

Council Meeting

AGENDA NO. 21/11

Meeting Date: Tuesday 13 December 2011
Location: Council Chambers, Level 6
Time: 7.30pm

ATTACHMENTS – VOLUME 4

Item		Page
14	CODE OF MEETING PRACTICE - Results of Public Exhibition	
	Attachment 1 Code of Meeting Practice Working Document	2
15	CONNECTING COMMUNITIES TO EASTWOOD AFTER THE FIRE	
	Attachment 1 Eastwood and West Ryde Community Connection Plan	78



City of Ryde

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Code of Meeting Practice

D10/85540

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ITEM 14 (continued)

ATTACHMENT 1

TABLE OF CONTENTS

	Page No.
PRELIMINARY INFORMATION.....	4
A. <u>Objectives</u>	4
B. <u>Citation and Definitions</u>	4
C. <u>Guide to References in this Code of Meeting Practice</u>	6
PART 1 – BEFORE THE MEETING	7
1.1 <u>Holding Meetings</u>	7
1.2 <u>Notice of Meetings</u>	8
1.3 <u>Agendas and Business Papers</u>	10
1.4 <u>Order of Business</u>	12
1.5 <u>Public Access to Agendas and Business Papers</u>	13
PART 2 – AT THE MEETING: GENERAL	14
2.1 <u>Coming Together</u>	14
2.2 <u>Business at Council Meetings</u>	17
2.3 <u>Mayoral Minutes</u>	22
2.4 <u>Voting at Meetings</u>	23
2.5 <u>Decisions of Council</u>	25
2.6 <u>When do the Mayor and Councillors start and finish holding office?</u>	27
2.7 <u>Defamatory Statements</u>	27
2.8 <u>Role of the Mayor Between Meetings</u>	28
2.9 <u>Public Addresses</u>	28
2.10 <u>Audio or visual recording of meetings</u>	29
PART 3 – CONFLICTS OF INTERESTS (PECUNIARY AND NON-PECUNIARY)	30
3.1 <u>Pecuniary and Non-Pecuniary Interests</u>	30
3.2 <u>Pecuniary Conflicts of Interest</u>	30
3.2 <u>Disclosures to be recorded</u>	33
3.3 <u>General disclosure</u>	33
3.4 <u>Circumstances in which sections 451 and 456 of the LGA are not breached</u>	33
3.5 <u>Non Pecuniary Conflicts of Interest</u>	33
3.6 <u>Political Donations</u>	35
PART 4 – QUORUM AND ATTENDANCE	35
4.1 <u>Attendance at Meetings</u>	35
4.2 <u>Quorum at Meetings</u>	36
PART 5 – MOTIONS AND AMENDMENTS	38
5.1 <u>Terminology</u>	38
5.2 <u>Motions</u>	39

ITEM 14 (continued)	ATTACHMENT 1
5.3 <u>Amendments to Motions</u>	39
5.4 <u>Notice of motion - absence of mover</u>	40
5.5 <u>Chairperson's duty with respect to motions</u>	41
5.6 <u>Motions for Voting of funds by Councillors</u>	42
5.7 <u>Motions for on-site inspections</u>	42
5.8 <u>Motions Without Notice (Motions of Urgency)</u>	42
5.9 <u>Procedural Motions</u>	42
PART 6 – RESCISSION MOTIONS	44
6.1 <u>Rescinding or altering resolutions</u>	44
6.2 <u>Rescission of resolutions granting development consent</u>	45
PART 7 – CLOSED PARTS OF MEETINGS	45
7.1 <u>Closure of meetings to the public</u>	45
7.2 <u>Limitation on closure of meetings to the public</u>	47
7.3 <u>Closure of meeting to public in urgent cases – Matters of Urgency</u>	48
7.4 <u>Grounds for closure to be specified</u>	48
7.5 <u>Resolutions passed at closed meetings to be made public</u>	49
7.6 <u>Representations by members of the public - closure of part of meeting</u>	49
7.7 <u>Disclosure and misuse of information</u>	50
7.8 <u>Access to information and records by Councillors</u>	51
PART 8 – ORDER AT MEETINGS	51
8.1 <u>Questions of order</u>	51
8.2 <u>Acts of disorder</u>	52
8.3 <u>Disorder in committee meetings</u>	53
8.4 <u>How disorder at a meeting may be dealt with</u>	53
8.5 <u>Power to remove persons from meeting after expulsion resolution</u>	54
8.6 <u>Certain persons may be expelled from council committee meetings</u>	55
8.7 <u>Conduct at Meetings</u>	55
PART 9 – COMMITTEES, THEIR MEMBERS AND FUNCTIONS	55
9.1 <u>Committee of the Whole</u>	55
9.2 <u>Council may appoint committees</u>	56
9.3 <u>Functions of committees</u>	56
9.4 <u>Notice of committees meetings</u>	57
9.5 <u>Procedure in committees</u>	58
9.6 <u>Chairperson and deputy chairperson of committees</u>	58
9.7 <u>Absence from committee meetings</u>	59
9.8 <u>Non-members entitled to attend committee meetings</u>	59
9.9 <u>Reports of committees</u>	60
9.10 <u>Committee minutes</u>	60
PART 10 – AFTER THE MEETING	61
10.1 <u>Acting on Council Decisions</u>	61
10.2 <u>Public Availability of Decisions</u>	61
10.3 <u>Public Access to correspondence and reports</u>	61

ITEM 14 (continued)	ATTACHMENT 1
PART 11 – MINUTES	62
11.1 <u>Why and How Should Minutes be Kept?.....</u>	62
11.2 <u>What matters must be included in the minutes of council meetings</u>	62
11.3 <u>Minutes for Closed Meetings.....</u>	63
11.4 <u>Minutes from Committee Meetings</u>	63
11.5 <u>Inspection of the minutes of a council or committee.....</u>	63
11.6 <u>Confirmation of Minutes</u>	63
PART 12 – CODE OF MEETING PRACTICE	64
12.1 <u>Conduct of meetings of council and committees.....</u>	64
12.2 <u>Preparation, public notice and exhibition of draft code</u>	64
12.3 <u>Adoption of draft code</u>	64
12.4 <u>Amendment of the code.....</u>	65
12.5 <u>Public availability of the code</u>	65
PART 13 – COUNCIL SEAL	65
PART 14 – COUNCIL WORKSHOPS	66
PART 15 – MINISTER TO CONVENE MEETINGS.....	67
APPENDIX "A" The Role of Chairperson	68
APPENDIX "B" Motions, Amendments and Foreshadowed Motions.....	69
APPENDIX "C" Calling a Point of Order	71
APPENDIX "D" PRACTICE for Public Addresses	72
APPENDIX "E" PRACTICE on the Conduct of On-Site Inspections.....	73
APPENDIX "F" Meeting Times, Charters, Functions and Powers of Committees	74

Versions:

Date	Changes	Published

ITEM 14 (continued)

ATTACHMENT 1

PRELIMINARY INFORMATION

A. Objectives

The objectives of the City of Ryde's Code of Meeting Practice are to:

- (1) Sets standards for the calling, conduct and recording of Council and Committee meetings in such a way that the public is aware of business to be conducted at all Council and Committee Meetings and the results of Council's determination of those matters.
- (2) Provides clear rules and practices for the orderly conduct of Council and Committee meetings.
- (3) Incorporates procedures to complement the Local Government (General) Regulation 2005 Part 10 - Meetings.
- (4) Provides practices to ensure that decisions made at Council and Committee meetings have legal effect and are within the scope of their powers.
- (5) Allows for referral to the "Standing Rules and Orders of the Legislative Assembly" for the New South Wales Parliament in cases where the Regulations, Act, and Code of Meeting Practice do not provide practices for meeting practice so far as the same are applicable to the proceedings of Council.
- (6) Ensures maximum transparency and openness of all Council and Committee meetings.

B. Citation and Definitions

Citation

This Code may be cited as the City of Ryde Code of Meeting Practice.

Definitions

In this Code:

- **Act and Regulation**
 - (a) This Code is made pursuant to section 360(2) of the Act.
 - (b) It incorporates relevant provisions of the Regulation and the Act.
 - (c) In the event of any inconsistency between the Code and the Act or the Regulation, the Act or the Regulation (as the case may be) prevails to the extent of the inconsistency.
- **amendment**, in relation to an original motion, means a motion moving an amendment to that motion;

ITEM 14 (continued)

ATTACHMENT 1

- **chairperson,**
 - (a) in relation to a meeting of the Council - means the person presiding at the meeting as provided in Section 369 of the Act.
 - (b) in relation to a meeting of a committee - means the person presiding at the meeting as provided by clause 267 of the Regulation.
- **committee** means a committee appointed or elected by the Council in accordance with clause 260(1) or the council when it has resolved itself into a committee of the whole;
- **council** means the Council of the City of Ryde;
- **councillor** means a Councillor of the City of Ryde and includes the Mayor
- **deputy mayor** means the Deputy Mayor of the City of Ryde;

Note: Under section 231 (3) of the Act the Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of Mayor.
- **employee** means an employee of the City of Ryde and includes the General Manager;
- **general manager** means the General Manager of the City of Ryde or, in the absence of that person, the employee designated to act for the General Manager of the City of Ryde;
- **mayor** means the Mayor of the City of Ryde;
- **record** means a document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan or model or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a councillor or any employee of the Council and, in particular, includes the minutes of meetings of the council or of a committee of the Council;
- **relative**, in relation to a person, means any of the following:
 - (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse;
 - (b) the spouse or the de facto partner of the person or of a person referred to in paragraph (a).
- **the Act** means the Local Government Act 1993;
- **the Code** means the City of Ryde Code of Meeting Practice;
- **the Regulation** means the Local Government (General) Regulation 2005.

Except as otherwise provided, expressions used in this Code which are defined in the dictionary at the end of the Act have the meanings set out in the dictionary.

ITEM 14 (continued)

ATTACHMENT 1

C. Guide to References in this Code of Meeting Practice

This Code has been prepared in accordance with the provisions of the Local Government Act 1993 and the Local Government (General) Regulation 2005. The Division of Local Government's Meeting Practice Note 16 has also been taken into account in preparing the Code.

The section and clauses referred to in brackets under each heading of the Code refer to sections of the Act and clauses of the Regulation.

Supplementary Provision refers to supplementary information obtained from the Meetings Practice Note and from previous Codes. Notes in the text of this code are provided to assist in understanding the Code.

(Supplementary Provision – City of Ryde) denotes a provision specific to the City of Ryde.

(Supplementary Provision – Meeting Practice Note) denotes a provision drawn from the Department of Local Government Practice Note 16 (August 2009)

PRACTICE refers to procedures used by City of Ryde Council to embellish the provisions of the Act and Regulations.

In the event of any inconsistency between this Code and the Act or the regulation, the Act or the Regulation (as the case may be) prevails to the extent of the inconsistency.

ITEM 14 (continued)

ATTACHMENT 1

PART 1 – BEFORE THE MEETING

1.1 Holding Meetings

1.1.1 When are Meetings Held

(Local Government Act - Section: 365)

The council is required to meet at least 10 times each year, each time in a different month.

(Supplementary Provision – City of Ryde)

Council meetings will commence at 7.30pm unless there are special circumstances that restrict the meeting starting at that time. The meeting of the Planning and Environment Committee will commence at 4.00pm and the Works and Community Committee meeting will commence at 4.30pm unless there are special circumstances that restrict the meetings starting at the specified time.

Council Meetings	7.30pm	Second and fourth Tuesday
Planning and Environment Committee	4.00pm	First and third Tuesday
Works and Community Committee	4.30pm	First and third Tuesday
Civic Precinct Committee	7.30pm	First and third Tuesday (as required)

PRACTICE

1. Prior to the end of each calendar year, the General Manager shall submit a draft schedule of meeting dates to Council for the ensuing year and Council shall adopt a schedule of meeting dates in compliance with Section 365 of the Act.
2. No circumstances shall prevent Council from altering the schedule of meeting dates provided the public is given adequate notice.
3. Where four or more Councillors indicate their intention to attend any seminar or the like which would clash with a Council meeting, the date of that meeting shall be altered to ensure the availability of the maximum number of Councillors possible.

1.1.2 When are Extraordinary or Special Meetings Held

(Local Government Act - Section: 366)

If the mayor receives a request in writing signed by at least 2 councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable but in any event within 14 days after receipt of the request.

(Supplementary Provision – Meetings Practice Note)

Extraordinary meetings are not only held in 'extraordinary' circumstances. These meetings are usually held to deal with special business or where there is so much business to be dealt with that an additional meeting is required. Reference Clause 242 of the Regulation.

If an extraordinary meeting is called in an emergency, less than the usual three (3) days notice can be given to councillors. The Act does not define 'emergency'. It could cover things other than natural disasters, states of emergency, or urgent deadlines that must be met. Initially, the General Manager would decide what is an 'emergency'.

ITEM 14 (continued)

ATTACHMENT 1

PRACTICE

1. The Mayor may, in accordance with Clause 2.2.1 of this Code of Meeting Practice, call an extraordinary or special meeting of the council on any matter or matters considered necessary.
2. The mayor, in consultation with the general manager, shall determine the time and place of an extraordinary or special meeting, called in accordance with Clause 2.2.1 of this Code of Meeting Practice
3. If the mayor refuses or delays to call an extraordinary or special meeting after receiving a request, signed by at least 2 councillors, those councillors may, in writing, request the general manager to call the meeting. The general manager shall call the meeting as soon as practicable.
4. The Mayor does not have the authority, in their own right, to call an Extraordinary or Special Council Meeting.
5. In accordance with the Meeting Practice Note the General Manager may determine when an extraordinary meeting is required and call such a meeting.

1.1.3 Where are Council Meetings Held

(Supplementary Provision – City of Ryde)

Meetings of Council will be held in the Council Chamber, 6th Floor, Civic Centre, 1 Devlin Street Ryde. Meetings of Committees will be held in Committee Rooms, 5th Floor, Civic Centre, 1 Devlin Street, Ryde. Should the Council Chamber or Committee Rooms not be available for any reason, the General Manager will select a suitable alternative venue for meetings.

1.2 Notice of Meetings

1.2.1 What Notice has to be given to the Public of Ordinary Council and Standing Committees

(Local Government Act - Section: 9)

- (1) A council must give notice to the public of the times and places of its meetings and meetings of those of its committees of which all the members are councillors.
- (2) A council and each such committee must have available for the public at its offices and at each meeting copies (for inspection or taking away by any person) of the agenda and the associated business papers (such as correspondence and reports) for the meeting.
- (2A) In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public:
 - (a) the agenda for the meeting must indicate that the relevant item of business is of such a nature (but not give details of that item), and
 - (b) the requirements of subsection (2) with respect to the availability of business papers do not apply to the business papers for that item of business.
- (3) The copies are to be available to the public as nearly as possible to the time they are available to councillors.
- (4) The copies are to be available free of charge.

ITEM 14 (continued)

ATTACHMENT 1

- (5) A notice given under this section or a copy of an agenda or of a business paper made available under this section may in addition be given or made available in electronic form.

(Regulation - Clause: 232)

- (1) This clause prescribes the manner in which the requirements outlined in section 9 (1) of the Act are to be complied with.
- (2) A notice of a meeting of a council or of a committee must be published in a newspaper circulating in the area before the meeting takes place.
- (3) The notice must specify the time and place of the meeting.
- (4) Notice of more than one meeting may be given in the same notice.
- (5) This clause does not apply to an extraordinary or special meeting of a council or committee.

PRACTICE

1. During December each year, the full schedule of council and standing committee meetings proposed for the following year is advertised on our website.
2. Agendas for Ordinary meetings will be available on our website from Friday morning prior to the meeting. Copies of the agendas will also be available in the public gallery prior to the meeting.
3. Agendas for extraordinary or special meetings will be made available as soon as is possible, and no later than 9.00am on the day of the meeting.

1.2.2 What Notice has to be given to councillors for ordinary council and standing committees

(Local Government Act - Section: 367)

- (1) The general manager of a council must send to each councillor, at least 3 days before each meeting of the council, a notice specifying the time and place at which and the date on which the meeting is to be held and the business proposed to be transacted at the meeting.
- (2) Notice of less than 3 days may be given of an extraordinary or special meeting called in an emergency.
- (3) A notice under this section and the agenda for, and the business papers relating to, the meeting may be given to a councillor in electronic form but only if all councillors have facilities to access the notice, agenda and business papers in that form.

(Regulation - Clause: 262)

- (1) The general manager of a council must send to each councillor, at least 3 days before each meeting of the committee, a notice specifying:
- (a) the time and place at which and the date on which the meeting is to be held; and
 - (b) the business proposed to be transacted at the meeting.
- (2) However, notice of less than 3 days may be given of a committee meeting called in an emergency.

ITEM 14 (continued)

ATTACHMENT 1

PRACTICE

1. Business papers for Council and Standing Committees meetings shall be distributed to Councillors on the Thursday prior to the meeting day.
2. Circumstances may necessitate the distribution of reports after the time specified in point 1 above. Such late reports, where possible will be delivered to Councillors prior to the commencement of the meeting.
3. Where the General Manager determines that a late report is necessary, all endeavours will be made to give public notice of the late report including placing the report on the Council website and making copies available at the meeting.
4. Reports determined by the General Manager to be confidential in nature (refer Section 10A (2) of the Act) will be included in the business paper and these reports shall be marked appropriately as confidential items.

1.2.3 What notice has to be given of extraordinary or special meetings

(Supplementary Provision – Meetings Practice Note)

Public notice must be given of the time and place of extraordinary or special meetings, but this does not have to be by publication in a local newspaper.

Where it is not possible to publish details of the meeting in a local newspaper, notice of the meeting will be given on Council's website.

A Council decision will still be valid even if proper notice has not been given for the meeting in which the decision was made, provided a quorum was present. If the meeting does not follow the Code of Meeting Practice there may be a breach of the Act, but this does not mean that the decision is invalid.

1.3 Agendas and Business Papers

(Regulation - Clause: 240)

- (1) The general manager must ensure that the business paper for a meeting of the council states:
 - (a) all matters to be dealt with arising out of the proceedings of former meetings of the council; and
 - (b) if the mayor is the chairperson - any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting; and
 - (c) subject to sub-clause (2), any business of which due notice has been given.
- (2) The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is (or the implementation of the business would be) unlawful. The general manager must report (without giving details of the item of business) any such exclusion to the next meeting of the council.
- (3) The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

ITEM 14 (continued)

ATTACHMENT 1

- (4) The general manager must ensure that the details of any item of business to which section 9 (2A) of the Act applies are included in a business paper for the meeting concerned.
- (5) Nothing in this clause limits the powers of the chairperson under Clause 243.

(Supplementary Provision – Meeting Practice Note)

Certain matters, because of their confidential nature may be considered in closed meetings. The General Manager is to indicate on the agenda, without details, that an item of business is likely to be discussed in a closed part of the meeting. The agenda should also indicate the reason the item will be dealt with in the closed part of the meeting.

PRACTICE

1. In accordance with Clause 240 of the Regulation, the General Manager determines any business of which due notice is to be given and therefore included in the Agenda for a meeting of Council or Committee. .
2. Once the agenda for a meeting has been sent to councillors an item of business on the agenda cannot be removed from the agenda prior to the meeting.
3. Confidential items shall be marked as confidential as the general manager may from time to time determine, and where practicable, be listed at the end of the business paper. These confidential items will comprise the confidential business paper for the meeting.
4. Where a councillor is, or in the opinion of the general manager is likely to be, the subject of proceedings by or against the council, any legal advice, reports or correspondence dealing with those proceedings or likely proceedings shall, if the matter is of a kind of business referred to in section 10A of the Act, be withheld from the business paper of that councillor and shall not be made available to that councillor by any person.

1.4 Order of Business

(Regulation - Clause: 239)

- (1) At a meeting of a council (other than an extraordinary or special meeting), the general order of business is (except as provided by this Regulation) as fixed by the council's code of meeting practice or (if the council does not have a code of meeting practice or its code of meeting practice does not fix the general order of business) as fixed by resolution of the council.
- (2) The order of business fixed under sub-clause (1) may be altered if a motion to that effect is passed. Such a motion can be moved without notice.
- (3) Despite clause 250 (*of the Regulation*), only the mover of a motion referred to in sub-clause (2) may speak to the motion before it is put.

PRACTICE

1. The order of business for Council meetings shall be:
 - 1.1 Acknowledgment of Country
 - 1.2 Prayer
 - 1.3 Apologies

ITEM 14 (continued)

ATTACHMENT 1

- 1.4 Disclosures of interests
- 1.5 Petitions (if required)
- 1.6 Public participation on items listed on the agenda
- 1.7 Mayoral Minutes
- 1.8 Confirmation of minutes previous meetings
- 1.9 Reports from committees
- 1.10 Motions put without debate
- 1.11 Report from the general manager
- 1.12 Précis of correspondence
- 1.13 Notices of motion
- 1.14 Notice of rescission (if required)
- 1.15 Urgent Items as submitted by the Mayor
- 1.16 Questions by councillors as per policy
- 1.17 Public participation on items not listed on the agenda
- 1.18 Consideration of any business in closed session
- 1.19 National Anthem
2. The order of business for Standing Committees shall be:
 - 2.1 Receipt of apologies
 - 2.2 Confirmation of minutes
 - 2.3 Motions put without debate
 - 2.4 Officers' reports
3. Council may after confirmation of the Minutes of the previous meeting make a variation of the order of the business to bring forward in the proceedings any matter on the business paper for consideration. Such action may be achieved by a resolution to "suspend standing orders".
4. Only the mover of a motion to suspend "standing orders" may speak to such a motion. Further, there shall be no debate on the motion.
5. Standing orders may be suspended for many reasons including: to bring forward an item which is of particular interest to the public in attendance; or to hear a person/s previously granted special permission to address Council on a matter of business; and where an item within the business paper needs to be considered in conjunction with another item under a separate heading or any other circumstance allowed by the Chairperson.
6. Council and Committee of Council meetings will conclude at 11pm. Business not concluded by this time will be (if no other resolution is passed dealing with disposing of the unfinished business) included on the next Ordinary Council, or if appropriate Standing Committee, business paper.

1.5 Public Access to Agendas and Business Papers

(Local Government Act - Section: 11)

- (1) A council and a committee of which all the members are councillors must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.
- (2) This section does not apply if the correspondence or reports:
 - (a) relate to a matter that was received or discussed; or
 - (b) were laid on the table at, or submitted to, the meeting, when the meeting was closed to the public.

ITEM 14 (continued)

ATTACHMENT 1

- (3) This section does not apply if the council or committee resolves at the meeting, when open to the public, that the correspondence or reports, because they relate to a matter specified in section 10A(2) are to be treated as confidential.

(Supplementary Provision – Office of the Information Commissioner NSW)

The Government Information (Public Access) Act 2009 (GIPA Act) establishes a freer, more open approach to gaining access to government information in NSW. The objects of the GIPA Act are to maintain and advance a system of responsible and representative democratic Government that is open, accountable, fair and effective, by:

- authorising and encouraging the proactive public release of government information by agencies, and
- giving members of the public an enforceable right to access government information, and
- providing that access to government information is restricted only when there is an overriding public interest against disclosure.

The GIPA Act applies to all NSW government departments, and also extends to Ministers and their staff, local councils, state owned corporations, courts in their non-judicial functions, and to certain public authorities such as universities.

The guiding principle of the GIPA Act is the public interest – it is a 'push' model, with a general presumption that disclosure of information is in the public interest, unless a strong case to the contrary can be demonstrated. Under the GIPA Act, it is compulsory for agencies to disclose information about their structure, functions and policies, and the proactive and informal disclosure of other information is promoted and encouraged.

Formal access applications should only need to be lodged as a last resort. Where formal applications are required, the Act sets out the process that applicants and agencies need to follow, as well as the options for review of access decisions.

Government Information (Public Access) Regulation 2009

- prescribes additional open access information that Ministers, departments and statutory bodies must make publicly available
- sets out the information regarding formal access applications that agencies must include in their annual reports
- in the case of an access application relating to a school, extends the period in which the application must be decided if the usual 20-day period for deciding the application occurs during the school holidays
- specifies the corresponding FOI laws of other Australian jurisdictions under which information may be exempt, as this is a relevant public interest consideration against disclosure under section 14
- declares certain bodies to be public authorities for the purpose of the GIPA Act
- declares certain entities to be sub-agencies and parent agencies for the purpose of access applications

ITEM 14 (continued)

ATTACHMENT 1

- provides that records held by the Audit Office or the Ombudsman's Office that were originally created or received by another agency are taken to be held by that other agency.

~~(Local Government Act – Section 12)~~

~~Section 12 (1) of the Local Government Act provides members of the public a right to access certain documents held by Council. These documents include:~~

- ~~• Code of Meeting Practice~~
- ~~• Agendas and business papers (except for agendas and business papers for closed meetings)~~
- ~~• Minutes of Council and Committee meetings (except for the minutes for closed meetings).~~

(Supplementary Provision – Meeting Practice Note)

Council may direct the General Manager to provide additional information. Where this is the case the additional papers will be marked separately from the business papers so as to avoid any confusion.

ITEM 14 (continued)

ATTACHMENT 1

PART 2 – AT THE MEETING: GENERAL

2.1 Coming Together

2.1.1 Presence at Meetings

(Regulation - Clause: 235)

A councillor cannot participate in a meeting of a council unless personally present at the meeting.

(Local Government Act - Section: 376)

- (1) The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all the members are councillors.
- (2) The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.
- (3) However, the general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

(Supplementary Provision – Meetings Practice Note)

If a Councillor is anywhere in the room where the Council or Committee meeting is being held, they are considered to be present for the purposes of voting. This means that if they are in the room but do not vote on an issue their vote is taken as against the motion.

PRACTICE

1. The seating arrangements for a meeting shall be determined by the chairperson of the meeting.
2. A Councillor shall only be present at a Council or Committee meeting whilst in the Council Chamber.
3. In relation to LGA 376 (3) above, other employees of Council shall also be excluded from the meeting in such circumstances unless otherwise directed by the Chairperson.
4. The presence of Officers at Council meetings shall be at the direction of the general manager and as required under the terms of employment contracts.
5. On occasions, managers or staff with specialist knowledge of a particular matter may be required to attend Council or Committee meetings. Such attendance shall be at the discretion of the general manager.
6. The area known as the Council Chamber includes the public gallery seating area. A Councillor, officer, or member of the press or public have not left the Council Chamber until they have passed through either of the two doors leading to it.

2.1.2 Who is entitled to attend meetings

(Local Government Act - Section: 10)

- (1) Except as provided by this part:

ITEM 14 (continued)

ATTACHMENT 1

- (a) everyone is entitled to attend a meeting of the council and those of its committees of which all the members are councillors, and
 - (b) a council must ensure that all meetings of the council and of such committees are open to the public
- (2) However, a person (whether a councillor or another person) is not entitled to be present at a meeting of the council or of such a committee if expelled from the meeting:
- (a) by a resolution of the meeting, or
 - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.
- (3) A person may be expelled from a meeting only on the grounds specified in, or in the circumstances prescribed by, the regulations.

PRACTICE

Members of the public may be permitted to address meetings of Council or Standing Committees on items before the meeting, in accordance with our PRACTICE on public addresses (refer Appendix "G").

The reference in the regulation in Clause 10(3) above is a reference to Clauses 256 to 258 (inclusive) of the Regulation.

2.1.3 Who presides at meetings of the council

(Local Government Act - Section: 369)

- (1) The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.
- (2) If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

PRACTICE

- 1. An election to be conducted in accordance with sub-clause 2 of the Act as above shall be conducted by the General Manager or his nominee and the vote shall be recorded in the minutes.
- 2. The role of the Chairperson is outlined in Appendix "A".

ITEM 14 (continued)

ATTACHMENT 1

2.1.4 Councillor to be elected to preside at certain meetings

(Regulation - Clause: 236)

- (1) If no chairperson is present at a meeting of a council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

Note: Section 369 (2) of the Act provides for a councillor to be elected to chair a meeting of a council when the mayor and deputy mayor are absent.

- (2) The election must be conducted:
- (a) by the general manager or, in his or her absence, an employee of the council designated by the general manager to conduct the election; or
 - (b) if neither of them is present at the meeting or there is no general manager or designated employee - by the person who called the meeting or a person acting on his or her behalf.
- (3) If, at an election of a chairperson, 2 or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- (4) For the purposes of sub-clause (3), the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips; and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- (5) The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

PRACTICE

1. The provisions of clause 236 of the Regulation above shall also apply to Committee meetings ie: Works and Community Committee and Planning and Environment Committee.
2. An election to be conducted in accordance with sub-clause 2 shall be conducted by the General Manager or his nominee and the vote shall be recorded in the minutes.
3. The provisions related to the election of a person to preside do not apply where a previously elected or appointed Deputy Chairperson is present.

2.1.5 Chairperson to have precedence

(Regulation - Clause: 237)

When the chairperson rises during a meeting of a council:

- (a) any councillor then speaking or seeking to speak must, if standing, immediately resume his or her seat; and
- (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

ITEM 14 (continued)

ATTACHMENT 1

PRACTICE

1. The Mayor as Chairperson or a Councillor elected as Chairperson shall be empowered with the conduct of the Council or Committee meeting subject to the provisions of the Local Government Act 1993, the Local Government (General) Regulation 2005 and Council's adopted Code of Meeting Practice.
2. A Chairperson shall be heard without interruption and everyone should maintain silence whilst the Chairperson is speaking.
3. A Councillor shall address all remarks or questions, either through or to the Chairperson.
4. A Councillor or Officer of Council when in a Council meeting shall address and speak of other Councillors or Officers by their official designation eg. Mayor, Chairperson, Councillor, Group Manager etc.
5. Once the debate is closed, the Mayor or Councillor in his or her capacity as Chairperson shall not further debate the matter.

2.2 Business at Council Meetings

2.2.1 Giving notice of business

(Regulation - Clause: 241)

- (1) A council must not transact business at a meeting of the council:
 - (a) unless a councillor has given notice of the business in writing within such time before the meeting as is fixed by the council's code of meeting practice or (if the council does not have a code of meeting practice or its code of meeting practice does not fix that time) as is fixed by resolution of the council; and
 - (b) unless notice of the business has been sent to the councillors in accordance with section 367 of the Act.
- (2) Sub-clause (1) does not apply to the consideration of business at a meeting if the business:
 - (a) is already before, or directly relates to a matter that is already before, the council; or
 - (b) is the election of a chairperson to preside at the meeting as provided by clause 236 (1); or
 - (c) is a matter or topic put to the meeting by the chairperson in accordance with clause 243; or
 - (d) is a motion for the adoption of recommendations of a committee of the council.
- (3) Despite sub-clause (1), business may be transacted at a meeting of a council even though due notice of the business has not been given to the councillors. However, this can happen only if:
 - (a) a motion is passed to have the business transacted at the meeting; and
 - (b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.Such a motion can be moved without notice.
- (4) Despite clause 250, only the mover of a motion referred to in sub-clause (3) can speak to the motion before it is put.

ITEM 14 (continued)

ATTACHMENT 1

PRACTICE

1. A Councillor may place a motion before Council provided the conditions of Clause 241 of the Regulation above have been met.
2. Notices of Motion received by 5pm on the Wednesday prior to the Council meeting shall be included on the business paper by the General Manager, if the General Manager considers that the content of the motion meets the requirements of Clause 240 (2) of the Local Government (General) Regulation 2005.
3. Notices of Motion may only be dealt with at an ordinary council meeting.
4. A Notice of Motion (except a Notice of Motion to rescind a resolution of Council – refer to s372 of the Act) is only required to be signed by the proposer; the formal moving and seconding shall take place at the meeting.
5. The wording of the motion shall be precise and clear and shall be reprinted on the business paper without alteration.
6. In putting forward Notices of Motion, Councillors must, balance their civic responsibilities for representing the interest of their community with their obligation to use Council's resources effectively and efficiently.
7. The Chairperson may call over the Notices of Motion on the business paper, in order in which they appear thereon; and if there is no objection to a motion being taken as a formal motion, it may, without discussion be put to the vote. In this case, the Motion shall still be moved and seconded.
8. All Notices of Motion shall be numbered as received and shall be entered by the General Manager upon the business paper in the order in which they are received.
9. In relation to sub-clause 3, if a Councillor wishes to raise a motion without notice, the basis of the motion shall be put to the Mayor who will first rule whether the motion is one of urgency, and therefore if it is in order for Council to consider it.
10. In order to meet the intent of providing all Councillors and the public with proper notice of business to be conducted, late reports will not be considered except in accordance with the provisions of sub-clause 3 of Regulation 241 above.

2.2.2 Agenda for extraordinary or special meeting

(Regulation - Clause: 242)

- (1) The general manager must ensure that the agenda for an extraordinary or special meeting of a council deals only with the matters stated in the notice of the meeting.
- (2) Despite sub-clause (1), business may be transacted at an extraordinary or special meeting of a council even though due notice of the business has not been given to the councillors. However, this can happen only if:
 - (a) a motion is passed to have the business transacted at the meeting; and
 - (b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.Such a motion can be moved without notice but only after the business notified in the agenda for the meeting has been disposed of.
- (3) Despite clause 250, only the mover of a motion referred to in sub-clause (2) can speak to the motion before it is put.

ITEM 14 (continued)

ATTACHMENT 1

2.2.3 Petitions may be presented to the Council

PRACTICE

1. A Councillor may without notice present a petition to the Council during that part of the meeting designated for the presentation of petitions. (see order of business)
2. Any Councillor presenting a petition will be responsible for ensuring that:
 - (i) he or she is familiar with the contents and purpose of the petition, and
 - (ii) The petition is not derogatory or defamatory.

2.2.4 Questions may be put to councillors and council employees

(Regulation - Clause: 249)

- (1) A councillor:
 - (a) may, through the chairperson, put a question to another councillor; and
 - (b) may, through the general manager, put a question to a council employee.
- (2) However, a councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents.
- (3) The councillor must put every such question directly, succinctly and without argument.
- (4) The chairperson must not permit discussion on any reply or refusal to reply to a question put to a councillor or council employee under this clause.

(Supplementary Provision – Meetings Practice Note)

Allowing questions without notice is inconsistent with the provisions of clause 241(1) of the Local Government (General) Regulation 2005 which requires notice to be given of matters to be raised at council meetings.

The purpose of the notice requirement is to enable all councillors and the public to be aware, by reading the agenda for the meeting, of matters that will be raised at the meeting.

If the subject matter of a question is genuinely urgent and the question is not on the agenda, the question could be raised under clause 241(3) of the Regulation. That clause allows a matter to be raised before council, despite notice not having been given.

Questions must be put succinctly and without argument.

PRACTICE

1. Questions Without Notice raised at a Council meeting, shall be in accordance with Subclause 1 of the Regulation above.
2. Questions With Notice will be in a written format when asked, then delivered to the General Manager for inclusion in the Minutes
3. Questions put to any Council employee during a Council meeting shall only relate to the business before Council or a particular matter under discussion.
4. If a question is put without notice, it can be ruled out of order if it does not relate to, or

ITEM 14 (continued)

ATTACHMENT 1

arise naturally out of, subjects before Council.

5. A Councillor who gives due notice of a question has no right to demand that it shall be replied to.
6. Responses to questions with notice from Councillors shall be recorded in the Minutes either verbatim or in précis form. Where timing permits, responses to questions with notice from Councillors shall be included in the Council meeting agenda.
7. Questions and motions which are of a personal nature or have nothing to do with Council business shall not be raised or debated.

2.2.5 Limitation as to number of speeches

(Regulation - Clause: 250)

- (1) A councillor who, during a debate at a meeting of a council, moves an original motion has the right of general reply to all observations that are made by another councillor during the debate in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment.
- (2) A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- (3) A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than 5 minutes at any one time. However, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than 5 minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- (4) Despite sub-clauses (1) and (2), a councillor may move that a motion or an amendment be now put:
 - (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it; or
 - (b) if at least 2 councillors have spoken in favour of the motion or amendment and at least 2 councillors have spoken against it.
- (5) The chairperson must immediately put to the vote, without debate, a motion moved under sub-clause (4). A seconder is not required for such a motion.
- (6) If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised his or her right of reply under sub-clause (1).
- (7) If a motion that the original motion or an amendment be now put is rejected, the Chairperson must allow the debate on the original motion or the amendment to be resumed.

PRACTICE

1. The provisions of Clause 250 of the Regulation above shall also apply to Committee meetings.
2. In relation to sub-clause (3) of this section of the Regulation, a Councillor may be granted with the leave of the meeting, an extension of three (3) minutes in which to

ITEM 14 (continued)

ATTACHMENT 1

- complete his/her speech. Further extensions will be of two minutes at a time and granted upon resolution of Council.
3. Debate shall not be permitted on any motion to which no objection has been raised.

2.2.6 Committee of the whole

(Regulation - Clause: 259)

- (1) All the provisions of this Regulation relating to meetings of a council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provision limiting the number and duration of speeches.
- (2) The general manager or, in the absence of the general manager, an employee of the council designated by the general manager is responsible for reporting to the council proceedings in committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- (3) The council must ensure that a report of the proceedings (including any recommendations of the Committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

(Supplementary Provision – Meetings Practice Note)

During the course of a Council Meeting, Council may resolve itself into the 'committee of the whole' under section 373 of the Local Government Act. That part of the meeting then becomes a committee meeting.

The only advantage of a Council forming a committee of the whole is that by reason of clause 259 of the Regulation the limits on the number and duration of Councillors speeches referred to in clause 250 of the Regulation do not apply.

If at the time Council resolves itself into the 'committee of the whole' the meeting was open to the public, then the meeting will remain open to the public unless council resolves to exclude the public under section 10A of the Local Government Act.

The committee of the whole may not pass a Council resolution. It makes recommendations to Council in the same way as any other committee of Council. Once the committee has completed its business and the Council meeting has resumed Council considers any recommendations made by the committee.

PRACTICE

After a meeting resolves itself out of the 'committee of the whole', any recommendations from the 'committee of the whole' are to be considered by the Council meeting immediately for determination.

2.2.7 Report of a Departmental representative to be tabled at council meeting

(Regulation - Clause: 244)

When a report of a Departmental representative has been presented to a meeting of a council in accordance with section 433 of the Act, the council must ensure that the report:

- (a) is laid on the table at that meeting; and

ITEM 14 (continued)

ATTACHMENT 1

- (b) is subsequently available for the information of councillors and members of the public at all reasonable times.

2.3 Mayoral Minutes

(Regulation - Clause: 243)

- (1) If the mayor is the chairperson at a meeting of a council, the chairperson is, by minute signed by the chairperson, entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the council or of which the council has official knowledge.
- (2) Such a minute, when put to the meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of the minute without the motion being seconded.
- (3) A recommendation made in a minute of the chairperson (being the mayor) or in a report made by a council employee is, so far as adopted by the council, a resolution of the council.

PRACTICE

1. A "Mayoral Minute" prepared in accordance with this regulation may be by formal notice contained in the business paper or tabled at the meeting.
2. Although a seconder is not required if the Mayor is the mover, the normal rules of debate shall apply to ensure the motion is adequately discussed prior to being put to the meeting for a vote.

2.4 Voting at Meetings

2.4.1 Voting entitlements of councillors

(Local Government Act - Section: 370)

- (1) Each councillor is entitled to one vote.
- (2) However, the person presiding at a meeting of the council has in the event of an equality of votes, a second or casting vote.

(Supplementary Provision – Meetings Practice Note)

Each councillor is entitled to one vote on each motion that comes before the meeting. If the voting on a motion is equal, the chairperson has a second or "casting" vote. The legislation does not specify how a casting vote is to be used. It is a matter for the chairperson as to how they will vote, after taking into consideration all relevant information. They do not need to vote the same way on their first and second vote. Should the chairperson decline or fail to exercise a casting vote the motion being voted upon would be lost.

ITEM 14 (continued)

ATTACHMENT 1

(Supplementary Provision – City of Ryde)

At the Planning and Environment Committee and Works and Community Committee the Chair shall not have a casting vote. Any matters on which the voting is equal shall be minuted as AT LARGE and referred to the next appropriate Council meeting.

PRACTICE

1. The provision of Section 370 of the Local Government Act shall also apply to Committee meetings of which all Councillors are a member.
2. A Councillor who is present at a meeting of the Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

2.4.2 Conduct of voting at council meetings

(Regulation - Clause: 251)

- (1) A councillor who is present at a meeting of a council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- (2) If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- (3) The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than 2 councillors rise and demand a division.
- (4) When a division on a motion is demanded, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the council's minutes.
- (5) Voting at a council meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

(Supplementary Provision – Meetings Practice Note)

A councillor must be present (in person) at a council or committee meeting to vote (Regulation Clause 235). Councillors cannot participate in a meeting by video-conferencing or tele-conference. There is also no provision for proxy votes to be allowed at council and committee meetings.

A councillor with a pecuniary interest in a matter cannot be present at, or in sight of, the meeting that is considering the matter or voting on it.

(Supplementary Provision – Local Government (General) Regulation - Elections)

The Local Government (General) Regulations 2005 Part 11 Elections provides that a council is to resolve whether an election by the councillors for mayor or deputy mayor is to be by preferential ballot, ordinary ballot or open voting (clause 394 of Part 11 and clause 3 of Schedule 7). Clause 3 of Schedule 7 also makes it clear that "ballot" has its normal meaning of secret ballot.

ITEM 14 (continued)

ATTACHMENT 1

PRACTICE

1. The provisions of clause 251 of the Regulation as above shall also apply to Committee meetings.
2. A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.
3. A Councillor shall be present at a meeting whilst ever in the Council Chamber. The area known as the Council Chamber includes the public gallery seating area. A Councillor is deemed not to have left the Chamber until they have passed through either of the two doors leading to it.
4. In relation to the recording of motions and amendments, the minutes of the meeting shall show the motion or amendment, whether it was "carried" or "lost", and the mover and seconder of the motion or amendment.
5. If a Councillor is temporarily absent from the Council Chamber during a meeting, his/her absence shall be recorded in the minutes of the meeting.
6. All voting at council and committee meetings shall be recorded in the minutes of the meetings with all names of Councillors who voted for or against a motion or amendment being recorded or otherwise the words "unanimous" being recorded when all voting is the same.

2.4.3 Recording of voting on planning matters

(Local Government Act - Section: 375A)

- (1) In this section, "planning decision" means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979:
 - (a) including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but
 - (b) not including the making of an order under Division 2A of Part 6 of that Act.
- (2) The general manager is required to keep a register containing, for each planning decision made at a meeting of the council or a council committee, the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- (3) For the purpose of maintaining the register, a division is required to be called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- (4) Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document, and is to include the information required by the regulations.
- (5) This section extends to a meeting that is closed to the public.

PRACTICE

1. In accordance with this Code of Meeting Practice, voting is recorded for voting for and against all motions and amendments, including planning matters. As a result, it is not necessary for a Division to be called whenever a motion for a planning decision is put at a meeting of Council or a Committee.
2. The Planning and Environment Committee has delegated authority to determine planning matters in accordance with the delegation set out in this Code.

ITEM 14 (continued)

ATTACHMENT 1

2.5 Decisions of Council

2.5.1 Valid Decisions

(Local Government Act - Section: 371)

A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of that council.

(Supplementary Provision – Meetings Practice Note)

A quorum is the minimum number of councillors necessary to conduct a meeting.

(Supplementary Provision – City of Ryde)

At Ryde, the quorum for council meetings is seven councillors. For Works and Community Committee and Planning and Environment Committee, a quorum is three councillors.

If a quorum is not present at any time during a meeting, then the meeting cannot continue until a quorum is achieved or restored. If a quorum cannot be achieved or restored, the meeting must be adjourned (Regulation - Clause 233).

In accordance with Section 375 of the Act, decisions made by Council shall be accurately recorded in the minutes of the meeting.

2.5.2 Certain Circumstances do not invalidate a Council Decision

(Local Government Act - Section: 374)

Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office; or
- (b) a failure to give notice of the meeting to any councillor or committee member; or
- (c) any defect in the election or appointment of a councillor or committee member; or
- (d) a failure of a councillor or a committee member to disclose a pecuniary interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with section 451; or
- (e) a failure to comply with the code of meeting practice.

(Supplementary Provision – City of Ryde)

It would appear the intention of this Section is to validate a council's proceedings where there is some defect. The section does not provide a loophole for Chairpersons, Councillors and Officers of Council to avoid compliance with the requirements of the Act, Regulation or Code of Meeting Practice. The Section merely provides that the proceedings are not invalidated because of a failure on someone's part to observe a legal requirement or regulation.

PRACTICE

In accordance with Section 374 of the Local Government Act, a failure to comply with the Code of Meeting Practice does not invalidate proceedings of a meeting. This includes points of order and determinations with regard to meeting procedure.

ITEM 14 (continued)

ATTACHMENT 1

2.5.3 Council Decisions Prior to a Local Government Election

(Supplementary Provision – Department Circular 08/37)

- (1) The Department of Local Government expect councils to assume a “caretaker role” (similar to Commonwealth and State Governments) during election periods to ensure that major decisions are not made that would limit the actions of an incoming council.
- (2) The caretaker period is defined as the period following the closing of the electoral rolls ie 40 days prior to an election, Council should exercise due caution in making major policy decisions that would bind an incoming council. In summary, council should avoid:
 - (a) determining controversial or significant development applications;
 - (b) new or potentially controversial permanent appointments of general managers; and
 - (c) entering major contracts or undertakings.

2.6 When do the Mayor and Councillors start and finish holding office?

(Supplementary Provision – Meetings Practice Note)

All councillors start holding office on the day the person is declared to be elected (LGA sec 233). All councillors, other than the Mayor, stop holding office on the day of the ordinary election (LGA Sec 233).

The Mayor holds office until his or her successor is declared elected (LGA Sec 230). This applies even if the (outgoing) Mayor has not been re-elected.

2.7 Defamatory Statements

(Supplementary Provision – Meetings Practice Note)

The NSW Ombudsman’s publication “Better Service and Communication for Councils”, states:

“A statement may be defamatory of a person if it is likely to cause an ordinary reasonable member of the community to think less of a person or to shun or avoid the person.”

Councillors, staff and members of the public can seek legal compensation, apology etc if they are defamed.

Councillors acting within their official capacity at meetings of council or council committees have a defence of “qualified privilege” to actions of defamation. This recognises that Councillors may need to speak freely and publicly in carrying out their duties. However, qualified privilege must be treated with great caution. It only covers statements made at a council or committee meeting when a Councillor is carrying out his/her duties and on business relevant to the council. Statements must also be made with good intentions, not malice.

ITEM 14 (continued)

ATTACHMENT 1

A statement made outside a council or committee meeting will not be protected by qualified privilege, but may be protected under the Defamation Act 2005. Councillors should be guided by their own legal advice on defamation issues.

(Supplementary Provision – Case Law)

- (1) Councillors should be aware in terms of their participation at meetings of the laws in relation to defamation.
- (2) Councillors may be sued for defamation for remarks made in meetings of the Council or its Committees which are open to the public. While the defences of qualified privilege or justification may attach, there is no absolute privilege in relation to Council proceedings of the kind which attaches to statements made in Parliamentary proceedings.
- (3) The law of defamation is primarily concerned with the protection of reputation and to provide a remedy for injury to reputation caused by any defamatory communication or publication. A statement may be said to be defamatory if the communication or publication is likely to cause the ordinary, reasonable member of the community to think less of the person concerned, or to shun or avoid him/her. Of course, for a statement to be defamatory, its meaning must be communicated to a person other than the defamed person. This can be by spoken words, signs or gestures, writing, images, in person or by broadcast. (Refer Sly and Wiegall - "The Local Government Law Guide" (Dec.93) pp.412-414).

2.8 Role of the Mayor Between Meetings

(Local Government Act - Section: 226)

The role of the mayor is:

- to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council
- to exercise such other functions of the council as the council determines
- to preside at meetings of the council
- to carry out the civic and ceremonial functions of the mayoral office.

(Supplementary Provision – Meetings Practice Note)

When necessary, the mayor may exercise the policy-making functions of the council between meetings (LGA Sec 226). The Mayor should report his/her actions to the next meeting of council.

PRACTICE

The Mayor is also required to undertake some administrative functions between meetings in accordance with adopted Council Policies.

2.9 Public Addresses

(Supplementary Provision – Meetings Practice Note)

There is no automatic right under legislation for the public to participate in a council or committee meeting, either by written submission or oral presentation. However, it is

ITEM 14 (continued)

ATTACHMENT 1

considered good practice to allow public addresses to Council and committee meetings in certain circumstances.

(Supplementary Provision – City of Ryde)

City of Ryde rules for public addresses are contained in Appendix G.

2.10 Audio or visual recording of meetings

2.10.1 Tape recording of meeting of council or committee: prohibited without permission

(Regulation - Clause: 273)

- (1) A person may use a tape recorder to record the proceedings of a meeting of a council or a committee of a council only with the authority of the council or committee.
- (2) A person may, as provided by section 10 (2) (a) or (b) of the Act, be expelled from a meeting of a council or a committee of a council for using or having used a tape recorder in contravention of this clause.
- (3) If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place.
- (4) In this clause, tape recorder includes a video camera and any electronic device capable of recording speech, whether a magnetic tape is used or not.

2.10.2 Audio recording of Meetings

(Supplementary Provision – City of Ryde)

Council has resolved (9 February 2010) that Audio recordings will be made of Council meetings for the purpose of:

- assisting in the preparation of minutes;
- ensuring decisions are accurately recorded;
- verifying the accuracy of minutes prior to their confirmation.

In order to comply with the Listening Devices Act 1984 and the Privacy and Personal Information Protection Act 1998 advice is provided to the members of the public attending meetings that an audio recording of the meeting will be made. The advice is displayed on notices in the public gallery and included on the call notice for each meeting. The wording of the advice is as follows:

'This meeting is being recorded on audio tape for minute-taking purposes as authorised by the Local Government Act 1993.'

Audio recordings of meetings to which they relate are destroyed after three months of their creation, in accordance with the State Records Act.

ITEM 14 (continued)

ATTACHMENT 1

PRACTICE

The use of visual or audio recording devices is not permitted without Council's prior approval.

PART 3 – CONFLICTS OF INTERESTS (PECUNIARY AND NON-PECUNIARY)

3.1 Pecuniary and Non-Pecuniary Interests

3.1.1 What is a pecuniary interest

(Local Government Act - Section: 442)

- (1) For the purposes of this chapter, a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated as provided in section 443.
- (2) A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section 448.

3.1.2 What is a non-pecuniary interest

(Supplementary Provision – Meetings Practice Note)

A non-pecuniary conflict of interest is a conflict between a councillor's private interest in a matter being considered by the council, and his or her interest as a civic official (for example, kinship, membership of any association, society or trade union or involvement or interest in any trade union).

3.2 Pecuniary Conflicts of Interest

3.2.1 Who has a pecuniary interest

(Local Government Act - Section: 443)

- (1) For the purposes of this Chapter, a person has a pecuniary interest in a matter if the pecuniary interest is the interest of:
 - (a) the person, or
 - (b) the person's spouse or de facto partner or a relative of the person, or a partner or employer of the person, or
 - (c) a company or other body of which the person, or a nominee, partner or employer of the person, is a member.
- (2) However, a person is not taken to have a pecuniary interest in a matter as referred to in subsection (1) (b) or (c):

ITEM 14 (continued)

ATTACHMENT 1

- (a) if the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative, partner, employer or company or other body, or
- (b) just because the person is a member of, or is employed by, a council or a statutory body or is employed by the Crown, or
- (c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

(Supplementary Provision – City of Ryde)

It is the responsibility of each individual to determine whether or not he or she has a pecuniary interest and if necessary to obtain legal advice. It is not the role of the chairperson or the general manager to rule on any question of pecuniary interest

3.2.2 What interests do not have to be disclosed

(Local Government Act - Section: 448)

The following interests do not have to be disclosed for the purposes of this Chapter:

- (a) an interest as an elector,
- (b) an interest as a ratepayer or person liable to pay a charge,
- (c) an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Part,
- (d) an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to a relative of the person by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this Part,
- (e) an interest as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not),
- (f) an interest of a member of a council committee as a person chosen to represent the community or as a member of a non-profit organisation or other community or special interest group if the committee member has been appointed to represent the organisation or group on the committee,
- (g) an interest in a proposal relating to the making, amending, altering or repeal of an environmental planning instrument other than an instrument that effects a change of the permissible uses of:
 - (i) land in which the person or a person, company or body referred to in section 443 (1) (b) or (c) has a proprietary interest (which, for the purposes of this paragraph, includes any entitlement to the land at law or in equity and any other interest or potential interest in the land arising out of any mortgage, lease, trust, option or contract, or otherwise), or
 - (ii) land adjoining, adjacent to or in proximity to land referred to in subparagraph (i), if the person or the person, company or body referred to in section 443 (1) (b) or (c) would by reason of the proprietary interest have a pecuniary interest in the proposal,
- (h) an interest relating to a contract, proposed contract or other matter if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company,
- (i) an interest of a person arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because a relative of the person is a shareholder (but not a director) of the corporation or is a member (but not a member of the committee) of the association or is a partner of the partnership,
- (j) an interest of a person arising from the making by the council of a contract or agreement with a relative of the person for or in relation to any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
 - (i) the performance by the council at the expense of the relative of any work or service in connection with roads or sanitation,

ITEM 14 (continued)

ATTACHMENT 1

- (ii) security for damage to footpaths or roads,
- (iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council or by or under any contract,
- (k) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor),
- (l) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252,
- (m) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor,
- (n) an interest of a person arising from the passing for payment of a regular account for wages or salary of an employee who is a relative of the person,
- (o) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or member of a council committee,
- (p) an interest arising from appointment of a councillor to a body as representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

(Local Government Act - Section: 458)

The Minister may, conditionally or unconditionally, allow a councillor or a member of a council committee who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- (b) that it is in the interests of the electors for the area to do so.

3.2.3 Disclosure and presence in meetings

(Local Government Act - Section: 451)

- (1) A councillor or a member of a council committee who has a pecuniary interest in any matter with which the council is concerned and who is present at a meeting of the council or committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- (2) The councillor or member must not be present at, or in sight of, the meeting of the council or committee:
 - (a) at any time during which the matter is being considered or discussed by the council or committee, or
 - (b) at any time during which the council or committee is voting on any question in relation to the matter.
- (3) For the removal of doubt, a councillor or a member of a council committee is not prevented by this section from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or member has an interest in the matter of a kind referred to in section 448.

(Supplementary Provision – City of Ryde)

- 1. A general notice of disclosure can be made in some circumstances pursuant to section 454 of the Act which will fulfil the requirement of clause (1).
- 2. The Code of Conduct adopted by a council for the purposes of section 440 may also impose obligations on councillors, members of staff of councils and delegates of councils.
- 3. A councillor or a member of a council committee who has a pecuniary or non-pecuniary interest in any matter with which the Council is concerned and who is

ITEM 14 (continued)

ATTACHMENT 1

present at a meeting of the council or committee at which the matter is being considered should disclose the interest, in writing, on the appropriate form, to the meeting as soon as practicable

3.2 Disclosures to be recorded

(Local Government Act - Section: 453)

A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.

3.3 General disclosure

(Local Government Act - Section: 454)

A general notice given to the general manager in writing by a councillor or a member of a council committee to the effect that the councillor or member, or the councillor's or member's spouse, de facto partner or relative, is:

- (a) a member, or in the employment, of a specified company or other body; or
- (b) a partner, or in the employment, of a specified person,

is unless and until the notice is withdrawn, sufficient disclosure of the councillor's or member's interests in a matter relating to the specified company, body or person that may be subject of consideration by the council or council committee after the date of the notice.

3.4 Circumstances in which sections 451 and 456 of the LGA are not breached

(Local Government Act - Section: 457)

A person does not breach section 451 or 456 if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

(Local Government Act - Section: 456)

- (1) A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given.
- (2) The person is not required to disclose the person's interest as an adviser

3.5 Non Pecuniary Conflicts of Interest

3.5.1 Managing Non-Pecuniary Conflicts of Interest

(Supplementary Provision – Meetings Practice Note)

A non-pecuniary conflict of interests is a conflict between a councillor's private interest in a matter being considered by the council, and his or her interest as a civic official (for example, kinship, membership of any association, society or trade union or involvement or interest in any trade union).

ITEM 14 (continued)

ATTACHMENT 1

A councillor should give consideration to Council's Code of Conduct with regard to managing non-pecuniary interests with regard to disclosure of interests and participation in meetings.

If a councillor has a non-pecuniary interest that conflicts with their public duty they must fully disclose that interest in writing as soon as practicable, even if it is not significant. Should a councillor be in doubt about a possible non-pecuniary conflict of interest they should seek legal advice.

(Supplementary Provision – City of Ryde Code of Conduct)

Code: 2.13. Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.

Code: 2.14. If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes. This disclosure constitutes disclosure in writing for the purposes of clause 13.

Code: 2.15. How you manage a non-pecuniary conflict of interests will depend on whether or not it is significant.

Code: 2.16. As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:

- (a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
- (b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
- (c) an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.

Code: 2.17. If you are a council official, other than a member of staff of council, and you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:

- (a) remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another council official
- (b) have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply

Code: 2.18. If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances

3.6 Political Donations

(Supplementary Provision – City of Ryde Code of Conduct)

Code: 2.23. Where a councillor or the councillor's "official agent" has received "political contributions" or "political donations", as the case may be, within the meaning of the Election Funding Act 1981 exceeding \$1,000 which directly benefit their campaign:

ITEM 14 (continued)

ATTACHMENT 1

- (a) from a political or campaign donor or related entity in the previous four years; and
- (b) where the political or campaign donor or related entity has a matter before council,

then the councillor must declare a non-pecuniary conflict of interests, disclose the nature of the interest, and manage the conflict of interests in accordance with clause 17(b).

Code: 2.24. Councillors should note that political contributions below \$1,000, or political contributions to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interests. Councillors should determine whether or not such conflicts are significant and take the appropriate action to manage them.

Code: 2.25. If a councillor has received a donation of the kind referred to in clause.2.23, that councillor is not prevented from participating in a decision to delegate council's decision-making role to council staff or appointing another person or body to make the decision in accordance with the law.

PART 4 – QUORUM AND ATTENDANCE

4.1 Attendance at Meetings

4.1.1 Councillor absence from meetings

(Supplementary Provision – Meetings Practice Note)

If a councillor is absent from three consecutive ordinary meetings of Council without the leave of the council having been granted then the councillor automatically vacates office (LGA Sec 234 [1]). Leave can only be granted by Council prior to the meeting or at the meeting concerned. However this provision does not apply to a councillor suspended from office by the Local Government Pecuniary Interest Tribunal (LGA Sec 482).

4.1.2 How to apply for leave of absence

(Regulation - Clause: 235A)

(1) A councillor's application for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent.

(2) A councillor who intends to attend a council meeting despite having been granted leave of absence should, if practicable, give the general manager at least 2 days' notice of his or her intention to attend.

(Supplementary Provision – Meetings Practice Note)

A request for leave of absence by a councillor from a meeting should be made in writing to the General Manager. The written request should state the dates of the meetings the Councillor is expected to be absent, together with the reasons for absence.

Councillor leave of absence may be granted at the discretion of Council (LGA Sec 234 [1]). Leave of absence may be granted by the council prior to the meeting, or at the meeting for which leave is requested. An application for leave does not need to be made in person and the council may grant leave in the councillor's absence (LGA Sec 234 [2]).

4.1.3 Is tendering an apology the same as applying for leave of absence?

(Supplementary Provision – Meetings Practice Note)

No. The tendering of an apology is an accepted convention by which those present at a meeting are notified that the councillor tendering the apology will not be attending the

ITEM 14 (continued)

ATTACHMENT 1

meeting. It is a form of courtesy to those attending the meeting. Its purpose is also to aid the efficient conduct of meetings by informing the chairperson as to who will not be attending. This avoids delaying the opening of a meeting pending the arrival of such persons.

4.2 Quorum at Meetings

4.2.1 What is a quorum?

(Supplementary Provision – Meetings Practice Note)

A quorum is the minimum number of councillors required to hold a meeting. This minimum is set so that decisions are made by an appropriate number of councillors. Provided a quorum of councillors is present, council business can go ahead. If a quorum is not reached and maintained, a meeting cannot commence/continue.

4.2.2 What is the quorum for a meeting

(Local Government Act - Section: 368)

The quorum for a meeting of the council is a majority of the councillors of the council who hold office for the time being and are not suspended from office.

(Supplementary Provision – Meetings Practice Note)

In determining the number of councillors for the purposes of calculating quorum any casual vacancies in councillor offices and any suspended councillors are not to be counted.

Without a quorum the meeting is not a meeting of the Council. While a meeting without a quorum can be opened, resolutions cannot be made and any action taken will have no legal validity.

(Supplementary Provision – City of Ryde)

Without a quorum, the meeting is to be adjourned in accordance with Clause 4.2.4 of this Code of Meeting Practice.

Ryde has twelve councillors; therefore seven councillors must be present at a council or standing committee meeting of which all councillors are a member to form a quorum. If, for example, one councillor has resigned, then eleven councillors hold office for the time being and the quorum would be six councillors.

The Quorum for Works and Community Committee and Planning and Environment Committee is three (3) Councillors of that Committee, noting that the Mayor is a member of both committees ex-officio.

4.2.3 How do Pecuniary Interests affect a Quorum

(Local Government Act - Section: 458)

The Minister may, conditionally or unconditionally allow a councillor or a member of a council committee who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- (a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business; or
- (b) that it is in the interests of the electors for the area to do so.

ITEM 14 (continued)

ATTACHMENT 1

(Supplementary Provision – Meetings Practice Note)

A Councillor who is not capable of voting on the business before the council, by reason of having disclosed a pecuniary interest in a matter, is regarded as being absent from a meeting for the purpose of determining whether or not a quorum is present.

(Supplementary Provision – Case Law)

The case of Levenstrath Community Association Incorporated v Council of the Shire of Nymboida (1999) confirmed that a councillor who is not capable of voting on the business before the council (by reason of having disclosed a pecuniary interest or a significant non-pecuniary interest in a matter) is regarded as being absent from the meeting for the purpose of determining whether or not a quorum is present.

4.2.4 What happens when a quorum is not present

(Regulation - Clause: 233)

- (1) A meeting of a council must be adjourned if a quorum is not present:
 - (a) within half an hour after the time designated for the holding of the meeting;
or
 - (b) at any time during the meeting.
- (2) In either case, the meeting must be adjourned to a time, date and place fixed:
 - (a) by the chairperson; or
 - (b) in his or her absence - by the majority of the councillors present; or
 - (c) failing that, by the general manager.
- (3) The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

PRACTICE

1. If during a meeting of Council or Standing Committee, a quorum is not present, the Chairperson shall suspend the proceedings for a period of three minutes. If a quorum is not then present at the end of the three-minute suspension, the provisions of Clause 233 of the Regulation shall apply. This adjournment is to allow the return of any departed Councillors.
2. Where apologies have been received for a majority of Councillors the meeting will immediately be adjourned to a date and time to be specified by the Chair.
3. A reconvened meeting, being for the purpose of completing unfinished business of the previous adjourned meeting shall be deemed a continuation of that adjourned meeting, and no new business shall be brought forward.
4. The minutes of the meeting shall record the names of those Councillors who have left the meeting, and the time at which they left the Council Chamber/meeting venue.
5. For City of Ryde Standing Committees, if no quorum is present, the balance of items for consideration will be referred to the next practicable Council Meeting for determination. .

ITEM 14 (continued)

ATTACHMENT 1

4.2.5 Adjourned Meetings

(Supplementary Provision – Meetings Practice Note)

A meeting may be adjourned to a time later in the same day. An adjourned meeting is a continuation of the same meeting; it is not a new meeting.

If a meeting is adjourned to a different date, time or place, each councillor and the public should be notified of the new date, time or place.

PART 5 – MOTIONS AND AMENDMENTS

5.1 Terminology

5.1.1 What is a motion

(Supplementary Provision – Meetings Practice Note)

A motion is a proposal to be considered by council at a meeting. It is a request to do something or to express an opinion about something. A motion formally puts the subject of the motion as an item of business for the council to consider.

Further information on motions is contained in Appendix B.

5.1.2 What is an amendment

(Supplementary Provision – Meetings Practice Note)

An amendment is a change to the motion before the council (the initial motion), and is moved while the initial motion is being debated. An amendment to a motion must be put forward in a motion itself. It cannot be a direct negative of the original motion.

(Supplementary Provision – City of Ryde)

Only one amendment can be before the meeting at any one time, even though notice of a foreshadowed amendment is permissible.

Further information on Amendments is contained in Appendix B to this Code of Meeting Practice.

5.1.3 What is a resolution

(Supplementary Provision – Meetings Practice Note)

A resolution is a motion that has been passed by a majority of councillors at the meeting. While in practice it means the “council decision,” the word “resolution” also indicates the process by which the decision was made.

5.2 Motions

5.2.1 Motions to be seconded

(Regulation - Clause: 246)

A motion or an amendment cannot be debated unless or until it has been seconded. This clause is subject to clauses 243 (2) and 250 (5). (*of the Local Government (general) Regulation*)

ITEM 14 (continued)

ATTACHMENT 1

PRACTICE

1. The mover of a motion may be allowed by the Chairperson to speak to the motion before a “seconded” is sought.
2. The seconder of a motion or of an amendment may reserve the right to speak later in the debate.
3. Where a motion has been seconded, it shall not be withdrawn without the seconder's permission.

5.3 Amendments to Motions

5.3.1 Moving an Amendment to a Motion

(Supplementary Provision – Meetings Practice Note)

An amendment to a motion requires a mover and a seconder to put it forward. To be accepted as an amendment, it must relate to the motion. The amendment must be dealt with before voting on the main motion takes place. If the amendment is carried, it becomes the motion and the original motion lapses.

Debate is only allowed in relation to the amendment and not the main motion – which is suspended while the amendment is considered.

5.3.2 How subsequent amendments may be moved

(Regulation - Clause: 247)

If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one motion and one proposed amendment can be before the council at any one time.

(Supplementary Provision – City of Ryde)

If a Councillor intends to move a motion or amendment which differs from the recommendation included in the Business Paper, such motion or amendment should, where possible, be provided to the minute taker either electronically or in hard copy format, preferably prior to the meeting. This will allow the motion, amendment, etc to be displayed accurately on the visual screens at the time that the motion or amendment is being discussed.

Where a motion or amendment is developed by Councillors as a consequence of debate during the Meeting, the draft motion or amendment will be displayed on the visual screens by the minute taker to provide Councillors with the opportunity to review the motion or amendment prior to voting to ensure the intent of the motion or amendment is accurately reflected.

PRACTICE

1. An original amendment to a motion shall be dealt with before the motion and before any other amendment can be considered.
2. If an amendment and a motion are before the Chair, a Councillor may “foreshadow” a further amendment to the motion, although it cannot be debated until such time as only a motion remains. The mover of an amendment shall be given the opportunity

ITEM 14 (continued)

ATTACHMENT 1

- to explain the proposed amendment before the seconder is called for.
3. When an amendment is defeated, the original motion shall stand and then and only then a further amendment may be moved, seconded, debated and voted upon. If the further amendment is defeated, the original motion still stands and another amendment then can be moved.
 4. When an amendment is carried, it becomes the motion and shall be put to the vote.
 5. An amendment which is a direct negative of the motion proposed is not legitimate and shall not be accepted by the Chairperson.
 6. Only discussion relevant to the particular amendment that is being dealt with shall be allowed.
 7. The mover of an original motion may exercise a right of reply but shall confine himself/herself to answering remarks previously made and not introduce new information.
 8. Additions and alterations to a motion or amendment shall be allowed, so long as the fundamental nature and effect of the motion is not significantly changed. An addition or alteration which is a direct negative of the motion it seeks to alter or amend is not permitted, as the same effect can be achieved by voting against the original motion. Such alterations and additions may be in the form of an addendum subject to acceptance by the mover and seconder.

5.4 Notice of motion - absence of mover

(Regulation - Clause: 245)

In the absence of a councillor who has placed a notice of motion on the business paper for a meeting of a council:

- (a) any other councillor may move the motion at the meeting; or
- (b) the chairperson may defer the motion until the next meeting of the council at which the motion can be considered.

PRACTICE

1. A Councillor who has placed a Notice of Motion on the business paper and is unable to attend the meeting may request that the motion be deferred, and upon receipt of the request, and provided the request is received prior to the meeting the Chairperson shall defer the motion to a future meeting.
2. A request by a Councillor to withdraw a Notice of Motion on the business paper standing in his or her name may be submitted in writing or raised verbally by that Councillor on the occasion such Notice of Motion is before the Council.

5.5 Chairperson's duty with respect to motions

(Regulation - Clause: 238)

- (1) It is the duty of the chairperson at a meeting of a council to receive and put to the meeting any lawful motion that is brought before the meeting.
- (2) The chairperson must rule out of order any motion that is unlawful or the implementation of which would be unlawful.
- (3) Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been rejected.

ITEM 14 (continued)

ATTACHMENT 1

(Supplementary Provision – reference Section 223 of the Act)

- (a) Section 223 of the Act provides that the "role of Council is to direct and control the affairs of the Council in accordance with the Act."
- (b) Matters which do not directly affect Local Government and are not within the scope of any Act conferring functions upon Council are out of order.

PRACTICE

1. The Chairperson has right to rule out of order any motion on the ground that the proposed resolution would if implemented, involve a contravention of the law.
2. Adjournments (except where disorder arises or a quorum is not present) shall only be taken following a resolution to that effect by the Council or Committee.
3. Debate shall not be permitted on any motion for adjournment of a meeting of the Council or Committee.
4. If a motion for adjournment is negatived, the business of the meeting shall proceed, and it shall not be in order for any Councillor to again move a motion for adjournment within half an hour of the previous negatived motion for adjournment except as may be acceptable to the Chairperson.
5. A motion for adjournment may specify the time, date and place of the adjourned meeting; however, if a motion for adjournment is carried but does not specify the time, date and place of the adjourned meeting, the chairperson shall make a determination with respect to whichever of these matters has not then been specified.
6. Regulation 238 above also applies to committees.

5.6 Motions for Voting of funds by Councillors

(Supplementary Provision – City of Ryde)

Motions from Councillors for the expenditure of funds on works and/or services other than those already provided for in the Budget must identify the source of funding for the expenditure the subject of the motion. If the motion does not identify a funding source, the meeting will determine that the motion be deferred, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

5.7 Motions for on-site inspections

(Supplementary Provision – City of Ryde)

Whenever a motion is carried to conduct an on-site inspection, wherever practicable, the time and date of the on-site inspection will be determined at the Council or Standing Committee meeting approving the inspection. Where the time and date is not set at the meeting, the time and date shall be set by the Mayor and General Manager.

In the event that any item in the Planning and Environment Committee or the Works and Community Committee involves inspections and/or interviews and the committee is unable to use its delegation, the committee shall undertake the inspection and/or interview as arranged and no further inspections or interviews shall be conducted in respect of that item at any subsequent meeting without a specific resolution to that effect being first carried by the Council.

ITEM 14 (continued)

ATTACHMENT 1

5.8 Motions Without Notice (Motions of Urgency)

(Supplementary Provision – City of Ryde)

A Councillor may move a motion without notice at a meeting of Council, but such motion will only be acceptable if the Chairperson considers and rules that the matters raised in the motion are of great urgency. If the Chairperson so rules, then the motion can be seconded and voted on for the Council Meeting to determine if it is allowed as a Matter of Urgency..

However, if the Chairperson rules that the motion raises issues that are not of great urgency, the motion cannot be considered at the meeting. Should the Chairperson rule that the matter raised in the motion is not of great urgency, the Councillor raising the motion should submit the motion in writing to the General Manager for inclusion in the business paper for a subsequent Council meeting as a Notice of Motion.

5.9 Procedural Motions

5.9.1 General Procedural Motions

(Supplementary Provision – City of Ryde)

A procedural motion is a motion that refers to the conduct of a meeting, such as a Point of Order. In general, a procedural motion requires a seconder, unless stated to the contrary in the Code of Meeting Practice. There is no debate on procedural motions and procedural motions have precedence over substantive motions.

5.9.2 Point of Order

(Supplementary Provision – City of Ryde)

A Councillor may draw the attention of the Chairperson to an alleged breach of the Code of Meeting Practice. The Councillor shall draw the attention of the Chairperson by raising a “point of order.” A point of order does not require a seconder.

A point of order must be taken immediately it is raised. The Chairperson must suspend business before the meeting and permit the Councillor raising the point of order to state the meeting procedure(s) he/she believes have been infringed. The Chairperson will then rule on the point of order – either upholding it or overruling it. Further information on points of order can be found in Appendix “C”.

5.9.3 Motions of dissent

(Regulation - Clause: 248)

- (1) A councillor can, without notice, move to dissent from the ruling of the chairperson on a point of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- (2) If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the business paper and proceed with it in due course.
- (3) Despite clause 250 (*Regulation*) only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

ITEM 14 (continued)

ATTACHMENT 1

PRACTICE

1. A motion of dissent shall not be debated until it has been seconded.
2. The Chairperson shall not be bound to leave the Chair during debate on a Motion of Dissent.
3. A Councillor upon moving a Motion of Dissent from the ruling of the Chairperson at a Council meeting shall be given the opportunity to explain the reason for the motion.
4. The Chairperson may reply to the Motion of Dissent and there shall be no further debate before the motion is put to the vote.
5. If a Motion of Dissent is carried, the ruling of the Chairperson is overturned; if it is not, the ruling stands and the business shall proceed as if the Motion had not been presented.
6. The Mayor or Chairperson, if the situation arises, shall have a casting vote on any motion of dissent.

PART 6 – RESCISSION MOTIONS

6.1 Rescinding or altering resolutions

(Local Government Act - Section: 372)

- (1) A resolution passed by a council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with regulations made under section 360, or the council's code of meeting practice.
- (2) If notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.
- (3) If a motion has been negated by a council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with the council's code of meeting practice.
- (4) A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negated by the council, must be signed by 3 councillors if less than 3 months has elapsed since the resolution was passed, or the motion was negated, as the case may be.
- (5) If a motion to alter or rescind a resolution has been negated, or if a motion which has the same effect as a previously negated motion, is negated, no similar motion may be brought forward within 3 months. This subsection may not be evaded by substituting a motion differently worded, but in principle the same.
- (6) A motion to which this section applies may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of council.
- (7) The provisions of this section concerning negated motions do not apply to the motions of adjournment.

ITEM 14 (continued)

ATTACHMENT 1

PRACTICE

1. A rescission motion shall only prevent a resolution of Council from being effective immediately, if notice is given at the meeting at which the resolution is passed.
2. A rescission motion shall be in writing and shall be signed by three Councillors.
3. Notices of Rescission which attempt to alter or stop some course of action which has been substantially proceeded with shall be ruled out of order: See part 6.2 below.
4. The re-committal of a matter which has already been determined earlier in the meeting and the carrying of the motion of re-committal shall expunge the previous resolution on the subject matter and the matter must be dealt with afresh. It is appropriate for the Chairperson, instead of insisting on a rescission motion for an item dealt with earlier in the meeting, to accept as valid a motion that a previously determined matter be brought back before Council for fresh consideration (i.e. motion of re-committal).
5. If there is a lapse in the continuity of the meeting, such as adjournment to another day, no re-committal shall be permitted from the previously adjourned section of the meeting.
6. A motion to rescind or alter a resolution of Council can be withdrawn only with the consent of all signatories to such motion.

6.2 Rescission of resolutions granting development consent

(Supplementary Provision – Case Law)

Under section 83 of the Environmental Planning and Assessment Act 1979 development consent has effect from the date endorsed on the written notification (subject to any appeal action).

In the case of *Townsend v Evans Shire Council* ([2000] NSWLEC 163) it was held that there was no effective development consent until formal notice of a determination was issued to the applicant and that "...it is necessary that the communication of the consent have some formal character as being authenticated on behalf of the council."

Verbal advice from the Mayor or Chairperson at a Council or Standing Committee meeting that the consent had been given was not notice to the applicants so as to "tie the council's hands." In this case, the rescission motion had been lodged with the general manager before the time required in the Planning Regulations for issuing a notice of determination.

Once the applicant has been formally advised of council's decision, there may be issues of compensation to the applicant if consent is later rescinded.

A Rescission Motion lodged after Development Consent has been issued will be ruled out of order.

ITEM 14 (continued)

ATTACHMENT 1

PART 7 – CLOSED PARTS OF MEETINGS

7.1 Closure of meetings to the public

(Local Government Act - Section: 10A)

- (1) A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises:
 - (a) the discussion of any of the matters listed in sub-clause (2), or
 - (b) the receipt or discussion of any of the information so listed.
- (2) the matters and information are the following:
 - (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) Information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (3) A council, or a committee of the council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.
- (4) A council, or a committee of the council may allow members of the public to make representations to or at the meeting, before any part of the meeting is closed to the public, as to whether that particular part of the meeting should be closed.

*The following table summarises the provisions of 10A and 10B. Council may go into closed session for receipt or discussion of any of the following matters, **for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security:***

Matter - Section 10A	Restrictions - Section 10B
(2)(a) personnel matters concerning particular individuals	
(2)(b) personal hardship of any resident or ratepayer	
(2)(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business	(1)(b) must be satisfied that discussion in open meeting would, on balance, be contrary to the public interest
(2)(d) commercial information of a confidential nature that would, if disclosed:	(1)(b) must be satisfied that discussion in open meeting would, on balance, be contrary to the

ITEM 14 (continued)

ATTACHMENT 1

Matter - Section 10A	Restrictions - Section 10B
(i) prejudice the commercial position of the person who supplied it, or (ii) confer a commercial advantage on a competitor of council, or (iii) reveal a trade secret	public interest (except for trade secrets)
(2)(e) information that would, if disclosed, prejudice the maintenance of law	(1)(b) must be satisfied that discussion in open meeting would, on balance, be contrary to the public interest
(2)(f) matters affecting the security of the council, councillors, council staff or council property	(1)(b) must be satisfied that discussion in open meeting would, on balance, be contrary to the public interest
(2)(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege	(1)(b) must be satisfied that discussion in open meeting would, on balance, be contrary to the public interest (2) advice must concern legal matters that: (a) are substantial issues relating to a matter in which the council is involved (b) are clearly identified in the advice, and (c) are fully discussed in that advice
(2)(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land	(1)(b) must be satisfied that discussion in open meeting would, on balance, be contrary to the public interest
(3) so much of its meeting as comprises a motion to close another part of the meeting	(3) must not include any consideration of the matter or information to be discussed

7.2 Limitation on closure of meetings to the public

(Local Government Act - Section: 10B)

- (1) A meeting is not to be closed during the discussion of anything referred to in section 10A (2):
 - (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret - unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.
- (2) A meeting is not to be closed during the receipt and consideration of information or advice referred to in section 10A (2) (g) unless the advice concerns legal matters that:
 - (a) are substantial issues relating to a matter in which the council or committee is involved, and
 - (b) are clearly identified in the advice, and
 - (c) are fully discussed in that advice.
- (3) If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in section 10A (3)), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is a matter referred to in section 10A (2)).
- (4) For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

ITEM 14 (continued)

ATTACHMENT 1

- (a) a person may mis-interpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.
- (5) In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must have regard to any relevant PRACTICES issued by the Director-General.

PRACTICE

1. After a motion to close part of a meeting to the public has been moved and seconded, the Chairperson at his or her discretion will ask the General Manager if there are any written representations from the public on the proposed closure.
2. The General Manager will either; read out the representations; or summarise their collective content (depending on the number of submissions); or state that no written representations have been received.
3. An invitation will then be made to persons present at the meeting to make verbal representations on the proposal for closure, and the “fixed period” referred to in clause 252 of the Regulation shall be the period between when the “closure motion” is moved and seconded and when the Chairperson declares the result of the voting on the motion, however it would be acceptable for a recommittal motion to be moved up until the time the doors of the Chamber are locked to exclude the press and the public gallery.
4. In respect of sub-clause 10A (2)(d) the Department of Local Government has advised that it considers decisions involving tenders and the setting of reserve prices are recognised categories of confidential information, the disclosure of which could damage Council's competitive position. Therefore these matters can be considered in closed meetings in accordance with clause 10A (2) (d) of the Act.

7.3 Closure of meeting to public in urgent cases – Matters of Urgency

(Local Government Act - Section: 10C)

Part of a meeting of council, or a committee of the council of which all the members are councillors, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in section 10A (2) and
- (b) the council or committee, after considering any representations made under section 10A (4), resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

ITEM 14 (continued)

ATTACHMENT 1

7.4 Grounds for closure to be specified

(Local Government Act - Section: 10D)

- (1) The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.
- (2) The grounds must specify the following:
 - (a) the relevant provision of section 10A (2),
 - (b) the matter that is to be discussed during the closed part of the meeting,
 - (c) the reasons why the part of the meeting is being closed including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

7.5 Resolutions passed at closed meetings to be made public

(Regulation - Clause: 253)

If a council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting or part of the meeting has ended.

7.6 Representations by members of the public - closure of part of meeting

(Regulation - Clause: 252)

- (1) A representation at a Council meeting by a member of the public as to whether a part of the meeting should be closed to the public can only be made for a fixed period immediately after the motion to close the part of the meeting is moved and seconded.
- (2) That period is as fixed by the council's code of meeting practice or (if the council does not have a code of meeting practice or its code of meeting practice does not fix that period) as fixed by resolution of the council. Different periods can be fixed according to the different types of matters to be discussed or received and discussed at closed parts of meetings.

(Regulation - Clause: 264)

- (1) A representation at a committee meeting by a member of the public as to whether a part of the meeting should be closed to the public can only be made for a fixed period immediately after the motion to close the part of the meeting is moved and seconded.
- (2) That period is as fixed by the council's code of meeting practice or (if the council does not have a code of meeting practice or its code of meeting practice does not fix that period) as fixed by resolution of the council. Different periods can be fixed according to the different types of matters to be discussed or received and discussed at closed parts of meetings.

(Supplementary Provision – City of Ryde)

Members of the public who request to make representations in accordance with section 10A(4) of the Act, may make such representations to the Council or Committee Meeting in

ITEM 14 (continued)

ATTACHMENT 1

writing or verbally. Each person wishing to make verbal representations may speak for up to one (1) minute prior to a resolution to close the meeting to public and press.

7.7 Disclosure and misuse of information

(Local Government Act - Section: 664)

- (1) A person must not disclose any information obtained in connection with the administration or execution of this Act unless that disclosure is made:
 - (a) with the consent of the person from whom the information was obtained, or
 - (b) in connection with the administration or execution of this Act, or
 - (c) for the purposes of any legal proceedings arising out of this Act or of any report of any such proceedings, or
 - (d) in accordance with a requirement imposed under the *Ombudsman Act 1974* or the *Freedom of Information Act 1989*, or
 - (e) with other lawful excuse.
- (1A) In particular, if part of a meeting of a council or a committee of a council is closed to the public in accordance with section 10A (1), a person must not, without the authority of the council or the committee, disclose (otherwise than to the council or a councillor of the council) information with respect to the discussion at, or the business of, the meeting.
- (1B) Subsection (1A) does not apply to:
 - (a) the report of a committee of a council after it has been presented to the council, or
 - (b) disclosure made in any of the circumstances referred to in subsection (1) (a)-(e), or
 - (c) disclosure made in circumstances prescribed by the regulations, or
 - (d) any agenda, resolution or recommendation of a meeting that a person is entitled to inspect in accordance with section 12.
- (2) A person acting in the administration or execution of this Act must not use, either directly or indirectly, information acquired by the person in that capacity, being information that is not generally known, for the purpose of gaining either directly or indirectly a financial advantage for the person, the person's spouse or de facto partner or a relative of the person.
- (3) A person acting in the administration or execution of this Act, and being in a position to do so, must not, for the purpose of gaining either directly or indirectly an advantage for the person, the person's spouse or de facto partner or a relative of the person, influence:
 - (a) the determination of an application for an approval, or
 - (b) the giving of an order.

(Supplementary Provision – Code of Conduct)

A breach of section 664 of the Act shall be treated as a breach of both the Act and Council's Code of Conduct and will be investigated in accordance with the provisions of the Code of Conduct.

Councillors and staff must comply with Council's adopted Confidential Information Protocol and any other relevant protocols and policies.

ITEM 14 (continued)

ATTACHMENT 1

(Regulation - Clause: 412)

For the purposes of section 664(1B)(c) of the Act, any disclosure made with the intention of enabling the Minister or the Director-General to properly exercise the functions conferred or imposed on them by or under the Act is a prescribed circumstance.

7.8 Access to information and records by Councillors

(Supplementary Provision – City of Ryde)

The general manager shall produce and distribute a Councillors' Information Bulletin, generally on a weekly basis, to provide information to councillors on projects and local government matters of interest to Councillors.

Councillors shall have access to council documents in accordance with ***the provisions of the Government Information (Public Access) Act*** ~~sections 12 and 12A of the Act,~~ however, nothing in this code derogates from the common law right of councillors to generally inspect any record of the council relating to any business before the council, except where the councillor requesting inspection has, in the opinion of the general manager, a pecuniary interest in the matter.

PART 8 – ORDER AT MEETINGS

8.1 Questions of order

(Regulation - Clause: 255)

- (1) The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- (2) A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- (3) The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- (4) The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

(Supplementary Provision –Meetings Practice Note)

Clause 256(2) of the Regulation authorises the chairperson to require a councillor to take back comments or to apologise without reservation for an act of disorder.

PRACTICE

1. The Chairperson may name any Councillor who is guilty of:
 - (a) interrupting a speaker except upon a point of order;
 - (b) interrupting the Chairperson except on a point of dissent;
 - (c) refusing to accept a ruling from the Chairperson.
2. Any Councillor who is named by the Chairperson three times in one meeting for a disorder referred to in (a) - (c) above and fails to apologise for the disorder if requested to by the chairperson may be expelled from the meeting by resolution of Council in accordance with clauses 255 and 256 of the Regulation.
3. Acts of disorder are explained at Clause 256 of the Regulation below.

ITEM 14 (continued)

ATTACHMENT 1

4. In accordance with Clause 270 of the Regulation, the provisions of this clause apply to meetings of committees of the council in the same way as they apply to meetings of the council.

8.2 Acts of disorder

(Regulation - Clause: 256)

- (1) A councillor commits an act of disorder if the councillor, at a meeting of a council or a committee of a council:
- (a) contravenes the Act or any regulation in force under the Act; or
 - (b) assaults or threatens to assault another councillor or person present at the meeting; or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or committee, or addresses or attempts to address the council or committee on such a motion, amendment or matter; or
 - (d) insults or makes personal reflections on or imputes improper motives to any other councillor; or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or committee into contempt.
- (2) The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in sub-clause (1) (a) or (b); or
 - (b) to withdraw a motion or an amendment referred to in sub-clause (1) (c) and, where appropriate, to apologise without reservation; or
 - (c) to retract and apologise without reservation for an act of disorder referred to in sub-clause (1) (d) or (e).
- (3) A councillor may, as provided by section 10(2) (a) or (b) of the Act, be expelled from a meeting of a council for having failed to comply with a requirement under sub-clause (2). The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

(Supplementary Provision –Meetings Practice Note)

Acts of disorder committed by councillors during council or committee meetings may amount to misbehaviour, leading to censure by the council or suspension in accordance with the Code of Conduct.

If a councillor does not act as requested by the Chairperson, a councillor may be expelled from the meeting. This can be done by the council, committee, chairperson (if authorised to do so by a resolution of the meeting) or by a person presiding at the meeting. However, council must have resolved to authorise the person presiding to exercise the power of expulsion: this is in accordance with section 10(2) of the Local Government Act.

(Supplementary Provision –City of Ryde)

The person presiding at a meeting of Council does not have the power of expulsion pursuant to Section 10(2) of the Local Government Act and would require a resolution of Council to exercise the power of expulsion.

ITEM 14 (continued)

ATTACHMENT 1

PRACTICE

1. A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a Committee of the Council reads at length from any correspondence, report or other document, without the leave of Council.
2. The expulsion of a Councillor shall be recorded in the minutes of the meeting.
3. A Councillor expelled from a meeting in accordance with Clause 256 (3) of the Regulation shall leave the Chamber for the duration of the meeting.
4. Further to Clause 256 (1) of the Regulation, a Councillor commits an act of disorder if the Councillor insults or makes personal reflections on or imputes improper motives to any Officer of Council.
5. Councillors, Council Officers and members of the gallery must ensure that their mobile phones are switched off during meetings of Council and Standing Committees. Failure to do so or an attempt to use a mobile phone during a meeting of Council or Standing Committee will be deemed to be an act of disorder and render the offender liable to expulsion from the meeting. .

8.3 Disorder in committee meetings

(Regulation - Clause: 270)

The provisions of the Act and of this Regulation relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

(Supplementary Provision –City of Ryde)

The person presiding at a Committee Meeting does not have the power of expulsion pursuant to Section 10(2) of the Local Government Act and would require a resolution of the Committee to exercise the power of expulsion.

8.4 How disorder at a meeting may be dealt with

(Regulation - Clause: 257)

- (1) If disorder occurs at a meeting of a council, the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair. The council, on reassembling, must, on a question put from the chair, decide without debate whether the business is to be proceeded with or not. This sub-clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.
- (2) A member of the public may, as provided by section 10 (2) (a) or (b) of the Act, be expelled from a meeting of a council for engaging in or having engaged in disorderly conduct at the meeting.

(Supplementary Provision –City of Ryde)

- (1) No person shall enter a meeting if, in the opinion of the chairperson, the person is dressed to a standard that is inappropriate for the meeting.
- (2) No person shall display any sign at a meeting which, in the opinion of the chairperson, appears to attempt to influence any decision to be made at any meeting or makes comment on any Council matter. Such action shall be considered to be conduct that is inconsistent with maintaining order at the meeting.

ITEM 14 (continued)

ATTACHMENT 1

In this subparagraph, "sign" shall include any item of clothing that has on it or attached to it any words that appear, in the opinion of the chairperson, to attempt to influence any decision or make comment on any Council matter.

- (3) In accordance with clause 270 of the Regulation, the provisions of this clause apply to meetings of committees of the council in the same way as they apply to meetings of the council.

PRACTICE

1. Council has a duty of care to provide a workplace in which all staff are treated with respect and which is free from bullying, harassment, discrimination and other intimidating behaviours.
2. Where the General Manager or their delegate determines that a staff member present at a Council or Committee Meeting is not being treated appropriately they may requested that the offending comment be withdrawn and/or and apology given.
3. If the comment is not withdrawn and/or the apology given, the General Manager or their delegate may, in accordance with clause 2.1.1, withdraw staff from the meeting.

8.5 Power to remove persons from meeting after expulsion resolution

(Regulation - Clause: 258)

If a councillor or a member of the public fails to leave the place where a meeting of a council is being held:

- (a) immediately after the council has passed a resolution expelling the councillor or member from the meeting; or
- (b) where the council has authorised the person presiding at the meeting to exercise the power of expulsion, immediately after being directed by the person presiding to leave the meeting, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member from that place and, if necessary, restrain the councillor or member from re-entering that place.

PRACTICE

1. The power to remove a Councillor is confined to those circumstances that constitute a failure to comply with a requirement under Clause 256 of the Regulation and this Code.
2. For the purposes of this clause, the chairperson may authorise any person or persons to remove a person who has been expelled by a decision of the council.
3. In accordance with clause 270 of the Regulation, the provisions of this clause apply to meetings of committees of the council in the same way as they apply to meetings of the council.

ITEM 14 (continued)

ATTACHMENT 1

8.6 Certain persons may be expelled from council committee meetings

(Regulation - Clause: 271)

- (1) If a meeting or part of a meeting of a committee of a council is closed to the public in accordance with section 10(A) of the Act, any person who is not a councillor may be expelled from the meeting as provided by section 10(2) (a) or (b) of the Act.
- (2) If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council, committee or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place.

(Supplementary Provision –City of Ryde)

For the purposes of this clause, the chairperson may authorise any person or persons to remove a person who has been expelled by a decision of the council.

8.7 Conduct at Meetings

(Supplementary Provision – Code of Conduct)

Council's Code of Conduct also provides standards for appropriate behaviour and sanctions for misbehaviour at meetings. Councillors should also be aware of the provisions of the Code of Conduct in regard to these matters.

PART 9 – COMMITTEES, THEIR MEMBERS AND FUNCTIONS

9.1 Committee of the Whole

(Local Government Act - Section: 373)

A council may resolve itself into a committee to consider any matter before the council.

(Regulation - Clause: 259)

- (1) All the provisions of this Regulation relating to meetings of a council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provision limiting the number and duration of speeches.
- (2) The general manager or, in the absence of the general manager, an employee of the council designated by the general manager is responsible for reporting to the council proceedings in committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- (3) The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

ITEM 14 (continued)

ATTACHMENT 1

9.2 Council may appoint committees

(Regulation - Clause: 260)

- (1) A council may, by resolution, establish such committees as it considers necessary.
- (2) A committee is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- (3) The quorum for a meeting of a committee is to be:
 - (a) such number of members as the council decides, or
 - (b) if the council has not decided a number a majority of the members of the committee.

PRACTICE

1. Committees established under this Clause shall be known as "Standing Committees" and comprise Elected Members only.
2. Unless council decides otherwise, a quorum for a committee comprising less than the full council shall be three (3) and for a committee comprising the full council shall be seven (7).
3. Standing Committees detailed above have such authority to make binding resolutions on all relevant matters in accordance with their charter and in accordance with their delegation.
4. The Delegation for Standing Committees is set out in Appendix F of this Code of Meeting Practice.

9.3 Functions of committees

(Regulation - Clause: 261)

A council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

(Supplementary Provision – City of Ryde)

The charter, functions, powers and meeting times of current committees are set out in Annexure "F".

The Civic Precinct Committee has full delegated authority to determine all matters referred to them. The charter, functions, powers and meeting times the Civic Precinct Committee are set out in Annexure "F".

The Works and Community Committee and Planning and Environment Committee as set out in Annexure F may operate with its delegates powers subject to the Act, the Regulations and the following restrictions:

Requirement before delegation can be used	Exception allowing delegation to be used
1 The report and recommendation is on the Agenda for councillor and community notice.	<ul style="list-style-type: none"> No exceptions.
2 No dissenting votes occurring	<ul style="list-style-type: none"> Where every dissenting Councillor present is agreeable to the decision proceeding with their names being recorded against the decision.

ITEM 14 (continued)

ATTACHMENT 1

Requirement before delegation can be used	Exception allowing delegation to be used
3 No substantive changes are made to the published recommendation.	<ul style="list-style-type: none"> Where any inconsequential changes are made such as for clarification purposes, to correct typographical, grammatical or similar errors, or to extend thanks/congratulations.
4 No Councillor has requested the General Manager in writing by the commencement of the meeting to refer the matter to the next Council Meeting.	<ul style="list-style-type: none"> No exceptions

PRACTICE

If in the opinion of a Councillor another Councillor is repeatedly and unreasonably taking action that frustrates the use of delegated powers by any committee, the Councillor may have this matter considered by the Council through the submission of a Notice of Motion calling upon the alleged offending Councillor to justify his or her action. The Council may take such action as is considered appropriate in the circumstances.

9.4 Notice of committees meetings

(Regulation - Clause: 262)

- (1) The general manager of a council must send to each councillor, at least 3 days before each meeting of the committee, a notice specifying:
 - (a) the time and place at which and the date on which the meeting is to be held; and
 - (b) the business proposed to be transacted at the meeting.
- (2) However, notice of less than 3 days may be given of a committee meeting called in an emergency.

(Supplementary Provision – City of Ryde)

- (1) Urgent late items may be submitted to a committee meeting only by the general manager or with the concurrence of the general manager and the chairperson shall accept any such late items and have them dealt with by the committee.
- (2) The provisions of this Code, except for Clause 240(1) of the Regulation, apply to the business papers of committee meetings in the same manner as they apply to the business papers of meetings of the council as detailed in Clause 1.2 of this Code of Meeting Practice.

9.5 Procedure in committees

(Regulation - Clause: 265)

- (1) Subject to sub-clause (3), each committee of a council may regulate its own procedure.

ITEM 14 (continued)

ATTACHMENT 1

- (2) Without limiting sub-clause (1), a committee of a council may decide that, whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote.
- (3) Voting at a committee is to be by open means (such as on the voices or by show of hands).

PRACTICE

The chairperson shall not have a casting vote on any Standing Committee where the membership is fewer than all the Councillors.

There is no requirement to stand when speaking during any Standing Committee.

9.6 Chairperson and deputy chairperson of committees

(Regulation - Clause: 267)

- (1) The chairperson of each committee of the council, must be:
 - (a) the mayor; or
 - (b) if the mayor does not wish to be the chairperson of a committee - a member of the committee elected by the council; or
 - (c) if the council does not elect such a member - a member of the committee elected by the committee.
- (2) A council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- (3) If neither the chairperson nor the deputy chairperson of a committee of a council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- (4) The chairperson is to preside at a meeting of a committee of a council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

PRACTICE

- 1. The Mayor shall be entitled to attend and vote at any Committee meeting of Council. However, if a Chairperson has been elected or appointed to a particular Committee by Council, the Mayor shall not have the right to preside at a meeting of that Committee unless the Chairperson or Deputy Chairperson is unable or unwilling to preside and then only if the Mayor has been elected by the members of the Committee as the Committee's Acting Chairperson.
- 2. If the Mayor enters the meeting room during a committee meeting it will be recorded in the minutes whilst ever he/she remains in the meeting room. The meeting area includes the public gallery seating area.
- 3. The Chairpersons, and Deputy Chairpersons, of Standing Committees shall be appointed by the Committee at the first Committee meeting following the Mayoral Election and determination of Standing Committee Membership..

ITEM 14 (continued)

ATTACHMENT 1

4. The role of the Chairperson is outlined in Appendix "A".
5. The Chairperson of the Works and Community Committee and/or the Planning and Environment Committee does not have a casting vote.
6. The Chairperson of any Committee of which all Councillors are members has the right to a casting vote.

9.7 Absence from committee meetings

(Regulation - Clause: 268)

- (1) A member ceases to be a member of a committee if the member (other than the mayor):
 - (a) has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences; or
 - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- (2) Sub-clause (1) does not apply if all of the members of the council are members of the committee.

Note: The expression "year" means the period beginning 1st July and ending the following June. See the Dictionary to the Act.

9.8 Non-members entitled to attend committee meetings

(Regulation - Clause: 263)

- (1) A councillor who is not a member of a committee of a council is entitled to attend, and to speak at, a meeting of the committee.
- (2) However, the councillor is not entitled:
 - (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.

9.9 Reports of committees

(Regulation - Clause: 269)

- (1) If in a report of a committee of the council distinct recommendations are made, the decision of the council may be made separately on each recommendation.
- (2) The recommendations of a committee of the council, are so far as adopted by Council, resolutions of the council.
- (3) If a committee of a council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting, that is closed to the public, the chairperson must:
 - (a) make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended; and
 - (b) report the resolution or recommendation to the next meeting of the council.

ITEM 14 (continued)

ATTACHMENT 1

PRACTICE

1. The City of Ryde provides delegations to Standing Committees as set out in Appendix F of this Code of Meeting Practice.
2. Reports from Committees in accordance with their appropriate exercise of their delegation will be provided to the next practicable Council Meeting for determination.

9.10 Committee minutes

(Regulation - Clause: 266)

- (1) Each committee of a council must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular, a committee must ensure that the following matters are recorded in the committee's minutes:
 - (a) details of each motion moved at a meeting and of any amendments moved to it,
 - (b) the names of the mover and seconder of the motion or amendment,
 - (c) whether the motion or amendment is passed or lost.
- (2) As soon as the minutes of an earlier meeting of a committee of the council have been confirmed at a later meeting of the committee, the person presiding at the later meeting must sign the minutes of the earlier meeting.

(Supplementary Provision – City of Ryde)

All voting of Councillors will be recorded for both Council and Standing Committee meetings.

PART 10 – AFTER THE MEETING

10.1 Acting on Council Decisions

(Supplementary Provision – Meetings Practice Note)

The Act requires Councillors as a group to direct and control the Council's affairs, allocate Council's resources, determine Council policies and objectives and monitor Council's performance.

The General Manager is responsible for the efficient and effective operation of Council's organisation, the day-to-day management of the council, employment of council staff and for acting on Council decisions (LGA Sec 335).

ITEM 14 (continued)

ATTACHMENT 1

10.2 Public Availability of Decisions

(Supplementary Provision – Meetings Practice Note)

The public has the opportunity to review all Council decisions, even those made at closed meetings, through the inspection of Council's meeting minutes. The right of the public to inspect meeting agendas, business papers and minutes of council and committee meetings, is expressly provided for under section 12 of the Act.

10.3 Public Access to correspondence and reports

(Local Government Act - Section: 11)

- (1) A council and a committee of which all the members are councillors must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.
- (2) This section does not apply if the correspondence or reports:
 - (a) relate to a matter that was received or discussed; or
 - (b) were laid on the table at, or submitted to, the meeting,when the meeting was closed to the public.
- (3) This section does not apply if the council or committee resolves at the meeting, when open to the public, that the correspondence or reports, because they relate to a matter specified in section 10A (2), are to be treated as confidential.

ITEM 14 (continued)

ATTACHMENT 1

PART 11 – MINUTES

11.1 Why and How Should Minutes be Kept?

(Local Government Act - Section: 375)

- (1) The council must ensure that full and accurate minutes are kept of the proceedings of a meeting of the council.
- (2) The minutes must, when they have been confirmed at a subsequent meeting of the council, be signed by the person presiding at that subsequent meeting.

PRACTICE

1. The provision of Section 375 above shall also apply to Standing Committees.
2. The purpose of the minutes is to record procedural motions and substantive motions arrived at by the meeting. The minutes shall not record things said by way of debate or comment unless Council so resolves.
3. The correctness of the minutes of every proceeding ordinary, extraordinary or special meeting, not previously confirmed shall be taken into consideration as the first business at every ordinary meeting of Council, in order that such minutes can be confirmed.
4. A motion or discussion shall not be in order with respect to such minutes except with regard to their accuracy as a true record of proceedings.
5. In the absence of any formal direction from the Council, the structure and presentation of the minutes shall be at the General Manager's discretion.

11.2 What matters must be included in the minutes of council meetings

(Regulation - Clause: 254)

The general manager must ensure that the following matters are recorded in the council's minutes:

- (a) details of each motion moved at a council meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment is passed or lost.

PRACTICE

1. All voting at council and committee meetings shall be recorded in the minutes of the meetings with all names of Councillors who voted for or against a motion being recorded or otherwise the words "unanimous" being recorded when all voting is the same.
2. Only in exceptional circumstances may Council Meeting Minutes be confirmed at an extraordinary or special meeting of the Council. Generally, Council Meeting Minutes will be referred to an Ordinary Council Meeting for confirmation.

ITEM 14 (continued)

ATTACHMENT 1

11.3 Minutes for Closed Meetings

(Supplementary Provision – Meetings Practice Note)

In accordance with Clause 254 of the Regulation minutes must include the details of all motions and amendments; the names of their movers and seconders; and whether the motions and amendments are passed or lost.

Any person is entitled to inspect minutes containing resolutions or recommendations from the closed parts of meetings. While council cannot keep its decisions confidential, it is possible to discuss matters in the minutes in such a way as not to reveal confidential details.

11.4 Minutes from Committee Meetings

(Regulation - Clause: 266)

- (1) Each Committee of a council must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular, a committee must ensure that the following matters are recorded in the committee's minutes:
 - (a) details of each motion moved at a meeting and of any amendments to it;
 - (b) the names of the mover and seconder of the motion or amendment;
 - (c) whether the motion or amendment is passed or lost.
- (2) As soon as the minutes of an earlier meeting of a committee of the council have been confirmed at a later meeting of the committee, the person presiding at the later meeting must sign the minutes of the earlier meeting.

11.5 Inspection of the minutes of a council or committee

(Regulation - Clause: 272)

- (1) An inspection of the minutes of a council or committee of a council is to be carried out under the supervision of the general manager or an employee of the council designated by the general manager to supervise inspections of those minutes.
- (2) The general manager must ensure that the minutes of the council and any minutes of a committee of the council are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them.

Note: Section 12 of the Act confers a right (restricted in the case of closed parts of meetings) to inspect the minutes of a council or committee of a council.

11.6 Confirmation of Minutes

(Local Government Act - Section: 703)

Every entry in the minutes of the business transacted at a meeting of the council and purporting to be signed by the person presiding at a subsequent meeting of the council is, until the contrary is proved, evidence:

- (a) that the business as recorded in the minutes was transacted at the meeting; and
- (b) that the meeting was duly convened and held.

(Supplementary Provision – City of Ryde)

The minutes of a meeting are “unconfirmed” until they are submitted for confirmation at a subsequent meeting. The minutes can be amended in terms of their accuracy by Council resolution at the meeting prior to their confirmation.

ITEM 14 (continued)

ATTACHMENT 1

PART 12 – CODE OF MEETING PRACTICE

12.1 Conduct of meetings of council and committees

(Local Government Act - Section: 360)

- (1) The regulations may make provision with respect to the conduct of meetings of councils and committees of council of which all the members are councillors.
- (2) A council may adopt a code of meeting practice that incorporates the regulations made for the purposes of this section and supplements those regulations with provisions that are not inconsistent with them.
- (3) A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by it.

12.2 Preparation, public notice and exhibition of draft code

(Local Government Act - Section: 361)

- (1) Before adopting a code of meeting practice, a council must prepare a draft code.
- (2) The council must give public notice of the draft code after it is prepared.
- (3) The period of public exhibition must not be less than 28 days.
- (4) The public notice must also specify a period of not less than 42 days after the date on which the draft code is placed on public exhibition during which submissions may be made to the council.
- (5) The council must publicly exhibit the draft code in accordance with its notice.

12.3 Adoption of draft code

(Local Government Act - Section: 362)

- (1) After considering all submissions received by it concerning the draft code, the council may decide:
 - (a) to amend those provisions of its draft code that supplement the regulations made for the purposes of section 360; or
 - (b) to adopt the draft code as its code of meeting practice.
- (2) If the council decides to amend its draft code, it may publicly exhibit the amended draft in accordance with this Division or, if the council is of the opinion that the amendments are not substantial, it may adopt the amended draft code without public exhibition as its code of meeting practice.

(Supplementary Provision – City of Ryde)

- (a) The Council must consider all submissions received.
- (b) It is a matter for Council to determine whether any amendments are considered to be substantial in terms of Clause 362 (2) of the Act, and therefore not required to be publicly exhibited.

ITEM 14 (continued)

12.4 Amendment of the code

ATTACHMENT 1

(Local Government Act - Section: 363)

A council may amend a code adopted under this Part by means only of a code so adopted.

PRACTICE

Changes that are made to Act and Regulation will automatically be incorporated into this Code and such changes will not be advertised or reported to Council.

Any further code adopted by Council must be prepared, notified, exhibited and adopted in accordance with the provisions of Sections 360, 361, 362 and 364 of the Act.

12.5 Public availability of the code

(Local Government Act - Section: 364)

- (1) The code of meeting practice adopted under this Division by a council must be available for public inspection free of charge at the office of the council during ordinary office hours.
- (2) Copies of the code must be available free of charge or, if the council determines, on payment of approved fee.

PART 13 – COUNCIL SEAL

(Regulation - Clause: 400)

- (1) The seal of a council must be kept by the mayor or the general manager, as the council determines.
- (2) The seal of a council may be affixed to a document only in the presence of:
 - (a) the mayor and the general manager; or
 - (b) at least 1 councillor (other than the mayor) and the general manager; or
 - (c) the mayor and at least 1 other councillor; or
 - (d) at least 2 councillors other than the mayor.
- (3) The affixing of a council seal to a document has no effect unless the persons who were present when the seal was affixed (being persons referred to in sub-clause (2)) attest by their signatures that the seal was affixed in their presence.
- (4) The seal of a council must not be affixed to a document unless the document relates to the business of the council and the council has resolved (by resolution specifically referring to the document) that the seal be so affixed.
- (5) For the purposes of sub-clause (4), a document in the nature of a reference or certificate of service for an employee of the council does not relate to the business of the council.

ITEM 14 (continued)

ATTACHMENT 1

PRACTICE

The General Manager's Office shall have custody of Council's Common Seal in accordance with Clause 400 (1) of the Regulation.

A council seal is like the signature of the council. It signifies Council's approval to the content of the document to which it is affixed.

Clause 400 (4) of the Regulation requires a council resolution before each use of the seal. The resolution must specifically refer to the document to be sealed.

PART 14 – COUNCIL WORKSHOPS

(Supplementary Provision – Meetings Practice Note)

"Workshop" shall include a briefing session, an information session, and/or a discussion group.

- (1) The council may hold workshops under its general powers as a body corporate. Workshops and briefing sessions are not meetings of the council or its formal standing committees, under the Code of Meeting Practice. A Workshop may involve Councillors, staff and invited participants.
- (2) Workshops are informal and are intended and used to provide useful background information to councillors on issues, to develop councillor knowledge and expertise and to assist in their role as public officials,
- (3) No Council decisions are to be made at workshops.
- (4) Workshops do not have any decision making authority or powers and shall not be used for transaction of council business or detailed or advanced discussions where agreement is reached and/or a (de-facto) council decision is made. Any detailed discussion or exchange of views on an issue, and any policy decision from the options, shall be left to the open forum of a formal council or committee meeting.
- (5) All councillors are entitled to attend workshops.

Continued: (Supplementary Provision – City of Ryde)

- (6) All councillors are invited to and expected to attend workshops.
- (7) Workshops shall be entered into the Councillors Calendar as soon as a date for such has been determined.
- (8)
 - (a) Matters for discussions at workshops will be included in the Councillor's Information Bulletin, but shall not be deemed an "Agenda" under this Code.
 - (b) Any information or briefing papers for a workshop shall be given to all councillors. Any information given to a particular councillor for a workshop in the performing of their civic duties, must also be available to any other councillor who requests it.
 - (c) Any document produced in relation to a workshop is a document of the council. This means that such documents could be inspected and copied in accordance with ~~sections 12 to 12B of the Act~~, or the provisions of the Government Information (Public Access) Act, subject to any exemptions applying under either Act or copyright restrictions.

ITEM 14 (continued)

ATTACHMENT 1

- (9) Workshop briefing papers shall contain information and options but no recommendations, and no recommendations are to be put to nor sought from, the councillors or other workshop participants in the course of the workshop. General consensus on any options may be expressed by the workshop participants.
- (10) The meeting procedures in the Act and the Regulation and in this Code do not apply to workshops held by the Council under this clause;
 - (a) which apply to meetings of the council and its formal committees comprising of all councillors and only councillors, and
 - (b) in respect of;
 - i. the attendance entitlements or requirements of councillors,
 - ii. attendance entitlements of the public
- (11) Pecuniary and conflicts of interest do apply to workshops conducted by the Council under this clause.
- (12) Minutes and recordings of the meeting will not be taken but a formal record of the workshop will be kept by Council staff detailing:-
 - (i) Date
 - (ii) Subject
 - (iii) Those present
 - (iv) Purpose of the workshop

PART 15 – MINISTER TO CONVENE MEETINGS

(Regulation - Clause: 234)

- (1) Whenever an area is constituted or reconstituted, the Minister is required:
 - (a) to convene the first meeting of the council of the area; and
 - (b) to nominate the business to be transacted at the meeting; and
 - (c) to give the councillors notice of the meeting.
- (2) If there is no quorum at that meeting, the Minister may convene meetings in the same manner until a quorum is present.
- (3) The council must transact the business nominated by the Minister for a meeting convened under this clause

ITEM 14 (continued)

ATTACHMENT 1

APPENDIX "A" The Role of Chairperson

1. The Chairperson shall insist upon the proper conduct of debate.
2. The Chairperson should be impartial and consistent in rulings on all occasions regardless of their personal views and beliefs on the subject being discussed whether or not they have made their view known.
3. The Chairperson shall receive and put to the meeting any motion which is brought before the meeting in accordance with the Act, Regulation and Code of Meeting Practice.
4. The Chairperson should not permit discussion unless there is a motion before the meeting.
5. The Chairperson shall have no power to adjourn the meeting of his or her own accord except, but not limiting the provisions of the Act or the regulation, the Chair can adjourn when the meeting lacks a quorum and when disorder arises.
6. The Chairperson shall have the right to rule out of order motions that do not relate to the business before Council and motions that are "ultra vires".
7. The Chairperson may refuse to put motions and amendments that are not clear.
8. The Chairperson has the authority to advise and counsel the meeting.
9. The Chairperson shall preserve order and endeavour to prevent interference with speakers by private talk or heckling remarks, offensive statements and the imputation of improper motives. In the event of such occurrences, the Chairperson may call upon speakers to withdraw and apologise. (Refer to Clause 255 of the Regulation – Questions of Order)
10. The Chairperson of Council Meeting or Committees of which all Councillors are members shall have the right to exercise a casting vote. The Chairperson of the Planning and Environment Committee or Works and Community Committee does not have the right to exercise a casting vote.

ITEM 14 (continued)

ATTACHMENT 1

**APPENDIX "B" Motions, Amendments and
Foreshadowed Motions**

Motions

1. A motion is a proposal, moved by one Councillor and seconded by another calling for a specific action to be taken or a decision to be made on the particular matter before the Committee or Council.

2. If that motion is passed it becomes a resolution of the Council or the Committee (within the Committee's delegation).

The mover of a motion may be given the opportunity to explain the motion before a seconder is called for, if considered necessary by the Chairperson.

3. Once a motion is moved and seconded the meeting can then try and reach a decision by considering the specific proposal with speakers supporting it, opposing it, or suggesting changes to it.
4. If there is no objection to a motion before Council or Committee, there shall be no right of reply, and the Chair shall put the motion.
5. Where there is a motion and an amendment, following debate on the amendment and then the motion, the mover of the motion has a right of reply prior to voting on the amendment taking place.
6. A motion should be very specific in its intention, and must be capable of being implemented.
7. If possible, a motion should be qualified by referring to a timetable, financial implications, who is to take the necessary action, etc.
8. The motion should be simple and easy to understand so that there is no doubt about its meaning - it should be well structured and if it involves a number of different aspects then there should be different parts to the motion.
9. A Councillor seconding the motion is in effect saying "I support this proposal." If no person present is prepared to second the motion it then lapses and should not be discussed further.
10. When a motion is complex in its wording and intent, to assist other Councillors of the Committee/Council a Councillor shall submit the motion in writing so that it can be circulated to all members present and the minute taker either electronically or in hard copy format. This will allow the motion/amendment to be displayed accurately on the visual screens at the time that the motion or amendment is being discussed. This will remove any doubt in the minds of Councillors as to what exactly is being moved. Likewise, the Chairperson should ensure that any motion/amendment is clearly understood by all Councillors present prior to voting
11. A motion should start with the word "THAT", for example "THAT the road be closed."
12. Motions should be written in a positive sense so that a "yes" vote indicates support for the action, and a "no" vote indicates that no action should be taken.

ITEM 14 (continued)

ATTACHMENT 1

13. The mover of the motion has the right to speak first, and a general “right of reply” at the end of the debate. No new information or material should be argued during the “right of reply.”
14. The seconder of the motion speaks after the mover, but may choose to hold over their speaking rights until later in the debate.
15. At the end of the debate, the Chairperson puts the motion to the meeting for voting by councillors.

Amendments

1. An Amendment to a motion requires a mover and a seconder to put it forward.
2. The Amendment must be dealt with before voting on the main motion. Debate is allowed only in relation to the amendment and not the main motion – which is suspended while the amendment is considered.
3. If the Amendment is passed, it becomes the motion and this new motion can be debated. If the Amendment is not supported, the main motion stays in its original form.
4. There should only be one Amendment to a Motion before Council at any time. If several amendments are proposed, each should be moved, seconded, debated and voted upon before the next
5. Amendments may be in the form of additional words to a motion and/or the removal of words. Any such Amendment to a Motion must not alter the Motion to the extent that it effectively reverses the Motion. In any case an Amendment to a Motion will need to be made with the concurrence of the mover and seconder of the Motion.

Foreshadowed Motions/Amendments

1. It is possible to advise the Council of an intention of a foreshadowed Motion/Amendment that relates to the business currently before Council.
2. The Chairperson can not accept the foreshadowed Motion/Amendment until the current Motion/Amendment has been determined.

ITEM 14 (continued)

ATTACHMENT 1

APPENDIX "C" Calling a Point of Order

1. A Point of Order may be called in the following circumstances:
 - (a) A matter is raised that does not relate to the subject being discussed.
 - (b) There is no quorum present in the Council Chamber.
 - (c) There has been a failure to comply with some rule, regulation, standing order, policy or accepted rules of debate.
 - (d) A Councillor has used objectionable, insulting, offensive, abusive language or defamatory insinuations about a person's motives or conduct.
 - (e) A speaker has exceeded the time limit for speeches.
 - (f) An amendment under discussion has not been seconded.
 - (g) A matter is raised which is outside the powers of the Council.
2. The Chairperson may rule a Councillor out-of-order in two (2) ways - generally upon a ruling being given by the Chairperson after another Councillor has made a point of order, or by the Chairperson on his or her own initiative making the ruling.
3. When a Councillor raises a point of order, the person speaking must stop and resume his/her seat until the point has been dealt with. The Councillor who raises the point of order shall where possible refer to the specific section of the Code of Meeting Practice for example:

"Under section 8.4 of the Code of Meeting Practice...."
4. No other Councillor may speak on the Point of Order.
5. Chairperson will then rule on the Point of Order, either by agreeing that the speaker is out-of-order or disagreeing and allowing the speaker to continue.
6. If there is an objection to the Chairperson's ruling, a Councillor may move a Motion of Dissent. (Refer Clause 248 of the Regulation)
7. A Point of Order must not be taken for the purpose of contradicting statements made by another Councillor or providing a personal explanation. It must only be concerned with the conduct of the meeting. An explanation or contradiction is not a Point of Order.

ITEM 14 (continued)

ATTACHMENT 1

APPENDIX “D” PRACTICE for Public Addresses

Aim

To assist the decision-making process, Council has provided the opportunity to members of the public to address Council and Committee meetings

Who can speak at a Meeting?

Anyone can speak at a Meeting! You may speak if you are a resident or ratepayer, or you can have someone else speak on your behalf. You can also speak as a representative of a local community organisation or authority.

Are there any restrictions on what I can speak about?

You may speak on any Council related matter whether it is listed on the agenda or not, except for:

- Matters relating to the determination of a Development Application (including any alleged breaches of the Environmental Planning & Assessment Act)*
- “confidential” matters under the Local Government Act, e.g. some legal matters, tenders, personnel matters – check with the staff if you’re not sure.
- Matters that have been already listed and considered by the Works and Community Committee and Planning and Environment Committee; and have then been referred to Council for determination under delegated authority.

To be fair to everyone, you can only speak once at a meeting and you can’t speak on the same subject more than once in a 3-month period.

You may not make insulting or defamatory statements, and you should take care when discussing other people’s personal information. Also, a member of the public may be expelled from a meeting for engaging in disorderly conduct.

Are there any rules for speaking at the meeting?

Council Meetings:

30 minutes is allocated at the beginning of the meeting for items listed on the agenda.

15 minutes is allocated at the end of the meeting for items not listed on the agenda.

Each speaker has 3 minutes – there is a warning bell after 2 minutes. No extensions of time are given and there is no question and answer period.

Committee Meetings:

A maximum of 5 minutes will be allowed per person or a maximum of 15 minutes for a group.

Councillors may ask speakers questions. It should be noted that speakers are under no obligation to answer any question put to them.

General Information

You may use and distribute printed information; sketches etc. but we can’t accommodate audio-visual equipment. The order of speakers is allocated on a first-come first-served basis except at Planning and Environment Committee Meetings where objectors speak first followed by the applicant or their representative.

The Chairperson may vary these PRACTICES, if such action will promote equity or will facilitate the conduct of the meeting.

Need more information? Any questions, please phone Governance on 9952 8200.

ITEM 14 (continued)

ATTACHMENT 1

APPENDIX “E” PRACTICE on the Conduct of On-Site Inspections

Aim

For Councillors to familiarise themselves with the site and area to gain an understanding of the impact of any proposal.

Decisions to have an on-site inspection

When a decision to hold an inspection is made, it is important that a clear indication be given as to who will be notified of the inspection.

Conduct of inspections

The purpose of the inspection is for the gathering of facts and for Councillors to gain an appreciation and a full understanding of the onsite circumstances of a proposal. Any parties present are expected to contribute to this purpose. A decision on the proposal will not be made at the inspection.

Key points relating to the conduct of inspections are:

- The Chairperson at the inspection will have absolute authority.
- Applicants and objectors may be asked to contribute by assisting with advice and explanation of their various points of view and to answer questions from Councillors and Council officers.
- Objectors/applicants are not to debate issues with each other, Councillors or Council officers.
- Applicants and objectors will have the right to apply to address Council or Committee meeting when the matter is under consideration.

Inspections shall not be used for the transaction of council business or detailed or advanced discussions where agreement is reached and/or a (de-facto) council decision is made. Any detailed discussion or exchange of views on an issue, and any policy decision from the options, shall be left to the open forum of a formal council or committee meeting.

Chairperson of inspection

The Chairperson of the inspection will be either the Mayor, Chairperson/Deputy Chairperson of the relevant Committee present at the inspection.

Agenda for conduct of onsite inspections

- Council Officer introduces Chairperson and Councillors to those present.
- Chairperson explains
 - purpose of inspection
 - procedures and conduct of inspection including rights and obligations of the various parties present
 - Council Officer outlines the proposal including reference to plans
- If appropriate, applicants and objectors will be asked to put their views to the Councillors with the purpose of contributing to the understanding of the Councillors present.

ITEM 14 (continued)

ATTACHMENT 1

APPENDIX “F” Meeting Times, Charters, Functions and Powers of Committees

The following Charters, functions and powers are provided under the Code of Meeting Practice and in accordance with Section 377 of the Local Government – General Power of the Council to delegate.

Civic Precinct Committee

Membership:	All Councillors
Quorum:	Seven
Meeting date, place and time:	3rd Tuesday of January (if considered necessary by the Mayor and General Manager) 1st and/or 3rd Tuesdays of the months February to November 1st Tuesday of December; Committee Rooms 2 and 3 Meetings scheduled to commence at 7.30pm and to be held no less than every two months only to be held if considered necessary by the Mayor and General Manager.
Casting vote:	Chairperson
Charter	To address issues relating to the Civic Precinct area. To deal with any other matters referred to the Committee by a Councillor or the General Manager and adopt or otherwise determine such matters.
Functions and Powers	<i>Civic Precinct</i> Address and determine any other issues of a significant nature impacting on the City of Ryde Civic Precinct. <i>Referrals</i> Deal with, adopt or otherwise determine matters referred from other Committees at the instigation of a Councillor.

Planning and Environment Committee

Quorum:	A committee comprising less than the full council shall be three (3)
Meeting dates, place and time:	3rd Tuesday of January (if considered necessary by the Mayor and General Manager) 1st and 3rd Tuesdays of the months February to November inclusive 1st Tuesday of December; Committee rooms 2 and 3 Meetings scheduled to commence at 4.00pm.
Casting Vote:	Nil
Charter:	To adopt and monitor in accordance with established priorities and budgets the policies, plans and procedures for promoting the health of citizens and the creation of an attractive, harmonious living environment, review the execution of such policies and plans and determine local development and rezoning applications.
Functions and Powers:	<i>Environmental Planning</i>

ITEM 14 (continued)

ATTACHMENT 1

Approve and monitor policies, codes and plans including statutory controls, to regulate and control the subdivision, development and use of land, the demolition of buildings, the alteration of buildings and the erection of buildings and structures.

Development Control

Consider major development projects and local development applications not otherwise determined and determine the applications. Approve the issue of notices and orders.

Environment Protection

Approve and monitor policies and programs for protecting the environment and enforcing regulations and controls for public health and convenience, environmental protection, the use of land and the parking of motor vehicles.

Court Action

Approve the institution of legal proceedings, review the progress of matters before the Courts and assess the implications of decisions from the Court.

Health Services

Address issues relevant to the physical well being of people and approve and monitor the implementation of health programs to ensure high standards of health within the community.

Works and Community Committee

Quorum:	A committee comprising less than the full council shall be three (3)
Meeting dates, place and time:	3rd Tuesday of January (if considered necessary by the Mayor and General Manager) 1st and 3rd Tuesdays of the months February to November inclusive 1st Tuesday of December; Committee room 1 Meetings scheduled to commence at 4.30pm.
Casting Vote:	Nil
Charter:	To adopt and monitor in accordance with established priorities and budgets the cost effective implementation of: <ol style="list-style-type: none"> 1. policies and operating plans for infrastructure development and maintenance so that facilities and services are provided to satisfy the needs of the community 2. programs and services to promote the physical, social, cultural, recreational, spiritual and intellectual well being of individuals and the community.
Functions and Powers:	<p><i>Research</i></p> <p>Initiate and consider studies to evaluate the facilities and services provided and needed in relation to public works and services, infrastructure, transportation, public facilities, leisure facilities, cultural facilities and recreational services and adopt appropriate policies and strategies.</p> <p><i>Parks Operations</i></p> <p>Approve works relating to the acquisition, development, embellishment and maintenance of parks, recreation facilities,</p>

ITEM 14 (continued)

ATTACHMENT 1

bushland and wildlife corridors.

Engineering Works

Approve works relating to the construction, development, maintenance, repair and reconstruction of drains, roads, footpaths, carparks and bikeways.

Implement Programs

Monitor and review the efficiency and effectiveness of performance in relation to the implementation of the adopted programs for public works and services, community services and library services.

Council Lands

Initiate and adopt plans of management for public land to ensure the proper management, development and conservation of resources for the purpose of promoting welfare of the community and a better environment.

Asset Maintenance

Approve works relating to the maintenance, repair and replacement of Council's physical assets including the buildings, plant and parks.

Trees

Approve the planting, conservation, rehabilitation, maintenance, lopping or removal of trees and other vegetation. Deal with approvals, refusals and review of decisions in respect of the administration of the Tree Preservation Order.

Waste Collection

Approve policies and programs for the collection and disposal of waste and the promotion of recycling.

Library and Information

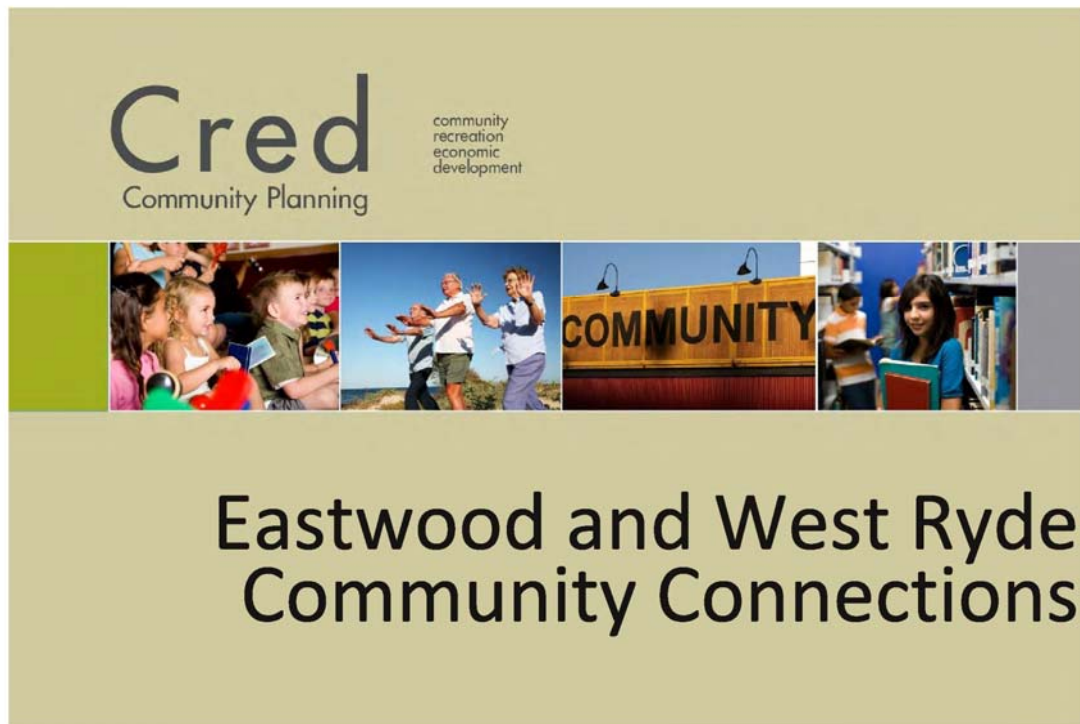
Monitor the performance of Council's library and information services and adopt policies for the upgrading and development of those services.

Community Development

Monitor and review the use and effectiveness of programs and services provided by Council and other bodies for information, leisure, recreation and community support, as well as welfare, social, cultural and intellectual development. Approve appropriate policies, plans and procedures.

ITEM 15 (continued)

ATTACHMENT 1



ITEM 15 (continued)

ATTACHMENT 1

Eastwood and West Ryde Town Centres:
Community Connections

The Study has been prepared by Cred
Community Planning for the City of Ryde
Phone 02 9380 7665
info@cred.com.au
www.cred.com.au

FINAL REPORT: 25 November 2011

Eastwood and West Ryde Town Centres: Community Connections
Cred Community Planning

2

ITEM 15 (continued)

ATTACHMENT 1

Table of contents

1	INTRODUCTION	3
1.1	Background	4
1.2	Purpose	4
1.3	Methodology.....	4
1.4	Study areas.....	5
2	COMMUNITY PROFILE	6
2.1	Background	6
2.2	Eastwood profile	6
2.3	West Ryde profile.....	9
3	COMMUNITY INFRASTRUCTURE + SERVICES.....	11
3.1	Background	11
3.2	Best practice trends	11
3.3	Council plans and studies.....	11
3.4	Eastwood Town Centre community infrastructure.....	13
3.5	West Ryde Town Centre Community Infrastructure.....	18
4	COMMUNITY ISSUES AND ASPIRATIONS: EASTWOOD TOWN CENTRE	23
4.1	Background	23
4.2	Stakeholder engagement process.....	23
4.3	What's special about the Town Centre	25
4.4	What people don't like about the Town Centre	25
4.5	The Place we'd like it to be: Common visions	27
5	COMMUNITY ISSUES AND ASPIRATIONS: WEST RYDE TOWN CENTRE	28
5.1	Background	28
5.2	West Ryde Town Centre Master Plan	28
5.3	Stakeholders engaged.....	28
5.4	What's special about the Town Centre.....	30
5.5	What people don't like about the Town Centre	30
5.6	The Place we'd like it to be: Common visions.....	31
6	INNOVATIVE MODELS.....	33
7	IMPROVEMENT PLANS	36
7.1	Background	36
7.2	What makes a Place?	36
7.3	Council's role.....	36
7.4	Eastwood Town Centre Improvements Plan.....	37
7.5	West Ryde Town Centre Improvements Plan	48

Appendices

Appendix 1	Location of community facilities in the Eastwood Town Centre	56
Appendix 2	Location of community facilities in the West Ryde Town Centre	57
Appendix 3	Community engagement outcomes...	58
Appendix 4	Community engagement outcomes West Ryde	70

ITEM 15 (continued)

ATTACHMENT 1

1 INTRODUCTION

1.1 Background

Eastwood and West Ryde Town Centres are two culturally and socially diverse Town Centres located in the City of Ryde Local Government Area. Both these Town Centres have undergone significant social, business and physical changes over the past 15 to 20 years, which have resulted in unique issues and aspirations relating to each area. A Council resolution *'Connecting Communities to Eastwood after the Fire'* was passed on 23 August 2011 in response to the recent fire in Eastwood that has significantly impacted local businesses and residents in the West Ward area. The resolution required an assessment of the opportunities for increased community infrastructure, business support and social support services for the Eastwood and West Ryde communities with a focus on the Town Centres. It also required that an action plan be prepared including resource implications and timeframes.

Council is currently preparing a Master Plan for the Eastwood Town Centre. The cultural analysis and stakeholder engagement outcomes relating to this process have been used as part of this study. A Master Plan for the West Ryde Town Centre was approved by Council through the Local Planning Study in 2010 and also informs this study.

1.2 Purpose

The purpose of this Community Needs Study is to meet the objectives of the Council resolution. The aims are to:

1. Identify the unique social, business and infrastructure needs and aspirations of the Eastwood Town Centre and West Ryde Town Centre.
2. Identify opportunities for:
 - Increased community infrastructure
 - Social and cultural support services
 - Support for local business.
3. Prioritise opportunities that will support current and future needs of the residents and businesses.

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4. Provide costings and timeframes for implementation of opportunities.
5. Use stakeholder consultation with the community and key stakeholders as the basis for the study. The purpose of the stakeholder engagement is to establish what the community wants in relation to:
 - Supporting businesses
 - Social / community infrastructure and support services
 - Well functioning centres
 - Improving the character of the centres.

1.3 Methodology

The methodology undertaken for this study includes:

1. Analysis of the current and forecast demographic profile for the suburbs of Eastwood and West Ryde.
2. An audit and assessment of community infrastructure in the Eastwood and West Ryde Town Centres.
3. A review of existing Council plans and policies including Ryde 2021, the 4 Year Delivery Plan and the West Ryde Master Plan and identifying the proposed actions, activities and infrastructure relating to the centres.
4. Targeted stakeholder engagement in relation to local community and cultural issues, needs and aspirations for the Eastwood and West Ryde Town Centres with a range of Town Centre users, visitors, business and residents through workshops, face to face interviews, telephone interviews, site visits, online and paper based surveys. Stakeholders include but are not limited to:
 - Land holders, residents and business within the study area
 - Local Chambers of Commerce and the Ryde Business Forum
 - Landholders immediately adjoining the study area
 - Local social and cultural groups
 - Government and non-Government community service organisations
 - Council staff.
5. An assessment of community needs based on the above qualitative and quantitative research.

ITEM 15 (continued)

ATTACHMENT 1

6. Working with Council staff to identify resource implications and timeframes for delivery of priority actions.

1.4 Study areas

Eastwood Town Centre

The study area as shown in Figure 1 is the Eastwood Town Centre and is bounded by:
North: Hillview Road, Eastwood Park and May Street
East: Blaxland Road
South: First Avenue and Rutledge Street
West: Shaftsbury Road.

Figure 1 Eastwood Town Centre boundary



West Ryde Town Centre

The study area as shown in Figures 2 is the West Ryde Town Centre.

Figure 2 West Ryde town centre boundary



ITEM 15 (continued)

ATTACHMENT 1

2 COMMUNITY PROFILE

2.1 Background

This chapter provides a snapshot of the demographic characteristics of the suburbs of Eastwood and West Ryde.

Whilst similar due to their cultural diversity, the Eastwood and West Ryde Town Centres are unique communities with some distinct differences. While Eastwood has a slightly higher proportion of non-English speaking residents, West Ryde has residents from a larger number of culturally diverse backgrounds.

While both areas are now highly culturally diverse, they have a predominantly Anglo-Australian past. There are still many examples of housing and buildings which evidence this past including Brush Farm House in Eastwood and the pumping station in West Ryde. Over the past 20 years the areas have undergone significant changes and many residents, particularly in Eastwood, still have strong connections to this past. This is most likely due to the highly visible Chinese and Korean shops and restaurants in the Eastwood Town Centre and the large and active Asian population. This is opposed to West Ryde Town Centre, which has more diverse shopping and businesses.

West Ryde has traditionally been a working-class suburb, which was home to many factories, especially towards Meadowbank. The factories of the past are slowly succumbing to demolition, and the construction of waterfront apartments is taking their place, with views of Parramatta River and Sydney Olympic Park and the suburb is growing more affluent. A large number of young families are particularly attracted to the suburb.

2.2 Eastwood profile

Current and forecast population

There are currently (2006 ABS) 11,722 people living in Eastwood in 4,262 dwellings (4,518 total dwellings in the area). The average household size is 2.77 people (no change from 2001). Other than Eastwood Town Centre the area is largely residential with higher density development close to the Town Centre and mainly detached dwellings elsewhere. It is most likely that the total population of the area is higher as we know anecdotally that there may be multiple residents living in flats and apartments (particularly in the case of international students) that are not counted at Census time.¹

Forecasts for the City of Ryde show that the population will increase to approximately 13,357 by 2021 and 14,434 by 2031 (+ 2,113 or 18%).² The number of people aged under 12 is forecast to increase by 224 (13.1%), representing a rise in the proportion of the population to 14.5%. The number of people aged over 70 is expected to increase by 339 (27.2%), and represent 11.9% of the population by 2021. An increasing population will impact on access to existing facilities and services. The increase in the number of children and young people also indicates a need for childcare services, youth activities, play and recreation spaces and informal gathering places.

Age profile

As shown in Table 1, the age profile of Eastwood is slightly younger than the Ryde LGA partially due to the presence of international students and to a greater presence of children and youth than the LGA overall. However, the number of children aged 0 to 11 decreased slightly between 2001 and 2006 (less 219) while the number of young people aged 12 to 24 increased slightly (+430). This increase was most likely due to increasing numbers of international students. In 2006, 13% of the population attended a tertiary institution (higher than the Sydney Statistical Division (SSD) at 6.9%).

¹ Through consultation for this and other similar projects. .

² Forecast.id for the City of Ryde

ITEM 15 (continued)

ATTACHMENT 1

The area has similar proportions of older people as the LGA. The main increase between 2001 and 2006 was in the 60 to 69 year age group.

The age group that is forecast to have the largest proportional increase (relative to its population size) by 2021 is 85 years and over, who are forecast to increase by 90.0% to 399 persons. This change in the age profile indicates the need for services and facilities to support increasing numbers of children and families, and adequate centre based and home provision of community support services for older people. Many Chinese families also bring their parents to Eastwood to care for their children and these older people, often with poor English skills, need support to connect with their community.

Table 1 Age profile Eastwood 2001 to 2006

Age	2006			2001			Change
	No.	%	City of Ryde%	No.	%	City of Ryde%	
0 to 4	612	5.2	5.7	692	6	5.9	-80
5 to 11	1,040	8.9	7.7	1,179	10.3	8	-139
12 to 17	929	7.9	6.4	938	8.2	6.5	-9
18 to 24	1,590	13.6	11.2	1,151	10	10.4	439
25 to 34	1,410	12	15.4	1,458	12.7	16.5	-48
35 to 49	2,656	22.7	23	2,865	25	23.3	-208
50 to 59	1,469	12.5	12.2	1,189	10.4	11	280
60 to 69	833	7.1	7.6	758	6.6	7.5	75
70 to 84	982	8.4	8.8	1,086	9.5	9	-104
85 +	200	1.7	2.1	153	1.3	1.9	47
	11,722	100	100	11,469	100	100	253

Cultural diversity

What makes Eastwood unique today is its large and increasing Asian population from China, Korea and Hong Kong. The Eastwood area is the most culturally diverse area in the City of Ryde with a vibrant, active and connected multicultural community with 5,696 residents (or 48.5%) coming from non-English speaking language backgrounds (2006 ABS). Currently the CALD population is most concentrated around the Town Centre with up to 71% of residents from non-English speaking backgrounds living in pockets around the Town Centre. It also has a large tertiary population, many of whom are international students (1 in 7 residents, 2006 ABS). The students are generally concentrated near the Town Centre

In 2006, the three main places of birth were:

- China (13.9% compared with 6.9% City of Ryde and 2.7% SSD). Around the Town Centre up to 28% of the population are Chinese.
- Hong Kong (6.5% compared with 2.7% City of Ryde and 0.9% SSD)
- Korea (6.0% compared with 2.6% City of Ryde and 0.8% SSD). Around the Town Centre up to 12% of people are Korean.

The existing and future cultural diversity of Eastwood indicates the need for culturally appropriate services and facilities located in the Town Centre. In particular, there is a need for multicultural information services for people who have recently arrived, who do not have any community connections or do not speak English well. There is also a need for community space to support social groups to meet and form community connections.

Income

Analysis of household income levels in Eastwood in 2006 compared to the City of Ryde shows that there was a smaller proportion of high-income households (those earning \$1,700 per week or more) but a similar proportion of low-income households (those earning less than \$500 per week). Overall, 28.6% of the households earned a high income, and 18.6% were low-income households, compared with 30.9% and 17.3% respectively for the City of Ryde.

High-income households are distributed throughout the suburb with the exception of the Town Centre (where there are more low-income households) and a small area in the southwest of Eastwood where low-income households are more prevalent. This is most likely

ITEM 15 (continued)

ATTACHMENT 1

due to the presence of higher density housing.

The lower income levels in the area indicate the need to provide affordable rental housing in the Town Centre.

Households

Compared to the City of Ryde, Eastwood has a smaller proportion of lone person households and a higher proportion of larger households (those with 4 persons or more). Overall, there were 20.6% of lone person households, and 32.9% of larger households, compared with 26.7% and 25.5% respectively for the City of Ryde. This is consistent with the larger housing in the area, but also culturally due to extended families living in one household.

Analysis of the family types in Eastwood in 2006 compared to the City of Ryde shows that there was a larger proportion of couple families with children but a similar proportion of one-parent families. Overall, 52.7% of total families were couple families with children, and 14.0% were one-parent families, compared with 48.5% and 13.7% respectively for the City of Ryde.

Family households accounted for 71.6% of total households in Eastwood while lone person households comprised 19.7%, (65.1% and 25.4% respectively for the City of Ryde). The number of lone person households is forecast to increase over the next 10 years.

The large number of families in the area indicates the need for facilities and services to support families such as childcare, community centres and a library. Many families in Eastwood are extended families and support services are needed for older people who are caring for grandchildren.

ITEM 15 (continued)

ATTACHMENT 1

2.3 West Ryde profile

Current and forecast population

In 2006, the population of West Ryde was 11,578 people living in 4,566 dwellings (total dwellings 4,824). Average household size is 2.42 persons. The population forecasts for West Ryde show an increase to 13,331 by 2021 and 14,046 by 2,031 (+ 2,500 people by 2031 or 21. Much of this increase will occur in the Town Centre through the Coles redevelopment and redevelopment of Department of Housing lands near the rail station. There are a number of public housing areas in the West Ryde Town Centre.

The increasing population will impact on access to existing community facilities and services including open space.

Age profile

As shown in Figure 3, between 2001 and 2006 there was little change across most age groups of the West Ryde population. The main increases were in the 50 to 59 and 25 to 34 year age groups. The proportion of children aged 0 to 4 also increased slightly. Age groups were similar to the City of Ryde with slightly higher proportions of children aged 0 to 4 and 12 to 17 (lower proportion of 5 to 11 years and 18 to 24 years), higher proportions of 25 to 34 year olds and lower proportions of 70 to 84 year olds.

Figure 3 Age profile 2001 to 2006 West

	No.	%	City of Ryde%	No.	%	City of Ryde%	Change
0 to 4	679	6.1	5.7	665	6.3	5.9	14
5 to 11	819	7.4	7.7	861	8.2	8	-42
12 to 17	730	6.6	6.4	672	6.4	6.5	58
18 to 24	1051	9.5	11.2	1036	9.8	10.4	16
25 to 34	2021	18.2	15.4	1866	17.7	16.5	154
35 to 49	2590	23.3	23	2612	24.8	23.3	-22
50 to 59	1322	11.9	12.2	1103	10.5	11	219
60 to 69	815	7.3	7.6	714	6.8	7.5	101
70 to 84	877	7.9	8.8	837	7.9	9	40
85 + over	194	1.7	2.1	171	1.6	1.9	23
Total	11099	100	100	10537	100	100	561

Due to increased numbers of high density units, by 2021 the proportion of older people aged over 60 years will increase the most significantly from 16.6% to 22.4% of the population. The proportion of people aged 24 to 54 will decrease from 49.1% to

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44.6% of the population. The proportion of 0 to 14 year olds will remain relatively the same (with a slight decrease 16.1% to 15.4%).

Higher proportions of children indicate the need for access to childcare services including preschool and Out of School Hours Care services. There are currently no preschool services in West Ryde.

Higher proportions of older people indicate the need for access to services including healthy ageing programs and programs to support older people to stay engaged in the community.

Cultural diversity

West Ryde is an ethnically diverse population with 42.6% (4,721) of residents born overseas and 37.1% (4,112) coming from non-English speaking backgrounds. This is an increase from 40.6% in 2001. There are a greater proportion of people born overseas when compared to both the Ryde LGA and Sydney.

The majority of those born overseas were born in China (787) South Korean (494) and India (471). 42.5% speak a language other than English at home including 1,400 Chinese languages, 563 Korean, 425 Arabic, 223 Hindi, 184 Tamil, 178 Italian, 176 Filipino, 139 Greek, and 125 Armenien. The largest increase between 2001 and 2006 was in the number of Korean and Mandarin speaking residents from 2001.

The wide diversity of cultural groups in West Ryde indicates the need for culturally appropriate services and programs that support people to build community connections and to access social, employment and cultural activities.

ITEM 15 (continued)

ATTACHMENT 1

Income

Analysis of household income levels in West Ryde in 2006 compared to the City of Ryde shows that there was a smaller proportion of high-income households (those earning \$1,700 per week or more) but a similar proportion of low-income households (those earning less than \$500 per week). Overall, 26.3% of the households earned a high income, and 18.0% were low-income households, compared with 30.9% and 17.3% respectively for the City of Ryde.

The higher number of low-income households indicates the need for provision of low cost programs and services and free informal places for recreation and socialising.

Households

Analysis of the housing tenure of the population of West Ryde in 2006 compared to the City of Ryde shows that there was a smaller proportion of households who owned their dwelling; a smaller proportion purchasing their dwelling; and a larger proportion who were renters.

Comparing household types between West Ryde and the City of Ryde in 2006 reveals a similar proportion of Family households, as well as a similar proportion of lone person households. Family households accounted for 63.9% of total households in West Ryde while lone person households comprised 26.5%, (65.1% and 25.4% respectively for the City of Ryde). Between 2001 and 2006 in West Ryde, there was an increase in the number of family households (152), an increase in lone person households (4) and a decrease in group households (-12).

ITEM 15 (continued)

ATTACHMENT 1

3 COMMUNITY INFRASTRUCTURE + SERVICES

3.1 Background

For the purposes of this study community infrastructure and services include:

- Community facilities (Council and non-Council)
- Public transport
- Community and social groups
- Major events and festivals
- Recreation facilities
- Open space and parks.

Quality community infrastructure and services play an important role in supporting and facilitating community harmony and community connectedness.

3.2 Best practice trends

The following are current best practice principles for provision of community facilities. Facilities should be:

- Multipurpose
- Co-located as part of a community hub
- Near public transport
- Linked to pedestrian and cycle networks and public domain spaces
- Linked to other commercial, retail and community activities.

Multi-purpose and multi-functional

Single purpose or standalone facilities designed and built for one purpose or function and client group, for example, a Senior Citizens' Centre. Current best practice is to provide a range of different spaces and functions within the one building. This includes for target group specific spaces for older people and young people. Where in the past these spaces would have been provided in standalone buildings, the benefits of co-locating these spaces onsite with a range of other services and activities has been recognised.

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Co-locate services in one facility

Co-locating services within one facility involves shared or joint use of facilities and often the integrated delivery of some services. Co-location enables:

- Pooling of resources to provide better facilities.
- The concentration of compatible services and facilities to create a community focal point.
- Improved access and safety for users who can access a range of services at a single location.
- More integrated and innovative delivery of services.
- More efficient use of land, for instance through shared, rather than separate, parking areas.

Co-locate facilities as part of a community hub

The benefit of co-locating a range of community facilities and activities within community hubs is that it supports the integrated, efficient use of facilities, builds social networks, encourages service users to use other facilities and services co-located on site and reduces the number of motorised trips made to enhance sustainability. Community facilities and community hubs can include a range of community, commercial, and retail functions.

Connected to public space, pedestrian and cycleways

Current best practice is that community facilities are fully accessible by being centrally located and linked to the public domain. Connection to transport links, pedestrian and cycleways also support community access across all age groups and abilities. The Eastwood Town Centre is ideally located near transport and links.

3.3 Council plans and studies

Ryde Council Community Facilities Plan 2010

Council 's Community Facilities Future Directions Report 2010 identified the five key future directions for community facilities across the City of Ryde:

1. Locate new community facilities within key centres. Eastwood is identified as a key centre for Council and West Ryde has a new multipurpose community centre under construction.

ITEM 15 (continued)

ATTACHMENT 1

2. Create community hubs inclusive of multipurpose community facilities. Eastwood and West Ryde have been identified as strategic locations for community hubs.
3. Maximise access and utilisation of community buildings.
4. Enhance and invest in sustainable community buildings.
5. Use a whole of Council and partnership approach to planning and delivering community facilities.

centre that has the capacity to focus on multicultural issues, supporting a range of providers targeting the diversity within our population. There may be potential to develop an incubator style service to support and build the capacity of these smaller and emerging organisations. Not only would this address the needs of the CALD community immediately, but would also be a positive way to sustain community organisations within the area.

In relation to Eastwood, the Plan identified that there could be an opportunity to increase the footprint of the Eastwood Library. This would support the high levels of usage of this facility and provide more adequate and appropriate space for the type of users of this facility. As part of the Cultural Spaces Plan currently being developed by Council, possible redevelopment of the Eastwood library is being investigated to include an expansion of the library, and a mezzanine or second level dedicated to new media activities (youth focus). The Cultural Spaces Plan will make a number of recommendations and be reported to Council early in 2012.

The Community Facilities Future Directions Report 2010 recommended that although Council provides many community buildings for community groups to use, the needs of the following groups are not being met by existing community infrastructure or services. There should be a focus on meeting the needs of the following groups, be that through a building or through service provision:

- Culturally and linguistically diverse people - Young people - Cultural and arts. Council is currently undertaking a Cultural Spaces Plan to address cultural needs throughout the LGA.
- The City of Ryde has a diverse and growing population of migrants and refugees, and an increasing number of community groups and services to support them. Currently Council has very little capacity to accommodate or support these emerging community organisations in the current stock of community buildings.
- Due to the increasingly high CALD population, particularly around Eastwood and West Ryde, there may be opportunity for Council to provide a

Eastwood and West Ryde: Community Connections
Cred Community Planning

12

ITEM 15 (continued)

ATTACHMENT 1

3.4 Eastwood Town Centre community infrastructure

Facilities and services within the Eastwood Town Centre

Table 2 provides an audit and assessment of community and cultural facilities and services located in the Eastwood Town Centre, identifying 22 community, cultural and recreational facilities.

Community and social groups – Town Centre

In addition to those services shown in Table 2, the following groups are active in the Eastwood community but not located within a local facility: Eastwood Chamber of Commerce, Korean Chamber of Commerce and Eastwood Tai Chi Friendship Group.

Open space and recreation

The following open space and recreation spaces are located within the Town Centre:

- Eastwood Oval
- Glen Reserve, which has two playgrounds.
- Eastwood Croquet Club.

Brush Farm Park and Forrester Park are located within Eastwood but outside the Town Centre.

There are no outdoor multipurpose courts in Eastwood (for basketball, badminton, volleyball). There are also no recreation facilities to play sports popular with the Chinese and Korean community such as badminton and table tennis.

Facilities and services within suburb of Eastwood (outside Town Centre)

Major facilities and services located within the suburb of Eastwood, but outside the Town Centre are:

- Eastwood Community Health Centre located in Fourth Avenue
- The Ryde Hospital is located in Denistone Road
- Brush Farm House Cultural and Heritage Facility
- Brush Farm Park and Scout Hall and Bowling Club
- Forester Park with Cricket Pitch
- Kent Road Public School
- Epping Boys High School
- Eastwood Heights Public School

Eastwood and West Ryde: Community Connections
Cred Community Planning

- Denistone East Public School
- Morling Baptist Theological Church
- Kotara park Tennis Complex
- A number of privately operated childcare centres.

Regional facilities and services located outside of Eastwood

The nearest leisure centre is Ryde Aquatic Centre. This facility also has indoor courts. There are eight badminton courts at the new Ryde Community and Sports Centre and there are courts at Macquarie University Sports Club.

Events and festivals

Major festivals and events in the Eastwood Town Centre include:

- Lunar New Year Festival
- Granny Smith Festival.

Public transport

Eastwood Town Centre is located at a major train station. It also has access to major bus routes.

Retail and commercial

Retail and commercial business in the Town Centre is predominantly grocery stores and restaurants with some low cost goods. There are also a range of services including Doctors, Dentists and Hairdressers. There are a Franklins and Woolworths in the Town Centre but not department stores.

ITEM 15 (continued)

ATTACHMENT 1

Audit of community facilities and services

The Eastwood Town Centre has a wide range of health, community services, educational institutions and community groups. Many of these facilities and services are located within the Town Centre. As detailed in Table 2, there are currently 22 community facilities located within the Eastwood Town Centre. A range of services and programs (listed in Table 2) operate from these facilities.

Table 2. Community facilities and services located in the Eastwood Town Centre

Facility name	Address	Owned by	Facility type	Services/Groups	Uses and opportunities
1 Eastwood Community Hall + Meals on Wheels Kitchen	159 Shaftsbury Road	City of Ryde	Community hall (100 capacity) + kitchen + meeting rooms	Meals on Wheels Eastwood Senior Citizens Assoc. Table Tennis group	Used 3 days a week by Senior Citizens Centre. Have a license to 2013. Kitchen used for Meals on Wheels (Christian Community Aid) Chinese table tennis group meets Tuesday morning. On perimeter of Town Centre. Opportunity to relocate these spaces/uses to a multipurpose facility. This hall is too small to accommodate the Chinese and Korean Seniors groups.
2 Eastwood RSL Rooms	161 Shaftsbury Rd	City of Ryde	Meeting rooms and amenities	Eastwood RSL (not operating anymore)	This service is not operating from these meeting rooms anymore.
3 Early Childhood Health Centre	167 Shaftsbury Rd	City of Ryde	Early Childhood Health Centre	NSW Health.	This service is being relocated to new community facility in West Ryde.
4 Eastwood Women's Rest Centre	Cnr Hillview Road and West Parade	City of Ryde	Kitchen, Function room for hire + shop	Country Women's Association	This facility is used for fundraising activities by the Country Women's Association and a café. The dining space is available for community use at night. Has been located in Eastwood for more than 80 years.
5 Eastwood Croquet Club	Cnr West Parade and Wingate Ave	City of Ryde	Croquet Green and Clubhouse for hire	Eastwood Croquet Club	There are 40 members of this club. Around 10 use the green each weekday. The green could potentially be better utilised through shared use and possibly half used for croquet and half used for a multipurpose court to service demand in the community.
6 Eastwood Library	Cnr Hillview Road and West Parade	City of Ryde	Library	Eastwood Library	The library is highly utilised but is too small to service the resident and visitor population. Best practice is to co-locate libraries as part of a community hub. Korean community members also noted that the Korean collection is too small and very old.

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

Facility name	Address	Owned by	Facility type	Services/Groups	Uses and opportunities
7 Eastwood Occasional Child Care Centre	55 Hillview Lane	City of Ryde	Occasional Care Centre	Eastwood Occasional Childcare Centre Inc.	8.30am to 4.30pm Occasional Care Service. Max. 20 places. Currently 12 attend on average. Increase from 2 years ago when only 3 or 4 a day. Service is becoming increasingly popular as it supports Chinese and Indian families whose parents work part-time, or are studying English and do not need Long Day Care. It is also used as first time care to get children ready for Long Day Care. \$57 per day and does not attract CCB rebate so more expensive than Long Day Care.
8 KU Eastwood Preschool	28 Rutledge Street	City of Ryde	Community based preschool	KU	40 place preschool centre with 39 children a day. Preschool service only 9am to 3pm. Mostly Chinese and Korean families. Chinese families are mostly 2 parent working. Often children are picked up by grandparents. Preschool does not attract CCB rebate so at \$45 a day is more expensive than Long Day Care. So, struggling to maintain numbers due to this. ³
9 Eastwood CCA Family Day Care	10 Lakeside Road	City of Ryde	Administrative offices Playgroup space	Christian Community Aid Family Day Care and Meals on Wheels	This is a bungalow style residential house. Meals on Wheels is located on site.
10 Eastwood CCA Neighbourhood Centre	12 Lakeside Road	City of Ryde	Administrative offices Counselling rooms	Christian Community Aid Aged Care Services Migrant and Settlement Services Counselling	Highly utilised and important service in old residential house. CCA is on a monthly hold over lease.
11 St Phillips Anglican Church Hall	Cor Rutledge Street and Shaftsbury Ave.	Private	Community hall	Church groups Chinese Senior's Korean Seniors	This hall is well utilised by the Chinese and Korean Seniors Groups for weekly activities and special events. Cost is \$100 per session. Both groups have identified the need for a Council owned community centre with a lower fee.
12 Eastwood Uniting Church/Church Hall	14-16 Lakeside Road	Private	Community hall	Various uses	The two new halls/meeting rooms located here well utilised by the community including for English classes, leisure learning (CCA) and dance classes. Across the road from CCA.

³ A local long day care centre
Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

Facility name	Address	Owned by	Facility type	Services/Groups	Uses and opportunities
13 St Kevin's Primary School	36 Hillview Road	Private	Primary School	Catholic Education	Primary school well utilised.
14 St Kevin's Church/Hall	36 Hillview Road	Private	Church and church hall	Church uses	Small hall without capacity for further use.
15 Marist College Eastwood	44 Hillview Road	Private	Secondary boys school	Catholic Education	Secondary school well utilised.
16 Eastwood Public School	Rowe Street	Private	Public K - 6	Department of Education	Large public school with more than 600 students. According to school office, all the school's land is well utilised by the school. However, there may be opportunities under the State's Schools as Communities policy to allow out of hours access to the schools courts and outdoor facilities.
17 Eastwood Baptist Church	3 First Avenue	Private	Church	Baptist Church uses	No community facilities. Church only.
18 Eastwood Tzu Chi Buddhist Church/Hall	22 Glen Street	Private	Buddhist Church and large hall	Tzu Chi Charitable services and programs	Large hall, shops, kitchen and offices exclusively used by the Tzu Chi Church for charitable and educational works.
19 Eastwood Fire Station	269 Rowe Street	Private	Fire Station	Emergency services	No opportunities/well located.
20 Eastwood Oval	Lakeside Road Eastwood	City of Ryde	Sportsground + park + playground	Eastwood Football Club + Eastwood Cricket Club	Well-utilised oval. Residents have identified opportunities to provide better facilities along side the oval included shaded areas, better seating, and small tai chi/exercise area.
21 Glen Reserve	Glen Street	City of Ryde	Playground + open space	None	Opportunities to provide covered auditorium and undercover tai chi/exercise space in this park have been identified through community engagement.
22 Eastwood Masonic Hall	186 Rowe Street	Private	Hall and meeting rooms	Not currently used	This building will be demolished as part of the shopping centre redevelopment.

A map of all facilities and services located within the Town Centre is provided at Appendix 1.

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

Gap analysis Eastwood Town Centre

The following gaps exist in relation to facilities and services in the Eastwood Town Centre. These gaps are based on the audit of existing facilities, site visits to facilities and services in the Town Centre, and community engagement outcomes:

- There is no multipurpose community centre that can bring diverse community members together in one place.
- Council owns 12 single purpose facilities that are scattered around the Town Centre (as shown in Appendix 1). There is no multipurpose community centre within the Eastwood Town Centre to support the increasing resident population and the significant visitors from Chinese and Korean communities from outside the area (some who visit on a daily basis for example, the Eastwood Friendship Tai Chi group). Community services scattered around the Town might be able to better provide their services from a multipurpose facility. The community support this idea. There are opportunities to dispose of existing sites and utilise funds toward the building of a multipurpose facility in the Town Centre.
- The existing library is too small and does not have enough study space, WiFi or a lounge area. It has higher than average visitation in particular for study purposes. Based on current standards the Eastwood population should have up to 1500m² of library space. Council's Community Facilities Future Directions Report 2010 recommended that:
"There could be an opportunity to increase the footprint of the Eastwood Library. This would support the high levels of usage of this facility and provide more adequate and appropriate space for the type of users of this facility."
- There are no indoor or outdoor courts in the area for participating in badminton, table tennis, basketball or netball.
- There is not shopfront multi-lingual information service, which is important for new migrant, particularly those with poor English skills.
- There are no free outdoor multipurpose courts to support the growing child and youth population. The high utilisation by Chinese students and young people of the new courts in Prince Alfred

Park near Central Station and at Ultimo Community Centre demonstrate that these courts would be highly utilised in Eastwood.

- There is no shopfront or visible multilingual information service in the Town Centre.
- While there are a number of church community halls and a small Council community hall in Shaftsbury Road, there is no large Council owned hall that would provide a community focus for the area and contribute to community harmony.



ITEM 15 (continued)

ATTACHMENT 1

3.5 West Ryde Town Centre Community Infrastructure

Facilities and services within the West Ryde Town Centre

Table 3 provides an audit and assessment of community and cultural facilities and services located in the Eastwood Town Centre, identifying 11 community, cultural and recreational facilities.

Open space and recreation

The West Ryde Town Centre Master Plan identified that there is a generally low level of open space in the study area – and that Council should seek to utilise urban areas for passive recreation/open space and that there should be increased vegetation in the public realm. This reflects the views of the community identified for stakeholder engagement.

Anzac Park is the only significant open space in the study area. However, it is disconnected from the main trade area by the train station. Darvall Park and Miriam Reserve are located near the Town Centre. Located within Darvall Park is the Sydney Live Steam Locomotive Society. There are no outdoor multipurpose courts or indoor courts in the Town Centre or in West Ryde. Lions Park in Victoria Road has sportsfields and a playground.

The Ryde Eastwood Leagues Club has a swimming pool and gym and is located within the Town Centre.

Community and social groups – Town Centre

In addition to those services shown in Table 3, the following groups are active in the community: West Ryde Chamber of Commerce, West Ryde Meadowbank Chamber of Commerce. The Korean Women's Group also meet at the Council community hall. The National Senior's Association meet at the Ryde Eastwood Leagues Club monthly. West Ryde Library runs a number of social groups and facilitates programs that support community connections for a range of culturally diverse groups including:

- Mother's groups
- Conversation Classes
- Knitting Groups – Wrap with love

Eastwood and West Ryde: Community Connections
Cred Community Planning

- Games Groups (currently setting up a majong group).

St Vincent de Paul also has a charity outlet in Ryedale Road.

Facilities and services within the suburb of West Ryde (outside Town Centre)

Major facilities and services located within the suburb of West Ryde but outside the Town Centre are:

- St Columb's Anglican Church, which has two large halls for hire.
- Denistone Sports Club (bowling club)
- Darvall Park
- Miriam Reserve
- Lions Park
- Ermington Public School
- Marsden High School

Regional facilities and services located outside of West Ryde

The nearest regional leisure centre is Ryde Aquatic Centre. There are eight badminton courts at the new Ryde Community and Sports Centre and there are courts at Macquarie University Sports Club.

Events and festivals

Major festivals and events in the West Ryde Town Centre include:

- Easter Parade. The Easter Parade was not held in 2011 due to construction works in the Town Centre. West Ryde Chamber of Commerce recently contacted Council about the future of the Easter Parade.

Public transport

Access to the Town Centre is well serviced by public transport both bus and train including:

- Victoria Road buses
- Bus interchange
- West Ryde train station.

The train/bus interchange is a strategically important location within the West Ryde Mater Plan. It is the gateway/place where many people begin and end (leave and return) their experience of West Ryde Town Centre.

ITEM 15 (continued)

ATTACHMENT 1

Retail and commercial

Retail and commercial business in the Town Centre is focussed around the Marketplace (Woolworths) and a new Coles is being constructed (due 2012). There are a range of commercial and retail shops along Victoria Road, within the Marketplace and Ryedale Road.

There are also a range of services including Doctors, Dentists, hairdressers and optometrists. There is no department store within the Town Centre.

ITEM 15 (continued)

ATTACHMENT 1

Table 3 Community Infrastructure west Ryde Town Centre

Facility name	Address	Owned by	Facility type	Services/Groups	Uses and opportunities
1 West Ryde Community Hall	1A Station Street West Ryde	City of Ryde	Community hall (100 capacity) + kitchen	Regular users include: Christian Community Aid x 2 days West Ryde Wombats – 3 x different Playgroups on 3 different days Macquarie Community College West Ryde Early Childhood Centre Saint Michael & Gabriel Orthodox Church Korean Women's Group	Many of the users of this hall will relocate to the new West Ryde Community Centre. The hall is hired out for casual use.
2 West Ryde Community Centre	5 Anthony Road West Ryde	City of Ryde	Community office space Community hall Community meeting rooms Childcare centre	Relationships Australia Good Beginnings Community Hub Ryde Family Support Service West Ryde Neighbourhood Childcare Centre Early Child Health Centre	This facility is not yet operational but will provide a community hub in particular for family and child related services and support resource sharing between services. Demand for use of the hall is anticipated to be high.
3 West Ryde Neighbourhood Children's Centre	6 Chatham Road West Ryde	City of Ryde	Long Day Care Centre	West Ryde Neighbourhood Children's Centre	This service is being relocated to the new Community Centre in West Ryde.
4 West Ryde Library	2 Graf Avenue West Ryde	City of Ryde	Library and community space	West Ryde Library.	This service is very popular with culturally diverse community members. A number of social groups meet here including Knitting Groups, Conversation groups, and games groups.
5 West Ryde Public School	6 Endeavour Street West Ryde	State Government	School, OHSC facility, community hall and community centre.	West Ryde Public School West Ryde Public School OHSC Good Beginnings Community Hub	The school is a valuable community resource. The Multicultural Playgroup will continue to meet at the school hall after the Community Hub service relocates to the new community centre.
6 Chinese and Australian Baptist Church	1 Reserve Street West Ryde	Private	Church	Chinese and Australian Baptist Church	Partnership opportunities for programs with Chinese community.

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

Facility name	Address	Owned by	Facility type	Services/Groups	Uses and opportunities
7 Ryde Uniting Church	7 Maxim Road West Ryde	Private	Church and community hall	A range of community groups meet in the church hall.	Partnership opportunities for programs with local community.
8 Ryde Eastwood Leagues Club	117 Ryedale Road West Ryde	Private	Club with function space, pool and gymnasium	National Senior's Association – Macquarie Branch meet here monthly.	Sport and recreation programs for community using this facility. Programs and clubs for older people.
9 Christian Community Aid	2 Dickson Avenue West Ryde	Council	House used for counselling and office space	Christian Community Aid: Leisure Learning Program, Settlement and Financial Services.	Partnership opportunities for programs.
10 Anzac Park	Wattle Street West Ryde	Council	Park with playground	General public	Currently used as a neighbourhood park.

A map of all community facilities and services located within the Town Centre is provided at Appendix 2.

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

Gap Analysis

The following gaps exist in relation to facilities and services in the West Ryde Town Centre. These gaps are based on the audit of existing facilities, site visits to facilities and services in the Town Centre, and community engagement outcomes:

- There are no outdoor green spaces that people can use informally and that will encourage people to connect and hang out in the Town Centre.
- There is a lack of green space for informal and formal recreation and social activities within the Town Centre. This was identified during community engagement and in the West Ryde Town Centre Master Plan. There is an opportunity to strategically locate a park next to the new West Ryde Community Centre on the temporary car park site. This park could include play space, a small court or a community garden. It would complement uses within the Community Centre and provide a place to provide community events and activities that would support community connections.
- There are no indoor or outdoor courts in the Town Centre or in West Ryde.
- There is no preschool within the Town Centre. Preschools are important for preparing children for school. This is particularly needed for children from CALD families to support them to learn English and to socialise.
- There is a need for low cost meeting space for informal social groups – particularly for women from CALD backgrounds who are socially isolated.
- There is no space for delivery of youth programs or services, although the area has high numbers of children and young people.
- The library is a significant and highly used facility and service but needs to be better signposted and integrated with the public domain to make it more prominent.



ITEM 15 (continued)

ATTACHMENT 1

4 COMMUNITY ISSUES AND ASPIRATIONS: EASTWOOD TOWN CENTRE

4.1 Background

Community engagement has demonstrated that the existing Eastwood community that use the Town Centre is a vibrant, connected and positive community. They are very active in community life, are friendly and open to new ideas and change. However, there are still some deep concerns from long-term Anglo-Australian residents about the changes to the Town Centre over the past 20 years from a mostly European shopping area with quality shops and Department stores to a mostly Asian shopping area with restaurants and grocery stores.

The area is special to Chinese and Korean people throughout Sydney and there are opportunities to promote its special qualities to support business and community harmony.

Signage in Chinese and Korean languages and language barriers, as well as a feeling of alienation from the shops is deterring some older Anglo-Australian residents from using the Town Centre. Some Chinese and Korean residents also perceive that these language barriers prevent them from forming community connections. The City of Ryde in partnership with CASS undertook a survey in 2008 with Chinese and Korean residents. The survey identified that language was the greatest barrier to new arrivals participating in the community and accessing services as identified by 67% of respondents.

4.2 Stakeholder engagement process

Engagement with targeted stakeholder groups was undertaken to identify the community's aspirations for the Town Centres. The purpose of the stakeholder

Eastwood and West Ryde: Community Connections
Cred Community Planning

engagement was to establish what the community wants in relation to:

- Supporting businesses
- Social / community infrastructure and support services
- Well functioning centres
- Improving the character of the centres.

Table 4 provides a list of the stakeholders engaged with. The engagement process identified a community of dedicated and energetic community members who are committed to community harmony and local improvements in their area. These individuals and groups should be empowered to support Council to facilitate change throughout this process.

The targeted engagement was analysed in conjunction with the extensive community consultation completed by the City of Ryde in 2009 as part of the Ryde 2021 Community Strategic Plan: Hopes and Concerns and the Community Harmony Reference Group Study with Chinese and Korean residents and visitors in Eastwood has been included in this assessment.

ITEM 15 (continued)

ATTACHMENT 1

Table 4 Stakeholder engagement Eastwood Town Centre

Stakeholders Eastwood Town Centre
<ul style="list-style-type: none"> • Eastwood Croquet Club • Eastwood Friendship Tai Chi Group – interview and 37 written surveys completed • Eastwood Women’s Rest Centre • Christian Community Aid • Eastwood Library • Eastwood Community Services Team • Eastwood Chinese Seniors Group • Eastwood Korean Seniors Group • Eastwood Chamber of Commerce • Korean Chamber of Commerce • Eastwood Tzu Chi Buddhist Church • Australian Asian Association of Bennelong – online survey • Eastwood Senior Citizens Association • Eastwood Public School – online survey • Eastwood Occasional Care Centre – online survey and interview • KU Eastwood preschool • St Kevin’s Public School – online survey • Wilson (Chinese community) • Hugh Lee (Chinese community) • Young people and grandparents and children using area outside Eastwood Library



Detailed notes from community engagement outcomes for Eastwood are found at Appendix 1.

ITEM 15 (continued)

ATTACHMENT 1

4.3 What's special about the Town Centre

"Being able to walk everywhere once there, convenience to school and shops, the library and rest centre - feel safe, quieter without the car noise, feels lively."

"The shopping area is buzzing and always full of people. There is a real sense of community."

"The Asian shops and restaurants are great and really special in Sydney. They are good prices too."

The stakeholder engagement clearly defines Eastwood Town Centre as a vibrant, connected, positive and mostly harmonious community place. It is a significant area for Chinese and Korean people throughout NSW and most Asian and some Anglo-Australian residents view it with great pride and fondness. Community engagement with this community was mostly very positive with residents welcoming improvements to the Town Centre. The main things that people like about the Town Centre are:

- It has a strong community and cultural feel. People love that businesses are locally owned and generally do not want the area to become another "Westfield" shopping mall as this would lose the sense of "community".
- It is convenient and it is easy to get around the Town Centre by foot.
- The Wisteria arch is a special place and in the summer it gives good shelter. There needs to be more shading like this throughout the Town Centre.
- The wide variety of Asian shops and restaurants and the low cost shopping that people can do there.
- The area is very safe (except for the Train Station tunnel at night).
- The multiculturalism and the history of the area are important to keep.

- The Granny Smith Festival and the Lunar New Year Festival are important.
- The pedestrian mall, which they think has a great village feel.
- The social groups that meet there including the Chinese Seniors and the Korean Seniors.
- The water fountain, which is used by many families and children.
- The community feeling, the activity and vibrancy.
- The easy access to the train and buses.
- The proximity to schools, churches, halls, the library and the Eastwood Park.



4.4 What people don't like about the Town Centre

"There's not enough comfortable seating or shade where I can sit and have a chat or a rest."

"I have lived in Eastwood for 60 years having bought the land and built my home. It has gone down from being a friendly shopping area to a mess. I don't like all their stock out on the footpath and they should keep the footpath and front of their shops clean."

"Too many signs are in Asian and I can't understand what they are selling"

"There is not enough parking. Traffic is bad and this makes it hard for pedestrians"

ITEM 15 (continued)

ATTACHMENT 1

While people mostly had positive things to say about the Town Centre, there were a number of common themes that arose during the community engagement conducted for this study, and through previous engagement completed by Council. Issues that were raised by the Chinese and Korean community were also common with many in the Anglo-Australian community:

- Some Anglo-Australian residents feel isolated from the “new” Asian Eastwood Town Centre. They were concerned that restaurant signs and menus are not in English; there are “too many \$2 shops” and not enough quality shops. They feel that some of the restaurants and shops are unclean and that the Chinese people do not want to integrate with the rest of the community. Chinese and Korean businesses consulted with were keen to address these concerns through improved shopfronts, signage and relationship building.
- There is not enough parking. Council’s car park is too small and the parking times are too short.
- Shopfronts need to be more consistent and signage should be in both English and Asian languages.
- The Eastern and Western sides of the railway line are disconnected and there needs to be a tunnel or bridge to connect both sides. Because of this disconnection, the Korean commercial precinct is suffering and restaurants in particular are losing business.
- Eastwood needs to be tidied up. The shops are old and not modern and the centre will fall behind other newer shopping areas.
- The bus stops at Eastwood Rail Station are not comfortable.
- The library is too small and needs to have a lounge area and more study space. It should be part of a bigger multipurpose centre. It also has a poor Korean collection.
- There is not enough seating or shade and the existing seating is uncomfortable.
- The toilets in Eastwood Shopping Centre are old and dirty.
- There are no outdoor spaces for exercise groups.
- The shopping centre is too old. It needs to be modernised and it would be good to have a

landmark shop like Target or Kmart. There also needs to be more quality shops.

- There is no multicultural information service in the Town Centre.
- More quality clothing shops are needed.
- There is not enough affordable rental housing or housing for seniors.
- The tiles in the Town Centre are really slippery and dangerous when wet.
- There needs to be better lighting and a safer environment crossing the train station.
- There is not enough entertainment in the Town Centre. No cinemas, leisure centres, or interesting shops that will keep people in the area for longer.
- Young people would like more places to gather, study and access free Wi-Fi. They would also like more courts for basketball and badminton.
- The toilet block outside the library is unattractive.

ITEM 15 (continued)

ATTACHMENT 1

4.5 The Place we'd like it to be: Common visions

Summary of common visions

"We will be a peaceful multicultural community where all children and families are safe and well employed in local businesses and industries and services."

"To provide a multicultural environment in which different cultures may dance and perform music in open air concerts. People would like places to walk in the evenings and to sit together under shelter and talk"

"We want areas that people can congregate, sit and chat and move around freely. Great community spaces...places for community members to gather."

"Eastwood Tai Chi Friendship Group which I have been a member for over 12 months are friendly and helpful to any new person who wishes to come and join in. As there are no fees involved, friendship and social interaction is what makes our mornings. The little park (Glen Street Park) could be made into a Tai Chi area and I am sure not only the Eastwood Tai Chi Friendship Group would benefit but also other residents within our community would as well, some where to go, to sit, to watch to chat that is what makes a community. In naming the Park perhaps Ryde Council could rename the park and call it the *"Eastwood Friendship Park"*."

"We would like to see more small retirement style complexes, close to transport to shopping and with fellow oldies- over 55, but no more than 10 units. It would be nice to have small nursing homes/hostels in case partners need more care that could be easily accessed (bus)."

A number of common visions have emerged through the engagement process for the Eastwood Town Centre. These are:

- A tunnel or footbridge connecting the Eastern and Western sides of the Town Centre.

- Rowe Street closed to traffic and extending the Pedestrian mall. This would also address the difficult pedestrian crossing outside the NAB.
- While the area is alive during the day, many would like it to be more vibrant in the evenings. This could be achieved through night markets, film nights and some residential development within the Town Centre.
- Outdoor courts and outdoor exercise space. A vision of the Eastwood Tai Chi Friendship Group is a new flat surface that is undercover and located in Glen Reserve.
- A multipurpose community centre for the whole community would be of great benefit to the community could co-locate: multicultural information service places to learn, function space, outdoor and indoor courts.
- A larger library with multimedia facilities and more space for young people and children.
- A multi-level car park on both the Eastern and Western side of the Town Centre.
- More longer-term parking.
- A cleaner and more modern physical environment.
- More clothing or landmark shops.
- A larger library with a better Korean collection.
- More comfortable seating where people can stay a while, talk, play games and enjoy the community life.
- An accepting and multicultural community where all cultures are celebrated.
- More senior's living and affordable rental housing.

ITEM 15 (continued)

ATTACHMENT 1

5 COMMUNITY ISSUES AND ASPIRATIONS: WEST RYDE TOWN CENTRE

5.1 Background

The West Ryde Town Centre has suffered over the past 10 years as a result of ongoing construction, underground parking and a lack of street level activity. The community is also disconnected by the busy Victoria Road and the West Ryde Train Station, making it difficult for pedestrians in particular to access the main retail area. However, the area has strong community assets and is very culturally diverse with a large number of different cultural groups, some of whom have not had the opportunity to form strong community connections in their neighbourhoods. The identity of the Town Centre does not visually reflect the cultural diversity of the area – as opposed to Eastwood Town Centre.

There is significant social capital in the West Ryde community with residents, business people and service providers who have a long-term interest in the area and who are eager to be involved in partnering with Council in a program of improvements. They want to create a sense of Place in West Ryde and bring people and life back into the area.

5.2 West Ryde Town Centre Master Plan

The West Ryde Town Centre Master Plan identifies the following vision for the Town Centre, which is in keeping with outcomes of stakeholder engagement completed for this study:

1. Create a new identity for the West Ryde Town Centre as an important place along Victoria Road. The Master Plan holds significant potential to create a new and attractive character for the Town Centre. Improvements

Eastwood and West Ryde: Community Connections
Cred Community Planning

- will see Victoria Road become a landscaped route, with the West Ryde Town Centre being defined by both new activity and built form.
2. Improvements to key public domain areas will see the creation of a series of 'green links', which extend both towards and through the Town Centre core. Improvements at the core will also be implemented highlighting this area as a pedestrian priority environment as well as increasing permeability and pedestrian accessibility. Redevelopment of the existing bus interchange offers opportunities to enhance pedestrian amenity in this vicinity.
3. Existing open spaces will be enhanced, offering increased amenity to surrounding residential development. New development and increased densities will be focussed at the centre core and in areas of pedestrian activity such as public transport nodes and close to open space area.

5.3 Stakeholders engaged

Engagement with targeted stakeholder groups was undertaken to identify the community's aspirations for the Eastwood and West Ryde Town Centres. The purpose of the stakeholder engagement was to establish what the community wants in relation to:

- Supporting businesses
- Social / community infrastructure and support services
- Well functioning centres
- Improving the character of the centres.

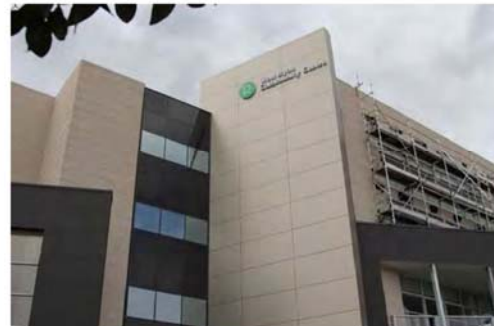
Table 5 provides a list of the stakeholders engaged with. There are many dedicated and energetic community members within both areas who are committed to community harmony and local improvements in their area. These individuals and groups should be empowered to support Council to facilitate change throughout this process.

ITEM 15 (continued)

ATTACHMENT 1

Table 5 Stakeholder engagement West Ryde Town Centre

Stakeholders West Ryde Town Centre
<ul style="list-style-type: none"> • West Ryde Chamber of Commerce • Interviews with individual businesses in the Town Centre • Hazel Myers • West Ryde Meadowbank Progress Association • Korean Women's Group • Australian Asian Association of Bennelong • Chinese Senior's Group • Ryde Family Support Service • Christian Community Aid • Good Beginnings Community Hub including Indian Community Development Worker • Relationships Australia • West Ryde Neighbourhood Children's Service • West Ryde Library • Korean Chamber of Commerce • Targeted online survey completed by 33 community groups, businesses and community leaders in West Ryde. • Users of Anzac Park • Wilson (Chinese Community) • Survey with multicultural playgroup members



Community engagement outcomes for West Ryde are found at Appendix 4 including the outcomes of the online survey completed by 33 local business, community groups and community leaders in West Ryde Town Centre.

ITEM 15 (continued)

ATTACHMENT 1

5.4 What's special about the Town Centre

"The library is great - right there at the shopping centre is wonderful. And it is a fantastic service with fantastic people. I like Miriam Reserve as it is close enough to grab a coffee and head to the park with kids before coming back to do shopping. (Although Gloria Jeans has done great things for families with their children's area.) Jenny at Woolworths is an amazing part of the community. I often invite my toddler to come and visit Jenny rather than let's go shopping. People make a community and she is definitely an asset to West Ryde community".

"1. That the shopping centre is small and not difficult to negotiate. 2. That it is close to public transport. 3. That the library is good."

Overall, most comments in relation to the Town Centre were not positive. However, the following good points about the Town Centre were commonly expressed:

- The Town Centre is close to public transport and has a good train station.
- The retail area is compact and easy to get to a range of shops.
- There are a number of parks located nearby that people like to visit.
- The West Ryde library is great and the services that they provide are focussed on community needs.
- It has a good range of shops and services.
- The area has a strong and interesting history.
- Businesses and locals are keen to be a part of improvements to the area.

5.5 What people don't like about the Town Centre

"Higher standard of restoration required of utility companies that dig up roads and footpaths.
Restoration of street cleaning program. Improved street lighting. Improved local traffic flow and long stay parking. Public spaces adjacent to the retail district"

"Park and play area for children, adequate seating for the aged"

"Shopping along Victoria Road not great due to traffic noise and shops seem not very inviting generally. All a bit spread out to efficiently shop- I like to buy what I need quickly and get home or back to work. No real community feel to the area as there isn't a central place to congregate".

"Extremely dirty and unkempt shop fronts and footpaths on Victoria Rd. Extreme shortage of long stay car parking Poor integration of West Ryde Village Centre with Victoria Rd strip shops".

"Unsafe for pedestrians crossing major streets e.g. Chatham Avenue. Only safe crossing of Chatham Avenue is at set of traffic lights on Victoria Rd. Very inconvenient if you are located in, or near, Dickson Avenue"

There were a number of issues that the community and business identified with the Town Centre:

- The Town Centre has no personality or identity. There is no sense of place.
- The recent construction has affected business in the Town Centre and people are using other shopping centres and services. There has also been a drop in visits to the West Ryde Library during construction.
- There is not enough green space in the Town Centre. It is a very built up area. People would like somewhere shaded in a natural environment to seat, eat their lunch, take their children for a play and form connections.
- The public domain is rundown and need improvements.

ITEM 15 (continued)

ATTACHMENT 1

- There are not enough chairs or areas for people to sit and relax.
- There is little street level activity and people are not encouraged to visit shops outside the Market Place.
- Victoria Street looks very rundown.
- There is not enough underground or street level parking, and this could worsen with planned residential development.
- Victoria Street is dangerous to cross and prevents pedestrians from crossing it to shop in the retail area.
- Some shopfronts look old and dirty and need to be improved.
- There are a lot of vacant shopfronts making the area look unviable.
- While there are a lot of children and families in the area, there is no place for children to play in the Town Centre.
- There is no common look for the Town Centre.
- The Town Centre is split by the Train Station and Victoria Road and it doesn't have a strong identity.
- The Town Centre is not safe for pedestrians and needs strategically located zebra crossings.
- There is not enough signage directing people into the Town Centre and to its facilities, such as the library and the Marketplace.
- There is inadequate lighting throughout the Town Centre affecting people's perception of safety and use of the Town Centre at night.
- Council's Road and Community Safety Project Officer and the Crime Prevention Officers conducted site investigations during the day and at night at each of the hotspot locations in West Ryde, Ryde and Macquarie Park. There were a range of issues that were recorded, where environmental factors had the potential to contribute the levels of offending. In all areas, there were three key points;
 - Inadequate lighting in some areas – The Crime Prevention Action Plan recommends installing two lights in Graf Avenue as it is very dark at the moment.
 - Inadequate signage in car parks particularly
 - Unclear sightlines due to overgrowth of vegetation.

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Cred Community Planning

5.6 The Place we'd like it to be: Common visions

"Green it - even a small amount would help. Try and sort out the traffic, and enforce the stop sign for exiting the car park. Make it more family friendly - many people during the day are parents with kids meeting up, or shopping or going to the library."

"Skate park for teenagers, coffee shops open later for evening meetings with friends, multicultural days/events in the central community space eg food fairs, music, arts and crafts. More stuff for teens/young people".

"Firstly, the Council should decide to address all the negatives such as those above with a generous budget and to involve community representatives in the planning, design and execution of relevant construction projects and servicing programs. West Ryde needs to have robust physical, economic and social centre/s, or even several (think also of East Pde area; south side of Victoria Rd, and the area west to Marsden Rd). A main commercial centre with a central or adjacent passive recreation and event space is vital - this must be accessible, safe and well-lit, separate from traffic and with facilities suitable for children, young and older adults, workers and non-workers".

"More places for fun, movie cinemas, outdoor events, bowling, game places exercise options for the aged e.g. water therapy, improve community centres"

"I wish that Ryde would give great priority on community projects that foster solidarity and social interaction among various cultures given the growing settlers and migrants from different backgrounds"

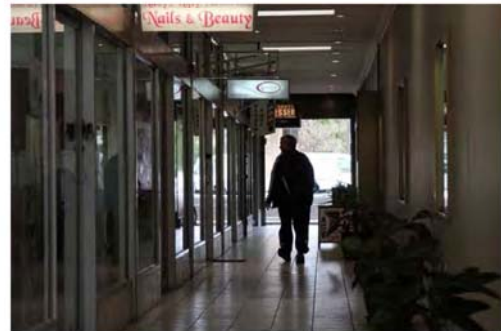
Common visions for the Town Centre included:

- A park in the temporary car park space near the new Community Centre.
- Increased longer-term parking at street level (more than 30 minutes) to support local business and shops outside the Market Place.

ITEM 15 (continued)

ATTACHMENT 1

- Public domain upgrades in Victoria Street, Chatham Road and West Parade including improved footpaths, street tree planting and low-rise gardens (similar to work recently completed in Chatham Road).
- Pedestrian crossings and safe crossing areas to encourage pedestrians to use the Town Centre.
- A more pedestrian friendly Town Centre.
- Programs to fill the vacant shops. In particular people would like something done about the vacant site on Victoria Road (former Clarke Rubber store) and Walkly Plaza in West Parade. People raised concern that these are large sites at the entry to the Town Centre that give a bad impression of the area.
- A partnership between Council, local business and the Chamber of Commerce to improve the shopfronts of some of the small businesses, particularly those in Victoria Road.
- Community events and activities that will bring people back into the Town Centre post construction. The area needs to be promoted to support business and services and needs spaces and places to do this.
- More events and neighbourhood level activities that reflect the culturally diverse community.
- Spaces to hold events and community activities. The community considers this to be particularly important to encourage people back into the Town Centre once construction work has ceased and it will also build community connections and create an identity for the area.
- A local preschool, in particular to support the culturally diverse community.



Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

6 INNOVATIVE MODELS

Some examples of successful innovative models for connecting communities are shown below:

Ashfield Community Harmony Strategy “Welcome Shops Project”

This project responded to the disharmony in the community due to non-English language signage and shopfronts in the Ashfield main street. The study discovered that the ‘most prominent area of discomfort among not only Anglo-Australian senior citizens but also older long-term residents of other backgrounds had to do with the predominance of non-English signage without translation along the Ashfield main street’.

The aim of the project was to:

- Recreate a sense of place connection to the area among Anglo-Australian seniors and long time residents of other backgrounds without displacing Chinese-Australians.
- Narrative and symbolic belonging and space where all residents feel comfortable to socialise in the shopping area.
- Helping Chinese shops and shopkeepers to be more welcoming to non-Chinese customers.

The Strategy included appointing a multi-lingual worker to drive the projects elements, which included:

- Ashfield Shopkeepers Kit with images and advice on good shopfront design and display.
- Welcome Shop Open Days where Anglo residents were introduced to Chinese shopkeeper, restaurants and produce.
- Restaurant and Seniors home and business cross-cultural visits.
- Welcome Shop Awards.
- Council Clean up.
- Bi-lingual seminars for local business including food and hygiene.
- Cultural connections networking events including a monthly cross cultural women’s lunch.
- Establishment of a Community Harmony residents working group.

Eastwood and West Ryde: Community Connections
Cred Community Planning



Typical Ashfield shop prior to the project



The same shop after the project.

ITEM 15 (continued)

ATTACHMENT 1

Pop-Up Parramatta

Based on the Renew Newcastle model, Pop-Up Parramatta began in 2010 by Parramatta City Council to transform Parramatta into a thriving hub where creative practitioners create, develop and sell their work. Pop-Up Parramatta aims to build a vibrant, connected and creative community.

It offers training and support to develop the entrepreneurial and business skills of artists in the area – including those from different cultural backgrounds. It also provides opportunities to create connections between artists, local communities and the business sector in Parramatta.

Council partnered with businesses to secure shopfronts to use for this project and current projects including 6 shopfronts in Church Street.



Johnson Street Annandale, Community led seating and street furniture project

Leichhardt Council improved the Johnson Street community by providing seating that encourage people to sit, talk to each other and hang around the shopping strip. They also worked with the community in the design of the water bubblers and other street furniture creating a harmonious place that gave public space back to the public.



ITEM 15 (continued)

ATTACHMENT 1

Pop Up Ping Pong Tables

POPP is Public Outdoor Ping Pong, free-to-use, permanent, weather-proof ping pong tables for parks and open spaces. The design of the tables can be adapted by teaming up with artists. POPP brings spaces to life with ping pong and art. Each table is an exhibition in a public or open space, exposing not only art to new admirers but ping pong to new players. And there's something strangely fulfilling about playing the world's most popular racket sport on a table that moonlights as a piece of urban art.

Outdoor ping pong tables are common in Berlin, Barcelona, Paris and across China, and now in London, Copenhagen and the New York (Spin for clubs: spinyc.com and Bryant Park for outdoor tables: bryantpark.org), ping pong is played outdoors on permanent tables.



Taste Food Tours – Growing Communities Together

Benevolent Society coordinates walking tours of multicultural communities in South West Sydney. Local community guides take people on a walking tour around the best places to eat and to shop for ingredients. Participants learn about different food cultures and traditions and taste a range of specialities in store.

Taste is a suite of activities designed to showcase the very best of South West Sydney's amazing multicultural food traditions. From walking tours to recipes to cooking classes and cookbooks, there's something for everyone.

All projects are designed to give something back to the local community, and are set up as a social enterprise. They offer fantastic value and a great 'foodie' experience while also generating income for local businesses and creating jobs and training opportunities for residents.



ITEM 15 (continued)

ATTACHMENT 1

7 IMPROVEMENT PLANS

7.1 Background

This section provides an assessment of the opportunities for increased community infrastructure, business support and social support services for the Eastwood and West Ryde communities with a focus on the Town Centres. It provides an Improvements plan with resourcing implications and delivery timeframes.

7.2 What makes a Place?

The Improvements Plan focuses on making Eastwood and West Ryde Town Centres special "Places". Places that support community connections and harmony and local business.

A recent survey⁴ identified the elements that are important to people and that contribute to a sense of place. As part of the survey, respondents were asked to rate eight criteria in terms of their importance in making this place attractive to them. The table below shows the percentage of all respondents who rated how 'important' or 'very important' each criterion was in terms of contributing to the attractiveness of the place as a whole. It shows that the simple welcome of somewhere to sit is seen as the most important criteria of an attractive place. This was also demonstrated through engagement in Eastwood and West Ryde.

Quality	%	Quality	%
Sittability	79%	Identity/Character	73%
Community feel	68%	Landscaping	56%
Events	41%	Food options	41%
Public art	26%	Retail options	21%

7.3 Council's role

The Improvements Plan reflects a key role for Council as a facilitator of actions that support a healthy, creative, connected, and sustainable community. Both areas have strong community and business groups who can partner with Council in driving improvements in the two Town Centres. In addition to providing infrastructure and public domain improvements, utilising local assets through capacity building will be a key principle in the Plan's development.



⁴ Conducted by Place Partners, 2011
Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

7.4 Eastwood Town Centre Improvements Plan

Key issues:

- The suburb of Eastwood is almost 50% residents from non-English speaking backgrounds (in 2006). This proportion is expected to have increased significantly with the release of the 2011 census. In some areas within the Eastwood Town Centre, up to 70% of the population are Chinese and 12% Korean.
- The area is significant in Sydney as a Chinese/Korean community and shopping destination.
- Some shopfronts are rundown, some look unwelcoming, and signage is not always in English. Some older Anglo residents feel intimidated to shop here and business is affected as well as community relations.
- Lack of harmony between some older Anglo residents and Chinese/Korean community.
- Around 20% of people have poor English skills and need access to multi-lingual information services and English language classes.
- Lack of comfortable seating that facilitates social interaction.
- Public domain needs improving throughout the Town Centre – in particular paving and footpaths.
- Lack of colour and public art that reflects the diversity of the area. There are no visual signs of the area's current and past culture.
- No multipurpose outdoor courts for young people, students, children and groups such as tai chi groups to participate in recreational activities (in particular the popular Eastwood Friendship Tai Chi group needs a flat surface)
- There is a large pool of single purpose community facilities and no multipurpose community centre or multicultural information service.
- The library is too small to support its role in the community and the needs of its residents – particularly children and young people.
- The east and west side of the Town Centre are disconnected and Korean business in particular is suffering.
- The tunnel and ramps connected the east and west side are considered unsafe and create a barrier between the two sides.
- There is no open space, play areas or seating on the east (Korean commercial) side of the Town Centre.
- There is a lack of affordable rental housing in the Town Centre to support older people, students and low-income workers.
- Car use is high and there is insufficient parking and a need to encourage alternative transport to the Town Centre.
- The Town Centre is not activated at night to its full potential.
- Community festivals and events such as the Chinese Lunar New Year and Granny Smith Festival are very important to local residents. Many Chinese people consulted highlighted the need to keep the area multicultural and to ensure that "Aussie" events and activities remained a part of Eastwood.
- The Chinese and Korean communities are very active in community life including Senior's groups, business groups, outdoor exercise groups, language classes, volunteering, use of the library and use of community spaces. Places to gather, socialise and participate in activities, which are often self-led are very important to the Chinese community.⁵
- There are a range of community facilities and services located in the Town Centre, but they are disconnected and scattered and would be better co-located within a multi-purpose community centre. The eastern side is lacking in any community facilities or parks and open spaces.

⁵ This is evidenced by the high use of community facilities and spaces in other areas with high Chinese residents such as Hurstville, Ultimo and Haymarket. It is also demonstrated by the current high use of the Eastwood public domain by tai chi groups.

ITEM 15 (continued)

ATTACHMENT 1

Aims:

The aims of the Eastwood Town Centre Action Plan are to:

1. Maintain local vibrancy and character and celebrate cultural diversity.
2. Facilitate positive connections between different cultural groups.
3. Improve the look of the Town Centre and its shops to support local business and encourage use by a diverse range of residents and visitors.
4. Provide accessible and quality community facilities that support community needs.
5. Provide recreational spaces that reflect the needs of a range of age groups and cultures.
6. Improve the public domain through quality paving, street furniture, lighting and shade structures.
7. Connect the east and west sides of the Town Centre.
8. Encourage people to use a range of transport options to access the Town Centre.



ITEM 15 (continued)

ATTACHMENT 1

Table 6 Eastwood Town Centre Improvements Plan

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
HUMAN RESOURCES						
1. Engage a part-time (3 days per week) worker for 36 months to drive the implementation of the integrated Eastwood and West Ryde Town Centre Improvements Plan.	These projects will need a dedicated worker to ensure their implementation and continue existing positive relationships that have been formed with the community.	Community and Culture	None	\$45,000.00 Per annum	6 months from approval	High
INFRASTRUCTURE AND PUBLIC DOMAIN IMPROVEMENTS						
2. Build culvert between Glen Reserve and Eastwood Park.	Resolve the flooding issues in the Eastwood Town Centre.	Public Works	None	\$10,000,000	3 years from approval	Approved but not in current 4-Year Delivery Plan
3. Widen and improve safety of tunnel East and West side of the Town Centre.	Improved tunnel access will improve connections between East and West and encourage increased use of East side of station.	Public Works	None	\$7,000,000	2 years from approval	High
4. Provide new tables and chairs in the pedestrian mall and near library.	Community identified a need to provide tables and seating that encourage game playing (mahjong) and are undercover (see Bankstown Council). Provide seating that encourages social	Urban Planning/Public Works	Eastwood Chamber of Commerce Eastwood Shopping Centre	Further investigate costs as part of Master Plan	1 year from approval	Medium

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
	interaction (see Johnson Street Annandale).					
5. Implement public domain upgrades on the East side of the Town Centre.	Current approved improvement is a streetscape upgrade of Rowe Street (East) between Railway Parade and Blaxland Rd - paving, shrub planting (west end) and tree planting (east end) within the roadway. Master Plan currently underway may identify further improvements required.	Urban Planning	None	\$2,500,000	2012-2016	In 4-Year Delivery Plan
6. Implement public domain improvements on the East side of the Town Centre including new seating and wider footpaths.	Stakeholder engagement identified the need for improved pedestrian and visitor amenity on the east side of the Town Centre.	Urban Planning	None	\$1.1M	2 years from approval	Medium
7. Implement consistent streetscapes along the East and West sides of Rowe Street	Consistent streetscapes along Rowe Street will provide a visual connection for both sides of the Town Centre and increase activity on the Eastern side.	Urban Planning	None	Investigate further through Master Plan process.	1 year from approval	Medium
8. Redesign the Eastwood carpark to provide additional parking places and easier access.	The Eastwood carpark is currently difficult to navigate and does not utilise its space efficiently.	Urban Planning/Public Works	None	\$5,000,000	4 years from approval	High
9. Public domain upgrade to the pedestrian	Include an improved flat surface	Urban	Tai Chi Friendship	\$4,000,000 ⁶	2 years	High

⁶ Potential funding under Voluntary Planning Agreement for the Eastwood Shopping Centre Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
mall.	either in the pedestrian mall (under wisteria) for the Tai Chi Friendship groups who meet every day in the Town Centre.	Planning/Public Works	Group Eastwood Shopping Centre		from approval	
10. Mobbs Lane Detention Basin	Capital Works Program. Eastwood Floodplain management	Public Works	None	\$1,000,000	2011–2012	In 4-Year Delivery Plan
11. Eastwood Town Centre renewal	Capital Works Program Town Centre upgrades	Public Works	None	\$500,000	2012–2013	In 4-Year Delivery Plan
12. Eastwood Town Centre renewal	Capital Works Program. Town Centre Upgrades	Public Works	None	\$500,000	2013/2014	In 4-Year Delivery Plan
13. Town Centre signage	Shared between all Town Centres	Public Works	None	\$190,000	2013/2014	In 4-Year Delivery Plan
14. Hillview Road Culvert Rehab	Capital Works Program	Public Works	None	\$100,000	2011/2012	In 4-Year Delivery Plan
15. Bike Locker Construction	Capital Works Program. Encourage cycling in Town Centre	Public Works	None	\$55,000	2011/2012	In 4-Year Delivery Plan
16. Upgrade Sport Lighting – Eastwood Park	Capital Works Program	Public Works	None	\$40,000	2014/2015	In 4-Year Delivery Plan
OPEN SPACE AND RECREATION						
17. Through Master Plan process identify a suitable location for multipurpose outdoor	Consultation and numbers of students and young people	Open Space	None		2 years from	Medium

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
courts.	indicate a high demand for outdoor courts in the Town Centre.				approval	
18. Identify an appropriate location for a community garden for use by culturally diverse groups.	Consultation identified a high demand for a community garden. Community gardens are proven to build community connections within diverse communities.	Open Space	Christian Community Aid Wilson and Hugh Lee Korean Lifeline	\$25,000 per annum for 3 years	2012-2015	In 4-year Delivery Plan
19. Through Master Plan process identify opportunities for green space and children's play areas on the East side of the Town Centre.	This is part of a process already underway.	Urban Planning	None	No additional costs	1 year from approval	Low
COMMUNITY FACILITIES						
20. As part of the Community Hubs Needs Plan, identify opportunities for the location of a multipurpose community hub in Eastwood.	Under Council's Community Hubs project, rationalise Council's pool of single purpose facilities and use funds to contribute to the provision of a multipurpose community hub in the Town Centre. Could include a multicultural information service, community office space, large community hall, program delivery space and creative arts space. Potentially include indoor courts that can also be used for function space (see Ultimo Community Centre).	Community and Culture	Christian Community Aid Eastwood Occasional Childcare Centre Eastwood Seniors Association Chinese Seniors Korean Seniors	\$50,000 stage 1 Community Hubs Plan	11/12	In 4 Year Delivery Plan

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
21. Undertake a Feasibility Study for a community hub in Eastwood.	Based on outcomes of Community Hubs Needs Plan.	Community and Culture	None	\$80,000 Feasibility Study	1 year from approval	High
22. Design and construct a new multipurpose community hub in Eastwood.	Based on outcomes of Feasibility Study.	Community and Culture/Public Works	None	TBC after Feasibility Study	TBC after Feasibility Study	High
23. Provide a shopfront multicultural information service.	This could be part of the future community hub, in the library or a separate shopfront in the centre.	Community and Culture	Christian Community Aid	As above	1 year from approval	High
24. Identify opportunities to improve the Eastwood Library as part of the Cultural Needs Plan.	Under the Cultural Spaces Project, and as part of the Master Plan process, continue to look at options to provide a larger, more future focused library facility in the Town Centre (potentially on existing site) with a multimedia focus and supporting local children and young people who are high users of the service.	Community and Culture	Eastwood Women's Rest Centre	Nil	11/12	In 4 Year Delivery Plan
25. Eastwood Library Feasibility Plan	Based on outcomes of the Cultural Needs Plan a Feasibility Study for Eastwood Library improvements.	Community and Culture	None	\$25,000	1 year from approval	High
26. Eastwood Library Design and Construction	Design and Construction would be dependent on outcomes of the Feasibility Study.	Community and Culture/Public Works	None	TBC after Feasibility Study	TBC after Feasibility Study	High

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
COMMUNITY AND CULTURAL CAPACITY BUILDING						
27. Implement the "Welcome Shops Project" (Macquarie University)	<p>Welcome Shops Projects include:</p> <ul style="list-style-type: none"> • Multilingual information kit • Welcome Shop Open Day • Restaurant and cross-cultural visits (senior's focus) • Eating tours of Chinese and Korean Restaurants promoted widely • Welcome Shop Awards 	New position	Eastwood Chamber of Commerce Korean Chamber of Commerce Macquarie University Benevolent Society Eat your Way Through Tours	\$5,000 per annum	6 months from approval	High
28. Install an outdoor ping pong table in the Eastwood Town Centre	Engagement with the community, particularly Chinese and Korean groups has identified that access to ping pong tables is in high demand. Potential to work with local groups to create an artwork on the table.	New position	Eastwood Chamber of Commerce	\$7,000 each	6 months from approval	Medium
29. Provide fee for service Food and Hygiene Seminars (with Chinese and Korean speaking presenters) for Chinese and Korean restaurant owners	Local businesses identified a need for this information to be provided in Chinese and Korean languages and a willingness to pay a fee for service.	New Position/Environmental services	Eastwood Chamber of Commerce Korean Chamber of Commerce	Cost neutral	6 months from approval	High

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
30. Promote cultural interaction through the Eastwood Croquet Club.	Work with the Eastwood Croquet Club to increase membership including with older Chinese and Korean members. Club needs new membership and this is a central recreational facility. Worker to assist with language barriers.	Community and Culture/New position	Eastwood Croquet Club Eastwood Library	\$1,500 (promotion costs)	6 months from approval	Medium
31. Support a monthly intercultural gathering in Council's community hall.	Encourage interaction between different cultures through food, music and the arts. The gatherings involve women of many different cultural backgrounds, including Anglo-Celtic residents. Activities include cooking and craft. Encourage English language learning at these events through support from bi-lingual worker.	Community and Culture/new position	Christian Community Aid	Nil	6 months from approval	Medium
32. Provide support for a Chinese playgroup focusing on grandparents.	Many Chinese older people care for their grandchildren. Older people often learn English through their grandchildren. A supported playgroup for Chinese grandparents will assist with English language interactions.	Community and Culture/Eastwood Library	Christian Community Aid	Nil	1 year from approval	Medium
33. Provide free WiFi in the pedestrian mall and future community hub.	Encourage people into the Town Centre and facilitate interactions.	Community and Culture	Telstra/Optus	TBC	1 year from	Medium

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
34. Provide free Wifi in Eastwood Library	High demand from community	Community and Culture	None	\$40,000	2011/2012 approval	In 4-Year Delivery Plan
35. Implement a banner program with colourful and locally relevant banners designed through community involvement.	This will be under the Live Neighbourhood Programs	Community and Culture/New position	Eastwood School or community groups for artwork	\$20,000	2012/2013	In 4-Year Delivery Plan
36. Provide community art opportunities in a community mural project on the wall of the Eastwood Oval toilet block.	Engage the community in a project that represents the history and future of Eastwood. Visually demonstrate the area's diversity.	Community and Culture/New position	Christian Community Aid Eastwood	\$65,000	1 year from approval	Low
37. Identify places for landmark public art that links the east and west side of the town centre. Including vacant sites in Eastwood.	Master Plan already underway	Urban Planning/Community and Culture	Community leaders reference group	\$400,000 - \$600,000	Project dependent	Low
38. Investigate opportunities for commercial or community providers to organise regular night markets and other night activities to be held in the pedestrian mall.	Community and business identified a desire for activation of the Town Centre at night.	Community Relations and Events/Environmental Health and Building	Eastwood Chamber of Commerce Korean Chamber of Commerce Christian Community Aid	Cost neutral	2 years from approval	Medium
TRAFFIC AND PARKING						
39. Maintain and promote in Chinese and Korean newspapers that the Council's Top Ryder Shuttle bus service goes to Eastwood Train Station.	This may reduce traffic and parking issues in Town Centre.	Environment	Korean Chamber of Commerce Eastwood Chamber of	See West Ryde	Ongoing	In 4-Year Delivery Plan

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
40. Carpark – Railway Parade Eastwood as part of Eastwood Floodplain management		Public Works	Commerce	\$116,000	2012/2013	In 4-Year Delivery Plan

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

7.5 West Ryde Town Centre Improvements Plan

Key issues:

- The Victoria Road public domain is rundown and does not invite people into the Town Centre. This is a particular issue in the strip between Chatham Road and West Parade.
 - There is a lack of on-street parking and this is affecting small businesses in the Town Centre.
 - A number of shopfronts along Victoria Road are rundown and unwelcoming. Businesses need to be encouraged to make improvements.
 - There are a number of vacant shopfronts throughout the Town Centre giving a poor impression of the Centre's viability. In particular the former Clarke Rubber site in Victoria Road and the Walkly Plaza in West Parade.
 - Since construction started business has suffered and library users are significantly down. Post construction there needs to be a range of community events and activities to bring people back into the area.
 - There is a lack of green space in the Town Centre and residents and business consider this a priority particularly with increased residential density. Lack of green space affects community connectedness and ability to hold community events. There are also no outdoor courts in the Town Centre.
 - The area is highly culturally diverse but this is not represented in the Town Centre.
 - Some CALD residents are socially isolated, particularly women with children and older people and need programs and support to form social connections.
 - There are not enough street trees or low-rise gardens throughout the town centre. The work Council has done in Chatham Road should be extended throughout the Town Centre.
 - The area does not have a distinct identity or locally focused events or programs that reflect its diversity.
 - Ryedale Road shops need refurbishment and promotion as an interesting shopping destination.
- Eastwood and West Ryde: Community Connections
Cred Community Planning

Aims:

The aims of the West Ryde Town Centre Action Plan are to:

1. Activate the Town Centre at street level.
2. Enliven business in the Town Centre.
3. Lead by example through public domain improvements.
4. Identify and promote the unique character of West Ryde.
5. Facilitate positive connections between the area's diverse social and cultural groups.
6. Provide recreational spaces that reflect the needs of a range of age groups and cultures.
7. Encourage people to use a range of transport options to access the town centre.
8. Green the town centre and provide improved public spaces that encourage social interaction.

ITEM 15 (continued)

ATTACHMENT 1

Table 7 West Ryde Town Centre Improvements Plan

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
HUMAN RESOURCES						
1. Engage a part-time worker (3 days per week) for 36 months to drive the implementation of the integrated Eastwood and West Ryde Town Centre Improvements Plans.	Shared between Eastwood and West Ryde Town Centre Projects	Community and Culture.	None	See Eastwood Plan	See Eastwood Plan	High
INFRASTRUCTURE AND PUBLIC DOMAIN IMPROVEMENTS						
2. Public domain upgrade Victoria Road between West Parade and Chatham Street.	Improved footpaths, street trees/and or low shrub plantings (such as in Chatham Road).	Urban Planning	West Ryde Chamber of Commerce	\$3,000,000	12 months from approval	High
3. Upgrade and provide new shaded and comfortable seating in the Town Centre.	The hard metal chairs in the Village Square and throughout the Town Centre are not liked. Seating that facilitates social interaction is required. See Johnson Street Annandale seating for example.	Urban Planning	West Ryde Chamber of Commerce.	\$100,000	2 years from approval	High
4. Prepare a lighting plan for the Town Centre and provide additional lighting.	Provide additional lighting to encourage night activity and improve perceptions of safety.	Urban Planning/Public Works	None	\$500,000	4 years from approval	High
5. Public domain upgrade West Parade from Victoria Street to Anthony Road.	Improved footpaths, street trees and/or low shrub planting (such as Chatham Road).	Urban Planning	None	\$700,000	12 months from approval	Medium

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
6. Public domain upgrade Ryedale Road.	Improved footpaths, street trees and/or low shrub plantings (such as in Chatham Road).	Urban Planning	West Ryde Chamber of Commerce	\$2,400,000	18 months from approval	Medium
7. New signage along Victoria Road to Ryedale Road shops, the main shopping area, and Council facilities.	Visitors have difficulty locating and finding their way through the Town Centre from Victoria Road. Note: there is Civic signage manual to implement signage.	Urban Planning	None	\$150,000 Refer to Civic Signage Manual for more details.	2 years from approval	Medium
8. Provide free WiFi in the West Ryde Library.	Free WiFi will support improved services and encourage visitation.	Community and Culture	None	\$40,000	2012/2013	In 4-year Delivery Plan
9. Improve footpath between Ryedale Road and West Parade.	This will encourage people into the Town Centre and activate street level activity.	Community and Culture	None	TBC	12 month from approval	Medium
10. Build a bridge for a bike path across Victoria Road at the railway bridge.	This is part of the City of Ryde bike strategy to link West Ryde to Meadowbank.	Public Works	None	\$500,000	2 years from approval	Low
11. Town Centre signage - general	Shared between all town centres.	Public Works	None	\$190,000	2012/2013	In 4-Year Delivery Plan
OPEN SPACE AND RECREATION						
12. Provide a quality park in the temporary car park site next to the West Ryde Community Centre.	Park design to include green space, a play area for children and a half court.	Open Space	None	\$1,500,000	1 year from approval	High
COMMUNITY AND CULTURAL CAPACITY BUILDING						
13. Implement a banner program with	This will be under the Live	Community and	Community	\$20,000	2013/2014	In 4-Year

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
colourful and locally relevant banners designed through community involvement.	Neighbourhood Program.	Culture/New position	service providers and Chamber of Commerce			Delivery Plan
14. Implement the "Welcome Shops Project" (Macquarie University)	Welcome Shops Projects include: <ul style="list-style-type: none"> • Multilingual information kit • Welcome Shop Open Day • Restaurant and cross-cultural visits (senior's focus) • Eating tours of Chinese and Korean Restaurants promoted widely • Welcome Shop Awards 	New position	Eastwood Chamber of Commerce Korean Chamber of Commerce Macquarie University Benevolent Society Eat your Way Through Tours	\$5,000 per annum	6 months from approval	High
15. Work in partnership with local groups to identify appropriate sites and creative industries to implement the Renew Newcastle model in vacant shops in the West Ryde Town Centre.	There are a number of vacant shopfronts in West Ryde Town Centre. Local business and residents are concerned that the vacant shops give a negative impression of the Town Centre and deterring visitors and business.	New position/Manager Community and Culture	Relationships Australia West Ryde Chamber of Commerce Christian Community Aid Korean Women's Group	\$5,000	2012 ongoing	In 4-Year Delivery Plan
16. Establish a temporary West Ryde Committee to reactivate and promote the Town Centre post construction including	The West Ryde business community and community leaders are motivated to	New position/Manager Community Relations	West Ryde Chamber of Commerce	Nil	3 months from approval	High

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
reviewing festivals and events.	reactivate the Town Centre and create a local image.	and Events	Tenants of Community Centre			
17. Work with local community services or commercial providers to provide a monthly multicultural food and craft market in the Village Square or next to the Community Centre.	The area is culturally diverse and there are opportunities for community led or commercial markets that promote this diversity and activate street activity.	New position/ Community Relations and Events	Relationships Australia Community Hub Christian Community Aid	Nil	1 year from approval	Medium
18. Support a monthly intercultural gathering in Council's community hall.	Encourage interaction between different cultures through food, music and the arts. The gatherings involve women of many different cultural backgrounds, including Anglo-Celtic residents. Encourage English language learning at these events through support from bi-lingual worker.	New position/ Community Relations and Culture	Relationships Australia Community Hub Christian Community Aid	Nil	6 months from approval	Medium
19. Support a mobile, informal playgroup in the open space (potential) next to the West Ryde Community Centre	Many mothers are isolated due to language or cultural barriers. An informal playgroup will encourage walk by participation and drop in by parents and carers from diverse cultural backgrounds.	Community and Culture	Good Beginnings Community Hub	Nil	6 months from approval	Low
20. Work with the owner of the vacant site at	The site has been vacant for 14	Community and	West Ryde	\$50,000	9 months	High

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
996 Victoria Road to erect a temporary wall and engage the community in a community mural.	years and is a negative image for the Town Centre.	Culture/Public Works/Urban Planning	Chamber of Commerce Local community service providers		from approval	
COMMUNITY FACILITIES						
21. Origami Horse public art project to be implemented by 2012.	Design approved by Council.	Community and Culture	None	\$175,000	2012	In 4-Year Delivery Plan
22. Install creative signage, soften the public domain outside the library. Consider removing tint from the library windows so that people can see in.	Make the library more visually prominent and interact better with the street. Refer to the Civic Signage Manual	Community and Culture	None	\$200,000	1 year from approval	Low
23. Stage 1 - West Ryde Community Centre	Underway	Public Works	Coles	\$18.5million (VPA)	2011/2012	In 4-Year Delivery Plan
24. Stage 2 – West Ryde Community Centre	Underway	Public Works	Coles	\$13.8million (VPA)	2012/2013	In 4-Year Delivery Plan
TRAFFIC AND TRANSPORT						
25. Review 30 Minute parking limits in some areas of the town centre.	Short parking times are affecting street level activity and business.	Environment and Planning/Public Works	West Ryde Chamber of Commerce	Nil	1 year from approval	High
26. Undertake a PAMP study.	To support increased pedestrian activity and other alternative forms of transport in the Town Centre.	Environment	West Ryde Chamber of Commerce	\$20,000	2012//2013	High
27. Road Renewal - Anthony Road – (West Parade / Park Ave)	Capital Works Program	Public Works		\$190,000	2011/2012	In 4-Year Delivery Plan
28. Road Renewal – Heritage Road – (Victoria	Capital Works Program	Public Works		\$21,000	2011/2012	In 4-Year Delivery Plan

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
Road / Hermitage Lane)						
29. Road Renewal – Hermitage Road – (Parks Street/ Watlie Street)	Capital Works Program	Public Works		\$120,000	2012/2013	In 4-Year Delivery Plan
COMMUNITY SAFETY						
30. Dickson Lane - Work with businesses regarding lighting or install three lights on existing poles	Crime Prevention Plan 2012 – 2014	Community and Culture	Police, West Ryde Chamber of Commerce	\$5,000	July 2012	In 4-Year Delivery Plan
31. Anthony Road – between reserve road and West Parade – Install Park Smarter signage to remind community about crime prevention.	Crime Prevention Plan 2012 – 2014	Community and Culture	Police, West Ryde Chamber of Commerce	\$250	July 2012	In 4-Year Delivery Plan
32. Graf Avenue – Library to Anthony Road – Install lights as it is very dark at the moment.	Crime Prevention Plan 2012 – 2014	Community and Culture	Police, West Ryde Chamber of Commerce	\$5,000	Nov 2012	In 4-Year Delivery Plan
33. Develop a hoarding project with local schools and artists in disused West Ryde laneways to decrease attractiveness of the area to criminal elements.	Crime Prevention Plan 2012 – 2014	Community and Culture	Police	\$10,000	2011-2012	In 4-Year Delivery Plan
34. Development of high visibility <i>How to Contact the Police</i> signage to be placed in all City of Ryde parks and public places.	Crime Prevention Plan 2012 – 2014	Community and Culture	Police, West Ryde Chamber of Commerce	\$20,000	2012	In 4-Year Delivery Plan
35. Development of coasters to be placed in hotels and bars in hotspots as Police intelligence has indicated hotel patrons are an at-risk group.	Crime Prevention Plan 2012 – 2014	Community and Culture	Police	\$5,000	2013/2014	In 4-Year Delivery Plan
36. Business Crime Forums	Crime Prevention Plan 2012 –	Community and	Police,	\$2000	2012/ 2014	In 4-Year

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

ACTIONS	COMMENTS	RESPONSIBILITY (COUNCIL)	EXTERNAL PARTNERS	ESTIMATED COST	TIME FRAME	PRIORITY
	2014	Culture	Magistrate, Chamber of Commerce, Ryde Business Forum			Delivery Plan

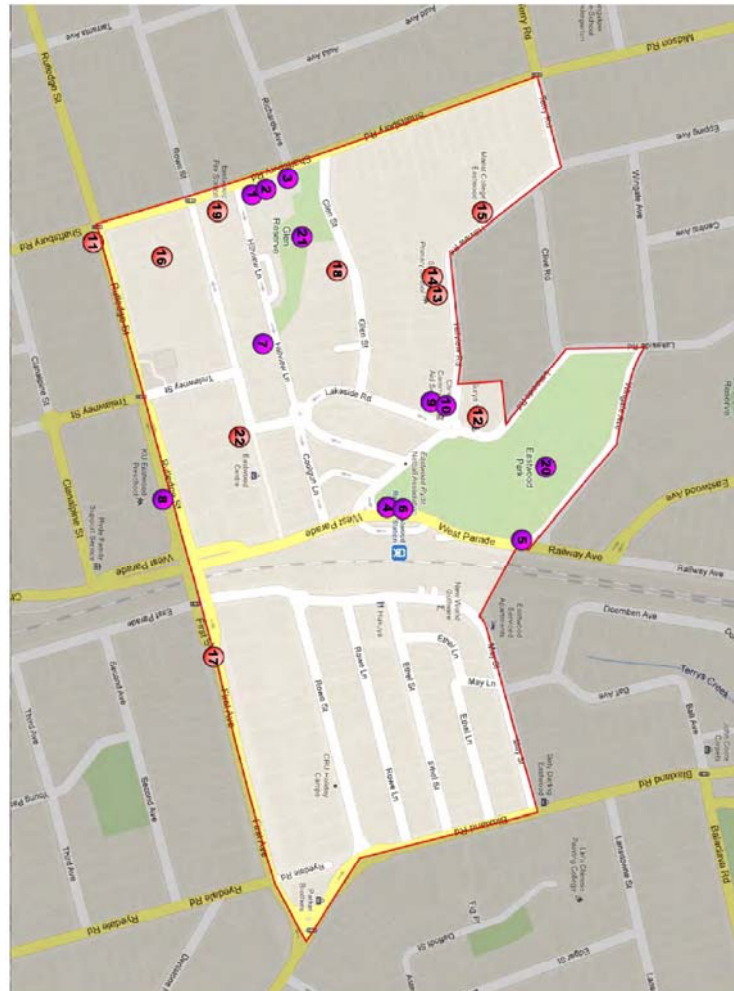
Eastwood and West Ryde: Community Connections
Cred Community Planning

55



ITEM 15 (continued)

ATTACHMENT 1

Appendix 1 Location of community facilities in the Eastwood Town Centre



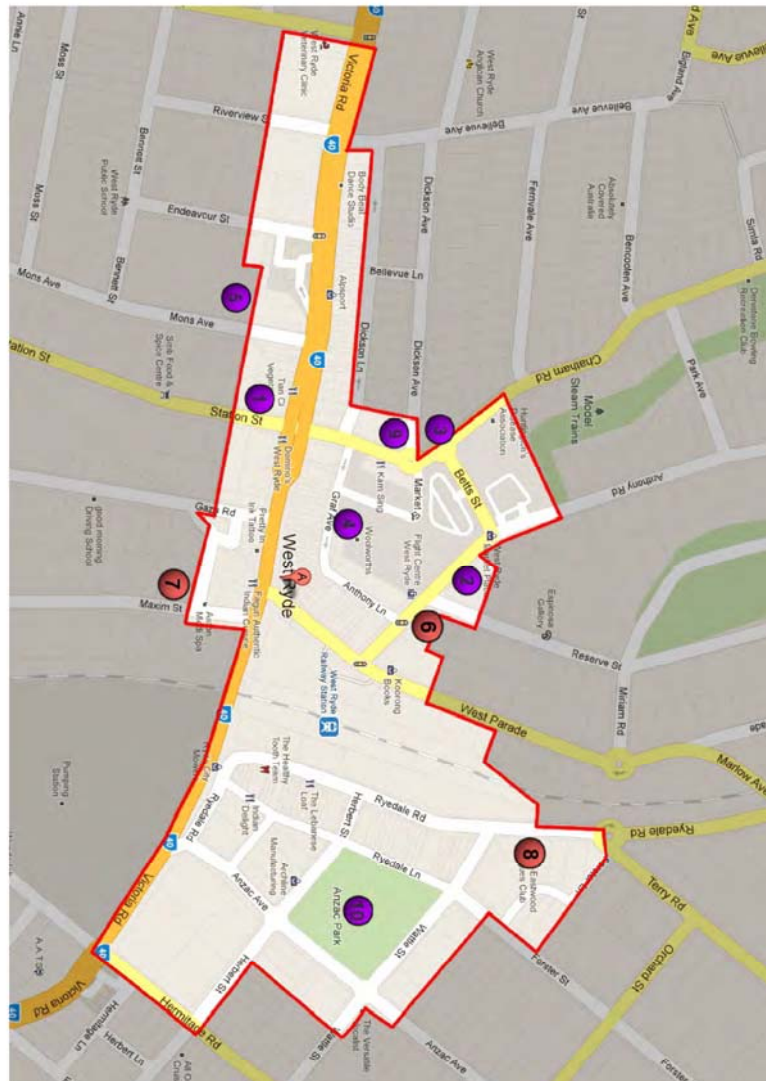
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- 1 Eastwood Community Hall + Meals on Wheels Kitchen
 - 2 Eastwood RSL Meeting Rooms
 - 3 Eastwood Early Childhood Health Centre
 - 4 Eastwood Women's Rest Centre
 - 5 Eastwood Croquet Club
 - 6 Eastwood Library
 - 7 Eastwood Occasional Child Care Centre
 - 8 KU Eastwood Preschool
 - 9 Eastwood CCCA Family Day Care
 - 10 Eastwood CCCA Neighbourhood Centre
 - 11 St Phillips Anglican Church Hall
 - 12 Eastwood Uniting Church/Church Hall
 - 13 St Kevin's Primary School
 - 14 St Kevin's Church/Hall
 - 15 Morfit College Eastwood
 - 16 Eastwood Public School
 - 17 Eastwood Baptist Church
 - 18 Eastwood Tzu Chi Buddhist Church/Hall
 - 19 Eastwood Fire Station
 - 20 Eastwood Oval
 - 21 Glen Reserve
 - 22 Eastwood Masonic Hall
-  Council Owned
 Privately Owned

ITEM 15 (continued)

ATTACHMENT 1

Appendix 2 Location of community facilities in the West Ryde Town Centre



- 1 West Ryde Hall
- 2 West Ryde Multipurpose Community Centre
- 3 West Ryde Neighbourhood Children's Centre
- 4 West Ryde Library
- 5 West Ryde Public School
- 6 Chinese and Australian Baptists Church
- 7 Ryde Uniting Church
- 8 Eastwood West Ryde Leagues Club
- 9 Christian Community Aid
- 10 Anzac Park

Council Owned
Privately Owned

**Privately Owned**

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ITEM 15 (continued)

ATTACHMENT 1

Appendix 3 Community engagement outcomes

EASTWOOD CROQUET CLUB

16 AUGUST 2011

1. **Things that people like: What's special about Eastwood**
 - It is very convenient.
 - The area feels safe.
 - The area is easy to walk around but can get slippery when wet.
 - The \$2 shops are fun. These are good shops, but there is a need for more quality shops.
 - The Croquet Club is special and has been there for 85 years. It's an important part of the community. They currently have 46 members but would love more. They would like the Chinese and other cultures to become members but have had no luck recruiting. Language is a barrier. They Croquet Club ladies come from all over including East Ryde/Hornsby and Parramatta.
 - There are good cheap shops but need more variety.
2. **Issues with the Town Centre**
 - The area looks a bit old and needs to be freshened up.
 - There is not enough parking. All the commuters park up into the residential streets. The Croquet Club members have to walk 3 or 4 blocks sometimes and many of them are old.
 - There is a limit of 2 hours at the Council car park.
 - It smells around the food shops in particular in the laneway facing the park.
 - There is not enough variety of shops and there needs to be a department store. Year ago, Eastwood was a very special shopping place. It had beautiful tailors, clothing stores and cafes. It was the place to go shopping outside of the CBD.
3. **Suggestions for change: Vision**
 - More quality shops.
 - A more highly utilised Croquet Club. The facility can currently be hired at night through Council. The Club pays \$5,000 a year to lease the green.
 - A crossing with lights is needed at the crossing outside the National Bank
 - A commuter car park like the one at Thornleigh.
4. **Cultural needs**
 - Better integration between Caucasian and Asian communities.

EASTWOOD FRIENDSHIP TAI CHI GROUP

16 AUGUST 2011: WISTERIA IN THE PEDESTRIAN MALL

1. **Things that people like: What's special about Eastwood**
 - The area is harmonious
 - The area is safe and many students use it at night.
 - The Wisteria.
 - That the Anglican Church can be used for Tuesday night table tennis. There is also a table tennis group on Tuesday mornings at the Eastwood Hall.

ITEM 15 (continued)

ATTACHMENT 1

- The Tai Chi group has 100 members from many different cultures. Meet every morning until 10am under the Wisteria.
- The variety of the shops is great.
- The area is easy to get around and there are not that many stairs. Good for prams and older people.

2. Issues with the Town Centre/Facility

- The area needs to be modernised.
- The mall is not a flat surface and not appropriate for Tai Chi.
- The mall needs more cover and more shade.
- There are no indoor courts.
- There is not enough parking.
- Crossing outside the NAB is difficult.

3. Suggestions for change: Vision

- A dedicated Tai Chi space that is flat and well located near parking and transport.
- "Tables and seats for the community to use for mah-jong or just to walk down to the park for social interaction, to sit in the sun and meet people is a great idea for the Eastwood community".
- Improve the Train Tunnel to make it safer and more usable.
- The toilet block needs to be painted by the kids and maybe with a mosaic.
- Summertime dancing at night in the Pedestrian Mall.
- Better use of the area behind the oval (that is the Croquet Club).
- More facilities and spaces on the Korean side of the rail line.

3. Cultural needs

- Multicultural information service centrally located.
- Multipurpose community centre with indoor courts, outdoor space for Tai Chi or other community activities and a library.
- "It would be wonderful if the Council would consider doing the Glen Street Reserve near the upper car park (near Retro Vision). The little park could be made into a Tai Chi area and I am sure not only the Eastwood Tai Chi Friendship Group would benefit but also other residents within our community would as well, some where to go, to sit, to watch to chat that is what makes a community. In naming the Park perhaps Ryde Council could rename the park and call it the **"Eastwood Friendship Park"**.

EASTWOOD WOMEN'S REST CENTRE

16 AUGUST 2011: (Next to Library)

1. Things that people like: What's special about Eastwood

- Cheap shops
- History. The CWA has been operating there for 80+ years and has a strong connection. They raise money from this shop that goes toward charitable works.
- Granny Smith Festival

2. Issues with the Town Centre/Facility

- Some shops that sell meat and fish are smelly.
- There are no major stores such as Target.
- There are too many signs in Chinese.

Eastwood and West Ryde: Community Connections
Cred Community Planning

59

ITEM 15 (continued)

ATTACHMENT 1

- Some of the Town Centre is messy and dirty.
- The seated area outside the library is not comfortable. Particularly by older people. There are no rails to support people to get up the steps to sit. The seating is not under cover and it gets very hot in summer as it is metal.
- The toilet block is unattractive and it could be improved with a mural.

3. Suggestions for change: Vision

- Cleaner.
- More integration.
- Better quality shops including a department store.

CHRISTIAN COMMUNITY AID 17 AUGUST 2011

1. Things that people like: What's special about Eastwood

- It is very convenient.
- The fountain in the mall is great for children and lots of grandparents play with them there.
- Library is good and well located near the train station.
- It is a multicultural community.
- The oval is a bonus for the area and is well used.
- There is good cheap shopping.
- Council hall (Shaftsbury Road) and the Uniting Church Hall are in good condition and are utilised by the CCA.

2. Issues with the Town Centre/Facility

- The CCA has been in the premises since 1973 and they have an ongoing license to occupy the facilities at 10 and 12 Lakeside Drive.
- Lakeside Drive needs more universal design elements. Rails for older people, places to stop and sit.
- Some of the areas in the Town Centre smell due to the disposal of meat and fish products. In particular this is the case in Hillview Lane where there are no footpaths and the rear of shops is straight onto the Lane.
- The pavers can be dangerous when they are wet and CCA have had staff and client injuries on them.
- The parking is hard to access and there is not enough long term parking. It has really poor access into the car park and this needs to be fixed.
- CCA are reliant on volunteers. They have medical transport and drivers but have nowhere to park their vehicles. Senior's parking would also be a good idea.
- The Roundabout in Lakeside Drive has a lot of near misses, including from the young children that come running from the school. There is a need for a rail to stop people running directly onto the road. In particular, the cnr Lakeside Drive and Hillview Road is dangerous.

3. Suggestions for change: Vision

- A multipurpose community facility would be of great benefit to the community could co-locate: multicultural information service, library, hall, outdoor and indoor courts.

4. Cultural needs

- Multicultural information service centrally located.

ITEM 15 (continued)

ATTACHMENT 1

EASTWOOD LIBRARY 17 AUGUST 2011

1. Things that people like; What's special about Eastwood

Multiculturalism and the history of the area

2. Issues with the Town Centre/Facility

- The library building is too small for the community it is trying to serve. About a 1000 people a day use the library with well over 100 young people after school. The Library and CWA building is prime real estate and ideally located but could be redeveloped to better utilize the space for both Library and other community services
- Many children and young people use the library's resources whilst waiting for their travel connection. It needs more space to support this and better technology within and outside the building. The introduction of Wi-Fi in 2012 will be a very positive step in the right direction. An informal meeting space with couches, chairs and tables would be desirable. There is a trend away from computer games back to board games and reading
- The library is heavily used, by children and parents (and Grandparents attending children's activities – mostly Chinese, students studying and people reading newspapers. There is an increasing trend to use of the library as a community space as well as a library service.
- The area is missing a major drawcard such as Target.
- There is a significant issue in relation to providing information to residents, particularly new migrants regarding the services available, from government and NGO agencies. A designated, high profile location to access this information, receive professional referral and advocacy, is needed. Could be located as part of a hub.
- Most people who visit Eastwood drive. Lack of parking has become a major deterrent to people visiting the Town Centre and the Library.
- The library is being increasingly used by the Korean community and the resources to better serve this group would be highly desirable.
- There is some disharmony in the community with some racism directed towards Chinese and Korean residents. Chinese library staff also experience this.

3. Suggestions for change

- A multipurpose community/commercial hub. Possibly as a part of a redevelopment of the shopping precinct – ideally close to the transport node.
- Greater use of the library by community groups and service providers to promote themselves. E.g. The Croquet club could do a display to promote an open day. Service providers could have a presence in the library similar to the volunteer JP service.
- Some planned changes will help but a bigger library with more facilities for community groups, students and residents is needed. It is currently at capacity.

4. Cultural Needs

- Multicultural information services centrally located
- Non-culture specific events to draw people together e.g. Wraps with Love charity knitting groups that cross the cultural divide.

Eastwood and West Ryde: Community Connections
Cred Community Planning

61

ITEM 15 (continued)

ATTACHMENT 1

EASTWOOD CHINESE SENIOR'S GROUP

17 AUGUST 2011: ST PHILLIPS ANGLICAN CHURCH

1. Things that people like: What's special about Eastwood

- St Phillips Anglican Hall. It is big and well used by the community. Well located and has a good outdoor space. 100 older Chinese people meet here every Wednesday. Members are from Eastwood, Ryde and Epping.
- Good shopping.
- Eastwood Park – walking after dinner. Walking dogs.
- Library good but is too small.
- It is a very significant place for the Chinese community of Sydney. It is a focus for Chinese shopping and eating.
- The Korean side is well visited by people from other suburbs.
- Easy to walk around.
- Good public transport and very convenient.

2. Issues with the Town Centre/Facility

- Parking in the street is very difficult. People park here and catch the train – Rowe Street is too busy for residents to park.
- The area is a bit dirty and there is litter everywhere.
- Need more shade in the mall.
- Need more comfortable seating that is shaded.
- There are no outdoor courts except in the schools and these are not accessible.
- While it is easy to get around it is hard as an older pedestrian as sometimes drivers don't stop.

3. Suggestions for change: Vision

- A bigger shopping centre.
- Improved lighting.
- An open area for basketball (this could be shared for a range of sports and activities including tai chi).
- More friendliness.
- Better and longer Council car parking station. Needs to be bigger and higher.
- A park like ESL park in Marsfield.

4. Cultural needs

- Many older people moved here to be with their children and now look after their grandchildren. They need places to take the children during the day. They also need more small apartment housing for them to live in as they get older and some culturally appropriate senior's living.

KOREAN SENIORS

25 AUGUST 2011. ST PHILLIPS ANGLICAN CHURCH

1. Things that people like: What's special about Eastwood

- It is very convenient.
- The area feels safe.
- People like the library but not the collections.

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

- The fountain in the pedestrian mall. This is great for children. Lots of older people care for their grandchildren and they love playing here.
- There is good cheap shopping.

2. Issues with the Town Centre

- The area looks a bit old and needs to be freshened up.
- There is not enough parking
- The shopping centre is too old and the toilets are dirty.
- It is too complicated to get around with all the traffic
- The crossing at the NAB Bank is hard to get across. This should have a traffic light.
- Getting around by foot or car at school drop off and pick up time is difficult.
- The bus seats at the train station are uncomfortable.
- There is not enough lighting in the tunnel and it doesn't feel safe.
- Need a general department store (Myer, Target, Kmart).

3. Suggestions for change

- The East and West sides need to be connected through a tunnel or bridge
- A crossing with lights is needed at the crossing outside the National Bank
- More seating and shading is needed throughout the Town Centre but particularly in the pedestrian mall, outside the library and on the Korean side of the Town Centre. Some of the existing seats are hard and get hot in summer.
- The Korean side needs outdoor space connected to indoor space with shade and seating. They need to do exercise and participate in programs and there is nowhere to do this. Would be happy on either side of the rail line with this space.
- The library needs to be bigger and co-located with other community spaces. The Korean collection needs to be bigger and also more up to date.
- A community hall for the whole Town Centre that is owned by Council.
- A pool with a spa, and sauna.
- An indoor sports centre for children young people and general health and fitness.
- A playground on the Korean side.

4. Cultural needs

- Outdoor space for exercise and gatherings connected to indoor space for programs and activities.

EASTWOOD CHAMBER OF COMMERCE

25 AUGUST 2011. WESTPAC BANK, EASTWOOD

1. Things that people like: What's special about Eastwood?

- The area is a destination for Chinese people and other people from outside the area. It is unique and interesting because of its cultural diversity.
- The Granny Smith Festival is an example of the cultural integrity of Eastwood.
- The area feels safe. It is peaceful and harmonious and there is not much conflict.
- The residential area is lovely and there are good neighbourhoods.
- The diversity of Asian food in Eastwood is outstanding and this should be more widely promoted.

Eastwood and West Ryde: Community Connections
Cred Community Planning

63

ITEM 15 (continued)

ATTACHMENT 1

- What is special is the small business culture and this should not be changed through “Westfield” style development.
 - The Wisteria and the pedestrian mall.
- 2. Issues with the Town Centre**
- Traffic in the area is bad and this deters people from driving into Eastwood and affects business.
 - First Avenue has traffic issues in the busy times.
 - West Parade has poor traffic flow.
 - Blaxland Road and First Avenue Intersection is a disaster.
 - The Eastern side of the Town Centre suffers as most of the shops and parking are on the Western side. The Train station is a barrier and this needs to be addressed.
 - The pedestrian tunnel is unsafe after dark.
 - Shopping is limited to restaurants and groceries. There is not a good variety of shops to keep people in the area for a long time. There needs to be a variety of retail in the area. People are concerned that shopping will decline in Eastwood because there is more variety elsewhere.
 - There is nowhere to find long-term parking.
 - The Town Centre looks tired. Not much has changed in the Eastwood in the past 30 years.
 - There is not a strong night culture.
 - There are not enough public toilets.
 - The approach into Eastwood is not inviting with vacant sites including the vacant car park.
 - There are inappropriately co-located shops. For example, a raw food shop (butcher, seafood) should not be located next to a restaurant. It is not hygienic.
 - The tiles in the mall and around Town Centre are slippery and dangerous.
 - There are not proper delivery areas for trucks and it’s really dangerous in laneway areas.
- 3. Suggestions for change: Vision**
- Consider closing off Rowe Street to traffic and making it a pedestrian mall. Brisbane City Mall was given as an example. All traffic could be diverted around the town centre.
 - Expand the Train Station Pedestrian Tunnel. Make it a direct tunnel through from the East to the West.
 - Chatswood is a good example of creating a light airy thoroughfare through a train station.
 - Need to be visionary – could include shops in the arcade rather than just a tunnel. Keep it activated.
 - Get Eastwood (Western side) included in Food Tours such as Cabramatta.
 - Chatswood and Chinatown share a vibrancy at night. Stronger mixed-use zoning and a higher residential component would support more night activity in the Town Centre and create a vibrant night culture.
 - A gateway building to the entrance to Eastwood (in Rutledge Street) possibly a community facility would be great.
 - A community garden.
 - Interactive seating that changes into stalls at night (like Chinatown) would be great for business.
 - Night markets and night cinema.
 - Monument/mural that faces to train station that reflects the community – so people could see it on the way past.
 - Outdoor multipurpose courts (basketball, netball)
 - Places and spaces for young people to gather, socialise and recreate.
 - More informal spaces.
 - A bigger library.
 - Indoor space with badminton, table tennis, gym. Nearest badminton is North Ryde.

ITEM 15 (continued)

ATTACHMENT 1

- More appropriate housing with universal design. Quality development with lift access.
- Mix of housing including affordable housing.
- More fruit trees that reflect the history of the Granny Smith. Greening is important as the area is developed.
- Housing for older people on both sides of the rail line.
- Keep the personality of the area – individual store owners.
- Consider opportunities to extend the plaza.

4. Cultural needs

- People like to feel comfortable and welcome when they start their new life in Sydney. There is a need for a Community Information Centre with multi-lingual staff. This service could be connected to a neighbourhood centre or within a multipurpose facility that is well located and easy to find.
- The multiculturalism of the area needs to be promoted.
- Need a multipurpose community facility in the area that will bring people to Eastwood not just for the shopping but for community and cultural activities and they will stay in the area for longer. Pennant Hills Shopping area is a good example of a community facility in shopping area.
- Keep the unique cultural significance of the area. Keep it multicultural (Italian, Aussie, Chinese, Korean).

EASTWOOD TZU CHI BUDDHIST CHURCH/AAAB

31 AUGUST 2011:

1. Things that people like: What's special about Eastwood

- It is a strong community with a range of cultures.
- Eastwood is a unique village and people want to maintain this.
- It is very safe and has good transport.

2. Issues with the Town Centre/Facility

- Parking is too difficult
- Crossing at NAB needs a push button stop light.
- They have trouble parking, loading and unloading in Glen Street.
- Library is too small. Willoughby Council has a great library and co-located community hall.
- There is some disharmony between Caucasian and Asian residents.
- Train station tunnel is not safe and the lighting needs to be improved.
- Not enough shading. More canopies like the Wisteria are needed.

3. Suggestions for change: Vision

- A multipurpose community facility would be of great benefit to the community could co-locate: multicultural information service, library, hall, outdoor and indoor courts. Could be connected to outdoor space for Tai Chi. Would help them deliver more charitable works. The vacant site in Rutledge Street would make a great multipurpose facility.
- A bigger shopping outlet such as Kmart and Target.
- Gazebo in the Park for Performances (such as Hurstville Council).
- A multi-storey car park.
- Better landscaping and more greenery and trees.
- Close Rowe Street off and make it a pedestrian mall. Consider the impacts that this will make on Glen Street.
- Community gardens to bring people of all cultures together. This will be particularly important if there are going to be more high-rise apartments.

Eastwood and West Ryde: Community Connections
Cred Community Planning

65

ITEM 15 (continued)

ATTACHMENT 1

- An outdoor place that would support the community to get together at night would be good. Multi-faith harmonious group.
- All shops should have menus in English and Mandarin/Cantonese/Korean. This is not just for Caucasians but many third generation Chinese can't read Chinese either.
- More apartments and housing particularly for older people and lower income residents. Housing costs are becoming too high for rental and purchase.
- More relaxed Council regulations to encourage granny flats.

4. Cultural needs

- Multicultural information service centrally located.

KOREAN CHAMBER OF COMMERCE

1 SEPTEMBER 2011

1. Things that people like: What's special about Eastwood

- Large Korean and Chinese population.
- Good restaurants and food.

2. Issues with the Town Centre/Facility

- The East and West side is too disconnected and this is causing business on the Korean side to suffer. Business is not doing well compared to the other side where it is thriving. In particular restaurants are suffering. The Aldi will hopefully bring more people, but the parking is only for customers so will not help with the lack of parking on the Korean side.
- There is not enough parking and this prevents people from staying in the area. Need to encourage people to stay and shop.
- The library is not big enough and has a very small and very old Korean collection.
- Not enough low cost rental housing or affordable housing to purchase.
- No culturally appropriate nursing home for Korean community.

3. Suggestions for change: Vision

- A multipurpose community facility would be of great benefit to the community could co-locate: multicultural information service, library, hall, outdoor and indoor courts. Very important for multicultural groups, English classes and cultural activity.
- More residential and commercial buildings together. Happy to increase heights. This will be good for business and a night economy. However, need to think of impacts of making it too high such as increased traffic and parking issues.
- A connection via a footbridge or a wider more direct tunnel under the railway.
- Multi-level car parking.
- Open recreation and playground space. This is good for business and parents and grandparents can bring their children to play and will stay to eat and shop. It would be good to get the local community (including children) involved in the design.
- Also need places to gather for BBQs with permanent shade structures. For example, the Korean Festival (same size as the Lunar New Year Festival - around 10,000 people) should be held in Eastwood because of the large Korean community however, nowhere appropriate and Council also charges too much for use of parks. Korean community feels a little unsupported.

Eastwood and West Ryde: Community Connections
Cred Community Planning

66

ITEM 15 (continued)

ATTACHMENT 1

4. Cultural needs

- Space for multicultural programs and services.
- Gathering places for festivals and events.
- Culturally appropriate senior's living. They would be interested in development opportunities for a small senior's living complex.

VARIOUS INDIVIDUALS AND GROUPS

1 AUGUST TO 31 AUGUST 2011

Other groups contacted via telephone and online survey:

- Eastwood Senior Citizens Association
- Eastwood Public School
- Eastwood Occasional Care Centre
- St Kevin's Public School
- Wilson (Chinese community)
- Hugh Lee (Chinese community)
- Eastwood RSL
- Young people and grandparents and children using area outside Eastwood Library

1. Things that people like: What's special about Eastwood

- It is easy to get around the Town Centre by foot.
- Most people visit the centre daily to shop, go to work, attend events or use community facilities.
- The Wisteria arch in summer gives good shelter. There needs to be more shading like this throughout the Town Centre.
- Unanimously what people like most about the Town Centre was the shops and restaurants. Secondly was the pedestrian mall, which they think has a village feel.
- Lots of children and young people from the schools.

2. Issues with the Town Centre/Facility

- About 50% of people thought that there was enough lighting. The other 50% did not. Those who did not thought that there needs to be more lighting near the train station Eastwood park area.
- There is not enough entertainment in the Town Centre. No cinemas, leisure centres, or interesting shops.
- Most people feel that the Town Centre is safe. However those that didn't only thought it was unsafe in near the Train Station.
- What people don't like is the lack of parking, the untidiness of the area and too many junk shops.
- The library is not big enough and there is not enough study space. Young people would like more places to gather, study, use free Wi-Fi. They would also like more courts for basketball and badminton.
- There are not enough diverse shops and some clothes shops would be great.
- Older people using the playground near the library would like more shade and better seating that is more comfortable

3. Suggestions for change: Vision

- A multipurpose community facility would be of great benefit to the community could co-locate: multicultural information service, library, hall, outdoor and indoor courts.

Eastwood and West Ryde: Community Connections
Cred Community Planning

67

ITEM 15 (continued)

ATTACHMENT 1

- More community facilities including a function and learning centre.
- More longer-term parking and more parking were the most common responses.
- More of a village feel.
- New shops and a bigger department store.

4. Cultural needs

- Multicultural information service centrally located.
- Centre for learning activities.
- Indoor sports facility with badminton and table tennis facilities.

ONLINE AND WRITTEN SURVEY OUTCOMES: EASTWOOD TOWN CENTRE

AUGUST TO SEPTEMBER 2011

- 43 surveys completed
- Ten respondents identified as Australian background (23%)/33 identified as Chinese background (77%)
- Five surveys from people aged 27 to 35years/16 surveys from people aged 36 to 49 years/22 from people aged 50 to 65 years.
- 25 surveys from Eastwood residents. Remainder from neighbouring suburbs including Epping, Denistone and Denistone East, Ryde and West Ryde, Ermington, Liberty Grove and West Pennant Hills.
- 15 people regularly walk to the Town Centre. 16 people drive. 10 people catch a train or bus. 2 people ride a bike.
- The majority of respondents visited the Town Centre every day or 3 to 4 times per week in Summer and Winter.
- The main reasons given for visiting the Town Centre were:
 - For the shops
 - For the restaurants
 - To meet people and visit friends
 - To exercise
- 100% of people thought that it is easy to get around the Town Centre.
- 90% of people thought that there wasn't enough seating in the area.
- 90% of people thought that there wasn't enough shading in the area.
- 60% of people thought that there wasn't enough lighting in the area.
- 90% of people felt safe in the area. The only area they didn't feel safe was near the train station and using the train tunnel.
- The favourite places in the Town Centre were:
 - The mall and activities in the mall
 - The fruit shop
 - The restaurants
 - The Chinese grocery shops
 - The seafood shops
 - Woolworths
 - The shopping village
 - Eastwood Park
- The three least favourite places of places that needed changing were:
 - The library needs to be bigger

Eastwood and West Ryde: Community Connections
Cred Community Planning

68

ITEM 15 (continued)

ATTACHMENT 1

- The shopping centre is too old
 - The area needs to be cleaned up
 - The toilets in the Shopping Centre are old and dirty
 - There is not enough parking and the car park is always full.
 - The seating in the mall and outside the library.
 - The Pedestrian crossing outside the NAB is terrible for cars and pedestrians
- People identified the following visions for the Eastwood Town Centre
 - A dedicated tai chi area in Glen Park with shading.
 - A community garden
 - More parking spaces.
 - A community centre with indoor facilities and flooring for fitness activities can have badminton games, table tennis, basketball and social gatherings with some permanent outdoor seating.
 - Better toilet facilities especially in shopping village.
 - More exercise facilities for young and old.
 - More sitting benches.

ITEM 15 (continued)

ATTACHMENT 1

Appendix 4 Community engagement outcomes West Ryde

West Ryde Library

5 October 2011

- Important in West Ryde to try and build connections between the community and the different communities of interest in the area. There is not a strong sense of community or “identity” for West Ryde unlike Eastwood.
- The library is doing popular programs like tri-lingual story time.
- The library is a good avenue to get people involved in community activities and then link them to other community programs/services/groups.
- They currently bring the older Chinese and older English Australians together through Wrap with Love. This may also be possible through the Eastwood Croquet Club with support from the library.
- There is a need for spaces for people to congregate – there is nowhere to sit in the town centre, and nowhere to hang around outside the library.
- The Library is trying to build connections with the Indian community, but this is not as easy as the Chinese and Korean community.
- Thinking of programs such as mah-jong that can connect different cultures and age groups.

Workshop with Council staff

6 October 2011

- The West Ryde Town Centre is getting a village square however at its widest it is only 20m wide. It will be approximately 1500m². There will also be two large video screens in the village square area that will be used 50/50 Council and Coles. They will be Council managed.
- There is a footpath outside the community centre. Need to investigate how wide this is and whether it can be used for children and families who will be the main users of the community centre. Where is the nearest park/open space playground? It is a fair distance in Darville Park across the other side of the rail line.
- Council will be installing public art in the town square that kids can climb on.
- NSW Housing has a development on Eastern and Western side of the railway line – Eastern private and Western mixed (social, affordable and private).
- Council is looking at ways to link parks to the Town Centre.
- Library windows are blacked out and they disconnect with the street.
- Victoria Road needs upgrading.
- There is little space for outdoor dining which activates the streetscape.
- The STA’s long-term vision for the train station needs to be determined.
- The League’s Clubs Plans need to be determined.
- There is a shuttle bus to West Ryde linking Ryde to the rail station.
- Consider allowing outdoor dining in Ryedale Road.
- Opportunities for trials of Pop Up and Renew Newcastle models investigated in West Ryde.
- Shaded structures in Ryedale Road could activate business. Ryedale Road is a conservation area and would be good for a mainstreet program.
- Need to consider the principles of Built 4 Kids in the public domain.
- Consider shopfront improvements such as Ashfield Council “Welcome Shops” project through partnership with Macquarie University.

ITEM 15 (continued)

ATTACHMENT 1

Eastwood Tai Chi Friendship Group

7 October 2011

- The group were not interested in talking about the West Ryde Town Centre as they consider that Eastwood should be the focus of improvements as it is such a significant place. They said:
- “West Ryde Town Centre (if you want to call Woolworth’s, Coles and other small shops a town centre...West Ryde has always been an difficult area for recreation etc, nearest park/s are at Meadowbank with Darvall Road Park being the biggest in West Ryde and that is a good distance from the shops. We would suggest that it is a commuter suburb not an overly family suburb where there is little recreation etc”.

Small businesses in West Ryde Retail Centre

11 October 2011

Main issues identified through interviews with a range of small businesses included:

- There are no congregation places or places for socialising in the main retail area.
- There is nothing to identify that there is a shopping precinct behind Victoria Street.
- The area needs to be a better walking destination.
- The lack of on-street parking is affecting small business. People who want to stay for lunch can’t find a park that is more than 30 minutes limit. This is not supporting small business. There is too much short-term parking. Increasing density through DOH and Coles development will bring an even greater impact on parking.
- Need a “clean up” program for the Town Centre.
- Lighting needs improving particularly along Victoria Road and at night time. The area feels very unsafe.
- Want to see a strong Chamber of Commerce with participation from more businesses.
- Some local shops need to improve their shopfronts. It would be good for Council to lead this change by fixing up the footpaths and greening the area, particularly along Victoria Road.
- Need some community building activities for newer residents. The area is changing and people need to get to know each other.
- The planter boxes on Victoria Road were installed a while ago and look old and dirty.
- Many of the pavers in the Town Centre as slippery and need to be replaced.
- There needs to be more signage on Victoria Road that there is a shopping precinct here.
- There needs to be a reason for people to walk around at street level – a park, some play equipment, markets?
- The underground wiring that has been installed is dangerous and a trip hazard.
- The vacant Shop in West Parade (Walkly Plaza) gives a very bad impression of the shopping area. This should be knocked down to make a pedestrian area with some gathering space or should be renovated and leased. It is the first impression from the station.
- The area needs a few more interesting and quality coffee shops and cafes.
- Ryedale Road has some really interesting shops and the best Turkish Deli around. This could become a destination shopping strip. .
- New events and festivals that reflect the area should be considered. Markets to bring locals and visitors into the area would be good. We need to create an identity for West Ryde.
- Some businesses feel that West Ryde Retail area has become a transitory place. You catch a bus, catch a train, go to Woollies but you don’t hang around there. It is not designed well to support people to hang out.
- The area has no unified look or identity. This should happen through consistent street furniture, lighting, trees. The small improvements in Chatham Road should be extended throughout the Town Centre including into Victoria Street.
- Businesses feel that they do not have enough knowledge of City of Ryde plans for the area and that they would like to be more involved in decision making. Some businesses would like increased Councillor involvement in local Chamber events.

Eastwood and West Ryde: Community Connections
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71

ITEM 15 (continued)

ATTACHMENT 1

- Cnr New Betts Road and Chatham Road needs a zebra crossing.
- Victoria Road splits the area and is difficult to cross.

Relationships Australia

11 October 2011

- There is no preschool in the area to support transition to school. This is very important particularly for children from CALD backgrounds.
- The playgroup run at the Community Hub is very popular and very multicultural. This is an important service as there are many mothers from CALD backgrounds who are socially isolated – due to language and cultural barriers.
- There are many women who have skills but do not know how to promote themselves. Relationships Australia are very interested in social enterprise opportunities such as local multicultural craft and food markets and “pop up” shops concept.
- There are also a number of isolated older people in the area who need introductions into the community.
- The Indian community, which is increasing in West Ryde, needs some space that they can meet and chat. Outdoor space would be best where they can meet informally. They also want to meet around cultural events – this could take place in public spaces in the town centre. There is nothing happening in the area – other than at the library – for Indian and Sri Lankan residents.
- There is some intergenerational tensions between older Indian people and children/young people and some activities for young people would be good.
- They will be setting up a multicultural information service through the Community Centre. These neighbourhood services are needed as they can support people locally. There is hidden domestic violence that is not being reported to the police.
- CCA does settlement services. However, they are only funded to provide English language training to newly arrived immigrants within the last 5 years.
- There are some good spaces including the Uniting Church hall and they are hoping that social groups will be able to access the new Community Centre meeting rooms for a low rate.
- Some cross-cultural activities would be great to get people connected and break down barriers.
- Also, activities that introduce new immigrants to local Australian activities would be good. And linking the existing social groups to social groups from other cultures.
- The town centre needs some visual signs of the area’s diversity. This can make the area a destination.
- Opportunities to work with Meadowbank TAFE Outreach.
- There are no youth spaces in the area and no places for young people to gather – even though it is a family area.
- Would be interested in running an art competition on the walls of the cultural centre – with a multicultural focus.
- There are no visual signs that the area is culturally diverse. Would be good to have flags, signposts, or symbols of different cultures in the area.

Australian Asian Association of Bennelong

Group meeting, 12 October 2011

- Concern that pedestrians have not been looked after during the construction phase of the Coles. Recently a number of older Chinese people have tripped on their way to the Australian Chinese Baptist Church.

Eastwood and West Ryde: Community Connections
Cred Community Planning

72

ITEM 15 (continued)

ATTACHMENT 1

- The vacant site on Victoria Road (the former Clarke Rubber site) makes the area look derelict. Council should buy this and make it public space or a car park.
- Victoria Road needs an upgrade. If Council is not going to look after the public domain, how do they expect shop-owners to take pride.
- There is a need for better signage to shops and parking places.
- There is a need for bike racks to promote alternative forms of transport. People are starting to ride bikes and it could be a good solution to parking issues in the town centre.
- It would be good to promote the Top Ryder Shuttle Bus should also be more widely in Chinese/Korean language for those who don't read English. This may alleviate some traffic and parking problems.
- A dedicated person is required to make improvements to West Ryde Town Centre and Eastwood happen.
- There is a need for more lighting and seating in the West Ryde Town Centre.
- There are a lot of Chinese grandparents who look after their children while they work. A Chinese grandparents playgroup would be great. Also school holiday programs for grandparents and children. There are also not enough school holiday programs for children as in many Chinese families, both parents have to work.

Christian Community Aid

12 October 2011

- The CCA run financial services from their building. 29 people a week work here. They also run settlement services including English language classes (funded for people who have arrived in the past 5 years).
- The main need in the town centre is for more green space and public congregation places.
- Need to ensure that when the new Community Centre opens that the meeting rooms and hall will be affordable for small social groups. These kinds of affordable spaces are important in this community that needs to build connections and where people are not high income.
- There is a high need for a space for children to play. The area needs a park. This will become even more important as increased housing is built within the town centre. The small park could also be used or an informal playgroup or neighbourhood events.
- The Town Centre needs more colour and vibrancy. It is very grey at the moment.
- Would be interested in seeing some sort of multicultural market in the village square. Outside the Westfield in Hornsby they have monthly community markets like this.

West Ryde Meadowbank Progress Association

12 October 2011

- More green space is needed in the Town Centre and this would be excellent next to the community centre.
- There is a need for a pedestrian crossing on Victoria Road.
- Fountains are fun in Village Squares and really good for kids to play on.
- The bus interchange needs to be redeveloped. It looks run down and is a waste of space.
- Something needs to be done about Walkly Plaza. It has been vacant for years and gives a bad impression of the town centre. As does the old Clark Rubber site on Victoria Road.
- The area has an interesting history with 3 ballrooms in the area. The legacy of dancing schools still remains.
- Council needs to raise the profile of the area.

Ryde Family Support Service

13 October 2011

- Ryde Family Support Service provide early intervention services to keep families together. They have identified hidden domestic violence in the area, and Korean Lifeline has also identified this issue.

Eastwood and West Ryde: Community Connections
Cred Community Planning

73

ITEM 15 (continued)

ATTACHMENT 1

- There are a number of isolated women's groups in the area. They need support to connect into the community and access services. Having a shared Community Centre will hopefully help to address this.
- There are a range of social problems in the Meadowbank units.
- The West Ryde Town Centre needs upgrading and it needs more public spaces and play areas for children so that people can get to know each other and hang out there for a while. This is good for community building and good for business.
- There are also no facilities or spaces for young people to hang out, play sports or attend programs.
- There are no skate parks or courts in either West Ryde or Eastwood.
- Some Chinese grandparents are isolated and need activities to get them together with other groups.
- Many Korean and Indian mums are isolated. They need someone who is culturally sensitive to help them connect into existing networks.
- There are some interesting markets at Rozelle Public School in Carlingford that could apply to Eastwood or West Ryde.

Korean Chamber of Commerce + Wilson

13 October 2011

- Eastwood and West Ryde Town Centres need some programs, led by the Chinese and Korean community in partnership with Council to educate Anglo-Australian residents about Asian restaurants and grocery stores and Asian shopkeepers about customer service.
- The aim would be to educate Anglo-Australian people about the types of restaurants and groceries in Asian Shops. Currently only 10% of diners in Korean restaurants are Anglo-Australian. They want to increase numbers. Korean and Chinese shopkeepers would like help with understanding Australian ways, and some education in Korean and Chinese languages around food and hygiene. They would be happy to pay for this training.
- Ideas include: tours of Asian shops, training in food and hygiene, a program and awards to fix up shopfronts (and also to teach people that butchers should not be at the front of grocery stores as it is smelly and gives the other shops a bad name), educating Anglo-Australian people about Chinese and Korean mannerisms (eg. They do not seat Anglo's separately, they like to give Anglo-Australian's better service and tell their staff that).
- They would be happy to support a program such as the Welcome Shops Project.

Korean Women's Group

13 October 2011

- The Korean Women's Group do not use the West Ryde Town Centre that much. They find it a bit hard to navigate.
- They would like a park in the Town Centre.
- They do not have good English language skills and need some visual signage to help them get around.
- They also find it very difficult to get across Victoria Road.
- They would like to move the Korean Women's Group meeting to the community centre hall when it opens. They hope that they will be charged a cheaper rate.
- The library is the main place for Korean young people to hang out after school on their way home.
- They would like help to access English language skills. They feel isolated because they can't speak to Australian people. It would be a good idea to have some programs with Grandparents and children as many older people learn English from their grandchildren.
- There is a need for better places for children and young people on weekends and after school. eg. Table tennis, sports.

Eastwood and West Ryde: Community Connections
Cred Community Planning

74

ITEM 15 (continued)

ATTACHMENT 1

West Ryde Chamber of Commerce

18 October 2011

- Would like to instigate the “Pride in West Ryde” project and get local businesses to take Pride in their shops, particularly those that face onto Victoria Road. Would do this in partnership with Council. They would like to have annual awards sponsored by the Chambers.
- However, they believe that before local business will improve its shopfronts Council needs to invest in some local improvements to the public domain, new footpaths, street trees and low-rise shrubs. Something also needs to be done about the lack of street parking over 30 minutes – which hardly even gives people enough time for a coffee. The Chamber would like the 30-minute parking policy reviewed.
- The Chamber would support a program such as Renew Newcastle in vacant shopfronts. They are embarking on a project to identify all shop owners in the Town Centre so could support Council in this project.
- Considers that Council needs to take a capacity building approach to improving the Town Centre working with existing social and community groups.
- Also concerned about the unsafe environment for pedestrians in the Town Centre and that this is making people avoid shopping there affecting small businesses in particular.
- The Chamber also talked about the future of the Easter Parade and the difficulty the Chamber has running this event. Would like to review the future of this event.
- The Chamber President believes that improvements to the Town Centre need to happen in 3 stages: 1: clean it up and make the public domain better including greening it 2: Fill all the vacant shopfront. 3. Promote and activate the town centre through events, programs and community activities.
- There needs to be clear policies on the use of the village square. It should promote community harmony and community uses.
- Concerned about the vacant site in Victoria Road (Clarke Rubber). Has been vacant for 14 years and would be a great public space with rear parking. The small public square called Trim Park on Gladesville Road is a good example of how this could look.

Good Beginnings Community Hub

18 October 2011

- Coordinate supported playgroups/parent support for 0 to 8 year olds with a focus on 0 to 5 year olds.
- Monday morning supported playgroup is very culturally diverse and will stay at the hall at the West Ryde Public School after the Community Hub has moved to the new Community Centre. The Community Hub will keep a presence at the school and run transition to school for kids who haven’t had any preschool education.
- The Monday Morning playgroup has about 30 families from India, Korea, China. There are also many Chinese grandmothers attending the playgroup.
- There is no preschool in West Ryde.
- It is hard for families to access existing Long Day Care.
- They would be very interested in partnering in programs and activities near the Community Centre to support local families and also support local business.
- A greened, family oriented space next to the community centre would facilitate local/neighbourhood community activities that would complement services offered at the Community Centre. It would also attract people to the shops and give them a reason to stay.
- Victoria Road is a barrier to using the Town Centre shops. Particularly for families with children coming from Meadowbank side.

ITEM 15 (continued)

ATTACHMENT 1

- The library is not easily visible in the Town Centre. There should be some pedestrian only zones around the library to make it more pedestrian family, and more of a community space.
- Concerned that local business may suffer with two supermarkets and construction activities. Currently, West Ryde is not a very pleasant environment to shop. Particularly for older people and people with children.

Community Hub survey with supported multicultural playgroup

October 2011

- People like that West Ryde is a cultural community.
- The heavy traffic on Victoria Road is a barrier to residents on the South (Meadowbank side) accessing the Town Centre. "We walk to school and have to cross Victoria Road (near McDonalds), Cars drive too fast and don't watch for pedestrians".
- It is difficult to find a carpark in the Town Centre.
- Excellent transport (trains and buses) to all over Sydney.
- Mothers from diverse cultural backgrounds need access to education and employment opportunities and to social connections.
- Multicultural events would be good to help local people get to know each other.
- Quality childcare is difficult to access and there is no preschool in the area.
- There are some nice playgrounds in the West Ryde area.
- People don't feel safe walking around the area at night.
- The school is a great asset and has a very multicultural community.
- Housing prices are increasing (especially near the school) changing the nature of the area.
- English classes for new immigrants would be very good "Unless I can speak good English, it's very hard to make different types of friends, especially Aussies".
- There is nowhere to play sports (no outdoor courts) in the area.
- More Hindi books in the library.
- There are some feelings of discrimination.
- There are vacant buildings, which makes it look rundown "Victoria Road near station – some old buildings site vacant for four years".

OUTCOMES OF ONLINE SURVEY: WEST RYDE TOWN CENTRE

Outcomes of targeted online survey with local business, community groups and community leaders
33 survey completed

1. How do you access the town centre?

	Number	%
Walk	8	25
Drive	16	50
Train	5	16
Bus	3	9
	32	100

2. Is there enough shading or shelter in the Town Centre?

Eastwood and West Ryde: Community Connections
Cred Community Planning

ITEM 15 (continued)

ATTACHMENT 1

	Number	%
Yes	10	31
No	22	69
	32	100

3. Is there enough seating?

	Number	%
Yes	4	13
No	28	87
	32	100

4. Is there enough lighting?

	Number	%
Yes	9	29
No	23	71
	32	100

5. Is the town centre safe?

	Number	%
Yes	15	47
No	17	53
	32	100

6. 3 Places or Things people like most about the Town Centre

Most common responses were:

1. Great library
2. It's compact and there is a good range of shops and basic services
3. It is conveniently located and near train and bus
4. The recent plantings and low-rise gardens in the area.

"It's small; I don't want to go to a big shopping centre for every little thing. I love that it has cafes, a library and the basic stores and services (like dentists & Doctors). The parks (& playgrounds) are great and close to cafes".

"Individual retail outlets, like Woolies - modern, safe, good parking, escalators, shopping trolleys. Taffa's Mitre 10 - handy range and good service. West Ryde Hotel - good food, good atmosphere & service".

Bus / train / taxi interchange Small shopping centre

7. Three things or places least liked about the Town Centre

Most common responses were:

1. The area looks tired, rundown and there are lots of vacant shops.
2. There isn't enough parking, including longer-term parking.

ITEM 15 (continued)

ATTACHMENT 1

3. Victoria Road needs improving and needs to be linked to shops in Chatham Road and West Parade and the Market place.
4. There is no public spaces to sit and socialise.
5. There is not enough trees or green in the area.

"That street beautification works such as upgraded footpaths, tree planting and low-rise gardens have not continued to the boundaries of the shopping precinct".

"Community room for health education, classes for our community with free of charge or low fee. Need park with BBQ setting and shade"

A lot of West Ryde has a very tired and unclean look to it. The upgrade to the plaza is a fresh and welcome start. It would be good to have more areas upgraded. The Early Childhood Centre was not convenient for parking or for entry with prams etc. This will hopefully be improved with the new centre opening. There are many areas that could be more pram friendly. Also the removal of street parking - short term with the construction site is a pain, especially if you want to just stop off quickly.

As above, it's a mess and this is not a short-term situation, with pedestrians treated with contempt by the council and construction management of the area. It has no park or other pleasant outdoor space, minimal landscaping, and is a hazard, generally appears old, badly deteriorated, dirty and poorly kept. That is, it has negative attractive features and amenity.

Extremely dirty and unkempt shop fronts and footpaths on Victoria Rd Extreme shortage of long stay car parking
Poor integration of West Ryde Village Centre with Victoria Rd strip shops.

8. Ideas to improve the area

Most common responses were:

1. A children's play area in the centre near the shops.
2. More green, less concrete.
3. More longer-term parking.
4. Hedging and refurbished footpaths like in Graf Avenue in Victoria Road and other streets in the Town Centre.
5. More activities for children and young people.
6. More community events that reflect the diversity and personality of the area.