi Day event at Glen Reserve on 9 May 2010 be approved and that all applicable hire fees are waived on this occasion.

### ATTACHMENTS

There are no attachments for this report.

Report Prepared By:

**Peter Montague**  
**Recreation Co-ordinator**

Report Approved By:

**Peter Hickman**  
**Manager - Open Space**

**Simone Schwarz**  
**Group Manager - Community Life**

**ITEM 8 (continued)****Background**

This is the second year that Putney Anglican Church has requested the use of Kissing Point Park for an Easter service. Council resolved to waive the applicable fees in 2009.

This is the first application received for an event at Glen Reserve from Buddhist Compassion Relief Tzu Chi Foundation Australia.

**Report**

**Anglican Easter Service** - The event is a celebration of the Christian faith and there are no plans to fundraise or charge entry. It is anticipated that no more than 100 people will attend, the majority comprising members of the Church. Set up will be from 7.00am with the event itself from 9.30 – 11.00am. The applicable fees in Council's Management Plan for such an event are \$105.00 (Not-For-Profit / Community based event 50-100 people per day) plus a refundable bond payment of \$250.00.

**Tzu Chi Day** – The objective of the event is to celebrate Mother's Day, Vesak (or Buddha's birthday) and Tzu Chi Day. The applicant describes the event as a peaceful and harmonious ceremony as a celebration of this special day in the Buddhist calendar. The applicable fees in Council's Management Plan for such an event are \$210.00 (Not-For-Profit/Community based event >100 people per day) plus a refundable bond payment of \$250.00.

**Consultation**

Internal Council business units consulted included:-

- Not Applicable

Internal Workshops held:-

- Not Applicable

City of Ryde Advisory Committees consulted included:-

- Not Applicable

External public consultation included:-

- Event organisers will be required to letter box drop nearby residences to inform them of the proposed events as part of the conditions of their event permit.

**Comments**

- Not Applicable

**Critical Dates**

The following deadlines are required to be met:

- Putney Anglican Church's Easter Service takes place on Sunday 4 April 2010.
- Buddhist Compassion Relief Tzu Chi Foundation Australia's Tzu Chi Day event takes place on 9 May 2010.

**ITEM 8 (continued)****Financial Impact**

The total cost of this proposal is \$315.00 which will be foregone in Parks Hire income. It is not envisaged that the forgoing of this income will significantly impact the Parks Hire income budget.

**Policy Implications**

There are no policy implications through adoption of the recommendation.

**Other Options**

Council can determine to refuse the requests for fee waivers for these events.

**Conclusion**

Use of parks for community events supports a number of Council's key outcome areas:

- A vibrant city that is economically strong and engages its community through cultural and social activities.
- A harmonious community through a culturally enriched and respectful society.

The proposed events are a celebration of religious festivals in the local community and make a valuable contribution to social capital as well as reflecting the cultural diversity within the City of Ryde.

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**9 ADVISORY COMMITTEE MINUTES - Access 3 February 2010**

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**Report prepared by:** Access and Equity Coordinator**Report dated:** 5/03/2010**File No.:** GRP/09/6/3 - BP10/101

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**Report Summary**

To present the minutes of the meeting of the Access Advisory Committee held on 3 February 2010 and to recommend that actions requiring a resolution of Council be adopted.

**RECOMMENDATION:**

- (a) That a forum for people with a disability and their carers be held around the time of the next International Day of Persons with Disabilities, 3 December 2010, in the October – December quarter.
- (b) That the casual vacancy on the Access Advisory Committee be filled after the conclusion of the current review of Advisory Committee Terms of Reference.

**ATTACHMENTS**

- 1 Draft Committee Work Plan for 2010 4 Pages
- 2 Access Committee Minutes 3 February 2010 4 Pages

Report Prepared By:

**William Davies****Access and Equity Coordinator**

Report Approved By:

**Baharak Sahebekhtiari****Manager - Community and Culture****Simone Schwarz****Group Manager - Community Life**

**ITEM 9 (continued)****Background**

The Access Advisory Committee held a meeting on 3 February 2010 and in accordance with Council's resolution on 8 July 2008, the minutes of this meeting are submitted to Council.

The committee is responsible for advising and making recommendations to Council on matters relating to access issues, with particular emphasis on issues for people with disabilities as defined by the federal *Disability Discrimination Act 1992*.

**Report**

- The Minutes of the Access Advisory Committee held on 3 February 2010 are **ATTACHED**.

Matters requiring resolution of Council:

The committee made four recommendations which are discussed below.

Committee recommendation 1:

*That a forum for people with a disability and their carers be held around the time of the next International Day of Persons with Disabilities, 3 December 2010, in the October – December quarter.*

It is proposed that such a forum be organised in October. This activity is consistent with the Access and Equity program of Council.

Committee recommendation 2:

*That Neita Matthews be invited to join the Committee to fill the vacancy due to the resignation of Gabrielle Celeste.*

Currently the Terms of Reference (ToR) do not deal explicitly with the filling of casual vacancies.

The TOR clause on membership states that:

"The community representatives shall be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. Nominations are to be in writing and are to be circulated in full to the Councillors for evaluation. The Committee will not be involved in the evaluation or selection process of other representatives. Persons with specialist skills relevant to access issues; e.g. engineers, architects, occupational therapists or residents with a disability

- People who reside, work or visit the Ryde Local Government Area who have a demonstrated commitment to access issues
- Representatives from community groups/organisations representing people with disabilities as defined by the Disability Discrimination Act."

Council has since resolved, on 9 February, that the Advisory Committee ToRs be reviewed to include a provision for the filling of casual vacancies. It is thus recommended that the filling of the Access Committee casual vacancy be deferred until a process for filling such vacancies is determined as per Council resolution.

**ITEM 9 (continued)****Committee recommendation 3**

*That a further category to recognise improvement of access be included in Council's Volunteer Recognition Awards. The Award would be for a person and/or a group who has/have made a substantial contribution to the improvement of access for fellow residents.*

Nominations for the annual Volunteer Recognition Awards for 2010 are already open. They have no specific categories, the first eligibility criterion is:

- "Any business, industry, community group, family or individual actively involved in voluntarily servicing the City of Ryde (excluding those primarily involved in political and/or lobbying activities) during the past two years or more may be nominated."

The Manager, Community Relations and Events advises that any person contributing to the improvement of access in the City may be nominated and that creating specific categories would unnecessarily complicate the Awards. Details of this year's awards have been distributed to members of the Access Committee with the suggestion that they nominate suitable people.

**Committee recommendation 4**

*That the revised Australian Standard 1428 is noted and compliance assessed by Council for future development applications where relevant.*

Council's development assessment and building certification staff have been advised of the new provisions for accessible ambulant user cubicle and are applying these requirements when undertaking assessment of any new development proposal. No further action required.

**Consultation**

Internal Council business units consulted included:-

- Community Relations and Events
- Planning and Environment

Internal Workshops held:-

- Not applicable

City of Ryde Advisory Committees consulted included:-

- Not Applicable

External public consultation included:-

- Not applicable

**Critical Dates**

There are no critical dates or deadlines to be met.

**Financial Impact**

Adoption of the recommendation will have no financial impact.

**ITEM 9 (continued)****Policy Implications**

There are no policy implications through adoption of the recommendation.

**Other Options**

Not applicable.

**Conclusion**

There are (2) matters which require resolutions of Council, which are summarised below:

- Proposed forum
- Appointment to fill a casual vacancy on the committee.



**ITEM 9 (continued)****ATTACHMENT 1****DRAFT WORK PLAN for Access Advisory Committee 2010**

This work plan is produced for 2010 as required by Council. It is designed to organise the committee's deliberations to influence a major project of Council, revision of the Development Control Plan (DCP 2006). Section 9.2 of the current DCP has access provisions that will require amendment and additions to make the revised DCP capable of regulating access provision now and in the next few years. The work plan also includes some of the committee's interests such as running a forum to promote networking and to highlight a recent achievement in Council's access provision.

Scope: The focus is on preparation for revision of the Access Section of Council's Development Control Plan DCP 2006 as this DCP will be in Planning's schedule for revision towards the end of 2010. Material from the Federal Government report published in June 2009 is used as the basis to define areas for improvement in current planning for accessibility. Areas that the report identifies as needing further work (chap 6) are not provided for in the standards so inclusion in the local DCP ensures developers in the City of Ryde have to consider and meet some reasonable requirements not required in other legislation or regulations.

Committee members are requested to read the DCP prior to the April meeting and note any areas that they think need special attention for improvement e.g. inclusion of access provisions for community transport.

The Committee's advice should be strategic and take into account all kinds of disability not focus on particular needs of committee members or those for whom they care. In advising Council the committee may need to reach compromises in making recommendations e.g. about general DCP requirements for fitting tactile ground surface indicators (TGSIs). These are useful for those with sight impairment but may cause vibration for wheelchair users resulting in spasm reactions. Such compromises can be discussed in case study sessions devised by a trainer.

The work plan is designed to implement requirements set out in the Committee's Terms of Reference as resolved by Council on 8 July 2008.

Extract from Terms of Reference for Access Advisory Committee:

**"1. ROLE****The primary role of the Access Committee is to:**

- advise Council on ways to improve access for people who live, work or visit the Ryde Local Government Area.
- provide specialist advice and support to Council relating to access issues
- provide an avenue for community members and organisations to raise and address access issues
- educate and provide information to Council, individuals, organisations and the community on access issues

**ITEM 9 (continued)****ATTACHMENT 1**

- provide input into and work with all relevant organisations and or individuals on access issues
- inform, lobby and influence relevant organisations and businesses to improve access

**2. RESPONSIBILITIES****The Access Committee is responsible for:**

- advising and making recommendations to Council on matters relating to access issues, with particular emphasis on issues for people with disabilities as defined by the Disability Discrimination Act.
- providing advice and monitoring the implementation of relevant Council programs and policies. Such programs and policies include, but are not limited to: Disability Discrimination Act Action Plan, Access and Equity Policy and People with Disabilities Social Plan."

## ITEM 9 (continued)

## ATTACHMENT 1

Meeting	Themes	Training	Major Development applications for presentation to the Committee VG	Major capital works or maintenance programs for the Committee's consideration AC	Council policies	Committee responsibility	Notes
February	Presentation of work plan, Rationale for focussing on Council's DCP access provisions. Discussion of Work plan for 2010. Forum to be held in October – December 2010. Committee membership	Brief presentation on Council's DCP – how it works and what can be included and what cannot be included particularly in Sect 9.2 Access				Committee to discuss their contribution to implementing the plan.	
<b>All following meetings:</b>							
<b>Committee members to consider relevant provisions for inclusion in DCP and email notes for compilation into a document.</b>							
April	General introduction to DCP 2006 Emergency Egress	Training session 1 (4-5pm) including DCP presentation tbc Local Fire Service presentation	Presentation on West Ryde development by Remo	Discussion and report back on accessible entry to shops - Gladsville - Meadowbank		emergency egress	Committee requested a presentation from the local fire service in 2009
June	Wayfinding	Training session 2 (4-5pm) including presentation by tbc Education Officer from NSW Guide Dogs	Review of major development proposals received by Council in period February to May 2010 for selection of projects for the Committee to consider.	Report back on progress and benefits - Bus stop upgrade program		people with sight impairment	There is a logic to the way that paths of travel for people with visual impairment are marked. Requirements may be needed for marking continuous paths of travel
August	Interface between premises and public or Council areas	Discussion with Vince Galletto and Andrew Cooper on what requirements need to be included in the DCP to require developers to consider continuity of paths of travel so that premises have level and sufficient access from streets and roads and transport vehicles stopping within and in surrounding streets.		New programs -kerb ramp upgrading - pedestrian refuges			Recent developments demonstrate different construction eg car park ceiling heights changed so large emergency vehicles and community transport buses now need specific provision of covered space inside and close to the building boundaries to pick up and drop off passengers.
October		Training session 3 (4-5pm) tbc - Presentation by Helen Battellino, Manager, Regional Coordination Office, Accessible Bridge Services Inc: Requirements for Community Transport					
December		Presentation concerning access requirements during works programs – minimum requirements for inclusion in DCP					

**ITEM 9 (continued)****ATTACHMENT 2**

<b>Committee:</b>	Access Committee	Access Committee
<b>Document Ref:</b>	COR2008/738	
<b>Venue:</b>	01/10	
<b>Date:</b>	Meeting Room 2, Level 5 Civic Centre	
<b>Time:</b>	Wednesday 3 February 2010	
<b>Chair:</b>	Clr Gabrielle O'Donnell	
<b>Facilitator:</b>	William Davies	

<b>Participants</b>			
<b>Present</b>	<b>Apology</b>	<b>Name</b>	<b>Position Title</b>
X		Jenny Armstrong (JA)	Community representative
X		Brian Bernard (BB)	Community representative
X		Doris Carrall (DC)	Community representative
	X	Brett Edwards (BE)	Community representative
X		Greg McClure (GM)	Community representative
		Len Mullard (LM)	Community representative
X		Sue Slattery (SS)	Community representative
X		Barbara Stannard (B Stannard)	Community representative
X		Lilly Wicks (LW)	Community representative
X		Martin Z'Graggen (MZ)	Community representative
		Robert Zoa Manga (RZM)	Community representative
X		Gabrielle O'Donnell (GO)	Councillor
X		Baharak Sahebkhari (BS)	Manager Community Services and Culture
X		William Davies (WD)	Access & Equity Coordinator
X		Andrew Cooper (AC)	Manager Access
	X	Vince Galletto (VG)	Team Leader – Building & Advisory Service
X		Janice Lee (JL)	Minute Taker

<b>Details</b>	
<b>1.0</b>	<p><b>1.1 Welcome &amp; Apologies</b></p> <p>Apology – Brett Edwards</p> <p>DC reported that Len Mullard is still in hospital</p> <p><b>1.2 Customer Service Request forms available for members:</b></p> <p>GM had no response to a request made over a year ago. He had no reference number so GO suggested submitting a new request form. A new system was introduced in 2008 so that requests are easier to track. A reference number is allocated by Customer Services and the requester is given this number when the request is registered. If a letter or other notification about progress is not received within a reasonable time the requester can contact Customer Services, quote the reference number and ask the Customer Services Officer to advise on progress. WD will follow up the issue with GM to organise completion of a new request form and registration of his request with Customer Services.</p>
<b>Action</b>	
<b>2.0</b>	<p><b>Confirmation of Previous Minutes</b></p> <p>Minutes for the meeting on 2 December 2009 were accepted by the committee.</p>

## ITEM 9 (continued)

## ATTACHMENT 2

<p><b>3.0</b></p> <p><b>Action</b></p>	<p><b>Matters Arising from Minutes.</b></p> <p>6.4 Forum for 2010</p> <p>The committee discussed themes and ideas for a forum to promote networking between people with a disability, local organisations and others to be held later this year. Various suggestions included that:</p> <ul style="list-style-type: none"> <li>• be inclusive of all types of disability</li> <li>• the forum be held in the morning</li> <li>• a small expo be organised at the forum</li> <li>• Council's public facilities including parks with recent access improvements be highlighted</li> <li>• a parks guide to access be launched</li> <li>• Council funding be sought.</li> </ul> <p>The Committee members were asked to email WD or JL with their ideas for such an event. Staff will collate these, set a date and plan a possible event, consideration may then be given to forming a sub-committee to implement the plan.</p> <p><b>Recommendation:</b> that a forum for people with a disability and their carers be held around the time of the next International Day of Persons with Disabilities, 3 December 2010, in the October – December quarter.</p> <p>6.5 Resignation – Gabrielle Celeste</p> <p>The Facilitator, WD informed the committee of the advice he had received from the Group Manager – Corporate Services regarding the filling of any vacancy and read out the relevant section of the committee's Terms of Reference from page 2 (version 1.2 issued 8 July 2008) as follows:</p> <p>"The community representatives shall be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. Nominations are to be in writing and are to be circulated in full to the Councillors for evaluation. The committee will not be involved in the evaluation or selection process of other representatives."</p> <p>The committee was further advised that the position could be left vacant until the annual review of the membership in September.</p> <p>There was a discussion of level of interest from the community to join the Committee; the local Macquarie Branch of National Seniors Australia (meeting at West Ryde) had expressed interest in nominating a member to be considered to fill the vacancy. Ms Neita Matthews, who was a member of the Committee in its last term had also indicated her willingness to be considered.</p> <p>A suggestion was made that the vacancy be filled by revisiting all expressions of interest Council received from those who were not previously selected when this committee was formed in 2008.</p>
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**ITEM 9 (continued)****ATTACHMENT 2**

	<p><b>Committee's recommendation:</b> that Neita Matthews be invited to join the Committee to fill the vacancy due to the resignation of Gabrielle Celeste.</p> <p>It was suggested that the Terms of Reference for Advisory Committees be updated to cover casual vacancies specifically.</p> <p>6.7 Disability Access Improvement Program Report</p> <p>DC reported on the action and responses from the Roads and Traffic Authority RTA since December regarding the bus stops in Gladesville. DC feels there have been some successes through continual contact with the RTA.</p> <p>GO commended Doris Carrall on behalf of the committee for her work with Council officers and the local Chambers of Commerce in solving the problems associated with bus stops and seating in Gladesville.</p>
<b>4.0</b>	<p><b>From Briefing Paper</b></p>
<b>Action</b>	<p><b>4.1 Public Domain in Gladesville</b></p> <p>SS will present before/after photographs of Gladesville works at the next meeting. DC reported that shops opening onto the new footpaths are very pleased with the works completed. AC reported that the easy access accomplished at Gladesville is not always possible due to differences in levels and slopes in other parts of the City.</p>
<b>Action</b>	<p><b>4.2 Submission to the Australian Human Rights Commission</b></p> <p>A submission was lodged with the Australian Human Rights Commission on 19 December 2009. The committee's submission opposed granting the proposed exemption for cinemas from certain provisions of the Disability Discrimination Act 1992 (DDA) under Sect 55 of the Act. David Mason, Manager, Strategic Policy Team responded by email to the committee's submission as follows on 22 December 2009: "The request for all councils to be notified of exemption applications under the DDA is an interesting one which I will pass on, although I do not know of any comparable body making decisions under Federal law which currently adopts such a practice."</p> <p>WD said the outcome of proposal is not yet published though it seems the City of Ryde submission will be considered.</p> <p>AC is checking on any implications for cinemas under construction or planned as part of the Top Ryde City project.</p>
<b>Action</b>	<p><b>4.3 Committee Work Plan for 2010.</b></p> <p>WD tabled a draft plan and outlined the proposed program and its rationale (copy with revisions as suggested by the committee is attached to these minutes). The committee agreed to this plan for 2010.</p> <p>A copy of Section 9.2 (relevant to Access) of Council's Development Control Plan (DCP 2006) will be mailed to committee. This document will be referred to at committee meetings.</p>



**ITEM 9 (continued)****ATTACHMENT 2**

<b>5.0</b>	<p>GO discussed options available for including an access award category in the business awards that Council sponsors. Negotiation is continuing with the Northern District Times newspaper concerning these business awards.</p> <p><b>Recommendation:</b> that the committee recommends a further category be included in Council's Volunteer Recognition Awards. The Award would be for a person and/or a group who has/have made a substantial contribution to the improvement of access for fellow residents.</p> <p>SS spoke of the new Australian Standard - AS1428 ruling that came into law in December 2009 that public toilets must now have an accessible ambulant user cubicle in each area of gender specific facilities.</p> <p><b>Recommendation:</b> That the revised Australian Standard 1428 is noted and compliance assessed by Council for future development applications where relevant.</p>
<b>Action</b>	<p>AC to check that new ruling has been implemented at Morrison Bay development.</p> <p>JA expressed her concerns regarding access and lack of shelters to bus stops at Northern Suburbs Crematorium. There is no maintained footpath, no shelter, and a dangerous road crossing. This road is under the control of the Roads and Traffic Authority, however the footpath and bus shelter are Council's responsibility.</p> <p>AC reported that Council's proposed management plan for 2010-11 includes upgrade of bus stops. The provision of a shelter and extension of the foot path will be included subject to Council approval.</p>
<b>6.0</b>	<b>Meeting closed:</b> 6.00pm
<b>7.0</b>	<b>Confirmation of Next Meeting:</b>
	Date: Wednesday 7 April 2010
	Time: 4.00 – 6.00pm
	Venue: Meeting Room 2, Level 5 Civic Centre

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**10 GENERAL MANAGER'S PERFORMANCE OBJECTIVES FOR 2010/11**

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**Report prepared by:** General Manager**Report dated:** 15/03/2010**File No.:** GRP/10/5/001/6 - BP10/132

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**REPORT SUMMARY**

In accordance with the General Manager's contract a performance agreement is to be agreed between the Council and the General Manager within 3 months of the contract's commencement.

The aim of this report is to:

- give an overview of the condition of the organisation as a basis on which the objectives have been set
- recommend a range of objectives which will form the basis of the General Manager's Performance Agreement
- Establish the timeframe and the process for the review of the General Manager's contract.

**RECOMMENDATION:**

- (a) That the attached objectives (see Attachment 1) forms the basis for the General Manager's performance agreement and that the Mayor signs the agreed performance criteria on behalf of Council.
- (b) That the General Manager develop a performance agreement action plan for the agreed objectives within 2 months of this report being adopted.
- (c) That Council hold a workshop to review the previous performance management process for the determination of a performance rating and annual review of the General Manager's remuneration to ensure that it is keeping with the model contract for General Managers.
- (d) On completion of the workshop, a report is brought to Council recommending the performance management process and the membership of the General Manager's performance review Committee.
- (d) That Clause 7 'Performance agreement and review' of the General Manager's model contract be varied so that the General Manager's performance management process be finalised in August of each year (instead of May each year), following the unaudited end of year results of the Management Plan.

**ATTACHMENTS**

- 1 General Manager's Objectives

Report Prepared By:

**John Neish**  
**General Manager**



**ITEM 10 (continued)****Background**

The General Manager commenced employment with the City of Ryde on the 4<sup>th</sup> January 2010 on a five year contract in accordance with the standard conditions of contract as stipulated by (clause 338) of the Local Government Act 1993.

The contract requires under clause 7.1 that:

*‘Within 3 months after the commencement date, the employee and Council will sign a performance agreement setting out agreed performance criteria’*

Clause 7.4 of the contract stipulates that that:-

*‘Within two months after signing or varying the performance agreement, the employee will prepare and submit to Council an action plan which sets out how the performance criteria are to be met’*

During my employment at the City of Ryde I have:-

- Reviewed the Ryde 2030 Integrated Community Strategic Plan
- Analysed all of the key strategic planning documents of the organisation
- Read all of the corporate reports relating to the ‘organisational development’ condition of the organisation e.g. IT, Human Resources, Financial reporting, Performance Management, Project Management etc
- Met with all Councillors and State and Federal members
- Reviewed the Management Plan and the Service Unit Plans relating to each service unit
- Undertaken a Leadership workshop with the Executive Team
- Met with each Service Unit Manager and many of their staff

This activity has allowed me to assess the ‘condition’ of the organisation so that the proposed objectives for the following year can further the organisation change programme to date, whilst maintaining the momentum of improvements to services. To do this it is proposed that objectives be drafted which fall into two categories:-

**1. Organisational Development Objectives**

Objectives which will strengthen the organisation’s change management journey to date.

**2. Improved Service Objectives**

Objectives which will continue the momentum of existing improvements to our assets and service areas and contribute to a positive image of Council and the enhanced quality of life for our residents.

**ITEM 10 (continued)****Progress to Date**

The City of Ryde has been undertaking an extensive change management programme which has delivered:-

- An organisation structure fit for purpose which adheres in the main to structural principles
- A service unit planning approach which is still in its early stages of development and is variably applied across the organisation
- A well designed project management approach which is variably applied across the organisation (especially when used for non capital projects)
- A well developed total asset management approach
- An organisation with good financial management discipline
- A financial model for long term financial planning which cannot be relied on since the strategic priorities of the organisation have not been set
- An integrated IT environment for financial reporting and planning and information storage and retrieval
- A best value model for enhancing service improvement

As a result of these changes the City of Ryde achieved a positive report from the Department of Local Government's Promoting Better Practice Review inspection.

Also as a result of these changes a significant and well executed programme of capital works delivery has been delivered aided by revenue from a strong growth in the development sector in the city.

**1. Organisational Development Objectives**

Much has been done on building the 'corporate disciplines' required to ensure that the Council is operating to its maximum efficiency. However more focus is required to bed these disciplines down and ensure that they are applied across all 21 service units in a consistent manner.

The following areas of organisational development have been identified as important areas requiring focus on over the next 12 to 18 months. It is suggested that if objectives relating to these areas are developed and implemented, they will strengthen the organisation and enable it to maintain the momentum required to continue the change management journey of the organisation.

**1.1 Organisation Culture**

There is a consensus view across the upper and middle management levels that the organisation still has much to do in the areas of our people /culture, performance management and our pay and reward system. Whilst having the 'corporate disciplines' (as listed above) in development, it is critical to win the 'hearts and minds' of our employees and empower them to deliver our priorities.

**ITEM 10 (continued)**

Research demonstrates that high levels of staff morale deliver highly effective organisations that are focussed on continuously improving service delivery.

- Anecdotally the morale of the organisation is reputed to be 'under stress' although there is no measure of cultural health which indicates this. The consequence of this is that post the global economic downturn we will once again see high levels of staff turnover and that our staff will not feel inspired to innovate and deliver. An appropriate response would require the development of objectives to:-
  - Develop an appropriate cultural measurement tool
  - Review our values and related behaviours so that those with managerial responsibility will be held accountable for the culture that they create
  - Develop reward systems which recognise effort and encourage innovation
  - Establish training and development which targets team building and leadership in particular
  - Develop a leadership culture amongst our senior and middle managers to focus on strategy, alignment of systems and processes, empowerment and constructive modelling of appropriate behaviours
  - Improve internal communication flows
- Performance management is considered to be variable and cumbersome and the current approach leaves a high degree of subjectivity. This weakens the organisations ability to hold people accountable for the things that will make the organisation more effective, celebrate our successes and target training and staff development. It also inhibits our ability to provide meaningful performance reports to the Council and community.

An appropriate response will be to develop an objective relating to the development of a more integrated performance management approach which is easily and consistently applied across the organisation, links to our service unit planning, our reward and recognition approaches and measures :-

- Our 'business as usual performance measures' with a focus on customer satisfaction, service effectiveness (internal and external) with targets for service delivery which are consistently 'stretched' across the organisation (these are currently variable across the organisation)
- Financial accountability to ensure budgets are kept on track
- Culture and related behaviours based on 360 degree feedback
- Observance of each manager's statutory obligations e.g. compliance with relevant legislation for Equal Employment Opportunity, Occupational Health and Safety etc

**ITEM 10 (continued)**

This process will take several years to develop so that consistency and a balanced score card approach to performance measures can be reached. However, it is important that the first steps towards an easily implemented performance management process is developed.

- Whilst the organisational structure is fit for purpose and adheres in the main to structural principles there are some 'grey areas' of accountabilities and asset responsibility. In addition delegations within the organisation are tightly held at the top which is disempowering to those at the 'coal face'. This combination weakens service delivery, adds confusion and weakens accountability down through the managerial levels, (Group Managers, Service Unit Managers, Team Leaders, Overseers etc.)

An appropriate response would be to develop an objective to review delegations and accountabilities and ensure this is aligned to the review of performance management

- The salary system is out of date and does not place the City of Ryde in a competitive position with regards to recruitment and retention of staff. This has led to a dual approach to salaries where some 'hard to recruit positions' are on contract, whilst others are on a salary system in which many employees have reached the top of their grades. Whilst this will require the development of a new salary system it is recommended that this issue will not be undertaken until a new salary system is developed to avoid unnecessary 'salary creep'.

**1.2 Ryde 2030**

The review of Ryde 2030 Integrated Strategic Community Plan has shown that it has little ownership with both Councillors and staff.

The consequences of this is that the organisation will not be strategically positioned with its partners to ensure that Ryde fulfils its role as a city of opportunity for those that live, work, and recreate here.

Whilst much activity, expenditure and effort is made across the organisation each year, there is no certainty that the organisation can effectively co-ordinate its efforts and remain focussed over time to deliver the outcomes expected by our community.

To be successful Ryde 2030 must be the primary strategic document which :-

- unites the fifty odd strategies and plans across the organisation with the views of the community into one strategic document
- sets the strategic direction and associated priorities for capital works across the local government area
- encourages 'cross departmental/group' project delivery across the organisation
- establishes our financial goals for expenditure and revenue so that the aspirations and plans are achievable
- responds to the differing 'place' requirements across the local government area

**ITEM 10 (continued)**

- creates an organisation with the capacity to deliver the plan
- reports our progress to the community against their aspirations

An appropriate response would be to ensure that the strategic plan is completed and that :-

- existing Council plans and those aspirations of the community are aligned
- staff and partners take ownership of the outcomes, strategies and the programme of works required to deliver them
- a planning and reporting framework is developed to align the outcomes of the strategic plan with Council programmes (maximum 5 to 10 year statements of costed projects). That these programmes identify priorities across all of Councils operations, are realistically funded, encourage cross departmental working and are delivered through :-
  - the four year management plan
  - annual service unit plans
  - annual personal performance plans so that the effort of individual staff members has 'line of sight' to the outcomes being delivered.

It is therefore recommended that the General Manager's performance objectives address the organisation development issues relating to the:-

- Organisation's cultural health including a measure of culture and morale, performance management, accountability and delegations.
- Development of a strategic planning framework so that Ryde 20/30 becomes the dominant plan of the organisation and sets its priorities for the future.

**2. Improved Service Objectives**

In addition to the organisation development objectives it is important that the current momentum of service improvement continues. As such, improved service objectives have been developed for those things listed below.

**2.1 Major Projects Delivery**

Whilst the quantum of capital works has been curtailed in the 2010/11 budget due to the downturn in development activity several major capital works projects are worthy of capture in the General Manager's Performance Agreement.

- The completion of the Top Ryde Library and associated Customer Contact Lounge works including its opening and ongoing operations
- The Completion of the (ELS Hall Sports Centre) and the resolution of its management and ongoing operations
- The completion of the West Ryde Community hub

**ITEM 10 (continued)**

- The commencement of the next stage of the Civic Centre's redevelopment in readiness for it being commenced in 3 to 4 years time
- The completion of an accommodation plan for the future provision of Council facilities which optimises returns and develops a team based culture

These capital projects are considered to have major significance for the organisation and as such warrant inclusion in the General Manager's Performance Agreement.

**2.2 Continuous Improvement (Best Value Reviews)**

It is recommended that the Best Value review approach at the City of Ryde is redeveloped to strengthen the use of challenge and the involvement of staff. It is also recommended to vary the existing Best Value review programme and undertake a Best Value review on :-

- The Development Assessment process. This Best Value review has been selected due to its impact on the development industry, exposure to risk and the impending on line lodgement of DA's. It will also be conducted following an internal audit of these functions
- The Sports Allocations and Ground Maintenance process. This Best Value review has been selected to identify best practice, align with the NSROC review of sports fields and identify how grounds use and maintenance regimes can be improved

These reviews are considered to have major significance for the organisation and as such warrant inclusion in the General Manager's Performance Agreement.

**2.3 Branding Marketing**

The City of Ryde Council operates without a branding and marketing plan which positions the Council with its residents and inward investors in an appropriate way including tone, look and feel and audience reach. Whilst we have a distinctive logo (which will not change) it is limited in its application.

Marketing is particularly relevant to the development of Ryde 2030 if we are to reach our audiences with well placed messages so that they maintain an awareness of it and understand how we are making progress against it. The same applies to the wide range of publications that we produce and the way that we market our services.

It is important that the City of Ryde reaches its community and presents the organisation in the best light to connect with our residents and to raise their awareness of the services that we deliver.

It is considered that the branding/marketing of the City of Ryde is an objective worthy of the General Manager's Performance Agreement.



**ITEM 10 (continued)****2.4 Web Site**

The web is our main point of contact for our community and those who are researching Ryde. As we improve our operations to provide a 24/7 on line service, our web page look, feel and simplicity of operations will be critical for our future. This project is integrally linked with our marketing effort.

It is considered that the redesign of our website is an objective worthy of the General Manager's Performance Agreement.

**2.5 Comprehensive City of Ryde Local Environmental Plan (LEP)**

The City of Ryde Local Environmental Plan has been in production for 3 years. Contained within this plan is a target to provide zonings to support the additional 12,000 dwellings and 21,000 jobs by 2034, which will be supported by local strategies including centres and corridors, housing strategies, heritage studies etc. A corresponding review of Council's development control plans will also be required.

The comprehensive City of Ryde Local Environmental Plan is a significant project and is worthy of the General Managers Performance Agreement.

**2.6 Systems and Process Integration**

Council has been renewing its systems to integrate data across the organisation and improve processing of data and information provision. This has the potential to:-

- reduce processing times
- reduce labour intensive administration times
- improve data reporting
- enhance risk management
- improve compliance with regulatory requirements

Much has been achieved to date but much more is required to be completed to assist in improving efficiency across Council's services.

For example efficiencies can be enhanced by:-

- Providing improved customer service through the introduction of on line self service and smart forms progressively across all of our commercial activities
- Improvements to the alignment and integration our financial system with our project management, fleet allocation and works ordering system to allow efficiencies in the way that data is managed and cost control is maintained
- Integrating our HR systems with the performance review component of the strategic planning framework

It is planned that each year the General Manager's performance objectives contain objectives for systems and process integration.

**ITEM 10 (continued)****3. Undertaking the General Manager's Performance Review****3.1 Developing a Policy and Process for Performance Review**

Once the objectives (which form the performance criteria) have been agreed, the model contract requires the General Manager to bring an action plan which establishes how the objectives will be met. To this end each objective will have project plans and/or milestones attached as a basis for assessment and will form the 'performance criteria' in keeping with Clause 7.5 of the General Manager's model contract:-

*'Council will ensure that the employee's performance is reviewed (and where appropriate, the performance agreement varied) at least annually. Any such review is to have regard to the performance criteria'.*

Clause 8.2 of the General Manager's model contract states:-

*'Council may, on only one occasion during each year of this contract, approve an increase in the total remuneration package where the employee's performance has been assessed in accordance with the performance review as being of a better than satisfactory standard'*

The model contract also states in Clause 7.8 that *'the structure and process of the performance review is at the discretion of Council following consultation with the employee'*. It is therefore important that Council determine who should undertake the General Manager's performance management process for:-

- assessing the General Manager's performance
- determining the criteria for clause 8.2 relating to *'being of a better than satisfactory standard'* and associated ratings

This is of importance to both parties to ensure that the methodology and process for the 'performance based component' is clear and transparent to avoid any future disagreements on process and outcome.

Council previously adopted a performance management process (Mayoral Minute, Minute No. 43 adopted on the 12<sup>th</sup> April 2006) to evaluate the performance of the General Manager. To this end it is proposed that a Councillor workshop be held to identify any issues or changes required to the performance management process and to ensure that it complies with the model contract for General Managers. On completion of the workshop, a report will be brought to Council recommending the performance management process and the membership of the General Manager's performance review Committee.



**ITEM 10 (continued)****3.2 Performance Review Timing**

The model General Manager's contract requires that from the commencement date of the contract a five month process is undertaken to establish the 'performance criteria' and the action plan for its attainment. The General Manager commenced with Council on the 4<sup>th</sup> January 2010. As such in theory, the annual performance appraisal should be conducted around the 4<sup>th</sup> May 2011.

Clause 7.3 of the model General Manager's contract stipulates that:- *'The performance agreement may be varied from time to time during the term of this contract by agreement between the employee and Council, such agreement not to be unreasonably withheld.'*

Council will note that a proposed objectives states that the General Manager be held accountable for the delivery of the annual budget (as amended each quarter). The budget position of Council is not generally known until August of each year with the fully audited result known by the end of September. Council could either delay the General Managers performance management process until the audit is complete or undertake the process based on the financial position submitted to the auditors in early August. Experience shows that this financial position rarely changes when verified by the auditor.

For this reason it is proposed that the model contract be varied so that the General Manager's performance management process is conducted following the end of year results of the Management Plan which are generally known in August.

**ITEM 10 (continued)****ATTACHMENT 1****General Managers Objectives  
(Attachment 1)**

The following objectives are proposed to form the basis of the General Manager's Performance Agreement. Note the months mentioned refer to the end of each month.

Obviously these objectives can only be delivered if the Council agrees to provide the resources required to execute them and maintains momentum in accordance with the Performance Agreement Action Plan.

I will be considered effective by the Council (subject to the accountability and resources remaining within my control) when the following objectives are completed to the satisfaction of the General Manager's Performance Review Committee and in accordance with the conditions of my contract.

*1. Organisational Development Objectives*

Objectives which will strengthen the organisation's change management journey to date.

- 1.1 To complete and publish the Council's component of the Ryde 2030 Integrated Community Strategic Plan which identifies Council's programmes of works across each area of our operations by June 2011.
- 1.2 To design an Outcome Planning Framework to deliver the Ryde 2030 Council programmes in an integrated way across the organisation by November 2010.

The Outcome Planning Framework will over the next 3 years:-

- align the Ryde 2030 outcomes, to programmes (with a place specific approach) for each outcome area
- align all of Councils existing plans and strategies to the determined outcome areas
- align programmes to the Council's Long Term Financial Plan
- form the basis for the
  - Four Year Management Plan
  - Service Unit Plans
  - Personal Performance Plans
- encourage a cross Council approach to the delivery of projects
- form the basis of reporting to the Council and the community
- form the basis for project delivery across the organisation
- have ownership including accountability for Council's outcome and programme delivery

**ITEM 10 (continued)****ATTACHMENT 1**

- 1.3 To clarify accountability across the organisation for the carriage of the General Manager's accountabilities by levels of management within each group to team leader level so that all Group Managers, Service Unit Managers and Team Leaders have clarity of :-
- roles and responsibilities (accountabilities)
  - delegated authority obligations
  - legislative requirement obligations
- as a basis of performance requirements and review by June 2011.
- 1.4 To conduct an organisational wide culture survey which establishes values and associated behaviours across the organisation and forms the basis for a :-
- a 360 degree appraisal process
  - an 'organisation culture' component of the performance review process
  - training and mentoring programme
- for each level of management across the organisation. To be completed by February 2011.

**2 *Improved Service Objectives***

Objectives which will continue the momentum of existing improvements to our assets and service areas and contribute to a positive image of Council and the enhanced quality of life for our residents.

- 2.1 To progress the Civic Precinct project and complete the :-
- Appointment of a Development Director
  - Appointment of the Civic Precinct Advisory Panel
  - Analysis of the most appropriate and commercially viable model for Council
  - DCP guidelines and urban design constraints
  - Community engagement and consultation obligations
  - Lodgement of the section 68 application with the Department of Planning as a request to amend the height of the Civic Precinct
- by June 2011.
- 2.2 To complete the construction and implement the most appropriate operational management of the following facilities :-
- Top Ryde library by April 2011
  - Top Ryde Customer support centre by April 2011
  - ELS Hall Sports centre by March 2011
  - West Ryde community centre by July 2011

**ITEM 10 (continued)****ATTACHMENT 1**

- 2.3 To complete a marketing and branding strategy for the City of Ryde which :-
- develops a Ryde positioning statement and 'strap line'
  - advises how Council's brand awareness within the community can be strengthened
  - enables us to improve our messaging to key demographic groups within the community
  - acts as the basis for all of our publications and promotions
  - supports Ryde 2030
  - supports the Council relaunched website
- by December 2010
- 2.4 To complete the redesign of the City of Ryde website and have it fully operational by January 2011
- 2.5 To complete a best value review for :
- the development assessment process including but not limited to :-
    - improving assessment processes
    - improving developers levy and fee processes
    - recommendations for improvements to the development control plans to enable quicker assessment
- by April 2011
- the allocation of sports grounds and playing fields and grounds maintenance including but not limited to :-
    - policies and procedures for ground allocation and utilisation
    - accountabilities for capital works and priority setting
    - accountabilities, budgets and schedules for grounds maintenance
- by June 2011
- 2.6 To complete a strategic accommodation review of Council's future accommodation requirements for both office and civic requirements so that:-
- teamwork is optimised between groups and service units
  - Council optimises the asset returns on its land holdings
- by May 2011
- 2.7 To complete the establishment of the following information system and process initiatives:-
- on line section 149 certificate to be made available for internal use by June 2010
  - existing financial reports and CRMS on a management dashboard
  - on line customer service for 149 certificates, 603 and dog registration by June 2011

**ITEM 10 (continued)****ATTACHMENT 1**

- 2.8 To deliver a budget in accordance with the established 2010/11 Management plan and associated quarterly reviews by June 2011
- 2.9 To complete the comprehensive City of Ryde Local Environment Plan and associated local strategy for submission to the Department of Planning by April 2011.

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**CONFIDENTIAL ITEMS****11 STAFF MATTER - CONFIDENTIAL**

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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: (a) personnel matters concerning particular individuals (other than councillors).

**Report prepared by:** Group Manager - Corporate Services

**Report dated:** 15 March 2010

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**12 WEST RYDE URBAN VILLAGE REDEVELOPMENT - Early Access Licence**

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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: (d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**Report prepared by:** General Counsel

**Report dated:** 17/03/2010

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**13 ADVICE ON COURT ACTIONS**

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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: (g) advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

This matter is classified confidential because it contains advice concerning legal matters that are:-

- (a) substantial issues relating to a matter to which the Council is involved.
- (b) clearly identified in the advice, and
- (c) fully discussed in that advice.

It is not in the public interest to reveal all details of this matter as it would prejudice Council's position in any court proceedings.

**Report prepared by:** General Counsel

**Report dated:** 17/03/2010

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**PRECIS OF CORRESPONDENCE FOR CONSIDERATION**

There are no Précis of Correspondence for Consideration

**NOTICES OF MOTION**

There are no Notices of Motion

**NOTICES OF RESCISSION**

There are no Notices of Rescission

**QUESTIONS BY COUNCILLORS AS PER POLICY****1 QUESTIONS WITH NOTICE - Councillor Pickering****File Number:** GRP/10/5/001/6 - BP10/135

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*Note: Clause 3.26 Questions with notice (Code of Meeting Practice)*

*3.26.4 It is not permissible for a supplementary question to be asked by a councillor unless due notice of the question has been given in accordance with paragraph 3.26.2 nor is it permissible for Council to debate any question or answer.*

**Question:**

1. Why have Clergy not been invited to deliver the opening prayer at general council meetings for the past several months? On whose authority has this breach in procedure been exercised?

**Question:**

2. What is the status of the annual Mayor's Prayer Breakfast and when will this event next occur?

**Question:**

3. It has been noted that a number of community events that directly involve the City of Ryde have not been included in the Councillor's Information Bulletin (eg. Mayor's Cricket match, West Ryde Easter Parade). Will this information in future be included in the CIB?

**Question:**

4. What is the status of the Expression Of Interest in relation to the property in Wharf Road?